



Silverwood School

Where children are challenged and cherished

FAMILY HANDBOOK 2010-2011

Welcome to Silverwood School. The Silverwood Family Handbook is designed to answer questions families may have about Silverwood’s procedures, special events, and other aspects of life in our community of learners. This handbook is also posted on the school website and is updated regularly. Please check the website for the most up-to-date information: www.silverwoodschool.org. For information not found in these resources, please call the office at (360) 697-7526 or e-mail office@silverwoodschool.org.

Contents

MISSION STATEMENT, BELIEFS, AND VALUES	4
Mission Statement.....	4
Beliefs.....	4
Values.....	4
Diversity Statement	4
ORGANIZATION	4
Accreditation.....	4
Governance: Board of Trustees – Head of School	4
COMMUNICATIONS GUIDELINES	5
If Parents Have Questions or Concerns About the Classroom.....	5
When a Problem Arises Between Students	5
When a Problem Arises Between Adults	5
Role of the Board of Trustees	5
SCHOOL COMMUNICATIONS	6
Communicating with the Office and the Classrooms.....	6
Parent – Teacher Communications	6
Phones, Messages, and E-mails	6
Staff – 2010-2011	6
Newsletter and E-mail Updates	7

CLASSROOM AND STUDENT LIFE	7
Absences, Tardies, Early Departures, and Missed Homework.....	7
Tardies and Early Departures-- Signing Students in and Signing out.....	7
Why It's Important to Arrive at School On-Time	7
Backpack Mail	8
Behavioral Expectations.....	8
Birthday Celebrations	8
Computer Lab Usage and Standards	9
Cubbies (Student Storage).....	9
Curriculum	9
Parent Classroom Observation	10
Deliveries to Students During the School Day.....	10
Dress Expectations	10
FIELD TRIPS	11
Teachers	11
Students	11
Drivers/Chaperones.....	11
Islandwood	12
Olympic Park Institute	12
Children's Theatre	12
Sixth Grade Trip.....	12
HEALTH AND SAFETY	13
Immunizations.....	13
Sick or Injured Student Procedures.....	13
Illness	13
Fever	14
Head Lice	14
Pink Eye	14
Ringworm	14
Scabies.....	14
Injuries.....	14
Medications at school.....	14
Prescription medications	14
Scoliosis Screening.....	15
Vision and Hearing Screening.....	15
Tobacco Policy.....	15
Drug and Alcohol Policy	15
Emergency Preparedness.....	16
HOMEWORK	16
HOMEWORK CLUB (Before and After School Program)	17
LUNCH AND RECESS	17
SNACKS	17
MATURATION AND PUBERTY CLASS	18
PETS	18
SCHOOL DIRECTORY	18
PLAYGROUND AND RECESS RULES	18
SCHOOL PICTURES	18
SERVICE LEARNING AND COMMUNITY SERVICE	18
STANDARDIZED TESTING	18
STUDENT PROGRESS EVALUATION AND PROGRESS REPORTS	19
SUMMER PROGRAM	19
VALUABLES – TOYS, JEWELRY, PAGERS, CELL PHONES, MONEY, ETC.	19
FAMILY PARTICIPATION POLICY	19

School Volunteer and Visitor Check-In and Check-Out	19
Observation in the Classroom	20
Silverwood Parents Association	20
Guidelines for Student Behavior during Parent Meetings.....	Error! Bookmark not defined.
SCHEDULE.....	20
School Day	20
Number of School Days.....	20
Teacher In-Service Days	20
COST OF EDUCATION	21
Tuition and Fees	21
Tuition Assistance.....	21
Divorced Parents	21
Field Trips	21
Sixth Grade Trip.....	21
INCLEMENT WEATHER AND SCHOOL CLOSURES	21
If School is Closed or Begins Late	21
If School Closes Due to Weather or Other Emergency	22
PARKING, DROP-OFF, PICK-UP, AND TRAFFIC ON CAMPUS	22
PHILANTHROPIC SUPPORT OF SILVERWOOD SCHOOL	22
APPENDICES	24
I. Community Standards	24
II. Expectations for Parents/Families	24
III. Grievance Policy	25
IV. Important School Events	26
V. Parent Glossary and Answers to FAQ's.....	27

MISSION STATEMENT, BELIEFS, AND VALUES

Mission Statement

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

Beliefs

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

Values

Academic excellence	Integrity
A robust and research-based curriculum	Diversity
Critical thinking	Curiosity
Independent thought and work	Teamwork
Self-knowledge and self-advocacy	Exploration and invention
Generosity of spirit	Creativity and expression
Respect and resiliency	Kind-spirited humor and fun
Highly qualified teachers who are passionate about teaching and learning	

Diversity Statement

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

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

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

ORGANIZATION

Accreditation

Silverwood School is certified by the State of Washington, is a subscriber member of the Pacific Northwest Association of Independent Schools (PNAIS), and is a member of the Washington Federation of Independent Schools.

Governance: Board of Trustees – Head of School

Silverwood School is governed by a self-perpetuating Board of Trustees whose members are nominated and elected by the previous Board. Trustees elect a president, vice-president, secretary, and treasurer from among the membership. The Board's responsibility is the long-range health of the school.

The Board hires and evaluates the Head of School, approves the yearly budget and all policy decisions, and is charged with keeping itself informed about the programs and activities of the school. The Board of Trustees is not, under normal circumstances, involved with the daily operation of the school.

Parents are welcome to attend Board meetings, which are typically held eight to nine times a year and are listed on the school calendar. Parents who are interested in serving on an ad hoc committee or standing committee such as Development, Strategic Planning, and Finance should contact the Board President, Kevin Sheehan or the Head of School.

When openings occur, the Board matches skills and interests with committee needs. Generally, prior to being asked to become a trustee, volunteers support the school by serving on Board and/or SPA Committees or in other capacities.

The president of the Silverwood Parents Association, the Head of School, and school co-founder Peggy Iversen sit as non-voting members of the Board.

Board Minutes are posted in the office and are available to parents and the public. Trustees for 2009-10 are:

Kevin Sheehan, President	Rana Buford
Molly Mansker, Vice President	Helene Kain
John Coombs	
Rob McIntyre, Secretary	Bill Adams, SPA President (non-voting)
Lisa Johnson	Peggy Iversen – Founder (non-voting)
Ashley Armstrong	Susan Radtke – Head of School (non-voting)
Margaret Johnston	

The Head of School is hired by the Board of Trustees to fulfill the mission of Silverwood School and to administer the program, hire and evaluate faculty, recruit and educate our students, oversee the curriculum, maintain the school's financial soundness, and ensure compliance with local, state, and federal requirements.

COMMUNICATIONS GUIDELINES

If Parents Have Questions or Concerns About the Classroom

If parents have questions or concerns involving their child's classroom, please address those concerns directly with the student's teacher – the sooner the better. Talking with other parents, Board members, or the Head of School will not address the problem and will only delay the opportunity to solve it.

If after addressing the problem with the teacher directly concerned the problem persists, then the next step is to include the Team Leader and Head of School in the conversation who may choose to include the classroom teacher, team leaders are: Brenda Boatman, Vanessa Kasperek, and Amanda Jones, Coordinator, and any other specialists appropriate in working the families to address a concern.

When a Problem Arises Between Students

If a student has a problem with another student, parents should strategize with the student on how to address the problem with the other student but should not step in and try to fix the problem for their child. To do so sends the message that the parent lacks confidence in the child's ability to address the problem and denies the child an opportunity for growth and learning and to put into practice the communications skills they are learning at Silverwood.

If the problem continues, then the parent should alert the teacher but please allow the teacher to address the problem with the children directly involved. Parents are also encouraged to advise their child to approach the teacher and self advocate by asking for help (which is different from "tattling," the point of which is to get someone in trouble, not necessarily solve the problem).

When a Problem Arises Between Adults

When a problem arises between two adults, they should address the problem openly, honestly, and directly with each other rather than talk about it with others who are not involved. To talk with others rather than try to resolve the issue directly is to foster gossip, which has no place in a culture of kindness and respect and which is counteractive to solving the problem.

Role of the Board of Trustees

Please note that the role of the Board of Trustees in any independent school is policy-making, and Trustees do not address issues related to the day-to-day operations of the school. The Board's mission is to safeguard the financial health and institutional well-being of the school on behalf of our children and our children's children. If parents contact Trustees about issues concerning a child, a teacher, or an administrator in the school; the Trustee is obligated to refer that person back to

the individual at school who is best qualified to address the issue. This is a fundamental principle of good practice in an independent school and a good way to model direct, open, honest communication for our children.

SCHOOL COMMUNICATIONS

Communicating with the Office and the Classrooms

In an effort to limit the number of classroom interruptions, *no phone calls nature will be transferred to the classrooms*. The office staff will take messages and relay information to the classroom either by e-mail or by calling the classroom at lunchtime or between 2:50 – 3:00 p.m. *Students may not make phone calls without permission from their teacher*. Teachers will return calls or e-mails at their earliest convenience – the same day if possible, and within no longer than 24 hours. If you call the school or a teacher to leave a message, please also leave your e-mail address.

