

RA

Landmark  
PRESCHOOL



# PARENT STUDENT HANDBOOK 2021-2022

# TABLE OF CONTENTS



## Section #

- |    |                              |
|----|------------------------------|
| 1  | Head of School Welcome       |
| 2  | Mission                      |
| 3  | Partnership                  |
| 4  | Getting Involved             |
| 5  | Dress Code                   |
| 6  | Health & Wellness            |
| 7  | Snacks & Lunch               |
| 8  | Parallel Remote Learning     |
| 9  | Technology                   |
| 10 | Contact Us                   |
| 11 | Patriot Portal               |
| 12 | Emergency & Weather Closings |
| 13 | Glossary                     |

# A LETTER OF WELCOME FROM TOM MAIN, HEAD OF SCHOOL

Thank you for choosing Ridgefield Academy and Landmark Preschool for your child. We are a school that is deliberately PS-Grade 8, which means we are experts in teaching and guiding children from early childhood to early adolescence, from beginning to becoming.

I strongly believe that education should be challenging, engaging, and fun. At Ridgefield Academy and Landmark Preschool, it is! Here, children are nurtured and guided by passionate teachers who foster joyful learning within a supportive and vibrant learning community.

The school's mission serves as both anchor and policy, grounding its work and guiding the community. Small class sizes, individual attention, and a culture that encourages children to take risks and find the power of their voice ensure that your child is seen, understood, and encouraged to rise to their best self.

Regardless of their age, your child will grow and gain confidence, develop critical thinking and communication skills, support their classmates, and genuinely enjoy the experience of learning. They will complete each year prepared for the next, eventually finding success in even the most challenging high school programs and beyond.

The Parent Student Handbook will help guide you and your child this year. It will answer questions, outline expectations, and present opportunities for you to connect with the school. If you have any questions, I encourage you to reach out to me, one of our administrators, or your child's teacher. Together we are committed to making this an exceptional year for your child's learning and growth.



A handwritten signature in black ink, which appears to read "Tom Main".

"Education should be challenging, engaging, and fun. At Ridgefield Academy and Landmark Preschool, it is!"





# OUR STORY

Founded in 1975 in Wilton, CT, Ridgefield Academy - then Landmark Academy - was created from the idea that students should develop not only their intellect but their character as well.



The school expanded its program in 1995 to include two early learning centers located in Redding and Westport and began teaching preschool-aged children. The K-8 program relocated to the current campus in Ridgefield in 1999 and changed its name to Ridgefield Academy.

In 2000, assisted by its first CAIS accreditation study, the school overhauled its programs, highlighted by a more careful approach to academics balanced with equal attention to children's social, emotional, physical, and psychological development. An athletic program was created and launched, and the fine and performing arts were made available to all children on a consistent basis.

In 2018, James P. Heus, who had led the school since 1998 passed the baton to a new Head of School, Tom Main. Jim's love of children and a strong sense of community certainly shaped the school in its early years.

Since 2018, the school has revised its mission statement, created a strategic brand position, renovated the Heus Field turf, and constructed an Outdoor Campus Center and Playspace. Notably, and through strong leadership and a new Parallel Remote Learning program, the school strengthened its reputation and resources during the COVID-19 pandemic in 2020, ending the year with a larger student body than which it began.

Today, the school educates over 500 students from over 25 zip codes by operating on three campuses. Landmark Preschool serves ages 2-5 in Westport, CT, and Bedford, NY, with the Ridgefield campus serving preschool through grade 8 students.

dreamers become thinkers.

# MISSION

The Ridgefield Academy and Landmark Preschool community celebrates childhood, pursues excellence, and cultivates kindness. Our educational program is intellectually inspiring, and we foster joyful learning and mutual respect in all that we do. We empower each student to rise to their authentic self, preparing confident graduates who shape their future with ingenuity and integrity.

## DIVERSITY, EQUITY, INCLUSION & BELONGING

At Ridgefield Academy and Landmark Preschool, we celebrate the diversity of our school community, as well as the regional and global communities beyond our campus. We prepare students to navigate a changing world with agility and to understand their responsibility to foster connections with people of different cultures, backgrounds, and perspectives.

Our community provides a place for individuals to be safe as their authentic selves, to have a voice, and to be valued for whom they are. Diversity, equity, inclusion, and belonging must exist as natural components of our overall educational program, cultivating a community rooted in mutual respect and kindness.

We are committed to intentionally building and advancing an equitable and just community – students, their families, faculty, staff, and trustees – that models the respect and individuality that we want to see in the society around us. By working toward being fully inclusive, we strengthen our ties to each other and model ethical scholarship, leadership, and global citizenship.

*Endorsed by the Board of Trustees June 2, 2021*

## PHILOSOPHY & CULTURE

We believe that children differ in their pace and approach to learning. RA and LP has created a program that is tailored to your child's interests, skills, and needs, which means that lessons are designed to spark their curiosity, nurture their individual strengths and attend to their challenges. Students are supported to excel at their own pace.

In addition to academic milestones, we believe that the Preschool through grade 8 years are critical for developing independence, confidence, and self-assuredness. These skills and traits evolve through classroom and co-curricular interactions, managed choices, and supported risk-taking and failure.

Beginning in Kindergarten, students come to expect challenges and setbacks along the journey of their own successful learning. They accept that it takes hard work to be good at something and that mistakes don't mean you won't be successful in the long run.

It is the development of this mindset- a growth mindset - which positions students to create, and hold, a lifetime love of learning.



# LEADERSHIP

## BOARD OF TRUSTEES

2021-2022

- **LYNNE GEANEY - CHAIR**
- **KATE RITTER - VICE CHAIR**
- **STEPHANIE LUEDKE - TREASURER**
- **ALISON DAVIS - SECRETARY**
- **ALEX BELLINA**
- **WENDY WO BEURKET**
- **KRISTIN BEYLOUNI**
- **TIM BIRCH - HONORARY**
- **DROSTEN FISHER**
- **KAYE HALE**
- **DAMANI HOWELL**
- **CAROLINE KELLEN**
- **LIZ SMOLENACK - EX-OFFICIO**  
(RAPA PRESIDENT)
- **TOM MAIN - EX-OFFICIO**
- **LAURA MASOTTI**
- **RACHEL SONDHEIMER**
- **WILLIAM TONG**
- **HOWARD TURNER - HONORARY**
- **ABIGAIL WATTLEY**



