

HB All-School Handbook

2021-2022



HathawayBrown 

Hathaway Brown is a dynamic and compassionate community dedicated to excellence in the education of girls and co-educational early childhood.

For us, educational excellence includes, but reaches well beyond, superb preparation for college. The true mission of the school, as reflected in our motto, “Non scholae sed vitae discimus,” is preparation for life. We strive to foster in the minds of our students an abiding passion for learning and in their hearts a constant devotion to strong character and public service. At this moment in history, there is great need for women of vision and courage who are empowered for leadership in a multicultural and globalized society. We seek to answer that need by inspiring our students to achieve their utmost potential, and to rise boldly to the challenges of their times.

While transforming the lives of the girls in our care is our primary calling, Hathaway Brown embraces broader aspirations as well:

- to help shape a future of unbounded possibility for women;
- to stand among the country’s leading schools in educational innovation;
- to be such a force for the common good beyond our campus that we are respected as a civic treasure.

Dear Parents and Students,

It is my great honor to welcome you as part of Hathaway Brown School's celebrated community! Our school environment is enriched by the presence of each and every person who walks through our doors. For more than 146 years, we have been guided by our motto: Non Scholae Sed Vitae Discimus—We Learn Not for School, But for Life, which in practice means we are a place where young people are empowered to ask questions, challenge conventions and explore opportunities. And HB's Learn for Life signature approach ensures that each individual student has the best experience possible.

Since 1876, HB has given students the tools they need to confidently embrace all the possibilities that exist for them here and beyond our campus. Our faculty's dedication to distinguished academics at all levels can be observed every day in the classrooms, libraries, science labs, theatres, dance studios and art rooms, as well as on the athletic fields. In addition to the superior academic preparation they receive, at every turn HB students are inspired to become the best version of themselves. We encourage girls of all ages and boys in our Early Childhood program to put their knowledge in action, take chances, stretch their minds, work together, and learn from their mistakes.

HB is committed to providing a safe, inclusive environment for all students and for nurturing the hearts and minds of all in our care. As with any community, we have a set of rules and standards that we live by here at HB. This School Handbook outlines most of those guidelines. We've formatted it in a way that we hope will be informative and useful for parents and students in all school divisions. The first section outlines all-school policies, rules, norms, and procedures. Ensuing sections are devoted to the specifics that apply to each respective division: Upper School (grades 9-12); Middle School (grades 5-8); Primary School (grades K-4); Early Childhood (ages 2½ -5); Infant & Toddler Center (ages 6 weeks-2 years). This book is not

intended to be exhaustive, but it does contain a great deal of important information related to the HB experience. Your signed school contract indicates your intention to abide by the policies and procedures outlined herein. Please examine this handbook carefully and discuss it with your child, and please don't hesitate to bring any questions or concerns to my attention or to the attention of individual division directors.

I look forward to partnering with you throughout your years at HB. Thank you for being part of our celebrated community!

Fondly,



Dr. Fran Bisselle
Head of School



CONTACT US

Hathaway Brown School
19600 North Park Blvd.
Shaker Heights, OH 44122
216.932.4214

HB.edu

Table Of Contents

Welcome from the Head of School3

Contact Information

School Overview6

- History
- Accreditation
- Core Values
- Non-Discrimination in Student Acceptance
- Diversity, Equity, Inclusion and Belonging Statement
- Financial Responsibilities
- Trustee Approval

HB Community Agreement8

- Responsibilities of Hathaway Brown School
- Responsibilities of Hathaway Brown Families
- Responsibilities of Hathaway Brown Students

General School Information10

- Contact Us
- School Hours
- Divisional Offices
- Visitors
- Additional Policies, Procedures, and Protocols

Attendance Policies11

- Student Expectations
- Arrival
- Dismissal
- Participation in After-School Sports and Activities
- Leaving and Returning to Campus
- Snow Days
- Excused Absences
- Unexcused Absences
- Extended Absences
- Extended Vacation or Family Travel
- College Visits
- Missed Work
- Medical Leave
- Field Trips
- Learning Services

School Safety and Security15

- Safety and Security Commitment
- Emergency Response Protocol
- Inappropriate Conduct by a Professional
- Safe Student Helpline
- Animals on School Grounds

Parent Communication and Participation16

- Communication Philosophy
- Communication with Teachers
- Parent Conferences
- Newsletters
- Statement on Discretion
- Parent Volunteers
- Parent Gift-Giving Guidelines

Health and Wellness Policies18

- Physical Examinations
- Illness
- Medical Restrictions
- Medications
- Food Philosophy
- Allergies
- Concussions
- Cleveland Council of Independent Schools Statement on Alcohol and Other Drugs
- Alcohol and Drug Abuse Treatment
- Counseling Services
- Psychiatric Treatment
- Confidentiality

Honor Code23

- Definitions for our Community
- Bullying Behavior
- Discipline
- Administrative Disciplinary Committee
- Discipline Definitions
- HB Alcohol and Drug Policies
- Disciplinary/Honor Council Matters and the College Application Process
- Minor Discipline

Rules Governing Technology Use28

- Technology Responsible Use Policy
- Children’s and Student Privacy
- Parental Permission and Consent
- Addendum to HB Responsible Use Policy

Upper School34

Welcome from the Director of Upper School

Contact Information
School Hours

General Upper School Policies, Procedures, and Protocols.....35

- Attendance Policies
- Excused Absences
- Attendance
- Dress Code
- Lockers
- Parking Lots
- Cell Phones
- Public Displays of Affection
- Lost and Found
- Student Support Team

Academic Policies.....37

- Minimum Graduation Requirements
- Grading Scale
- Interim/Semester Grades
- Semester Exams
- Calculating the GPA
- Drop/Add Course Policy
- Incompletes
- Academic Deadlines
- Academic Work Missed
- Semester/Year Away
- Academic Review and Status
- Placement in Advanced Courses
- Transcript Requests

Table Of Contents, continued

Middle School 42

Welcome from the Director of Middle School

- Contact Information
- School Hours

General Middle School Policies, Procedures, and Protocols..... 43

- Advisor Program Mission
- Uniforms
- Out-Of-Uniform Days
- Dining Hall Protocol
- Student Performances
- Assemblies
- Student Responsibilities
- Telephone Usage
- Going Outside
- Announcements
- Brown Bag
- School Library
- Personal Belongings
- Book Bags
- Lost And Found

Academic Policies..... 48

- Grading System
- Middle School Honor Roll
- Homework
- Special Help

Primary School 50

Welcome from the Director of Early Childhood and the Primary School

- Contact Information
- School Hours

General Primary School Policies, Procedures, and Protocols..... 51

- Daily Schedule
- Supervised Before- and After-School Care

- Morning Drop-Off and Afternoon Pick-Up
- Morning Drop-Off
- Afternoon Pick-Up
- Dismissal
- Bus Transportation
- Dress Code
- Casual Dress Days
- School Supplies
- Lunch
- Snacks
- Birthday Celebrations
- Primary School Volunteers
- Lockers/Personal Belongings
- Lost and Found

Academic Policies..... 56

- Homework Expectations
- Homeroom and Specialty Teachers
- Student Support Team

Early Childhood 58

Welcome from the Director of Early Childhood and the Primary School

- Contact Information
- School Hours

General Early Childhood Policies, Procedures, and Protocols..... 59

- Daily Schedule
- Arrival/Dismissal
- Additional Program Options
- Driveway Safety
- Recommended Dress
- Outdoor Play
- Items from Home
- Nutrition
- Illness
- Medication
- School Celebrations
- Classroom Visits
- Parent Volunteers
- Lost and Found

Academic Policies.....64

- Curricular Approach
- Field Trips
- Teacher Conferences
- The Ec Weekly
- Daily Journals
- Behavior Management and Discipline
- Biting Policy

ITC & EC Technology Philosophy 67

Infant & Toddler Center 68

Welcome from the Director of the Infant & Toddler Center

- Contact Information
- Center Hours

General Infant & Toddler Center Policies, Procedures, and Protocols..... 69

- Arrival
- Daily Sign-In
- Dismissal
- Recommended Dress
- Outdoor Play
- Nutrition
- Illness
- Medication
- Teething
- Potty Training
- School Celebrations

Academic Policies..... 73

- Curricular Approach
- Daily Communication
- Teacher Conferences
- Classroom Visits
- Email Communication
- Behavior Management and Discipline
- Biting Policy

ITC & EC Technology Philosophy 76

School Overview

HISTORY

Founded in 1876, Hathaway Brown School has devoted vast resources to create the ideal academic and social environment for the development of young women. HB was created and nourished by the extraordinary generosity of Cleveland civic leaders; they imagined an institution devoted to the intellectual development of women at a time when few believed the minds of women mattered. The school was born as the Brooks School for Ladies, offering “afternoon classes for young ladies” at the Brooks Military School, a private academy for boys. In 1886, Anne Hathaway Brown purchased the school. Its name was later changed to Miss Anne H. Hathaway Brown’s School for Girls. Miss Hathaway Brown sold the school in 1890. HB moved to its current location in Shaker Heights in 1927. The school is now home to four divisions: a co-ed Early Childhood, and all-girls Primary, Middle, and Upper schools. Over its more than 146-year history, HB has graduated thousands of remarkable, intelligent, trailblazing women of character who have made their marks in every profession, in every sphere, in every corner of the world. Today, the school’s 4,000+ alumnae are engaged in virtually every professional discipline in all corners of the world. Hathaway Brown has won national regard as the defining voice of 21st century girls’ education, even as it sets the standard for educational excellence and innovation among the schools in Northeast Ohio. Its mission of educating not for school but for life continues to be an inspiring call to action.

ACCREDITATION

Hathaway Brown School is approved by the State of Ohio and accredited by the Independent School Association of the Central States. Additionally, HB’s Infant & Toddler Center and Early Childhood program are fully licensed by the Ohio Department of Education and therefore meet all requirements of local, state, and federal regulatory agencies. The license is posted, and copies of the regulations guiding our operation are available for parent review.

HB holds membership in the following professional organizations:

- Cleveland Council of Independent Schools
- Council for Advancement and Support of Education
- Educational Records Bureau
- Global Education Benchmark Group
- Independent Schools Central States
- National Association of Independent Schools
- National Coalition of Girls’ Schools
- Ohio Association of Independent Schools
- Ohio High School Athletic Association
- World Education Alliance

CORE VALUES

It is our collective responsibility to ensure that the virtues of an HB education are passed on to future generations of girls, along with the values that define us:

- Our unwavering faith in the unbounded capabilities of girls and women;
- Our conviction that character matters most of all, that the potential for leadership dwells in everyone, and that there are myriad pathways to success;
- Our fascination with excellence and, beyond excellence, with imagination;
- Our insistence on educating and valuing the whole child—mind, body, and spirit—each girl, each day;
- Our belief that we are responsible for the welfare of the community beyond our campus, and that we must share our knowledge and gifts and touch the lives of others who need support, especially girls, in Greater Cleveland and around the world; and
- Our emphasis on endless learning and the power of ideas to change the world.

NON -DISCRIMINATION IN STUDENT ACCEPTANCE

Hathaway Brown School seeks and accepts for admission students of any race, color, religion, national origin, age, disability, genetic information or sexual orientation in the administration of its educational policies/scholarship/loans/fee waivers, rights, privileges, programs, and activities. Hathaway Brown does not discriminate against any individual on the basis of disability, including against applicants or members of their families, students or members of their families. Applicants and students with disabilities and members of their families have an equal opportunity to participate in or benefit from the goods, services, facilities, privileges, advantages, and accommodations provided by Hathaway Brown. Hathaway Brown does not deny admission to or dis-enroll a child on the basis of the child's disability, or because Hathaway Brown regards the child as having a disability. Hathaway Brown will make reasonable modifications to its policies, practices and procedures when the modifications are reasonably necessary to afford goods, services, facilities, privileges, advantages, or accommodations to individuals with disabilities. Requests for reasonable modifications should be directed to a member of the school's professional staff so that they may be given prompt and appropriate consideration.

DIVERSITY, EQUITY, INCLUSION AND BELONGING VALUES STATEMENT

HB is committed to building a diverse, equitable, and inclusive learning community through our admission policies, hiring practices, professional development, curricular and extracurricular programming, and school culture. The representation and full engagement of the diverse points of view of individuals with varied life experiences is a source of strength and wisdom that enriches the learning environment and fuels innovation and growth, particularly as students are prepared for lives of strong character, public service, and leadership. Hathaway Brown respects and affirms the dignity and worth of each member of our community. These values of diversity, equity, and inclusion are rooted in our mission; our motto, We Learn Not For School, But For Life, and our Community Agreement, and it is our expectation that all those affiliated with the institution uphold and demonstrate these shared values in spirit and in practice at all times.

SUSTAINABILITY STATEMENT

HB is committed to building a school community that is sustainable financially, socially and environmentally through our teaching, institutional practices, school culture and civic engagement. We will embrace our role as active caretakers of our natural and human communities in support of individual, institutional and global health. Our commitment is rooted in the forward-thinking nature of our mission and community values; to learn and prepare not for school but for life.

