

**The Barstow School
2010-2011
Middle School
Parent Student Handbook**

In the Middle School, our main focus is to build a warm, caring and supportive relationship with your child. It is our hope that your child will remember the teachers they had in Middle School and that each teacher played an important role in their ability to believe in themselves and to raise them to new academic heights.

When student/teacher relationships are strong, academic rigor falls into place. Our academic programs emphasize in-depth understanding, connect new ideas to prior knowledge, encourage exploration, and help students to construct meaning from course content. Lessons, activities and instructional strategies are designed to support how the adolescent brain learns. Classroom settings are structured so that all children are active learners.

We are committed to academic excellence, developmental responsiveness, and social equity.

Kate Bradley

Head of Middle School

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Academic Program

The Middle School program includes courses in English, writer's workshop, history, geography, world languages, mathematics, science, technology, visual arts, music and physical education/health.

The Middle School faculty, who are committed to student achievement, meets each week in grade-level teams to discuss all components of the academic program: intellectual, physical, emotional, moral and aesthetic. The faculty works together as a team to foster student growth in these areas, focusing on the needs of each individual student and getting to know him/her well. Teachers strengthen and build on students' assets and abilities.

Academic Probation/Promotion

Academic probation signals that serious underachievement and/or unsatisfactory results should be promptly corrected. Students with a GPA under 2.0 will typically be placed on academic probation. In some cases, poor performance in individual classes may result in academic probation. As a result, conferences may be called to address the circumstances and to coordinate faculty/parent support. If the deficiencies continue without improvement, or if the student's work does not meet the general standards of the school or the specific standards set out in the probation period, the school may deny re-admission. On occasion, students in serious academic difficulty may be dismissed during the school year.

Promotion to the next grade is dependent on the student's credit status, class attendance, effort and performance relative to potential. Promotion from one grade level to the next is contingent upon the recommendation of the faculty to the Head of Middle School and the Head of School.

Academic Study Hall and Detention Policy

Each teacher/Head of Middle School will assign and conduct his/her own study hall or detention.

Academic Study Hall

The academic study hall may be held before or after school. This study hall will be for students who consistently turn in late assignments (3 per grade period).

1. The individual teacher will assign the day, time and location of the study hall.
2. An academic study hall form will be sent home for the parent(s) to sign and return to the teacher. A copy is kept on file in the Head of Middle School office.
3. The teacher will call to the parent(s) as a follow-up.

Conduct Detention

A conduct detention is given for inappropriate student behavior. Four tardies per quarter will result in an automatic conduct detention in all classes.

1. The individual teacher/Head of Middle School will assign the date of the detention.
2. All detentions will be held either after school from 3:30 – 4:30 p.m. in the room of the teacher assigning the detention or during five consecutive morning or lunch breaks.
3. No one will be excused from a detention to participate in an athletic contest or practice.
4. The white copy of the conduct detention form will be sent home to be signed by a parent and returned to the teacher/Head of Middle School. A copy is kept on file in the Head of Middle School office.
5. The teacher or the Head of Middle School will call the parent(s) as a follow up.

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Four conduct detentions in one semester will automatically result in an in-house suspension.

Subsequent conduct detentions that semester will also automatically result in at-home suspension.

Fighting results in an automatic one-day at-home suspension for all involved.

At-home suspensions may be given at the discretion of the Head of Middle School.

Advisors

Each teacher is an advisor to a small number of students. The advisors should be the advocate for his/her advisees. The advisor should develop a feeling of trust and caring within his/her advisory group. The advisor not only takes a special interest in a student's academic progress, but also is particularly attentive to an advisee's well-being as a member of the school community. By his or her ongoing advice and encouragement, the advisor ensures the student of the personal attention conducive to a healthy and profitable experience.

Advisory time will include:

- Special team/school projects
- Service Learning projects
- Guest speakers
- Indoor and outdoor games
- Spirit Week
- Student Council events
- Academic contest
- Additional study time
- Study Skills
- Facilitated discussions and much more.

Advisors will monitor the academic progress of their advisees and communicate with parents when appropriate. Advisors will keep teachers informed of any special situations or circumstances that will help teachers meet the needs of the advisee. At scheduled time, advisees and the advisor will meet. Parents should feel comfortable contacting their child's advisors if they have any concerns.

Middle School Faculty Advisors

6th Grade

David Beier
Charlotte Keith
Jennifer Padberg
Jennifer Schafer

7th Grade

Kelly Finn
Sarah Holmes
Sarah Knopik
Sue Nagy

8th Grade

Susan Harper
Gavin Wood
Tom O'Brien
Sarah Noulles

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Assignment Notebooks

Each Middle School student must have an assignment notebook. Notebooks may be purchased in the bookstore and must be taken to each class every day. Using the assignment notebook is an important skill for students to learn. Teachers also use the notebook to communicate with parents about assignments. Parents are expected to look over their child's assignment notebook on a regular basis. Teachers will also post all assignments on the Barstow website.

