



## Family Handbook 2022-23

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## ALL SCHOOL INFORMATION

### SCHOOL MISSION

Open Window School nurtures and inspires students of high intellectual potential.

### WELCOME

Open Window School is a kindergarten through eighth grade independent school dedicated to nurturing and inspiring students of high intellectual potential. Founded in 1983 to provide an educational environment specially designed for gifted learners, Open Window is a school *"For Gifted Kids Who Love to Learn."* The learning environment provides a challenging academic curriculum blended with nurturing support from teachers that prepares students for long-term success. Kindergarten through fourth grade is identified as the "Lower School" and fifth through eighth grade is identified as "Middle School." The school colors are cardinal and black, and the school mascot is Rufus the Bobcat. The bobcat's name, "Rufus," is taken from the scientific name for the bobcat, *lynx rufus*.

The handbook is not intended as a contract or promise of specific treatment under any circumstances and is subject to periodic revision.

For more general school information, please visit our website, [www.openwindowschool.org](http://www.openwindowschool.org).

### BOBCAT VIRTUES

Bobcats are Kind, Inclusive, Respectful, and Responsible.

### CORE VALUES

Teaching - We have passionate, caring teachers who "get" gifted children.

Authenticity - We challenge, support, and trust students to do real work that matters and has an impact beyond the classroom.

Love of Learning - We engage our students' curiosity, cultivate their passions, and encourage intellectual risk-taking within a supportive peer group.

Social and Emotional Learning - We support the unique needs of gifted students through an intentional program of social and emotional learning.

Community - Open Window is a diverse and welcoming community, united in supporting our students and families.

### OWS GRADUATES

Open Window School graduates are empathetic, innovative problem solvers and passionate, purposeful global citizens.

### DIVERSITY, EQUITY, AND INCLUSION AT OWS

Open Window School strives to admit and serve gifted students and their families who are representative of the diversity within the geographic area from which we draw students.

This includes families who have been traditionally under-represented in independent schools and gifted education programs.

Open Window School recognizes that diverse perspectives and backgrounds strengthen our school culture, educational program, and community. We are guided by the values of inclusivity and respect for others, which lead to richer interactions and broader understanding for all members of our community. Authentic learning occurs best in an environment that includes interactions with others who bring a diverse array of experiences and perspectives to the school. The exploration of these differences and exchange of perspectives in a safe, positive, and nurturing environment strengthens both academic and social-emotional learning and develops thoughtful and compassionate individuals.

We embrace both our commonalities and the complex range of differences that enrich our community. In accordance with its Diversity Commitment, Open Window welcomes families of all backgrounds to fully and equitably participate in the school community.

### DIVERSITY COMMITMENT

At Open Window School, in furtherance of our mission and core values, we embrace both our commonalities and the complex range of differences that enrich our school. We are committed to building a community guided by the following questions:

Is it welcoming?

Is it inclusive?

Is it respectful?

All members of our community share an obligation to further this commitment.

### LAND ACKNOWLEDGEMENT

Open Window School rests on the traditional lands of the Duwamish people, the first people of Seattle and its surrounding area. We honor the past and present Coast Salish tribes of this region. We honor the land that we learn, live, work, and play on every day.

### NON-DISCRIMINATION POLICY

Open Window School does not discriminate on the basis of race, gender, color, religion, creed, disability, sexual orientation, gender identity and expression, national or ethnic origin, or other status legally protected by local, state, or federal law; in admission of otherwise qualified students, or in providing access to the rights, privileges, programs, or activities generally available to all students and their families, including educational policies, financial aid, and other school administered programs. Similarly, Open Window does not discriminate in its hiring, discharge or other terms and conditions of employment.

### ACCREDITATION

NWAIS: Open Window School is a fully accredited member of Northwest Association of Independent Schools (NWAIS).

State of Washington: Open Window is approved by the State of Washington under standards for private school approval.

Other Affiliations: Open Window is a member of National Association of Independent Schools (NAIS) and Washington Federation of Independent Schools (WFIS).

## ADMISSIONS

Open Window has a clearly defined admissions policy that reflects the mission of the school. Great care is taken to preserve the consistency and integrity of the process to ensure success for all students. All applicants must be fully considered according to formal and informal measures which include indications of high intellectual ability, advanced achievement (or potential for) in academic skills, independent thinking skills, appropriate maturity, and positive social skills.

In-depth information about the Admissions process, applications, and financial aid are available in the Admissions section of our website.

Financial aid information is included on the website and in the Finances section of this handbook.

## EMERGENCY PROCEDURES

If emergency situations occur, parents and guardians are asked to follow the procedures below and to provide this information to anyone authorized (per Emergency Information Form on file with school office) to pick up their child(ren).

Assume the phone lines will either not be working or will be busy. Depending on electricity and Internet access, we will share information through our emergency messaging system, email, Bright Arrow, and social media accounts. Please give school authorities at least an hour to evacuate the classrooms, conduct building searches, and account for all people before calling the school.

If all local communication is unavailable, call the Community School in Idaho (phone numbers below) for information about Open Window's status.

The Community School  
Sun Valley, Idaho  
Main # 208-622-3955  
Secondary # 208-622-3960  
Ext 101: Head of School's Assistant  
Ext 103 & 105: Business Manager  
Fax #208-622-3962  
Aux. Fax # 208-622-8641

Call your designated out-of-area contact (listed on your emergency form) to report your status. If we cannot reach you, we may be able to reach your out-of-area contacts.

Our reunification system is designed to maintain order and provide for the care and accountability of all students. We will adhere to this plan and document all students who are released.

- When you arrive on campus, look for signs directing you to the check-in location. This location may be at a location off campus and close by.
- A staff member will ask you which student(s) you want to pick up.
- You will need to show a driver's license or other picture identification. Students will only be released to an adult who is authorized by the parent/guardian(s) via the Authorized Pick-Up List on file with the school.
- You will be directed to the Student Release Station.
- A runner will take the release form(s), get your child(ren) and meet you at the Student Release Station.
- You will be required to show identification again and to sign a form for each child you are picking up, indicating your destination.

The school has specific protocols to address scenarios when members of the community might be in danger. A shelter-in-place restricts movement outside the school buildings and permits normal inside activities. In some cases, students may be permitted to transition outside under close adult supervision. A lockdown means that all doors will be locked, and students secured in classrooms. No one will be allowed to enter or leave the secure rooms/buildings until the lockdown is lifted.

Parents and guardians will not be allowed to enter the campus during a shelter-in-place or lockdown. Do not attempt to come to the school. We may not be able to answer incoming phone calls or make outside calls during a lockdown. If the situation warrants, we will be assisted by police who will secure the neighboring streets and the building perimeter. Once the lockdown is lifted, parents and guardians will be notified.

### FACILITIES USE FOR EXTRACURRICULAR ACTIVITIES

Use of Open Window School facilities is limited to student education, school administration, and activities sponsored by Open Window, the Open Window Board of Trustees, or the Open Window Parent and Guardian Association. Exceptions may be authorized by the Head of School or designee.

Sanctioned extracurricular activities must:

- Support the school's mission and be inclusive.
- Have administration approval.
- Be consistent with OWS policies.
- Be organized (scheduling, staffing, and/or enrollment) by the Auxiliary Programs Director.
- Take place Monday-Friday between 7:30 AM and 6:00 PM. Exceptions can be made by the Head of School.
- Be supervised by an Open Window staff member or approved contractor. Qualifications and requirements for approved contractors are determined by the Open Window School administration. Parents and guardians of Open Window students may serve as contractors for activities when they meet the requirements for approved contractors.
- Is limited to currently enrolled Open Window School students. Exceptions can be made by the Head of School.



Specifically excluded activities include, but may not be limited to, commercial activities which jeopardize the school's tax-exempt status, religious worship, or sectarian instruction.

## GENDER INCLUSION

In this policy, we use the terms "transgender" and "gender expansive" to refer to all forms of gender identity and gender exploration.

In alignment with our mission, our Diversity Commitment, and our Bobcat Virtues, Open Window School is committed to building a community which celebrates difference and to which everyone can belong. This includes students who are transgender, non-binary, gender expansive, or any other gender identity, and students who are exploring their gender identity. All members of the community, including faculty, staff, students, and families, are expected to treat transgender and gender expansive students respectfully. Discrimination, harassment, or bullying on the basis of a student's gender identity is strictly prohibited.

Open Window School will address students by the pronouns and first name that the student prefers. Students are permitted to engage in activities, including team athletic activities, in a manner that is consistent with their gender identity.

Transgender and gender expansive students may use the restroom that is consistent with their gender identity; if preferred, a private restroom is available in Heckerman and Robinson Halls. All students are expected to follow the conduct rules and respect the privacy of others in the restrooms at all times.

The school will make an effort not to disclose the student's gender identity without prior permission from the student and/or parent/guardians as required by law.

Open Window School believes that parent/guardians are the most important adults in a student's life, and the role of the school is to support parent/guardians and the parent/guardian-student relationship. In general, the school supports involving parent/guardians in issues regarding a student's gender identity. In no circumstance should a staff member coach a student to not talk to their parent about the student's gender identity; nor should a staff person provide assurances to a student that the school will never disclose a student's gender identity to a parent. At times, students who are transgender, gender expansive, or are exploring their gender are reluctant to share information with parent/guardians. If a staff member believes there is a basis to not share information with a parent/guardian about a student's gender identity, the staff member must consult with the administration; such situations will be evaluated on a case-by-case basis with final decisions made by Head of School in consultation with Student Support Services.

All official documentation, including but not limited to progress reports, diplomas, school references, and materials related to school trips will use the name and gender listed on the student's application unless a change is requested in writing by the parent/guardians.

On overnight trips, our general practice is that students sleep in rooms with others of the same sex assigned at birth. Transgender or gender expansive students may request other rooming arrangements provided the parents/guardians of that student support this request

and the accommodations available for the event in question facilitate alternatives. The school will work with students and families on a case-by-case basis.

Open Window is committed to continuous learning and updating of best practices for transgender and gender expansive students, and these policies will be regularly reviewed.

### INCLUSIVE DIALOGUE

Open Window School strives to provide a respectful learning environment in which students are encouraged and expected to think critically and engage thoughtfully with issues and ideas. We encourage discussion of current events. When engaged in discussions about political or social issues inside and outside the classroom, the school expects students and teachers to align discussions with the mission statement, Bobcat Virtues (kind, inclusive, respectful, responsible) and with our Diversity Commitment. Employees will refrain from advocating for their own political beliefs or acting in a manner that could stifle educational dialogue between students. Employees will work with students to support curiosity, respectful dialogue, critical thinking, and authentic learning.

The school holds inclusion as one of its highest values, striving to create an environment where all members of the community feel they belong. This includes those who identify as a certain race, gender, color, religion, creed, disability, sexual orientation, gender identity and expression, national or ethnic origin, or other statuses legally protected by local, state, or federal law.