Parent – Teacher Communications

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

- E-mail the teacher directly at his or her silverwoodschool.org e-mail address: firstname@silverwoodschool.org.
- Send a detailed note in the daily take-home folder (for Primary and Intermediate students).
- Call the school office and leave a message to be given to the specific teacher who will respond to your call the same day if possible and within 24 hours if not the same day.
- Please check your e-mails daily for messages from teachers or from the Silverwood office. To keep expenses down and reduce paper waste, many communications are sent to families electronically.

Phones, Messages, and E-mails

Our phone system has two incoming lines. The office staff strives to answer calls personally, but if both incoming lines are in use or office personnel are not available, incoming calls are forwarded into voice mail. The office staffs checks messages frequently, but if a message is urgent, please feel free to call back. E-mail is checked throughout the day so it may be more convenient to email the office at office@silverwoodschool.org. In a true **emergency**, call Susan Radtke, Head of School, on her cell phone – 360- 286-3686. **Please reserve this number for truly critical communication**. Otherwise, please contact Ms. Radtke through the regular phone lines or at susan@silverwoodschool.org.

Staff – 2009-2010

Grades 1-2

Tracy Baltutat

Brenda Home – Team Leader

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Office

Susan Radtke, Head of School

Ashley McComas, Business Manager

Carol Taylor, Admin. Admissions Director

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School Custodians:
School Maintenance:

Hildo and Margaret Rodriguez
Bill Paulsen

All Silverwood teachers strive to be accessible and have made a strong commitment to communication with their students' parents. Time at school is precious, so impromptu requests for conversation just before school, right after school, or during teachers' lunch and planning times are discouraged. Calls to teachers' homes should be reserved for emergencies *and made no later than 8 p.m.*

Newsletter and E-mail Updates

In keeping with the Silverwood commitment to use resources wisely, the school is reducing paper and printing use, and sending home most parent information via e-mail or making it available on the school website, www.silverwoodschool.org. The school community newsletter is available on the website. In addition, the Head of School sends occasional e-mails to families. The newsletter includes information about upcoming events, articles from the Head of School, the Board of Trustees, SPA and teachers, monthly calendars, classroom projects, field trips, volunteer opportunities and more. **Parents are expected to read the newsletters and e-mailed communications.** Please check e-mails regularly, inform the office of any e-mail address changes, and also check backpack mail daily. Most of the forms and other all-school communications are posted on the school website as well.

CLASSROOM AND STUDENT LIFE

Absences, Tardies, Early Departures, and Missed Homework

Your child should arrive at school between 8:10 and 8:25 a.m. Because classroom instruction begins promptly at 8:25, your child is tardy after 8:25 a.m. If your child is absent, please call the office 697-7626 or email office@silverwoodschool.org. If you would like to pick up a homework packet, please note the time you would like to have it available. The office will pass on the information to the teacher. Excessive absences and/or tardies will result in a meeting with the Head of School to discuss the impact on your student's academic and school life and find a solution to the problem.

Silverwood **strongly discourages** extended absences from school for vacations, and taking vacation days during school days. Because of the experiential and hands-on nature of our educational approach, group work, and class discussions, most instruction cannot be replaced by workbooks or handouts.

Tardies and Early Departures-- Signing Students in and Signing out

Please choose one of the following options for reporting a late arrival:

1. Phone the office at 697-7526 and leave a message on voicemail.
2. E-mail the office at office@silverwoodschool.org

When you arrive at school late or after a mid-day appointment, **come to the office with your child and sign in your child** on the clipboard on the office counter. Your child will receive a tardy slip to take to class. **PLEASE DO NOT drop off your child** without following this procedure. Likewise when your child leaves school early, the adult driver must come to the office to sign out the student. This is an important security procedure that helps ensure the safety of your child.

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

Why It's Important to Arrive at School On-Time

Late arrivals disrupt students and teachers who begin class work on time. Students who arrive late miss valuable information presented at the beginning of a class session. Children are most ready to learn when they have had a good night's sleep, breakfast, an unhurried morning, and have arrived at school between 8:10 and 8:25 a.m. so they have time to get settled in prior to school beginning at 8:30 a.m. Sometimes, arriving late at school is unavoidable; please do all you can to ensure timely arrival at school. Parents of students who are frequently late will be contacted by the Head of School.

Backpack Mail

Parents of Primary and Intermediate students should check their child's backpack each day for homework and important information from the classroom and the office. Senior classroom students are expected to give handouts to their parents. Classroom teachers send Homework Packets. Your child's teacher will provide you with instructions on when these homework packets are distributed and due.

Behavioral Expectations

Our mission statement challenges us to support our students in becoming "confident, compassionate citizens and skilled, life-long learners - literate, motivated, and intellectually adventurous." Silverwood School approaches student behavior proactively with clear teacher expectations and through our Character Education Curriculum, school assemblies, community service projects, and student family program.

Silverwood students are expected to:

- Speak and act respectfully toward all members of the school community.
- Engage in their own learning and contribute appropriately to their group of fellow learners.
- Guard the physical safety of their peers and themselves. This includes regulating the intensity of games and movements to be appropriate to the setting and the people involved.
- Support their teachers, their classmates, and the academic and social goals of the school.
- Care for the school -- its buildings, grounds and environment.

We believe in addressing behavioral issues quickly and directly so students know their boundaries and our expectations and so all children feel safe - emotionally and physically.

Teachers communicate clear behavioral expectations at the beginning of the school year and use positive reinforcement to encourage good behavior. When necessary, teachers meet infractions of our behavioral expectations with logical consequences so all students can stay focused on learning. Teachers deal with minor disruptions through reminders, redirection, warnings, and consequences such as loss of recess time and/or a call or e-mail home.

More serious issues are dealt with by the Head of School and faculty together. Interventions may range from a problem-solving conference to parent contact to suspension. Restitution may be part of the natural consequences of our problem-solving process.

The Head of School may call for a roundtable discussion between teachers, parents, and the student at any time deemed necessary to address an unresolved problem.

Silverwood does not allow alcohol, drugs, flammables, weapons, or facsimile weapons on campus.

Inappropriate behavior such as defiance of a school rule or a teacher request, behavior that affects the safety of others, and behavioral issues that cannot be resolved in the classroom will result in a phone call communication to parents informing them of the problem. Parents are to respond and talk with the teacher. These communications reinforce our expectation that our students act appropriately and as active problem-solvers.

Physical aggression will result in an immediate call to parents and may result in removal of the student from school that day. **A student removed from school for behavioral infractions will not be allowed to return to school until a conference is held with a school representative, the parents, and the student.**

A pattern of behavior incidents in a short time period could result in a short suspension. Continued unacceptable behavior will be addressed by the Head of School and will include a parent conference. Students who cannot control their behavior may be expelled from Silverwood.

Birthday Celebrations

Silverwood does not recognize student birthdays with snacks, but instead encourages families to donate a book to the school in honor of their child, make a donation to the Patty & Peggy Endowment for Excellence in Teaching, or underwrite a *curriculum-linked and*

faculty-selected field trip. Teachers can provide you with a list of suggested books, or you may choose an age-appropriate award-winning book. To honor the student celebrating a birthday, the book or other donation will be shared with the class. On the inside cover page, you may dedicate your book to Silverwood in honor of your child's birthday. If you are interested in underwriting a field trip in honor of your child's birthday, please talk with the teacher about the upcoming field trips they have planned.

Sample of a book inscription:

*To Silverwood School
In honor of Susie Smith's seventh birthday
This tenth day of March, 2010.*

Invitations – If you are inviting Silverwood students from your child's class for a birthday party, please invite all the children in the class. If your child does not wish to include boys and girls together at his or her party, please invite all the girls or boys in your child's class. Respect and inclusively are hallmarks of the Silverwood way, and we ask that parents as well as students model these virtues.

Computer Lab Usage and Standards

Silverwood's resources include 45 student computers and a digital lab, an internal network, and internet access to support and facilitate our academic program. Our internet connection is filtered for explicit sexual and violent material. Since no filter system is 100% accurate, students are expected to avoid inappropriate websites. Any use of e-mail or instant messaging during the school day (including Before and After School Program time) must be for a school purpose or under the supervision of a teacher. Students are not allowed to change settings on any computer. A pattern of inappropriate use of school technology will result in a parent conference and suspension of student computer privileges. Gaming is prohibited unless under the supervision of a teacher and for educational purposes. Older students who are allowed access to the Internet sign an internet use contract provided by their teachers.

Cubbies (Student Storage)

Students have their own cubby spaces in which books, supplies and personal items are stored. Homework folders should be taken home every day. Food items should be removed at the end of each day. Teachers provide guidelines to students regarding how they may personalize their cubbies without causing distraction or damage. Students are to access their own cubbies only.

Curriculum

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

Our teaching resources include five buildings, an art and ceramics studio with kiln, a half-gym, a mini-field, 18 acres with forest and stream environments, two greenhouses and a garden, a campus-wide computer network, high-speed internet access, and a variety of cameras, scanners, and printers. At Silverwood, technology is an important tool which supports the curriculum rather than being an end in itself.

