



2023–2024

# LOWER SCHOOL GUIDEBOOK

# TABLE OF CONTENTS

<b>A. GUIDEBOOK PURPOSE, ACKNOWLEDGEMENT, AND DEFINITIONS .....</b>	<b>03</b>
<b>B. GENERAL SCHOOL INFORMATION .....</b>	<b>04</b>
1. SCHOOL CONTACT INFORMATION.....	04
2. SCHOOL CALENDARS.....	05
3. ON-SITE MANAGEMENT AND STAFF .....	05
4. COMMUNICATION FROM THE SCHOOL .....	05
5. HOW TO CONTACT US.....	06
6. REQUESTS FOR ACADEMIC RECORDS AND RECOMMENDATIONS.....	07
<b>C. ARRIVAL AND DISMISSAL OF STUDENTS.....</b>	<b>07</b>
1. ARRIVAL TIMES AND EARLY BIRD PROGRAM .....	07
2. DISMISSAL WINDOWS AND LATE BIRD PROGRAM .....	08
3. ARRIVAL AND DISMISSAL PROCEDURES .....	09
4. CHANGES TO REGULAR DISMISSAL (EARLY PICK-UP).....	11
5. RIDESHARE SERVICES .....	12
<b>D. ATTENDANCE .....</b>	<b>12</b>
1. ABSENCES.....	12
2. REPORTING AN ABSENCE .....	12
3. TYPES OF ABSENCES.....	12
4. EXCESSIVE ABSENCES.....	13
5. TARDINESS.....	13
6. HOMEWORK AND ABSENCES.....	13
<b>E. ENRICHMENT PROGRAM.....</b>	<b>14</b>
1. LATE BIRD PROGRAM.....	14
2. LATE BIRD PROGRAM POLICIES AND PROCEDURES.....	14
3. LATE BIRD PROGRAM FEES & REFUND POLICY .....	15
4. EXTRACURRICULAR PROGRAM.....	16
5. EXTRACURRICULAR PROGRAM POLICIES.....	16
6. EXTRACURRICULAR PROGRAM FEES AND REFUND POLICY .....	17
7. FIELD TRIPS.....	17
<b>F. STUDENT SERVICES.....</b>	<b>17</b>
1. STUDENT HOURS.....	17
2. SOCIAL EMOTIONAL SUPPORT.....	17
3. ACADEMIC SUPPORT PROGRAM.....	17
4. ACADEMIC RECOGNITION .....	18
5. BUS TRANSPORTATION.....	18
6. BUS TRANSPORTATION FEES.....	19
7. STUDENT HEALTH AND WELLNESS .....	19
8. LUNCH/SNACK PROGRAM .....	19
<b>G. HEALTH AND SAFETY GUIDELINES .....</b>	<b>20</b>
1. ALLERGENS .....	20
2. STUDENT SAFETY .....	20
3. ILLNESS .....	21
4. HEALTH OFFICE GUIDELINES .....	21
5. EMERGENCY PREPAREDNESS.....	24
6. INCLEMENT WEATHER NOTIFICATIONS .....	24
7. OFF-CAMPUS POLICIES.....	24
<b>H. RULES.....</b>	<b>25</b>
1. BIRTHDAY CELEBRATIONS AT SCHOOL.....	25
2. COSTUMES.....	26
3. PHONES, LAPTOPS, AND OTHER ELECTRONICS .....	26
4. INTERNET SAFETY BEST PRACTICES .....	27
5. CARE OF SCHOOL PROPERTY .....	27
<b>I. MISCELLANEOUS .....</b>	<b>28</b>
1. SCHOOL OFFICE ITEM DROP OFF .....	28
2. LOST AND FOUND.....	28
3. VISITORS TO CAMPUS .....	29
4. VOLUNTEER PROTOCOLS.....	29
5. COMMONLY USED ACRONYMS AND PHRASES.....	30
<b>BASIS INDEPENDENT MANHATTAN ACADEMIC CALENDAR.....</b>	<b>31</b>

## A. GUIDEBOOK PURPOSE, ACKNOWLEDGEMENT, AND DEFINITIONS

This Guidebook outlines the policies and procedures specific to our BASIS Independent Manhattan Lower School (BIMN) campus. It is designed as an extension of the overarching BASIS Independent School Parent-Student Handbook that covers policies across all BASIS Independent School campuses. As a condition of enrollment, Parents and students (PreK–12 grades) are required to sign the Parent/Student Handbook and School Guidebook Acknowledgement, which indicates that both the Parents and student understand and agree to abide by the directions of this Handbook and the School Guidebook. Each student will receive this Acknowledgment from his/her School to complete.

Information, policies, and procedures pertinent to an individual School campus (e.g. general school information, arrival and dismissal procedures, student services, health and safety guidelines, etc.) will be provided in the School's Guidebook, which is distributed alongside the Parent/Student Handbook. The School expressly reserves the right to change any of its policies, including those covered here, at any time without notice. Normally, the School will notify families of these changes through ParentSquare, the School's online communications portal, or by other appropriate means. Changes are effective on dates determined by the School.

The following terms are used in this School Guidebook:

**School:** This School Guidebook contains only information common to BASIS Independent Manhattan Lower School campus. For the purpose of this Guidebook, the term "School" is used to represent BASIS Independent Manhattan Lower School campus.

**Parents:** For the purposes of this Handbook, the term "Parents" is used to indicate the student's caregiver(s) identified in the student's registration documents as the person or people with whom the student resides. Absent a court order or written agreement to the contrary, which must be provided during the registration process, it is assumed that both parents have joint legal custody of a child. If there is a court order limiting the custody of, communication with, or visitation rights to the student, it is the responsibility of the caregiver with custody to submit a copy of the court order to the School office (the main Administrative area of the School). Unless a court order stating otherwise is on file with the School, both parents have equal rights to information. It is the parents' responsibility to notify the School of any changes to family circumstances.

## B. GENERAL SCHOOL INFORMATION

### 1. SCHOOL CONTACT INFORMATION

**ADDRESS**

795 Columbus Avenue, New York, NY 10025

**PHONE**

(347) 305 4960

**WEBSITE**

[manhattan.basisindependent.com](https://manhattan.basisindependent.com)

**PARENT PORTAL**

[www.parentsquare.com](https://www.parentsquare.com)

**SCHOOL OFFICE HOURS**

Monday to Friday: 7:00 AM–6:00 PM

**ACADEMIC DAY START AND END TIMES**

GRADE(S)	CLASS START	CLASS END
PreK–1	9:00 AM	3:00 PM
PreK–2	9:00 AM	3:00 PM
K	8:00 AM	3:15 PM
Grades 1–4	8:00 AM	3:40 PM
Grade 5	8:00 AM	3:35 PM

**EARLY BIRD PROGRAM (BEFORE-CARE)**

7:15 AM–Arrival Time

**LATE BIRD PROGRAM (AFTER-CARE)**

Dismissal Time–6:00 PM

## 2. SCHOOL CALENDARS

School calendars are available on ParentSquare in the Links, Resource Hub, and/or Events section. Additionally, the School will distribute calendars as an addendum to this guidebook. The School may create separate calendars for academics, socials and enrichment activities.

## 3. ON-SITE MANAGEMENT AND STAFF

A directory of school administration and staff is available on ParentSquare under Explore → Directory in the left-hand menu on the homepage. All School email addresses follow a pattern of first.last@basisindependent.com.