Athletics Program

The Middle School Athletic Program is designed to allow students to participate in various sports, interact with teammates in a cooperative manner, and provide opportunities to experience competition with other teams. In most sports, student-athletes are placed on an A, B, or C team according to their skill level. The Barstow School encourages all students to participate if they are willing to commit themselves to make all practices and games, pursuing winning through skill development.

The athletic program strives to provide equitable opportunities for all students. Winning is modeled as highly desirable, but ultimately less important than participation by all, skill development, and teamwork.

Fall

6 – 8 Girls' Volleyball
6 – 8 Boys' Soccer
6 – 8 Co-ed Cross
Country

Spring

6 – 8 Girls' Soccer
6 – 8 Co-ed Track

Winter

7/8 Girls' Basketball (A, B & C)
7/8 Boys' Basketball (A, B & C)
6 Girls' Basketball
6 Boys' Basketball

For information about the sports team you are interested in joining, please visit the Barstow website at www.barstowschool.org.

Attendance Policy

In all cases, it is the student's responsibility to be sure they are accounted for each day. Teachers record attendance each period. Students are expected to be on time for the taking of attendance in each class, activity, or appointment. Please call the Attendance Line (816-277-0459) and follow the prompts. Students arriving after 8:00 a.m. must sign in with the Middle School Staff Administrator and receive a late pass to enter class.

Appointments or Early Dismissal

Please call Julie Fullbright, Middle School Staff Administrator (816-277-0411) or send a note with your child if he/she must leave school early. An early dismissal pass will be issued to the student.

Sign In/Out Procedure

It is our intention to ensure the safety of our students. Whenever a student arrives late to school or must leave early, the student must check in or out with the Middle School Staff Administrator in the Head of Middle School Office.

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Excused Absences

- Personal illness (verified by parent or guardian and not excessive)
- To attend the funeral of a family member
- Doctors, dentists, orthodontists or medically related appointments verified by appointment slips from the nurse's office
- Observance of religious holidays
- School-sponsored activities

If parents have a special need for a student to be absent, they should contact the Head of Middle School prior to the date of absence and discuss the need. The Head of Middle School determines whether or not an excuse will be granted.

Excessive Absenteeism or Tardiness

If a student's absences (excused or unexcused) become excessive, the Head of Middle School will confer with the parents and the student, as well as with the student's advisor to discuss strategies to improve attendance. Barstow believes that it is vital that students be in class on a regular basis.

It is extremely important that students arrive on time to class each day. Punctuality is a positive behavior pattern that will follow students throughout their lives. The Head of Middle School will contact parents if a student's tardiness becomes excessive.

Parent/Guardian's Responsibility

Parents and guardians play a critical role in helping adolescents establish good attendance habits. The Barstow School asks that they work with and support the school's efforts to maintain an effective attendance program. There are three specific areas where parents and guardians can help:

- Encourage your Barstow student(s) to develop good attendance patterns and explain to them the value of a responsible attitude toward attendance.
- Contact Julie Fullbright, Middle School Staff Administrator (816-277-0411 between 7:45 a.m. and 9 a.m. each day that a student is absent, stating the reason and the expected duration for the absence. You may also use the attendance line (816-277-0459).
- Remind the student to gather school assignments from his/her teachers or from the school website and to do them in a punctual fashion. Students will be granted **two days** to make up assignments for each day they are absent.

School's Responsibility

In order to maintain an effective attendance program the school will:

- Make every effort to contact the parent/guardian of students who have not telephoned the school office on the morning of a student absence.
- Keep a record of excused and unexcused absences for each student.
- Inform parents when absences are unexcused and/or excessive.
- Work with those students who have poor attendance patterns or to meet special needs.

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Barstow's Expectations for Conduct

Barstow expects its students to conduct themselves responsibly and appropriately. Students must assume responsibility for their own education and act in such a manner that no other student is impeded from learning. To remain at Barstow in good standing, students must respect and uphold the rights and feelings of others and the standards of the school. Faculty and administrators assume the responsibility for judging and defining appropriate behavior for students.

Barstow also expects students to maintain an atmosphere of pride in our school environment. Graffiti is not to be written in or on lockers. Magnetic notepads and dry erase boards may be put inside lockers. Students must keep hallways, classrooms, bathrooms, and cubbies maintained. Coats, laptops, books and supplies should be kept in lockers. Backpacks may be stored in lockers or in the cubbies.

Bullying/ Relational Aggression Policy

We believe that everyone should enjoy The Barstow School equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion or nationality.

Relational aggression, or bullying, may include: fighting, shoving, hitting, spitting, kicking, invasion of personal space, damaging other people's possessions, unwelcome sexual approaches, taunting, verbal insults, picking on, making fun of, laughing at, teasing, offensive or threatening language, racist insults, ignoring, using relationships to hurt another through rumors, exclusion, intimidation, eye-rolling, harassing or mean behavior.