### PHOTOGRAPHS

As part of the annual enrollment contract, parents and guardians grant permission for their child's photograph, video image, and/or voice recording to be used in school publications and communications, school/class websites, blogs, and the Open Window School Facebook/Twitter/Instagram accounts. Student names will not be associated with any non-password protected published image, except for the Open Window School yearbook, without specific, individual permission from parents and guardians. Parents and guardians may revoke this permission for the school year covered by this contract by writing to the Communications Director; however, parents and guardians and students should be aware that this may result in a student being asked to move out of many group photographs. Any revocation will not apply to publications in production prior to the date of revocation.

### RELIGION AND HOLIDAYS

It is the policy of Open Window to address religions or personal belief systems through an educational lens. The curriculum may address various religions in a cultural context; the school does not advocate any beliefs nor express preference for any particular religion. Sacred holidays are not celebrated at Open Window as religious events but are acknowledged as being important to specific groups of people. The school does its very best to be aware of major religious holidays/observances and factor them into the scheduling of major activities. When this is not possible, the school will work with families to minimize any adverse effects.

Teachers should coordinate with division directors before inviting a parent/guardian to share customs or traditions from a particular religion.

There are several “holidays” that are celebrated at school in a secular manner: Halloween, Thanksgiving, and Valentine’s Day.

### SCHOOL SPONSORED EVENTS

To be considered a school sponsored event, an event must be organized and supervised by an authorized school representative and/or have school authorized funding. A school Event Form must be completed and submitted to the business office for approval three weeks prior to the event. Organizers can find this form on the Parent/guardian Association page on My Open Window.

### STUDENT RECORDS AND TRANSCRIPTS

Parents and guardians must make a request, in writing, for records to be released. Unless specifically requested, in writing, by a parent/guardian, I.Q. information, Student Support Plans (documentation of accommodations), and conference write-ups are not sent to other schools. Open Window will not provide any transcript or student record information until all financial obligations have been satisfied.

### TEACHER RECOMMENDATIONS/EVALUATIONS

Parents and guardians of students applying to high schools or transferring to other schools should request hard copy or electronic teacher recommendations/evaluations only with the knowledge of the Director of Enrollment Management and Outreach. Many schools have electronic recommendation/evaluation forms, which may be sent directly to a teacher after notifying the Director of Enrollment Management and Outreach. This ensures that all requests will be logged and properly submitted. Recommendations/evaluations should be requested as early as possible, with no fewer than 14 days advance notice.

### VOLUNTEERING

Volunteering is a key part of joining our Open Window community. It enables parents and guardians to get acquainted with the faculty and staff, interact with their child’s classmates and families, and make new friends. Volunteering provides vital support to Open Window, enriching and expanding opportunities for all students and families. There are volunteer opportunities within the classrooms, with the Parents & Guardians Association, welcoming prospective and new families, for the Open Window Fund and Auction, and much more. Many volunteer opportunities are available through the Parents & Guardians Association, and you will find additional information in the Parents & Guardians Association section of this handbook.

As part of the enrollment contract, parents and guardians are required to volunteer 20 hours per family during the school year. Parents and guardians will be invoiced in June for volunteer hours not completed.

Attendance at events is greatly appreciated and welcome but does not count as volunteer service except for the parent or guardian chair committee members and volunteers for the event.

The school uses an online program, SignUp.com, to coordinate and track all volunteer opportunities. New volunteer opportunities are added throughout the school year, and it is

easy to see and sign up for them through the “Volunteer at OWS” tile in the [Resources section of My Open Window](#).

### WEATHER CLOSURES

Open Window may close or delay the start of school during bad weather before most other schools due to our elevation (1200 ft.). We will always seek to make an initial decision between 5:30 AM - 6:30 AM. If Open Window opens late, there will be no bus service, morning care, or before school activities.

Depending on conditions, school may also be open for the regular school day but cancel or shorten after school activities or evening events.

Closures and delays will be announced through BrightArrow, an automated phone call system that will call families to announce a closing or delay, and FlashAlert, a service that reports to media outlets. BrightArrow will also send text messages and a short email. We use information that you have provided the school during registration. Automated phone calls may be placed as early as 6:00 AM or as late as 10:00 PM. The content of emergency messages is limited, so we will often direct you to email, social media, or My Open Window for additional information. Any such closure does not alter the obligations of the enrollment contract.

Students may only be picked up by individuals listed on the student’s Emergency Form. Please make certain that your emergency contact information is up to date and list all individuals who are authorized to pick up your child in the event of a mid-day closure.

When snow or weather conditions arise that prohibit parents and guardians from reaching the school, students will be kept at school under the supervision of staff until parents and guardians or the designated pick-up persons can arrive safely.

Late starts or early dismissals need to be made up if the total number of hours missed impacts eligibility for state approval. Typically, the equivalent of several days can be absorbed before make-up days are required.

## ACADEMIC PROGRAM

### ACHIEVEMENT TESTING

Open Window uses the Measures of Academic Progress (MAP) test annually to grades 2-8 as one of many means of assessing student progress. Test results are shared with parents and guardians once testing is completed for the entire school. Middle school students completing high school level math classes also take an end-of-course exam.

### CLASS AND SECTION ASSIGNMENTS

Class, section, and cohort assignments are made by the division directors after extensive conversations with teachers and school counselors. Placing students in class groupings is a well thought-out and intentional process designed to optimize the learning process for all students, including students new to the school. We take into consideration all the complexities of each individual student as well as the whole classroom as a dynamic group both academically and social-emotionally. Class lists and student schedules are finalized and published in late August. We invite families to share any information that they believe will be helpful to the school in the grouping process before the end of the previous school year, however, we do not honor requests for specific teachers.

### COMMUNICATION WITH DIVORCED OR SEPARATED PARENTS/GUARDIANS

If a student's parent/guardians are divorced or separated, OWS expects the parents to provide aligned guidance about decisions related to their student. If parent/guardians have different perspectives about school-related decisions involving their student, OWS reserves the right to require that one parent/guardian be designated as the primary decision-maker who will provide guidance to the school regarding the student. OWS cannot solve disputes between parents/guardians regarding their student.

### CONFERENCES (PARENT/GUARDIAN/TEACHER)

Two parent/guardian/teacher conferences are scheduled annually, one in the fall and one in the spring. Two days each semester are reserved for this purpose. Scheduling is done online about two weeks prior to conferences. There are no make-up days; please make every effort to be available at your scheduled time.

Middle school parents and guardians will conference with their child's advisor. Fall conferences are adults only, and spring conferences are student led.

Detailed information about conferences, the signup process, and childcare options (when available) will be published on My Open Window In advance of the conferences.

### CURRICULUM

The curriculum at Open Window School reflects our commitment to nurture and inspire students of high intellectual potential.

Open Window School's program blends traditional and innovative methods and is designed to promote self-confidence based on strong academic, critical thinking, and problem-solving skills. Open Window School's curriculum reflects the best educational practices in gifted education. Information about the curriculum process is available on the school website.

The school has established skill benchmarks, school-wide curriculum guides, and a curriculum map. Curriculum is developed in the context of national/regional standards and educational best practices. Open Window teachers are active participants in curriculum development and analysis and are afforded a degree of autonomy regarding themes and units that they use. Teachers at the same grade level work together to ensure that student experiences are consistent.

The curriculum in most subject areas is accelerated by one year with differentiation for students who require additional support or challenge.

Open Window offers accelerated content in science, math, and Spanish, but there is no guarantee of advanced placement in high school. Credit and placement decisions are at the discretion of a student's high school and based upon specific criteria determined by each school.

Social/Emotional Learning is one of the five Core Values of Open Window School and is a cornerstone of the school culture. Open Window uses Responsive Classroom as our schoolwide SEL methodology. This program is the foundation of Open Window School's approach to building a positive school climate for all students, families, faculty, and staff.

Responsive Classroom is an evidenced-based educational approach that rests on six guiding principles:

1. Teaching social and emotional skills is as important as teaching academic content.
2. How we teach is as important as what we teach.
3. Great cognitive growth occurs through social interaction.
4. How we work together as adults to create a safe, joyful, and inclusive school environment is as important as our individual contribution or competence.
5. What we know and believe about our students – individually, culturally, developmentally – informs our expectations, reactions, and attitudes about those students.
6. Partnering with families – knowing them and valuing their contributions – is as important as knowing the students we teach.

Health, sexuality, and relationship (HSR) classes are taught to students in grades four through eight. With a focus on building lifelong healthy relationships and taking care of one's own body this topic is an important component of our health curriculum K-8. Designed to align developmentally with students' growth and awareness, HSR connects with other topics in health and wellness throughout the year so families may not opt students out of this curriculum. Teachers will share topics and resources for HSR classes with parents and guardians so that they can partner in the learning from home.

## STUDENT SUPPORT AND ACCOMODATIONS

Open Window School works to identify and begin intervention in behavioral, learning, or academic challenges as soon as possible to support the student. The following principles lie at the heart of our approach:

- Intellectually gifted students can have other exceptionalities. This is well documented in the research on gifted students and often referred to a “dual exceptionalities,” “2E,” or “learning differences.”
- In general, gifted students with learning differences in the mild or moderate ranges in most areas of exceptionality can be successful at Open Window.
- The ability of the school to meet the needs of a student with an exceptionality in addition to intellectual giftedness will be analyzed on a case-by-case basis. The guiding principles for such an analysis will be the needs of the student, the extent of the accommodation necessary, and the impact on the school community.
- Meeting these students’ needs may require an outside professional diagnostic evaluation and support at parent/guardian cost, along with active parent/guardian cooperation.
- There may be academic, developmental, behavioral, mood, anxiety, and medical disorders which require more specialization, time, and staffing than Open Window is able to provide within the scope of the school’s mission.

A learning difference is a documented issue that may affect a student’s ability to be successful in a classroom setting without accommodations. Learning Differences include, but are not limited to, Attention Deficit-Hyperactivity Disorder (ADHD), Auditory Processing Disorder (APD), Autism Spectrum Disorder, Dyslexia, Dysgraphia, Sensory Processing Disorder (SPD). In order to receive accommodations at school, learning differences must be diagnosed by a medical professional or licensed psychologist depending on the issue. We strive collaborate with families to provide reasonable accommodations given our mission and program, coaching students, over time, to learn and utilize strategies that enable them to be successful.

Open Window School is committed to providing reasonable accommodations to qualified students so that such students can participate in the school’s programs. Reasonable accommodations are modifications and interventions (excluding personal services) that are designed to enable students with disabilities to enjoy equal access to the full array of programs and supports offered by the school without creating an undue burden on the school, fundamentally altering the nature of the educational program, or lowering the school’s standards.

Students may receive accommodations for documented learning differences.

Accommodation can be a change in the student work product or process that is required for an assignment. Accommodations do not change the content that a student is expected to learn nor the depth of knowledge a student is expected to master. Rather, an accommodation changes how a student demonstrates that understanding. Some examples of common accommodations are extra time to complete assignments or tests, not grading spelling or grammar on a specific assignment, reducing the number of problems a student does for homework, allowing for movement during class, and allowing for breaks during a

long testing session. It is important to note that all accommodations will be part of a Student Support Plan that will be written in a collaboration between the family and the school.

### **INTERVENTION/STRATEGY TEAM**

Open Window School is committed to helping all students succeed and will provide interventions when necessary. Interventions indicate temporary or permanent strategies or tools implemented for any student that may be facing learning or class environment challenges with the purpose of investigating and gaining data on best path forward for better access to learning. Accommodations are agreed upon changes in learning plan, process or access due to a documented disability.