## 4. COMMUNICATION FROM THE SCHOOL

The School communicates regularly with families and staff through the following channels:

**ParentSquare Website & App:** Resource containing all critical information for parents to access throughout the school year. The website ([www.parentsquare.com](http://www.parentsquare.com)) allows parents to email faculty and school leadership directly. Emergency communications, such as closure due to inclement weather, may also be delivered via ParentSquare. All enrolled families are invited via email to access the School ParentSquare Parent Portal. The ParentSquare site contains:

- › All core School documents (i.e. School Calendars, Parent/Student Handbook, School Guidebook, Extracurricular Catalog)
- › Links to School systems (i.e. School Dismissal Manager (SDM) and BASIS Independent Payment Portal (BIPP))
- › Class-specific information
- › Posts on upcoming events for RSVPs, sign-ups, and event reminders
- › School Directory (teacher and staff email addresses)
- › Family Directory

**Class Weekly Newsletters (PreK–5):** Newsletters for PreK–4 families are emailed by our teachers every Friday and every other Friday for grade 5 to help parents engage in conversation with our youngest learners about class activities and student learning.

**Communication Journal (CJ):** A planner to assist students with managing a busy workload and facilitating conversations between students, teachers, and families. Parents and teachers should communicate short messages to each other via the CJ throughout the school year.

Parents are expected to review their child's CJ daily to stay abreast of in-class schoolwork and homework assignments. Mandatory daily parent signatures are required in grades K-5. Parent signatures are also required for any disciplinary actions that are reported home.

**Parent Hours:** In lieu of the traditional parent-teacher conference, teachers have separate Parent Hours each week that allow parents time to meet with the teacher privately. Schedules for Parent Hours will be posted by the individual teacher in their email signature, course syllabi, and on ParentSquare. Parent meetings with teachers can be scheduled through ParentSquare. Please provide at least 24 hours advance notice. Meetings may be in-person or a teleconference.

**School Weekly Family Newsletter:** Newsletter alerting families to upcoming events as well as developments with the school and parent committees. Issues are distributed via ParentSquare weekly during the school year.

**Coffee with Administration:** Meetings held once per Trimester where families can hear directly from school leadership about timely school topics and/or policies and our curriculum.

**School Blog:** Periodically throughout the course of the school year, the School will add stories about student successes, school events, and posts from faculty, students and school leadership. A link to the School blog is located on the school website.

**Social Media:** We share insights into what is happening on campus and with our school community via Instagram (@basisindependentmanhattan), Facebook (@binsmanhattan), and LinkedIn.

**Wildcat Chats:** These forum-style meetings by grade level give parents the opportunity to voice opinions, ask questions, and express concerns to administration in a productive and constructive way. The goal is to address issues, find solutions, and improve through open dialogue.

## 5. HOW TO CONTACT US

**Administration:** Parents may contact the School office for general questions or additional support if they are unable to contact the appropriate department via the school directory. The Directory is located under the Explore tab on the ParentSquare dashboard. Below is a list of departments:

- **Academic Programs:** The Academic Programs team is the gatekeeper to the BASIS Curriculum, handling assessments, scheduling, and ensuring we align to meet the expectations of BASIS Curriculum Schools. Student records including grade reports, required forms, and attendance are maintained by the Academic Programs office. For records request, please email [BIMNAcPro@BASISIndependent.com](mailto:BIMNAcPro@BASISIndependent.com). For immunization records and medical forms, contact our Health Coordinator at [bimnhealthoffice@basisindependent.com](mailto:bimnhealthoffice@basisindependent.com).
- **Admissions:** The Admissions team welcomes new families to our program and educates them on the benefits of our academic program.
- **Auxiliary Programs:** The Auxiliary Programs team helps students explore new interests and discover their passions outside of the classroom through clubs, sports, community-building events, and our summer program. This team also assists with the Late Bird program.
- **School & Student Services:** From student health to bussing to parent communications, our School and Student Services team is indispensable in all aspects of making school a positive

experience for the whole community. The Operations team assists with transportation, food service and questions regarding tuition, fees and BIPP. The Director of Communications assists parents with ParentSquare, writes the Weekly Newsletters and communicates with parent committees. For all other student services, contact the School office or consult the Directory in ParentSquare.

➤ **Student Affairs:** The Student Affairs team develops and administers plans to support and enhance the experience of our students in all grade bands from academic support to social-emotional development.

**Faculty:** Parents are encouraged to communicate with their student’s faculty via the Communication Journal, email, ParentSquare, and/or Parent Hours. Parent Hour meetings with teachers are scheduled in 15-minute increments and need to be arranged through ParentSquare at least 24 hours in advance.

**School Dismissal Manager:** An app and website resource ([www.schooldismissalmanager.com](http://www.schooldismissalmanager.com)) parents should use to report their child’s attendance and dismissal procedure. Parents are invited by the school to use the site at the beginning of each year. A detailed “How-To” document can be found on ParentSquare.

6. REQUESTS FOR ACADEMIC RECORDS AND RECOMMENDATIONS

Student records are maintained by the Academic Programs office. Students or their parent(s) may request academic records at any time by emailing [BIMNacPro@BASISIndependent.com](mailto:BIMNacPro@BASISIndependent.com). These requests are processed within one week (5 business days).

Students who would like to request a formal recommendation or a letter of recommendation from a faculty member are encouraged to first speak with the faculty member directly, as this is an important step in developing professional etiquette. Recommendations are not provided directly to the student or family. Requests must be made with at least two business weeks’ advance notice, and will be completed pending teacher availability.

C. ARRIVAL AND DISMISSAL OF STUDENTS

1. ARRIVAL AND DISMISSAL TIMES

	LATEST ARRIVAL TIME	CLASS START TIME
PreK–1	8:55 AM	9:00 AM
Prek–2	8:55 AM	9:00 AM
Kindergarten	7:55 AM	8:00 AM
Grades 1–5	7:55 AM	8:00 AM

**Early Bird Program:** A before-school program available to all students who arrive at school early at no charge.

The School office will open at 7:00 AM. Students may access the building using the front entrance at 7:00 AM and be supervised until Early Bird begins. Students are not allowed on campus before the school opens. The School is not responsible for supervising students prior to 7:00 AM and is not responsible for anything that occurs if a student arrives prior to the building opening.

The Early Bird Program begins at 7:15 AM and serves those parents who must drop off their child before school begins. All students are dropped off at the front entrance and will report to the assigned Early Bird locations.

The supervisors of the Early Bird Program monitor the safety of all of the students. The Early Bird program is supervised and provides a safe place for students to socialize, read, or study while they wait for the start of school.

Students are required to follow all school disciplinary rules during this time. Students are not allowed to leave the designated area without permission before their release time. The school reserves the right to exclude students from the Early Bird Program for disruptive behavior or other misconduct.

Ten minutes before their first class begins, students will be dismissed to their lockers or will be picked up by their teachers to begin their academic day.

## 2. DISMISSAL WINDOWS AND LATE BIRD PROGRAM

DISMISSAL WINDOW	
PreK-1 & -2	3:00 PM-3:15 PM
Kindergarten	3:15 PM-3:30 PM
Grades 1-4	3:40 PM-3:55 PM
Grade 5	3:35 PM-3:55 PM
Grade 5	4:25 PM-4:30 PM
Grade 5: (Optional Mandarin)	

**Late Bird Program:** An after-school program available to all students who require supervision after dismissal times. This is a fee-based program from 4:00 PM to 6:00 PM. This program is operated through the school and is subject to changes based on the official school calendar and schedule (i.e. early dismissal days, unexpected campus closures, or other discretionary situations). Any changes will be communicated to families through ParentSquare.

**School Dismissal Manager:** App and website resource ([www.schooldismissalmanager.com](http://www.schooldismissalmanager.com)) parents must use to report their child’s attendance and dismissal procedure. School Dismissal Manager is updated daily at 1:00 PM.

Parents (or designated persons for student pick up) are expected to pick up their student during the dismissal window outlined above. Students will not be in the designated pick-up area prior

to dismissal. If an emergency arises that causes a delay in picking up your child, please notify the School office.