FINANCIAL RESPONSIBILITIES

A signed enrollment contract and deposit are required for enrollment at Hathaway Brown. This deposit will be deducted from the tuition and will not be refunded. Students are invited to return for the following year in January, at which time re-enrollment materials are sent to parents. Hathaway Brown School reserves the right to dismiss a child without tuition education or refund, at the head of school's discretion, at any time it is deemed in the best interest of either the student or HB community. In addition, no student may receive a diploma, nor academic credit given, nor will a transcript be issued to any other educational institution, until all financial obligations to Hathaway Brown School have been met.

TRUSTEE APPROVAL

All policies, rules and regulations adopted by Hathaway Brown have been approved by the school's Board of Trustees. General rules and regulations are published periodically by the school and copies are available from the divisional offices

HB Community Agreement

RESPONSIBILITIES OF HATHAWAY BROWN SCHOOL

- Fulfill the mission and instill our core values.
- Represent oneself and Hathaway Brown by acting kindly, ethically, and with integrity, knowing that character matters most.
- Support and abide by the school's policies and procedures, imposing fair and appropriate consequences when standards are not met.
- Encourage honest, open, trustworthy and courteous two-way communication toward all members of the community.
- Provide a safe and inclusive environment for all; especially the expression of different points of view and the rich cultural diversity of our community.
- Provide an environment where girls learn to handle success with grace and acknowledge failure with dignity, enabling them to grow from all their experiences.
- Provide a healthy and balanced environment where girls strive to give their best effort without undue stress.
- Be professionally accessible and responsive to parents, keeping them well informed through systematic reports, conferences, publications, and informal conversations.

- Actively seek the knowledge needed to educate each learner and to work effectively with a diverse parent body.
- Provide a safe and secure campus environment for all members of the HB community.

RESPONSIBILITIES OF HATHAWAY BROWN FAMILIES

- Promote and support the mission and core values.
- Represent oneself and Hathaway Brown by acting kindly, ethically, and with integrity, knowing that character matters most.
- Support and abide by the school's policies and procedures, knowing there are fair and appropriate consequences if these standards are not met.
- Act in an honest, open and trustworthy manner toward all members of the community, seeking information directly from the school, consulting with those best able to address the concerns rather than rumors.
- Model inclusive behavior by reaching out to all members of the community.
- Respect the professional judgments and decisions made by the faculty, staff, and administration.
- Provide a home environment that supports academic achievement, the development of character, and positive learning attitudes.
- Take an active interest in the lives of the students, and become appropriately involved in the life of the school community.
- Share with the school any religious, cultural, medical, or personal information that the school may need to serve the student best.
- Take care and respect the campus environment and follow all campus and security/safety procedures.

RESPONSIBILITIES OF HATHAWAY BROWN STUDENTS

- Uphold the honor code and core values of the school.
- Represent oneself and Hathaway Brown by acting kindly, ethically, and with integrity, knowing that character matters most. Abide by the rules of the school, knowing there are fair and appropriate consequences if these standards are not met. Participate in open and respectful communication with other students, faculty, staff, and parents.
- Extend kindness, be inclusive and contribute to the success of the whole sisterhood.
- Learn to handle success with grace and acknowledge failure with dignity, appreciating the many challenges and opportunities provided.
- Commit to achieving one's utmost potential as a student in her pursuit of learning, not for school but for life.
- Possess a positive attitude, knowing best efforts for continuous improvement will build competence and confidence. Work to strengthen skills through dedication and diligent preparation, seeking support and input when needed.
- Take care and respect the campus environment and follow all campus and security/safety procedures.

General School Information

CONTACT US

Hathaway Brown School
19600 North Park Blvd.
Shaker Heights, OH 44122
216.932.4214
hb.edu

SCHOOL HOURS

School hours vary according to division and are as follows:

Infant & Toddler Center: 7:30 a.m.-6 p.m.

Early Childhood: 8:30 a.m.-2:45 p.m. (Before- and After-Care available)

Primary School: 8:15 a.m.-3:10 p.m. (Before- and After-Care available)

Middle School: 8 a.m.- 3:18 p.m.

Upper School: 8 a.m.-3:19 p.m.

DIVISIONAL OFFICES

Each division has a receptionist who is available at the desk to answer questions, relay information, or direct inquiries. If your child is ill and will be absent, please call your division's receptionist. If you need to deliver a message to your student, please do so through the receptionist in the division. If you need to drop off something for your student during the school day, please deliver it directly to the divisional receptionist.

VISITORS

The Hathaway Brown community welcomes the opportunity to share the life of the school with visitors. However, the sanctity of the academic day necessitates limiting visitors to those with an academic purpose and faculty supervision. Visitors who are not attending a class or meeting with a faculty member and who are on school grounds during the day for social purposes will be asked to leave the campus.

Similarly, visitors are not permitted in rehearsals, practices or meetings during or after the school day. Visitors are not permitted in the student areas such as locker rooms or living rooms, unless the visitor is a prospective student. All visitors must be approved by a division director or director of admissions and accompanied by a hostess. All visitors must sign in at the main office and will be asked to remain in the main lobby until their hostess is available.

ADDITIONAL POLICIES, PROCEDURES, AND PROTOCOLS

The general school policies outlined in this handbook are not exhaustive and do not include the rules governing use of the school libraries and their materials and other important matters related to school life. For additional policies, procedures, and protocols, please refer to the school website or contact the appropriate divisional or departmental office.

Attendance Policies

STUDENT EXPECTATIONS

Hathaway Brown faculty members in every division highly value the presence and participation of students in the classroom. For this reason, in person attendance is required for all students in all classes on all school days. Because classes at HB move quickly and much of the learning takes place in the class, it is difficult for a student to do well if she or he is absent. Zooming into class is by permission of the Division Director and Head of School.

ARRIVAL

Although school hours vary in divisions, we ask students to arrive on time for school. Excessive tardiness is disruptive to our learning community and tardies are reported on the report card. Unexcused or excessive tardiness in the middle and upper schools may result in flags, points or Saturday detentions.

DISMISSAL

Students are expected to be picked up within 10 minutes of the end of the school day. The professional responsibilities of our faculty make it impossible for them to supervise students after school unless the student is involved in a special activity, such as athletics, rehearsals, extra help, or Homework Club.

PARTICIPATION IN AFTER-SCHOOL SPORTS AND ACTIVITIES

Students must arrive by 11:30 a.m. in order to participate in any after-school activity, including athletics, performing arts rehearsals and performances, club and committee meetings, and school dances. Students absent for the day may not participate in any of these after-school activities.

LEAVING AND RETURNING TO CAMPUS

Students are not permitted to leave campus without permission from parents, guardians and/or school administrators. Upper School Students who are permitted to leave campus must follow the sign-out protocols so that we can make sure we know when they left and when returned. We ask students not to go to their cars during the school day without permission from school administration. In addition, the school reserves the right to search students' belongings and lockers to make sure there is no evidence of violation of school rules or law.

SNOW DAYS

Occasionally, inclement winter weather forces the cancellation of school or in-person classes. Families will be notified as early as possible by email, the news media and through an HB School message system. In addition, closings may also be shared through social media. If there is a remote learning day, we will communicate that in a similar manner.

EXCUSED ABSENCES

Absences are considered EXCUSED for the following reasons:

- School-sponsored extracurricular activity
- School-sponsored travel
- Medical appointment
- Religious holiday
- College visit (with approval from the College Office)
- Medical absence or illness
- Family emergency

To be approved for a planned excused absence, students must have a parent call the appropriate divisional assistant or send in advance a note signed by a parent or guardian. The student should also notify her teachers and make arrangements for missed work. In the case of medical absence or family emergency, please notify the school as soon as possible. Appointments with doctors and dentists should be scheduled outside of school hours or during free periods. Students who are absent due to illness for more than three consecutive days must bring a signed note from their doctor. Participation in school-sponsored events is contingent on a student's academic and behavioral standing. The school reserves the right to evaluate a student's participation in extracurricular or co-curricular activities if we feel that it is impacting or will interfere with a student's academic progress.

UNEXCUSED ABSENCES

An absence without advance permission for any reason other than illness or family emergency is considered unexcused. Among reasons that are not valid are staying home to complete assignments or delay taking a test, running errands or leaving early or returning late from school vacations.

EXTENDED ABSENCES

Parents intending to request permission for a student to miss class over an extended period of time (more than two days) for reasons other than illness should notify the division director in writing two weeks in advance so that she can determine if the absence is excused or unexcused.

EXTENDED VACATION OR FAMILY TRAVEL

Students must be in school the day before and the day following holidays: Thanksgiving, Winter Break, Winter Weekend, Spring Break, etc. Absence without permission from the School on those days is considered unexcused.

COLLEGE VISITS

A reasonable amount of time is allotted to the seniors for college visits. Additional college visits during school time must be approved by the Director of College Counseling and the Upper School Office should be informed of such absences in writing.

MISSED WORK

Students are responsible for the work missed during an absence from school. Any pre-assigned paper due during the absence will be due the day the student leaves campus, unless other arrangements are made with the teacher. Any test scheduled during the absence will be taken at the teacher's discretion, either before the student leaves or the day she returns. Should special assignments or short papers be assigned during her absence, the student will have time equal to her classmates in which to complete the work. Any standardized tests missed during a student's absence must be made up within five days.

MEDICAL LEAVE

If a student's health prohibits her from attending to the business of school for more than two weeks, the Student Support Team will convene to develop a temporary plan. Students with extensive medical and or psychological needs may be asked to take a temporary leave from school. HB will try to meet the needs of those students who are ill, and may ask a student to Zoom into class should the situation require.

FIELD TRIPS

Learning is enhanced for our students through visits to many areas of interest throughout the greater Cleveland area and beyond. We believe the opportunity to deepen learning through first-hand experiences in settings outside HB is a valuable one. Providing a shared experience for our students to extend their learning supports our curriculum in unique ways and is instrumental in putting knowledge into action. While on a field trip, HB students are expected to conduct themselves with the same standards of respect that we require at school. It is each student's responsibility to present themselves in a manner which reflects positively on themselves and HB.

Parents may be asked to accompany students on a field trip. Parent volunteers should give their undivided attention to help with supervision of students and keep cell phone use to a minimum. Field trips are planned for a specific group of students, other children (siblings) may not accompany volunteers on the trip.

LEARNING SERVICES

Hathaway Brown Accommodation Policy • Grades 7-12

Hathaway Brown School provides an environment of distinguished academic preparation. Academics are, by design, fast paced and demanding with the expectation it will prepare our students to excel in college and beyond. Consistent with that purpose, Hathaway Brown has long honored and supported student learning differences. Hathaway Brown has and will continue to make reasonable accommodations as it deems appropriate, based on an individualized assessment, for the known disabilities of its students. Specifically, students with diagnosed learning disabilities, attention disorders, psychiatric disorders, or with a disability that warrants reasonable educational accommodations qualify for Hathaway Brown Educational Plans (HB Plans). Accommodations delivered via HB Plans are extended only to Hathaway Brown class coursework in grades 7-12. Students on an HB Plan must be able to manage HB's fast pace and demanding academic standards and curriculum with reasonable

accommodations in place. Students whose needs would warrant extensive modifications and support beyond the capabilities of Hathaway Brown are encouraged to pursue options through their public school or a private school which offers the services an IEP provides.

In order to be fair and consistent in considering accommodations and to assist in complying with applicable law, Hathaway Brown follows specific guidelines for students in grades 7-12. These guidelines are based on industry standards, as well as those set forth by formal test administrators such as ACT and The College Board (PSAT, SAT, AP).

A written report detailing a comprehensive educational evaluation conducted by a qualified professional is necessary in order to receive classroom and testing accommodations. Reports must be current (within the past three [3] years), and include the following:

- The student's demographic and background information
- All relevant developmental, medical and academic history
- Assessment of the major domains of cognitive and academic functioning, including a list of tests administered, standard scores, and interpretation of the results
- A concise summary of the full diagnostic interview
- A clear diagnosis and statement of the disability (including DSM-5 code)
- A discussion of how the disability limits the student's academic function
- Recommendations and rationale for specific academic accommodations

A written report of a psychiatric disability must be within the last one [1] year and include:

- History of presenting symptoms
- All relevant developmental, historical and familial data, and relevant medical history
- The onset of the disorder and duration and severity of the symptoms
- A description of the functional limitations in an academic setting, including specific and detailed ways in which the student's academic performance is impacted.
- At least one specific diagnosis based on the latest edition of the DSM. Alternative diagnoses or explanations for functional limitation should be ruled out.

A documentation update for psychiatric disabilities is a report or a narrative by a qualified professional that includes a restatement of current diagnosis (including dates for all prior diagnoses, and data that were used to establish the diagnoses), as well as additional clinical and observational data to establish the current need for the requested academic accommodations.

Please note that ADD/ADHD are not strictly learning disabilities, but they can affect learning. In order to receive accommodations, the evaluation must show the assessments and results used in determining a diagnosis and explain the impact of the ADD/ADHD on the student's academic skills and documentation that includes the information described above. A letter or prescription from a treating physician is insufficient documentation.