Cyber-bullying, another form of relational aggression, is the unacceptable use of the internet or other mobile devices to send or post harmful or cruel text messages or images to intimidate others.

Anyone subjected to or witnessing any bullying/relational aggression is encouraged to:

- Take clear and assertive action on their own behalf at the first instance by speaking up and requesting that the action stop
- Talk to a trusted person, parent, teacher, advisor, dean or Head of Middle School to report the incident.

Disciplinary actions may include any of the following: intervention strategies, parent contact, detention, suspension, probation, or expulsion.

Cell Phone Use

Cell phones should be locked in the student's locker or on either vibrate or silent during class. Students may check messages and talk on the phone during breaks. In an emergency, parents may contact the Middle School Staff Administrator to speak with or relay a message to their child. The goal is to minimize classroom disruptions and maintain a focus on learning.

Directory

The Barstow School community directory is for the use of the school only and should not be used in promotion of any activity unrelated to the business of Barstow. It shall not be used for personal gain or made available for commercial or solicitation purposes. To ensure the privacy and safety of

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the children and families listed in this directory, Barstow requests that you do not share the information in this directory with anyone outside the Barstow community.

Dress Code

We expect Barstow students and parents to make good decisions about what is most appropriate for school wear. As an exceptional and unique institution, we are always being judged and we are held to a higher standard because we have higher standards.

Just as we expect students to help maintain our attractive green space and playing fields, our hallways and classrooms, our gyms and common areas, we expect them to maintain themselves in a way that is appropriate for a school of our standards. If a student is inappropriately dressed, the Head of Middle School will ask that individual to either modify his or her dress, or in some cases, go home to change. Persistence in inappropriate dress will lead to disciplinary action.

We ask that students dress comfortably and appropriately for the work and activities of a school day. As a guideline, some clothing considered to be *inappropriate* for the school day includes the following:

Boys:

- Gym clothes
- Sleeveless t-shirts or t-shirts with inappropriate messages, slogans or advertising
- Low-rider pants or visible undergarments
- Caps or hats in building
- Sleepwear

Girls

- Clothing with inappropriate slogans or messages
- Plunging necklines
- Undergarments should not be visible
- Spaghetti straps
- Tops that expose the midriff
- Short skirts or short shorts
- Sleepwear

Generally clothes should be clean and in good repair, dress casual and appropriately modest.

Special Dress Days

For selected events, students will be asked to dress more formally. For those occasions, Middle and Upper School boys should wear a shirt with a collar and slacks. Girls are expected to wear an appropriate dress, skirt and blouse or dress slacks.

Electives – Exploratory Programs

The elective program exposes students to a wide variety of enrichment classes. Students are encouraged to discover lifelong talents and special areas of interest. Elective classes may include digital video production and broadcast journalism, speech, ceramics, general art, painting,

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photography, math topics, law, environmental studies, international studies, science for fun and competition, money management, science Olympiad, choir and debate.

Extended Care

The Extended Care “After Hours” program provides supervision for students in grades 6-8 in the Lisa Schwartz Dining Hall. Extended Care is available from 3:30 – 5:30 p.m. each day. “After Hours” is a place to study, play board games, work on laptops or just hang out while waiting for your ride or sports activity to begin. Students may purchase snacks and drinks in the bookstore after school. All students who have not been picked up by 3:45 p.m. must sign in to the “After Hours” program. Students must not be in the hallways, classrooms, locker rooms, bookstore, front lobby, gymnasium, or grounds without supervision after 3:45 p.m. Please help us in our effort to keep your sixth, seventh and eighth grade child/children safe and supervised. Your children are precious and we must continue to guide them and keep them safe until they are in your hands once again. Thank you for your support!

Fee Structure for Extended Care “After Hours” (grades 6 - 8):

Any time after 3:30 p.m. – flat fee \$12.00 total

Billing for Extended Care:

Your account will be billed for the hours your child participates in the program. These amounts are reflected on your monthly tuition statement.

Food and Nutrition

Fruit is provided to Middle School students each day in the hallway outside the Head of Middle School office and is free of charge. On Fridays, Smoothie King sells smoothies made from all natural ingredients for \$2.00. In addition to the fruit and smoothies, students may buy healthy snacks and bottled water from a snack cart every day during the morning break; prices range from \$.50 to \$3.00. Students should not store soft drinks, coffee drinks, or candy in their lockers, nor should they start their day with food or drinks containing high levels of caffeine or sugar.

During lunch time, all food and drink should be kept in the dining room. Food may not be delivered to students during the school day from local restaurants. Middle School students receive a healthy snack each morning and nutritious choices at lunchtime.