The Intervention/Strategy Team (IST) consists of the Student Support Coordinator, Director of Lower School, Director of Middle School, or Assistant Director of Middle School, a school counselor, Director of Teaching and Learning, and relevant teachers.

The IST develops intervention strategies appropriate to our program. Interventions are agreed upon by the IST and implemented by teachers. The results are tracked and reported back to the IST to determine their rate of success. Communication of intervention strategies is part of the normal parent/guardian teacher communication process.

### **PROFESSIONAL AND OUTSIDE SERVICES**

Occasionally, the IST may recommend or require a professional evaluation or outside support to gather more information or assist in the design of support or accommodations for a student. These will be at parent/guardian expense. If possible, the school will provide referrals.

### **STUDENT SUPPORT PLANS**

A Student Support Plan (SSP) is an official document which identifies a learning need and outlines a support plan including, when relevant, formal accommodations. It is created in collaboration between the school and a family. The Student Support Plan frequently uses information from an outside evaluator and contains the student's learning strengths, information regarding the diagnosis the student has received, reasonable accommodations and other supports the school agrees to make for the student, support efforts the family agrees to start or continue, and what is needed from the student. The SSP will be shared with parents and guardians during a meeting. Any final edits will be agreed to, and the document will be signed by all who are present and kept in the student's file. Relevant information from the plan will be shared with all teachers who work with the student.

Student progress in light of the SSP will be regularly reviewed. Plans will be reviewed with the parents and guardians every year and will be reviewed and shared with teachers and/or advisors before school starts or in the first two weeks of school.

Student Support Plans and professional evaluations do not become part of a student's transcript and will not be released to another school unless specifically requested by a student's family.



## FIELD TRIPS AND PARTNERSHIPS

Field trips and Partnerships are off campus experiences to enrich and enhance classroom learning by integrating the practical with the theoretical. Parents and guardians are required to sign individual release forms only when trips fall outside of the normal school day (defined as 7 AM to 6 PM) or waivers are required by a third party. Field trips and Partnerships are integral to the educational program. The school cannot provide an alternative activity if the student or family is unable to participate for any reason.

Students are expected to attend all trips from beginning to end. We are not able to accommodate students arriving late or leaving early.

Students represent Open Window School when they are off campus. It is a privilege to attend a school-sponsored trip and students are expected to adhere to the Bobcat Virtues with each other, with the chaperones, and with the people with whom they interact. If a discipline incident takes place, the chaperones will consult with the division director about appropriate next steps and/or consequences on the trip and once the student returns to school.

Transportation for field trips and partnerships will be by chartered bus. By design, all students ride in school buses without car/booster seats. In the rare event that parent/guardian drivers are needed to provide transportation for a field trip, procedures for this process can be found in the Parent/guardian information section of the Resources section of My Open Window.

Lower school teachers may request a small number of parent/guardian chaperones to accompany the class on field trips. Other children or adults are not permitted to accompany the class on off-campus trips. Any parent/guardian interested in volunteering to be a chaperone during the school year should complete a [Criminal Background Check Disclosure Form](#). This must be completed at least two weeks prior to any trip.

A designated staff member will bring a first aid kit and student emergency information packets, including any authorized student medication, on the field trip or partnership. Parent/guardian chaperones may not carry or administer medications for students other than their own children.

### Additional Information:

- All field trips and partnerships appear on the MOW calendar.
- Any class going off campus requires a minimum of two authorized adult supervisors, except for some athletic programs where only one coach is assigned.
- Off-campus trips must always have a lead teacher present, unless otherwise authorized by Head of School, Director of Lower School, or Director of Middle School.
- Teachers and chaperones ride the bus with the students. Teachers have the authority to approve chaperones meeting at the destination.
- Students follow the "buddy system" while off campus (always be with at least one buddy).
- Adults are never alone with a single student, always with at least two students or one student and another adult.
- Students are supervised at all times on school trips.

- Any difficulty with student, staff, or volunteer is to be reported to the school administration.
- The supervising teacher should ensure that all students are accounted for.

## **HOMEWORK**

Homework provides practice for, and reinforcement of, concepts and skills being taught at school and is a valuable and relevant mechanism to help students develop organizational and time management skills.

Scheduled school vacations of one week or more are designed as needed breaks from the rigor of the school year. Teachers will not schedule assignments which materially impact the opportunity for students and their families to enjoy this time off.

### **LOWER SCHOOL**

In Lower School, homework consists of:

- 20+ minutes of nightly reading.
- Occasional, specific, curricular-connected projects.
- Opportunities for practice with key concepts.
- Unfinished classroom work.
- In third and fourth grade, teachers may assign 15-20 minutes of homework as needed.

Students should complete homework by themselves, unless otherwise specified.

### **MIDDLE SCHOOL**

In Middle School, homework consists of:

- Reading assignments with specified goals in preparation for class activities and discussions.
- Analysis, reflection, or extension of class work.
- Practice and reinforcement of key concepts.
- Unfinished class work.

General expectations for homework in middle school are:

- Fifth Grade: 50 minutes per night
- Sixth Grade: 60 minutes per night
- Seventh Grade: 70 minutes per night
- Eighth Grade: 80 minutes per night

For concerns about work completion in this timeframe, students or parents/guardians should reach out directly to the advisor or subject teacher to discuss.

Homework assignments may be posted by teachers to My Open Window in advance or assigned orally during class sessions. Middle school students are responsible for keeping track of assignments using their school provided planners. Same day assignments will be posted by teachers in My Open Window by 4:00.

Students who are absent are expected to check in with each teacher regarding missed work when they return to school. Extensions should be discussed with the teacher.

## PROGRESS REPORTS

Progress Reports are sent to families in January and June. Open Window students are evaluated with a detailed format of checklists and/or narrative comments. The lower school (K-4) progress report does not include letter grades; the middle school progress report includes letter grades starting in 6<sup>th</sup> grade.

An accurate and thorough assessment of student progress is an important communication tool in helping students, parents and guardians, and school personnel identify each student's strengths and growth areas.

### LOWER SCHOOL

4 = Exceeds Open Window Expectations

The student demonstrates thorough, in-depth understanding of fundamental and extended concepts and skills. Performance is characterized by self-motivation and the ability to apply the skills with consistent accuracy, independence, and a high level of quality that exceeds expectations

3 = Meets Open Window Expectations

The student demonstrates reasonable understanding of basic and extended concepts and skills. Performance is characterized by the ability to regularly apply the skills with accuracy, quality, and appropriate independence.

2 = Progressing Toward Meeting Open Window Expectations

The student demonstrates some understanding of basic concepts and skills. Performance varies in consistency with regard to accuracy and quality. Support and guidance often needed for clarification and to sustain involvement.

1 = Beginning Development of Open Window Expectations

The student demonstrates minimal understanding of basic concepts and skills. Performance is inconsistent even with support and guidance.

NE = Not evaluated at this time

\* = Accommodations such as additional time, preferential seating, modified assignments and/or external prompting are provided.

### LOWER SCHOOL LIFE AND LEARNING SCALE

C- The skill is demonstrated consistently.

M- The skill is demonstrated most of the time.

S- The skill is demonstrated some of the time.

I- The skill is rarely demonstrated and improvement is needed.

### MIDDLE SCHOOL

|    |         |    |           |
|----|---------|----|-----------|
| A  | 93-100% | C  | 73-76%    |
| A- | 90-92%  | C- | 70-72%    |
| B+ | 87-89%  | D+ | 67-69%    |
| B  | 83-86%  | D  | 63-66%    |
| B- | 80-82%  | D- | 60-62%    |
| C+ | 77-79%  | F  | Below 60% |

The general guidelines for letter grades are as follows:

A = Outstanding level of performance

The student consistently demonstrates excellence in his/her work and has mastered all course objectives.

B = High level of performance

The student has done above average work and mastered nearly all of the course objectives.

C = Satisfactory level of performance

The student has done average work and mastered many course objectives.

D = Needs improvement in performance

The student has done below average work and has mastered few of the objectives of the course.

F = Unsatisfactory level of performance

The student's work fell below a level of acceptance for the course. The student failed to meet minimum expectations; no credit is earned.

I = Incomplete

A grade of "I" is used to denote incomplete work for the semester. The work must be completed within a specified time, or the grade becomes an "F".

## AUXILIARY PROGRAM

### AFTER SCHOOL PROGRAMS

Our after school enrichment program complements the regular school day. In addition to morning and after care, we offer a variety of enrichment activities, specialized clubs, study hall (grades 5 – 8), and middle school athletics. The Auxiliary Programs Director oversees all after school programs.

### AFTER SCHOOL ENRICHMENT PROGRAMS

Open Window offers additional after school enrichment activities that are led by faculty/staff or outside professionals. Information about after school programs can be found on the school's website on My Open Window. Offerings vary by trimester, but popular activities usually include chess, choir, debate, martial arts, math club, Minecraft, parkour, robotics, and yoga. Open Window School is a part of the Cascade Middle School League and compete against other local independent middle schools in the following sports:

- Fall – Cross Country, Girls Volleyball, and Soccer. We are offering rowing as an after school activity.
- Winter – Boys and Girls Basketball
- Spring – Tennis, Track & Field, and Ultimate Frisbee

A fee is charged for participation in many after school enrichment activities and fees vary by activity. Cost should not prevent a child from participating and needs-based Enrichment Aid is available for families by application to the Controller, regardless of whether they receive financial aid for tuition. Expenses incurred for the use of the morning and after school care program are factored into Financial Aid Awards. Consequently, there is no Enrichment Aid for morning and after school childcare.

### MORNING AND AFTER SCHOOL CARE

Open Window provides morning and after school care for students. Morning care is open 7:30 AM – 8:20 AM. Morning care is free of charge. After care is offered 3:35-6:00 PM for all Open Window students, with a study hall option for grades 5-8 from 3:35 PM to 4:30 PM.

Late Pick Up: Students who are not in an after-school activity and are not picked up by 3:35 PM will be checked into after-care or study hall. If not picked up within 10 minutes, the parent/guardian/caregiver will be charged a minimum of one hour at the drop-in rate if care has not been pre-purchased. Families will be invoiced at the end of each month.

Fee Structure: After care and study hall operate on a fee basis. Parents and guardians may purchase care in advance during sign ups for Fall, Winter and Spring programs or pay on a drop-in basis. For information about current rates, please contact [auxiliary@ows.org](mailto:auxiliary@ows.org).

Signing students in and out: Students may sign themselves into morning care. Instructions about pickup procedures for students in After Care or Study Hall will be communicated through My Open Window.

After School Programs Code of Conduct: Students are expected to conduct themselves in ways that align with the Bobcat Virtues: kind, inclusive, respectful, and responsible. according to school behavior policies while they are in after school programs. Any student

who does not conduct themselves appropriately will lose the privilege of attending either on a temporary or permanent basis.