# LEADERSHIP

## ADMINISTRATION

2021-2022

**HEAD OF SCHOOL**  
**THOMAS B. MAIN**

**ASSOCIATE HEAD OF SCHOOL & DIRECTOR OF ENROLLMENT**  
**DAVID SUTER**

**CHIEF FINANCIAL OFFICER**  
**FELL HERDEG**

**DIRECTOR OF ADVANCEMENT**  
**MO CARLETON**

**DIRECTOR OF THE CENTER FOR INNOVATIVE TEACHING & LEARNING**  
**BASIL KOLANI**

**HEAD OF LANDMARK PRESCHOOL - RIDGEFIELD & RA LOWER SCHOOL**  
**ALISON O'CALLAGHAN**

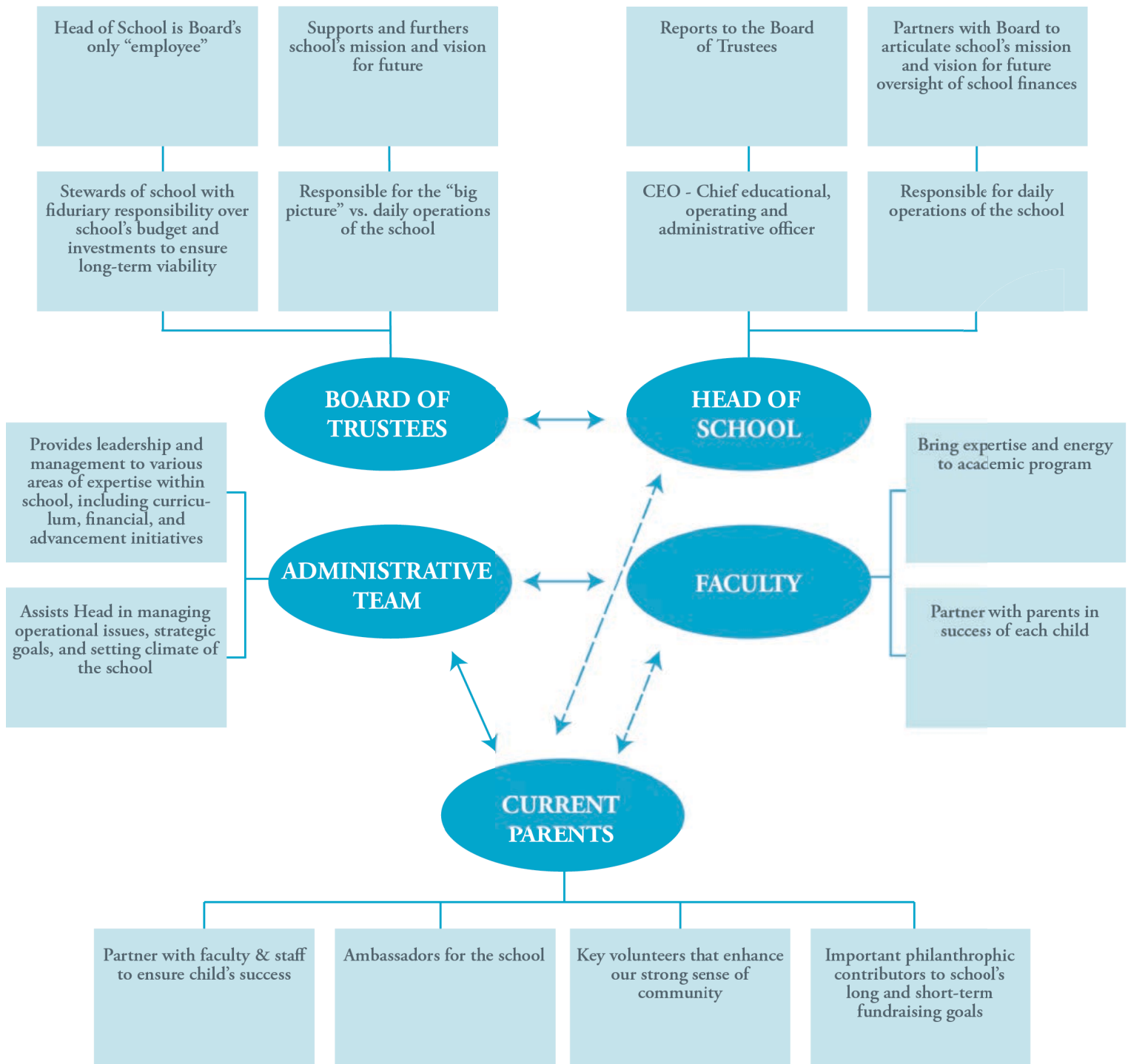
**HEAD OF MIDDLE & UPPER SCHOOL**  
**CLINTON HOWARTH**

**LANDMARK PRESCHOOL - WESTPORT DIRECTOR**  
**SIOBHAN POWERS**

**LANDMARK PRESCHOOL - BEDFORD DIRECTOR**  
**EVELYN TANGNEY**



# ROLES & RESPONSIBILITIES





# PARENT-SCHOOL PARTNERSHIP

To be successful, RA/LP relies on the cooperation of its parents, who must understand and embrace the school's mission, share its core values, and fully support its curriculum, faculty, and staff. When we share a common set of beliefs and purposes, we form a powerful team with far-reaching positive effects on children and the school community. Working together, we can help children focus on their learning, model relationships based upon civility, honesty, and respect, and help them to mature responsibly. A simple way to support this partnership is to ensure that students arrive on time each morning. Doing so will support each child's well-being and the culture and community of learning established in each classroom.

## CLASS COMPOSITION

At Ridgefield Academy and Landmark Preschool, the construction of each class and the selection of the appropriate head teacher, particularly in the lower grades, is a thoughtful and time-consuming matter.

The school works to create balanced classes, comprised of abilities, interests, and temperament that are well matched to the skills and personality of the head teacher. Friendships, both existing and potential, are weighed carefully with advice from previous teachers. Parental insight is welcome, though, in the end, it is the school that will make final decisions.

## DIFFERING PERSPECTIVES

While parents may not agree with every decision by the school, in most cases the parent and the school will find enough common ground to continue a mutually respectful relationship. In the extreme case, however, an impasse may be so severe the parent cannot remain a constructive member of the community. In such cases, both the parent and the school should consider whether another school would be a better match for the family.

## PARENT TEACHER CONFERENCES

The school dedicates several days each year to meet privately with parents to share insights, concerns, and suggestions. These meetings allow both parties to explore matters thoroughly with complete candor, purpose, and respect. Parent-Teacher Conference dates can be found on the school calendars at [landmarkpreschool.org](http://landmarkpreschool.org) and [ridgefieldacademy.org](http://ridgefieldacademy.org)

- Parents on the Ridgefield campus will be notified through the RA Weekly Newsletter when sign-ups for conferences begin.
- Parents on the Westport campus will be notified by the office when sign-ups begin.
- Parents on the Bedford campus will be notified by the office when sign-ups begin.

For all campuses, once registration opens, parents will be able to sign up for conferences via the Patriot Portal.

In addition to conferences, parents are encouraged to contact teachers or school administrators at any time. Teachers are happy to schedule conferences with parents at mutually convenient times throughout the year to ensure an open line of communication.

## PROGRESS REPORTS

Ridgefield Academy & Landmark Preschool - Ridgefield

Progress reports are issued twice a year (January and June) for Preschool and Lower School students and three times a year for Middle and Upper School students (December, April, and June). All report cards will be available online on the Patriot Portal.

In addition, any Middle School or Upper School student receiving lower than a B- average will receive an Interim Report at the midpoint of each trimester. Continuous communication between parents and teachers is encouraged and expected regardless of academic standing.

Landmark Preschool - Westport

Written progress reports are issued twice a year for children in the Twos through Fundamentals. We hope that these tools are helpful to you in understanding your child's development. Please remember that each child is a unique individual who will progress at their own pace. Our teachers will help your child to master new skills at a rate that is comfortable for him/her.

Landmark Preschool - Bedford

Written progress reports are issued two times during the school year in February & June for all of our students. We hope that these tools are helpful to you in understanding your child's development. Please remember that each child is a unique individual who will progress at their own pace. Our teachers will help your child to master new skills at a rate that is comfortable for him/her.

## HOMEWORK EXPECTATIONS

Lower School

Homework is a valuable component of a student's educational experience. Homework is assigned most days in the Lower School. Homework is not assigned during holidays, religious observances, and vacations. For all grade levels, family read-aloud time is always encouraged. Homework assignments generally fall into three categories:

1. assignments that provide practice or review concepts taught in class,
2. assignments that involve preparation of a project or report introduced in class,
3. assignments designed to challenge and stimulate students' thinking and curiosity.

Equally as important as the content of the assignment is the process of developing responsibility, self-discipline, good work habits, and study skills.

