



The Lower School Student & Parent Handbook

2019-20

Preparing Boys for Life.

The Lower School Student & Parent Handbook

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ESSENTIAL QUALITIES OF A HAVERFORD SCHOOL GRADUATE

Respect

- Respect others
- Have a *strong* moral compass to guide you through life
- Cherish humanity in all people and treat them equitably
- Take joy in your accomplishments and those of others
- Collaborate and compete with grace

Mind & Body

- Think critically and communicate effectively
- Possess intellectual curiosity and a passion for life long learning
- Pursue health of mind and body
- Appreciate the arts

Responsibility

- Value perseverance and hard work
- Recognize the potential for growth from adversity, *problems are our friends*
- Meet life's daily challenges, great and small with courage, flexibility, and humor
- Be responsible for your environment, *leave things better than you found them*
- Be a strong community member: cooperative, compassionate, and engaged locally, nationally, and globally
- Be a good leader and follower
- *Accomplish all with a positive attitude and great enthusiasm!*

Respect, Honesty, Courage – Honor Code

PRINCIPLES OF COMMUNITY

A fundamental principle of the Haverford community is individual responsibility. All members of our community should accept responsibility for one's actions, consider and account for the moral implications of one's conduct and have the courage to do what is right.

Our Haverford community is built on respect for one another. All of us should strive to:

- treat others honestly, fairly, respectfully and courteously
- discourage and refrain from verbal abuse and bullying (see policy below)
- seek out and include others at every opportunity
- listen to others and try to understand their life experiences and points of view
- avoid cliques, snobbery and other similar forms of exclusivity
- value and respect the life of the mind and independent thinking
- reject superficiality, materialism and sense of entitlement
- recognize and encourage the many ways to learn and to succeed
- possess empathy and generosity of spirit
- work together to find commonalities and resolve disagreements amicably
- embrace and advance the greater common good for our community and for the world around us

Haverford believes that a diverse and inclusive community is a better learning community, and prepares our boys for the world they will face upon graduation. Haverford expects a community in which a diverse population can live and work in an atmosphere of trust, understanding, appreciation and mutual respect for each individual.

We reject prejudice based on race, ethnicity, culture, religion, social-economic status, gender, learning styles, disability, age or sexual orientation. Haverford strives to be a community where parents, faculty and administrators work together to educate boys. When joined by a common purpose, Haverford and its parents form a powerful team with far reaching positive effects on the boys and the entire school community.

Haverford's parents, teachers and administrators should strive to:

- understand and embrace the School's mission and vision
- participate in the life of the School
- support the School's curriculum and program, faculty and staff, and students
- communicate openly, honestly and constructively with each other and at the appropriate level and, following such dialogue, abide by the School's decisions

DISCIPLINE IN THE LOWER SCHOOL

Discipline at school refers to social behavior as it applies to the *Principles of Community*. The goal of discipline is for each individual to become self-directed when respectfully dealing with others. The Haverford School reserves the right to discipline students who fail to meet the expectations of the school, or through their lack of responsible behavior and conduct, infringe upon the rights of others.

We understand that individual students respond differently to disciplinary measures, and we instruct our faculty and staff to use logical consequences to discipline students. Logical consequences are respectful, related, and relevant to the misbehavior with the intention for students to repair and learn from their mistakes.

Disciplinary infractions – A disciplinary infraction is social behavior by a student that is found to be contrary to our *Principles of Community*.

Minor infractions – (i.e. inappropriate behavior, improper uniform, general ignoring of school rules, etc.) will be dealt with in a manner deemed appropriate by the disciplining staff member and will result in a notice home (either via phone call or e-mail). Parents will be contacted in cases where behavior is not being modified by the student. The Dean of Students will keep track of all conduct write-ups. Faculty or staff may refer a student directly to the Dean of Students at their discretion.

The Dean of Students will be responsible for monitoring student discipline and will contact the parents of students who accumulate numerous write-ups. If determined appropriate, a conference with the parents will be scheduled. The Dean of Students may call a meeting of the Discipline Committee to review conduct and make decisions on consequences for major infractions. The Dean of Students will meet regularly with the Head of the Lower School and the Student Support Committee to review discipline in the Lower School.