Our program includes three two-year classrooms. The Primary Classroom (grades 1 and 2) is in The Barn, the Intermediate Classroom (grades 3 and 4) is in the Treehouse, and grades 5 and 6 are in the Senior Classroom Building north of the Commons.

For the most current information on our program, visit the Community page of our School Website at <http://www.silverwoodschool.org/com.html> and visit the Primary, Intermediate, and Senior Classroom pages.

Parent Classroom Observations

The opportunity to quietly observe in the classroom is very valuable in understanding the educational philosophy your child is experiencing throughout the day and is a vital link between the teacher and the parents. When meeting with a teacher it will help to have observed your child because you have more knowledge of your child's accomplishments and challenges. Arrangements can be made a few days in advance by making an appointment through the office. Observations begin in mid October and continue through May.

Please follow the "Observation Guidelines" listed below:

1. Report to the office
2. Please enter and leave the classroom you are to observe as quietly as possible.
3. Plan to stay approximately 30 minutes.
4. Sit in the designated chair.
5. Please respect the child's work and concentration. Do not initiate conversation with the children or attempt to attract their attention. If a child speaks to you, please answer him/her as briefly as possible. Tell the child quietly that you are there to watch the class work.
6. Please do not initiate conversation with a teacher or assistant who is working with the children. Please note any questions you would like to share with the teacher at a later time. Answering questions about your observations is an essential component of the observation process.
7. Realize that children may react to your presence in the classroom with behaviors that they usually do not exhibit.
8. All visitors (including parents/guardians) must agree to sign an annual confidentiality agreement, valid for the duration of that school year. This agreement states that anything viewed during the visitation, not specific to their child (including the identification of other students served in the classroom), is considered confidential information and may not be disclosed.
9. Parents must arrange for childcare outside of school for siblings during observations. For the children's safety, no children will be allowed to play on the playground during observations without full supervision.
10. If a visitation or observation is deemed disruptive for any reason, the visitor(s) will be required to immediately leave the classroom and/or school building.

Deliveries to Students during the School Day

If Deliveries of flowers, gifts, etc., are received during the school day, they will be given to students at 3:15 p.m. so as not to disrupt learning of the recipient and other students.

Dress Expectations

Silverwood students are active and involved. They play outside several times on most days and have physical education classes. Students should dress in clothing and footwear that is appropriate for indoor and outdoor physical activity and should be prepared for cool weather and rain. **Having a hooded raincoat, rubber boots, and slippers** in their cubby is required; sweat shirts and sweat pants are recommended. Students who are not wearing weather-appropriate clothing may not be allowed to participate in outdoor activities. We strongly suggest keeping a change of clothing in students' backpacks or cubbies. Also, since elementary children grow so fast, check periodically to ensure that footwear and jackets fit.

Our program also includes regular art classes, occasional gardening, and hands-on science, so clothing should be machine washable – and still might get stained.

For safety and cleanliness, bare feet are not allowed in classrooms or outdoors. Wheeled shoes such as Heelys are not allowed at school at any time.

Students are to dress in clothes which are clean, respectful, and appropriate for a learning environment. Please avoid "short" shorts, spaghetti-straps, tank tops, bare midriffs, and any messages which are controversial or potentially offensive. Shoes are required outdoors, and we strongly discourage sandals, so that children can run and play safely. Hats may be worn outside, but not inside in order to promote face-to-face communication among students and between students and their teachers.

FIELD TRIPS

Powerful learning takes place away from school. Field trips are an integral and important part of our program. Buses may be chartered for longer trips but parent volunteer drivers are needed for local ed-ventures.

We have established a responsibility sheet for all chaperones so that field trips are educational and enjoyable for all. If you volunteer to be a chaperone, the following information applies:

Teachers

- Bring the field trip notebook, kept in the office, which includes parent phone numbers (home/cell/work/etc.) and student medical information and releases.
- Bring student medications as appropriate (inhalers, diabetic test kit/juice, Epipens, etc.)
- If needed, obtain a letter from the office identifying the group as being on a field trip and noting the date ferry reservations were made.
- Receive checks for the ferry as appropriate.
- Receive check(s) for admission, etc., to the field trip's destination, if not pre-paid.
- Leave the office with a list of parent drivers' cell phone numbers before departing and a list of drivers and the names of the children each driver will transport.

Students

- Do **not bring money on field trips**, unless instructed to do so by the teachers.
- Do not bring i-pods, cellphones, electronic games or other electronic devices, unless instructed to do so by the teachers.
- Are not to spend money on food, games, or souvenirs without prior approval.
- Are expected to behave in a respectful manner and to follow directions given by teachers, drivers, chaperones, and tour guides.

Drivers/Chaperones

When you accompany a group, we ask that you:

- Introduce yourself to the students and tell them how you wish to be addressed.
- Always know where your students are.
- Establish car rules from the beginning. Rules may address: music, radio station choices, food, language use, etc.
- Remember that your rules apply to your car!
- Check in with the supervising teacher for allowable boundaries on ferries and in public spaces.
- On the ferry, keep your students in one area and do not let them run around or be boisterous.
- If students have been given work packets, encourage them to complete these during the trip, in the car and on the ferry.
- Expect appropriate behavior. Please speak to a faculty member if a child refuses to cooperate.
- Clarify with the supervising teacher under what (if any) circumstances students may shop or spend their own money.
- Please return any assigned student work packets to their teacher after the trip.
- Please do not bring snacks or treats or make any unplanned stops for treats for students in your car. Coordinate all snacks and stops with the supervising teacher.
- Please return your packet, including any receipts, to the office.
- Parent drivers will receive a packet that includes directions to the field trip destination, emergency phone numbers and names of the students they will transport.
- Carry a basic First Aid kit in your car.

Parent Drivers – For you to drive students other than your own, Silverwood must have on file a photocopy of your **current** auto insurance policy indicating the following minimum auto insurance coverage:

\$100,000 per person bodily injury
\$300,000 bodily injury per accident

\$ 50,000 property damage (\$100,000 is recommended, but not required, by our Broker)

Some insurance companies will issue a one-day waiver for these amounts. If you are unsure what coverage you have, please call your insurance company prior to committing to drive on a field trip. They may fax the coverage amounts from your policy in effect to the school at (360) 697-7537.

Since most policies expire or are renewed every six months, please be in the habit of sending us a copy of the new coverage, with dates the policy is in effect, when you receive it.

Drivers for school activities must report any traffic violations that have occurred in the past three years to the Head of School for review. Any failure to disclose criminal history or misrepresentation of the same could be grounds for losing the privilege of volunteering at Silverwood School.

Parents of field trip participants should leave car seats and booster seats, with the child's name on them, in front of (or inside) the Commons if their child is being driven to and from a field trip by another parent or staff member. Parents must abide by all laws while on field trips, including use of seatbelts and booster seats.

Islandwood

Our Intermediate Classroom students attend a four day/three night educational program at Islandwood on Bainbridge Island. Students hike and study various science topics and work on team-building skills. Currently, Islandwood costs approximately \$275 per student and the payment is usually due approximately two months before the event. See the "Tuition and Fees" section of this Handbook for more information.

Olympic Park Institute

Each school year, Senior Classroom students attend a five day/four night outdoor educational program at the Olympic Park Institute at the Rosemary Inn, a beautiful historical setting in the Olympic National Forest. Students hike and study science and ecology. They may also backpack and tent camp. Some parent chaperones are required to staff this trip and parent drivers are encouraged. Please contact the Senior Classroom teachers if you are interested. Parents of students with medical or other special needs get priority for chaperoning at OPI, followed by those whose presence will create a balance of male and female chaperones.

Silverwood strongly recommends that parents put some money away for OPI while their child is in the Primary and Intermediate grades to alleviate possible future financial difficulties when payment is due. Currently, OPI costs approximately \$325 and is usually due in the autumn. See the "Tuition and Fees" section of this Handbook for more information.

Children's Theatre

Students may see one or two plays each year at the Admiral Theatre in Bremerton, the Seattle Children's Theater in Seattle, or at other area theaters. Classes preview the plays and have follow-up activities. A frequent part of the field trip is a work packet that reinforces current learning and the play. Seattle trips may include early arrival to school or late return to school.

Sixth Grade Trip

As part of the curriculum, sixth grade students travel to another location to participate in a program of study relating to one or more subjects they have studied during the year. The trip is a chance to put into action the learning skills that they have developed and to build confidence and independence. It is also an important part of helping students transition from elementary to junior high school.

Therefore, the Sixth Grade Trip is not a family trip, but one limited to the sixth graders, two Silverwood teachers, and occasionally a parent of a student with special medical needs. Sometimes, to ensure at least one male and female chaperone are present, a parent will be invited to accompany the group at his or her expense; a parent of a child with medical needs that require a parent's presence will have priority. Otherwise, the Senior Classroom Team Coordinator or Head of School will contact interested parents and will make a decision as to which parent will accompany the group.

Silverwood reserves \$150 for each year that your child is enrolled for the full school year and this non-refundable amount is applied to the cost of his or her Sixth Grade Trip, thus reducing, but not eliminating the cost to parents for this outstanding educational experience.