Children work at varying rates of speed. Here is some guidance regarding the amount of time you can expect your child to spend on homework. If homework exceeds the average time spent on a consistent basis, please speak with your child's teacher.

The following grades should not exceed the following time allotment:

**KINDERGARTEN: 15 MINUTES PER NIGHT**  
**FUNDAMENTALS: 15 MINUTES PER NIGHT**  
**GRADE 1: 30 MINUTES PER NIGHT**  
**GRADE 2: 40 MINUTES PER NIGHT**  
**GRADE 3: 40 MINUTES PER NIGHT**

## **HOMEWORK EXPECTATIONS (CONTINUED)**

Middle & Upper School

Children work at varying rates of speed. Here is some guidance regarding the amount of time you can expect your child to spend each evening. If homework exceeds the average time on a consistent basis, please speak with your child's teacher.

The following grades should not exceed the following time allotment:

**GRADE 4: 50 MINUTES PER NIGHT**

**GRADE 5: 20 MINUTES PER SUBJECT PER NIGHT**

**GRADE 6-8: 20-30 MINUTES PER SUBJECT PER NIGHT**

### **MISSING HOMEWORK**

In the event a student does not complete an assignment on time, the student's advisor and/or parents will be notified. The student will be expected to complete the assignment during their free time.

## **SOCIAL MEDIA PRIVACY**

The privacy and protection of our students and their families is a priority at Ridgefield Academy and Landmark Preschool. To that end, posting, releasing, or otherwise disclosing photos, images, videos, or information that identifies our students by their full name is strictly prohibited. While Ridgefield Academy and Landmark Preschool permits the use of video and still photography by families to record their children's school experiences, we ask that in order to protect the privacy of our community as a whole, videos and photos not be placed on Internet sites without privacy settings in place that prevent them from being viewable to the public. For example, videos posted on YouTube should be uploaded as private. Private videos can be shared with specific family members and friends but are not viewable by all YouTube users.

## **ENROLLMENT CONTRACTS**

Enrollment contracts are offered in December/January to returning families when all financial obligations are current and the school is generally satisfied with the student's academic performance and behavior. Families who miss the deadline for turning in their enrollment contract and non-refundable deposit, and those whose contracts are initially withheld, will be offered enrollment as space permits. Once an enrollment contract has been signed and accepted by the school, tuition becomes fully due and payable on June 1. At that point, parents are responsible for the full tuition for the academic year, even if they withdraw their child and regardless of the reason. Tuition refund insurance is available to cover a significant percentage of unused tuition in the event of a withdrawal.

We endeavor to provide in-person education. There are times, however, when in the best interests of the school community and due to conditions beyond the school's reasonable control including state and local executive and department of health orders, we may need to utilize alternative educational methods, such as remote learning to ensure our students continue to receive the best possible education. Should such need arise we will not be liable to refund any tuition payments made under the Enrollment Contract.

Once the re-enrollment process is complete, financial accounts, including tuition and other fees, must be kept current with a family's agreed-upon payment schedule. Late fees are assessed when accounts are not paid on time. Attendance in class and other school activities is conditioned upon financial accounts being in good standing, and students with serious delinquencies may be kept from school until the account balance is made current. School records are available for release only when financial accounts are current.



# WAYS TO GET INVOLVED

Ridgefield Academy/Landmark Preschool is a community that you actively chose to join. Through strong partnership, high engagement, and good communication between school and home, you have the ability to directly impact – and enhance – your child’s experiences at school.

## PHILANTHROPY

Tuition contributes approximately 81% of the revenue required to educate students each year. The balance of the operating budget is derived from income programs income (summer camp, clubs, facility use), interest from the school’s modest endowment, and donations to the Annual Fund.

## ANNUAL FUND

Each year, all families and other members of the school community are asked to make an Annual Fund gift in an amount that is personally meaningful and significant. Annual Fund contributions directly and immediately impact and benefit your children by increasing opportunities and resources beyond what tuition alone could offer. A robust Annual Fund directly corresponds with robust opportunities to experience, connect, create, and learn. RA/LP’s fiscal year runs from July 1 through June 30.

The benefit of a tax deduction for an Annual Fund gift is possible for many of our families. Conversely, increasing tuition could make RA/LP unaffordable for valuable members of our community. The Annual Fund also allows the larger community, including trustees, faculty and staff, grandparents, past parents, alumni and friends of RA/LP, to demonstrate their support and share in the expense of an RA/LP education.

Q: How much should I give to the Annual Fund?

A: We ask that you consider making Ridgefield Academy/Landmark Preschool a primary philanthropic priority and that you contribute at a level that is personally meaningful and that makes sense for your family. Gifts each year range from \$10 to more than \$60,000

Q: How much of a difference can my gift really make?

A: In a small school environment, your gift can have a significant impact on our school by helping teachers stay up to date on the best teaching practices, ensuring a strong curriculum and ample resources, and helping to keep tuition as affordable as possible. Strong parent participation inspires other parents to give, helps secure grants, and demonstrates satisfaction, something that prospective families look for when making their enrollment decisions.

## QUESTIONS & ANSWERS

Q: Why should I give if I am already paying tuition?

A: We’d like you to contribute because you feel connected to RA/LP’s mission, because you are confident that RA/LP is exposing your child to new ways to learn, grow and take on challenges, and because by giving, you can ensure that your child and all of his or her classmates have everything they need to become their best selves.

Q: If independent schools were run more like big business, couldn’t they charge the full cost and avoid having to ask for gifts?

A: RA/LP is a 501(c)(3) non-profit institution whose sole purpose is to educate children, unlike for-profit businesses which aim to make money.

## QUESTIONS & ANSWERS (CONTINUED)

Q: Is RA/LP eligible for Employer Matching Gifts?

A: Yes! Many companies offer a matching gift program, which is a wonderful way to double or even triple your gift amount to our school. Contact your company Human Resources Director or check here to determine whether your employer offers a matching gift program.

Q: Should I give if I receive Financial Aid?

A: Yes, please! If every member of our community participates in the Annual Fund at some level, the entire school community stands to benefit. Your financial aid award will not be impacted by your philanthropic gift. No matter the size of the gift, involvement is the key!

Q: Will I be asked to make more than one gift to RA/LP?

A: Probably. In order to inspire and motivate Annual Fund giving, each campus may plan an annual event, an appreciation campaign, and/or a parent-to-parent gift solicitation drive. You may make a gift to the Annual Fund in response to a mailed solicitation, via a fun mini-campaign during the Spring Gala – or during all three opportunities.

## THE PATRIOT LEGACY FUND

The Patriot Legacy Fund is an endowment fund that helps provide tuition assistance for mission-appropriate students. Each year, Grade 8 families and parents of graduates are asked to give back by making a gift to this important fund.

How is does the Patriot Legacy Fund differ from the Annual Fund? The Annual Fund supports students of today. The Patriot Legacy Fund supports students of tomorrow.

## MAJOR GIFTS/CAMPAIGN GIFTS

During the course of your child's time at RA/LP, you may be interested in or invited to participate in a larger fundraising project or initiative. These projects seek gifts that are larger in size than Annual Fund gifts and, at times, may be stretched over three fiscal years. Major and Campaign gifts focus on propelling the school forward to accomplish predetermined, targeted goals.



# WAYS TO GET INVOLVED

## VOLUNTEERISM

Your child's experience is greatly enhanced by the many parent volunteers who contribute their time and expertise to the school and its community. The benefits of volunteering are two-fold. You have the ability to impact students and the community when you volunteer. You also gain the opportunity to learn about and view the school through a different lens.

Below is a sample of some current volunteer opportunities for parents.