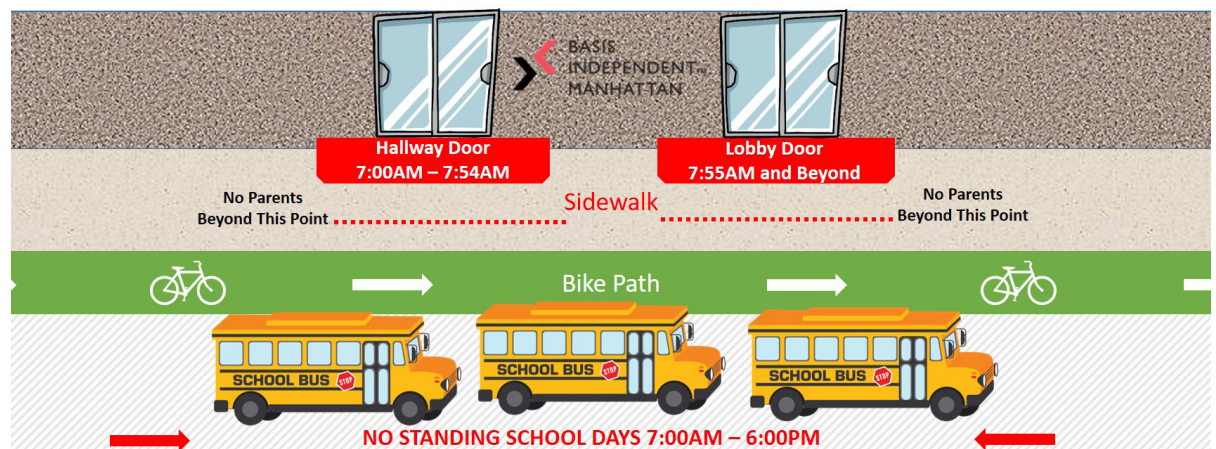
Please note that these procedures are subject to change and will be communicated via ParentSquare.

If your student is in grade 5 and you would like your student to be able to leave campus on their own, you will need to complete the Permission to Leave School Campus form, which you can obtain by emailing the Academic Programs department. Once filled out, please return to the Academic Programs department.

Students who are not picked up by the Late Bird start time will be signed into the Late Bird Program and charged a Drop-In Fee. (See Enrichment Programs for additional information about the Late Bird Program). The school building closes at 6:00 PM. Parents who pick up students after 6:00 PM are charged a Late Pick-Up Fee. If School staff cannot contact a Parent or emergency contact by 6:30 PM, the police are notified. (See Late Bird Program Fees for additional information).

### 3. ARRIVAL AND DISMISSAL PROCEDURES

The School has developed a pedestrian and vehicle plan to ensure the safety of all the members of our community and the public. Please review this section carefully to gain a clear understanding of arrival and dismissal procedures, be a cooperative member of our school community, and enable us to maintain safety as our first priority. The campus map below uses red arrows to show traffic flow and suggested areas for pedestrian access, car loading/unloading, and bus zones. Whenever entering or exiting the school, remember to look both ways for cyclists!





### GENERAL POLICIES

- Follow staff instructions and signage.
- No cell phone use.
- Use crossing paths and walkways. No jaywalking.
- Walk bicycles or scooters on the sidewalk. Helmets highly recommended.
- Do not park and leave your vehicle in the designated school zone from 7:30–8:00 AM and 3:00–4:00 PM
- Look both ways for cyclist when crossing the bike land adjacent to the school on Columbus Ave.

The safety of our families and staff is our highest priority. Negligent behavior can endanger the safety and well-being of our community. Be alert and cautious at all times when approaching the school. Students must uphold the same code of conduct during drop off and pick up as inside the school. Parents must anticipate traffic during the first weeks of school as our school community settles into our arrival and dismissal routines.

The following procedures are for **dropping off your student** before school:

**By Car:** Metered parking spaces are available near the school. Please park your car and walk to the front entrance. Note that Columbus Avenue, directly in front of the school, is a “School Zone” reserved for bus loading. There are no cars allowed in this space between 7:30 AM to 8:00 AM. We are unable to provide a staff member for car unloading from the road.

**By Bus:** Buses will park in the school loading zone on Columbus Avenue and a staff member will be available to assist with unloading.

**By Transit or Foot:** Parents are encouraged to drop off their child directly at the front entrance. We will have a staff member available to greet you. Pedestrians should utilize sidewalks and crosswalks where possible. We are not able to accommodate bicycle storage at the school.

Students should arrive no less than 15 minutes before the start of their first class to allow time to get situated. Students who are late to school must be accompanied to the School office by their parent/guardian to obtain a late pass. Late arrivals are recorded in the Student Arrival Log kept in the School office.

The following procedures are for **picking up your student** during dismissal after school:

**By Car:** Metered parking spaces are available near the school. Please park your car and walk to the front entrance. Note that Columbus Avenue directly in front of the school is reserved for bus loading and there is no parking allowed in this zone. We are unable to provide a staff member for car loading from the road. Teachers will deliver students to parents waiting at the front hallway door.

**By Bus:** Buses will park in the school loading zone on Columbus Avenue and staff members will be available to assist with loading at 4:00 PM.

**By Transit or Foot:** Grade 5 students self-dismissing must have a written parent authorization on file with the school in order to leave the campus unaccompanied. Self-dismissing students will sign out in the School office and exit through the front doors of the lobby. (See Off-campus policies for additional information).

Siblings with an earlier dismissal time will report to a designated waiting area to help families connect at the end of the school day.

Students utilizing Student Hours, extracurricular clubs, or Late Bird will be called to the School office when parents arrive for pick up.

## 4. CHANGES TO REGULAR DISMISSAL (EARLY PICK-UP)

If a student needs to be released during the school day, a parent or emergency contact's presence is required. Students will only be released to a parent or to someone named on the student's emergency contact list. To minimize disruptions, students should be picked up during passing periods whenever possible. For students in grade 5 who are authorized to be self-dismissed, parent must send a note to give permission for the student to leave campus early on their own. At the school's discretion, students leaving early due to illness or injury may not be permitted to leave on their own, even with written permission.

Parents of students (PreK–4) must notify the School office and their child’s teacher about changes to the regular dismissal plan via email by 1:00 PM. Change requests after 1:00 PM cannot be guaranteed. It is highly encouraged to give as much advance notice as possible.

## 5. RIDESHARE SERVICES (UBER/LYFT)

Uber and Lyft have policies that prohibit minors from riding alone in their vehicles; therefore we cannot support their use for transporting students under the age of 18 to and from campus. Students under the age of 18 are prohibited from using Uber, Lyft, or any other rideshare service to facilitate drop-off or pick-up from campus unless the student is accompanied by their parent or other authorized adult.

# D. ATTENDANCE

## 1. ABSENCES

Regular school attendance is essential for success. Absences from class may result in serious disruption of a student’s mastery of the instructional materials. Students who miss more than half of a class period will be marked tardy for the class period. It is essential that students and parents make every effort to avoid unnecessary absences. All absences are counted in a student’s total number of absences.

## 2. REPORTING AN ABSENCE

Families should report full day or partial absence to the school directly by updating their Student Dismissal Manager and notifying the Lead teacher at least 30 minutes prior to the start of the school day.

When a parent does not contact the School to report an absence, the School will attempt to reach the parent through the parent information provided in the first day forms.

## 3. TYPES OF ABSENCES

- **Excused:** Student is absent and accounted for with satisfactory reason. To support learning, parents are strongly encouraged to align family vacations and personal events with the School Calendar.
- **Medical:** Student is absent due to a medical condition, not illness, or an appointment with a healthcare provider.
- **Illness:** Student is absent due to an illness. When reporting an illness, please include disease name or symptoms and who provided the diagnosis (e.g. parent or healthcare provider).
- **Family Emergency:** Student is absent due to an unplanned event (e.g. death, accident).
- **Unexcused:** Student is absent for reasons not accepted by the School.

To inform the school of an extended absence, contact your student's lead teacher, [BIMNFrontoffice@basisindependent.com](mailto:BIMNFrontoffice@basisindependent.com), and [BIMNStudentAffairs@basisindependent.com](mailto:BIMNStudentAffairs@basisindependent.com).

