



Welsh Hills School
Family Handbook
2021-2022

Welsh Hills School

is a community of students, teachers, administrators, and parents whose interactions with each other are based on mutual respect and awareness of the rights and needs of others. Understanding and following the guidelines of the school provides a more productive environment and encourages the intellectual, social, emotional, physical, and ethical development of the children we serve. In matters of conduct, it is the expectation of Welsh Hills School that students and adults treat others within our community with honesty and respect at all times.

Accreditation and Memberships

Welsh Hills School is a member in good standing of the Independent Schools of the Central States (ISACS), the Ohio Association of Independent Schools (OAIS), and the Granville Chamber of Commerce. The School is accredited by ISACS and chartered by the Ohio Department of Education. Welsh Hills School operates under the “Principles of Good Practice of Member Schools” as set forth by the National Association of Independent Schools.

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Mission Statement

Welsh Hills School provides a dynamic, global education that focuses on the whole child.

Revised June 2017 Welsh Hills Board of Trustees

Vision Statement

Welsh Hills School builds lifelong learners, independent critical thinkers, creative problem solvers, and compassionate, responsible individuals who are respectful global citizens.

Values

Integrity, confidence, empathy, respect, curiosity, collaboration, self-awareness, initiative, grace, courtesy, community

Welsh Hills School Philosophy

The Welsh Hills School philosophy recognizes that each child is a unique individual and is highly respected as such.

Welsh Hills School is committed to an education that serves the whole child and incorporates a wide array of experiences designed to encourage learning across each area: cognitive, social, emotional, ethical, and physical. Differentiated learning is a natural part of the Montessori program at Welsh Hills School, and students are encouraged to explore areas of personal interest.

School Hours: 8:30 a.m.- 3:15 p.m.

The school day at Welsh Hills School is from 8:30 a.m. to 3:15 p.m. for full day students and 8:30 a.m. to 11:30 a.m. for half day students. Classes begin at 8:30. We suggest that students arrive by 8:20 in the morning in order to have adequate time to unpack and prepare for the day. Doors open for arrival at 8:15 a.m.

Arrival and Dismissal

Each family is required to complete a dismissal form listing those people who may pick up their child at Welsh Hills School. **In the event that your child will be going home with a person not on this list, Welsh Hills School must be notified via a note delivered to the classroom teacher at arrival.** Telephone notification of a change in dismissal should be reserved for emergencies. *Any person not listed on the dismissal form or who is unknown to the school staff, must be prepared to present an ID to a Welsh Hills School staff member.*

Please drive slowly in front of and beside our school!

Please share these guidelines with relatives and caregivers who may drop off or pick up your child.

Students entering the building must complete the school's wellness screener and agree to a temperature check.

Upper Elementary through High School: These procedures apply only to those families who have **ONLY students in Upper Elementary, Middle School, and/ or High School** to drop off and pick up. Buses will also continue to drop off and pick up at the main entrance of the original building.

Arrival: When entering the school drive from Newark-Granville Road, cars will proceed *straight past the side* of the original building (rather than turning to drive past the front of the original building). UE and MS students will exit their cars at the side entrance to the original building. HS students will exit their vehicles at the ramp just before the new building. Once students have been dropped off, traffic will proceed south on the private road behind the new building and exit the property onto Westgate Drive. Traffic will then follow Westgate Drive to Cherry Valley Road, which empties into Newark-Granville Road. ***Students arriving any time after 8:30 must be dropped off at the main entrance to the main building to check in at the front door. Adults dropping off students after school begins at 8:30 must park and sign their student(s) in at the front door.***

Dismissal: Traffic will proceed in the same direction (past the side of the original building and behind the new building) as it does for morning drop off. Students in UE and MS will be dismissed at 3:15 from the side entrance of the original building. Students in HS will be dismissed at 3:15 down the ramp from the new building. ***Students being picked up before 3:15 will need to be signed out at the front door of the main entrance. Adults picking up will need to park and come to the main entrance of the main building.***

Infant through Lower Elementary: The drop off or pick up procedures for these programs are detailed below. This applies to all families with any students Infant through Lower Elementary, including those who also have students in the upper grades. Please see additional information regarding the curb lane, parking, etc., below.

Moving Curb Lane – Stay in Your Car!

One of the greatest dangers for drivers and pedestrians comes from cars and buses moving into and out of the curb lane. Therefore, the curb lane is established as a continuous, moving lane. Besides being safer, this enables you to drop off or pick up your child quickly. If you wish to drop off or pick up curbside, the following guidelines should be followed:

- Keep your car running and stay in the driver's seat.
- As vehicles in front of you move, please keep pulling up. Do not get out to assist your child.

Park your car along the west side of the building or in the grass beyond the curb if you need to get out.

- Students should exit and enter the car on the curb side. Please arrange seating in your car so that students do not have to use the driver's side. If you cannot arrange this, please park.

Arrival:

- Pull up to the east end of the sidewalk, all the way up to where the sidewalk ends (or keep pulling up to the vehicle in front of you.)
- Pull up past the ramp to the end of the curb so that other cars can pull in behind you. Wait until you are past the ramp to let your child exit the vehicle.
- Allow your children to walk from there to the front doors. Staff will be present at arrival each day to ensure that every child enters the building.
- Park your car along the west side of the building if you need to get out or come into the school.