- Development - Annual Fund Class Captain
- Development - Fundraising Event Planning Committee
- RAPA - Ridgefield Academy Parents' Association
- RAPA Buddy Program for New Families
- LPA - Landmark Preschool Parents' Association Westport and Landmark Preschool Parents' Association Bedford

## RAPA/LPA

Parents are automatically members of the Ridgefield Academy Parents' Association (RAPA) on the Ridgefield Campus or the Landmark Parents' Association (LPA) on the Bedford and Westport campuses.

The directives of RAPA and LPA are:

- To build a strong sense of community and positive school spirit
- To share the value of an RA/LP education with the greater community
- To nurture parent-to-parent and parent-to-school communications
- To help with special classroom and administrative needs
- To raise funds that offset RAPA/LPA expenditures including social events, teacher appreciation events, etc.

You can get involved by supporting the classroom teacher, attending and helping with events, and volunteering to assist with projects and time commitments range from a few hours in the morning to a year-long role with weekly responsibilities.

## CLASS CAPTAINS

Each year, a team of volunteers assist the Advancement Department in increasing parent/guardian participation in the Annual Fund. RA appeals to our current families, past families, trustees, grandparents, and alumni to give a meaningful gift to the Annual Fund. Our volunteers support the Annual Fund, encourage participation, and provide insight for families who are still learning the importance of philanthropic contributions. Interested in learning more?

Please contact the Manager of the Annual Fund Clancy Healy at [chealy@ridgefieldacademy.org](mailto:chealy@ridgefieldacademy.org) or 203-894-1800 x128.





# DRESS CODE

## PHILOSOPHY

Our Dress Code emphasizes the belief that all members of our community should be comfortable and be able to fully engage in their classroom learning. The Dress Code intends to establish consistent and predictable dress standards and to reduce high fashion statements and the inevitable competition and distraction that often follow. School attire and personal appearance should be neat, clean, and reflect modesty and moderation.

## DAILY DRESS GUIDELINES

All students are expected to adhere to the following guidelines:

- Short, skort, and skirt length must reach 4" above the knee or longer
- Shirts must be tucked into pants, shorts, skirts or skorts.
- Hair should be well groomed.
- The following items/accessories are not allowed:
  - Hats
  - Excessive jewelry or make-up
  - Hair coloring or dyed hair

## MASKS

Due to the variable nature of COVID-19 mask guidance, guidelines have been placed on the [school's COVID-19 webpage](#). This approach provides the school an opportunity to revise the policy as local, state and CDC guidelines evolve.



## PRESCHOOL (2S-4S)

- Children in the 2s, 3s, and 4s program should wear comfortable, seasonally appropriate clothing and securely fastened sneakers. Children develop a sense of competence and independence by being able to dress and undress themselves. Please choose clothing that helps your child be successful in achieving this important developmental milestone.
- Children who have been recently toilet trained should wear clothing that is easy to remove. We highly recommend elastic waistbands and strongly discourage overalls or belts.
- A preschooler's day frequently involves educational but very messy activities. Although we use washable products in our classrooms, stains do sometimes occur. Please keep this in mind when choosing clothing for school.

## WESTPORT FUNDAMENTALS & RIDGEFIELD K - GRADE 3

### Tops:

- Navy or white short or long sleeve polo-style shirt
- Solid color navy cardigan, crew neck, V-neck, or quarter-zip sweater or fleece with no excessive logo
- Navy, gray or white RA/LP sweatshirt, fleece, or vest
- Navy jumper dress, navy short or long sleeve polo-style dress

### Bottoms:

- Solid color navy pants, skirt, skort or shorts

### Footwear:

- White, navy or black socks
- Navy or white tights
- Sneakers

# DRESS CODE

## MIDDLE AND UPPER SCHOOLS (GRADES 4 & 5; GRADES 6 - 8)

### Tops:

- White or light blue solid oxford button-down in short or long sleeve (Upper School only)
- Navy or white short or long sleeve polo-style shirt
- Solid color navy cardigan, crew neck, V-neck, or quarter-zip sweater or fleece with no logos of excessive size
- Navy, gray or white RA sweatshirt, fleece, or vest
- All sweaters, sweatshirts, vests, and fleeces must be accompanied by a blue or white collared shirt underneath
- Upper School students are permitted to wear team jerseys on the day of a scheduled game. These jerseys must be worn over a blue or white collared shirt.

### Bottoms:

- Solid color navy or khaki tailored skirt, skort, pants or shorts
- Navy short or long sleeve polo-style dress (Middle School only)
- RA belt, or other leather or cloth dress belt must be worn with shorts and pants

### Footwear:

- Solid color socks
- Solid navy or white tights
- Solid color navy, black or brown leather shoes OR low-top sneakers/athletic shoes. Students must wear low-top athletic shoes on days with PE or athletics in their schedule.

## K-8 DRESS-DOWN DAY GUIDELINES

On dress-down days students are permitted to dress out of uniform. Please help your child to choose appropriate attire that is neat, modest, and in good taste. The following items are not allowed on dress-down days:

- Clothing with violent or offensive language or images
- Torn clothing, cut-offs or clothing with holes in it
- Sandals or flip-flops
- Spaghetti straps
- Hats
- Cropped or Other Midriff-Bearing Tops

## DRESS CODE VENDORS

Families are free to purchase any brand of clothing that meets the standards above. Ridgefield Academy/Landmark Preschool partners with Lands' End and Tommy Hilfiger to offer choices that meet these dress code guidelines.

- Lands' End - [www.landsend.com](http://www.landsend.com) (preferred school # is 900051855)
- Tommy Hilfiger - <https://www.globalschoolwear.com/school-search> (school code is RIDG01)

# SPIRIT WEAR

## ONLINE

The school has partnered with local retailer Tiger Sports to produce a variety of RA and LP spirit wear. Logoed merchandise can be purchased through the school's online store known as the Patriot Store, or at Tiger Sports' retail location on 27 Catoonah Street in Ridgefield, CT.

Available items typically include:

- Jackets, sweatshirts, and other clothing items
- Branded face masks
- Seasonal items; changed periodically

## POP-UP STORES

The school will offer pop-up stores at key school events such as Patriot Weekend, Patriot Pride Night, and at concerts. Our pop-up stores will offer a limited supply of merchandise for sale.





# HEALTH & WELLNESS

It is important to let the school nurse on the Ridgefield campus, or the preschool director on the Westport and Bedford campus, know if your child is not feeling well, is being treated for a medical condition or taking medication for an illness. Having this information will enable the nurse or director to better assist your children.

## HEALTH REQUIREMENTS FOR ADMISSION - CT CAMPUSES

### CT Preschool

The State of Connecticut requires that we have an Early Childhood Health Assessment form on file for each student attending our school. Listed below are the physical and vaccination requirements for the upcoming year.

Physical examinations are required for all preschool students within 12 months prior to opening day of school.

The state of Connecticut's immunization requirements for all preschool students can be found [here](#).

### K - 8

It is Connecticut State Law that the school has a completed and current (less than a year old) Connecticut Health Assessment Record (CT HAR) on file for all new students, students entering kindergarten, and students entering grade 6.

It is also a State mandate that certain immunizations must be completed for entry into specific grades. The immunization requirements for grades K-8 can be found [here](#).

**REQUIRED IMMUNIZATION FORMS CAN BE FOUND ON THE PATIOT PORTAL.**

## HEALTH REQUIREMENTS FOR ADMISSION - BEDFORD, NY CAMPUS

### NY Preschool

The State of New York requires a health assessment form on file for each student attending our school. Listed below are the physical and vaccination requirements for the upcoming year.