## 4. EXCESSIVE ABSENCES

At the end of each trimester the school will contact to the parent to inform them if their child has five (5) or more unexcused absences. Parents must contact their student's teacher to discuss any and all work that needs to be made up when excessive absences occur. In addition, students are expected to make up any assessments during that time. Parents must schedule student hours for their student to complete unfinished work and complete assessments.

Chronically absent students must work with the teachers to find ways to appropriately catch their students up in a timely manner. Student Affairs may require a parent meeting if students do not comply with the teacher's set plan. Failure to do so will result in the student not fulfilling the requirements necessary for grade promotion. The Director of Student Affairs may make exceptions for extenuating circumstances at their discretion.

## 5. TARDINESS

Class instruction starts at 8:00 AM (K-5). Students should arrive no later than 7:45 AM to make sure they have time to go to their locker or cubby and start the day properly prepared. K-5 students who arrive at the front hallway doors of school after 7:55 AM are tardy and must be signed in by a parent/guardian. There is an exception for students enrolled in the BASIS Independent Manhattan transportation program. They will not be counted as tardy if the bus arrives after 7:55 AM.

Tardiness can cause a student to miss valuable instructional time, and often creates disruption and a distraction to the learning environment for other students. Chronic late arrivals may be considered a disciplinary violation and may be reported to the Director of Student Affairs.

If a student is marked tardy three times in a single day, they will be required to meet with the Director of Student Affairs to discuss their tardiness.

Chronic late arrivals will be considered a disciplinary violation and may result in meetings with the Dean or Director of Student Affairs.

## 6. HOMEWORK AND ABSENCES

If students are home sick, we do not want them to worry about completing homework assignments. Depending upon the student's grade, homework may be provided to the parent for those students who may feel well enough to get a jump-start on missed assignments. For the students in PreK–grade 5, teachers provide their policy for the completion of missed homework assignments, quizzes, and tests in the course syllabus.

## HOMework POLICY

Please consult the individual teacher syllabi for their policy on absences and missed work or homework. Class assignments and homework may not be distributed until after the school day concludes to allow teachers to focus on their daily classes.

- In PreK–grade 4, the lead teacher(s) are the point of contact.
- In grade 5, the individual subject teachers are the point of contact for absences and missed assignments.

They will have hard copies of any classwork or homework that needs to be made up and students can retrieve that work upon their return to school. Student Affairs also works with the fifth-grade team to support catching students up when they are absent multiple days in a row.

Copies of class notes are not provided. It is the student's responsibility to obtain all class notes either from the teacher. Students are expected to attend student hours to review the lesson objectives and ask questions. Copying notes by hand (as opposed to using a copy machine) will be more beneficial to the student when catching up with missed material.

## E. ENRICHMENT PROGRAM

### 1. LATE BIRD PROGRAM

The Late Bird Program is a voluntary, fee-based extension of the school day available to students PreK–grade 5, and takes place Monday through Friday from 4:00 - 6:00 PM (PreK & K Late Bird available at 3:00 PM). Late Bird is a monitored program that allows students to be in the school building while waiting for pick up, Student Hours, or an extracurricular activity. Late Bird hours are adjusted for Early Release Days. Late Bird is not available when the school is not in session or as communicated by the Operations team.

- **Early Learning Program:** Students in PreK and Kindergarten engage in age-appropriate activities that include dedicated time for snack and recess. Kindergarten students will complete homework under the supervision of early learning teachers.
- **Primary Program:** Students in grades 1–5 complete homework for up to 30 minutes under the supervision of a staff member who assists with time management. Students will also engage in age-appropriate activities that include dedicated time for snack and recess.

### 2. LATE BIRD PROGRAM POLICIES AND PROCEDURES

Families can enroll students in Late Bird on an annual, monthly, or weekly plan. There also is an option to purchase "Bird Passes" by the day. After dismissal, students in PreK–grade 5 are escorted to the designated area and signed into the Late Bird program if not otherwise engaged in scheduled enrichment activities or actively attending Student Hours. If a student isn't registered for the Late Bird program, a Drop-in Fee is charged.

All students in the Late Bird Program are required to sign in and out using the Attendance Log kept by the Late Bird Supervisor. Students are not permitted to wander the halls or congregate in any room other than the designated space. Students found on campus not attending Student Hours or extracurricular clubs will be escorted to Late Bird and charged the drop-in fee if they are not registered. Repeat occurrences of students found outside of designated areas may result in disciplinary action. Students must sign out with the Late Bird Supervisor if they need to be dismissed to attend Student Hours or an extracurricular club. Students are not permitted to leave campus and then return to Late Bird.

Late Bird is an extension of the school day and students must adhere to the school's student Code of Conduct. Failure to adhere to behavior guidelines may result in a student being unable to participate in Late Bird. No refunds of Late Bird fees will be provided in the case of a student being unable to participate due to behavioral concerns.

Students not registered for Late Bird who are attending Student Hours, waiting for a parent to complete a scheduled meeting or enrolled in an enrichment activity are permitted to sign in to Late Bird free of charge prior to the session or activity. Students who remain or return to Late Bird after the completion of the scheduled activity will be charged a Drop-in fee.

#### GENERAL INFORMATION

- **Parent Contact:** Parents may reach the Late Bird Program by calling the School office. Students will have access to the school phone in the School office if it is necessary to communicate with parents.
- **Cell Phones and Laptop Use:** Students should not access their cell phones during the Late Bird Program. The School provides students with access to the School office phone and laptop computers during school hours. Laptops are reserved exclusively for academic uses. Students must be monitored by a staff or faculty member whenever using a school laptop.
- **Pick Up:** Late Bird students are released only to their parent or an authorized individual. This person must sign their student out when picking them up. Those students whose parent have not submitted a Late Bird registration form will only be released to adults listed on the student's emergency contact form. These dismissal measures are very important for the safety of our students.
- Any students remaining after 6:00 PM will be charged a Late Pick-Up Fee (see below). Excessive late pick-ups may affect a student's eligibility to participate in Late Bird.

All students must be picked up no later than 6:00 PM when the building closes. Students who remain will be charged a Late Pick-Up Fee. In the event that the School office is unable to contact a parent or an emergency contact by 6:30 PM, the police will be notified.

### 3. LATE BIRD PROGRAM FEES & REFUND POLICY

Students do not need to be enrolled in the Late Bird program if they are dropping in. For those families interested in the Annual Discount Fee, they may enroll in the Late Bird program at any time during the school year by contacting [BIMNOperations@basisindependent.com](mailto:BIMNOperations@basisindependent.com). Depending on the month, the annual fee will be prorated. Once enrolled for the Annual Discount Fee, there

is no refund. All invoices for Late Bird Program fees will be emailed and paid via BIPP (See Parent Financial Obligations for additional information). Late Bird Program fees are as follows:

- Refund Policy: Requests for Late Bird refunds will be reviewed on a case by case basis.
- Yearly: \$3,250
- Monthly: \$400
- Weekly: \$150
- Daily Passes (Drop-In): \$35/day

## 4. EXTRACURRICULAR PROGRAM

Extracurricular Activities allow students time for enrichment, socialization, and other pursuits beyond the classroom. The Auxiliary Programs department organizes activities and clubs based on student and parent interest to create diverse offerings for all grade levels. Activities and club offerings are driven by interest and enrollment levels. The School cannot guarantee that all clubs will be offered each session. The Extracurricular Catalog, which includes information about registration, fees and deadlines, is available to families via ParentSquare.

## 5. EXTRACURRICULAR PROGRAM POLICIES

Students must maintain a strong academic standing and appropriate behavior to enroll in extracurricular activities. Any student below a C average needs written approval from their Dean to participate in extracurricular activities including sports and performances. Activity advisors will provide a list of student expectations for participation.

Extracurricular activities are an extension of the school day and students must adhere to the school's student Code of Conduct. If there are multiple behavior incidents reported during extracurricular programming, students will be asked to not attend and no refunds will be given. Absent students are not allowed to attend an after-school extracurricular activity, including sports and performing arts.