Dismissal:

- Pull up to the east end of the sidewalk, all the way up to the vehicle in front of you.
- We will send your child to your car. If your child is not ready when you are at the front of the line, we may need to ask you to pull up or go around the circle to keep the line moving. We will continue to try to have students ready as you pull into line.
- If you need extra time to fasten safety belts, load your trunk, etc., please pull up to the grass past the sidewalk. That will allow you to take a few extra minutes without holding up the line.
- Once your child is in your car, please stay in the curb lane. Continue to pull up until the vehicle in front of you leaves. **Pulling out of the curb lane to the left is dangerous; other cars will be using the left lane to enter and exit the parking area.**

Parking Area – Getting Out of Your Car

If you want to get out of your car, please park your car in the parking spaces in front of the school or at the side of the school on the west side of the building. Use the parking area when you do not want curbside pickup, such as;

- When your child needs assistance with the car door or car seat.
- When you wish to get out of the car to greet your child.
- When you want to talk to a teacher or other staff member.
- When you plan to come into the building for any reason.
- When you want your child to enter the car from the driver's side.

*Please note that there are RESERVED spaces that are **not available for general parking**.

Students who have not been picked up by 3:25 p.m. will join the Stay-n-Play program, and families will be charged accordingly.

Parents will need to park in a parking space or in the grass beyond the sidewalk and come into the building to pick up their child.

Extended Day Programs

Extended care is available after school for additional fees. Drop-ins are welcome **as space allows and must receive administrative approval**. Please call 740-522-2020 or email bwelday@welshhills.org

Rise & Shine will not be available this school year due to the COVID pandemic.

Stay & Play is our after school program for children in Children's House through Middle School and is available from 3:15 p.m. until 6:00 p.m. for an additional fee.

Extended Day care is available for infants and toddlers from 7:45 a.m.-6:00 p.m. at no additional fee.

Any student not picked up from Welsh Hills School by the end of scheduled Stay & Play will be assessed a late pick-up fee. Closing time for the 2021-2022 school year is 6:00 p.m.

Each family has three opportunities per school year (first day of school through last day of summer camp) for fine forgiveness in the event of emergency. Parents are required to call the school prior to closing at 6:00 p.m. to notify the school that the parent will be late.

After a third late pick-up has occurred, for each ensuing late pick-up past closing, a fee will be incurred at the following rate:

First 15 minutes late- 6:00- 6:15 p.m. - \$15.00

Second 15 minutes late- 6:15- 6:30 p.m. - \$30.00

Third 15 minutes late- 6:30- 6:45 p.m. - \$45.00

Fourth 15 minutes late- 6:45- 7:00 p.m. - Granville police may be notified.

Day Camp

Day Camps will be available on the following early release dates: November 3, February 2, and May 4. Sign ups will be required prior to each day camp. Forms will be available before each date. These early release dates are included in infant and toddler tuition.

Holiday Camp

Welsh Hills enjoys offering Holiday Camp on some of the days that school is closed for a holiday. Families may choose to enroll in the entire plan or per day. *Please note that there is a minimum attendance required for these days in order for the school to offer the holiday camps.* Sign-up forms will be required and will be available prior to each holiday. Day camps during the holidays will be TBD.

(Infant and toddler tuition does NOT include holiday days, but it does include spring break in March.)

Please note:

There are some special events during the school year that will necessitate no or reduced extended day. Dates may be added/amended as needed.

Infant and Toddler ONLY Stay & Play :

Continent Night, Spring School Musical, Children's Celebration (5:00 pm closure)

Dates may be added or amended as needed.

NO Stay & Play:

Friendship Soup, Last day before Winter Break, Katie's Capers.

Dates may be added or amended as needed.

Welsh Hills Summer Camp Programs

Welsh Hills offers dynamic summer camp programs for children in preschool through middle school.

A wide variety of themed camps are run on a weekly basis for each age group, providing many exciting activities and fun for children who attend. These programs are open to the general public and a new brochure is published each spring with the current themes and information for the following summer.

Summer Session

Welsh Hills School offers a Summer Program for enrolled infants and toddlers. This program is an extension of the school year and provides continued learning opportunities for our infants and toddlers for eight weeks.

Calendar

The Welsh Hills School calendar is available on our website at www.welshhills.org

Paper calendars are available at the front desk.

Communications

There are numerous ways in which Welsh Hills School communicates with families.

Each program/classroom has its own means of communication; some have folders that come and go daily, some send correspondence home in backpacks, *all* send email and news updates. Please make sure that you are in communication with your child's teacher and know how information is being sent to you.

* If you need to communicate information to your child's teacher, *please do so via email or written note*. Hand-written notes should be sent to school with your student and delivered to the classroom teacher.

Electronic Newsletter - Constant Contact

Periodic emails to families provide information for school events and happenings for the whole school. Sign up for our Constant Contact emails at the bottom of our website's homepage.

Welsh Hills School on the Web

Check our website frequently for up-to-date school/classroom news and information at www.welshhills.org. The WHS website is updated frequently with new information and upcoming events. The front page has drop down menus with links that lead to relevant information, forms, and information regarding upcoming events and activities.

Welsh Hills has a Facebook full of up-to-date information, photos, and fun notifications.

You may also follow Welsh Hills School on Twitter @welshillschool and Instagram at welshhills.

Email

It is **very important** that we have an accurate email address for each family so that you receive the most up-to-date communications. We will also send any "last minute" information via email or One Call.

One Call

School closures and time sensitive information will be sent via automated message to your phone. You may choose to receive phone calls and/or text messages.

News and Public Relations

Press releases are sent throughout the year highlighting student accomplishments and activities, and articles about the school are occasionally published in local news media. Our Annual Report, published in the early spring, offers an overview of the year's events, provides financial information, and showcases all that our school has to offer.

Individual Notes, Emails, Phone Calls and Conferences

For individual communication with your child's teacher, please use the above forms of communication. **(Teachers are not available to respond to text messages during the school day.)**

Student Phone Usage

Welsh Hills School staff will make calls to parents on the student's behalf, or welcome the student to use the school phone when necessary. *Students will not be allowed to use cell phones for phone calls or texting during the school day.* Please call the front desk at 740-522-2020 if it is necessary to communicate with your child at any time during the school day. If a student does have a phone at school it must remain off and untouched in the student's locker or backpack. Students who do not adhere to this policy will have their phones removed from their possession until the end of the school day.