The state of New York requires physical examinations within 12 months prior to opening day for all preschool students.

The state of New York immunization requirements for all preschool students can be found [here](#)



# HEALTH & WELLNESS

## EMERGENCY INFORMATION

Parents are required to review and update their household profile in the Patriot Portal on an annual basis. Failure to supply this information prior to the start of the school year could result in the child being turned away from class until the information is completed.

If you are unable to access the Portal, please contact:

Ridgefield campus: Marcie Maguire at 203-894-1800 x134

Westport campus: Janet Wilson at 203-226-6982

Bedford campus: Sarah McKimmie at (914) 234-2300

## MEDICATION ADMINISTRATION

If any medication must be administered at school, an Authorization for the Administration of Medication by School Personnel form has to be completed by the parent and health care provider. If a student has a severe allergy, an Emergency Care Plan must be completed by the parent and healthcare provider along with a completed Medication Authorization Form for each medication prescribed. Please see the nurse on the Ridgefield campus or preschool director for these forms.

Our primary goal is the safety of your children. Changes to any contact information including phone, address, emergency contacts, and emergency pickups should be made throughout the year on the Patriot Portal.

If you need Patriot Portal assistance, contact:  
Ridgefield campus: Marcie Maguire at 203-894-1800 x134  
Westport campus: Janet Wilson at 203-226-6982  
Bedford campus: Sarah McKimmie at (914) 234-2300

## ILLNESS GUIDELINES (NON-COVID AND COVID)

A primary step in preventing the spread of infection is keeping your children at home when they are ill. Parents are the best observers of their children and know when they are out of sorts. It is in this early stage that they are most infectious and it is important that children be kept out of school at this time. They will get better faster and not spread infection to others. We know this puts a burden on parents, as they may have to use time from work and scheduled activities to be with their sick children. While we are sympathetic to working parents, our first concern is the sick child and all of our other students. If a child appears to be ill, they will be taken to the school nurse or to the Main Office for evaluation. The nurse is in school daily at the Ridgefield campus from 8:20 a.m. – 3:40 p.m.

Students, faculty, and staff are strongly advised to stay home if they are sick. Always consult with your healthcare professional or your child's healthcare professional before returning to school.

For non-COVID-19 related illness

- Fever – Must be fever-free for 24 hours without the use of fever-reducing medications.
- Vomiting or diarrhea – 72 hours since last episode and able to tolerate a regular diet.
- Illness requiring antibiotic therapy – Must be on antibiotic therapy for a full 24 hours prior to returning
- Doctor's note of clearance will be required.

These illnesses may include, but are not limited to:

- Chicken Pox (Varicella)
- Measles
- Pink Eye (Conjunctivitis)
- Fifth Disease
- Strep Throat
- Impetigo
- Influenza
- Head Lice

Please call the Ridgefield campus nurse or your campus Preschool Director for further direction on non-COVID-19 illnesses.

# HEALTH & WELLNESS

## ILLNESS GUIDELINES (CONTINUED)

### COVID

As we learned last year, procedures and information concerning COVID-19 continually evolves. For all health requirements related to COVID, please refer to the school's [2021 Opening Plan webpage](#). This is where the most up-to-date information can be found.

### PHYSICAL EDUCATION

PE attendance is state-mandated and compulsory unless a healthcare provider gives a written excuse for the absence. If your healthcare provider writes a PE excuse, please include the reason for the exclusion as well as the first and last day of exclusion. These notes should be sent directly to the school nurse.



### HEALTH SCREENINGS

- "Health screenings are important strategies to promote the health and wellness of students and provide early detection of potential health concerns that may prevent them from taking full advantage of the educational opportunities provided in school. While screenings are not diagnostic, they can identify if there is a possibility of a health concern or problem (Bobo, Kimel & Bleza, 2013)."
- For the Ridgefield campus, Section 10-214 of the Connecticut General Statutes (CGS) mandates annual audiometric screening for hearing and vision screening for distance visual acuity to each pupil in kindergarten and grades one and three to five, inclusive. Screenings are performed by the nurse and parents/guardians will be informed of the approximate date of the screening via email.
- "Postural screening consists of screening for postural abnormalities. Section 10-214 of the Connecticut General Statutes (CGS) specify that postural screening be done for (1) each female student in grades five and seven, and (2) each male student in grade eight..." Screenings will be performed by the nurse and parents/guardians will be informed of the approximate date of the screening via email.

#### Sources:

Bobo, N, Kimel, L, & Bleza, S. (2013) *Promoting health at school*. In J. Selekman (Ed.), *School Nursing: A Comprehensive Text*. (2nd ed. p.455) Philadelphia, PA: F. A. Davis

CT Department of Education. "Guidelines for Health Screenings: Vision, Hearing and Scoliosis." August 2018



# HEALTH & WELLNESS

## FOOD ALLERGY GUIDELINES

The objective of these guidelines is to assist an identified allergic student in avoiding exposure to allergens and to provide for a supportive learning environment. Ridgefield Academy and Landmark Preschool will work with parents/guardians and students who have allergies in order to minimize or avoid, as much as possible, the chances of an allergic reaction with a threat to the student's well being.

Ridgefield Academy/Landmark Preschool is taking what it considers to be reasonable measures to guard against an allergic reaction. However, since each individual (student, parent, faculty and staff, visitor) must accept responsibility for compliance, the school cannot guarantee that a student will not come in contact with a product he/she may be allergic to in the course of a school day or during a school-related event.

The school nurse and preschool directors will work with the parents/guardians, students, teacher/advisor, and school chef to outline a plan to address the needs related to the child's allergies. Appropriate information and precautions will be communicated accordingly by the administration and/or the classroom teacher/advisor.

Students, faculty, staff, and parents are asked not to bring any peanuts, peanut products, tree nuts or tree nut products to our campus or on school-sponsored excursions, including athletic events. This includes, but is not limited to, birdseed, granola bars, coffee that may contain nut products, certain scented hand lotion, etc. Signage is posted throughout the campus that indicates we promote a nut-aware environment.

Epinephrine (with a device known as an "EpiPen") will be available in Ridgefield Academy emergency first aid boxes and administered according to the emergency medication protocol prescribed by our school nurse. The nurse will administer an epi-pen when warranted to help stabilize the condition until emergency medical staff arrives. Alternatively, in the absence of the nurse, a qualified administrator or teacher will administer the epi-pen. Preschool directors can only administer an epi-pen prescribed for a specific individual. Our faculty is trained bi-annually both in prevention and the administration of an epi-pen should a child develop a severe reaction while in school.

Food allergies can be life-threatening. In some cases, the allergens need to be ingested, in other situations they can be air-borne or the result of physical contact ("touch-sensitive").

The risk of accidental exposure can be reduced if everyone in our school community works to minimize risks and provide for a safe environment for food-allergic students.