Major infractions – (Chronic minor infractions, threatening to harm others, destroying property, disrespect toward teacher or staff, ganging up on other student, lying to avoid punishment, harassment or sexual harassment of another student, stealing, fighting, acts of intimidation, acts of cruelty, forgery, truancy) will result in immediate referral to the Dean of Students, contacting of parents, and a conduct review by the Discipline Committee followed by a recommendation for disciplinary action.

Major Infractions will warrant serious disciplinary action including: loss of recess, field trips, privileges; in-school suspension; suspension from school; or in the most serious cases, expulsion from school.

BULLYING POLICY

The Haverford School recognizes that students should have a safe, positive learning environment and that bullying and cyberbullying will not be tolerated.

Definition of bullying

Unwelcome behavior directed against a student by another student or group of students which is found to be:

- intentional and repeated over time
- intended to insult, ridicule, humiliate, or intimidate another a student
- harmful physically or emotionally to a student or students

Examples of bullying behavior:

Written – unwelcome notes, or written messages

Cyber – bullying electronically: blog, email, text message, web page

Verbal – unwelcome comments, name calling, teasing

Visual – unwelcome gestures (bodily, pictures, drawings)

Exclusion – behavior that makes students feel unwelcome

Physical – unwelcome actions that create an environment that is harmful to the health and well being of a student.

Disruptive – interferes, intimidates, or threatens other students.

Retaliation – threats or actions to get back students because of a complaint or for being a participant in the complaint process.

Guidelines and procedures

Speak-up! Be an advocate against bullying – The Haverford School encourages students in the Lower School to follow the Honor Code by using respect, honesty, and courage. **Students who are being bullied** must first be clear and say “**STOP**” to the boy or boys who are exhibiting unwelcome behavior.

Complaint procedure

Reporting is not tattling if students have been warned to “**STOP**.” If the unwelcome behavior continues after the student(s) is warned to “**STOP**,” the **boy being bullied** should report it by telling at least two adults – a teacher and someone at home.

Students who witness bullying should exhibit respect, honesty, and courage by telling those who are bullying to “**STOP**.” If the unwelcome behavior continues after the student(s) is warned to

“**STOP**”, the student who witnessed the bullying should report it by telling at least two adults – a teacher and someone at home.

Teachers who witness bullying should ask students involved to “**STOP.**” Teachers with information about bullying at school will begin a mediation process and contact the parents of students involved.

Parents who have information about bullying should find out if their son asked the other student to “**STOP,**” and if he notified a teacher. After asking their son’s these questions, parents should contact their son’s teacher.

Contacting the School

It is critical that parents who have information about bullying behavior contact the School as soon as possible. Calling your son’s teacher to share information is a recommended first step. Parents may also contact the Dean of Students, or the Head of Lower School:

Mr. Jay Brown

Lower School Dean of Students

610-642-3020 x1333

jbrown@haverford.org

Dr. Pamela Greenblatt

Head of Lower School

610-642-3020 x1230

pgreenblatt@haverford.org

The Dean of Students will take the responsibility for investigating any unwelcome behavior reported by students, teachers or parents. The Dean of Students is responsible for contacting the parents of students who are the targets of bullying, and those students being investigated.

The **Head of the Lower School** and the **Dean of Students** will follow-up with students, and parents to monitor behavior patterns, and review the Discipline Database on the School network to look for trends requiring follow-up or further investigation.

Disciplinary action

All incidents of bullying will result in appropriate consequences at the discretion of the Head of the Lower School and the Dean of Students. Repeated bullying will result in a mandatory in-school suspension, and parent conference with additional consequences at the discretion of the Head of the Lower School.

DRESS CODE

The Lower School Dress Code is as follows:

School shirt

White, yellow, maroon, or gold, collared, knit polo, or turtle neck, either long or short sleeves, or oxford button-down. Shirts must be tucked in!

School pants

Khaki or navy. Shorts of these colors are permitted during the warm-weather months from September through October 15, and beginning April 1 through the first week of June.

Cargo pants and shorts are not permitted.

School shoes

Sneakers or non-marking shoes, secured by velcro or tied laces. Please no flashing sneakers.