Grading Scale

Explanation of Report Card Academic Marks

A = Excellent

B = Above Average

C = Average

D = Below Average

F = Failing

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The Grading System

Grading is based upon an alphabetical scale modified to account for “+” and “-” grades. The following conversion table may help in understanding the system:

97-100% = A+

77-79.9% = C+

93-96.9% = A

73-76.9% = C

90-92.9% = A-

70-72.9% = C-

87-89.9% = B+

67-69.9% = D+

83-86.9% = B

63-66.9% = D

80-82.9% = B-

60-62.9% = D-

0-59% = F

Schedule

Typically, the A schedule will begin on Monday, ending with the E schedule on Friday.

A	Time
1 ₁	8:00 - 8:43
2 ₁	8:46 - 9:29
Break	9:32 - 9:42
3 ₁	9:45 - 10:28
Assembly	10:31 - 10:56
4 ₁	10:59 - 11:42
5 ₁	11:45 - 12:28
Lunch	12:28 - 12:57
6 ₁	1:00 - 1:43
7 ₁	1:46 - 2:29
8 ₁	2:32 - 3:15

B	C	D	E	Time
1 ₂	7 ₂	8 ₃	5 ₄	8:00 - 8:55
2 ₂	8 ₂	7 ₃	6 ₄	9:00 - 9:55
Class Mtg.	Specials	Advisory	TTT	10:00 - 10:20
3 ₂	3 ₃	5 ₃	3 ₄	10:25 - 11:20
Flex	Flex	Flex	Flex	11:25 - 11:45
4 ₂	4 ₃	6 ₃	4 ₄	11:50 - 12:45
Lunch	Lunch	Lunch	Lunch	12:45 - 1:17
5 ₂	2 ₃	2 ₄	7 ₄	1:20 - 2:15
6 ₂	1 ₃	1 ₄	8 ₄	2:20 - 3:15

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School Bus/Van Rules

Students are expected to adhere to the same standards of good behavior on the school buses and vans as are in effect in the classroom.

Service Learning

Service Learning has become a key component of our advisory program in the Middle School. Students are involved in community service in classes, clubs, and advisories. It is our contention that the sooner students become involved in service, the more likely it is that they will develop a life-long passion and commitment to helping others in and beyond their community.

The National Youth Leadership Council conducted a survey on Service Learning and transition into adulthood. The findings revealed that young people who participate in service-learning activities:

- Report improved leadership skills.
- Are more likely to enroll in college than their peers.
- Have a better understanding about how school learning can be applied outside the classroom.
- Are more likely, as adults, to discuss politics or community issues and vote in an election year.
- Are significantly more likely to be satisfied with life overall, but also more satisfied in all areas of their lives, including school, work, friendships, and family.

Therefore, students are required to complete 25 Service Learning hours by the end of their eighth grade year. Some of these hours will be completed during school. Others will be completed after school and on weekends. Advisories and/or classes may decide to work on projects together both on and off campus. Information on age appropriate volunteer opportunities will be made available to students throughout the year during advisory time and also through postings on the bulletin board outside the tutoring room in the Middle School.

Students must keep track of their service hours by filling out a Service Learning form (also on the bulletin board) and turning it in to the Middle School Staff Administrator. The form requires a signature from the project supervisor. In some cases this may be a parent or teacher.

All Middle School students are encouraged to work towards earning the Presidential Volunteer Service Award. Students in Middle School must earn at least 50 hours to win this award.

Please contact Julie Fullbright, Middle School Staff Administrator, at 816-277-0411 if you have any questions.

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GENERAL SCHOOL INFORMATION

Senior Leadership Team

Head of School	Shane Foster
Associate Head of School & Head of Lower School	Judith Yount
Head of Middle School	Kate Bradley
Head of Upper School	Greg Griffeth
Dean of Upper & Middle School	Liz Bartow
Academic Dean	David Cramer
Business Manager	Carolyne Lehr
Director of Admission, Marketing & Communication	Kellye Crockett-Bunch
Director of Athletics	Don Stelting
Director of College Counseling	Scott Hill
Director of Development	Pat Oppenheimer
Director of Technology	Scott Daniel

Administration

Admission Associate	Ginny Epsten
Admission Coordinator/Calendar	Barb Enyeart
Alumni and Annual Fund Officer	Anne Russ
Assistant Director of Technology/Network Administrator	Mark Presko
Assistant Head of Lower School	Todd Nelson
Athletics and College Counseling Staff Administrator	Polly Foster
Bookstore Manager	Mona Neighbors
Business Officer/Accounts Manager	Marsha Herdliska
Business Officer/Controller	Debbie Lawrence
Communication & Events Coordinator	Heather Townsend
Computing Systems Manager	Eban Schachter
Development Staff Administrator	Laura Mombello
Director of Health Services	Gay Lee Ludwig-Bonney
Director of Publications	Todd Race
Director of Summer Programs, Lower School Student Services and Extended Care	Reina Poore
Executive Assistant to the Head of School	Shirley Young
Human Resources Specialist	Marti Thomas
Lower School Staff Administrator	Sarah Green
Middle School Staff Administrator	Julie Fullbright
Receptionist/Registrar	Anne Rutter
Upper School Staff Administrator	Vicki Merriott

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Bookstore

A full service bookstore and student center is open from 7:45 a.m. – 4 p.m. Refreshments, spirit wear, school supplies and a wide variety of reading materials are available. Students may pay in cash or, with parent permission, have purchases applied directly to the student's bookbill.