Previous groups have studied in Catalina for Marine Biology, Utah's Lake Powell and Zion National Park for Geology, Colorado's Gunnison River Valley; Florida's Everglades and Keys for marine biology and water studies; Havasupai Canyon at Grand Canyon, Crow Canyon Archeological site in Crow Canyon, Colorado; The University of Arizona Astronomy Camp; Washington, D.C.; Ashland, Oregon's Shakespeare Festival; NASA Space Camp in Florida; Hawaii for the University of Hawaii's volcanology studies, Teton Science School, and other sites.

Silverwood strongly recommends that parents put some money away for the sixth grade trip while their child is in the Primary and Intermediate grades to alleviate possible future financial difficulties when payment is due. A part of tuition goes toward the cost of the trip, but will never cover the cost of the trip in its entirety. Currently, typical out-of-pocket costs for students at Silverwood for six years are \$500-\$750.

HEALTH AND SAFETY

Immunizations

State law requires us to have a completed Certificate of Immunization form in our office for each child by the first day of school. Parents are required to complete the form before turning it in to the office. Students cannot begin school until this form has been completed and turned in to the office. For a complete list of required immunizations, see: <http://www.doh.wa.gov/cfh/Immunize/documents/vacreqschool09.pdf>

For the Certificate of Immunization Form, see:

<http://www.doh.wa.gov/CFH/Immunize/documents/certimmunstatus.pdf>

We are required to inform parents of sixth graders about the availability of information on HPV disease. General information on Human Papillomavirus (HPV) infection, cervical cancer, and the HPV vaccine is available on the Washington State Department of Health website at: <http://www.cdc.gov/vaccines/pubs/vis/downloads/vis-hpv.pdf>

A fact sheet with more detailed information on HPV disease and the vaccine is also available from the Department of Health at: www.doh.wa.gov/cfh/Immunize/documents/hpvvaccinefactsheet.pdf

Starting July 1, 2009, Washington State law requires that children attending 6th grade must show proof of:

Tetanus, diphtheria, and acellular pertussis (Tdap) vaccination if he/she is **11 years old** and it has been **five years** since he/she received a DTaP, DT, or Td vaccine.

As of July 1, 2008, proof of immunity to **chickenpox** is required of children in grades 2, 3, and 6. These children need one dose; parental documentation of disease is acceptable. Please provide the **Varicella** (chickenpox) vaccination date, approximate date of illness, or results from a blood test that show he/she is immune.

Please call the office if you wish to claim an exemption to any or all of the above immunizations, and indicate this desire on the immunization form. In the event of an outbreak, children not immunized will be sent home from school and not allowed to return until the outbreak is over.

Sick or Injured Student Procedures

Silverwood School has a medical advisor and other physician consultants. This medical advisor, a pediatrician, approves our procedures for handling sickness and injuries.

Illness

Students who become ill at school are escorted to the office by another student. If the child needs to go home, an office staff member will contact the parent to take their child home. They will call the numbers, in the order indicated, on the

Emergency Information form.

If a child's temperature is 100 degrees or above, or if the child vomits, the child will be sent home.

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

Fever

Children must be fever-free, without fever-reducing medication, for a minimum of 24 hours before returning to school.

Parents should alert teachers to any medication which may affect a child's behavior, performance or energy level at school.

Head Lice

1. Head lice are an inconvenience, but are not a danger or a disease.
2. It is likely that every school child will experience head lice or a possible exposure sometime in his or her school career.
3. This is not a sign of poor hygiene; it comes up eventually for many families and schools.
4. The best ways to keep from getting or spreading head lice are to maintain consistent practices like not sharing combs and brushes or hats and for parents to examine their child's hair and scalp occasionally.
5. If you find that your child has lice or nits, please contact the school office.

In consultation with our Medical Advisor and based on information from "Instructions for Pediatric Patients" and the American Academy of Pediatrics, our position on lice is that children who have been properly treated need not be excluded from school even if eggs are still visible. If you see any live lice, however, please contact the Head of School before sending your child to school.

Pink Eye

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

Ringworm

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

Scabies

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

Injuries

In the case of a serious injury, the school will call 9-1-1 and then contact the parent using the phone numbers, in the order indicated by the parent on the child's Emergency Information Sheet.

If a child bumps his or her head, teachers will send him or her to the office for observation and an ice pack. The office will:

- a) evaluate the student for symptoms of serious injury
- b) call the parent to tell them what happened and to ask them to look for a special form that will be sent home and
- c) send home a form with the child that explains how the accident occurred, when it occurred, and what possible symptoms to look for if a concussion is present.

Medications at school

Students are not permitted to possess or transport prescription or non-prescription medications at school because of the possibility of their sharing them and the ensuing issues of liability. Parents/Guardians must bring medication to the office in its original container with the child's name clearly marked on the container.

Prescription medications

The office will give prescription medications only to students for whom a "Request for Medicine at School" form has been completed and signed by both a parent/guardian and a physician. No exceptions will be made. Forms are available in the office and also on the website. This form is school-year specific and must be completed each year.

Parents are welcome to give their own children prescription medication at school if they are unable to get the "Request for Medicine at School" form completed before the child needs the medication.

Scoliosis Screening

Fifth graders receive a scoliosis screening performed by a medical professional, usually a nurse from the Olympic Educational Service District. Parents may opt to have their child not screened by completing the permission slip accordingly.

Vision and Hearing Screening

Thanks to Silverwood parents and alumni parents who volunteer their time and professional expertise, students have their hearing and vision tested in the fall. Results are sent home only for those students who appear to need additional testing.

Tobacco Policy

Silverwood School does not allow the use of tobacco on campus at any time under any circumstances. This includes smoking and chewing tobacco. This restriction applies to buildings, cars, and all outdoor premises.

Drug and Alcohol Policy

Specifically, Silverwood prohibits the possession, manufacture, sale, purchase and use of alcohol or illegal drugs on school premises or while on school business.

Weapons and Flammables Policy

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

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

- Any firearm;
- device commonly known as "nun-chu-ka sticks", consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- Any device, commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;
- Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
- Any device of the kind usually known as sling shot, sand club or mental knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement;
- Any explosive device.

Additionally, no persons shall use articles designed for other purposes (laser pointers, belts, scissors, etc.) to inflict bodily

harm and/or intimidate. Such use will be treated as the possession and use of a dangerous weapon. This policy is not meant to interfere with the instruction or the use of appropriate equipment and tools by students or non-students.

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

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

While Silverwood School recognizes the right to carry firearms under the limited exceptions indicated above, it strongly urges all students, staff, parents, and patrons to refrain from carrying any dangerous weapons, particularly firearms, onto school premises, school-provided transportation, or other facilities being used for school activities at any time and whether or not authorized under Washington law. The safety of our students, staff, parents, and patrons is our highest priority.

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

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

Emergency Preparedness

Schools are asked by local agencies to be ready to feed and house students for up to three days in case of natural disaster. Silverwood teachers and staff are trained in emergency preparedness, first aid, and CPR. The Silverwood School maintains three-day survival ration kits for each child. Families are also asked to provide a personalized emergency comfort kit each September. In the event of a disaster, students are to be picked up as soon as the roads are declared safe for travel. Rest assured that all Silverwood children will be cared for by faculty and staff until parents or a parental designee has arrived. When completing the Emergency Form, the school encourages parents to consider adding several names to increase the likelihood a student can leave school and join a friend at home when parents are unavailable. Parents should also be conscientious in providing the school with a three-day supply of any medications (with instructions) a child may need. (See medications.)

HOMEWORK

Silverwood homework practices are research-based and our assignments are curriculum-driven. Other than practice for necessary skills like spelling and math facts, students benefit most from project-style assignments which involve family input, are relevant, are creative, and are designed for a positive outcome. In addition to regular, age-appropriate homework, students are expected to read often and regularly from a wide variety of genres and in subject matters that interest them.

During Back-to-School Curriculum Night, teachers will present information about the curriculum and their expectations for homework, both nightly and weekly, and how they will communicate homework expectations with parents.

Homework is intended to reinforce, not introduce, skills; so children should not struggle with the concepts in their homework assignments. At anytime, if a parent has questions about homework, please review the child's planner (if he or she is in the Senior Classroom) and the weekly homework packets. If a student is uncertain about a homework assignment, parents should encourage the student to call a classmate or to talk with or e-mail the teacher well in advance of the

homework due date. Some teachers also post homework assignments on their blogs (web logs), accessible via links from the school web site.

IN-SERVICE DAY CHILD CARE

Silverwood School will offer child care during in-service days. You will need to make a reservation for your child by contacting the front office. In-service day child care is available to all Silverwood students and their siblings aged 5 or older. If you will be bringing a sibling to in-service day child care, you will need to complete the medical information form and have it on file with the front office before attending child care. Silverwood In-services Day begin September 24th, 2011. Child care will be available from 7:30am to 5:30pm and the cost is \$45 per day per child.

HOMEWORK CLUB (Before and After School Program)

Students who arrive before 8:10 a.m. or are not picked up by 3:30 p.m. are automatically sent to the Before School or After School Homework Program, and parents are billed for this care each month. For more information about these programs, see the relevant handout.