#### LATE FEES

If a parent/guardian arrives after 6:00 PM to pick up their student(s), families will be charged late fees based on the arrival time of the person picking up (6:00-6:05 = \$5.00; 6:00-6:10 = \$10.00; \$10.00 for each additional ten minutes)

Arrival Time Fee Amount per Family

6:01-6:05 PM      \$5.00

6:06-6:10 PM    \$10.00

After three late pick-ups, an additional \$50.00 fee will be added to the accrued late pick up fee. Any family that is continuously late picking up their child(ren) may be suspended from using after care.

If the parent/guardian does not arrive (or contact the school) by 6:15 PM, the staff member may call emergency contacts as listed in our system.

## COMMUNICATION

In the Resources section of My Open Window (MOW) on the Parent/ Guardian Information tile you will find a quick guide to Communication at Open Window.

### BOBCAT WEEKLY

The essential form of communication to current families is the Bobcat Weekly, which is emailed every Thursday afternoon during the school year. All major news and announcements from the school will be communicated in the Bobcat Weekly. While the school offers many other forms of communication, reading the weekly Bobcat Weekly is the minimal expectation of all Open Window families.

### EMAIL

All teachers and staff members have school email addresses which they check daily.

School emails or distribution lists may not be used to share concerns, share sensitive information, or in conflict with the school's guidelines regarding Individual Fundraising or Responsible Use of Technology Agreement.

Find faculty and staff emails in the MOW Directory.

### MY OPEN WINDOW

The school's password-protected internal website, "My Open Window," serves as the school's comprehensive landing place for school information. All parents and guardians should establish log-in credentials once provided by the school. You will find:

- Featured Content News
- Covid-related information
- Calendars and directories
- Resources including handbooks, volunteer opportunities, and more
- Teacher Class Pages
- Virtual Parent Groups

### WEBSITE

The school website address is <https://www.openwindowsschool.org>.

### THE VIEW

This publication is distributed two times each year to the greater Open Window community, other NWAIS schools, and friends of our school. *The View* highlights our program and underscores the exceptional educational experiences our students enjoy.

### SOCIAL MEDIA

Open Window School uses Twitter, Facebook, and Instagram to share the story of our school and programs with our current and wider community.

Twitter handles and all posts are primarily a one-way “broadcast only”. Questions and other forms of electronic two-way communication should be conducted by email.

Families are invited to follow us on social media platforms.

Vidigami is a photo sharing app where all members of the parent/guardian and staff community are invited to share their best OWS-related photos with the community.

#### Guidelines For The Use And Implementation Of Social Media Platforms By OWS Affiliated Groups

Social media platforms are an effective way of reaching and engaging our community online, but there are important responsibilities which accompany its use. Careful planning and guidelines are critical for its successful implementation.

Any official social media feeds must be approved by the communications office. Before approving any feed, the communications office will work with groups to refine their goals in using social media, identify which platforms are best suited for their needs and train relevant faculty/ staff in how to use those platforms most effectively.

#### Official feeds

Approval from the communications office is required for all social media feeds which could be seen by viewers as “official” Open Window channels. This distinction is made entirely at the discretion of the communications office (with input from other relevant offices), and will include factors such as content, audience, privacy settings, the use of the word “Open Window School”, and the use of any school-owned assets (logos, images, etc.)

If a publicly available feed without approval could be perceived as “official,” the communications office will request that its creator disable the feed until approval is obtained, or until its content has been changed to appear “unofficial”.

#### Community Expectations

All social media feeds with content centered around the Open Window School experience, regardless of their designation as “official” or “unofficial”, should reflect our Bobcat Virtues of being kind, respectful, responsible, and inclusive.

#### Feed Administration

Official Open Window social media feeds must be administered and maintained by at least one currently employed faculty or staff member. Those designated employees will be the only people allowed to post updates.

#### Relationship Building with Students, Alumni, and Parents

Employees are asked not to initiate or accept “friend” requests from current students of any age, and alumni students under the age of 18.

Employees are discouraged from “friending” parents of current or prospective students due to the inherent conflict of interests that may raise.



*\* The terminology on different social platforms for establishing online relationships varies from site to site. "Friending" is meant to include following, subscribing, adding as a contact, or any other term meaning establishing an online relationship.*

#### Use of Logos, Trademarks, and Intellectual Property

Use of the school's logo, trademarks, official photographs, and intellectual property or proprietary materials in any personal or unofficial postings is not permitted without the written consent of the Director of Communications.

### CONCERNS

Parents and guardians with concerns should communicate directly to the teacher, advisor, or staff member involved

Concerns should be dealt with professionally.

- Hold discussions on the phone, virtually online, or in a private location. Avoid email.
- Be candid.
- Seek to understand before drawing conclusions.
- Always lead with what is good for the student.
- Maintain confidentiality.
- Conclude with a plan for next steps.

When a parent/guardian concern cannot be resolved through direct conversation with the student's teacher, advisor, or staff member, parents and guardians may make an appointment with the Director of Lower School, Director of Middle School, or Head of School. The administrator will gather information and decide about next steps.

The Head has final authority regarding decisions relating to program, administrative policies, students, curriculum, and staff. The Board of Trustees does not serve as a body of appeal for the Head's decisions.

## FINANCIAL INFORMATION

### TUITION AND FEES

A tuition schedule is reviewed and set by the Board of Trustees annually. Open Window does not send tuition invoices throughout the year. Payments are due as follows:

Monthly – 10 payments due the first of the month, July through April.

Quarterly – 4 payments due the first of the month, July, October, January, and April.

A late fee is assessed if payment is received more than five days after the due date.

To re-enroll, contracts must be completed and signed electronically by the designated due date along with a non-refundable deposit which is applied to the total tuition. All current outstanding balances due must be paid in full to re-enroll, and spaces will not be "reserved" for a student past the designated due date.

**Additional Fees:** Fees for After School, Summer Program, and other school programs are set by the Administration.

**Overdue Accounts:** Payment plans and requirements are stipulated in the enrollment and/or other contracts. Open Window reserves the right to deny a student's continued admission to its various programs if accounts become overdue.

If a family needs to make special arrangements to meet their financial commitment to the school, we encourage early communication with our Director of Finance and Operations to set up a mutually satisfactory plan.

**Withdrawal:** To withdraw a student, parents and guardians must notify the Head of School or Director of Enrollment Management and Outreach, in writing. The effective date will be the date that the written notification is received. The registration deposit is non-refundable, and any additional financial obligation is determined by the withdrawal liability schedule in the signed Academic and Enrollment Tuition Contract.

## FINANCIAL AID

Open Window School is committed to preparing students for success in a diverse and changing world. Our financial aid program provides financial assistance to families for whom, without such assistance, an Open Window education would not be an option. Financial aid is available for tuition, bus transportation program, extra-curricular school programs such as after-school clubs and sports, and other eligible cost of attendance and fee-charging school activities. We encourage families to apply. The school is guided by the Principles of Good Practice for Financial Aid Administration as established by the National Association of Independent Schools (NAIS).

### What criteria are used for financial aid awards?

Financial aid is awarded based on a family's financial need. A variety of criteria are considered, including income (taxable and nontaxable), assets, number of dependents, number of children attending tuition-based schools, number of parents and guardians who are working, etc. This information is balanced with data about living expenses, medical costs, indebtedness, and other factors such as child support and legal expenses. A standardized approach is used to determine a family's discretionary income. A portion of this discretionary income is considered available for educational costs.

To gather information and objectively evaluate it, Open Window subscribes to School and Student Service (SSS). Most NWAIS schools also utilize this service, and this may facilitate the application process if a family has children in more than one school.

### How does Open Window use this information?

The amount of aid provided to each family depends upon established need, the amount of aid dollars available, and the number of applicants for this aid. The DFO and Controller review the applicant's tax return and the SSS application to make award decisions. Anonymous award information (i.e., number of families receiving aid, award ranges, etc.) is reviewed by the Administration and Board to ensure that the school is meeting its strategic goals. Effort is made to support current Open Window families before awarding aid to new

families. All discussions and decisions about financial aid applicants are kept strictly confidential. The school safeguards the confidentiality of financial aid applications, records, and decisions while respecting the right of each family to discuss its own financial aid outcomes in an appropriate manner. The school does not disclose the financial status of families to teachers or other families.

#### Do families receive financial aid every year?

Families who request financial aid must apply each year. The size of awards will continue to depend upon demonstrated need, the number of financial aid applicants, and dollars available.

#### When are financial aid awards made?

Families who are interested in financial aid may inquire at any time; however, most awards are made in the spring following the Financial Aid Deadline. We encourage families to meet the deadlines for application if they want to be considered.

#### Required Steps For Financial Aid Applications

Families who already receive aid will be notified via email in December that the SSS website is accepting applications for the following school year and that they must apply each year. Other interested families may follow the application instructions on our website.

All online forms must be completed and submitted by the deadline. Late applicants will not receive as much consideration and may not receive aid. A critical component of the application is a completed tax return for parents and guardians, the child (if normally filed), and any partnerships or businesses. We encourage financial aid applicants to complete all forms early to allow for processing time at SSS. Copies of the current Income Tax Return, Schedules, and W-2 forms should be uploaded to the SSS website by the deadline.

Existing and new families are notified of awards at the time accepted applicants are sent an Academic and Enrollment Tuition Contract in the spring. Parent signatures on the enrollment contract or financial aid addendum by the due date serves as confirmation of financial aid acceptance. Current students applying for Financial Aid must submit an Academic Enrollment and Tuition Contract and the required deposit by the re-enrollment deadline. If the financial aid award is insufficient for re-enrollment, the deposit will be returned.

We encourage any families who have further questions about financial aid to contact our Controller at [faoffice@ows.org](mailto:faoffice@ows.org).

## FUNDRAISING

Tuition and fees do not fully fund the school's operating budget. Like other independent schools, Open Window relies upon tax-deductible donations to meet its financial needs and to build critical endowments. Each year, the school conducts an annual giving campaign called "The Open Window Fund" and holds an auction, including a live, silent and online auctions, to support operations and other financial goals. The Development Committee oversees and approves all fundraising activities at the school. Open Window is a 501(c) (3) non-profit organization, and all contributions are fully tax-deductible as provided by law.

## THE OPEN WINDOW FUND

Contributions to The Open Window Fund play an integral part in meeting the operational needs of the school. We encourage all our families, trustees, alumni, faculty, staff, and other friends of the school to participate. We hope that Open Window is a philanthropic priority for our families.

Gifts of cash, credit card, stock, and through company sponsored giving campaigns are all accepted. High participation amongst our own community strengthens our ability to attract grant money from foundations that support independent schools. The Open Window Fund kicks off in October, giving families time to make year-end gifts or pledges that may be fulfilled through May of the current school year.

All donors are encouraged to inquire whether their donations are eligible to be matched by their employers. Matching donations make your generosity go even further!

All Open Window Fund donations are tax-deductible as allowed by law.

## AUCTION

The annual auction is our largest adult community event of the year and is a wonderful time to connect, make new friends and support our school. Proceeds of the evening go directly to the current year's operating budget for current year expenses. At this event, we also have a "Fund-a-Wish" opportunity for families to make a fully-tax deductible donation to support a special area or project in most need of funding.