Physical education classes

All boys in Kindergarten through Fifth Grade will need a Haverford School reversible gym shirt. Only sneakers are allowed on the gym floor.

Hair

Hair should always be neatly groomed, natural in color, and out of the eyes of the student.

Jewelry

Jewelry, aside from that with medical or religious significance, is not allowed to be worn in any form.

The required uniform and gym shirt is available on The Haverford School FORDS Store at:
www.haverford.org/fordsstore

TRANSPORTATION

Many Lower School boys use the buses provided by their local school districts. All arrangements for public school busing must be made through Teresa Touey in the Lower School Office. The Lower School does not have any formal arrangement for car pools. However, class parents or a neighboring parent might be able to help.

Each family is asked to complete a transportation form that is kept on file in the Lower School Office. This is to help ensure students get home safely each day. If there are any changes in a student's usual method of transportation, the parent should send a note with him to be given to his homeroom teacher. Transportation changes should be called in only in an emergency, or email Teresa Touey at ttouey@haverford.org before 2 p.m. for Pre-K and K and by 2:45 p.m. for First through Fifth Grade.

Arrivals

The Lower School faculty begins supervision of the boys in their homeroom at 8 a.m. Boys are not permitted to enter their classrooms before then, but early supervision is offered in the Multipurpose Room from 7:30 a.m. until 8 a.m. No boy should be dropped off at the Lower School before 7:30 a.m. **Classes start at 8:20 a.m.**

Dismissals

Dismissal for more than 250 boys is a complicated time of the day, and can also be confusing and dangerous. To reduce the possibilities of injury or missing the bus, the following procedures are necessary:

- **notes** must be sent to the Lower School Office early in the day if the normal pick-up arrangements change.
- **every** student must report directly to his pick up area.
- **no Lower School students are allowed in the FORDS Store after school.** Lower School students must be accompanied by an adult in the FORDS Store. The FORDS Store offers snacks and beverages, as well as shirts, ties, sweatshirts, and other items with the School logo.
- **safety and behavior rules** must be observed at pick-up areas. The person picking a student up by car should arrive within 15 minutes of dismissal time. Dismissal times are staggered in an effort to create a better traffic flow.

Dismissal times – Monday through Friday

Pre-K & K	2:30 p.m.
Grade 1	3 p.m.
Grade 2	3 p.m.
Grade 3	3:15 p.m.
Grade 4	3:15 p.m.
Grade 5	3:15 p.m.

Car pick-ups

Parents picking up their sons by car are expected to do so promptly at the assigned dismissal time for each grade. Teachers supervise car pick-ups for 15 minutes, after which boys whose rides have not arrived are supervised in the School office.

If a student is not picked up by 3:45 p.m., he will be admitted to the after-school program in The Haverford Center. The cost of Haverford Center care must be paid by the parent.

To help us better facilitate the car pick-up line, **PLEASE PULL ALL THE WAY UP AS FAR AS YOU CAN WHEN IN CARPOOL LANE** in order to make the car line move efficiently.

Busing

While the School provides supervision of the boys until the last bus comes, we do not provide an after-school play period. Because the proper supervision and safety of the boys is the School's chief concern while they are on campus, boys in grades Pre- Kindergarten through Fifth Grade are not permitted to stay after school to attend Middle and Upper School games unless they are accompanied by one of their parents. Older siblings are acceptable substitutes for parental supervision, only with written parental permission.

After-school program

The Haverford Center offers constructive supervision for boys in Pre-kindergarten through Fifth Grade. It is available Monday through Friday until 6 p.m. Please call The Lower School Office at (610) 642-3020 x1232 for further information.

LUNCH & MEDICINE

The boys may either buy or bring their lunches. They may decide on a daily basis. All lunches are charged. The menu is posted daily for the current day and the following day, and sent home weekly. It is also available on haverford.org under “Lunch Menus.” Lunches include entree, vegetables, hot soup, salads, sandwich, fruit, Jell-O, assorted desserts, and milk. Grades 1 through 5 eat in the cafeteria. Lunch times are scheduled between noon and 1:10 p.m. Pre-kindergarten and Kindergarten bring a packed lunch from home which they eat in their classrooms.