**For emergency changes in dismissal, leave a message on ext. 10
For emergencies contact the school at 740-522-2020 x 10.**

Safety and Crisis Management

Faculty and staff are trained and knowledgeable about emergency and crisis procedures.

Fire drills and emergency drills are practiced regularly.

All classrooms have emergency procedure booklets with emergency contact information for each student.

Every attempt will be made to communicate with parents via the website, telephone, and any means necessary during an actual crisis.

School Closures, Snow Days and Emergencies

In the event of inclement weather or other emergencies such as electrical power failure, lack of water, lack of heat/air conditioning, hazardous road conditions, or other situations that may endanger the safety or health of children and employees, Welsh Hills

School may close or delay the opening of school or release students early at the discretion of the Head of School. **School closure due to inclement weather or dangerous driving conditions will follow that of the local public school system, Granville Exempted Village Schools.**

* Families can get closure information via local television stations (ABC, NBC, CBS, and FOX), the Newark Advocate website, WHS social media, or an automated call from our Head of School with cancellation/closure information. Please make sure that we have an up-to-date phone number for you so that you receive this information as quickly as possible.

Evacuation Procedure/Location

In the event that an evacuation of Welsh Hills School is necessary, all students and faculty will move to Fackler's Country Garden at 2326 Newark Granville Rd, Granville OH 43023. Means of transport will be determined based upon the nature of the evacuation, either by automobile or on foot. Emergency contact information will be brought to the location and parents will be contacted once all children are safely at Fackler's.

Accident/Incident Procedures

For non-emergency accidents or incidents, staff will provide first aid. (Soap and water, ice, band-aids, but no medication or antiseptics.) Staff will notify a parent or emergency contact if the injury may need medical attention or may leave a significant bruise/abrasion. For minor injuries parents will receive written notification.

Written records of all accidents and incidents are kept in children's files.

Emergency Procedures

For serious illness or injury, staff will notify the following parties in this order:

- 911 (Which may result in transport to the family's preferred emergency room per EMT recommendation.)
- Head of School
- Child's physician or dentist
- Parent (or other emergency contact as necessary)

Permission to Transport Policy

*Please note that all children must have an "Approval to Transport" form on file. Families that elect to NOT allow transport in the event of an emergency will not be enrolled.

Health & Wellness / Communicable Diseases

*Welsh Hills School requires all students to follow the State of Ohio guidelines for health screenings. New students must have a health form signed by a doctor indicating they are healthy enough to be in a group setting, have had a vision and hearing test, and are up to date on immunizations as required by law.

*Medical forms and immunization records must be completed within 14 days of enrollment and updated annually. Immunization records should be updated each time a student receives a new immunization.

*All students are required to be immunized according to current Ohio Department of Health guidelines and are required to have current immunization records on file with the school. Failure to provide record of current immunizations within 30 days of a request may result in suspension of student attendance until such records are provided.

*Returning school-age students may submit the Health Update form, and infant, toddler, and Children's House students must submit a new health form at the beginning of each new school year.

Many of our staff members have been trained in the recognition and management of communicable diseases. In order to prevent the spread of communicable diseases, students leave school when symptoms are discovered and do not return to school until 24 hours after symptoms cease, per the Ohio Department of Health guidelines. Staff will observe students and decide when to send them home,

both for your own child's welfare, and for minimizing the spread of illness to others. **If your child is sent home with one of the following conditions, your child must be symptom free for 24 hours (un-medicated) prior to returning to school.**

The guidelines (from the Ohio Department of Education) are as follows:

A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as they enter a group.

The following precautions shall be taken for children suspected of having a communicable disease:

(1) The program shall notify the parent or guardian of the child's condition immediately when a child has been observed with signs or symptoms of illness.

(2) A child with any of the following signs or symptoms of illness shall be isolated immediately and discharged to their parent or guardian:

- (a) Diarrhea (more than one abnormally loose stool within a 24-hour period);
- (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
- (c) Difficult or rapid breathing;
- (d) Yellowish skin or eyes;
- (e) Conjunctivitis;
- (f) Temperature of 100 degrees Fahrenheit, taken by the auxiliary method, when in combination with other signs of illness;
- (g) Untreated infected skin patch(es);
- (h) Unusually dark urine and/or grey or white stool;
- (i) Stiff neck; or
- (j) Evidence of lice, scabies or other parasitic infestation.

(3) A child with any of the following signs or symptoms of illness shall be isolated immediately from other children. The Head of School and the parent or guardian shall determine decisions regarding whether the child should be discharged immediately or at some other time during the day. The child, while isolated at the program, shall be watched carefully for symptoms listed in section (2), as well as the following:

- (a) Unusual spots or rashes;
- (b) Sore throat or difficulty in swallowing;
- (c) Elevated temperature; or
- (d) Vomiting.

When called, it is important to pick up your child as soon as possible in order to minimize the spread of illness.

Should students be exposed to a contagious illness, parents will be notified via email or written communication. **If your child contracts a communicable disease, please notify the school immediately so we may inform other families.**

Parents are responsible to keep home a child whom they suspect is getting sick and one who manifests **any of the symptoms listed** above.

*Students who are not well enough to participate in **all** school activities should stay home. Do not send a note or request that your child stay indoors or be excused from certain activities unless dictated by a physician (ex. broken bones prohibit some PE activities).

*Students who return to school too soon after an illness will not benefit as much from the school day and may experience a setback, which will cause more loss of school time in the long run. It is better to wait another day.