Per the enrollment contract, parents and guardians are required to procure donations of goods or services for the school auctions. This can be cash in lieu of the procurement requirement, goods or a combination of goods and cash. To satisfy the procurement requirement, auction items must be acceptable to the Auction Steering Committee and submitted by the procurement deadline. Please reach out to [auction@ows.org](mailto:auction@ows.org) with any questions at all!

The amount of this procurement is not tax deductible and not eligible for matching.

## CAMPAIGN

When funding substantial, long-term strategic goals of the school, Open Window may run a Capital Campaign. Our current campus and facility was paid partly by generous donations from previous Open Window families and friends. All Capital Campaign Fund donations are tax-deductible as provided by law.

## INDIVIDUAL FUNDRAISING

All fundraising at Open Window requires the approval of the Director of Development. Individuals at the school (students, parents and guardians, teachers, staff members) are not permitted to promote fundraising at school via email, posters, or Open Window digital media (Twitter, Facebook, etc.) for outside causes or individual school classrooms or programs.

## STUDENT FUNDRAISING

Open Window does not permit students to conduct fundraising activities at school. An exception is the middle school service group which is chartered annually and permitted to fundraise under the supervision of the school's Director of Development.

## GIFT POLICIES

While not expected, we realize that families/students often want to express their appreciation to faculty and staff at holiday time or the end of the school year with small gifts. We recommend a personal note which may be accompanied by a gift not to exceed \$30.00 in value. Teachers may not accept donations of funding or supplies for their classroom.

## HEALTH AND SAFETY

### CHILD ABUSE AND NEGLECT

Pursuant to RCW 26.44.030 and 26.44.040, employees are required to make oral and written reports concerning matters of suspected child abuse or neglect. The law provides that the knowing failure to do so constitutes a misdemeanor. The school is prohibited from contacting any parties involved in an allegation to Child Protective Services and will not release any records pertaining to a referral.

Suspected or witnessed child abuse or neglect will be immediately reported to Child Protective Services (CPS).

Child Protective Services Phone Number:  
1-800-962-0073  
1-800-562-5624 (after hours)

### FOOD SAFETY AND ALLERGY POLICIES

Sensitivity to students with food intolerances and allergies is integral to our diversity commitment. As with most issues, the challenge is finding the balance between individual needs and the good of the entire community. We want to protect students with allergies and food intolerances without being so restrictive as to exclude all food from celebrations and education about different cultures.

If a child suffers from any allergies, it is imperative that teachers and the school office be informed in writing. A treatment plan shall be filled out by the child's health care provider and kept on file for students whose registration form or parent/guardian report indicates severe allergies. This form lists food to avoid, a brief description of how the child reacts to the food, appropriate substitute food(s) and must be signed by a licensed health care provider.

The school cannot be responsible for safeguarding a child against all known or unknown allergens; however, teachers and staff will take reasonable precautions if given appropriate notification.

Open Window is not a nut-free environment.

### FOOD FOR CELEBRATIONS AND SPECIAL EVENTS

Occasionally food will be brought into school to be shared for special events and celebrations. To promote a safe and inclusive environment for all students, we ask that the following guidelines be followed by parents and guardians and students:

- Food to be shared should be brought into school only with advanced notice to the appropriate teacher(s). Provide advanced notice to teachers and advisors of at least two days prior to bringing any food for celebrations or class events. Teachers will make every effort to make sure that parents and guardians of students who have food allergies will be given notice and, if necessary, the opportunity to supply alternative food items.
- Be aware of known food allergies in the class and attempt to provide food choices and alternatives that are equally appealing for all students. While some students may not be

able to eat all foods served, the school does not want any student to feel excluded. For example, you may provide a “regular” and an allergy-free treat alternative at the same time. Please be aware that some parents and guardians may instruct their child to not “take the risk” of accepting any food brought to school.

- Prepared food, such as baked goods, muffins, popsicles, etc., must be store-bought and delivered in their original sealed container with listed ingredients. Exceptions may be made for certain cultural celebrations but must be approved by the appropriate division head, families notified in advance, and all ingredients clearly listed.
- If parties include the process of assembling festive foods, to avoid cross-contamination, the assembly of food items must take place at school.
- Students with food allergies may keep a supply of special foods and/or non-food treats at school and choose from for times that food is provided that they cannot eat. If conditions warrant, the administration reserves the right to over-ride the above food policies for a specific class.
- A responsible adult shall remain in the room while food is being consumed.
- When, for curricular purposes, home-made food is brought into the classroom, teachers will secure the permission of their division head and notify all families in advance. Food safety procedures will be reviewed with students in advance and ingredients for dishes listed.
- Students may not distribute or share food without permission of a teacher.

### ANIMALS ON CAMPUS

Pets and other animals on campus must be closely attended by their owner and may not be brought into school buildings without permission of the Head of School. The regular presence of animals on campus is restricted to educational purposes and trained service animals as required under state or federal law.

### HEALTH POLICY AND PROCEDURES

Any community member with any of the following symptoms will not be permitted to remain at school:

- Fever of 100.4 or higher should stay home until fever free for at least 24 hours without fever-reducing medications.
- Cough or sore throat, for at least 24 hours after symptoms have resolved.
- Vomiting or diarrhea until symptom free for 24 hours.
- Pink eye, with or without drainage, until treated.
- Body rash.
- Open or oozing sores - unless properly covered and 24 hours has passed since starting antibiotic treatment if treatment is necessary.
- Lice or scabies - Students and staff may return to school after treatment. (See section on Head Lice)
- Chicken Pox – students must stay at home for 5 days after the onset of blisters, or until all pox are scabbed over and dry.

Following an illness or injury, students will be readmitted to school when they no longer have the above symptoms and no longer have significant discomfort. Students with the above signs and symptoms will be separated from the group and cared for in the office. A parent/guardian or emergency contact will be notified to pick up the child.

Staff members will follow the same exclusion criteria as students.

### SPECIAL CIRCUMSTANCES

From time to time, the school may follow recommendations from the Health Department or CDC which over-ride above school policies.

Parents and guardians will be notified in a timely manner when their students may have been exposed to a diagnosed communicable disease or exposed to a nuisance condition (i.e., lice).

### MEDICATION POLICY

Whenever possible, medication should be dispensed to students before or after school hours by or under the supervision of the student's parent or guardian. Parents and guardians and health care providers are urged to design a schedule for administering medication outside of school hours whenever circumstances make such a schedule possible. When medication must be administered during school hours, Open Window School administers medication to students only in compliance with this policy, as required by Washington state law.

Students are prohibited from providing medication to other students.

For purposes of this policy, the following definitions apply:

- The term "medication" includes, without limitation, prescription and over-the-counter drugs or medications, including but not limited to oral medication, topical medication, eye drops, ear drops, nasal spray (excluding nasal spray that is a legend drug or a controlled substance), of any nature.
- The term "oral medication" includes those medications (whether prescription or over the counter) that are administered by mouth, either by swallowing or inhaling, including through a mask that covers the mouth or mouth and nose.

Open Window reserves the right to modify the above definitions in its sole discretion and without advance notice.

### ADMINISTRATION OF MEDICATION

Washington state law regulates the administration of medications to students at schools. It makes no distinction between prescription and non-prescription medication. Specifically, the following requirements apply:

- If a student must receive prescribed or non-prescribed medication during school hours from an authorized staff member, a parent/guardian or legal guardian of the student must submit a written authorization for medications to be taken at school (available from the school nurse or on My Open Window), including completed and signed Physician's Orders from a licensed health professional prescribing within the scope of his or her prescriptive authority. Physician's Orders should include applicable guidelines and instructions for administration. Authorization and Orders shall be valid only for dates listed and for not more than the current school year.
- The prescribed or non-prescribed medication must be properly labeled and in the original container. The school will not administer the medication if the staff member



designated as the dispenser of the medication to the student determines that the medication is not in the original container or is not properly labeled. This determination will be based on their judgment and upon their legally required examination of the medication. Additionally, the school will not administer medication unless and until it is determined that the dosage indicated on the medication packaging matches the dosage requested and authorized by the parent/guardian and licensed health professional. If a student refuses a medication, the parent/guardian will be notified as soon as possible and documented on the medication administration record as a "refused" medication.

- The school, through its chief administrator or his/her designee, may discontinue the administration of the medication after providing notice verbally or in writing, in advance of the date of discontinuance.

#### ADMINISTRATION OF OTHER MEDICATIONS IN CASE OF LIFE-THREATENING ACTIVITIES

No prescribed medication shall be administered by injection by staff except when a student is susceptible to a predetermined, life-endangering situation. The parent/guardian shall submit a written statement which grants a staff member the authority to act according to the specific written orders and supporting directions provided by licensed health professional prescribing within his or her prescriptive authority (e.g., medication administered to counteract a reaction to a bee sting or other known, life-threatening anaphylactic reaction). Such medication shall be administered by staff trained by the supervising registered nurse to administer such an injection.

Written orders for emergency medication, signed and dated, from the licensed health professional, prescribing within his or her prescriptive authority shall:

- State that the student suffers from an allergy which may result in an anaphylactic reaction;
- Identify the drug, the mode of administration, the dose. Epinephrine administered by inhalation, rather than injection, may be a treatment option. This decision must be made by the licensed health professional prescribing within his or her prescriptive authority;
- Indicate when the injection shall be administered based on anticipated symptoms or time lapse from exposure to the allergen;
- Recommend follow-up after administration, which may include care of the stinger, need for a tourniquet, administration of additional medications, transport to hospital; and
- Specify how to report to the health professional prescribing within his or her prescriptive authority and any record keeping recommendations.

#### TRANSPORTATION AND POSSESSION OF MEDICATION

Students may not transport medication to school; medication must be collected by the school employee from the parent/guardian. However, if a health professional and a student's parent/guardian jointly request that a student be permitted to carry his/or her own medication and/or be permitted to self-administer the medication, the Designated Administrator may grant permission.

The process for requesting and providing instructions shall be the same as established for school-administered medications. Before authorizing a student to carry and/or self-administer medication at school, the Designated Administrator shall consider (a) the age,

maturity, and capability of the student; (b) the nature of the medication; (c) the circumstances under which the student will or may have to self-administer the medication; and (d) other issues relevant in the specific case.

Parents and guardians requesting that their child be allowed to self-administer medication must email [Medication@ows.org](mailto:Medication@ows.org) to request the appropriate form to complete for authorization. All requests will be reviewed by the Designated Administrator on a case-by-case basis.

Except in the case of multi-dose devices (like asthma inhalers), students shall only carry one day's supply of medication at a time.

Violations of any conditions placed on the student permitted to carry and/or self-administer his or her own medication may result in termination of that permission, as well as the imposition of discipline when appropriate.

#### EMERGENCY SUPPLY OF MEDICATION

For medications taken at home, we ask for a three-day supply to be kept with our disaster kit in case of an earthquake or other disaster. Emergency supply medication must also be accompanied by the Medical Authorization Form completed and signed by both the parent/guardian and a Licensed Health Care provider.

#### HEAD INJURIES

Parents and guardians shall be notified promptly if a child suffers an injury to his/her head, no matter how seemingly minor. Head injuries should be reported and recorded on the Head Bump Injury Report, and if necessary, a Report of Accident or Injury form, to the appropriate administrative staff person.