Students report promptly to extracurricular activities. Chronic late arrivals may result in the student being removed from the program. There is no refund of extracurricular program fees for chronic absences or disqualification due to poor grades and behavior.

Students are dismissed from extracurricular activities as stated in the Extracurricular Catalog. The Activity Advisor supervises students in the dismissal area for 15 minutes. All students remaining will be escorted to the Late Bird Program and will be charged a Drop-In Fee (See Late Bird Fees for additional information).

For extracurricular activities that occur off-campus, the activity description in the Extracurricular Catalog will state if transportation is provided to the activity. Parents are responsible for picking up their student from the off-campus activity.

## 6. EXTRACURRICULAR PROGRAM FEES AND REFUND POLICY

Extracurricular activities require a registration fee. The Auxiliary Programs Department communicates the deadline for refund requests during the registration process. After the deadline, registration fees are non-refundable under any circumstances. These include, but are not limited to, absence(s), withdrawal before the end of the activity, and withdrawal due to academic standing, disruptive behavior, or other misconduct. Activities cancelled due to low enrollment are refunded in full.

## 7. FIELD TRIPS

The School will offer field trips to off-campus locations. Parents will be notified of any upcoming field trip, along with any associated costs before the scheduled trip. Parents must sign a permission slip for each field trip. If parents choose to opt their child out of the trip, the student will be provided with alternative assignment on campus.

# F. STUDENT SERVICES

## 1. STUDENT HOURS

Student Hours are for students to meet with teachers to build relationships, review tests and assignments and ask questions. Parents do not attend Student Hours. Because students may need guidance to prepare for student hours, parents are encouraged to email the teacher prior to sending the student to Student Hours if the teacher has not already been in contact with the parent.

Student Hours are listed in teacher classrooms, email signatures, and course syllabi. Students are encouraged to remain in Student Hours for the entire session. Attendance logs are maintained by teachers. Disruptive students including late arrivals and early departures may be dismissed from Student Hours, escorted to the Late Bird Program and charged a Drop-In Fee.

Students who are on the busing plan will be bused home on the late bus following Student Hours.

## 2. SOCIAL EMOTIONAL SUPPORT

All students receive social-emotional learning appropriate for their developmental level delivered via classroom lessons to all students as a collaboration between School Counselor, Learning Expert Teacher, and other school staff.

Additional social-emotional support from the School Counselor is accessible to all students by referral. Referrals may be made by teacher, parent, or self.

## 3. ACADEMIC SUPPORT PROGRAM

The Academic Support Program, organized by the Student Affairs department, supports the growth of academic independence in our students. The team works together to help students overcome obstacles and achieve long-term academic success.

Student may be recommended for Academic Support by a dean, teacher, parent, or Director. The Dean is responsible for reviewing the recommendation and communicating with the student about the Academic Support Program. Parents are notified if a student is placed on Academic Support.

While students needs are addressed on an individual basis, the Academic Support Team frequently uses the following tools to support students:

- Mandatory Student Hours
- CJ Checks
- Workshops
- Weekly Check-Ins
- Individualized Academic Plans
- Family Meetings

## 4. ACADEMIC RECOGNITION

The School recognizes high academic performance at the end of each Trimester. The academic achievement of the students is recognized in the following ways:

- **Distinguished Honor Roll:** Top 5% of students with the highest Year-to-Date Averages for the current Trimester (grade 5 only; not awarded for Trimester 1).
- **Honor Roll:** Top 15% of students with the highest Year-to-Date Averages for the current Trimester (grade 5 only).
- **Most Improved Honor Roll:** Top 15% of students in terms of total percentage improvement between the previous Trimester and the current Trimester (not awarded for Trimester 1).
- **90s Award:** All students in grade 5 earning a Year-to-Date Average of 90% or higher for the current Trimester.
- **Subject Awards:** Teachers from each subject will select students who earned the award for that class.

The School will have in-school awards ceremonies in grade 5 to celebrate student achievement. Students in all grades are celebrated with an end-of-year ceremony to which parents are also invited that recognizes achievements from throughout the year.

## 5. BUS TRANSPORTATION

Bus service is available for K–grade 5 students.

Details about bus routes and fees are provided by the School Operations department in the Transportation Guide via ParentSquare. All the bus stops along the routes must adhere to specified times to avoid delays.

Bus stops are located in lit, communal areas. A parent or guardian is expected to be at the stop location for drop off and pick up each day. Students will not be released for drop off without a designated adult present. If that adult is not present, the student will remain on the bus and can be picked up by a designated adult at the next stop. Students who are not retrieved at a bus stop will return to the school and be signed in to Late Bird to await pick up.

All buses are scheduled to arrive at school by 7:45 AM and depart the school at 4:00 PM. There is a second PM bus that departs the school between 5:30–5:45 PM to accommodate students who attend Student Hours and extracurricular clubs.

Students using the school bus must follow the directions of School staff and bus attendants when boarding and disembarking from buses.

## **6. BUS TRANSPORTATION FEES**

### **REFUND POLICY**

Bus payment is non-refundable, Bus payment is non-refundable and non-transferable. Mid-year transfers may have a pro-rated rate.

### **FEE COLLECTION**

All bus payments via the BASIS Independent Payment Portal (BIPP).

## **7. STUDENT HEALTH AND WELLNESS**

A staff member oversees and provides services related to maintaining the health and wellness of our students including on-site medical support for the administration of student medications and treatment of minor injuries.

The School does not provide medications for the use of students. Students are not allowed to manage their own medications. Parents who wish their children to take medications at school must complete and sign an Administration of Medication in School Form along with authorized medication in a closed container with the name of the student on it.

## **8. LUNCH/SNACK PROGRAM**

Through Butter Beans, the School provides an optional hot and cold lunch service that is tree nut and peanut-free. This program allows families to see the monthly menus and select from a range of healthy and nutritious meal options each day. Registration and payment is made directly through Butter Beans and not handled by the school. They offer monthly or annual packages.

Butterbeans does not provide snack to butterbeans kids.. just the lunch during their lunch time. Butter Beans offers an account system that is highly recommended for younger students as opposed to sending them into school with cash. Visit the Butter Beans website to learn more ([www.butterbeans.com](http://www.butterbeans.com)).

Students may bring their own snacks and lunches from home. If packing a lunch, please remember to pack utensils (if needed) and napkins. There are no microwaves or refrigerators available for student use, so please pack accordingly.

If a student forgets lunch, the student's parent will be notified. Parents can deliver a lunch to the school or Butter Beans offers a daily rate for the meal program. The cost of these meals will be billed to you directly from Butter Beans.

## G. HEALTH AND SAFETY GUIDELINES

### 1. ALLERGENS

Students in grades 1–5 are not permitted to eat in classrooms to prevent food allergen contamination and ensure the cleanliness of the building. Students in PreK and Kindergarten will eat in their classrooms and accordingly the classroom is “nut-aware”.

Additionally, we prohibit food sharing amongst students. If food is shared for a class-sponsored event, all food items will be labeled with common allergens listed. Parents of children in the Early Learning Program with food allergies or sensitivities are encouraged to supply their teacher with a package of snacks that their child can have throughout the year at a birthday or other celebrations instead of what is offered.

### 2. STUDENT SAFETY

**Appropriate Footwear:** On days that students have Physical Education class, they must wear appropriate athletic shoes. Rain boots, snow boots, and flip flops are not allowed.

**Backpacks in Classrooms:** While zippered binders, such as Case-Its are highly recommended for students to carry to and from classes, backpacks are permitted in classrooms if hung on the back of a student's chair or placed under a student's chair. Aisles in the classroom must be accessible and clear at all times.

**Backpacks in Hallways:** Backpacks cannot be placed in the hallway since it is a fire hazard. Therefore, all backpacks must be able to fit into a student's assigned locker (17' depth, 9.5" width, 36" height) and larger backpacks that cannot fit into a locker will not be allowed.