Policy for dispensing medication

Should your son require medication during the school hours, you must contact the School Nurses at 610-642-3020, ext. 1234 or ext. 1994. Medication to be given on a regular or “as needed” basis requires a prescription from your son’s physician. This includes Epi Pens and inhalers as well as oral medications. Medications that need to be given for treatment of an acute nature, such as oral or topical antibiotics, require a note from the parent stating the time of day as well as the duration of treatment. All medications must be delivered to School in the original prescription labeled container. Medications can be returned home on a daily basis if needed.

The school nurse should be advised of any food allergies (610-642-3020, ext. 1234).

Peanut and tree nut safety program

The Haverford School strives to provide a safe environment for our students with life-threatening peanut and tree nut allergies. You can help this endeavor by making sure that no peanut or tree nut products are sent to the school in lunches and/or snacks. Our cafeteria staff and faculty are very aware of the cautions that need to be taken every day and work very hard to minimize the risks that are inherent for children with these peanut/tree nut based allergies. In order to control the potential risks, all foods to be shared within the classes for the students must be foods prepared by our cafeteria staff who are knowledgeable in minimizing the potential risks. Please do not send in from home any treats or foods to be shared with other students in the classroom.

For more information, please visit the [Health Services page](#) on Haverford.org and download the “Food Safety Policy” PDF.

ABSENCE FROM SCHOOL

If a student will be absent from school, parents should notify the School by calling 610-642-4583, ext. 1957 **BEFORE** 9 a.m. on each day that he is out. If a student is well enough to do his homework, the parent may request that his homeroom teacher prepare his assignments and necessary books. This homework will be ready for pick up after 3 p.m., or if more convenient, the office will send it home with another student. Parents should call the office for homework before 10 a.m. If possible, parents should try to schedule doctor or dentist appointments after school or on Saturdays. Parents should consult with their son's teachers concerning assignments for a lengthy absence. Please do not send your son to school if he has a fever or has vomited during the night, even if there is a test that day. It is detrimental to his health and those classmates with whom he comes into contact.

Illness

Should your son become ill or injured during the school hours, he will be taken to the Student Health Office where there are two full-time Registered Nurses on staff. If the school nurses determine that the nature of the problem warrants further medical attention, you will be notified. If a parent is not available by phone, a specified emergency contact will be called. Please be sure to update phone numbers and emergency contacts on the Medical Emergency Information Form each year as requested by the School Nurse. In an effort to maintain a healthy environment in school, please contact the School Health Office at Ext. 1234 or Ext. 1994 should your son contract a communicable illness such as Chicken Pox, Conjunctivitis, Head Lice, Impetigo, Scabies, Scarlet Fever, Strep Throat, Pinworm, or Ringworm.

Vacations

The School asks that parents plan vacations around the school calendar. The School especially asks that families do not extend vacation periods by taking boys out of school on the days before, or immediately after vacation periods. By attending school each day, students stay current with their academic work and participate fully in the social life of their class. If a boy will miss classes because of an extended or unscheduled vacation period, homework will be assigned at the discretion of the teacher.

Snow days

School may be delayed or cancelled because of inclement weather. While the School makes every effort to call parents through the use of a broadcast phone call system, it is also important that parents check the School website, social media channels, and listen to the radio. The Haverford School code number is 334, in Montgomery County.

If it snows during the school day, the School will make every effort to stay open until the end of the school day. If a public school district sends its buses early, the School will not put a student on the bus unless his parents have given the School permission to do so by way of the Transportation Form.

SUPPLIES, HOMEWORK, REPORT CARDS AND MORE ...

Class supplies

All class supplies are supplied by the School unless indicated by the homeroom teacher.

Cell phone policy

Students may not use cell phones in school. Students who need to call home at school may ask a teacher or Mrs. Touey if they are permitted use the school phone. Please send a note to your son's teacher if you must send him to school with a cell phone, and make sure that he understands that the cell phone must be kept in his backpack, turned off, and not taken out of the backpack while in school. Students who are seen with a cell phone in school will have them confiscated. Confiscated cell phones may only be picked up by parents in the School office.