CHESS CLUB

Silverwood chess club will teach students strategy, skill, and most importantly, good sportsmanship. The chess club will meet twice a week on Tuesdays and Thursdays **from 3:30 to 4:30**. After care rates apply to participate in the chess club.

WRITING CLUB

Silverwood Writing Club is an opportunity for students to focus on writing beyond classroom assignments. Student will utilize their writing skills to explore many different genres. The writing club will meet once a week on Friday **from 3:30 to 4:45**. After care rates apply to participate in the writing club.

LUNCH AND RECESS

Students are to bring a nutritious snack, a nutritious lunch, and a beverage to school each day. Please send your child's beverage in a reusable water bottle. Please **do not** send juice boxes, juice bags, or plastic water bottles to school. All waste resulting from each child's lunch and snack will be packed home and will not be disposed of at school. Soda pop is not allowed in student lunches or for snacks. This is in keeping with Silverwood's commitment to teach and practice environmentally sound use of resources, so please consider how to minimize waste when packing school snacks and lunches.

Students staying for the After School Homework Club Program are encouraged to bring an additional nutritious snack. SPA sponsors pizza lunches approximately every other Friday. Parents may purchase pizza lunches for an entire semester via a sign-up sheet sent home in September and January. See the newsletters on the website for specific pizza lunch dates. For safety reasons, only senior students are allowed to use the microwaves for lunch. For safety reasons, Primary and Intermediate students DO NOT use the microwave ovens.

On pizza lunch days, please remember to send a morning snack as usual.

SNACKS

To meet the dietary and caloric needs of all our children, families are to provide a nutritious and fulfilling snack for their child each morning.

Snack suggestions:

Apples

Bananas

Grapes

Strawberries (tops removed)

Peeled oranges

Cheese Nips

Go-Gurt yogurt

Carrots, peppers, celery

Goldfish crackers

Individual Gouda cheese rounds

Pretzels

String cheese or cheese slices

*Trail Mix**

Crackers

Yogurt

Ritz Bits with cheese

*Nuts **

Cheerios

Raisins

*Ritz Bits with peanut butter**

Granola bars (low-sugar)

Jerky

Celery boats with cheese

*Peanut allergies are becoming more common in school-age children. Silverwood maintains a “Peanut-free” table in the lunch room. Please encourage your children to be aware and careful when consuming peanuts, peanut butter, or any product which may contain peanuts and to wash their hands thoroughly immediately after eating.

These snacks are not recommended: All processed refined sugar snacks such as: Doughnuts, cupcakes, candy, fruit roll-ups, cookies, etc. Gum is not allowed except by teacher permission.

MATURATION AND PUBERTY CLASS

Typically, fourth grade girls and their mothers or female guardians meet with the educator for one evening at the home of a Silverwood family to learn about menstruation. On alternating years, fifth and sixth graders gather in gender-specific and mixed classes to learn how puberty changes their bodies. This curriculum includes the reproductive systems, hygiene, sexual intercourse, conception, birth, STDS and HIV prevention.

PETS

Pets are allowed at school only with prior teacher approval. Pets are NOT allowed on campus at other times because of hygiene and allergy issues.

SCHOOL DIRECTORY

The Silverwood school directory is given only to Silverwood parents and staff. It includes parent names, student names and grade levels, home address, home telephone number, and e-mail addresses. **Silverwood Directory information is not to be shared with anyone outside our community and is not to be used for any commercial or personal purpose not related to Silverwood School.**

PLAYGROUND AND RECESS RULES

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

1. Follow directions. Listen to playground monitors and do exactly as they say the first time.
2. Play safely. No fighting or wrestling; no throwing anything except balls. No throwing balls inappropriately, such as at a person’s head.
3. Use good manners and good language.
4. Respect each others’ games and activities.
5. Include everyone who wants to play.
6. Use equipment and areas as they are intended to be used.

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

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

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

SCHOOL PICTURES

Individual school pictures and class pictures are taken each September. Re-takes of pictures are scheduled approximately 3-4 weeks after pictures are received by parents. Flyers are sent home the first week of school.

SERVICE LEARNING AND COMMUNITY SERVICE

Silverwood encourages students to share their talents, abilities, time and effort with others through community service projects. The Silverwood community service program focuses on service learning and engages students in age-appropriate projects that involve student time and work. Watch the Newsletter for announcements of upcoming service opportunities and for our examination of how Silverwood can be involved in our community in ways which promote our students’ “generosity of spirit” (*from the school’s values statement*).

STANDARDIZED TESTING

Each year, third, fourth, and fifth graders take the Metropolitan Achievement Test (MAT). Third graders take a “practice”

MAT for familiarization. Sixth grade students are given the same battery of junior high math placement tests which are administered to Central Kitsap and North Kitsap 6th graders. This could include tests such as the CoGat (Cognitive Abilities Test), the Degrees of Reading Power test, and an algebra readiness test. Silverwood coordinates with both North and Central Kitsap School Districts to ensure our students are prepared for 7th grade course placement with whatever testing and assessment is required.

STUDENT PROGRESS EVALUATION AND PROGRESS REPORTS

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

- Every family has a parent – teacher conference in October and again in February with the homeroom teacher and specialist teachers. This is an opportunity to review progress, ask questions, and share student goals.
- Parents receive student report cards in January and June.
- Additional parent-teacher conferences may be scheduled as needed.

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

SUMMER PROGRAM

Silverwood School offers a summer program for our students and the public. See newsletters in the late winter and early spring for the Summer Program schedule of classes.

VALUABLES – TOYS, JEWELRY, PAGERS, CELL PHONES, MONEY, ETC.

Students are not to bring toys, jewelry, GameBoys, personal computer games, pagers, cell phones, i-pods, other electronics, or significant amounts of cash to school.

FAMILY PARTICIPATION POLICY

Silverwood believes that family commitment and participation directly enhance each child's experience and the school environment. Therefore, each of our parents or guardians is required to contribute 12 hours of volunteer to Silverwood per school year. Any hours not completed at the end of the school year will be billed to the family at a rate of \$20.00 per hour. Please update the "Volunteer Hours" binder in the office as you work volunteer hours at Silverwood.

The following is a list of some activities that count toward the requirement:

- Grounds Maintenance: Check the school's ongoing work job list online or come to a work party.
- Fundraising: Participate in the planning and execution of our two fundraising events, the Annual Campaign and the Auction.
- Attend SPA Meetings and Speaker Series events; work on SPA-sponsored functions, such as the September welcome picnic, Fun Nights, and family events.
- Serve on a committee of the Board of Trustees.
- Drive for Field Trips. Drivers must meet Silverwood's insurance requirements. See "Field Trip" section for detail.
- Work on special projects requested by Silverwood staff such as technical support for computers, special events, and scheduled classroom activities.
- Assist in the Office: copying, collating, data input, filing, updating outside white board, running errands.

Volunteer hours must meet school needs. Volunteers may be parents, parents of alumni, grandparents, or older alumni. Volunteers are coordinated by the Silverwood Parents Association and the Head of School. If you have a question about volunteer hours, please contact the office.

School Volunteer and Visitor Check-In and Check-Out

For safety and security reasons, all parents, grandparents and other volunteers on campus and/or going on field trips are required to report immediately to the office upon arrival at school to sign in and receive a Visitor/Volunteer badge or sticker. When volunteers leave, return to the office to sign out. This is also a good time to update the Volunteer Hours binder in the office.

Observation in the Classroom

Silverwood welcomes classroom observations for a brief **pre-arranged** visit after the first several weeks of school. Prior to visiting a classroom, lunchroom, or other areas of the campus, please sign-in at the office, and then sign out when leaving. Contact the teacher to schedule a classroom visit.

Silverwood Parents Association

All Silverwood parents are members of the Silverwood Parent Association (SPA). SPA is chartered by the Board of Trustees to support the families and programs of the school by hosting events and programs to meet the needs of Silverwood families, by assisting the Head of School and the faculty as needed, and by supporting the Development Committee of the Board in its fundraising activities, particularly the annual auction. SPA hosts working meetings as well as evening educational and recreational events. SPA welcomes suggestions and ideas.

2010-11 SPA officers include:

Bill Adams, President

Matt Clifton, Vice-President

Carlee Frank, Secretary

Lianne Tabata, Volunteer Coordinator

Please feel free to contact SPA officers individually.

SCHEDULE

School Day

Arrival:	8:10 - 8:25 a.m.
Class hours:	8:30 - 3:15 p.m.
Lunch/Recess:	12:00 – 12:45 p.m.
Pick-up:	3:15 - 3:30 p.m.

Office hours during school year: 8:00 a.m. – 4:00 p.m.

Students must be picked up by 3:30 p.m. unless they are attending the After School Homework, Chess, or Writing Club. If a child arrives after school begin or leaves before the end of the school day, please report to the office to sign the Child Check Out/Check In sheet. For safety reasons it is vital the school know when a child leaves the campus early.

Children who are not picked up by 3:30 p.m. go to the After School Homework Club and parents are charged the minimum fee of \$7. See the current Before and After School Homework Club handout for more detailed information.