*Sending sick children to school can be particularly costly to other students and staff, resulting in widespread illness and absences.

Welsh Hills School staff will follow these guidelines as well, in order that children are not exposed to illness.

Remember the 24-Hour Rule!

24-Hour Rule:

Children (and staff) must be symptom free *without medication* for 24 hours before returning to school.

Medication

* All medications **must** be in their original containers with dosage information.

* Staff may **only** dispense the dosage indicated on the label.

* Over-the-counter medications must have the correct dosage information for your child's age and weight.

* All medications require a note from the child's doctor or dentist with dosage information and a signature. Doctor's notes may be faxed to school at 740-920-4326.

* Each medication must have its own form.

* Changes in dosage will require a new note from the doctor.

COVID PRACTICES FOR THE 2021-2022 SCHOOL YEAR

*Only employees and students will be allowed into the school buildings when students are present. (Health and safety inspectors are exempt from this restriction.)

*All students entering the building must complete the wellness screener and temp check.

*Students will remain with their home classroom for the school day.

*Groups of students will not be recombined during a school day for any reason.

*Students must respect 3 ft physical distancing requirements at all times they are not masked.

*Every person age 3 years and up must wear a mask inside school facilities except while eating, drinking, or napping, unless there is medical documentation indicating a mask is a health risk for that person.

*Anyone with a fever, vomiting, nausea, diarrhea, difficulty breathing, shortness of breath, new lack of taste or smell, body aches, sore throat, or extreme fatigue must stay home.

*Anyone with a combination of two or more symptoms that may also include congestion, cough, headache must stay home.

*Anyone who develops these symptoms of illness while at school will be removed from the classroom to either a porch or the 'sick bay' upstairs and sent home.

**Anyone who stays home / goes home with the above symptoms must remain out of school for a*

minimum of 72 hours and be symptom free without medication for a minimum of 48 continuous hours immediately prior to return.

*Anyone out of school due to illness may be required to provide a physician's release or COVID test results prior to return.

*Anyone without proof of full vaccination with a confirmed or probable COVID member in the home must quarantine from school for 10 days and inform the school if they develop COVID symptoms. A negative COVID test completed three days after exposure may allow individuals to return to school sooner than 10 days.

*Anyone without proof of full vaccination who is exposed to a confirmed or probable COVID case must quarantine from school for 10 days and inform the school if they develop COVID symptoms. A negative COVID test completed three days after exposure may allow individuals to return to school sooner than 10 days.

*Families agree to inform the school of travel to high risk locations, participation in group activities that involve more than 10 people, or exposure to COVID and be prepared to transition to remote learning for 10 days.

*All students will attend in person and may transition to remote learning ONLY for quarantine due to COVID exposure or certain high risk activities.

Admission & Financial Assistance

Welsh Hills School has a rolling admissions policy, subject to availability in classrooms. Although applications are encouraged early in the calendar year, we will process applications and enroll new students at any time throughout the school year as capacity allows. Currently enrolled students will receive re-enrollment contracts in February for the coming school year with re-enrollment contracts due in March. Families who do not return re-enrollment contracts by the due date may lose enrollment status to incoming families.

Welsh Hills School offers financial assistance to qualifying families in Children's House through High School. The F.A.C.T.S. Company calculates financial assistance eligibility for families who wish to apply for financial assistance. As Welsh Hills School is an independent, non-profit school, the maximum amount of assistance offered to any family will be 50%.

Enrollment/Financial Aid Timeline

January 1st

Application for financial assistance forms available for the coming school year from F.A.C.T.S.

February 1st

Re-enrollment contracts with payment options sent to current families.

February 15th

Re-enrollment contracts and deposits due.

Deadline for financial assistance application for first funding distribution. (Families who do not submit financial assistance applications by the due date will not be considered in the first disbursement and

may lose some, or all, of their funding.)

March 1st Enrollment contracts sent to newly accepted students.

March 15th New student enrollment contracts due with deposit.
Deadline for financial assistance application for new families.

April 1st Preliminary financial assistance decisions announced.

April 7th Financial Assistance appeals due.

April 15th Financial assistance recipients completed enrollment due.

Non-discrimination policy: Welsh Hills School does not discriminate in recruitment, admissions, employment, or other matters on the basis of race, ethnicity, color, age, gender, religion, sexual identity, disability, national origin, or socio-economic status. Decisions will be based on the availability of openings and other relevant information.

Withdrawal: *Once an enrollment contract is signed it is binding for the dates indicated.* Tuition payments may be made in full or installments per the enrollment contract. Payments that are more than 30 days late are subject to a fee of 10% of the late balance. The school may also, at its discretion, suspend enrollment of a student when a tuition payment is more than 60 days past due.

In the event that the staff at WHS determines that a child's admission to the school is not suitable for the child or the school, a review of admission status with the parents/guardians may result in termination of the enrollment contract.

Should a family need to withdraw a student from WHS please note that obligations will be forgiven for **only** the following events: 1) termination of admission status and enrollment by the school; 2) job relocation of a custodial parent that results in the student's residence moving more than a 30-mile radius from the school; 3) divorce or legal separation of the student's parents or guardians; or 4) death of a parent or guardian. *Requests for withdrawal for any other reason must be submitted to the WHS Board of Trustees for review and potential approval of contract release.*

Discipline and Self-Management

Harassment

Harassment of a student(s) by other students or any member of the staff is a violation of Federal Law and is contrary to the Welsh Hills Board of Trustees commitment to provide a physically and psychologically safe environment in which to learn.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

A student is able to report any incidence of harassing behavior from a fellow student, staff member or school visitor, to the Head of School in a way that avoids embarrassment and protects the confidentiality of the student.