Homework policy

Students are responsible for their homework. Teachers intend that homework be a meaningful extension of the student's classroom instruction and a reinforcement and expansion of what he is learning at school. Homework also links school with home by giving parents an opportunity to observe school progress and to encourage their son's active participation. Parents can play an important part by helping their son set up a homework routine which would include a scheduled time for homework, a properly equipped workplace, a quiet environment, and a system for packing up for the next day. However, taking too active a role in completing a boy's assignments deprives him of the necessary developmental growth of assuming his own responsibilities.

Report cards

In all grades, Pre-kindergarten through Fifth Grade, there are three report periods: November, March, and June. The format of the report card changes from grade to grade. The reports have been designed by the teachers to include and emphasize the areas that they feel are developmentally important. Written comments accompany each report card to provide added insight to each child's progress. Report cards are intended to communicate with the parents. Comments are written on an adult level, and are not, unless specifically stated, directed at the student.

Parents' Night

Early in the school year all parents are invited to spend an informative evening at the Lower School. The program is an opportunity to meet teachers and administrators and to survey the academic objectives of the curriculum for the year.

Parents' Coffees

Throughout the year, the Parents' Association sponsors coffees. This is an opportunity to meet other parents, find out about class projects, meet Lower School administrators, and get to know the School.

Grade Family Breakfasts

Throughout the year, each class invites mothers and fathers of the class to join them in a delicious breakfast in the Dining Hall. Breakfast is served at 7:30 a.m., after which parents spend a short time in the classroom. Family Breakfasts are held in the fall and spring.

The library

The Lower School Library has a collection of nearly 10,000 volumes. All Lower School boys come to the library once a week for stories and lessons. The students learn how to use the online catalog and online databases, which supplement their computer classes. POWER LIBRARY is available on each student catalog. Each week, the students have time to check out books. The library is open from 8-8:30 a.m. each morning and teachers may bring their students to the library during any period that a class is not scheduled. Lower School boys participate in area reading programs and in the Gladwyne Junior Author contest held each year by the Gladwyne Public Library.

Music

The Lower School music program is a sequential curriculum from Pre- Kindergarten to the Fifth Grade. The program's goals are to instill in our boys a love of music and to promote their musical literacy. The curriculum is founded on the precept that the voice, the most natural musical instrument, is the best initial means to artistic musical performance. The members of the music faculty believe that every child can learn to sing in tune and perform with artistry. The Lower School curriculum provides boys with the tools and opportunities for skillful, artistic expression.

Lower School students learn a repertoire of authentic folk songs, singing games, and simple art music. Skill activities are directly related to the song material. In Pre-Kindergarten the boys learn the joy of singing, moving, and playing together. Kindergarten students master the concepts of high and low (pitch), fast and slow (tempo), loud and soft (dynamics), same and different (musical form), steady beat, and phrasing. First Grade students begin their study of the rudiments of music, learning to read and write simple melodies in music class as they are learning to read and write words and sentences in Language Arts. Students in Grades 1-5 develop skills of singing, melody, rhythm, musical reading and writing, improvisation, form, inner hearing, memory, and part work. They often perform using percussion instruments, including both barred instruments (xylophones and the like) and non-pitched instruments (drums, clavés, etc.).

The Treble Choir*

The Haverford School Treble Choir is a choral group for students in Third and Fourth Grade. All boys in Third and Fourth Grade participate. The boys sing in unison and two parts and are introduced to reading from a score. They rehearse twice weekly.

The Centennial Singers*

The Haverford School Centennial Singers is an elective for Fourth and Fifth Grade students in combination with Middle School boys with unchanged voices. All boys in Fourth and Fifth Grade are invited to participate. The boys sing in a variety of languages and styles in unison, two

and three parts. They rehearse three mornings per week; once in a sectional rehearsal and twice as a full choir.

The Boychoir*

The Haverford School Boychoir, a.k.a. Celebrantes, is an elective for Fifth Grade and Middle School boys with unchanged voices. The Boychoir is a select, auditioned ensemble for students with exceptional vocal tone, range, acuity, and overall musicianship. The boys sing in a variety of languages and styles, in unison, two, three, and four parts. They maintain an active rehearsal and performance schedule. Boys in the Boychoir rehearse four mornings per week, both as members of the Centennial Singers and as a separate vocal ensemble. Haverford choral ensembles perform on our Centennial Hall stage at least twice a year. They have a long tradition of performing at neighboring schools, nursing homes, retirement communities, and senior centers. Additional performances have included appearances at The White House, the State Capitol Rotunda in Harrisburg, Lincoln Center, The Academy of Music, and with local community choirs.