Silverwood requires authorization and identification when anyone other than a parent or established carpool is picking up a student. Notify the school of a pick-up or drop-off change via a note to the teacher, a call to the office, or an e-mail both to the office and teacher.

Please make every effort to be timely. It is important for students to be in the classroom when the day begins and ends. Also, it is not possible to accommodate or ensure safety of students arriving before or leaving after scheduled times. **Under no circumstances should a child be dropped off without signing him or her in with a staff person in the office.**

Number of School Days

The State of Washington requires 1,000 hours of classroom time or 180 days of attendance (with half days for in-service counting toward the 180) for public and non-public schools. Silverwood's school day is longer than those in our local public schools and we take only full-days for teacher in-service meetings. For 2009-10, Silverwood will have 166 student days which is 1,079 student hours compared to fewer hours for North Kitsap School District and for Central Kitsap School District (in 2007-08 1,049 and 1,038 respectively). Silverwood does not have early release days so our student days are 6.7 hours.

Teacher In-Service Days

Teacher in-service days serve several functions. In-service days allow time for Silverwood teachers to refine curriculum, coordinate curriculum across all grade levels, and work together on other curricular issues. In-service days also provide

time for working on progress reports and allow group planning time and education for Silverwood teachers. Please see the school calendar handout or online calendar for a complete listing of in-service days.

COST OF EDUCATION

Tuition and Fees

For those exercising the monthly tuition payment, tuition is due on the first of each month, April through March, unless otherwise arranged with the Head of School. The office does not send statements or reminders each month. It is the family's responsibility to keep payments current. Tuition for the each academic year is determined by the Board of Trustees.

Silverwood relies on tuition to meet its budget and the school may take legal action to collect unpaid tuition.

Tuition Assistance

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

Tuition, the Enrollment Agreement, and Tuition Assistance information are available on at: www.silverwoodschool.org.

Divorced Parents

In situations where a student's parents are not living together or are divorced, Silverwood strives to put the child's interest first. Generally, the school will communicate with both parents and honor their parenting rights unless a court order or approved parenting plan stipulating a different approach is on file in the office. Silverwood School also requires a signed financial agreement from both parents if both parents are contributing to the tuition and other financial obligations such as, but not limited to, OPI, Islandwood, and the Sixth Grade Trip.

Field Trips

The cost of most field trips is included in tuition. Exceptions include:

- Islandwood - grades 3-4, approximate cost: \$270
- Olympic Park Institute – grades 5-6, approximate cost: \$295
- Sixth Grade Trip, approximate cost for a student who has been at Silverwood for six years: \$500-\$750.

Teachers may schedule special events during the year. Costs for these are usually under \$20.00.

Sixth Grade Trip

Silverwood reserves \$150 for each year that your child is enrolled for the full school year and this non-refundable amount is applied to the cost of his or her Sixth Grade Trip, thus reducing, but not eliminating the cost to parents for this outstanding educational experience.

Silverwood strongly recommends that parents put some money away for the Sixth Grade Trip while their child is in the Primary and Intermediate grades to alleviate possible future financial difficulties when payment is due.

INCLEMENT WEATHER AND SCHOOL CLOSURES

If School is Closed or Begins Late

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

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

- Up to the minute inclement weather reports on the front page of the school website at www.silverwoodschool.org
- Voice message information on the school phone at 360.697.7526
- School phone tree to provide current information with a direct phone call
- E-mail alert from the school

When in doubt about a school closure, delayed opening, or delayed pick up, check e-mail, voice mail, and/or the school website for current information.

Possible announcements include:

1. School CLOSED: this includes cancellation of all activities
2. School OPEN with one (or two) hour LATE ARRIVAL.
 - Faculty and staff who can safely arrive at school will be on campus by 8:15 a.m. but the regular academic program will have a delayed start (one hour = 9:30, two hour = 10:30).
 - Before-school care will NOT be offered until 8:30 a.m., and its use is discouraged. However, if a parent has no alternative but to drop off their child at school due to their work obligations, they may do so beginning at 8:30 a.m. and will incur the Before School charges until the academic program begins at the late arrival time. Students who arrive at 8:30 will have alternate activities until the academic program begins.
 - Because of the area's divergent weather conditions, parents and teachers need to make individual decisions regarding the safety of coming to school on days with late starts.
3. EARLY DISMISSAL: Please pick up your children immediately. There will NOT be After School Care.

You may also call the school main phone number at (360) 697-7526. We are now using an off-campus messaging service which is available even if power is out at school. We will update voice mail as necessary.

If School Closes Due to Weather or Other Emergency

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

PARKING, DROP-OFF, PICK-UP, AND TRAFFIC ON CAMPUS

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

1. Please observe the campus 5 mile/hour speed limit or drive more slowly.
2. Students should always exit through the car's right-hand doors.
3. Parents who have business with the office or the faculty park in the designated parking area on the inside of the loop.
4. Please **do not use the faculty/delivery driveway**. The school permit with the County limits use of this entrance.
5. Drop children for Before Care between 7:15 and 8:05 a.m., and go inside to sign in.
6. Drop children between 8:10 and 8:25 for the regular school day. Students are tardy after 8:25 a.m. and parents must accompany students to the office to sign in and get a tardy slip.
7. Please do not line up before 3:00 p.m. for afternoon pick-up. If you don't need to be at your next appointment right away, consider arriving at 3:20 or 3:25. You'll find a shorter line and experience a quicker pick-up.
8. If the driveway is full, do not hold traffic on Central Valley Road. Please drive on and return in a few minutes.
9. If a child is delayed after school, please pull around into a parking space. Use caution when backing out of parking spots.
10. When dropping off or picking up students in front of The Commons, look for traffic on the left before pulling out to exit.
11. When dropping off or picking up only in front of the Senior Building, watch for drivers leaving the Commons area on the right.

Silverwood requires parent authorization and identification when anyone other than a parent or established carpool driver is picking up a student. Notify the school via a note to their teacher, a call to the office or an e-mail both to the office and teacher to authorize an alternative arrangement.

PHILANTHROPIC SUPPORT OF SILVERWOOD SCHOOL

Because Silverwood is a 501(c)(3), receives no revenues from taxes, and tuition covers only 75-85% of the actual cost of student education, **all Silverwood families are, in effect, on financial aid**. The school relies heavily on the annual fund,

school auction, and the Boxtops for Education and Kitsap Card programs. Silverwood is committed to avoiding “nickel and diming” parents during the school year, and will not sponsor any other fundraising events unless approved by the Head of School and Board of Trustees.

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

Auction – The annual springtime auction, first held in 2000, helps Silverwood attract funds from the larger West Sound community and beyond. It provides individuals and businesses an opportunity to advertise as sponsors and to donate items or services to support the school. The auction also provides excellent volunteer opportunities for parents, and an evening of fun and fundraising for everyone who attends. Many large and vital projects at Silverwood have been made possible by generous donations and bidding at the auction. Some of these include Silverwood’s greenhouses, playfield, playhouse, sand box, improvements to the “Big Toy,” new playground equipment, and laptops for teachers. The auction also offers an opportunity to support the financial aid program to ensure economic diversity at Silverwood.

Kitsap Card - Silverwood sells Kitsap Cards, a discount card accepted by local merchants, year-long.

Boxtops for Education – Silverwood families may turn in Box Tops for Education they collect from food packages and use boxtops4education.com when making online purchases.

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

APPENDICES

I. Community Standards

Silverwood School: Where children are challenged and cherished

We (teachers, students, and parents) are each responsible for our own behavior and how our actions affect others. We tend to the safety of everyone in our community.

As teachers we:

- Respect each student as a unique individual.
- Teach when there are no distractions or other problems.
- Rely on students to solve their own problems. If they cannot, we will take action.

As students we:

- Support the learning of our classmates and work to make each lesson and activity successful.
- Respect our teachers and classmates in our words and actions.
- Act as stewards of our school and our community
- Follow safety directions immediately.

We also find the Rotary Club “Four Way Test” to be useful in assessing our actions and plans as a school, as teachers, and as individuals. We encourage families to add these questions to their interpersonal toolbag.

Of the things we think, say and do:

1. Is it the TRUTH?
2. *Is it FAIR to all concerned?*
3. *Will it build GOODWILL and BETTER FRIENDSHIPS?*
4. *Will it be BENEFICIAL to all concerned?*

II. Expectations for Parents/Families

While Silverwood values and respects the diversity of families, families are expected to share some common approaches to supporting all aspects of their children’s education. Silverwood recognizes that children are in our care for 1,100 hours each year – roughly 13% of the time, and that families have the strongest influence on shaping their values and behavior. Silverwood teachers are unlikely to be successful in school goals unless what is done at school complements what families do at home.