#### HEAD LICE

Parents and guardians should notify the school if their child has contracted head lice. It is not the responsibility of Open Window faculty/staff members to check for head lice; however, if they have reason to suspect that a child may have contracted head lice (frequent head itch), they may send the child to the school nurse for a head check. Parents and guardians are strongly encouraged to be proactive in managing head lice and check their child(ren) regularly for nits.

Based upon the recommendations of the [Centers for Disease Control and Prevention](https://www.cdc.gov/), the school no longer maintains a "nit-free" policy. If only nits are present, parents and guardians will be notified, and students will be allowed to remain at school for the remainder of the day. Treatment is recommended before returning to school.

Parents and guardians of students who are identified with live head lice will be notified, and students will need to be picked up and treated before returning to school. Students identified with live head lice may return to school after the appropriate treatment has begun. Nits may persist after initial treatment, therefore, students with nits will be allowed back in school the next day. Successful treatment should kill crawling lice, and regular head checks at home help staunch further infestation.

If there is a significant outbreak of head lice, classrooms will be supplied with plastic bags that can hold each child's jacket, backpack, etc. Students with long hair may be required to wear their hair tied back/up, and a "no nit" policy may be required of students who are repeatedly/chronically infested.

## ALLERGIES AND ASTHMA

If a child suffers from any allergies, it is imperative that teachers and the school office be informed in writing. Parents and guardians should provide this information annually along with a written treatment plan, following the policy for all medications.

The school cannot be responsible for safeguarding a child against all known or unknown allergens; however, teachers and staff will take reasonable precautions if given appropriate notification. See the Food Safety and Allergy Policies section for further information.

### ASTHMA

- An emergency treatment plan shall be kept on file for any child with asthma.
- The treatment plan shall be implemented when child exhibits asthma symptoms at school.
- Students require a Medical Authorization form for inhalers and self-administered asthma treatment.

### ALLERGIC REACTIONS

In the event of a severe allergic reaction, staff will follow emergency protocol indicated in the child's treatment plan, such as the following:

- Administer prescribed epinephrine (EpiPen) immediately, and/or
- Administer other prescribed medication
- Call 911
- Stay with the child at all times.

## EMERGENCY PROCEDURES

If a student is experiencing a medical problem, school staff will make every effort to respond appropriately. If we are concerned about a child, we will call his/her parent/guardian in a timely manner. We reserve the right to call 911 if we believe that the child needs prompt medical attention.

## FIRST AID

When students are in our care, staff members with current training in Cardio-Pulmonary Resuscitation (CPR) and First Aid are with or are available to each group or classroom.

## COMMUNICABLE AND INFECTIOUS DISEASE REPORTING

For the protection of all our students, we ask that parents and guardians voluntarily report any time that their child is diagnosed with a communicable/infectious disease to the school nurse. Examples would include Covid-19, pinkeye, lice, and strep throat. In informing other families that their child has been exposed to a communicable/infectious disease, the school does not identify the individual student.

Schools are, however, required to report communicable diseases to their local health department (WAC 246-101).

## IMMUNIZATIONS

As required by law, all Open Window students must have a completed certificate of immunization (or exemption) on file to attend school. [Immunization information](#) is available from the Washington State Department of Health. This applies to all Open Window students. Immunization records will be tracked by the school nurse.

All employees and volunteers in educational settings must be fully vaccinated or have medical or religious exemption.

## IMMUNIZATION EXEMPTIONS

If parents or guardians choose to exempt their child from one or more of the required vaccines, they must fill out a [Certificate of Exemption](#) form. Measles, mumps, or rubella may not be exempted for personal/philosophical reasons per state law. Washington State law mandates that a licensed health care provider sign the Certificate of Exemption form for any student exempted from required immunizations. In lieu of signing the form, providers may choose to write and sign a letter verifying the same information.

If there is an outbreak of a vaccine-preventable disease for which a student has an exemption form on file and from which they have not been fully immunized (as indicated above), the child may be at risk for disease and will be excluded from school until the outbreak is over or until they get vaccinated.

Staff members are encouraged to consult with their health care provider regarding their susceptibility to immunization-preventable diseases.

## HEALTH RECORDS

Each child's health records will contain:

- Health care provider and phone number
- List of current medical conditions
- List of allergies and intolerances
- Individualized care plans for special needs or considerations (medical, physical, or behavioral)
- List of current medications the student takes and a list of those stored and administered at school
- Current immunization records (CIS/COE form) including Covid-19 vaccine
- Consents for emergency care

The above information will be collected by school office personnel before entry into the program. Health records will be maintained confidentially and will only be shared as necessary to provide for the education, care, and supervision of the student.

Parents and guardians, teachers, and other staff will collaborate to discuss any special needs or diet restrictions before the child first enters the program.

The above information will be updated annually or sooner if changes occur. Parents and guardians should provide updates to school office personnel, in writing, in a timely manner.

## PEST CONTROL

Open Window does not engage in regular spraying for pests or insects. Occasionally, the presence of insects such as termites or wasps calls for control measures. Signs will be posted prior to any use of pesticide near student areas. Parents and guardians may elect to keep students home to avoid exposure.

## INTERPERSONAL RESPECT AND SEXUAL HARASSMENT

It is our goal to foster an environment of respect and support for all members of our school community. Physical safety and emotional security are high priorities. We expect that every member of the community will display appropriate and respectful behavior towards students and adults.

Inappropriate behavior includes threatening actions or language, sexually explicit materials or behavior, or any derogatory comment relating to race, color, age, appearance, gender, sexual orientation, gender identity, culture, or socioeconomic status. Sexual harassment includes but is not limited to verbal and non-verbal behavior, unwelcome sexual advances, or any other unwelcome conduct of a sexual nature. Open Window has no tolerance for such behavior among any members of its community.

If a student is the subject of inappropriate behavior, they are encouraged to tell a teacher or staff member immediately. We encourage parents and guardians to talk about such situations with their students at the earliest point in time that they feel their child(ren) will understand. Students should be encouraged to object to such behavior in no uncertain terms and to alert an adult as soon as possible. If a child feels uncomfortable confiding in a staff member at school and waits to tell their parent/guardian, we ask that parents and guardians contact their teacher, the division director, or the school counselor as soon as possible. If a teacher or staff member observes inappropriate behavior toward a student, they are required to report it to the division director immediately.

**Inappropriate Touching:** The school takes seriously any incidences of inappropriate touching between students. Staff members will respond to such activity with sensitivity to protect all parties. The age of the students and the context of the activity will be considered. Parents and guardians of all parties will be notified. Repeated behavior will be treated as a serious offense no matter what the intent, and may result in suspension or dismissal, requirement for professional assessment, or reporting to Child Protective Services. Examples of inappropriate touching can include intentional contact with private parts (any area of the body covered by a swimsuit), pulling down pants, pulling up shirts, extreme tickling, etc. It must be the judgment of a staff member to determine what is appropriate and what is not.

If harassment should occur, it is the responsibility of the victim to notify their teacher, school administrator, or parent/guardian. Staff members are required to report all instances, including rumors, of sexual harassment that come to their attention. As in all discipline issues, the school will make every effort to support all parties involved while enforcing

appropriate school behaviors and values. Necessary actions may include conferences, disciplinary actions, and/or counseling. The school has a responsibility to notify Child Protective Services in all instances requiring state reporting.

### TOBACCO & MARIJUANA

Open Window is a smoke-free campus. No possessions or use of tobacco and/or marijuana products (including electronic cigarettes, "vaping") is permitted on campus or during school sponsored activities or events.

### WEAPONS

In accordance with [RCW 9.41.280](#), no person may carry or possess any firearm or dangerous weapon on school property or on school-provided transportation.

Toy weapons are absolutely prohibited at school (even as part of a Halloween costume).

Possession of Firearms: In compliance with state and federal law, Open Window requires the following measures for any student who brings a firearm to school or to a school-sponsored function:

- Parent/guardian/Guardian notification
- Referral to the juvenile justice system
- Expulsion for no less than one year

Possession of Weapons other than Firearms: If a student brings any sort of real or toy weapon to school or to a school sponsored function, it will be confiscated, and parents and guardians notified. Further consequences will be on a case-by-case basis.

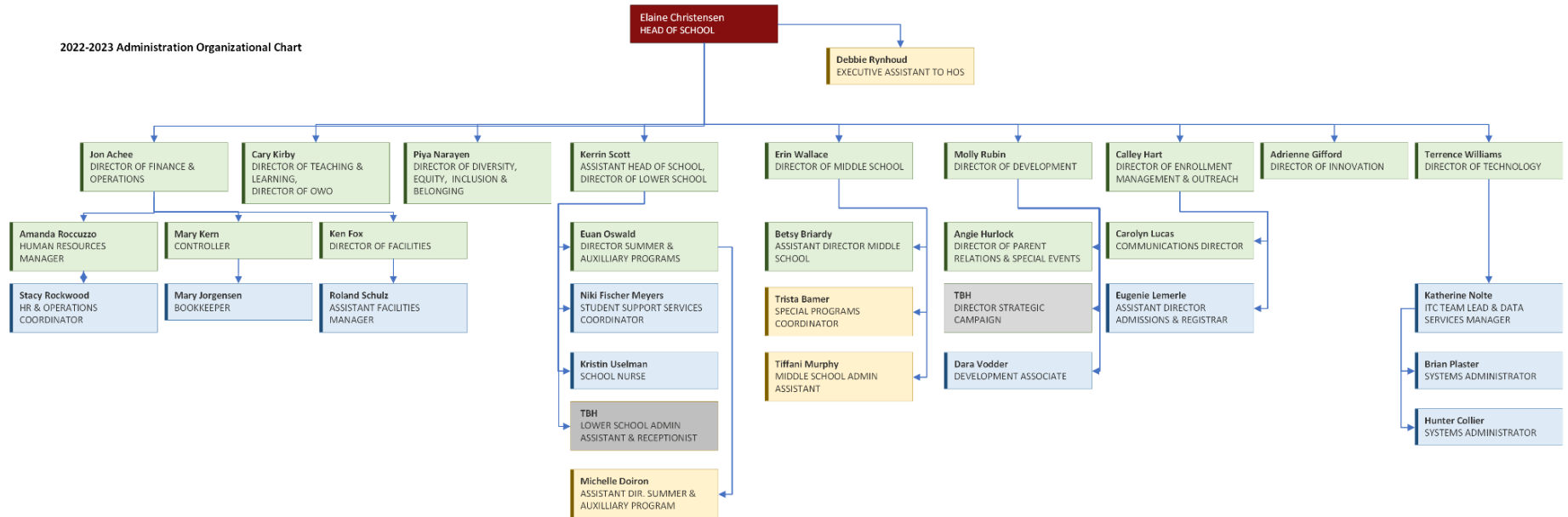
Use of Weapons other than Firearms: Any implement that appears dangerous or is being used in a potentially threatening way will be confiscated. Such behavior may result in suspension of two days or more. Further disciplinary action will be on a case-by-case basis.

## ORGANIZATIONAL STRUCTURE

### ADMINISTRATION ORG CHART



2022-2023 Administration Organizational Chart



A full faculty and staff directory is available on My Open Window.