All such reports will be acted upon promptly. Anyone found to have violated this policy shall be

subject to disciplinary action up to and including dismissal from the school.

Self-Management

Welsh Hills School faculty believes that self-management is a priority for students' success in the learning environment. High age-appropriate expectations are in place for students to manage their own belongings, behavior and schoolwork. To facilitate students' growth toward assuming full responsibility in these areas, the faculty teaches self-management as part of the curriculum, especially in the fall.

Choices and Consequences

Decision-making is a vital part of students' growth and development. Feeling the natural and logical consequences of their actions helps students develop responsibility and improved decision-making.

- **Natural consequences:** A safe, nurturing environment helps students feel comfortable to make choices and experience the natural consequences of those choices. Teachers celebrate the positive consequences with students and provide a supportive environment where students can recover from negative consequences, thus learning from their mistakes. WHS is a safe place to take risks and try new things.
- **Logical consequences:** When natural consequences are not apparent or effective, teachers and students determine logical consequences.
- **Unnatural consequences:** Rewards and punishments are not used at WHS. They make students feel controlled by adults and encourage dependence on adults, thus inhibiting progress toward self-management.

Verbal Conflict Resolution

At Welsh Hills School, time and attention is devoted to teaching children constructive ways to deal with conflicts that naturally arise when groups of people work closely together. When students are engaged in conflict, the expectation is that they will seek peaceful and appropriate ways to resolve those conflicts. Students are taught the needed skills and vocabulary, and adults and other students model the conflict resolution process for them.

1. The child new to handling conflict resolution usually addresses a teacher first, who helps them identify the problem and their feelings. E.g., "Someone took my ball and I feel upset about it."
2. The child learns to express the problem and their feelings directly to the other person involved, sometimes with a teacher standing with them or prompting them. E.g., "I'm upset that you took my ball."
3. The other person takes responsibility for the problem, with support from a teacher as needed, and takes some action to rectify the situation. E.g., "I'm sorry. Here is your ball back." Or they might also say, "Can we play ball together?"
4. If there is further conflict, students continue to express their problems and feelings. E.g., "Well, I was trying to give it back to Taylor, who had it first. I feel bad that you took it from them." Students take turns identifying problems and feelings until arriving at a mutually acceptable solution.
5. If students are unable to reach a solution, they request assistance from a teacher, who then supports them through the process.

Written Self-Management Plans

In both academic and social areas, a pattern of inappropriate choices can sometimes occur. For example, a student may develop a habit of late homework assignments or a negative behavior. Students

may also make a one-time choice that is extremely inappropriate. In all of these cases, a procedure is in place to help students learn to make more responsible choices. A teacher and student will complete a Self-Management Plan together, which identifies the issue, lists the appropriate behavior sought, and also describes a plan to enable the student to achieve this appropriate behavior. In most cases, this begins as a contract between the student and teacher. If ineffective, assistance is sought from others, such as other staff or parents.

Welsh Hills School may implement any combination of the following steps on a case-by-case basis:

1. Student-staff Conference
2. Written Self-Management Plan
3. Inter-staff Conference
4. Family Notification
5. Family Conference
6. Intervention Plan
7. Counseling Recommendation
8. Suspension
9. Dismissal

The Self-Management Plan, with copies of other documentation, will be filed. To promote a respectful and responsible community, teachers continue to model and expect appropriate self-management throughout the year. Families are often asked to support the plan as designed by the student and teacher, without adding additional consequences. This is an opportunity for parents to be in the role of helper and supporter, while the teachers are ‘the bad guys.’ Do not reprimand your child or add consequences/punishments at home -- this will negate the process the school has started and not always make sense to the child.

Suspension may involve immediate removal of the student during the day an incident occurs, and/or several days of suspension. In the event that a parent is called to retrieve their student from school for disciplinary reasons, it is mandatory that the student be collected from school within 45 minutes.

ODE Discipline Rules

In accordance with Ohio Department of Education’s Preschool Licensing Rules, the following rules must be followed and shared as written:

1. There shall be no cruel, harsh corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
5. No child shall be subjected to profane language, threats or derogatory remarks about themselves or their family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use.
9. Separation, when used as discipline shall be brief in duration and appropriate to the child’s age and developmental ability, and the child shall be within sight and hearing of a preschool staff

member in a safe, lighted, and well-ventilated space.

10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

WHS Practices

Welsh Hills School is accredited by the Independent Schools Association of the Central States (ISACS). ISACS schools have comprehensive processes to ensure consistent quality of curriculum and programming. Each accreditation cycle involves internal assessment of all aspects of our programs in order to understand our strengths and challenges for planning growth and improvement.

The First Six Weeks

The first six weeks of each school year teachers and staff invest themselves in creating a strong sense of community and respect within their classrooms and the school. Teachers establish routines and expectations for care of materials, both school and personal, care of the environment, respect for others, honesty, and responsibility. The first six weeks incorporates role-playing, group discussions, readings, self-management plans, and a wide variety of activities in order to achieve these goals. This investment in time, which teachers and students make early in the school year, is returned in many ways as students have learned to be responsible for their own assignments and for producing quality work, allowing our students more time to further explore their academic and personal interests.

Birthday Celebrations

Students are welcome to celebrate their birthdays with their classmates by bringing in something (other than food items) to share. Suggested items would be a favorite book that can become part of the class library or a game that can be played for learning (or just for fun!) These items will get a special commemorative sticker plate that the birthday child can decorate for long-lasting memories. As respect and kindness are an integral part of our school philosophy, making sure everyone is able to celebrate together in the same way is an excellent way to put words into action.

Please note that the school will only distribute birthday party invitations to an entire class. The school will not distribute invitations to select individuals.