Based upon the information and documentation provided, HB will make an individualized assessment regarding the accommodations that may be reasonable or necessary, the appropriateness of any accommodations requested, whether the accommodations would fundamentally alter the nature of the services, facilities, privileges, or advantages at the school, and any other issues as may be appropriate. HB will then, if appropriate and warranted, create an HB Plan for the qualified student.

For testing accommodations on the ACT or The College Board (PSAT, SAT, AP) exams, a separate application must be made to those test administrators. For College Board tests, application is typically made near the end of 9th grade. For ACT, application must be made approximately two (2) months prior to the first time the student takes the test, typically during the first semester of 11th grade.

HB will maintain the confidentiality of the evaluations, and considers any documentation submitted to be part of a student's educational record. To the extent feasible and within its control, HB will:

- Ensure that only school personnel who have a legitimate educational interest in a student are given access to the student's HB Plan and Documentation.
- Take steps to protect electronic files from unauthorized release.

Learning Services Department Chair and Middle School Learning Services:

Alexandra Franceschini (afranceschini@hb.edu)

Upper School Learning Services: Rashad Samad (rsamad@hb.edu)

School Safety and Security

SAFETY AND SECURITY COMMITMENT

While Hathaway Brown is reasonably secure, no school community is immune from mischievous or criminal intent. To that end, we ask all visitors and employees to display badges at all times while in the building. Parents are issued badges and are asked to wear them while in the building. Anyone not wearing a badge or who, in any way, seems suspect should be reported immediately to an HB adult or school official. In addition, security cameras are located throughout the school and record the movements of people in the building and cars around campus. All students are strongly urged to lock their lockers when they leave them in order to safeguard the security of their valuables and other personal property. Students are not permitted to bring large sums of money and other valuables to school, as the school will not assume financial responsibility for personal items that are taken or missing. The school reserves the right to search student lockers and belongings for the safety of the community. Students are urged to report immediately any unknown or suspicious persons or activities on or near school property, in or out of the building.

EMERGENCY RESPONSE PROTOCOL

Hathaway Brown collaborates with the Shaker Heights Police Department on an ongoing basis regarding all aspects of school safety and security. With their cooperation, we currently practice and employ the A.L.I.C.E. Protocol (Alert, Lockdown, Inform, Counter, Evacuate).

A.L.I.C.E. is based on the philosophy that in an emergency, being able to quickly assess the situation and determine your safest course of action is the best hope of a safe outcome. We have regular drills throughout the year to ensure our readiness. Should there be an emergency at school, parents would be notified through a HB school message system.

The State of Ohio requires the following drills during the school year:

- Fire Drills: All classes exit the building as quickly as possible to a designated area outside. The school is “swept” to be sure all are evacuated.
- Tornado Drills: Areas of our building most likely to be safe spaces in case of a tornado have been designated. When warned by the tornado alarm, each class will go to an assigned area.
- Safety Drills: The school will practice a safety protocol known as a “lockdown drill” 2-3 times during the school year. This procedure is to be used in the event of an incident that requires students and staff to remain in classrooms or offices until the building is deemed by law enforcement officers to be clear of potential intruders.

Additionally, HB’s ongoing safety training occasionally calls for us to enact an Evacuation Drill. Should the need ever arise for us to evacuate campus, our safe site is the First Baptist Church of Greater Cleveland, at 3630 Fairmount Blvd. in Shaker Heights.

INAPPROPRIATE CONDUCT BY A PROFESSIONAL

Hathaway Brown encourages students to report any instance in which they believe a teacher, administrator, or other school employee has acted inappropriately toward them or another student. Students should report any alleged inappropriate behavior to the division director. If a student reports an alleged incident of inappropriate behavior to an employee, that employee must immediately inform the division director or head of school. It is critically important that the school supports and protects any individual who raises a complaint. Retaliation against someone making a complaint is unacceptable and will be subject to a disciplinary response if found to be a valid claim of retaliation by the head of school or her designees. Any disciplinary response will be determined at the discretion of the head of school and may include possible dismissal for a student or the termination of employment for an adult.

SAFE STUDENT HELPLINE

Any member of the HB community is able to call the Safe Student Helpline confidentially if they or another member of the community are in danger at 1.800.325.4381 or 614.760.2820.

ANIMALS ON SCHOOL GROUNDS

With the exception of service animals and animals brought onsite for approved educational purposes, Hathaway Brown does not permit any pets or other animals inside campus buildings or school vehicles at any time. As established by the Americans With Disabilities Act, a service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Pets are permitted on school exterior grounds except for the turf fields, provided that the animals are within the full control of their owners at all times. Pet owners also are responsible for cleaning up after their animals as needed.

Parent Communication and Participation

COMMUNICATION PHILOSOPHY

Hathaway Brown is strongly committed to timely personal communication with parents to support the success of each student. We believe that the best results can be achieved when families and teachers work in concert toward specific goals.

COMMUNICATION WITH TEACHERS

If you need to speak with a teacher, voice mail extensions and email addresses are listed in the myHB directory. Please allow a teacher 24 hours to address your inquiry if it's during the school week, or longer if it falls over a weekend or break. If you need more immediate attention, please contact the division director or assistant.

If you need more immediate attention, please contact the division director or assistant.

PARENT CONFERENCES

Each division sets up parent conference days to review progress. These conference days are critical to the parent-teacher partnership and we hope you will prioritize these days. A parent may ask for or be asked to attend additional conferences in response to situations that arise at school. In some cases, students may be expected to attend the parent conferences with their parents.

NEWSLETTERS

Each division publishes a regular newsletter, which is an opportunity to give parents fresh updates on what is happening in the classrooms and around the school, as well as some ideas for home and family. Younger classrooms often have daily email communications, designed to give parents a lively snapshot of what is happening in the classroom.

STATEMENT ON DISCRETION

It is the school-wide policy of Hathaway Brown that letters of recommendation written by teachers or administrators for the purpose of entrance to other schools, summer programs, outside awards, and colleges are strictly confidential and will be mailed directly to the institution. We ask parents to give teachers enough time to be thoughtful and comprehensive when writing these letters.

PARENT VOLUNTEERS

All HB parents are members of the Hathaway Brown Parent Association. The HBPA's mission is to enhance communications between the school and the parents/guardians of HB students, to promote better understanding and greater unity within the HB community, and to provide a means whereby the parents/guardians may participate in furthering the welfare of the school in accordance with the administration's mission through organizing volunteers, programs, and activities, and through raising funds for and making grants to the school.

PARENT GIFT-GIVING GUIDELINES

Gift giving to faculty and staff at Hathaway Brown is appreciated but not required nor expected. Tokens of appreciation including small gifts, notes, and homemade items are graciously received in the spirit in which they are given. Collections may be coordinated for group gifts at the Early Childhood and Prime levels, but are completely voluntary. Middle School and Upper School teacher, advisor, and mentor gifts are given at the discretion of individual families.

If a family does wish to give a gift to a faculty or staff member, it is recommended that the gift not exceed \$50 in value. A family may also wish to consider recognizing faculty and staff dedication, work and time by making a donation in tribute to the Annual Fund or other school programs such as the student-led GROW Foundation. Giving back to the faculty and staff as a whole can be done by volunteering for and/or making a contribution to the HBPA-sponsored Faculty and Staff Appreciation Breakfast during the spring of each school year.

Health and Wellness Policies

PHYSICAL EXAMINATIONS

Ohio state law requires that Hathaway Brown School has on file, prior to the school year, the following current medical forms for each student: annual physical examination (students enrolled in the Infant & Toddler Center through 8th Grade and student-athletes in grades 9-12), emergency medical authorization, medical permission, and emergency care form. By school policy, all new students must have their emergency and physical examination forms completed and turned in before they can begin classes.

ILLNESS

In the event that a student feels ill at school or has incurred an injury, she should report to the school nurse. The nurse will determine if the student is to be sent home, and her parents/guardians will be contacted if this is the case. Students feeling ill should not call their parents or make arrangements to go home on their own. Students should not attend school if they experience:

- A fever within the last 24 hours
- Vomiting or diarrhea within the last 24 hours
- Severe congestion, headache, runny nose, coughing, sneezing, or sore throat

- For 48 hours after initial treatment with an oral antibiotic, or 24 hours after a shot has been administered.
- For the latest information about COVID protocols, including a list of COVID symptoms, please visit www.hb.edu/COVID.

In addition:

- All rashes must be diagnosed and/or treated for your child to remain in school.
- Pink Eye may be indicated if your child has thick mucus or pus draining from the eye. A medical assessment must be made before your child can return to school.
- If you observe that your child is unusually tired, pale, lacking an appetite, confused, irritable, etc., this may signal the onset of illness, and we ask that you consider keeping him or her at home.

MEDICAL RESTRICTIONS

Parents/guardians are requested to notify the divisional director in writing of any medical related conditions that may prevent a student from participating as normally expected in the academic and extracurricular life of the school. Such notification must include written verification of the condition from the family's consulting physician. If a medical condition will have an impact beyond a few days, a temporary plan may be created with the student, family and Student Support Team. If a student intends to be excused from participation in Physical Education class because of illness, she must have a doctor's note or first get a medical excuse from the nurse.

MEDICATIONS

If your child periodically needs medication at school, it must be sent to the school nurse in the original labeled container, along with a signed parental request form, which includes complete dispensing instructions. Please see the Early Childhood and Infant & Toddler section of this handbook for medication policies for our youngest students. The form is available on the [Magnus Health Student Medical Record website](#). Medication taken at school by the student on a regular basis requires that a School Medication Form be completed and uploaded to the Magnus Health system. Some over-the-counter medication is available in the nurse's office and can be given to a student during the day based on the information provided on the student's medical record.

FOOD PHILOSOPHY

Hathaway Brown recognizes the powerful relationships between the food we serve, nutrition, wellness, sustainability, community and culture. We are committed to ongoing research and implementation of best practices reflecting these connections.

1. Human Health & Wellness: We prioritize serving whole foods prepared in-house, with an emphasis on nutrient rich, high fiber foods.
2. Sustainability: Our food service choices and operations reflect an awareness of our impact on the environment, local economy, and community.

3. Culture & Community: Food is an expression of culture and identity, and dining together fosters joyful connections between people.
4. Lifelong Learning: We engage in ongoing learning and teaching about the impacts of our food choices and will continue to revise our Food Philosophy to reflect current research and thinking about nutrition, wellness and sustainable food systems.

Read more at hb.edu/campus-life/dining-services.

ALLERGIES

We recognize that the prevalence of food allergies among children is increasing. In some instances, allergic reactions to foods may be severe and even life threatening and allergic reactions to foods have become the most common cause of anaphylaxis in community health settings. Thus, in accordance with Ohio Revised Code Section 3313.719, this policy is intended to create a framework for protecting students with known food allergies and to reduce the likelihood of severe allergic reactions while at school.

Hathaway Brown School is not a peanut or tree nut-free environment and it remains the student's responsibility to avoid potentially harmful food products. Parents and guardians of students with allergies, or students with allergies age 18 and older, shall:

- Promptly notify the school division head and nurse when they become aware that their student has a food allergy and at the beginning of each school year thereafter. The notice shall include a healthcare provider-documented allergy and a diet modification order, if necessary;
- Provide the school with prescribed emergency medications;
- Execute a medication authorization form, and/or permission to carry and self-administer epinephrine auto-injector form; and
- Educate their students about allergy management at school. Allergy management education includes, without limitation, identification of "safe foods" and the vigilance required to self monitor food products available at school functions, in the school stores, in school vending machines and from other students.

The school, upon receiving proper notification that a student has a food allergy, shall:

- When serving students, make all reasonable efforts to ensure the school's dining hall is nut-free;
- Cooperate with the student and his or her parents or guardians to reduce the likelihood of an allergic reaction at school;
- Maintain any student-provided medication for emergency use;
- Make efforts to inform appropriate school staff and administrators of the student's food allergy and related needs;
- As needed, provide students in first grade and above with flexible seating to accommodate food allergies;
- Encourage any private food vendors who may come to school to screen and label foods served at various school functions and store/cafes; and
- Train selected faculty and staff on the emergency use of epinephrine auto-injectors annually. All parent/guardians, students, faculty, and staff are encouraged to:

- Carefully read all labels and explain those labels to their child(ren) prior to sending any food product to the school or a school event, e.g., class parties, bake sales, etc.
- When providing food for the class on a special occasion, be sure to make only nut-free options.

CONCUSSIONS

If a child receives a head injury at school, we will have the nurse check for symptoms of a concussion, and notify parents as indicated. We recommend that if symptoms are present, the student be picked up from school and taken to a doctor for a more thorough examination. If no symptoms are immediately present, we will send the child back to class and monitor for the remainder of the school day.

Signs and symptoms of a concussion include:

- Persistent headache
- Child appears dazed, stunned, or confused
- Nausea or vomiting
- Balance problems or dizziness
- Sensitivity to light or noise
- Shows behavioral or personality changes

Whether a concussion has happened at school or elsewhere, we ask parents to work in concert with their physician to fill out our Return to Learn form. Concussion can affect a child's learning, and this form will help us coordinate care and best serve your child.