## BOARD OF TRUSTEES

Open Window School is a Washington non-profit, section 501 (c) (3) corporation. A self-perpetuating Board of Trustees governs the school and holds it “in trust” for future generations of students.

The Board of Trustees is composed of current and alumni parents and guardians, alumni, and professionals from the education and business communities. Trustees serve as volunteers and are committed to fulfilling the school's mission and the long-term sustainability of the school. The Head of School and the Parent/Guardian Association President(s) are ex-officio, nonvoting, members of the Board.

Working closely with the Head of School, the Board sets long-range strategies and policies to fulfill the mission of the school and lead it successfully into the future. The Head of School is the Board's only employee. The Head of School controls all the operational and educational affairs of the school, administers policies, hires, evaluates, and dismisses all school employees, and guides the day-to-day operation of the school.

Board membership is a multi-step process that is coordinated by the Board's Trusteeship Committee, which evaluates the professional and personal skills that are needed on the Board to best serve the school. Potential trustees must be voted in by a two-thirds majority of the current Board. Trustee terms are three-year commitments and trustees may be reelected for one additional term.

## DECISION MAKING AT OPEN WINDOW

The Board of Trustees is responsible for long-range vision and strategic policies as well as financial viability of the school. The Head of School is responsible for implementing Board policies and guiding the day-to-day operations. The Head is ultimately responsible for decisions to be made about the program, students, curriculum, and staff. To make informed decisions, the Head considers input from various constituencies and will make every effort to reach a decision which considers all perspectives, serves the mission, and meets the overall needs of the school.

## PARENT/GUARDIAN ASSOCIATION

The Open Window School Parent/Guardian Association supports and enhances the mission of the school. The PGA shall work to create a vibrant parent/guardian community and promote a healthy learning environment through the sponsorship of community social events, parent/guardian education programs, coordination of volunteer support, and community service; to support the educational program and operations of the school by increasing parent/guardian awareness of and interest in the school. Elections for PGA Officers are held in the spring. The Parent/Guardian Association is a component of the school subject to the authority of the Board of Trustees. The PGA maintains a PGA Information Page on My Open Window, which may be accessed under the “Groups” header. The leadership of the Parent/Guardian Association can be reached at [PGAPresident@ows.org](mailto:PGAPresident@ows.org).

Every Open Window parent/guardian is a member of the Parent/Guardian Association. Meetings are typically held on the first Friday of the month via Zoom or in the Robinson Hall MPR. For those who cannot attend, meetings are recorded, and notes posted online.

Each grade level has two PGA Reps. Reps facilitate communication regarding PGA Events, providing refreshments for PGA meetings, and host grade-level coffees.

### PARENT/GUARDIAN COORDINATORS

Each K-4 grade usually has four volunteer parent/guardian coordinators; middle school grades (5-8) have three. The Vice President of the Parent/Guardian Association is responsible for recruiting and supporting parent/guardian coordinators. Parents and guardians interested in being a parent/guardian coordinator should inform the current vice president.

Parent/guardian coordinators welcome new families to the school, act as liaisons between teacher and class parents and guardians to encourage parent/guardian support of classroom activities, facilitate community building by coordinating family activities and encouraging participation in extracurricular events or parties, and act as communication support to facilitate volunteerism for other school groups, such as the auction committee, Project Week volunteers, and Hour of Code.

Any event organized by parents and guardians acting in the capacity of parent/guardian coordinator is considered a PGA Event. The school has established guidelines to assist in the planning of PGA Events. Anyone planning an event should become familiar with the guidelines through the PGA leadership, who can be contacted at [PGAPresident@ows.org](mailto:PGAPresident@ows.org).

## STUDENT LIFE

### ARRIVAL/DISMISSAL PROCEDURES

Please avoid approaching or departing the school via the roads that pass the Cougar Mountain Zoo (Kline Hill Road). Please do not park on the street or in neighborhoods surrounding the school.

### START TIMES

Morning Care opens at 7:30 AM. All students should be in class and ready to start instruction at 8:30 AM. Students who arrive after 8:30 AM are considered tardy and should sign in at the main or middle school office.

### BUS TRANSPORTION

The school provides two morning and two afternoon transportation options at additional cost, a Western Route covering South Kirkland, Bellevue, and Mercer Island and an Eastern Route serving Sammamish and Issaquah. Families participating in bus transportation will receive notice of schedule interruptions through Bright Arrow, the same Emergency Notification system we use for weather delays and school cancellations. Additional transportation information can be found in the Resources section of My Open Window. Questions pertaining to the transportation program should be emailed to [transportation@ows.org](mailto:transportation@ows.org)

### AUTHORIZED PICKUPS

Students can only be released to parents and guardians or persons that appear on the child's authorized pick-up list. Individuals may be added to the authorized pick-up list by emailing [authorizedpickups@ows.org](mailto:authorizedpickups@ows.org).

### DISMISSAL

Dismissal will take place once classes are over at 3:20. Students who are not picked up by 3:35PM will be sent to After Care or study hall.

Students may not wait for pick up in an unsupervised, unauthorized location. Middle school students who desire to walk home must have a parent/guardian authorization form on file in the middle school office. Please do not arrive early for pickup.

### PARKING LOT

There is one main entry point to the campus: the entrance to the north parking lot on SE 60th. All cars must enter on SE 60th unless they are participating in Robinson turnaround drop-off or Curbside Pick Up in the afternoon. For the protection of our students, the inner gate controlling access to the turnaround is closed between 8:00-3:00.

Younger students should be accompanied by an adult in the parking lot.

The Robinson Hall turnaround is designated as a fire lane (red curb). Drivers may not leave their cars or park in the turnaround.

Dogs and other animals must be secured in cars.

### ATTENDANCE

Student absences should be reported daily by email to [studentabsences@ows.org](mailto:studentabsences@ows.org) as early as possible and before 8:30 AM. Absences may also be reported through the My Open Window in the Resources section of My Open Window. Parents and guardians should also notify their child's teacher or advisor prior to planned absences.

### EARLY DISMISSAL

Students who need to leave school early must be signed out by an authorized adult at the main or middle school office. We ask that families make every effort to avoid picking up students prior to the end of the school day at 3:20 PM.

### TARDINESS

All students who arrive after 8:30 AM must report to the main or middle school office before entering their classroom. Tardiness and absences, including doctor's appointments and school visits, are recorded daily noted on progress reports, and become part of the student's permanent record.

### STUDENT RELEASE

We recognize that students may occasionally have unique opportunities or extensive after-school commitments that require periodic release from school during the day. Approval for special release and/or accommodation will be rare and considered on a case-by-case basis by the division directors. Among the factors that will be considered in evaluating requests are the:

- uniqueness of the opportunity or activity
- duration of the activity
- impact on the student's overall educational program
- impact on other students
- ability of the student to work independently or make up missed work
- equivalence of activities missed and outside opportunity (i.e., the school would be more likely to consider a release for an athletic opportunity from PE than from a science class).
- ability of the school to grant similar requests in analogous situations
- other factors as deemed appropriate by the School.

### FAMILY VACATIONS

Family trips should be scheduled during school breaks. If an absence is necessary, parents and guardians must notify the appropriate division director in writing in advance of the absence. As a courtesy, teachers may be willing to suggest activities or provide some assignments for students who are away; however, this is at each teacher's discretion. Middle school students are responsible for checking in with teachers regarding missed work in the time they are away from school. Class activities, discussions and tests may not be able to be made up or rescheduled to accommodate a family's absence.

## EXTENDED ABSENCES

In rare cases, students may be absent for extended periods of time (more than one week) due to medical necessity or other valid reason. If students are absent for extended periods of time, the school will assist families in providing resources that facilitate the student's re-entry into the school. In some cases, it may not be possible to provide letter grades or complete Progress Reports for students with prolonged absences. Families will meet with the appropriate division director in advance to develop an individual plan to best provide meet the circumstances of an extended absence.

## BEHAVIOR EXPECTATIONS AND DISCIPLINE

At Open Window, we expect and encourage students to take responsibility for their actions and behavior. Our behavior expectations for all members of the community, during school and in all areas of our program, are the school's four virtues. Bobcats are:

- Kind
- Inclusive
- Respectful
- Responsible

The Bobcat Virtues incorporate the full spectrum of student behavior including but not limited to academic integrity, honesty, disrespect, property damage, and bullying (defined as online or in-person intentional harassment). The Responsible Use of Technology agreement also falls under the Bobcat Virtues. Student behavior on campus, off campus, after hours, or online which impacts another student's sense of safety or ability to learn at school all falls under the school's jurisdiction and is subject to school disciplinary procedures.

Students learn and practice taking responsibility for their actions, exercising self-control, and managing social skills when:

1. There is a safe, challenging, joyful learning environment.
2. They feel respected, successful, and share a sense of belonging.
3. Staff and families teach, model, and reinforce expected behaviors.

These beliefs are the foundation for the Open Window's approach to student behavior. All staff at Open Window are trained in Responsive Classroom practices. We utilize RC's *Pathways to Self Control* which are developed, explained, and practiced with all staff, faculty, and students in all grades.

The process of responding to violations of the Bobcat Virtues includes:

- Investigation of the incident by the division director or their designee.
- Review of incident with the following questions:
  - Does this violate the Bobcat Virtues?
  - If so, does it deserve a consequence?
  - If so, what should that consequence be?
- Communication with the student, advisor (MS), relevant teacher, and parents/guardians.
- If the violation is significant and a consequence is incurred, parents/guardians will be notified.

The school has sole responsibility for deciding and assigning consequences. The school also has the right to require professional assessment, counseling, or a probationary contract for a student to continue in the school. Consequences are not shared with families other than the specific individual who receives the consequence.

The school attempts to maintain confidentiality regarding conversations and/or actions (including consequences) that take place with respect to behavior issues; however, the school also reserves the right to discuss any issue of discipline regarding a student for the purpose of furthering the educational and learning exposure of students and the school community overall.

While the school may consider off-campus conduct, including social media posts, in investigating violations of the student expectations, the school has no responsibility for investigating all instances of off-campus conduct. In general, the off-campus conduct of students is the responsibility of parents/guardians.

Significant or repeated violations of the Bobcat Virtues may result in a student being suspended, put on probation, or expelled from the school.

### SUSPENSION

Participation in the life of the school is a privilege and membership in the community is garnered by adhering to the Bobcat Virtues. Students who are suspended lose that privilege for a short amount of time. If a student is suspended, they are not allowed to come to school or participate in any school-sponsored activities. The suspension begins on the day in which it is shared. During the suspension, students are only allowed to turn in assignments that depends significantly on work that came before (e.g., a test or a project). A re-entry meeting will be held with a counselor, advisor, or administrator before the student returns to campus.

If asked directly, suspensions will be reported as part of any school application process. We will share the duration of the suspension and the nature of the violation. This policy takes effect for any suspensions which take place in Middle School during or after the 2021-22 school year.

The school has sole responsibility for deciding consequences or actions and reserves the right to assign consequences. The school also has the right to require professional assessment, counseling, or a probationary contract for a student to continue in the school. In some cases, it may be determined that Open Window is not the right setting for a particular child. This decision will be made by careful consideration among all the adults responsible for the care and education of this child, with the final decision made by the Head of School.