## COMMON FOODS THAT CONTAIN PEANUTS AND TREE NUTS

PEANUT OIL  
PEANUT BUTTER/NUT BUTTERS  
NUTELLA  
CHEX MIX  
CHOCOLATE BARS W/NUTS  
BRAZIL NUTS  
WALNUTS  
ALMONDS  
CASHEWS  
CHESTNUTS  
FILBERT/HAZELNUTS

HICKORY NUTS  
MACADAMIA NUTS  
MARZIPAN/ALMOND PASTE  
MIXED NUTS  
NOUGAT  
PECANS  
PESTO (PINE NUTS)  
PISTACHIOS  
PRALINES  
GIANDUJA (A NUT MIXTURE IN SOME CHOCOLATE)  
GRANOLA BARS

# SNACKS & LUNCH

- All campuses are peanut and nut aware to help limit exposure to these foods.
- All food brought from home needs to be nut-free and adhere to the Food Allergy Guidelines.
- For safety reasons, please do not send glass bottles, candy, or any small food items on which a child could choke.
- It is our goal to educate students with allergies, but also provide similar alternatives that can be enjoyed.
- If your child has a food allergy, please contact:
  - Ridgefield - The school nurse and Head of Preschool and Lower School, Alison O'Callaghan
  - Westport - Preschool Director, Siobhan Powers
  - Bedford - Preschool Director, Evelyn Tangney

**DUE TO THE NUMBER OF STUDENTS WITH SEVERE ALLERGIES, PARENTS SHOULD NOT SEND PEANUT OR NUT PRODUCTS IN TO SCHOOL.**

## PRESCHOOL SNACKS

### Westport

Students bring their own snacks and lunches to school, including beverages, napkins, and utensils (if needed). For safety reasons, please do not send glass bottles or hard candy. We suggest a nutritious snack and lunch to help students be at their best throughout the school day. If a student has left his or her lunch at home, the teacher will call home to see if a lunch can be brought. If not, a snack will be provided.

### Bedford

Students bring their own snacks, labeled water bottles, and napkins, and utensils (if needed) to school every day. We suggest a nutritious snack to help students be at their best throughout the school day. If a child does not have a snack, one will be provided for them.

Children with known food allergies are required to bring their own food, including snacks and party treats. Please speak with your child's teacher or the Director for details.

Parents of Preschool students on the Ridgefield campus can choose to be a part of the PS lunch program and have their child receive healthy prepared foods each day for a fee. All lunches are produced on campus, from scratch. Parents make their child's lunch selections online each morning. Alternatively, PS students can bring their own lunch from home.

Preschool students who bring their own lunches to school also should include beverages, napkins, utensils, and an ice pack. We suggest a well-balanced lunch to help students be at their best throughout the day. Snacks for Ridgefield preschool students will be provided each day. To foster healthy eating habits, our snacks consist of fruit, vegetables, and grains.

## RIDGEFIELD ACADEMY LOWER, MIDDLE & UPPER SCHOOLS

A healthy, nutritious lunch will be provided for students in Kindergarten - Grade 8. Choices are available and students are encouraged to try new foods.

# PARALLEL REMOTE LEARNING

## Criteria

- We know that students learn best when they have consistency in their learning environment and, to that end, Parallel Remote Learning is a learning platform designed for pre-planned durations of three or more contiguous days during which a student cannot be on campus. Parallel Remote Learning is intended for students who can attend the full daily schedule and can participate in class activities from another location.
- Students learning via Parallel Remote Learning must have access to sufficient internet bandwidth to support video conferencing and have access to a tablet (K-2) or notebook computer (3-8).

Parallel Remote Learning is not meant to be used:

- for immediate access to remote classes.
- as a replacement for sick days. Students who are not well enough to learn should have the time needed for rest and recuperation.
- when a student has to miss part of a school day or a full day of classes for out-of-school appointments.
- when daily recreation prohibits the ability to participate in class activities/the learning process

If a student needs to be away from campus and Parallel Remote Learning is not a suitable option, they can follow along with assignments posted to Seesaw or Google Classroom and follow up with teachers as needed.

## PARALLEL REMOTE LEARNING APPROVAL

Teachers need time to prepare for students to use Parallel Remote Learning so parents must fill out a Parallel Remote Learning Request Form. In most circumstances, submitting the form by noon in advance of the first day in which they want their child to begin learning via PRL allows the school enough time to consider the request and respond by the end of the day.

There may be times when the school will indicate that Parallel Remote Learning is not in the best interest of your child, due to a teacher's, learning specialist's, and/or the school counselor's understanding of their needs as a learner and/or the context of the classroom experiences at that particular point in time. Under those circumstances, you will be contacted by your child's Division Head.

# PRL (CONTINUED)

## PRESCHOOL

- Preschool Parallel Remote Learning will consist of students joining their class for portions of their school day. Preschool teachers will send parents a schedule letting them know the times children can join class the night before.
- Supplies for Parallel Remote Learning will be provided bi-weekly on Friday afternoons. Pick-up bins are provided outside the school, you may pick up your child's packet at your convenience any time after 2:00 PM on Friday.
- Preschool teachers will establish a schedule based on the child's age and regularly scheduled school days.
- Preschool children participating in Parallel Remote Learning will require support from caregivers at home.

## LOWER SCHOOL

- Supplies for Parallel Remote Learning will be provided bi-weekly on Friday afternoons. If a pickup on the specified day will not be possible, families should contact Basil Kolani to make alternate pick-up arrangements.
- Students will be expected to join the online meetings for all classes, including specialist classes, for the duration of their remote learning. Schedules and links to online meetings will be shared with students and their parents every two weeks or at the start of a remote learning duration.
- Lower School students participating in Parallel Remote Learning may require support from caregivers at home to get settled into classes and checked-in on regularly throughout the school day.
- Parents will be asked to help their child return daily assignments to teachers via an email attachment or through an upload to Seesaw (K-2) or Google Classroom (3). Any physical work that cannot be returned digitally should be dropped off at the next bi-weekly pickup.
- School Dress Code applies

## MIDDLE & UPPER SCHOOL

- Digital materials for Parallel Remote Learning will be made available via Google Classroom. Some classes may have physical materials necessary for full participation, and those will be available for pickup bi-weekly on Friday afternoons or the day before transitioning to remote learning. If a pickup on the specified day will not be possible, families should contact Basil Kolani to make alternate pick-up arrangements.
- With less than 24 hours notice, students in Grades 7 and 8 may be permitted to audit classes by joining remotely with camera off, microphone muted, and *with permission from Basil Kolani, Director of the Center for Innovative Teaching and Learning*.
- Students will be expected to join the online meetings for all classes, including specialist classes, for the duration of their remote learning. Schedules with links to online classes will be available to both students and parents on the Patriot Portal.
- School Dress Code applies



# STUDENT TECHNOLOGY

In addition to technology resources that RA/LP provides throughout the PS-Grade 8 program, Ridgefield Academy provides Chromebook computers to students in Grades 2-8 and tablets PS - Grade 2. These computers are used in conjunction with Google accounts that are provided for email (Grades 2-8), collaboration, research, and assignments, and they are to be used for academic purposes only.

Whether students use a school-owned or personal computer (Grades 6-8) for school purposes, they are expected to follow the guidelines outlined in the section below and in the Middle/Upper School pledge.

- Students are expected to treat their Chromebooks with care, and families may be asked to reimburse the school in cases of loss or extreme damage.
- Students are expected to have respect for themselves and for others as they appropriately use the digital resources that are available to them
- to become responsible creators, as well as consumers, of all forms of electronic media.

Ridgefield Academy/Landmark Preschool's computer network, facilities, and resources are intended only for educational purposes and support of the school's mission. The use of these resources is a privilege that comes with responsibilities. In order to use the available technology resources, students must agree to abide by what the school considers to be appropriate behavior consistent with school-wide core values centering on a commitment to integrity, consideration for others, and responsibility to the institution. The following guidelines are provided in an effort to clarify the relationship between issues involving technology and the school's policies.

## ELECTRONIC DEVICES

Between 8:25 am-3:30 pm students may not use personal electronic devices including, but not limited to, handheld video games, cell phones, or any electronic devices that would interfere with the learning environment while on campus. If a student is found using one of these electronic devices during the school day, it will be taken away from the student and given to the appropriate division head or director. The student or, in some cases, the student's parent will be directed to retrieve the device from the division head or director at the end of the school day. Parents who wish to communicate with their children during the school day should do so through the office. Unless otherwise specified, personal electronic devices are not allowed on field trips.