Homework

Homework is meaningful and purposeful work that needs to be done at home. It may include work that was not completed at school or work that needs to include families or that needs to be practiced at both school and home. Its purpose is either to enrich and expand a student's curricular activity or to reinforce study skills necessary to become a responsible student. Welsh Hills School firmly believes that "more is not necessarily better."

Teachers help students learn to manage homework from a young age. Developing the responsibility to complete homework is a process-based activity that needs the guidance and support of school *and* home.

Children's House (CH) - daily use of backpack

Lower Elementary (LE) - backpack and folder, oral and written assignments, basic skills practice

Upper Elementary (UE) - regular and longer-term assignments

Middle School (MS) & High School (HS) - increased ownership and responsibility

Technology

Welsh Hills School is committed to the integration of technology into our academic programs. The following policies are meant to give clear guidelines regarding the appropriate use and security of computers.

1. WHS has computers available for student use, therefore personal devices may not be used at WHS unless medically necessary. This includes computers, ipads, mobile phones, tablets, and smart watches. Digital readers may be used.
2. The Children's Internet Protection Act requires that school and libraries meet certain standards in the use of blocking and filtering technology.
3. Welsh Hills School has adopted a standard of Internet access and use to include the following:
 - *Access by minors to inappropriate matter on the Internet shall be prohibited.*
 - *Students shall not enter or use chat rooms while on school premises.*
 - *Students may not gain unauthorized access, including hacking and other unlawful online activities.*
 - *Students may not make unauthorized disclosure of personal identification information.*

Welsh Hills School certifies that it has adopted and implemented this Internet Safety Policy and actively works to suppress and prevent access to visual depictions which are obscene, child pornography, or harmful to minors (addressed to and/or by minors). Any person found not adhering to this policy in any way would be subject to disciplinary action and possible dismissal.

Field Trips

An integral part of the Welsh Hills School philosophy is a commitment to experiential learning. Students learn about the world beyond the walls of the classroom by participating in a wide variety of outdoor explorations and investigating community resources. Teachers enrich student learning experiences by incorporating several field trips during the year.

As field trips are a part of the school curriculum; attendance is required.

Field Trip Permission forms are signed at the beginning of each school year and cover all trips. Parents will be notified in advance of any field trip so that they may plan accordingly.

Some trips may not be appropriate for younger siblings and WHS may request that they not accompany parent chaperones. All field trips suspended during the covid pandemic.

Field Trip Transportation

Students may be transported via school bus or parent drivers.

When children are transported via car, car seats or booster seats are required, by law, for children under the age of 8 or under 57 inches in height (4' 9").

Parents may leave **labeled** car seats at school on the day of a trip when dropping off their child.

In the event that a car seat is not provided, and one cannot be arranged by the staff, parents may be called to deliver a car seat or pick-up their child. Please note that departure times cannot be delayed for missing car seats.

Students twelve and older may sit in the front seat with parental permission.

“Heartland Outdoor Education” Environmental Science Education

Outdoor education programs are a long-standing tradition at Welsh Hills. Students travel as a group in the fall of each year to one of the many high quality outdoor/environmental education programs in Central Ohio. Programs consist of outdoor explorations and investigations that cover science, history,

art, language, and team building. Welsh Hills School has incorporated this experience into the curriculum since 1986, and it is a student favorite. Fees for this program are not included in tuition and will be due at the time of the trip. Kindergarten students visit the selected outdoor education program for a day trip; students in elementary and middle school stay for two nights. A majority of the staff also attends outdoor education with the students.

This is a mandatory trip and an integral part of the school curriculum.

The Middle School Class Trip is held every spring at a destination agreed upon by students and staff. They raise money for this trip through fundraisers held throughout the year. This trip will be suspended during covid.

Standardized Testing

At Welsh Hills School, Middle School students take one standardized test each year. Information gained through standardized testing is used by teachers to chart appropriate cognitive growth and to assist with placement within the curriculum. High School students take State of Ohio End of Course Exams at the completion of certain courses within the curriculum. Children who receive scholarship funding through the state of Ohio will also participate in mandatory state testing as required by the state. Test results will be mailed to families once they are received from the state. Parents may request a conference with their child's teacher to discuss test results.

Student Transitions

As a Montessori school, Welsh Hills School has multi-age programs that are two or three year rotations. The infant, toddler, middle school, lower high school, and upper high school are two year programs. The Children's House, Lower Elementary, and Upper Elementary programs are three years.

Students typically transition between programs in June or August. Early Childhood students who attend year round may transition to the next program in June for the summer program or in August, while school age students will transition to the next program with the commencement of the new school year. As a small school that focuses on community, our students have many opportunities throughout the year to work with students and staff from other programs. This provides a sense of comfort for students as they move between programs.

Each spring the staff invites WHS students who will transition into their program for a visit during the school day. WHS also invites parents to do an observation in the new program.

Early childhood staff in the infant and toddler program may schedule visits with the new program and plan for a staff member to join the visitor in order to help them feel comfortable. Infant staff typically schedule several visits for each child moving to toddler prior to their move.

Students who are new to WHS are invited to visit prior to their start date. Prior to the first day of school there is an Open House / Ice cream Social that is designed to help new students of all ages gain familiarity and meet new classmates. Students who enroll mid-year are invited for a visit day prior to their start date. Early childhood students may schedule one or more visits as needed in order to gain student comfort.

Parent Education

Welsh Hills School is committed to the idea that learning is a life-long endeavor. The WHS Parent Education Committee, made up of staff, provides a range of opportunities for adult education each year. Topics are typically focus on areas such as child development, Montessori Education, health and wellness, etc., but may periodically include other opportunities as appropriate.

Parents are strongly encouraged to schedule 30-60 minute observations in their child's classroom each

year.

Parents are invited to check books out from the WHS Parent Lending Library.