CLEVELAND COUNCIL OF INDEPENDENT SCHOOLS STATEMENT ON ALCOHOL AND OTHER DRUGS

The Position of the Schools

CCIS schools and their respective parent bodies have made significant efforts to build a consensus that children grow and learn best in a drug-free environment. Maintaining drugfree schools is essential if we are to promote the health, safety, and personal excellence of each student. While the member schools determine their own guidance and disciplinary procedures, we agree on these essential points:

1. Underage consumption of alcohol and other drugs poses a serious danger to the health and learning of developing children and emerging adults.
2. The provision and use of alcohol and drugs by some students diminish the safety and learning climate for all students.
3. Each school explicitly forbids underage drinking and the use of any intoxicating substance at school or at school-sponsored functions. Specifically, students may not use, possess, transmit, or sell alcohol, marijuana, or any other unauthorized drug during the school day, on campus at any time, or when the student is attending an off-campus event sponsored by the school.

4. The schools accept the challenge to carry out ongoing programs of drug education and guidance.
5. The aim of the schools' drug and alcohol policies is to create drug-free schools.

An Invitation to Parents

These shared convictions of the CCIS schools have been supported by a number of parent initiatives over the past several years. Some parents have pledged formally to observe certain alcohol and drug-related cautions. Whatever home policies are adopted, however, the schools urge families to observe the following guidelines with respect to minors:

1. That families will not serve or permit the consumption of alcoholic beverages or drugs by minors at gatherings of students in their homes.
2. That they will actively supervise all gatherings on their premises or any other gatherings for which they are responsible.
3. That when they are absent from their residence, they will take reasonable steps to prevent the use of their residence for unsupervised social gatherings.
4. That they will inform themselves and advise their children of the dangers of alcohol and drug abuse so that their children will be equipped to make decisions which promote their health and safety.

This statement is thus a reaffirmation of a joint commitment to prevent underage drinking and drug use. Through our stated policies, through educational programs, and through guidance and discipline systems, we will do our vigilant, caring best to maintain alcohol and drug-free schools.

ALCOHOL AND DRUG ABUSE TREATMENT

Hathaway Brown's Student Support Team can provide education and counseling and arrange for referrals and outside evaluations. Any student, or student and family, who voluntarily seek help from the school for her abuse of alcohol or other drugs will be supported in this effort. A student who self-refers or is referred by a parent or peer and is making satisfactory progress in following resulting recommendations will not be subject to suspension, athletic and co-curricular activity curtailment. Decisions regarding satisfactory progress will be made by the head of school and the Student Support Team. The student must be assessed by a certified chemical dependency counselor or licensed professional counselor at a school-approved assessment facility and follow through with the assessment recommendations. Parents will be required to authorize release to the school of the results of this evaluation and subsequent recommendations. Refusal or failure to have the assessment or to follow its recommendations will result in disciplinary action.

COUNSELING SERVICES

As a component of its wellness program, Hathaway Brown has implemented non-disciplinary student assistance services to provide prevention, early identification, intervention, and referral for students who are having emotional, academic, or family difficulties, as well as those with alcohol/drug abuse problems or eating disorders. Student assistance services include:

- Prevention/education activities
- Consultations for parents and faculty
- Individual counseling for students
- Referral to appropriate professional services

Students and parents may seek confidential consultation or make inquiries about available services by contacting any member of the faculty or administration.

PSYCHIATRIC TREATMENT

For students who may experience a psychiatric illness during their time at the school, the Student Support Team will respond to the individual situation in a way that considers both the needs of the student and the needs of the school community. Illnesses such as eating disorders, self-injury, and major depression can have an effect on the student, the student's friends and even the entire school community. A medical leave may be requested or required based on the consultation of the Student Support Team. Our consulting psychologist and/or counselor will need to be in continuing contact with the healthcare or psychological service providers engaged by the family. Readmission to the school will be contingent upon the demonstrable resolution of the condition. A reentry meeting and plan with the family and Student Support Team may be required.

CONFIDENTIALITY

All matters regarding illness or problems with alcohol or other drugs will be kept confidential except among persons directly involved in and/or responsible for the person's education, counseling, and rehabilitation. By law, however, faculty members are mandated to report any concerns that would affect the health and safety of the individual student or other persons, e.g. suicide, abuse, threatened violence. No record of the student's participation in an evaluation/treatment program will become part of a student's permanent file.

Honor Code

In joining the HB community, families sign on to our core values, our cultural norms, our rules, and our principles. The foundation of this is our honor code, which has emerged from our belief that character matters most of all. This is the basis for student life at HB and places in the hands of each student the responsibility to learn for life and to lead a life of high moral character.

We expect all students, parents, faculty, staff, administrators and trustees to honor the following commitments to our core values. This is imperative as we build a relationship between home and school that is based on trust, respect and partnership in fulfilling our mission of educating girls for an honorable life.

In the Upper School, HB students have instituted an Honor Council system consisting of faculty members, elected student representatives, and the Director of the Upper School to hear potential violations of the honor code and to make recommendations to the Head of School relative to current circumstances, previous offenses (no matter the division they may have occurred in), and past precedents. The student voices in this process are important to the process and quite powerful.

The purpose of the system is to ensure the integrity of the core values of the school while also keeping in confidence a student's honor record.

In the Early Childhood, Prime and Middle School divisions, students adhere to the same principles and the division director and selected teachers serve as the Honor Council to execute these principles consistently.

A student is committed to representing the best of herself and Hathaway Brown, acting ethically, with integrity and kindness, knowing that character matters most, both at school and in the community. Thus, the principles of our honor code are:

1. A student's word is her honor
2. A student respects the integrity of personal and academic property
3. A student has respect for academic honesty

If an honor code principle is compromised, a student and her parents will be informed. If there is reasonable belief that something has occurred, the Honor Council will be called to investigate. The Honor Council may choose to summon any accused person or persons, to summon any other persons who might have information about the alleged offense, and to recommend penalties to the Head of School. Penalties the Honor Council recommended in the past range from an apology letter or a zero on an assignment to suspension or expulsion. In addition, it is not unusual for the Honor Council to also recommend counseling or support to a student who may be struggling with other issues. All matters considered by the Honor Council are recommended to the Head of School, and considered confidential, revealed only to the student and her family.

DEFINITIONS FOR OUR COMMUNITY

Plagiarism: submitting under one's own name a piece of work wholly or partially written by someone else, or submitting under one's own name, without proper reference, a piece of work on which someone else has in some way collaborated; changing a few words from any source and using this altered material as though it were one's own phrasing and of one's own authorship; taking sentences, paragraphs, passages, concepts, data, or projects from a written, oral, electronic or visual source and incorporating them into one's own work without using quotation marks or citing the source of the material.

Cheating: looking at another student's paper, the misuse of technology, or using an open book. Cheating can also take other forms, including copying someone's homework, allowing someone to copy your homework, discussing an assessment with a classmate, handing in work that is someone else's, asking a neighbor for an answer, or misusing technology such as unauthorized use of calculators or online aids such as foreign language translation.

Sexual Harassment: unwanted, inappropriate, or repeated sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical/psychological conduct of a sexual nature by another student. If a student thinks they have been harassed in any way, the student should talk with a teacher, advisor/mentor, dean, supervisor, or the division director immediately.

Although these guidelines do not prohibit simple teasing, offhand comments, or isolated incidents, we do expect that those in our community will follow our Community Agreement and respect all in our community. Incidences of harassment and sexual harassment are taken very seriously, especially when they create a hostile or offensive environment.

BULLYING BEHAVIOR

We also believe a student should commit to representing the best of herself and Hathaway Brown, acting with kindness.. Thus, our principles also include the following:

1. A student demonstrates dignity and citizenship
2. A student consistently demonstrates high moral character
3. A student's actions towards another are always kind

We believe that all members of our community have the basic right not to be bullied, harassed, or hazed. We believe, as part of our core values, that behavior - verbal or physical - that demeans or offends others is unacceptable. We also recognize the distinct developmental stages of all children and young adults, and that learning to lead an honorable life may include times when students fall short.

Bullying: unwanted, aggressive behavior by an individual or group towards another individual that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying differs from peer conflict and teasing in that there is an intent to cause harm, it is repeated over time and there is a power imbalance where the recipient has difficulty defending herself/himself. Bullying can take many forms, including the behaviors below:

1. Verbal bullying including derogatory comments and bad names
2. Bullying through social exclusion or isolation

3. Physical bullying such as hitting, kicking, shoving, and spitting
4. Bullying through lies and false rumors
5. Having money or other things taken or damaged by students who bully
6. Being threatened or being forced to do things by students who bully
7. Racial bullying
8. Sexual bullying
9. Cyber bullying (via cell phone or Internet)

Bullying violates our Community Agreement and Hathaway Brown School prohibits any form of this behavior on or off campus by all members of the community.

Sources:

<https://www.stopbullying.gov/bullying/what-is-bullying>

https://www.violencepreventionworks.org/public/recognizing_bullying.page

Harassment: unwanted or repeated physical gestures or advances, or spoken or written derogatory comments or suggestions. Any action that is, or implies, a threat will be considered harassment and will be dealt with in a disciplinary manner. If a student thinks that he or she has been harassed in any way, the student should talk with a teacher, mentor, dean, or the division director immediately.

Hazing: any action taken or situation intentionally created that causes embarrassment or risks emotional and/or physical harm to members of a group regardless of a person's willingness to participate.)

Instances of bullying, harassment and hazing are serious and will be disciplined according to the developmental age and the severity of the situation.

DISCIPLINE

When enrolled at Hathaway Brown, we expect students' conduct, whether on or off campus and both during the school session and outside of school sessions, to act in alignment with local/state/national laws. Conduct that violates our principles or local/state/national laws reflects badly upon HB and may be cause to convene the Administrative Discipline Committee.

ADMINISTRATIVE DISCIPLINARY COMMITTEE

Major disciplinary infractions including bullying, harassment, hazing, drug/alcohol and other such conduct, are handled by the Administrative Disciplinary Committee, which is convened by the Head of School and follows a process that has been reviewed and vetted by the Board of Trustees, Head of School and members of the administration.

The Administrative Disciplinary Committee is assigned by the Division Director and may consist of the Head of School, Associate Head of School, Upper School Director, Middle School Director, Class Deans and others as needed. As with the Honor Council, the student's family will be notified by the Division Director should an Administrative Disciplinary Committee be called. All matters considered by the Administrative Disciplinary Committee are recommended to the

Head of School, and considered confidential, revealed only to the student and her family. We do not believe students should be publically shamed in the discipline process, rather these are learning moments that come with consequences, support, and a process for setting new goals. In resolving discipline matters, each case is considered in relation to its unique circumstances, relative to current circumstances, previous offenses, and past precedents. Serious or repeated violations of the disciplinary code may result in more serious consequences such as suspension, probation, or expulsion.

DISCIPLINE DEFINITIONS

Probation: Any student placed on disciplinary probation should understand that further misconduct during the period of probation will place the student's continued enrollment at Hathaway Brown in jeopardy.

Suspension: Suspension may either be short or long term, depending upon the case. Under suspension, a student may not attend classes or participate in any school-related extracurricular activity. The student may keep up with regular daily work and assignments and is responsible for all work assigned or due while she is on suspension.

In-School Suspension: Student remains at school in a designated space, doing work without any technology. The student may not socialize.

Out-of-School Suspension: Student serves the detention at home. Out-of-School Suspension will be reported to colleges in the application process.

Expulsion: Expulsion is invoked when a student's attitude and behavior are such that the school has determined that she cannot continue as a member of the Hathaway Brown.

HB ALCOHOL AND DRUG POLICIES

Because student health and safety is our highest priority, our major school rules also include the following:

- No student may use, possess or attempt to purchase or sell dangerous or illegal drugs, hallucinogens, drug paraphernalia or alcohol at school or off campus while enrolled at HB.
- Vaporizers, including all vape devices and e-cigarette systems, constitute drug paraphernalia. Any evidence of use of such drugs or alcohol is a violation of this rule.
- All prescription drugs must be kept at home or with the school nurse or have specific permission from the school nurse.
- Students who violate the Alcohol/Drug Rule will be required to undergo a formal assessment by the school's counselors and agree to participate in ongoing work if recommended. Students in positions of leadership who violate the Alcohol/Drug Rule will, in almost all circumstances, be asked to resign.

DISCIPLINARY/HONOR COUNCIL MATTERS AND THE COLLEGE APPLICATION PROCESS

Starting in the 2021-2022 school year, the Common Application will no longer have a question inquiring if a student has ever been separated from the school because of a major violation of the honor code, the disciplinary code, or for any other reason. However, the individual colleges that appear on the Common Application still reserve the right to ask this question in their portion of the application. Additionally, there are some colleges that only allow a student to apply through their institution's own application portal, and these schools could ask if there has ever been a disciplinary issue. It is naturally our expectation that students will answer such questions honestly and forthrightly. Likewise, the Hathaway Brown college counselor will do the same. If a student should need to disclose a suspension or other disciplinary outcome, the school will continue to energetically support the student and be an advocate, working closely with the student in the reporting of these matters to colleges. The very fact that a suspended student is invited to return to the Hathaway Brown community is in and of itself a statement that the school believes the student can live up to the high academic and behavioral expectations of Hathaway Brown. Such a student who remains in good standing will receive the full and complete support of the school in the college admissions process.