# STUDENT TECHNOLOGY

## SECURITY, PRIVACY, AND HARASSMENT

Students can expect that their security and privacy will be protected by every member of the RA community. When all members of the community use technology resources appropriately, we can be assured that everyone's personal digital safety and privacy will be maintained.

All data residing on RA/LP's systems are subject to inspection by the school's administration. The school has the right to examine and evaluate any material that resides on, is created using, or is accessed through systems that the school owns.

Any effort to compromise network security will be considered an act of vandalism.

All reasonable precautions should be taken to prevent the unauthorized use of any account. Passwords should not be shared, though teachers of some grades might keep a record of student passwords in order to help with classroom activities.

At no time should anyone engage in behavior that could be interpreted as online harassment or bullying.



## INTERNET ACCESS AND EMAIL

All members of the school community are expected to use Internet resources responsibly. Any inappropriate use of Internet resources should be reported. Students should ensure that they do not – either accidentally or by design – visit sites that might contain objectionable content. A student's intentional access of content deemed inappropriate may result in disciplinary action. The network firewall restricts access to sites based on categories of content and sometimes mistakenly flags sites as appropriate or inappropriate. If a website is mistakenly blocked or unblocked, direct any questions to Kosta Myzithras or a classroom teacher.

All students in Grades 3-8 are given a Ridgefield Academy account that provides access to the Google Suite of products, including an email address that should be checked regularly for messages from teachers and other faculty members. Students should use their Ridgefield Academy email accounts to communicate with their teachers, and should not expect faculty members to return email messages to unfamiliar email addresses. Emails sent by any member of the school community with a ridgefieldacademy.org address are considered to be a direct reflection of the school.

Any concerns about messages not received, misdirected, suspicious, harassing, or threatening in any way should be reported to a teacher or administrator.

# STUDENT TECHNOLOGY

## PLAGIARISM AND COPYRIGHT INFRINGEMENT

From the youngest grades, Ridgefield Academy/Landmark Preschool students are taught how to properly search for and cite information from reputable sources, and the expectation is that all community members will always make an effort to correctly attribute someone else's information when using it as part of their work.

As students use Google Drive and other collaborative software to work together, they should keep in mind that each student's work is his or her own, and document versioning will reflect work done by each student.

## OTHER

In all cases, Ridgefield Academy/Landmark Preschool policies and procedures should guide the proper use of technology at the school in situations not addressed by this document.

## SOCIAL NETWORKING AND AUDIO-VISUAL RECORDING

Ridgefield Academy/Landmark Preschool students should be mindful of the fact that most social networking websites or apps require a minimum age of 13 to use their services. However, those that do should take care to create a positive digital footprint and be mindful that anything posted online, whether of themselves or of others, should be positive, meaningful, and constructive. Posting, releasing, or otherwise disclosing photos, images, videos, or information that identifies our students by their full name is strictly prohibited. Ridgefield Academy takes seriously its legal and moral obligations to protect the privacy of its students and their parents. While the school cannot prevent parents from posting their own images of student performances and events online, we ask that you please make such postings private. Thank you for your understanding.



# CONTACT US:

Below is a list of contacts for your reference. It is best to make initial contact with faculty via email.

All school email addresses follow the same formatting of the first initial, last name@ridgefieldacademy.org, or landmarkpreschool.org. (For example John Smith=jsmith@ridgefieldacademy.org). Alternatively, you can leave a message with the Front Office. Faculty will typically respond to your message within 24 hours.

Ridgefield PS-Grade 3	Alison O'Callaghan, Head of Preschool & Lower School	203-894-1800 x109
Ridgefield Grade 4 - Grade 8	Clinton Howarth, Head of Middle & Upper School	203-894-1800 x116
Bedford Preschool	Evelyn Tangney, Director	914-234-2300
Westport Preschool	Siobhan Powers, Director	203-226-6982
Annual Fund	Clancy Healy, Manager of Annual Fund & Alumni Relations	203-894-1800 x128
PE/Athletics	Beth MacInnes, Athletic Director	203-894-1800 x107
PE/Athletics	Brendan Carney, Assistant Athletic Director	203-894-1800 x117
Billing	Linda LaFonte, Staff Accountant	203-894-1800 x105
Busing	Larry Curry, Director of Facilities & Security	203-894-1800 x123
Center for Innovative Teaching & Learning	Basil Kolani, Director	203-894-1800 x141
Extended Care Ridgefield	Donna Kauth, Administrative Assistant & Extended Care Coordinator	203-894-1800 x106
Extended Care Bedford	Evelyn Tangney, Director	914-234-2300
Extended Care Westport	Siobhan Powers, Director	203-226-6982
Financial Aid	David Suter, Associate Head of School & Director of Enrollment	203-894-1800 x112
Food Services	Paul Desiano, Director of Food Services and Facilities Use Coordinator	203-894-1800 x115
Communications & Fundraising	Mo Carleton, Director of Advancement	203-894-1800 x154
Maintenance	Larry Curry, Director of Facilities & Security	203-894-1800 x123
Mentoring New K-8 Families	David Suter, Associate Head of School & Director of Enrollment	203-894-1800 x112
Outside Facilities Use	Paul Desiano, Director of Food Services and Facilities Use Coordinator	203-894-1800 x115
Security	Larry Curry, Director of Facilities & Security	203-894-1800 x123
Service Learning	Jessica Brooks, MS/US World Language & Service Learning Coordinator	203-894-1800 x121
Technology	Kosta Myzithras, Director of Information Technology	203-894-1800 x135
Website	Rebecca Toon, Website & Social Media Marketing Manager	203-894-1800 x168



# PATRIOT PORTAL

The Patriot Portal provides secure access to all resources for currently enrolled families. A link to the Portal can be found at the top of both the RA ([www.ridgefieldacademy.org](http://www.ridgefieldacademy.org)) and LP ([www.landmarkpreschool.org](http://www.landmarkpreschool.org)) websites.

The Patriot Portal should be used to to:

- sign up for clubs, events, aftercare
- update your family's contact information
- schedule parent-teacher conferences
- provide or change dismissal instructions
- view progress reports and report cards,
- view archived issues of the RA Weekly
- access online payments for tuition, aftercare, and clubs

If you are unable to access the Portal, please contact:

Ridgefield campus: Marcie Maguire at 203-894-1800 x134

Westport campus: Janet Wilson at 203-226-6982

Bedford campus: Sarah McKimmie at (914) 234-2300

# EMERGENCY & WEATHER COMMUNICATIONS

## EMERGENCY BROADCAST SYSTEM

Ridgefield Academy and Landmark Preschool will text and email all households and parents in the event of an emergency, a closing, or other unplanned event. Should we, for example, lose power and have to close school early or decide to not open school due to inclement weather, we would “blast” a customized text as well as send an email to each family whose contact information has been entered into our Patriot Portal database. Cell phone numbers of both parents will automatically be added to this list unless otherwise requested.

If you are unable to access the Portal or need assistance, please contact:

Ridgefield campus: Marcie Maguire at 203-894-1800 x134  
Westport campus: Janet Wilson at 203-226-6982  
Bedford campus: Sarah McKimmie at 914-234-2300

## WEATHER RELATED CLOSINGS AND DELAYS

Weather related decisions are guided by other schools in our area, as well as considerations particular to our facilities and the towns in which they reside. Please note that closings/delays may differ from the local public schools or independent schools.