**Rolling Backpacks:** In order to keep our space free of hazards, rolling backpacks are not allowed.

**Shoes with Wheels:** Shoes with embedded wheels (a.k.a 'wheelies') are a safety concern for students wearing them and those around them. For that reason, they are not allowed in the school.

### 3. ILLNESS

If students need to go home sick early from school, then a parent or emergency contact must come to campus and sign them out of the school. Students will not be able to ride the bus home. Parents must pick up their students immediately if they need to leave school. Grade 5 students that are self-dismissed must be accompanied by a parent and/or guardian to leave school early when they are ill. Self-dismiss students are prohibited to leave campus alone anytime before 3:35 PM dismissal.

The School has a 24-hour policy upon return.

**Fever:** a student must remain home with a fever until he or she has remained fever-free for 24 hours without the help of fever-reducing medication. This is important to stop the spread of illness.

**Vomiting/Diarrhea:** a student must remain home following an episode of vomiting/diarrhea until he or she has remained vomit-free for 24 hours. This is important to stop the spread of illness.

**Strep Throat/Other Infections Requiring Antibiotics:** A student must remain at home until that student has taken antibiotics for an entire 24 hour period. This policy is intended to stop the spread of strep throat and other communicable diseases (e.g., pink eye).

Parents must notify the School office if their student has any of the following health conditions: strep throat, pink eye, other contagious illness; if a student has head lice; or if a student's medication is adjusted or discontinued. This notification allows us to track transmission and inform families if there are more cases in a class or grade.

### 4. HEALTH OFFICE GUIDELINES

**Allergic reactions:** In the event that a student experiences an allergic reaction in the form of respiratory difficulty, the parent will be contacted and the student will be transported to a medical facility immediately. If the student experiences an allergic reaction in the form of a rash, the rash will be assessed by the health office representative and the parent will be notified. If an allergic reaction is non-threatening and the student is not experiencing respiratory difficulty, the parent will still be notified. Allergic reactions will be evaluated on a case-by-case basis. Dependent on the health office representative's evaluation, the student may be sent home for treatment.

**Bed bugs:** If bed bugs are visible on a student, a student's clothing, or a student's possessions, the student's parent will be notified, asked to pick up their student, and encouraged to inspect their residence for bed bugs.

**Chicken pox:** Any student who contracts chicken pox is not permitted to attend school. He/she may not return until ALL lesions are crusted and healing, and no earlier than five days after the first lesion is observed.

**Colds and Flu:** Most children with a mild upper respiratory tract illness do not need to be excluded from school because transmission is likely to have occurred before symptoms

developed in the child or are a result of contact with children with an asymptomatic infection. However, a child should be kept home if (1) they have a fever (see fever guidelines above), (2) the illness interferes with the child's ability to concentrate and limits the child's comfortable participation in school activities, or (3) the illness would require a high level of care from any staff members.

**COVID-19:** if a student develops COVID-19 related symptoms onsite, or is tested positive for COVID-19, or is identified as a close contact to a COVID-19 case, we will follow the county or state guidelines relevant at that time to give out specific instructions.

**Diabetes:** Parents of diabetic students who require supervision/guidance from the health office representative in managing their condition should request a meeting with the representative at the start of the school year to review and discuss the student's diabetic management plan. Parents must supply the necessary, physician-required diabetic supplies to the school (e.g., meters, strips, insulin syringes, all PM supplies, snacks, glucose tabs, glucagon, etc.). Physician's orders must be provided to the Health Office at the beginning of the school year or upon diagnosis. Changes in diabetic management must be made by the physician (not the parent) before the school will adhere to the new orders. If the student is unable to maintain an appropriate blood glucose level despite regular management efforts, the School will contact Parent or the physician for guidance, or to inform Parent the student needs to be picked up.

**Draining wounds:** Students with draining wounds that cannot be covered with appropriate bandages are not permitted to attend school until the wound is healed.

**Dry/chapped lips:** This is a common occurrence and does not constitute an emergency. Students will not be sent to the Health Office for dry/chapped lips, unless sores or bleeding occur. In this case, the student will be allowed one trip to the Health Office to contact their parent and inform them of the issue. To avoid the occurrence of dry/chapped lips, we encourage parents to provide lip balm, especially during the winter season.

**Fever:** Any student who experiences a fever of 100.4° or higher will be sent home. A student sent home with a fever may return to school only after he/she has been fever-free for 24 hours (without the aid of fever-reducing medication).

**Hand, Foot, and Mouth Disease (Coxsackie Virus):** Students should be kept home if they display symptoms of hand, foot, and mouth disease, which include fever, poor appetite, a runny nose, a sore throat, and most notably a blister-like rash on the hands, feet and in the mouth that usually develops one to two days after the initial symptoms. Students may return to school when they no longer have a fever (see guidance on fever above) or a rash.

**Headache:** Students complaining of a headache with no other symptoms will be asked to remain in class until a break. Students who complain of a headache will be evaluated based on appetite, allergies, sensitivity to smells, and eyestrain. If the student has a medical condition that causes frequent headaches (e.g., migraines, cluster headaches), it should be reported to the Health Office at the beginning of the school year or upon diagnosis, so a plan of care may be developed.

**Head lice:** If head lice are visible on the student's scalp, they will be sent home at the end of the school day to be treated with medicated shampoo. It is the parent/guardian's responsibility to treat the lice. Prior to returning to school, the parent/guardian must submit to the Front Office documentation that the child received appropriate treatment (i.e. from a lice removal company, physician, use of recommended over-the-counter products) and are clear of all lice and nits.

**Head trauma:** All head traumas will be reported to the parent immediately. A concussion assessment tool will be initiated when the student presents for evaluation. Depending on severity of the trauma, the student may be sent home and referred to their health care provider for follow-up care.

**Nausea, Vomiting, and Diarrhea:** If a student reports that he/she has vomited, the Health Office representative will attempt to verify the student's claim with a staff member. If the student report is verified, the student will be sent home. A student who has diarrhea at school will similarly be sent home. Students with vomiting or diarrhea may not return to school until 24 hours following the last episode (without being controlled by medications).

**Piercings:** Students with an infected piercing (red, drainage present, foul odor) will be sent home.

**Pink eye:** If pink eye is suspected, the student will be sent home immediately and referred to a doctor for evaluation and treatment. If the diagnosis is positive for pink eye, the student may not return to school until they have been treated with appropriate medication for 24 hours. Prescriptions and over-the-counter medication: Please refer to the Health and Safety section of the BASIS Independent Schools Parent/Student Handbook for information regarding medications at school.

**Primary teeth:** The Health Office representative is not responsible for pulling primary teeth.

**Ringworm:** Students who present symptoms of ringworm will be sent home. Students sent home with ringworm may return to school only after two applications of prescribed treatment.

**Scabies:** Any student showing signs of scabies will be sent home and referred to a medical professional for diagnosis. He/she may not return to school until treated and released by a doctor.

**Sore throat:** This is a common complaint that does not constitute an emergency unless accompanied by fever, vomiting, rash, strep odor, or other symptom. Students will not be sent to the Health Office for a sore throat during class unless other symptoms are present; in this case, the health office representative will assess students during passing periods, recess, or lunch. If redness or sinus drainage is observed, the health office representative may simply encourage increased fluid intake. If blisters or swollen tonsils are observed, the parent will be contacted.

**Splinters:** A splinter will only be removed if it is visible and accessible with tweezers. Students will be provided a bandage for splinters that are not accessible with tweezers. A note will be sent home to parents alerting them to the splinter.

**Stomachache:** Upon initial complaint of stomach pain, the student will have the opportunity to use the bathroom and/or eat a snack. If a student has a medical condition that causes frequent stomach problems, it should be reported to the Health office at the beginning of the school year or upon diagnosis, so a plan of care may be developed. Students who are sent home due to vomiting or diarrhea may not return to school until they have been symptom free for 24 hours.