MINOR DISCIPLINE

Our detention system is designed to address tardiness, unexcused class absences, dress code infractions, cell phone violations, signing out violations, and disrespectful messiness. Students earn points for a violation of one of these norms. We understand that sometimes these infractions are not on purpose, thus points and detentions are cleared at the end of each semester so everyone can have a clean slate.

However, if a student accumulates three points during one semester, that student will serve a Saturday detention from 8-11 a.m. If the student is unable to attend the assigned detention due to a conflict, it is the student's responsibility to notify the Division Director in writing within two days of notification of the detention, and the detention will be rescheduled. Students may only reschedule one Saturday detention a semester and excuses made the day of a detention are not acceptable and will result in an additional detention. Students who earn enough points for three Saturday detentions in one semester will be assigned an in-school suspension.

Rules Governing Technology Use

TECHNOLOGY RESPONSIBLE USE POLICY

Use of technology at school is a privilege and its benefits are highly dependent on an atmosphere of mutual respect and trust as a student explores the digital world. It is the expectation of the school that students will behave in a lawful, ethical and respectful manner. There is no expectation of privacy when using the school's computer network, systems or devices, except as may be required by applicable law, and we may but are not obligated to monitor use. If a violation of this policy is suspected, subject to applicable law, private files or correspondence may be investigated, and social media sites may be monitored. It is important

to recognize that behavior both on and off campus reflects on the reputation of the school and the safety and order of the school environment. Failure to act responsibly may result in disciplinary consequences such as loss of email privileges, loss of network and Internet access, detention, suspension from athletic participation; suspension; or, in extreme cases, expulsion; or any other action the school deems appropriate. Hathaway Brown School will cooperate with any law enforcement agency in the event of suspected illegal or inappropriate activities as required by applicable law.

We recognize the value and potential of personal publishing in media and on the Internet; however, discretion should be exercised in any posting or publishing in media or on the Internet regardless of the computer or network that is being used. It is an expectation that a member of the Hathaway Brown School community will not use the school name, its nickname, or symbol in any media content that is in conflict with the school's policies and standards for responsible behavior. Prohibited activities include, but are not limited to drug and alcohol references; prejudiced or discriminatory speech; reference to violent or illegal behavior; obscene pictures or language; assuming another person's identity; or language that is unsportsmanlike, unethical, demeans, libels, bullies, threatens, or harasses another individual or group. Postings on the Internet are public and permanent, regardless of privacy settings, so at no time are students to provide identifying or incriminating information that could put the school community at risk. In general, students should not be posting any material on social media sites that they would not want their parents, teachers, college admissions officers, or potential employers to see.

Students Agree To:

- Practice responsible, balanced, and healthy use of technology both at school and at home.
- Be solely responsible for the use of the student's own account both on and off campus, before, during or after the school day.
- Take care of the student's school-issued or personal device, protect it from damage or theft, and have it ready to use at school each day.
- Maintain the privacy of self and others.
- Use only the student's Hathaway Brown email account to communicate with faculty, and do so only in an appropriate manner.
- Always treat others in a respectful, positive and considerate manner.
- Represent the School in a positive light.
- Honor division, grade level, and classroom rules about inappropriate games, software, and instant messaging.
- Adhere to copyright laws, licensing agreements and terms and conditions of use.
- Be aware that technology is a shared resource and conserve the limited shared resources of the Hathaway Brown network and technology equipment (for example, by not streaming music or videos unrelated to school assignments).
- Report misuse of the technology of others and the Hathaway Brown network and technology equipment.
- Abide by further guidelines set by individual faculty for technology use in classes and public spaces.

Students Agree Not To:

- Share personal passwords or other private information about the student's account.
- Use another person's account, files, or passwords with or without their permission.
- Share personal or identifying information about any member of the School community without appropriate permission.
- Use inflammatory, unsportsmanlike, derogatory, threatening, obscene, or pornographic language or pictures.
- Engage in cyberbullying, including harassing, denigrating, outing, tricking, excluding and cyberstalking.
- Impersonate others or re-post comments without permission of the original sender.
- Access or post information to inappropriate sites from devices on the wired or wireless Hathaway Brown network.
- Attempt to circumvent any web filters or safety measures blocking access to any sites.
- Alter, destroy, or obstruct the settings, configurations or resources of the network.
- Connect any other equipment such as printers, routers or servers to the network or install personal software on the network or workstations without permission.
- Engage in activity using school equipment, networks or services that is illegal or for personal profit.
- Stream music or videos unrelated to school assignments or without direct instruction by a teacher.

This is not intended to be an exhaustive list. Students should use their own good judgment at all times.

CHILDREN'S AND STUDENT PRIVACY

As a private, non-profit school, Hathaway Brown is not covered by the Children's Online Privacy Protection Act ("COPPA"). We are nonetheless concerned about student privacy. Our websites and online services that we own and operate post a privacy policy ("Privacy Policy"), and parents and students consent to our practices set forth in that posted Privacy Policy as a condition of use thereof and of enrollment in our school. In addition, we and individual teachers may use, and we and individual teachers may recommend, third-party services that assist us in being able to take advantage of effective third-party tools and applications for learning. For instance, students may be given the opportunity, or told about the availability of, computer software applications and web-based services, operated not by Hathaway Brown School, but by third parties. In order for our students to use these programs and services, certain personal information, such as the student's name and school email address, may be provided to the third-party operator. Under COPPA, under certain circumstances such third party services may be obligated to provide parental notification and obtain parental consent before collecting certain personal information from children under the age of 13 for certain purposes. However, COPPA permits schools such as Hathaway Brown to consent to the collection of personal

information on behalf of all of its students, for school-related services purposes, thereby eliminating the need for individual parental consent given directly to the third party. We may accordingly grant such consent to such third parties. However, we undertake no obligation to monitor third-party service providers regarding their privacy practices or policies, which is the sole responsibility of students using such services and their parents. However, we support the Student Privacy Pledge developed by the Future of Privacy Forum FPF and The Software & Information Industry Association regarding an attempt to educate parents and to safeguard student privacy regarding the collection, maintenance, and use of student personal information. Parents can read the pledge and see which third-party providers have committed to it at www.studentprivacypledge.com. Although the school has a preference for third-party providers that have taken such pledge, we do not represent that all third parties we or our teachers use or recommend have taken the pledge, or that those that have will comply with it.

PARENTAL PERMISSION AND CONSENT

As the parent or legal guardian (also referred to as simply a parent in this policy), your signature on the Hathaway Brown enrollment contract grants permission for your student to use a personal computing device while at Hathaway Brown School and to have access to the Hathaway Brown School network (wired and wireless), Internet, HB email account, and other school accounts, and confirms your acceptance and agreement to this Technology Responsible Use Policy. Further, you grant permission for the school to collect, use, and disclose personally identifiable information about your child, in accordance with the school's Privacy Policy posted on its websites, apps and online services. We encourage the active participation of parents in their student's education, and this includes becoming familiar with the third party services your student may access or use in connection with their school activities, whether provided or recommended by us or our teachers, or not. You understand that Hathaway Brown School is not the operator of these third-party services and agree to look to those third party operators (and their privacy practices and policies, and terms of use) with respect thereto. In addition, parents acknowledge that it is impossible for Hathaway Brown School to restrict access to all controversial materials and activities that may be associated with online access and/or services and parents agree not to hold the school responsible therefore. We encourage parents to supervise and appropriately limit their student's use of the Internet and online services. Parents also understand and accept that students may face disciplinary action if they violate the HB Technology Responsible Use Policy, whether that misuse occurs on campus, or off, on school computers, or on technology that is privately owned, but further understand and accept that the Hathaway Brown School has no obligation to take any action beyond what the school deems appropriate under the circumstances with respect thereto.

Hathaway Brown reserves the right to prospectively change its Technology Responsible Use Policy at any time in its sole discretion without prior notice to you.

January 31, 2021

Addendum to Hathaway Brown School Responsible Use Policy

While we may not be on campus, remote learning certainly still calls for us all to work from a shared set of community norms so that we can learn, share, grow and work together. We have made some adjustments to our existing Responsible Use Policy to reflect the different considerations brought about by remote learning at HB.

Participation in Remote Learning

Student responsibilities and guidelines for remote learning are no different than our accepted and understood campus teaching and learning protocols. Hathaway Brown School's Responsible Use Policy and All-School Handbook remain applicable to all students and community members.

Delivery of Remote Learning

The school will utilize MyHB, Zoom, Google Meet, and other online platforms/tools deemed appropriate by the school to conduct meaningful teaching and learning. Division Directors and teachers have communicated these platforms and related specifics via MyHB. Parents or guardians and students should continue to review their email and MyHB regularly.

Utilization of MyHB Remote Learning Platforms

Remote learning platforms utilized by Hathaway Brown School are understood to be for school and educational use only. The use of these platforms for any other purpose without written consent by Hathaway Brown School is prohibited. Failure to comply with this directive may result in disciplinary action.

Acknowledgment of Remote Learning Policies and Procedures

- The Hathaway Brown School community understands and acknowledges remote learning is a continuation of daily teaching and learning, not only for our staff and students but also for their parents and guardians. It is critical to share that platforms utilized by Hathaway Brown School during remote learning involve the following:
- When in a video conference, members of the meeting may be asked to turn on microphones and cameras. Participants (including their image, voice, and background/surroundings) are viewable to other members of the conference.
- Participants in a video conference (or any other aspect of remote learning) are expected to comport themselves as they would on campus. Students need not be in dress code or uniforms; however, they should be wearing dress-down day school-appropriate attire. Similarly, backgrounds in a video recording or conference should be appropriate for sharing with the school community.
- Participants' image, likeness, or voice may be recorded while utilizing Zoom or Google Meet. In some cases, such as recording of synchronous teacher-led lessons, these recordings will be made available for student review.

- Without express and written permission from a Division Director or Head of School, users (including students) may not record, screenshot, share, re-post, or otherwise capture or disseminate digital content created via any of these platforms. Only representatives of the school may capture or post such content. Failure to comply with this directive may result in disciplinary action.

While minimal, there may be risks related to the use of online platforms. Parents and guardians recognize and accept those risks as we move to remote learning. **A student's participation in school activities via remote learning serves as a student's and parent's or guardian's acknowledgment and acceptance of Hathaway Brown School's remote learning program and adherence to the full HBS Responsible Use Policy, including this addendum.**

Distance Learning Expectations for Students and Families

1. School is in session! Be available for electronic communication from 8:30 a.m. to 3:30 p.m. Assemblies and meetings like advisory will take place through Zoom or Google Meet.
2. Check MyHB every day. You will see announcements with plans for classwork on MyHB on that class's bulletin board.
3. Check email regularly throughout the day and follow up on any communication quickly during school hours.
4. The Responsible Use policy is still in effect.
5. When video conferencing...
 - a. You should be dressed appropriately
 - b. You must be in an appropriate location in your house (i.e. kitchen or living room). Be aware of what's in the background.
6. Accountability/Feedback for students
 - a. Email your teacher if you need to be absent as you would if we were on campus.
 - b. All students will be required to continue with coursework as if they are in school. This means you will receive content, take tests, and complete homework.
7. Tech help! The technology department will be monitoring helpdesk@hb.edu email during normal school hours.
 - a. Please include a phone number so that they can contact you quickly.
 - b. All effort will be made to quickly contact you to resolve the issue. This may include remoting into your computer (with permission), sending you a screencast, calling you, emailing, or opening a Zoom or Google Meet session.

Upper School

WELCOME FROM THE DIRECTOR

Dear Upper School Students and Parents,

Welcome to the Upper School! It is a joy and a privilege to have you as members of our division during these formative years. We look forward to the opportunities that await each of you—knowing that your experiences will be full of triumphs and challenges and that the relationships you cultivate will sustain you well beyond our walls. “We learn not for school but for life” guides us in all of our work, helping us to stay mission driven and student centered.

It is with this in mind that we share the Hathaway Brown Upper School Handbook to clarify and communicate the standards, rules and consequences that are a part of the expectation of being a part of this community. Our approach in this handbook is not simply to outline rules, but to engage with students and families in rich discourse about all of the elements that create and sustain a healthy school environment.

We ask families to examine this handbook carefully. We invite you to consider how our practices seek to affirm healthy behaviors and mindsets. We encourage deep conversation about the policies and rules outlined herein, bringing forth any questions about our policies before an infraction occurs so that we can have meaningful communication as co-creators of a positive school environment.

We hope that this will be one of many resources that will help you navigate the coming school year—we look forward to working with you!

All my best,



Hallie Godshall Ritzman

CONTACT US

Hallie Godshall Ritzman

Director of Upper School

216.320.8772

hritzman@hb.edu

Administrative Assistant

216.320.8773

SCHOOL HOURS

8:00 a.m.-3:19 p.m.

General Upper School Policies, Procedures, and Protocols

ATTENDANCE POLICIES

Hathaway Brown faculty members in every division highly value the presence and participation of students in the classroom. For this reason, attendance is required for all students on all school days. Because classes at HB move quickly and much of the learning takes place in the class, it is difficult for a student to do well if she or he is absent..