In times of inclement weather, a text message and email will be sent to all families as soon as a decision regarding a change to the school schedule has been made notifying them of the change. Parents can also visit the school's websites [www.ridgefieldacademy.org](http://www.ridgefieldacademy.org) and [www.landmarkpreschool.org](http://www.landmarkpreschool.org), [ctweather.com](http://ctweather.com), or the RA or LP Facebook page to learn of school closings or delays.



# GLOSSARY

## COMMON TERMS, EVENTS, AND PROGRAMS

### Advisory

To assure continued advocacy and support of Grade 4-8 students' intellectual, social, and moral growth, Middle & Upper School teachers serve as grade-level advisors. There are several advisors for each grade. Advisors meet with students during arrival, lunch, study hall, dismissal, and otherwise as necessary. The advisors serve as the primary school contact for parents.

### After-School Enrichment Clubs

Ridgefield Academy/Landmark Preschool offers clubs for students in Preschool through Grade 8, from cooking, acting, and creating comics to dance, science, art, and Rock Band.

### Annual Fund

A philanthropic opportunity for parents, alumni, grandparents, past parents, and friends to support the outstanding teaching and learning. Each year, all members of the RA/LP community are asked to make a gift to the Annual Fund, which contributes approximately 7% of the school's operating revenue each year. Gifts of every size are welcomed.

### Assemblies

An all-school assembly takes place every Monday at 8:30 am at RA. Weekly events and announcements, birthday announcements, and special programs are presented. Parents are encouraged to attend when their schedules permit.

### Board of Trustees

Ridgefield Academy/Landmark Preschool is a not for profit organization, governed by a Board of Trustees who employ the Head of School, identify and safeguard the school's mission, and assure fiscal responsibility. The Board sets policy upon the recommendations of committees, some of which welcome parent participation..

### The Center For Innovative Teaching and Learning

The Center exists to enhance teaching and learning across all grade levels to better serve all students. By working with faculty on "what we teach" and "how we teach;" The Center ensures that Ridgefield Academy builds on forty five years of the school's history and is ready for the demands of the next forty five and beyond. Leadership in The Center provides ongoing recommendations to the school's administrators and faculty regarding student needs, program enhancements, and teacher education.

### Extended Day/Extended Care

Ridgefield Academy/Landmark Preschool offers a Before and After- Care Program that provides adult supervision for children outside of school hours on a regular or drop-in basis.

### Directory

An online family directory is available through our Patriot Portal.

### Gala

Each year, the school hosts a fundraising event that brings together parents, administrators, faculty, staff, and friends in support of Ridgefield Academy and Landmark Preschool. Funds raised provide resources and opportunities for students that could not be offered from tuition revenue alone.

### Handbook

The handbook is located in the Patriot Portal of both the RA and LP websites electronic copy of our handbook, which has important information about the school organization, policies, and procedures. It is important for parents to familiarize themselves with the content.

### Patriot Portal

The password-protected database used to track attendance/dismissal, progress reports, report cards, and many other aspects of school life. This program also allows parents to schedule parent-teacher conferences, dismissal changes, etc.

# GLOSSARY

## (CONTINUED)

RAPA (Ridgefield Academy Parents' Association) - LPA (Landmark Preschool Parents Association)

The objective of each campus' parent association is to mobilize current families to support the school's mission. In carrying out this objective, the associations promote volunteerism, build community, and when appropriate, helps raise funds to benefit Ridgefield Academy/Landmark Preschool. RAPA and LPA also facilitate communication within the School, promote an effective partnership between current families and the School, and conduct events that foster an inclusive, cooperative spirit at RA.

RAPA/LP Class Reps

A class/grade representative helps build community by facilitating on-going communication between parents and the teacher, school administration and RAPA. Generally, they will attend RAPA/LPA meetings, parent coffees, and other school events as requested. Class Reps are responsible for managing class dues and providing expenditure receipts to RAPA/LPA treasurer.

Service Learning

Ridgefield Academy/Landmark Preschool is proud of its dedication to inspiring character education as well as service to others. RA's service learning program empowers students and faculty to become active community members. By integrating our curriculum with community service, RA provides an authentic service learning experience. Community service is embedded in our curriculum and enhances our high academic standards. Students and teachers work collaboratively to understand the issues, and to become the necessary change in this interdependent world.

SSAT Testing

The Secondary School Admission Test (SSAT), administered annually to RA students in grades 5 through 8, measures basic verbal, quantitative, and reading skills students develop over time. The SSAT is not an achievement test nor is it designed to measure the extent of knowledge about a specific curriculum that has been covered in class.

Teacher Appreciation Week

The week varies from campus to campus, but the heart of the event stays the same - RAPA and LPA parents come together to organize an annual appreciation event for teachers and administration.

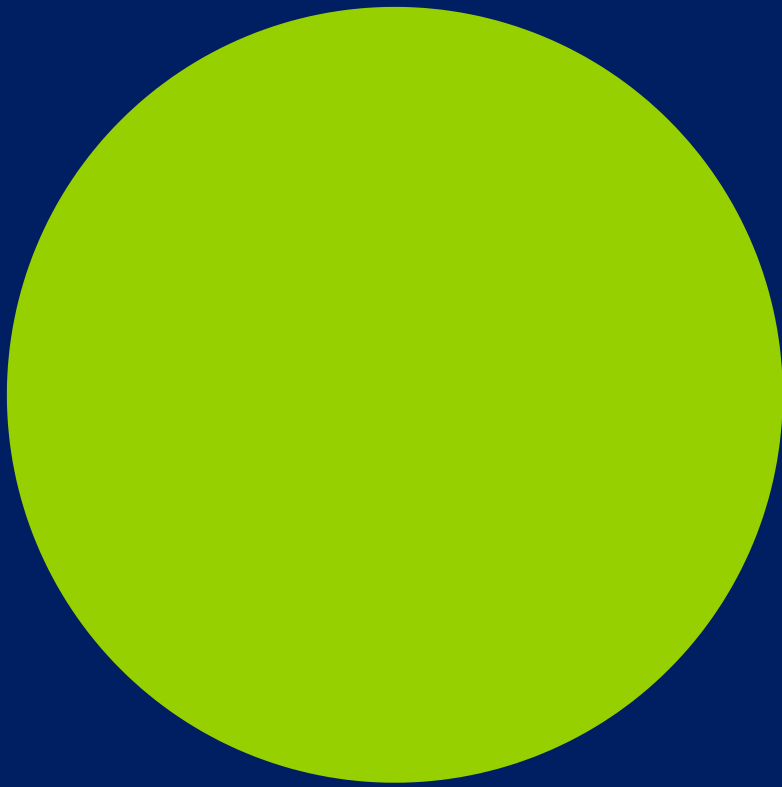
The Technology Bridge

Ridgefield Academy's digital media arts center. Well appointed with iPads, iMacs and a Green Screen Room, as well as leading-edge software including Photoshop, Flash Animation, Drag-on (stop-motion animation) and Final Cut Pro (for film), The Center is enriching the curriculum at all levels and engaging students by incorporating state-of-the-art technology into projects and presentations.



## **DISCLAIMER**

The policies and procedures set forth in this handbook do not confer any contractual rights on any student or family, but instead serve as an aid to the school in its everyday decision-making responsibilities. Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. These policies and procedures are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. The Handbook may also be revised or updated periodically, even during the school year. The school will maintain the most current version of the handbook on the Patriot Portal.



**dreamers become thinkers.**



[WWW.RIDGEFIELDACADEMY.ORG](http://WWW.RIDGEFIELDACADEMY.ORG)



[WWW.LANDMARKPRESCHOOL.ORG](http://WWW.LANDMARKPRESCHOOL.ORG)