## 5. EMERGENCY PREPAREDNESS

The School develops plans and trains our staff, faculty, and students to respond to emergency situations. In coordination with the local fire and police departments, we perform regular drills for a variety of situations. In the event of the unplanned evacuation of the school or lockdown, parents will be notified as quickly as possible.

It is critical that students' emergency contact information is updated when necessary. To make changes to emergency contact information, please call the School office or email the Academic Programs Coordinator or email [BIMNAcPro@basisindependent.com](mailto:BIMNAcPro@basisindependent.com).

## 6. INCLEMENT WEATHER NOTIFICATIONS

Parents will be notified of disruptions to the school schedule due to serious and inclement weather. These notifications will be sent through our school's student information system so it is critical that families keep their contact information current. To make changes to emergency contact information, please call the Front Office or email Academic Programs.

## 7. OFF-CAMPUS POLICIES

Students may not leave the school premises unaccompanied during school hours unless their parent has signed a Self-Dismissal Form (see below). Otherwise, students leave only after their scheduled dismissal time. If an early dismissal is necessary, parents must notify the School in advance by updating School Dismissal Manager before 1:00 PM, and following up with an email to their child's teacher. An authorized parent/guardian must pick up the student in person for an early dismissal. If this process is not followed, the School may contact the parent/guardian to obtain additional confirmation. The student may not be released until both verbal and written permission are received.

Students in grade 5 may self-dismiss, at the end of the school day, if the School office has on file a signed Self-Dismissal Form from a parent and if the self-dismissing students follow the sign out procedure every day of self-dismissal.

## H. RULES

### 1. BIRTHDAY CELEBRATIONS AT SCHOOL

PreK–grade 4 families are invited to celebrate their child’s birthday at school based on the teacher’s provided availability and class schedule. If families would like, they can send in a snack to school with approval from the teacher. Please find ideas from a list below. Store-bought packaged foods must be used since labels include a full list of ingredients.

To coordinate your child’s birthday celebration at school, PreK-grade 4 families should contact their student’s lead teacher and grade 5 families should email [BIMNStudentAffairs@basisindependent.com](mailto:BIMNStudentAffairs@basisindependent.com).

Teachers WILL NOT reach out to parents every time there is a celebration. If your family has food preferences, they need to communicate those to the teacher in advance. Parents of children in PreK–grade 4 with food allergies or sensitivities are encouraged to supply their teacher with a package of snacks that their child can have throughout the year at a birthday or other celebrations instead of what is offered.

#### **IDEAS FOR STORE-BOUGHT TREATS:**

- School Safe Cupcakes
  - Treasure Mills School Safe Cupcakes (available at Whole Foods)
  - Two-Bite Cupcakes (available at grocery stores nationwide)
  - Everyday Safe Cupcakes (available at grocery stores nationwide)
- Fruit Popsicles
- Yogurt Tubes/Cups
- Fruit Snacks
- Pudding Cups
- Banana/Zucchini Bread
- No-Bake Power/Energy Bites
- Fruit/Fruit Salad/Fruit Kabobs
- Ants on a log (celery, sunbutter/cream cheese, cranberries/raisins)
- Pretzels
- Whole Grain Crackers
- String Cheese
- Apple Sauce
- Mini Granola Bars (Nut-Free)

## 2. COSTUMES

On Halloween and during various “dress up” days organized by your student’s teachers and Student Affairs throughout the year, students may wear costumes to school as long as they comply with the dress code (see Parent/ Student Handbook). Students must refrain from:

- Wearing a full-face mask
- Having full-face paint
- Carrying any fake weapons

## 3. PHONES, LAPTOPS, AND OTHER ELECTRONIC DEVICES

Cell phones and other personal electronic devices (e.g., Smartwatches, iPads, Kindles) must be turned off and stored in students’ lockers while on campus. Electronic devices are not permitted for use during the school day, including Early and Late Bird, Student Hours, or extracurricular activities. Students may ask permission to use a landline telephone in the School office to call parents if the need arises. If parents need to reach their child during the school day, they should email or call the School front office.

Students are not allowed to bring personal laptops to school unless they are given specific permission to do so by a school faculty member or administrator. All authorized electronic devices may only be used for academic or extracurricular purposes. Students are provided access to laptop computers and a landline telephone during school hours when needed. Laptops must be checked out from a staff or faculty member, and are reserved exclusively for academic use. Students must be monitored by a staff or faculty member whenever using a school laptop.

The School is not responsible for loss or theft of any personal electronic items brought to campus by students.

If teachers or administrators see electronics out and being used during the school day, students will be given a reminder to turn them off and store them in their locker or cubby. If additional reminders are needed, electronics will be confiscated and parents will have to retrieve devices from the front office at the end of the day.

To the extent that students engage in any use of the internet, social media, or electronic communications, while at school, that creates a substantial disruption at School, that materially interferes with School activities, that reasonably leads the School to foresee such disruption or interference, or which interferes with the rights of students, employees, or School families, the School may impose a Disciplinary Consequence on students, regardless of whether that use is through devices and resources of the School or any personal devices or resources. Moreover, students are required to follow all School rules in their use of the

internet, social media, or electronic communications, including adherence to the School's Policy Against Bullying, Harassment, Discrimination, and Retaliation.

## 4. INTERNET SAFETY BEST PRACTICES

The School follows these best practices:

- Prevent access by minors to inappropriate content over its computer network
- Provide for the safety and security of minors when using electronic mail, chat rooms, and other direct electronic communications
- Prevent the unauthorized online disclosure, use, or dissemination of minors' personally identifiable information
- Prevent unauthorized access and unlawful online activity by minors

To the extent practical, the School uses technology protection measures (such as internet filters) to block or filter inappropriate content accessed over the School's online computer network, including on the internet or through other forms of electronic communications.

Specifically, the School blocks visual depictions of material deemed by the School to be obscene, pornographic, or otherwise harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes. The IT department is responsible for disabling or otherwise modifying any technology protection measures in accordance with this policy.

To the extent practical, the School takes steps to promote the safety and security of users on the Network when using electronic mail, chat rooms, instant messaging, or other forms of direct electronic communication. Such steps may include entirely blocking access to sites that offer this functionality.

## 5. CARE OF SCHOOL PROPERTY

**Textbooks/instructional materials:** In some classes, students will be loaned a classroom textbook or other instructional materials or equipment. Materials or equipment issued to a student but not returned will be paid for by the student. The student will only be allowed to use these materials and equipment while at school.

**Cubbies and lockers:** All Early Learning Program students will be issued a cubby within their classroom. Students in Grades 1–4 will be issued cubbies grouped by grade level. Students in Grade 5 will be issued an individual locker and a combination lock. Grade 5 students are to take responsibility for using the combination lock daily and utilizing their lockers during class transitions. Outside combination locks are prohibited.

All cubbies and lockers are school property and the School reserves the right to inspect contents of the cubbies/lockers at any time. The cubby/locker must be kept clean and free of stickers, graffiti, markings, and paint. No food or perishables should be left in a cubby/locker overnight. Students should store items in their individual assigned cubby/locker only.

Mandatory cubby/locker cleanouts will be conducted prior to any of the extended school breaks.

**Posters/flyers:** Students wishing to display posters or pass out flyers on campus must obtain prior permission. All posters and flyers should be taken to the Front Office and left for the Director of Student Affairs. Approved posters and flyers may only be displayed on bulletin boards, and not on painted surfaces, glass, lockers, or restrooms.

**Stickers on lockers:** Permanent stickers are not permitted on the outside or inside of lockers.

**Toys/gadgets/gak/slime/goo/glitter/gum:** Students will not be permitted to carry toys or gadgets into the classroom in order to keep our space free of distractions (unless pre-approved by the Dean or Director of Student Affairs).

**Glass bottles/containers:** Glass bottles and containers are not permitted on campus, since they easily break. Please use other water bottle and container options instead.