These are some of the hopes and expectations Silverwood has of its community of parents and guardians:

- Read to or with your young child daily. Read at home yourself in the presence of your child so you are setting a good example.
- Visit the public library regularly.
- Listen. Find a time when you can hear about your child’s day. Ask open-ended questions. Discuss successes and setbacks – academic and social. When your child faces an academic or social challenge, express to your child that this is an opportunity to learn a skill that will carry him or her through life’s ups and downs. If you are concerned or confused about something a child tells you, contact his or her teacher to get the context and clarification. If you hear something you especially like from your child, compliment your child (and feel free to pass the good news on to the teacher, too!).
- Encourage your child to write – thank you notes, stories, shopping lists, letters to a relative or pen pal, or a brief description of an event for a memory album. Write brief notes to your child. These can be reminders or a “to do” list, love notes in a lunchbox, or stories of your own childhood.
- Limit and select television shows and computer games and avoid those that are violent or model disrespectful interaction.
- Establish homework habits that work for your child, including a “homework and writing box” that contains all the materials he or she will need for a typical homework assignment. Find the time, space and structure that will help him/her succeed. Since all students are different, this may take some experimentation.

- Practice math skills assigned by school, and also practice math skills informally while at the store, on the highway, in the kitchen, or in other situations where you use numbers.
- Prepare your child for school with good manners and good habits of hygiene (hand washing, etc.). Teach safety and refusal skills as a normal part of growing up. Include some sort of service to the community in your family life. Children adopt the values their families live.
- Show your child that you value learning by visiting museums, zoos, historical displays, national parks and monuments, and other sources of learning. Emphasize that adults are always learning, too.
- Every year, read at least one book on parenting, child development, learning styles, and other parenting topics. Such books are available on the Parent Book Shelves in the school office.

Each year, as a community, we read a book in common and come together to discuss it. Participate in this reading and discussion. You will learn from the discussions and also earn volunteer hours.

Support your School

Show your child you respect education, teachers, and other parents by how you interact with school personnel and fellow parents and how you talk about school in the presence of your child. Take the initiative to meet the other parents in your grade. Opportunities are available at SPA meetings, on volunteer committees and at school activities, and sometimes a phone call is a great start. Research shows that students are more secure and more successful when their parents and classmates' parents are well connected.

Read each Silverwood Newsletter, via the link from our website, www.silverwoodschool.org. Read the notes and homework your child brings home. Keep in touch with what's happening at school. If you are not a regular e-mail user, establish an "e-mail buddy" who will call you when the school sends e-mail updates. If your child's classroom has a website or a blog, check it often.

Call or e-mail the school as soon as you have a question, concern or compliment. Contact the person most likely to be able to answer the question or solve the problem rather than "triangulating" communication by going to people who cannot solve the problem. Usually this means first contacting the teacher, and if that does not resolve the issue, then, perhaps, the Head of School. Likewise, please let the school know of student or family issues or crises. We can best support you and your child when we are "in the loop."

Avoid spreading gossip. If you are unsure of a fact, check it out directly with the person involved, even if that feels difficult. This is a principle Silverwood teaches students, and one we expect from teachers and parents as well. If your child and another child have an issue, help your child think of positive ways to resolve the difficulty, contact the other parent to brainstorm positive ideas for helping the children learn friendship skills, or seek ideas from the teacher.

Volunteer, as your schedule allows, for school activities and attend school functions. Your presence and positive attitude are powerful for your child and you will learn from teachers and from "veteran" parents who have had a child in your child's grade and stage. Support the Annual Campaign and Auction as you are able.

III. Grievance Policy

In any school, there will be disagreements. As a community we value clear, direct, frequent, and honest communication. We acknowledge that the most effective way to resolve a conflict is to talk out the issues as directly as possible, as soon as possible, and to start those talks with the people most immediately involved.

In situations that continue to present difficulty, people involved in higher levels of administration in the school should be involved sequentially. The lead teacher in each classroom group is the first step above the teachers, and the Head of School represents the step beyond him or her. School officials involved in the grievance process will expect that these earlier steps have been attempted. If the problem persists after those contacts have been tried, the more formal part of the grievance process begins, as follows.

Step 1: The aggrieved party shall submit a written statement of the problem and its history to the Head of School (HOS) or to the President of the Board of Trustees if the HOS is involved in the written grievance. The HOS or President of the Board of Trustees will once more try to solve the problem, and will respond in writing within five school days of the receipt of said written statement.

Step 2: If resolution is not achieved in Step 1, an appeal may be made in writing to the President of the Board of Trustees. The President will investigate, review and discuss the matter with the conflicted parties, attempt resolution of the problem, and respond in writing within 10 school days of receipt of said written appeal.

Step 3: If resolution is not achieved in Step 2, the President of the Board of Trustees, upon receiving a written request, will convene a Grievance Committee within 10 school days comprised of the following:

Chair --- Vice President of the Board of Trustees
Chairs of the Board Education and Personnel committees
A Lead Teacher from each classroom group
The SPA President

To avoid conflict of interest, if a grievance committee member is a direct party to the conflict, the HOS and President of the Board of Trustees will select an alternate person to serve on the committee in their place. Similarly, if a committee member is unable to serve on the committee, the HOS and President of the Board of Trustees will select an alternate person to serve.

The Grievance Committee will hear the arguments of the case and render a written decision that is approved by a supermajority of 60% of the committee. Its decision will be final in all cases except those affecting the continued employment of the HOS, in which case its findings and recommendation shall be presented to the Board of Trustees for the final decision.

Revised and approved by the Board of Trustees May, 2005

IV. Important School Events

IMPORTANT EVENTS - The following are some of the special events often on Silverwood's calendar. Dates and events may change to fit curricular needs. Some activities are not held every year. For details about them, see the Glossary and upcoming newsletters. To get involved in helping with an event, e-mail spa@silverwoodschoo.org.

September: Curriculum Nights, Work Party, All School Welcome Potluck, Annual Fund begins

October: Annual Campaign, Halloween Walk or Carnival, Book Fair

November: Talent Show, Thanksgiving Break, All-School Community Service, Parent-Teacher Conferences

December: Elves Workshop, Winter Music Festival

January: Admissions Evening (or early February)

February: Admissions Evening (or late January), All School Open House, Wax Museum, Sweetheart Swirl, Parent-Teacher Conferences, State of Silverwood Re-enrollment (contracts sent home)

March: Auction, Wax Museum, Sixth Grade Trip

April: Work Party, Young Authors

May: Spring Fling (Art Walk, Bite of Silverwood, Science Fair, and/or Plant Sale)

June: Field Day, Closing Ceremonies and Reception

*A Work Party is held in the fall and in the spring.

The Speakers' Series offers three or four events during the fall and spring.

V. Parent Glossary and Answers to FAQ's

Useful terms, nicknames, and acronyms for life at Silverwood

Accreditation – Silverwood is a candidate member of the Pacific Northwest Association of Independent Schools. We also are certified and approved through Washington State.

Admissions Evening - An admissions evening for parents of prospective students. The Head of School and faculty conduct tours, describe the curriculum and program of the school, review financial and admissions procedures, and answer questions. This event is usually held the last week of January with admissions applications due one week later.

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

Art Walk – The Grotto, home of student studio art, displays samplings of projects created during the year.

Auction – An annual springtime fundraiser, first held in 2000, to raise money for the following school year. The auction includes silent and live sections, brings in funds from the larger West Sound community, is an opportunity for businesses to advertise and support the school, and offers many volunteer opportunities for parents. Auction items that are Donated are tax-deductible. Auction purchases are only deductible if the purchase price exceeds stated fair market value. Many large and vital projects at Silverwood, such as our two greenhouses, have been made possible by generous donations and bidding at the annual auctions.

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

Board of Trustees – Silverwood School is a non-profit institution governed by a self-perpetuating, volunteer Board of Trustees under the corporation laws of the State of Washington. The Board's 10 to 14 members "hold the school in trust" and include current and former parents and other community members dedicated to the mission of Silverwood School. The Board of Trustees hires and evaluates the Head of School, votes on school-wide policies, approves the budget, and provides financial oversight but does not become involved in operational or day-to-day decisions.

Book Fair - The Scholastic Book Fair, held before Winter Break, provides families and guests an opportunity to peruse and purchase books for themselves, as gifts, and for the school. Silverwood earns credits for books sold, and teachers redeem them for books to augment their classroom libraries. SPA hosts the Fair.

Box Tops For Education – An ongoing fundraising project that raises funds for the school. This includes box tops clipped from packages as well as use of www.boxtops4education.com for online shopping.

Character Development and Citizenship Education – Silverwood's curriculum in all classrooms includes a focus on developing and building character. This includes skills such as advocating for one's self, supporting others' learning, getting along with classmates, working independently and in teams, resolving conflicts peacefully and appropriately, engaging in community service, fulfilling responsibilities of citizenship, and practicing other character-building skills. Character Education is also referred to as CDC and Character Development and Citizenship Curriculum.

Closing Ceremony – The final event of the school year. This ceremony is held at the end of the school year and features graduating sixth grade students as well as musical offerings from all grades. A staff member speaks about each graduating student. Younger students sing during the Ceremony and their families are encouraged to attend. Closing ceremonies are traditionally followed by a celebratory reception organized by parents of fifth graders.