Bullying/Relational Aggression Policy

We believe that everyone should enjoy The Barstow School equally and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Relational aggression, or bullying, can be: fighting, shoving, hitting, spitting, kicking, invasion of personal space, damaging other people's possessions, unwelcome sexual approaches, taunting, verbal insults, picking on, making fun of, laughing at, teasing, offensive or threatening language, racist insults, ignoring, using relationships to hurt another through rumors, exclusion, intimidation, eye-rolling, harassing or mean behavior.

Cyber-bullying is another form of relational aggression. It is the use of the internet or other mobile devices to send or post harmful or cruel text or images to bully others.

Communication and Conflict Resolution

One of the most important hallmarks of an outstanding organization of any kind, including an independent school, is the ability to solve problems. An effective, well-functioning organization is remarkable, not for the fewest number of problems that it experiences, but for its ability to learn from mistakes and cope with the issues that inevitably arise.

The ability to deal effectively with concerns, problems or challenges at Barstow depends upon three things:

- The attitude of those dealing with the problem, characterized by a perspective that looks for a win-win solution and the best answer, as opposed to “my answer versus your answer”;
- Relationships characterized by objectivity, trust, a willingness to listen and mutual respect;
- A clear understanding of the roles and responsibilities of the people involved in the problem-solving process.

Parents who have an issue, problem or concern have four avenues of communication open to them for problem resolution: the appropriate faculty or administrative staff member, the appropriate Division Head, the Associate Head and the Head of School.

In any effective problem-solving process, one should first take the problem to the person most capable of understanding the problem and taking measures to address it. Specifically, where an

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individual student is concerned, usually the first person to involve will be the student's classroom teacher, coach, program director or academic advisor. If the problem cannot be addressed at this level, then the appropriate Division Head – Lower, Middle or Upper School – should become involved. Finally, the Associate Head and/or the Head of School are always willing to hear a parent's concern(s) and work to find the appropriate resolution.

Note that the resolution of the problem cannot always be what the parent sees as best or desirable; the most appropriate resolution may not be what an individual parent wants. However, this problem-solving process is designed to ensure that parents and other constituencies of the school have avenues for communication and a means by which to have their concerns heard.

Conferences

Conferences are held on a regular basis and information will be emailed to parents prior to conferences.

Emergency Procedures

On a regular basis, teachers will conduct drills to address potential crises, including fire, tornado and school-wide lockdowns. During these drills, teachers will respond to signals indicating the type of crisis and lead their students to the appropriate areas of the school.

The lockdown procedure is meant to keep the students and faculty out of danger in the event of a threat on the campus.

Food and Nutrition

Barstow is committed to providing a school environment that promotes and protects children's health, wellbeing and ability to learn. Guidelines have been established to serve as a benchmark for quality nutrition and physical activity.

Fundraising

All fundraising activities must be approved by the Head of School and Board of Trustees and coordinated through the Development Office.

Harassment

The Barstow School community is enriched by its diversity. The school recognizes and respects individual differences in background in regard to culture, race, ethnic origin, religion, gender, sexual orientation and disability. In order to provide an environment of mutual respect, tolerance and sensitivity, it is important that every member of the school community recognizes certain guidelines for appropriate behavior. Harassment, either verbal or physical, is unacceptable. Harassment includes unwelcome physical contact, unwarranted verbal remarks and derogatory statements. Unwarranted verbal remarks or discriminatory comments can occur between any two individuals or groups of individuals.

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The following list provides some examples of inappropriate behavior:

- Uninvited pressure for sexual activity whether explicit or implicit.
- Obscene or suggestive remarks or jokes, verbal abuse or insults.
- Display of explicit, offensive or demeaning material.
- Hazing or threats.
- Comments that are demeaning with respect to culture, race, ethnic origin, religion, gender, sexual orientation or disability.
- Pressure to use alcohol or drugs.
- Inappropriate physical contact.
-

If you feel that you have been harassed, you should promptly report the incident to an administrator, advisor or faculty member. The contact person is then responsible for conveying your concerns, as most appropriate, to a Division Head or the Head of School. It is the responsibility of that person to ensure that complaints of harassment are handled appropriately in order to investigate the problem, end the harassment and to protect any victim of harassment from future harassment and retaliation for complaining about the harassment.

Any student, who threatens, intimidates or takes retaliatory action against another student for making a complaint of harassment, will be subject to disciplinary action, including separation or expulsion from school. The Barstow School is founded upon the belief that clear behavioral parameters preserve the rights of all and ensure an appropriate educational atmosphere. Each person at Barstow has the right to participate fully in the life of the school without harassment.