HB Policy informed by Shaker Heights School District truancy policy:

10% (8 days) initiate contact with the family to work on a plan moving forward, drop in class level, no senior privileges (Honors/AP classes)

15% (12 days) no extra-curricular activities/elective classes (sports, performing arts, etc.)

20% (17 days) grade penalties, audit to determine if credit can be given

EXCUSED ABSENCES

Medical absence or illness requires a doctor's note. Assessments and assignments are due on the date indicated by the teacher unless a student has a verified doctor's note.

When medical circumstances prevent a student from attending classes it may be necessary for an Incomplete to be assigned allowing the student to continue coursework when she is medically able. Continued coursework may involve online coursework or home assisted coursework with support from her local school district. Continuing work towards a Hathaway Brown diploma will be determined on a case by case basis.

ATTENDANCE

Tardiness: By 8 a.m., each student is required to have checked in with her mentor. A student arriving in the designated room after 8 a.m. is considered late regardless of the reason and must sign in with the Upper School office. In the case of a student being tardy or ill, parents/guardians should call the Upper School office before 8 a.m. This should be done even if the student will come to school later in the day. Repeated tardiness will not be tolerated and will be subject to disciplinary action, beginning with points and detentions.

DRESS CODE

* Students are required to wear their school -issued ID badges while on campus.

You may wear:

1. Shirts with a collar, sweaters, and knit tops, which may have small logos and/or designs, and that fully cover both shoulders
2. Non-athletic zip or button hoodies with the hood worn down
3. Hathaway Brown t-shirts or sweatshirts
4. Cotton pants, dress pants, capris, or colored jeans

5. Fingertip-length or longer skirts, dresses, or shorts
6. Leggings under a fingertip-length or longer skirt or dress
7. Shoes must be worn at all times

You may NOT wear:

1. Clothes that feature words or graphics that demean or disrespect others, or that contain references to illegal or unethical activity
2. Athletic wear or sleepwear, including running tights, sweatpants, yoga pants, pajama pants, athletic shorts, or non-HB t-shirts or sweatshirts
3. Clothing that exposes undergarments
4. Blue jeans or faded, ripped, or frayed colored jeans
5. Skirts, dresses or shorts that are shorter than finger-tip length
6. Leggings not covered by a fingertip-length skirt or dress

Students not appropriately dressed will be assigned a point and may be asked to change clothes. An accumulation of three points in a semester will result in Saturday detention and can lead to loss of privileges and/or action by the Class Deans.

LOCKERS

Each student is assigned a locker for her books, coats, and other personal effects. It is expected that she will share in the responsibility of maintaining the appearance and cleanliness of her locker and the locker area. Stickers, signs, notes, etc. are not permitted on the inside or outside of the lockers. Lockers should be kept locked at all times.

PARKING LOTS

Except for arriving and leaving campus, students should not go to their vehicles or to the parking lots during the school day without permission from the Upper School office. Doing so without permission will result in a detention. Only seniors may park in the Faculty/Staff lot in front of the School. No student may park on the front circle, the tennis court lot, the Prime parking lot, or in any other reserved spaces. Parking illegally will result in a detention.

CELL PHONES

At no time should cell phones be an interruption to the school day. Cell phones must be turned off during classes and assemblies. Cell phones may be confiscated if they cause a disruption to the school day. Teachers have the right to ask that students place their phones in plain view.

PUBLIC DISPLAYS OF AFFECTION

The school understands that students may feel a genuine affection for one another and that it is natural to want to express that affection. At the same time, we want the school atmosphere to be comfortable for all students, and many are uncomfortable with public displays of affection by students around them. Prolonged kissing or embracing, inappropriate touching, and other intimate behaviors are not permitted. Students engaging in such behavior will be counseled by the appropriate administrator, and parents will be contacted if necessary; further

disciplinary action will be taken if such behavior persists. This policy is effective for all school activities, including school trips, dances, and other events. Students are expected to adhere to state laws with regard to the age of consent. Any action by a student that reflects poorly on the school is subject to disciplinary action by the school.

LOST AND FOUND

Items turned in to the Upper School office are kept in the Lost and Found in the Student Center. Lost items of value (jewelry, calculators, retainers, etc.) are kept under lock and key in the Upper School office. Twice a year, lost and found items that are not labeled or retrieved will be donated to charity.

STUDENT SUPPORT TEAM

The Student Support Team is designed to proactively and reactively work with students who are in need of support in a variety of areas. The SST meets once a week and consists of the Division Director, Consulting Psychologist, Counselor, Learning Specialist, Academic Dean and the Grade-Level Deans. The SST also will include teachers and mentors as needed.

Academic Policies

MINIMUM GRADUATION REQUIREMENTS

English: 4 credits

Mathematics: 4 credits

Science: 3 credits (including Biology, Chemistry, and Physics)

History: 3 credits (including History 2 and U.S. History)

World Language: 3 credits (same language)

Visual and Performing Arts: 1 credit

Physical Education: ½ credit

Wellness: ½ credit

Elective: 1 additional credit

Computer Science: ¼ credit

Any discipline: All students must take a minimum of five credits each year, consisting of at least four full credit courses from the areas of English, Mathematics, World Language, History, and Science. Before the end of four years, they must meet the minimum credit requirements for each academic discipline. Students are also required to complete the equivalent of a Senior Project. Students pursuing a designation from the Fellowships in Applied Studies may be subject to additional requirements as determined by their program.

GRADING SCALE

Letter grades are earned and recorded each semester. Letters are calculated from numerical percentages within individual classes. The letter grade scale is as follows:

A- 90-92	B- 80-82	C- 70-72	D- 60-62
A 93-96	B 83-86	C 73-76	D 63-66
A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69
			F below 60

INTERIM/SEMESTER GRADES

After Curriculum Night, all student grades are visible to students and parents/guardians via myHB. Exam grades count for a designated percentage of the semester grade. Honors and High Honors are calculated using semester grades. A B+ average is required for Honors, while an A- average is required for High Honors.

SEMESTER EXAMS

Semester exams are an important part of the curricular and pedagogical philosophy at HB. The cumulative nature of the exams helps us to assess a student’s ability to synthesize information disseminated throughout the year. Therefore, it is required that students take their exams as scheduled to maintain the integrity and experience of the exam unless there is a medical emergency or religious observance. In these instances, the parents and/or guardians should communicate directly with the Upper School Director.

CALCULATING THE GPA

Each semester the school calculates a grade point average that is printed on the grade report. This is not a cumulative GPA and includes only the semester grades. Grades are given the following values:

A+ 4.333	B+ 3.333	C+ 2.333	D+ 1.333
A 4.000	B 3.000	C 2.000	D 1.000
A- 3.667	B- 2.667	C- 1.667	D- 0.667
			F 0

Any grade earned in an Honors or Advanced Placement course is weighted by adding .333 to the numerical value of the grade. Half-credit courses are given only half the weight. The calculated GPA is then rounded to the second decimal place. The rounded GPA is printed on the report card.

DROP/ADD COURSE POLICY

Adding Courses: Because classes at Hathaway Brown move quickly, students may add courses only during the first two cycles of the school year.

Dropping Courses: Students are able to drop courses until the first semester interim. Courses dropped within this time period will not show on the student's transcript, and no grade will be recorded. Students wishing to drop a course after the grace period may do so with the permission of the teacher, the department chair, and the Upper School Director. However, courses dropped after the grace period will be shown on the transcript with a notation of either Withdraw Passing (WP) or Withdraw Failing (WF).

Students who wish to move to a lower level of a course may do so with no notation on the transcript and no grade recorded if the change is made within the first five weeks of the year. The student will be required to complete all assignments for the new class and the grade will be calculated using this work.

INCOMPLETES

A student may earn an Incomplete for an interim or semester grade if she has not completed the necessary work to receive a letter grade. Students with long-term medical issues or family emergencies may be eligible to receive an incomplete without a grade penalty. In other cases, the appropriate late penalty would be assessed for any work not completed. In the event that

an Incomplete may be given, the teacher would notify the student, parents/guardians and Upper School Director. Depending on the circumstances of the Incomplete, the student will be given a deadline to have the work completed. If the Incomplete is not resolved by the end of the next grading period (interim or semester), the student will lose credit for that term. According to the OHSAA policies, Incompletes may affect the athletic eligibility for a student in the subsequent season. The Academic Dean and the Upper School Director will make any final determinations concerning the Incomplete status.

ACADEMIC DEADLINES

The qualities of self-discipline, perseverance, curiosity, and commitment to excellence are the hallmarks of the successful Upper School student. Punctuality is another, and thus a student is expected to meet all deadlines for assignments given by faculty. Teachers are guided by departmental policies that govern late work, missing assignments, and extensions. Written statements of departmental policies will be distributed to each student by her teachers.

ACADEMIC WORK MISSED

As soon as a student returns from an absence, she should check with her teachers and make arrangements to make up missed work. Missed work must be made up within a reasonable period from the time of the absence, generally equal to the length of the absence unless there have been extenuating circumstances, such as prolonged illness.

In instances where the request to be absent from school is not for a medical reason or an emergency, the student must meet the following responsibilities:

- The student will, as usual, be expected to continue her studies on her own. Teachers cannot be expected to provide additional individual instruction beyond what is normal extra-help for all students.
- Should a pre-assigned paper be due during the period of the student's absence, it will be due on the last school day before she leaves.
- Should a test be scheduled for a day during the absence, the student must take it either before she leaves or after she returns, at the teacher's discretion. Should special assignments or short papers be assigned during her absence, the student will have time equal to the other students in which to complete the work.
- Students are expected to check email and classroom resources online. If a student is late to school or leaves early and therefore misses a test, she must take it the same day or discuss an alternate plan with the teacher the same day. If she does not meet these responsibilities, the student's grade may be affected. If a student is absent the day a paper is due, she is expected to send the paper in on time, except in cases of extenuating circumstances. The penalty for late papers is determined by department policy, generally a one-third letter grade deduction per day.

SEMESTER/YEAR AWAY

Taking part in a semester or year away program can impact placement in courses when a student returns. In some cases, eligibility for an Honors or AP course may be compromised. Students will need to discuss this with current teachers and the Department Chairs before leaving in order to determine which courses will be most appropriate upon return. The Academic Dean and the Director of the Center for Global Citizenship are the coordinators of semester and year away programs.

In order to ensure a successful transition back to HB after being away, the student may be asked to complete an exam or diagnostic test for assessment purposes to determine the appropriate course placement. Students who are away for a semester or a year at an HB sanctioned program are still considered to be enrolled at HB. Most up-to-date OHSAA eligibility information can and should be found with the guidance of the Athletic Director and the OHSAA website.

ACADEMIC REVIEW AND STATUS

- **Failure of a course:** Failure of a semester or year long course necessary to meet graduation requirements or minimum credit requirements may jeopardize a student's enrollment status.

After each semester, the academic progress of each Upper School student is reviewed by the Upper School Administration. Students in academic difficulty will be placed on the following status:

- **Academic Watch:** A student earning one D for the semester will be placed on Academic Watch. A student on Academic Watch must meet with her mentor to discuss the nature of the difficulty and devise a plan to raise her grades. Parents/guardians may wish to contact the mentor to set up a conference to discuss their daughter's grades. If the student raises her grade above a D in the following semester, she will be removed from Academic Watch. Academic Watch does not appear on a student's record.

- **Academic Warning:** A student earning two or more D grades or one or more F grades for the semester will be placed on Academic Warning. Students on Academic Warning are in danger of being asked to leave Hathaway Brown unless grades improve. Students on Academic Warning must meet with their mentors to devise a plan to improve performance. Parents/guardians are urged to contact the mentor to set up a conference. If the student raises her grades by the end of the next semester so that she has no more than one D and no Fs, she will be moved to Academic Watch. Should she have no grades of D or F at the end of the next semester, she will be removed from all warning status. Academic Warning does not appear on a student's record.
- **Academic Probation:** A student who earns a GPA of less than 2.0 will be placed on Academic Probation. She must earn above a 2.0 for the subsequent semester, or her contract will not be renewed for the following school year. Students earning above a 2.0 in the subsequent semester will be moved to Academic Watch or Warning.

PLACEMENT IN ADVANCED COURSES

A student's eligibility for placement in Honors, AP, or other advanced courses is determined by the following: academic standing, teacher recommendations, departmental recommendations, testing data, and administrative approval.

TRANSCRIPT REQUESTS

Transcript requests must be made by submitting the Transcript Request Form to the Academic Dean. The forms are available on myHB and hb.edu/academics/transcripts. Please allow five days for the form to be processed. Official transcripts cannot be given to students or families; they must be sent directly from the school to the appropriate organization. Unofficial transcripts may be requested and given directly to the student or family.

MIDDLE SCHOOL

WELCOME FROM THE DIRECTOR

Dear Middle School Families,

Welcome to the Middle School! We are thrilled to partner with you throughout these incredible years of growth in adolescence. These years are filled with opportunities to discover, learn, grow, and develop ideas and passions. Over the course of adolescence, your daughters will lean on you, move toward independence, challenge you, and learn to find their own ways through opportunities and challenges.