### EXPULSION

Enrollment at Open Window School is a privilege garnered, in part, by adhering to the Bobcat Virtues. A student who violates the Bobcat Virtues in an egregious manner or who demonstrates a pattern of violations which continues despite intervention and support, may be expelled from the school. A student who is expelled is no longer a member of the community. School records will show that the student was expelled, grades (in Middle

School) will be calculated based on the date of the expulsion, and the family will be responsible for any remaining tuition payments or fees.

### PLAYGROUND RULES

Because it is a less structured time, students can make choices and interact in a wider range of behaviors than typically occur in the classroom. Our Bobcat Virtues of being Kind, Inclusive, Respectful, and Responsible are upheld when on the playground. Specific rules are posted near the play structures. Here are a few examples of how our Bobcat Virtues translate to the playground:

- Play safely and take care of yourself and others
- Rocks, sticks, water, snow, and sand stay on the ground
- Use equipment and structures safely
- Show teamwork- Everyone is welcome to play in group games
- Solve conflicts peacefully, ask for help if you need it
- Follow directions provided by the supervising adult(s) and all school staff
- Remain within the established boundaries
- Keep our campus clean

Our playground rules are always in effect. If students would like to play before or after school, a parent or guardian needs to be present for active supervision.

### ACADEMIC INTEGRITY

Academic integrity is a significant part of the foundation upon which a school community is built. Students who have questions about whether actions may be a violation of academic integrity should speak with a teacher or administrator for clarification. Examples of violations of academic integrity include, but are not limited to:

- submitting work as your own that has been done in whole or part by another person (including a parent/guardian)
- using another person's words, ideas, or organization of thoughts and/or facts in a paper or assignment without giving appropriate attribution
- cutting and pasting information from the internet without citation or passing it off as your own
- using fake citations
- copying homework or allowing others to copy yours
- looking at another student's quiz or test paper while taking a test
- sharing information or communicating with another student during a quiz or test
- accessing notes or information during a test or quiz (paper, written on the body, cell phone, computer, or another electronic device, etc.)
- giving or receiving information about an exam from another student
- removing testing materials or questions from the testing environment
- forging a signature

### PEER CONFLICT AND BULLYING

While there are many different types of conflicts students can experience, educators are trained to recognize the signs and symptoms that distinguish normal peer conflicts from bullying.

*Peer conflicts* are characterized as disagreements that can be negotiated and resolved. Peer conflicts can extend over time when/if student personalities clash. Students involved in peer conflicts:

- Do not insist on getting their own way or controlling another person
- Can give reasons why they disagree
- Can apologize or offer win-win suggestions
- Can change the topic or walk away if they choose.

*Bullying* is intentional, often pre-meditated actions motivated by the desire to hurt or harm.

- The perpetrator typically repeats the hurtful/harmful actions against the victim over time.
- A power imbalance may exist between the perpetrator and the victim. The action(s) may reflect that unjust use of power.
- The aggressor may enjoy carrying out the hurtful actions.
- The victim may have a sense of being oppressed, helpless, or trapped.

Bullying can present itself physically, verbally, or non-verbally. Bullying can also result from indirect actions when the bully solicits support from others to do harm or intentionally exclude a person from a group or activity.

Cyberbullying is the use of digital-communication tools (such as the Internet and cell phones) to hurt another intentionally and repeatedly. Examples of cyberbullying include sending hurtful texts or instant messages, posting embarrassing photos or videos on social media, and spreading mean rumors online or with cell phones repeatedly over time.

## BIRTHDAY CELEBRATIONS

Birthdays are celebrated regularly in homerooms and advisories to honor a student on their special day through song and/or special activities led by the teacher or advisor. If a child's birthday occurs during a school vacation, an appropriate alternate day to celebrate may be chosen.

In Lower School, we do not share food or gifts for birthdays on campus.

For home parties, no birthday invitations or gifts may be distributed at school, and transportation to parties should not leave directly from campus. Teachers and staff members should not attend students' birthday parties because of the appearance of favoritism.

## CLASSROOM PARTIES

The school requests that all classroom parties and events be understated and funded within the approved budget provided by the school. Foods (if any) should be nutritious, and in accordance with the school's Food Safety and Allergy Policy.



If classes from the same grade are hosting parties (such as Valentine's Day), there should be consistency between the events in each room. In all circumstances, party coordinators should discuss plans with teachers well before moving ahead with plans, and, if there are any questions, should consult with the appropriate division director. Party coordinators must comply with facility guidelines, including: no decorations hanging from light fixtures; no candles or flames; no appliances with heavy power needs.

### LOST AND FOUND

Please clearly label all belongings (i.e. lunch box containers and sweatshirts) with your child's name. Items that are clearly marked with a student's name will be returned to the family. Unmarked items will be placed in the school Lost and Found bins located in the gym. Unclaimed items are donated to a clothing bank monthly.

### LUNCH AND SNACKS

When on campus, students eat lunch within the classrooms, building community and camaraderie around mealtime. Students pack their lunch from home, and we encourage the use of reusable containers that students can independently open and repack. Refrigeration and microwaving are not available for student lunches. There is not a cafeteria or food available for students to purchase on campus.

### PERSONAL BELONGINGS: CLOTHES, TOYS, AND ELECTRONIC DEVICES

All student belongings and clothing should be marked with the child's name. Open Window is not responsible for articles lost or damaged. See *Lost and Found*.

Students are strongly discouraged from bringing personal electronic devices to school. E-readers may be used in accordance with the school's Responsible Use of Technology Agreement. Weapons (toys or real) and violent games of any kind are prohibited.

Students may not use personal electronic devices (cameras, cell phones, tablets, electronic games) or other diversions during the school day, at recess/break, or in after school programs without the direct permission of a staff member. Failure to comply will result in surrender of the item(s) which will be returned to the parent/guardian. Students may not take pictures or make recordings unless they are given direct permission by an appropriate staff member. In addition, students may not take pictures of members of the school community, nor may they publicly display photos, video, or audio recordings without the permission of those appearing in the media.

### CELL PHONES

We have an "Away for the Day" policy for student cell phones. Students must have their cell phones on silent and put away from the time they arrive in the morning until they leave campus. After dismissal, there is a designated area for cell phone use by middle school students for the sole purpose of contacting their authorized pickup person. Students must be in this designated area to use their phones.

### SCHOOL SPIRIT WEAR

Complimentary Open Window sweatshirts will be given to all new students at the beginning of the school year. Additional items, such as shorts, sweatshirts, T-shirts, and other clothing

with school logos are available for order on the Order School Gear Resource tile on MOW. On field trips, lower school students should come to school in their school sweatshirts or cardinal-colored shirts. Students and staff are encouraged to wear school spirit wear and colors on Fridays.

## TECHNOLOGY

### TECHNOLOGY

Technology resources are an essential part of the Open Window School educational program, and we expect all members of our community to use these resources in accordance with the Open Window School Responsible Use of Technology Agreement. This agreement is included in the online enrollment material that families complete during the summer and is also included in this handbook.

### ONE-TO-ONE DEVICES

We are happy to offer students the opportunity to use an Open Window School issued 1:1 device to enhance their academic experience. Students are issued an iPad (K-3) or laptop (4-8). Student use of devices is at all times governed by the Student Behavior Code and the Responsible Use of Technology Agreement.

Lower School devices may be taken home only if the school is in Distance or Hybrid Program Mode and a signed iPad or Laptop Checkout Agreement is on file.

Middle School (5-8) devices may be taken home if a signed Middle School Laptop Checkout Agreement is on file.

Device checkout agreements for all grade levels are included in the online enrollment material that families complete during the summer.

### CARE OF ONE-TO-ONE DEVICES AT HOME

- Devices should be transported and stored in their OWS-issued case or bag.
- Charge the device fully each night so it is ready for use.
- Use the device in a common room of the house (parent or guardian's choice).
- Store the device on a desk or table, never on the floor.
- Protect the device from extreme heat or cold, food and drinks, small children, and pets.
- Keep the device clean and free of stickers or other decorations.
- Clean devices with a soft damp cloth only when the device is powered off.
- Completely shut down the device before traveling anywhere including between home and school.
- Do not leave the device unattended in a vehicle. If unavoidable, device should be locked in the trunk before you reach your destination.
- Report any damage to the device to the ICT office immediately.

### MONITORING OF 4TH-8TH GRADE LAPTOPS AT HOME

Parents and guardians are responsible for monitoring the use of the laptop (including internet access) when not on the school campus. Additional information on the optional use

of this app is provided to parents and guardians via e-mail at the beginning of each school year.

### RESPONSIBLE USE OF TECHNOLOGY AGREEMENT

- I will be careful and gentle with my device:
- I will treat my device and accessories with care.
- I will always keep my device in its OWS-issued case or bag when carrying it outside of a classroom.
- I will store my device in its cart when leaving it at school overnight.
- I will always ask permission before making changes to hardware, software, or settings on my device.
- I will report any damage to the ICT office right away.
- I will be smart and safe when using technology:
- I will only log on with my own usernames and passwords, and I will keep my login information private.
- I will show respect for myself and others when using technology by only sending or posting content that is true, necessary, and kind.
- I will immediately tell an adult if I see something on a device that is inappropriate.
  
- I will be respectful of our school community:
- I will always get permission from a faculty or staff member before using any device while on the school campus, including personal devices.
- I will use my device(s) for educational purposes only.
- I will obey copyright laws and the school's expectations for academic integrity.
- I will only take my device off campus if I have a signed device checkout agreement on file.
- I will be responsible for my actions:
- I understand that Open Window school has the right to monitor my use of all technology resources and there is no expectation of privacy when I use any technology at school or any school-provided device in or out of school (including personal accounts I choose to use on my school-owned device).
- If at any time I fail to abide by the above guidelines, I will take full responsibility for my actions and their consequences.

Parents and guardians are required to certify the following as part of the registration process:

- I agree to also review the RUTA with my child and support the school in these expectations.
- I understand that Open Window School has the right to monitor my child's use of all technology resources and there is no expectation of privacy when my child uses any technology at school or any school-provided device outside of school.
- I understand that misuse of Open Window technology resources by my child could result in financial costs to our family, including replacement of devices and accessories that are not returned in usable condition.
- I understand that Open Window's network services and its access to the internet may contain information or materials which may be offensive or unsuitable for minors and adults. While the school will attempt to control and monitor technology resources, the

undersigned agrees to discharge and hold harmless the school, its officers, trustees, and employees from all claims, liabilities, demands, causes of actions, costs, expenses, or obligations of any kind, known or unknown, rising out of or in any way relating to his or her own or his or her child's access to Open Window's network services.

- In accordance with the Children's Online Privacy and Protection Act (COPPA), Open Window School may act as agents for parents and guardians in allowing student use of school-related online programs. Open Window School may contract with operators for online programs and apps designed solely for the use and benefit of the school that provide a COPPA compliant notice of practices to the school and do not use children's personal information for commercial purpose.
- As part of the educational program, students are issued 1:1 device. Devices may not be removed from school premises unless parents and guardians/guardians sign a device checkout agreement.