Health Information

The Missouri Health Department requires medical forms with complete immunization records for all pupils. The forms must be on file by the opening day of school. Students with incomplete health forms will not be able to remain in classes or participate in co-curricular activities. Visit the forms and downloads section of our website to obtain the following required forms:

- **Emergency Information Form.** A NEW form is required every year. It is the parents' responsibility to inform the nurse of ANY changes throughout the year.
- **Birth Certificate Copy.** This is required for all NEW students.
- **Physical Examination Record.** All students in grades PS, PK, K, 6 and 9 and all NEW students must have a current (less than a year) physical examination record completed and signed by a non-parent health care provider.
- **History of Immunizations.** All NEW students must submit this completed form, signed by a nonparent health care provider to demonstrate compliance with the Missouri Department of Health immunization requirements. Returning students only need to add the dates of any new immunizations.

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- **Authorization for Administration of Medications.** A NEW form is required every year. A nonparent physician signature and parent signature is required for all prescription medications that are supplied in the most current and labeled prescription bottle. Over-the-counter medications require only a parent signature.
- **Asthma/Allergy Action Card.** If a student is diagnosed with asthma or any allergy, this form is REQUIRED in the event of an emergency.
- **MSHSAA.** This form is REQUIRED by the State of Missouri and requires a nonparent physician signature for athletes, cheerleaders and dance team members.
- **Health Forms.** Find and download all of the health forms from the school's website: www.barstowschool.org/parents/forms. Each family is urged to identify a nonparent health care provider for their child to establish a regular relationship regarding matters of personal health and development.

Lunch

Parents are welcome to have lunch with their child. Please check in at the front desk. A fee will be assessed to the student's bookbill.

Pet Policy

To ensure the safety and health of our students, pets are not allowed in the building at any time.

Personal Property

We discourage students from bringing to school valuables such as jewelry, large sums or money, expensive cameras, MP3 players, electronic games and sports equipment, etc. We cannot be responsible for the loss of such items. School insurance does not cover the loss of personal property.

Each student is assigned a cubby or locker. Books, backpacks and computers should be kept in the assigned lockers and locked throughout the day or carried by the student. They should not be left unattended in corridors, on windowsills or on the hall benches. Cameras for photography classes should be in the student's possession or locked in his/her locker at all times. At the end of the day all books, coats and backpacks in the halls and on school property will be collected by the custodians and deposited in the lost and found. Periodically, unclaimed and unlabeled items are donated to charity.

Anyone subjected to any bullying/relational aggression is encouraged to:

- Take clear and assertive action on his/her own behalf at the first instance by speaking up and requesting that the action stop;
- Talk to a trusted person, parent, teacher, advisor or Division Head to develop a comprehensive intervention plan.

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Disciplinary actions may include any of the following: intervention strategies, parent contact, detention, suspension, probation and expulsion.

Roles and Responsibilities

A. Board of Trustees

The role of the Board of Trustees is one of governance. There are five major governance areas where the Board exercises oversight: corporate law, board policies and board procedures; third-party contracts; local, state and federal regulations; financial and physical resources of the school; and risk management.

The Board is responsible for setting policy in the following areas:

- Mission of the school
- Board code of conduct and conflict of interest
- Board bylaws
- Other Board governance policies dealing with Board giving, attendance, committee work, etc.
- Investment guidelines for financial resources of the school
- Annual budget
- Board self-evaluation.

In addition, the Board and Head of School work together on policies and procedures regarding:

- Long-range, strategic planning
- Crisis management
- Checks and balances for financial management and reporting
- Tracking enrollment as it is tied to the annual budget
- Admission policies
- Employment terms (compensation, salary ranges, benefits)
- Personnel policies regarding sexual harassment, discrimination and equity, safety and security
- Use of buildings and facility by outside groups, development of campus master plan
- Fundraising and institutional advancement.

Given this role of governance, the Board of Trustees does not play the role of “final arbiter” in conflict resolution for faculty, staff, students or parents. If someone in the school community seeks the aid of a particular Trustee, the Trustee will clearly state either that (1) the individual seeking help should share the concern directly with the appropriate faculty member, staff member, administrator or Head of School, or (2) the Trustee will share the matter with the Head of School and/or the Board Chair, but will not take up the individual’s cause. The preferred contact is the Head of School,

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but if the concern is about the Head, the Board Chair should be the **only** one contacted. The role of any Trustee in this kind of problem-solving process who learns of an issue is to bring it to the attention of the Head or the Board Chair and not to deal with the situation individually.