Progress Reports

Welsh Hills faculty prepares student progress reports three times per year: fall, winter, and spring. (Infant faculty prepares two reports: fall and spring.) Progress reports address growth in each academic area: math, science, language arts, social studies, Spanish, and geography, as well as in social and emotional development. Teachers will also report upon other areas as appropriate to the program: visual and performing arts, robotics, health and wellness, practical life, sensorial, as well as fine and gross motor skills.

Students who have Individual Education Plans (IEP) will receive progress reports relevant to their individual goals and objectives with each of the three school reports.

Student Records

Welsh Hills School maintains various types of files for each student; academic files, which contain progress reports and any other pertinent information such as admission paperwork and health records; contract files, which contain contract and financial information; and services files, which contain documentation of Individual Education Plans, evaluation documentation, and / or 504 Plans. The school retains portions of its student records indefinitely. Academic files are kept for seven years. At that time, the school will destroy all personal information except basic transcript records and biographical information retained for the purpose of building an alumni constituency archived in the Business Office.

The Head of School, Business Manager, Administrative Assistant, Assistant Head of School, and Intervention Specialists have access to current student records. Teachers may request to view academic files for students in their class. The Head of School, Assistant Head of School, and Business Manager have access to contract files. The Admissions Director passes initial files forward to the Administrative Assistant and Business Manager once the admissions process is complete to become part of the student's files.

Student files (including health information) for current students are kept in a locked file system accessible by designated staff. Alumni information is pulled from archived files and put into a database. Confidentiality for each student is preserved in accordance with the Family Educational Rights and Privacy Act (FERPA) to the extent that it applies to a non-public school.

Student records may be transferred to a new school at the written request of a parent / legal guardian. Transferred documents may include health records, academic progress reports, discipline records, screening records, and attendance records as allowed or permitted by law. Records may be withheld by WHS for past due tuition as allowed by law.

Student Referrals

WHS accepts and supports students that have been diagnosed with a range of learning differences. WHS may also refer current students for potential learning differences that have been noted through classroom observation, learning or developmental benchmarks, lack of progress, or other data. Welsh Hills School currently employs two intervention specialists, a speech-language pathologist, and subcontracts with an occupational therapist and a mental health counselor. An Orton-Gillingham trained classroom teacher also provides reading intervention services. The special services personnel are all highly qualified and responsible for conducting preliminary observations, managing and

tracking IEP progress on objectives and goals, implementing individual educational interventions, communicating with home school districts to facilitate evaluations and IEP compliance, and collaborating with teachers to provide strategies to help students reach their full potential.

If the student in question is part of the early childhood programs, staff will meet with the parents to share observations. Staff may recommend the family confer with a family pediatrician, Help Me Grow, Nationwide Children's Hospital, or the Ohio Department of Education's office of Early Learning.

For students who are school aged, the staff works closely with the local school districts to track data and perform evaluations for students who may require IEP services. In the state of Ohio, when a student is identified by a non-public school as having a suspected disability, the district in which the school is located is responsible for evaluating that student, in this case, Granville Exempted Village Schools. If the determination is that the student is in need of an IEP, the home school district of the student is responsible for writing the IEP. Our faculty and staff work diligently to advocate and support the student's rights in this complex system. We work to meet every student where they are academically, socially, and emotionally, and to provide support and instruction that is often beyond the requirements of the IEP.

Graduation Requirements

Students preparing to graduate from Welsh Hills School in eighth and twelfth grade are required to complete a Graduate Project (8th grade) and a Capstone Project (12th grade). Each project consists of three related components: a research paper, a service project, and a presentation. Each project will be personally formulated, implemented and completed by the student. A staff advisor will guide the student through planning, decision-making and project completion. Parent and/or mentor input and support are also welcome as the student gathers information and pursues project goals. Graduates must also satisfactorily complete all coursework according to standards set by the faculty.

School Forms

WHS requires the following forms be kept on file for each student:

Application- completed during initial application.

Birth certificate- submitted during initial application.

Medical Forms / Immunization Record- completed within 14 days of enrollment and updated annually. Immunization records should be updated each time a student receives a new immunization. All students are required to be immunized according to current Ohio Department of Health guidelines. All students are required to have current immunization records on file with the school. Failure to provide record of current immunizations within 30 days of a request may result in suspension of student attendance until such records are provided.

Emergency Form- completed prior to the first day at WHS and updated annually.

Permissions Form- completed within 14 days of enrollment and updated annually. Includes photo, field trip, and dismissal permissions.

Communication Form- completed within 14 days of enrollment and updated annually.

Grandfriends / Grandparents Form- completed within 14 days of enrollment and updated annually.

Home School District Form- school-aged students only. Completed annually.

Internet Safety Form- school age students only. Completed annually.

Denison Physical Education Form- Completed annually for students in Upper Elementary and Middle School.

Tuition Contracts and payment forms- completed annually.

Other forms may be added as needed.

Attendance

Independent schools with a state charter follow state guidelines on attendance for grades K-12.

Absences are approved for: illness, family emergencies, doctor and dentist appointments that cannot be scheduled outside of school hours, and religious holidays. Otherwise, students are expected to attend school daily.

Absences

Please notify WHS by 9:00 a.m. if your child will be absent; notify Lisa Chinn via email (lchinn@welshhills.org) or phone (740-522-2020 x10). Schools are required by state law to call parents of absent students whenever the school has not been notified.

Students returning to school after an absence should bring a note explaining the absence. Emails are also acceptable.

Students absent for more than three consecutive days may be required to provide a physician's note. If a student is, or will be, absent with a long-term illness, missed schoolwork will be considered on an individual basis.

Unexcused Absences

Vacations or family trips taken while school is in session are unexcused absences.