The Hathaway Brown Middle School recognizes that the Middle School years are a time of great change and variability. Each individual is unique and because students are developing at different rates intellectually, emotionally, socially, and physically, we believe that the Middle School years should be nurturing ones for the whole child.

Hathaway Brown Middle School affirms the dignity of each individual. We seek to develop and encourage each student as a whole person, helping each to develop her talents and skills to the fullest and providing a safe place where she can risk and experience success or failure, secure in the support of the adults and peers around her.

Each student is a member of and responsible to a small advisor group, her classmates, the Middle School community, Hathaway Brown School, and the community-at-large. We are a community in which students and adults live together in an atmosphere where creativity, hard work, mutual respect, warm interpersonal relationships, and strong ethical values are expected, valued, and celebrated. We treasure habits of the heart as well as habits of the mind.

Each year is a unique, developmentally appropriate experience in which academic courses, physical education, and the arts combine to make learning special and memorable. The internalization of an essential core of knowledge, the enhancement of critical thinking and creative problem-solving skills, and the knowledge that learning is rewarding are all part of a Hathaway Brown Middle School experience.

This handbook outlines many of the policies and guiding principles upon which the Middle School creates an environment for acceptance, passion, and understanding. Included are uniform guidelines, attendance policies, and explanations of discipline. We hope you can use it as one of the many resources available to you at HB as you navigate this coming school year.

Welcome to the Blazer family; we are thrilled to partner with you on our journey.

Warmly,



Sharon Baker

Director of Middle School

SCHOOL HOURS

8:00 a.m.- 3:20 p.m.

CONTACT US

Sharon Baker

Director of Middle School

216.320.8108

sbaker@hb.edu

Juliet Louden

Administrative Assistant

216.320.8119

jlouden@hb.edu

General Middle School Policies, Procedures, and Protocols

ADVISOR PROGRAM MISSION

The Hathaway Brown Middle School advisor program is designed to facilitate students' integration into and success within the HB community. By providing a small group setting within the larger community, the advisor group fosters camaraderie, respect, learning to work well with anyone in the HB community, and appreciation for each individual's talents. The advisor strives to help each student formulate goals and work toward achieving them, while also serving as the liaison between home and school. Essentially, the advisor helps link the resources and opportunities of the school to the needs and talents of the student.

Every student in Middle School has an advisor with whom she meets regularly. The aim of the advisor program is to provide at least one adult at school with whom a student can discuss her schoolwork, grades, concerns, great ideas, and good things that happen. In turn, this adult will monitor the student's academic, social, and general well-being. The advisor is the first person to be called by parents with concerns or questions, and in turn the advisor will contact parents about their daughter's life at school. In addition to her advisor, other teachers, the class dean, the Director of Middle School, the Middle School Learning Specialist and the Middle School Counselor are available to help.

UNIFORMS

Middle School students are required to wear a uniform. Our reasons for this are threefold: we hope to minimize comparison of socioeconomic status, to show respect for our learning community by dressing appropriately, and to reduce comparisons between growing bodies by standardizing the clothing choices for school. In addition, we want students to feel valued for their unique capabilities rather than to buy into the media or fashion industry's version of how a girl should dress.

Many of our Middle School uniform pieces are now carried in the Brown Bag, our school store. Approved dress code items are on display and are clearly designated as uniform pieces.

Schoolbelles is the Middle School's supplier of khaki, yellow and plaid kilts. For convenience, they also stock other uniform pieces. All items may be purchased at their local store or through their website, schoolbelles.com, using our school code: S0412.

Year-Round Uniform Pieces:

Tops

- White or black top: polo, turtleneck, blouse or shirt with collar and sleeves – plain (any brand) or HB logo only (Brown Bag), no non-HB logos
- White or black cardigan sweater (no visible non-HB logos)
- White or black HB sweatshirt or HB fleece pullover (Brown Bag only)
- Fridays: Any HB sweatshirt or HB t-shirt

- White or black solid-color undershirts or Under Armor, worn under uniform shirt (no visible undergarments)
- Hair ribbons and barrettes of any color - no hats or head scarves (exception made for religious purposes)

Bottoms

- Brown plaid or khaki kilt (Schoolbelles only) – no shorter than three inches above the kneecap
- Khaki, full length pants (any brand)
- Boxers must be shorter than skirt length
- White or black socks; white or black tights or leggings under kilts
- Athletic shoes, any color. Converse, Keds, Skechers, or “style” tennis are not allowed. Athletic shoes that can be worn in Physical Education class are permitted.

Fall and Spring (start of school until November 1 and after Spring Break)

- Yellow cord kilt (Schoolbelles only), no shorter than 3 inches above the knee
- Khaki shorts (Schoolbelles only), no shorter than 3 inches above the knee

Athletic Uniform

- On game day only – full uniform with black or HB sweatpants, sneakers only, no flip-flops

Physical Education, Adventure Learning, and Swimming Uniform

- Gray HB t-shirt (Brown Bag)
- Black HB mesh shorts (Brown Bag)
- Good, supportive athletic shoes with non-marking soles
- Clean socks
- Hair control
- HB sweatshirt
- HB sweatpants
- One-piece dark swimsuit
- Swim cap
- Goggles
- Flip-flops (strongly recommended)

NOTE: Kilts and shorts, whether uniform, dress up or dress down, must be no shorter than three inches above the kneecap.

OUT-OF-UNIFORM DAYS

Dress Up Days

Several dress up days are scheduled during the school year. For these days, the students should consider clothing options that would be appropriate for special family occasions. Skirts and dresses are good choices for dress up days. Dresses and sleeveless tops must measure at least three fingers' width over the shoulders. Denim, low necklines, leggings worn as pants, athletic wear and shoes, very high heels, UGGs, Crocs and backless shoes are not allowed on dress up days. Dress boots are allowed.

Dress Down Days

Special dress down days for all girls are announced by the Director of the Middle School. Neat, clean, appropriate clothes are in order for "dress down" days. Faculty and administration reserve the right to ask a student to change clothes or not attend classes if they feel her appearance violates the spirit of the dress code.

On dress down days, jeans, (no holes or rips), sneakers, appropriate t-shirts, and shorts (mid thigh) are acceptable. This list may change with changes in style but should serve as a guide.

NOT ALLOWED on Dress Down Days (unless there is a special exception):

- bare midriffs, backs or low-cut necklines
- low rise, cut-offs, ripped, frayed, bicycle, or short shorts
- sleeveless tops less than three fingers' width over the shoulders
- t-shirts with inappropriate writing
- hats
- shoes with no backs, shoes in excess of 1 ½" high, flip-flops, fur-lined moccasins, slippers

Students who are in violation of the uniform code will receive a flag and may lose their privilege for the next out-of-uniform day. Any student not in uniform may be asked to choose from our selection of Lost and Found clothing until she is able to dress appropriately.

DINING HALL PROTOCOL

Students should be courteous, respectful, and inclusive to everyone in the Dining Hall. Each class is assigned tables in the Dining Hall. Students are expected to stay in the Dining Hall until lunch period is over or until her grade level has been dismissed for recess.

Advisor groups will be assigned weekly to clean their class tables. No food, beverages, dishes, silverware, trays, glasses, etc. should leave the Dining Hall except on special occasions. For their own safety, students must stay out of the kitchen.

STUDENT PERFORMANCES

Middle School students are encouraged to attend evening and after-school theatre and musical performances at HB. They are expected, however, to be a good audience and remain in the performance venue throughout the duration of the performance. Wandering in the halls and classrooms is prohibited.

ASSEMBLIES

Students are required to attend assemblies and to sit with their advisor group unless otherwise notified. Quiet is expected throughout a program. Booing, yelling, calling approval, or stamping is not acceptable.

STUDENT RESPONSIBILITIES

In addition to the community rules that apply to all in the school, Middle School students are expected that their personal electronic devices, such as cell phones and other electronics, are not to be used or carried around during school hours and must be turned off and remain locked in students' lockers (unless used for designated classroom use.) Personal technology devices such as computers and iPads are the sole responsibility of the student. The school does not assume responsibility for these items and cautions that they must be locked up when not in use. Teachers may confiscate electronics to be returned to the student at the end of the day if they are used inappropriately or in violation of the Responsible Use Policy. Chronic abuse of this rule may result in disciplinary consequences.

TELEPHONE USAGE

With permission, students may use the Middle School telephone to call home for brief and urgent matters. Students are free to use the lobby phone before school and after school, but during the school day, they must have written permission from their teacher in order to use it. We hope that both parents and students will use discretion in phoning. Arrangements for rides home and play dates should be made ahead of time. The phone is available in the event of cancellation of sports events or scheduling meetings with teachers.

Students are not permitted to use cell phones during the school day. Cell phones need to be turned off and locked in a locker during the school day. The school is not responsible for loss. Cell phones found during the school day will be confiscated. Parents are asked not to text, email or call their daughters during school hours.

GOING OUTSIDE

Students are free to enjoy the patio or back campus after lunch, during recess, or with a teacher's permission. The front campus may only be used with a teacher. To use the swings or playground equipment, an adult must be present and Primary School students must not be using them.

Out-of-Bounds Areas for Middle School Students:

For safety or confidentiality the following areas are out-of-bounds:

- Adventure Learning ropes course
- window sills
- balcony banisters
- faculty offices, desks, phones, and files
- kitchen, storage, and maintenance areas
- gym, weight room, computer lab, IDEA Lab, art room, and other unauthorized spaces unless supervised.

ANNOUNCEMENTS

- Faculty and student announcements are made at Morning Meetings.
- Students should be sure parents receive any printed announcements that are sent home.

BROWN BAG

Uniform pieces, supplies and snacks can be obtained in The Brown Bag, Hathaway Brown's school store, which is staffed by parent volunteers. Store hours are posted on the door but may change based on the availability of volunteers. Students have the option to pay cash, or charge to student accounts if parents have completed the charge form.

SCHOOL LIBRARY

The Martha Frohring Geisel Library is open from 7:30 a.m. until 4 p.m. The library has a rapidly evolving print collection, and a wealth of subscriptions to electronic databases. Resources are accessible to students 24/7 through the website and online catalog.

All material borrowed from the library is checked out at the circulation desk. The regular loan period for books is two weeks; Weekly overdue notices are sent via email to students. It is expected that material borrowed from the library will be returned on time and in good condition.

Middle School students are permitted to visit the Hath Caff in the Learning Commons before school or after school, but they are not permitted to purchase goods during the school day. Middle School students may not purchase coffee or caffeinated beverages from the Hath Caff.

PERSONAL BELONGINGS

Students are provided with a school locker for their personal belongings (coats, books, etc.) and a gym locker for their gym uniforms and equipment. Students are required to leave their things in their lockers secured with a combination lock provided by the school. A master key is available for locks in case lock combinations are forgotten. Locks may be replaced for \$10. If a student has any problem with her locker, she should contact the Middle School Administrative Assistant. Students are responsible for keeping lockers locked, in respectable order, and the locker area clean. No stickers or tape may be applied to the lockers at any time. Girls may not hang messages on the outside of the lockers without permission from the teachers.

Labeling of belongings, books, and clothing with the student's name is mandatory. It is excellent insurance against losing belongings. Students are responsible for their own belongings.

BOOK BAGS

Students will not carry backpacks during school because their lockers are very close to their classrooms. Backpacks used to carry materials home should be monitored to avoid becoming too heavy. Small tote bags purchased from the Brown Bag are acceptable during the day.

LOST AND FOUND

Lost and Found items are kept in the Middle School Office area. We make every effort to reunite students with their possessions. All unclaimed Lost and Found items will be given to charity during mid-winter, spring, and summer vacations.

Academic Policies

GRADING SYSTEM

An online grade reporting system is in place for all Middle School students. Students and families can and should monitor assignments, performance and grades throughout the school year so students can adjust their study habits as needed. Report cards are posted to myHB at the end of each grading period. Comments are written for the first and second interim reports for all students. Only students with academic concerns will receive comments at the third interim.

A+ 100-97	B+ 89-87	C+ 79-77	D+ 69-67*
A 96-93	B 86-83	C 76-73	D 66-63*
A- 92-90	B- 82-80	C- 72-70	D- 62-60*
			F <60 (failing)

** Conditional Grade*

A conditional grade indicates the possibility of failure unless improvement is made. Students with two conditional grades or one failing grade at anytime during the year may have any or all of the following consequences:

- Assignment to the Homework Room
- Loss of extracurricular activities or athletics eligibility
- Required tutoring at parental expense
- Withholding of enrollment contract
- Summer work

A conditional or failing grade in the third trimester indicates that a student will need summer work. She must successfully complete a formal summer program in order to continue at Hathaway Brown in the fall and will be asked to take a re-test before the next school year begins.

Non-graded classes are evaluated as follows:

E = Excellent

S = Satisfactory

N = Needs improvement

U = Unsatisfactory

I = Incomplete

NG = No Grade

MIDDLE SCHOOL HONOR ROLL

In keeping with the philosophy that Middle School students need to be encouraged in all aspects of their lives, 6th through 8th grade students can earn a position on the Middle School Honor Roll through excellence in academic achievement and effort. A student must have an average of 88 percent or better in all required classes to achieve Honor Roll. An average of 93 percent or above is required for High Honors. Honor Roll is calculated at the end of each grading period and is designated on the student's report card.