Parents are worthy of the utmost respect, and deserve great consideration in Board deliberations. They are critical supporters of the school's mission. They entrust their child (ren) to the school; they spend considerable amounts of their financial resources in support of the school; and they care deeply about the school's ability to serve their individual child (ren). They volunteer significant amounts of their time to initiatives in almost every aspect of the school. Nevertheless, it is not the role of the Board or of individual Trustees to become involved in the issues or concerns of individual parents or students, and Trustees must not represent any individual constituency of the school.

B. Head of School & Administration

The Head of School has overall accountability and responsibility for all operations of the school. Therefore, in virtually all instances, the Head of School has responsibility to hear issues and discuss them appropriately with parents and has the ultimate authority regarding resolution.

The Head of School and the administrative team are collectively responsible for developing, implementing and monitoring policies and procedures in the following areas:

- Admission and financial aid
- Administrative staffing and evaluation
- Academic programming and academic structure
- Faculty selection, compensation and evaluation
- Student code of conduct, discipline, selection, dismissal, evaluation and grading systems
- Academic curriculum and all co-curricular programs
- Administrative procedures and information systems.

C. Barstow Parents' Association

The Barstow Parents' Association (BPA) is an organization of parent volunteers who work to support the mission of the school while fostering a positive and welcoming climate for all parents.

The BPA supports numerous activities intended to enrich the school experience for students, faculty, staff and families at Barstow. These include:

- Social Activities Fall Festival, Spring Luncheon, Father/Daughter and Father/Son events.
- Special Projects Lower School Book Fair and Science Night; support for all classrooms (Room Parents assist teachers, plan parties and organize Teacher Appreciation days).

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- Support for the Arts “production teams” for all plays and “curators” who change the artwork displays.

The BPA also sponsors visiting speakers in support of faculty development, community awareness and child development.

The President of the BPA attends all Board of Trustee meetings and serves as the Board of Trustee’s communication link back to the BPA. Several elected Trustees are current parents, but do not serve as parent representatives to the BOT. The BPA Present serves as the representative of the parent body to the BOT.

Summer School

The Barstow Summer Program offers more than 200 courses including day camp, Minicamp for three and four year olds, Kindergarten Adventures for children entering Kindergarten in the fall, academic readiness and enrichment, driver’s education, sports clinics, fine arts, performing arts, adventure sports, daytripper courses and numerous theme enrichment courses. Courses are offered for students in Preschool through Upper School with programming available from 7:15 a.m. – 6 p.m. Catalogs for the coming summer are distributed to all Barstow families, grades PS-7, and available online through our website in late February. Catalogs are available upon request.

Safety and Security

The Barstow School is focusing on keeping our students safe when they are at school. **Our policy states that no weapons may be brought to school, including but not limited to knives (including pocket knives) and toy guns.**

For your child’s safety all outside doors remain locked throughout the school day (8:30 a.m. – 3 p.m.). All parents and visitors must sign in at the front desk in the lobby during these hours. We make every effort to keep the outside doors locked and secure and we work to supervise students at all times. Our students are instructed not to open outside doors for anyone. We have several teachers on duty outside and in the hallways during all our break times and after school.

Student Services Program

We continue to maintain a personalized approach to education by providing in-house student services including: tutoring in specific areas; peer tutoring for students needing help in a specific subject matter; strategies for organization, study skills or test-taking to discover and target the causes of academic frustrations. A separate fee is charged to the book bill.

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Standardized Testing

Standardized testing plays a vital role in the development of our students by measuring skills and abilities. For purposes of ascertaining performance relative to national norms and to assess program effectiveness and student progress, students take standardized tests in April. Beginning in third grade, students in Lower School take the Education Records Bureau exam. Testing is always given in a nonthreatening environment to maximize student performance. We stress regular bedtime schedules during this week of testing. Testing results may be requested through the appropriate division office.

Tutorial Services

The Barstow School maintains a separate fee program of tutorial services available to all students. The program features a flexible range of on-campus tutorial, monitoring and advocacy services. Tutoring may be initiated by the classroom teacher or by the parents by contacting the Division Head. If tutoring occurs outside of school, please inform your child's teacher so that communication between the teacher and the tutor can insure consistency and continuity for the child.

Technology Code of Conduct

The Barstow School is proud to offer highly sophisticated technology that provides vast, diverse, and unique resources to both students and teachers. Our goal is to promote educational excellence by facilitating resource sharing, innovation, and communication. All Barstow network equipment, computers and student-issued tablet PCs are the property of the School. Accordingly, Barstow reserves the right to monitor and/or intercept all computer, email, and Internet activity by students. Students should have no expectation of privacy in their use of School technology resources.

For its students working with technology, Barstow expects the same thoughtful consideration of the rights, efforts, and feelings of others, as it does in every other area of school life. Although technology may seem to depersonalize inconsiderate acts, any actions deemed hurtful to another or to the school community will be regarded as disciplinary problems.