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

Confidentiality - While Silverwood works hard to maintain a family atmosphere, the school is also charged with appropriately protecting the private information of students, families, and employees. To that end, the school directory is

not to be shared outside of Silverwood or used for commercial purposes. Staff will not discuss a student with anyone other than that student's parents. Board and staff members cannot share any information about personnel, admissions, or financial matters, or other school business considered to be privileged. We appreciate the understanding of the whole community as we work to strike the appropriate balance between openness and privacy.

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

Curriculum Nights – Held in September or October for parents of all students, the evenings provide information vital for ensuring your child reaches his or her full potential at Silverwood and takes advantage of all the school has to offer. During briefings from the Head of School and faculty, you learn techniques to support your child's learning. You will receive reference material that includes information about the curriculum, how to reinforce classroom learning at home, expectations about students' social and classroom behavior, and how to reach teachers when you have questions or comments for them.

D.E.A.R. – Drop Everything And Read. D.E.A.R. is a portion of the day in the primary grades where the students focus on reading.

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

Dickey Road Site – The second location of Silverwood School, used between 1986 and 1998.

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

Emergency Comfort Kit – Each September, parents put together a “comfort kit” for each child to be available in case of inclement weather or other emergency which causes students to remain on campus. Silverwood also provides basic necessities (food, water, shelter) for a 72-hour emergency stay.

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

Family Fun Nights - Social events organized by the Silverwood Parents Association to provide opportunities for families and students to enjoy an activity together, helping to strengthen the Silverwood community. These have included swimming, bowling, and other activities.

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

Founders - Patty Sleasman, who retired in spring 2004, and Peggy Iversen, who retired in 2007. Patty and Peggy and their husbands John and Larry comprised the original Board of Trustees. The Patty and Peggy Endowment Fund for Excellence in Teaching is a permanent fund to honor our founders and to support continuing education for Silverwood teachers.

Founders Day – An annual celebration of the founders of Silverwood, the school's history, and an opportunity to bring students, parents, and alumni together.

The Grotto – The lower floor of the administration building which is home to art and the digital video editing lab.

Halloween Walk or Carnival - A social event for students and families and a tradition at Silverwood held on an evening before Halloween. Sixth grade students decorate a small trail on the school grounds for a walk which can be either scary or tame, depending upon the age of the students going through or hold a Carnival in The Commons. This event happens rain or shine, and usually requires a small donation.

Head of School – The Head of School (HOS), Susan Radtke, is the sole employee of the Board of Trustees and is charged with overseeing all aspects of the school's operation.

New Family Orientation – An event to welcome new students and parents to the school.

New Parent Mixer – A social evening for new parents to the school to provide an opportunity to learn more about Silverwood, meet other new parents and members of SPA and the Board of Trustees, and to ask questions about Silverwood and its community.

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

Integrated Studies – The study of science, history, geography and zoology.

Interdisciplinary Studies – the integration of two or more strands of curriculum such as art, history, and literature.

The Intermediate Program – Grades 3 and 4 housed in The Treehouse.

The Loop – The circular driveway that also serves as the drop-off and pick-up areas for students. During the annual auction, bidders have the opportunity to name the loop for the coming year and have their chosen name, upon approval by the Board of Trustees, put on a campus road sign for the following school year.

Microwave Ovens / Hot Water – Microwave ovens and hot water are available in the Commons during lunch to 5th and 6th grade students only (for safety reasons). Families of 5th and 6th graders are encouraged to send the simplest possible lunch options to reduce time spent at the microwave, mess and bother. Students in grades 1-4 may bring warm foods in insulated containers.

Orientation - Traditionally the day before school begins, usually after Labor Day, a one to two hour period when students meet teachers, drop off supplies and get oriented to their new classrooms and cubbies.

OPI - Olympic Park Institute. Fifth and sixth grade students attend the park's program at the Historic Inn on Lake Crescent for 5 days and 4 nights. The week may include tent camping and backpacking. The children work in groups to study the local flora and fauna and history, go on hikes, and bunk together in cabins. The teachers and parent chaperones usually provide transportation to and from the Institute and participate in the hikes and activities. *See additional information earlier in handbook.*

Parent Education Events – SPA hosts several evenings each year with speakers or other programs of interest to parents, usually focusing on parenting, child development, or the latest research on learning and teaching. If you are interested in any particular topics, please inform the Student Support Coordinator, Marcia Christen, or your SPA officers.

Parent Library – A shelf of books and other media located in the office that are available for parents to borrow. The library, a project of SPA, focuses on a variety of parenting and educational topics.

Patty and Peggy – Founders of Silverwood School and retired teachers, Patty Sleasman and Peggy Iversen. Peggy is a non-voting member of the Board of Trustees.

Patty Sleasman and Peggy Iversen Endowment for Excellence in Teaching – An Endowment fund established in November 2003 to honor the school's founders and to help support ongoing teacher education. Contributions to this endowment are tax-deductible, also known as the Patty and Peggy Endowment Fund.

Pizza Lunch – Since Silverwood does not have a hot lunch program, parent coordinators and volunteers purchase carrots and cookies and order pizza for delivery at Silverwood approximately every other Friday. Parents must fill out a form and pre-pay each semester. The cost covers the pizza and excess funds go to support SPA programs and events.

The Playhouse - The small structure near the sandbox and Grotto, donated to Silverwood's auction in 2002 by a school parent, then purchased and gifted to the school by another parent. Students use the playhouse during recess.

PNAIS – Pacific Northwest Association of Independent Schools, the local organization that accredits independent schools and provides continuing professional education and support for the Trustees, Head of School, and Faculty. The national organization is NAIS. See pnais.org and nais.org. Silverwood is a candidate member of PNAIS and is working toward PNAIS accreditation.

Self-Study – The process through which Silverwood works toward accreditation with the Pacific Northwest Association of Independent Schools. See www.pnais.org for more information.

Senior Classroom – Grades 5 and 6 housed in the Senior Classroom, the northernmost building on campus.

Service Learning – During the school year students engage in specific and sometimes ongoing projects that benefit the community.

silverwoodschool.org (<http://www.silverwoodschool.org>) – Silverwood's school website where parents can find the school calendar, newsletters, curriculum maps, classroom homework pages, this handbook with updates, auction and annual campaign information, forms, and whatever else you tell us will be helpful. Check often! The parent login to the secure portion of the website is **parents** and the password is **sws14000**. Please do not share this password information outside of Silverwood's current families.

Singapore Math – Silverwood's math program adopted at the beginning of the 07-08 school year. It is based on the highly successful and internationally known program developed in Singapore.

Sixth Grade Trip – An educational experience and rite of passage for Sixth Graders and their teachers. The multi-day trip, typically out-of-state, integrates portions of the curriculum that the students focus on during the year and provides depth and often hands-on-experience in those and other areas of study. For students who have attended six years at Silverwood School, a portion of trip costs are covered through tuition. Students who entered Silverwood after first grade will incur a prorated cost. The typical out-of-pocket expenses for the Sixth Grade Trip are \$500 to \$750. For a listing of recent trips, visit the school website. Also see the "Field Trips" section of the handbook for information on trip fees.

SPA – Silverwood Parents Association. SPA's mission is to be the parental voice and support of the school. SPA supports the school's philosophy, programs and activities for the benefit of all families. SPA facilitates communication and parent education and encourages and coordinates volunteerism. SPA is comprised of all parents or guardians of Silverwood students, and fosters a spirit of inclusion, partnership, community and cooperation.

Suquamish Preschoolers – As part of their community service and for more than a dozen years, Silverwood's sixth graders have visited the Suquamish preschoolers at the Marion Forsman-Boushie Early Learning Center, and hosted the children at Silverwood's campus several times during the school year for joint learning activities.

Talent Show – Silverwood's evening program that showcases the diverse talents of Silverwood students. Typical performances include student choruses as well as individuals and small groups playing musical instruments, dancing, performing in skits, reciting poetry, doing magic tricks, and displaying other talents. The Talent Show is not held every year and relies on parent volunteers.

The Tree House – The Tree House sits beside the Barn and across from the Grotto and houses the 3rd and 4th grade classroom along with a computer lab.

Trustees – See Board of Trustees.

Volunteer Hours – Hours that parents donate in service to Silverwood to fulfill their family's obligation of 12 hours per school year and to support the school. The volunteerism may take many forms from assisting in the classroom or during lunch to working on the auction, organizing SPA activities, or helping at work parties. Alternately, families may purchase volunteer hours to total 12 per year at \$20 per un-worked hour. Many families provide much more than the required

hours. This valued volunteerism helps the school stretch its tuition and fundraising dollars and keep them focused on the students' education. For a listing of upcoming work parties or available projects, visit the school website or call the office.

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

WFIS – Washington Federation of Independent Schools, an organization to which Silverwood belongs. Visit <http://www.wfis.org/>

Work Parties – At least twice each year, the Facilities Committee of the Board of Trustees hosts a Saturday work party to accomplish needed tasks of building and grounds maintenance and improvement. This is a great opportunity for families to “work off” some of their 12 required service hours. Parents who cannot attend a work party are also welcome to undertake tasks on the school's behalf whenever convenient. For a listing of upcoming work parties or available projects, visit the school website, or call the school office.

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