The Beginning String Ensemble*

The Lower School String Ensemble is an elective for string players who are interested in a group playing experience. Students in this ensemble must have a basic knowledge of note reading and proficiency on their particular instrument. The ensemble will consist of violin, cello, viola and double bass. Students study basic ensemble playing through the study of repertoire from folk and classical music. At the discretion of the director, the group may perform at scheduled concerts and Conservatory recitals.

**Performance attire for Haverford's ensembles is khaki slacks, white long-sleeved shirts, the Haverford School wide-striped tie, dress shoes, dark socks, and a belt. The school tie may be purchased at the FORDS Store.*

The Haverford School Conservatory

As a convenience to parents, students can contract music lessons through The Haverford School Conservatory. The Conservatory offers private instruction with excellent teachers in violin, viola, cello, piano, trumpet, trombone, clarinet, saxophone, flute, piano, and classical guitar. Lessons are given weekly during the school day, before school, or after school. Beginning Suzuki violin and cello group classes are offered in Pre-Kindergarten through Second Grade. Periodically, the boys participate in recitals, ensembles, and assembly programs. *If you would like further information, please contact Conservatory Director Brian Adamczyk at badamczyk@haverford.org.*

ACCEPTABLE USE POLICY

This policy pertains to use of The Haverford School computer network.

Background

The Haverford School has established a school-wide computer network. In providing this service to students, faculty, and staff, our goal is to promote educational excellence through communication, resource sharing, and connectivity.

Communication is facilitated through email, the internet, discussion groups, file sharing, access to information databases and archives, DVDs, and access to the library catalog.

Resource sharing occurs when we share files, exchange information across the campus, or across the world, access the library catalogs of many libraries, or download software.

Connectivity refers to the links, both electronic and human, that occur when communication and resource sharing contribute to the lively exchange of ideas.

Rights

The Haverford School network is a service provided to The Haverford School community, and using it is a privilege. And, as with any privilege, along with the advantages and rights come responsibilities. As a user or guest of The Haverford School network, you have the right to:

- an account that identifies you to the network and allows you to send and receive email
- access internal academic resources, including the catalog of the libraries, the Access Pennsylvania database, and a variety of information resources
- hardware access necessary to make use of the network, through classrooms, labs, and offices
- a network that is reliable, well-maintained, and constructed with standard precautions against power failures, computer viruses, and security breaches.
- training on how to use your account, how to use the network, and how the Acceptable Use Policy applies to you

Responsibilities

As a user of The Haverford School network, you have the responsibility to:

- use your account to support education and research, consistent with the mission of The Haverford School
- observe all federal and state laws and regulations, and all rules of The Haverford School
- follow the rules of good behavior on the network, called “netiquette”

Forbidden activities

The following are strictly prohibited:

- allowing anyone else to use your account
- using the account of anyone else
- using your account for unauthorized games, commercial activities, advertising, or political lobbying
- attempting to log in as anyone else
- attempting to log in as a system administrator or supervisor
- any attempt to harm or destroy data (including viruses and other forms of vandalism)
- mass mailings, chain letters, and other abuses of email
- downloading and/or installing software to School-owned computers or laptops

Disciplinary actions

Please remember the following:

- the Network Administrator may close a user’s account at any time
- any user identified as a security risk may lose their account
- violations of the Acceptable Use Policy will be referred to the appropriate Division Head or the Headmaster for disciplinary action beyond the loss of the account.

I have read this policy and agree to abide by its terms and conditions. I understand that violation of any law or regulation is unethical and may be a criminal offense. Should I commit any violation, my account may be revoked, school disciplinary action may be taken, and legal action may follow.

Printed name _____

Signed _____

Date _____

Parent or legal guardian’s signature if you are under 18 years of age:

Signed _____

Date _____



Preparing Boys for Life.

The Haverford School
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610-642-3020 • haverford.org