Each student is expected to follow all guidelines stated below, posted in classrooms or labs, as well as those given orally by faculty members, and to demonstrate ethical behavior that is of the highest order in using the network facilities. Barstow cannot reasonably prevent all inappropriate uses, including access to objectionable material and communication with persons outside the School. Barstow is not responsible for the accuracy or quality of information that students obtain through the Internet.

Students must accept responsibility for:

- Keeping their computers locked in their lockers when not in use.
- Using technology as an educational tool and not for playing games, or participating in chat rooms, or other inappropriate sites.

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- Retrieving information from the Internet related to academic pursuits only and avoiding excessive use of the school's internet connection.
- Appropriate use of all school printers.
- Monitoring and controlling all materials received via the network under his/her user account.
- Keeping unauthorized copyrighted software of any kind from entering the school computer from any source.
- Keeping all passwords private and reporting all violations of privacy to their teachers or the technology team.
- Assuring that all material received from the Internet does not contain pornographic documents, inappropriate information, or files that are potentially dangerous to the integrity of Barstow's computer system. (Note: computers will be randomly reviewed throughout the school year.)
- Not using any type of peer to peer file sharing service to share or stream video, music, or any other type of file.

In the event a student engages in any of the above-referenced activities, his/her access privileges will be revoked and other disciplinary measures may result such as suspension or expulsion.

In addition to the general guidelines listed above, students who have a Barstow provided tablet computer must follow these rules regarding use of these computers:

Responsible Use of Student Tablets: The student's use of his/her tablet must at all times be supportive and respectful of educational goals and standards of conduct for students both on and off campus. Students may not conduct any computer activity at Barstow which leads them or others off-task or disrupts the learning process. Students must keep the tablet in a protective case or backpack when traveling. Students must treat the tablets gently and never leave them in an unsecured location. Students must be sure the stylus is docked, the computer is off or in standby mode, and the screen is closed with the writing surface facing in before moving between classes.

Expected Availability at School: The student is responsible for having the tablet and required accessories at school. The required accessories are: stylus, power adapter, and head phones. The tablet must be charged and in good working order every school day. In the event of problems or damage, the student should bring the tablet to the Help Desk in his or her division as soon as possible.

Warranty & Insurance: As part of the tablet package purchase, the student's family has paid for a three- or four-year "Accidental Damage Protection" warranty. This warranty does not cover theft, loss, negligence, or excessive damage. **It is the family's responsibility to decide whether additional insurance is necessary to cover this possibility.**

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Loaner Tablets: In the event the tablet is inoperable, Barstow has a limited number of spare tablets for use while the student's tablet is repaired or replaced. This agreement remains in effect for such a substitute. The student may NOT opt to keep a broken tablet or to avoid using the tablet due to loss or damage. Students are responsible for the safe-keeping of all required accessories for the tablet. The student is required to purchase a replacement for required accessories that are lost or stolen.

Responsibility for Electronic Data: The student is solely responsible for any non-Barstow installed software. Using the Student Server, Barstow provides a specified directory location on the tablet in which to store school data. In the event that the student stores data in another location on the tablet, it is the responsibility of the student to backup such files and data. Important school files should always be stored on the Student Server.

File-sharing Programs: The installation and/or use of any internet-based file-sharing programs are explicitly prohibited. File-sharing programs such as Limewire generally facilitate the illegal sharing of copyrighted material (music, video, and images). Such programs are subject to automatic removal without notice. Individuals with legitimate, school-related needs to use such a program may seek prior approval from the Director of Technology. iTunes and other legal music purchase programs are acceptable and permitted.

Final note to parents or guardians: The Internet is a powerful learning tool, but it should not be used indiscriminately or without supervision. While your child is at school, the staff will make every effort to assure that this resource is used appropriately. As parents, it is your responsibility to monitor this resource at home, not unlike the manner in which you monitor use of TV, video games, or the telephone. It is not advisable for children to engage in unsupervised time online. It is advisable to use the computer in open spaces of the household. If you help your child use the Internet wisely at home, together we can help him/her become a responsible user of technology.

Transportation Policy

The Barstow School program includes student activities and athletic events that require the transportation of the children to and from these activities. The school's policy is to provide transportation for children to and from all school events for which an approved transportation request was submitted.

It is the school's preference to rely on licensed service for the transportation of the children in yellow school buses or in school vans. With parent and faculty permission, other arrangements may be made, but must be approved by the Associate Head or Head of School. No student may transport another student to a school sponsored activity.

Visitors

Prospective students are encouraged to attend classes on scheduled admission visit days. Students are not permitted to bring guests to school during regular school hours.

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Weather

If Blue Valley School District and/or the Shawnee Mission School District closes due to weather, The Barstow School is closed. The Barstow School reserves the right to close due to weather regardless of other school districts. If school is closed because of poor weather conditions, this information will be broadcast on local radio and/or television stations. This information will also be available on our website and on phone messaging system. In our area, weather conditions may vary considerably. In the interest of school safety, parents should determine whether a late arrival or an absence is necessary as a result of road conditions.