Teachers are not required to give class work in advance of the trip.

Students may not have the opportunity to make up missed assignments. Work missed may receive no credit.

Excessive Absences

If a student has excessive absences, excused and/or unexcused, a conference may be held with the student, parents and teacher to determine the best course of action.

If a pattern of excessive absence is observed, the Head of School may meet with the parents and teacher to determine the best course of action.

Failure to attend a requested conference, or to reach a resolution in conference, may result in dismissal from the school. If dismissal or withdrawal occurs:

- Welsh Hills School is obligated to notify the student's public school district.
- All terms of Welsh Hills School's enrollment agreement will continue to apply.

Tardiness

If a student is tardy five or more times in a month, excused and/or unexcused, a conference may be held with the student, parents and teacher to determine the best course of action.

If a pattern of tardiness is observed, the Head of School may meet with the parents and teacher to determine the best course of action.

Failure to attend a requested conference after ten tardies per semester, or to reach a resolution in conference, may result in dismissal from the school. If dismissal or withdrawal occurs:

- Welsh Hills School is obligated to notify the student's public school district.
- All terms of Welsh Hills School's enrollment agreement will continue to apply.

Dress Code

Students should be neat and well groomed. They are expected to wear clothing that is clean, in good condition, and appropriate for school and weather conditions.

Shoes must be securely on feet, safe, and not prohibit active movement.

Clothing should not feature images of death, weaponry, violence, discrimination, or images / text

that demean or disrespect any population.

WHS Shirt - Students wear WHS shirts on certain field trips and for other occasions. Shirts are available from the school. Each student is expected to have at least one school shirt.

Shoes - Each student wears different shoes indoors and outdoors as needed to prevent tracking dirt into the building. Students are responsible to have the appropriate extra footwear at school. Requirements may vary by program.

Teachers may make specific age-appropriate requests.

Physical Education Attire Guidelines for Upper Elementary and Middle School

UE and MS students travel to Denison University for physical education twice a week throughout most of the school year. On these days, the students change into appropriate attire for Physical Education class: gym shorts and t-shirts, sweat suit in cool weather, socks and supportive athletic shoes with non-marking soles. Students of this age are beginning to have changing hygiene needs. Please encourage your Upper Elementary and Middle School students to wear deodorant each day, and to consider bringing it with them for PE class.

Food & Nutrition

Eat Healthy and Reduce Waste!

Note: WHS is a nut-free environment. Please do not send any tree nut or peanut products into the school.

Welsh Hills promotes healthy eating habits by encouraging students to bring nutritious snacks and lunches to school, and to reduce or eliminate the intake of sugar products and highly processed foods. To encourage a balanced diet, no more than one dessert is allowed in the lunch. Students are not permitted to have candy or soda at school. The school discourages other foods laden with sugars (natural or artificial), such as many juices, bars, and snacks.

To reduce waste, students are discouraged from using paper products and disposable containers. *The use of disposable plastic water bottles is not permitted at WHS.* Students are encouraged to bring a reusable water bottle to use during the school day. We practice recycling and composting at school as part of our global citizen philosophy.

Students should bring two cloth napkins in their lunchboxes; one for a placemat and one for a napkin. They should provide silverware from home as needed. As students are encouraged to be independent, it is important to send food in containers that the student can manage. Containers with pull-top metal lids can be dangerous and are therefore discouraged. Students are taught to manage the set up and clean up of their lunch areas.

At home, all students are encouraged to begin participating in packing their lunches from an early age. Over time, they can gradually take on the responsibility for assembling and then preparing their own lunch daily.

Middle School students prepare lunch or sell pizza on periodic Fridays. A menu will be sent home prior to the week of each Middle School Lunch for students to sign up if they wish. Proceeds from this project support the Middle School spring trip. This fundraiser will be suspended during COVID.

Welsh Hills School Development and Advancement

Welsh Hills School is a non-profit educational institution that receives revenues from tuition, fees, endowment, and charitable contributions. The tradition of philanthropic giving that was initiated with the founder's vision for the school continues today with the generous financial support received from parents, grandparents, alumni, alumni parents, foundations, corporations, and other friends. Annual, capital, and endowment giving, as well as honoraria and memorial gifts, are just some of the various ways people give to the school. The Board of Trustees also supports fund-raising activities that are coordinated through the school and Parents' Organization (PIE). *While contributions are voluntary, all parents are asked to share in the vision and spirit of these programs with their charitable philanthropic support.* As 80% of the Welsh Hills School budget pays teacher salaries, every extra dollar raised helps to enrich our educational offerings by allowing us to purchase new materials and coordinate special activities.

Annual Fund Campaign

The Annual Fund Campaign begins in the fall. Each family is asked to contribute to the best of their ability. Contributions may be recognized in the Annual Report. 100% participation is our goal!

Welsh Hills School Gala and Auction

Each year, a Gala and Auction is held to raise funds for the school.

All families are encouraged to participate in this important (and fun!) event. Assistance is needed with planning, collection of auction items, set-up, cleanup, and more. Information on ways to assist with the Gala will be distributed via email, or you may obtain more information by calling 740-522-2020 x 10.

Growth and Development

Each year the faculty and families of Welsh Hills are asked to participate in constituent surveys. The surveys can take a variety of formats- paper, electronic, and/or interview. The interview format is one that will take place periodically and serves to create important opportunities for our constituents to share thoughts and ideas. Survey questions are reviewed and revised each year and designed to address specific areas of research within our school. The information gathered helps the school to identify areas of potential growth, important issues for families, strengths and challenges, and opportunities for expansion or improvement.

Charitable contributions may be made through the mail or in person, via cash, PayPal, check, or credit card. For more information please call 740-522-2020 x 10.