## I. MISCELLANEOUS

### 1. SCHOOL OFFICE ITEM DROP OFF

Parents may drop off items for their child at the School. Delivering the items to PreK–grade 4 students is at the discretion of Deans and Directors. There is no guarantee that items dropped off at the School office will be delivered by a certain time. Students in grade 5 should go to the School office to retrieve their item(s) during passing periods and lunch. Our Front Office staff stay at the front desk at all times to greet parents, visitors, and personnel and are not able to deliver items to classrooms.

### 2. LOST AND FOUND

Lost and found items will be placed in designated areas in the school. Students are responsible for checking these areas for their lost belongings. The School reserves the right to discard or donate any unclaimed items once a month and before long holidays. Donation dates will be communicated via ParentSquare.

Students are required to keep all personal items in their assigned locker/cubby or in their possession. Any items left unattended in the hallways will be removed and placed in the closest Lost and Found.

To avoid a student's clothing and belongings ending up in Lost and Found, please label your children's items with their full names. If items do end up in the Lost and Found, then staff can return them. Many students have the same first name; for this reason, last names are important to add.

### 3. VISITORS TO CAMPUS

All visitors must sign in at our school security desk with a valid ID (driver's license preferred) before entering the building, and all visitors must also sign out at the desk upon leaving the building. Visitors with a specific purpose for visiting the school must have their IDs scanned through our Raptor™ System and will be given a Visitor Pass before being allowed on campus. Visitors will typically be escorted by a staff or faculty member while on campus. Unexpected visits can be disruptive to the learning environment and are discouraged. For this reason, visitors must have a specific purpose and appointments are typically required. Visitor passes MUST be worn at all times while on school grounds.

Parents/guardians may request an Authorized Photo ID Card through the Front Office by emailing [BIMNFrontOffice@BASISIndependent.com](mailto:BIMNFrontOffice@BASISIndependent.com), which must be shown and checked at security prior to entering the building.

### 4. VOLUNTEER PROTOCOLS

One of the educational opportunities in our academic program involves occasional use of volunteers, who are members of our school community, for events and student experiences. The intention of these activities is to enhance the students' learning experience outside of the classroom. Volunteers are there to support staff in providing a safe, fun and educational experience. The staff is ultimately responsible for the well-being of all of the students and volunteers. Volunteer opportunities may include but are not limited to:

- › Planning and organizing school events
- › Guest Speakers
- › Parent Committees
- › Promoting student-led service activities (e.g. clothing drive, book fairs)
- › Assisting the Performing Arts department in making costumes and props
- › Field trip chaperones
- › Assisting at school events (e.g. field day, teacher appreciation)
- › Assisting with sport and extracurricular activities
- › School beautification projects

Volunteers must meet requirements outlined in the Parent/Student Handbook and abide by the procedures described below:

- › Volunteers are assigned to a specific task or duty (e.g. monitoring students) and must attend a meeting with school staff to review protocols, specific rules and general expectations

for the activity. If illness or an unexpected conflict occurs, the volunteer is responsible for notifying the School as soon as possible.

- Volunteers should never leave students alone or unattended. Volunteers must remain with the group at all times and should never be alone with one child.
- Volunteers must report student issues or safety concerns, such as a student separating from the group, as soon as they arise. Any student discipline is handled by school staff. Volunteers are expected to maintain confidentiality and not discuss the report with anyone but school staff. For any concerns that do not directly impact the safety and well-being of others, volunteers may contact the activity's organizer, Head of School, or Head of Operations to discuss after the event.
- Siblings and/or other children are not permitted to accompany a volunteer.
- Volunteers must actively supervise students, not just their own children, and limit socializing with other adults as these conversations may distract from the student experiences. Volunteers may not extend special privileges to students, such as providing food or purchasing items from the gift shop, without approval from the activity organizer.
- Volunteers may be required to provide a cell phone number to be published in a group chat in order for school staff and volunteers to remain in contact during the duration of the activity. Volunteers must refrain from cell phone use during the activity unless it is for the purpose of the event or an emergency situation.
- Volunteers may be responsible for supervising lunch and bathroom breaks. School staff will provide a list of known food allergies and volunteers are responsible for notifying school staff if food sharing or potential allergens are observed. Volunteers are prohibited from entering the bathroom with a student. Volunteers are to wait outside of the restrooms until all students return to the group. If a bathroom accident occurs, volunteers notify school staff who are responsible for responding to the situation.
- Volunteers are responsible for following school protocols for classroom management. Classroom management refers to the skills and techniques that teachers use to keep students organized, orderly, focused, attentive, and productive during activities. Volunteers are expected to seek the help of other volunteers or school staff to diffuse situations if they become frustrated or need to take a break. Volunteers for overnight trips may be subject to additional trainings for monitoring student safety and well-being.
- Volunteers are expected to take school-provided transportation unless otherwise stated by the activity's organizer. If volunteer drivers are required for a day-trip and approved by the Head of Operations, volunteers will need to complete the Parent Volunteer form.

## 5. COMMONLY USED ACRONYMS AND PHRASES

**BASIS Independent Payment Portal (BIPP):** an online system for reviewing invoices and making payments to the School.

**Butter Beans:** A private vendor that provides healthy meals to our students for a fee.

**Communication Journal (CJ):** A student planner that is used to assist students with managing a busy workload and to facilitate conversations between students, teachers, and families.

**Early Bird Program:** A supervised before-school program available at no charge to all students who arrive early to school.

**Early Learning Program (ELP):** The academic program for students in PreK and Kindergarten.

**Late Bird Program:** A fee-based, monitored program that allows students to be in the school building while waiting for pick up, to meet with teachers, for the start of an extracurricular, working on homework assignments, or studying for exams.

**Learning Expert Teacher (LET):** Teachers in grades 1–5 that are the primary contact for parents to discuss student academic progress. LETs provide consistency and continuity in student support and school expectations.

**Subject Expert Teachers (SET):** Teachers in grades 1–12 that are passionate about the content they teach, allowing them to bring life and vibrancy to the classroom. Beginning in grade 5, the SET is the primary contact for parents to discuss student academic progress.

AUGUST 2023							SEPTEMBER 2023							OCTOBER 2023							NOVEMBER 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

DECEMBER 2023							JANUARY 2024							FEBRUARY 2024							MARCH 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6					1	2	3						1	2
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
24 31	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29			24 31	25	26	27	28	29	30

APRIL 2024							MAY 2024							JUNE 2024							JULY 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1		1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31		23 30	24	25	26	27	28	29	28	29	30	31			

#### NOTABLE SCHOOL DATES | ■

**First Day of School:** Sep 5  
**Last Day of School:** Jun 21

#### EARLY RELEASE DAYS | ▲

Sep 5, Nov 21, Dec 15, Mar 22, Jun 21  
**Project Week:** Jun 17, 18, & 20

#### BREAKS & HOLIDAYS | ■

**Labor Day:** Sep 4  
**Yom Kippur:** Sep 25  
**Indigenous Peoples Day:** Oct 9  
**Diwali:** Nov 13  
**Veterans' Day:** Nov 10 (Observed)  
**Thanksgiving Break:** Nov 22–27  
**Winter Break:** Dec 18–Dec 29  
**New Years Day:** Jan 1  
**Martin Luther King Jr. Day:** Jan 15  
**Lunar New Year:** Feb 9  
**Presidents Day Break:** Feb 19–20  
**Spring Break:** Mar 25–29  
**Eid al-Fitr:** Apr 10\*  
**Passover:** Apr 22  
**Memorial Day:** May 27  
**Juneteenth:** Jun 19

#### PROFESSIONAL DEVELOPMENT (HALF DAYS) | ■

**Trimester 1:** Sep 15  
**Trimester 2:** Mar 8  
**Trimester 3:** May 17

#### TRIMESTER DATES

**Trimester 1:** Sep 5–Dec 1  
**Trimester 2:** Dec 4–Mar 15  
**Trimester 3:** Mar 18–Jun 14

\*Rosh Hashanah occurs over a weekend. \*\*Date subject to change.