HOMEWORK

Homework is essential to the learning process and provides students with opportunities to practice, write, read, create, research, and reflect. Although this varies greatly by individual, students can expect from 1.5 hours per night in 5th and 6th grades to 2.5 hours per night in the 7th and 8th. At all grade levels, there are study halls and conference periods during the week when girls may start homework in school. Homework allows individualization and instills responsibility. Students are expected to complete homework thoroughly each night in order to participate fully in class discussions and to prepare for written or oral assessments. The school encourages students to back up their work and to have additional means of accessing homework if they forget their iPads at home. Students are cautioned to make hard copies of homework done on a computer/iPad to avoid problems with compatibility or computers "eating" homework; all of which are unacceptable excuses.

After a short grace period to adjust to new grade-level expectations, students will be expected to turn in homework on the due date at the beginning of the period unless otherwise stated by the teacher. Late work will result in the assignment grade being reduced. Teachers may use their judgment when extenuating circumstances exist or when a student requires accommodations to meet her learning needs.

SPECIAL HELP

Students who need special help can arrange to meet with their teachers. Teachers are generally available for special help during their free periods, conference periods, before school, at lunch, or after school.

PRIMARY SCHOOL

WELCOME FROM THE DIRECTOR

Dear Primary School Parents,

Welcome to Hathaway Brown! The Primary School is a wonderful, welcoming community where girls look forward to the excitement that each day brings. They are inquisitive and motivated learners with a passion for discovering their world. Students quickly become engaged in a year full of discovery and learning that is both challenging and rewarding.

As stated in the School Philosophy:

- Hathaway Brown School strives to create an atmosphere of caring: care for individual differences, care for personal and moral development, and care for precision and high standards. The ultimate goal of the faculty is to teach their students not what to think, but how to learn. Instructors, therefore, teach broad basic skills so that students may learn to think interpretively and critically.
- The school values its diverse student body, which is reflective of the pluralism of our American culture. In addition to providing the strongest possible academic training, Hathaway Brown remains dedicated to helping young women achieve the abilities and personal qualities that will prepare them for a rewarding and productive life: confidence, independence of thought and actions, curiosity and vision, social conscience, and the acceptance of challenge.

We welcome you as valuable partners in your daughter's education and encourage you to become involved in the many opportunities that Hathaway Brown has to offer. This community benefits from your enthusiasm, participation, and partnership. We look forward to working with you to make this a positive year for you and your daughter.

Sincerely,



Kelly Stepnowsky

Director of Early Childhood and the Primary School

CONTACT US

Kelly Stepnowsky

*Director of Early Childhood
and the Primary School*

216.320.7195

kstepnowsky@hb.edu

Eva Rosbach

Receptionist

216.320.8770

erosbach@hb.edu

Jodi White

Administrative Assistant

216.320.8100

jwhite@hb.edu

SCHOOL HOURS

8:15 a.m.-3:10 p.m. – Grades K-4

General Primary School Policies, Procedures, and Protocols

DAILY SCHEDULE

7:30-8 a.m.	Supervision of early students either outdoors, or in their classroom
8 a.m.	Classrooms open for students
8:15 a.m.	Classes begin
10:50-11:20 a.m.	Lunch for Kindergarten-Grade 2 - Play period for Grades 3-4
11:25 a.m.-11:55 p.m.	Play Period for Grades K-2 - Lunch for Grad
3:10 p.m.	Dismissal for Grades K-4
3:10 p.m.	After School Club begins
6 p.m.	After School Club ends

SUPERVISED BEFORE- AND AFTER-SCHOOL CARE

Giving faculty morning time to prepare for each day is important as they strive to create experiences that support students and our commitment to excellence. Prime classrooms open for students at 8:00 a.m. Students who ride buses or arrive prior to 8:00 a.m. report to our Early Morning Program. This program provides supervision from 7:30-8:00 a.m. either outside (weather permitting) or in the music room. Please dress your child appropriately for the weather conditions. Our day ends at 3:10 p.m. Monday through Friday for grades Kindergarten through 4. Supervised play for Kindergarten students who must wait for older girls or public school buses is in the classroom from 2:45 p.m. to 3:10 p.m. The After School Club for all Prime students begins at 3:10 p.m. and ends at 6:00 p.m.

MORNING DROP-OFF AND AFTERNOON PICK-UP

Our parking lot is a busy place at the start and end of each day. There are many cars and people on campus all trying to get in and out of the parking lot as quickly as possible. During this time our biggest concern is the safety of each child as they arrive and depart from HB. For this reason, we ask that you consider our procedures and work with us to keep all students safe.

Our procedures for Drop-Off in the morning and Pick-Up in the afternoon vary as you will notice from the information below. However, the three following guidelines are consistent no matter what time of day you're in our parking lot.

- Children need to be escorted by an adult any time they are in the parking lot.
- Talking on a cellphone while driving through the lot and around HB can put others at risk. Attending to the children and space during these times is of utmost importance.
- Handicap Parking reserved spots (and the striped areas in-between the spots) are for those requiring a handicapped parking space.

MORNING DROP-OFF

The curb area closest to our building and between the main Prime doors and the playground is used for dropping off children in the morning. Keeping this area open allows traffic to flow and students to safely exit their car at the curb. Caregivers should drop students off in this line without getting out of the car. The Director and other faculty or staff members greet the students and help to get them out of their car.

AFTERNOON PICK-UP

The entire length of the curb from the main Prime doors all the way back to the entrance of the parking lot is used for Pick-Up. As cars move along the curb and get closer to the main entrance children may walk to get into their cars. This loading area is necessary to give students time to check out, walk to their cars, and enter their vehicle safely. In order to keep traffic moving, we ask anyone who needs to come into the building to please find a parking spot and carefully walk across the lot instead of parking along the curb in our loading zone. It is each student's responsibility to watch for their ride and check off with the attending teacher. If your child is not ready, please pull into a designated parking space, leave your car, and walk over to meet your child.

Pets and siblings can be an exciting distraction for students at a time when we need them to focus on safety. For this reason please leave pets and siblings in the car with you while waiting in the pick-up line.

We want everyone to feel welcome and comfortable in our school, and we want our children to experience healthy routines.

DISMISSAL

Transportation forms from families tell us how each child will go home. Be sure your daughter knows how she is going home each day. If her usual plans change, please send a note or call the Primary School Office. If we have not received written notification or a phone call from an adult regarding a dismissal change, we will stick to the child's usual plan for that day. Arrangements for visits with friends need to be made before school and communicated to the office. All students must be picked up promptly between 3:10 and 3:30 p.m. If a child is not picked up by 3:30 p.m. we will take them to After School Club where they will be safely supervised until they are picked up. Our After School Club daily drop-in fee is \$30.00.

If your child must leave school early for an appointment, please notify your child's teacher. At the designated pick up time, come to the Primary School Office where you should tell the receptionist that you are taking your daughter off campus.

BUS TRANSPORTATION

In the morning, children must be present at their stop on the bus route at the appointed time. The driver will leave after waiting a reasonable time. If your child is not coming to school, please notify the school transportation office at 216.320.8081 by 6 a.m. so that the driver does not make an unnecessary trip.

Please send a note for any change in transportation. We cannot allow girls to verbally tell us a new plan for getting home. Many times they confuse days and/or make their own plans. We will follow the regular transportation plan unless we have a note or phone call from a parent or guardian.

Any misbehavior on the school bus could jeopardize the safety of all. Drivers have been instructed to report any difficulty at once and are authorized to take reasonable disciplinary action, if necessary.

DRESS CODE

Hathaway Brown's Primary School dress code is designed to be age-appropriate, neat, and comfortable for an active school day. Our intent is to reduce any status applied to clothing, to show respect for self, to demonstrate pride in our school community, and to avoid clothing becoming a distraction from the academic endeavors of school. In addition, it is an opportunity to teach the difference between clothing for school and clothing for free or recreational time. We want our girls to value their unique capabilities and contributions to our community through recognition of each person's gifts, not their clothing.

Please refer to our Primary School Dress Code booklet, which contains the styles and color options available for daily dress in the Primary School. All clothing must be a solid color, free of ornamentation, and have no logo other than an HB logo. Clothing may be purchased from a vendor of your choosing. If you choose to have an HB logo on selected items, those will need to be ordered through Lands' End. HB has a school site with Lands' End, which may be accessed at your convenience.

We recommend that you mark all clothing with your daughter's name to avoid losing items and to help return them to your daughter when they are left in a space other than her classroom.

Unless your child is attending a special event, dress code should be followed. If your child wears apparel to school that is not in our dress code, a note will be sent home to inform you.

CASUAL DRESS DAYS

Periodically, a casual dress day will be announced. On these days, the expectation is to dress in simple, neat clothing. Jeans and appropriate t-shirts are acceptable on casual dress days.

On the first Friday of each month, the girls are invited to show school spirit by wearing HB gear. They may wear any of their HB t-shirts or sweatshirts. Dress code or dress down bottoms are appropriate on these days.

As part of birthday celebrations, each student is given the opportunity to have a casual dress day on her birthday or on the day she celebrates her birthday at school.

Due to the active nature of our school day, we suggest girls wear something under their skirts and dresses especially on PE or Dance days. Depending on the weather girls may choose to wear exercise type shorts, leggings or tights under their skirts and dresses.

Hair accessories and jewelry can be distracting in the classroom and unsafe during movement activities. We encourage girls to keep these items to a minimum and leave it to a teacher's discretion regarding whether certain accessories should be worn during the school day or not.

The following items are NOT part of dress code:

- T-shirts (acceptable on casual dress days)
- Jeans (acceptable on casual dress days)
- Sweatpants or athletic pants of any kind, including yoga or running pants
- Tank or spaghetti-strap tops
- Hats may be worn during Play Period, but not throughout the school day
- Boots – snow or rain boots are worn to and from school and during Play Period, but not throughout the school day

SCHOOL SUPPLIES

Grade-level supply lists are distributed at the beginning of the year via e-mail. Students bring their supplies to school during Sneak Peek or on the first day of classes. Special HB items may be purchased at the school store, the Brown Bag, which is run by the Parents Association. Primary School students may shop at the Brown Bag before and after school when accompanied by a parent. We ask that Primary School students visit the Brown Bag accompanied by a parent as this helps avoid having missed buses, cars waiting for lingering girls, and adults searching for students.

LUNCH

Lunch for Kindergarten through 4th Grade students is served in the main Dining Hall. Kindergarten through 4th Grade girls sit at assigned tables, which change every few weeks, mingling with students from other grades at each table. Wherever possible, a teacher also sits at the table on designated days.

Milk and water are offered daily in the Dining Hall. In addition to the entrée, a special salad bar with a variety of nutritious options are available. Everyone is expected to taste the entrée unless they have dietary restrictions. Special menus for children with dietary restrictions may be set up with the Director of Food Services. Children on special diets pick up their lunch at a specified window.

Students are responsible for scraping plates and throwing away paper products. Third Grade students rotate the responsibility of wiping the tables. Fourth Grade students clear the trays from tables.

The expectations for lunchroom behavior are:

1. Sit on your chair
2. Eat over your plate
3. Use utensils appropriately
4. Do not touch food that is not on your plate
5. No visiting other lunch tables
6. Avoid talking with food in your mouth
7. Use polite table talk and maintain a moderate noise level

Lunch guests are welcome with advance reservations. Arrangements to eat lunch with your child should be made in advance by calling the Primary School Office. Students and their guests will eat at a special guest table.

SNACKS

Snacks are provided daily to all Kindergarten through 4th Grade students. The girls have their snacks sometime during the afternoon as their classroom schedule allows. The snacks are delivered to the second floor of the Primary School.

Each classroom uses a designated container to compost remains of their snacks. Our students volunteer to collect and weigh the compost each week in order to track our efforts to be more sustainable.

BIRTHDAY CELEBRATIONS

Parents are invited to join their daughters for lunch on their birthdays. Please call the Primary School office to reserve a table.

A lovely way of celebrating a birthday is the donation of a book for our library. If you choose to participate in this program, our librarians will work with your daughter to choose her birthday book for the Prime Library.

When organizing a birthday party or other social event outside the school, please consider the effect of excluding just a few class members. Do not distribute invitations at school. It is unreasonable to expect that all classmates be invited to every social event; however, when only a few are left out of a celebration, hurt feelings result. In addition, there is awkward discomfort on the part of those included, as they can feel guilty for being invited when others have not.

PRIMARY SCHOOL VOLUNTEERS

Many of our programs are enriched in numerous ways because of your help. When you volunteer, not only are you supporting the faculty and curriculum but you also are making a strong statement to your daughter about the value and importance of her education.

Your role as a volunteer is a professional one. Parents act as computer specialists, science lab assistants, classroom assistants and chaperones on field trips. We count on your ability to follow directions given by the classroom teacher and/or the docent on a field trip. We need your help with supervision of our students and, therefore, ask that you not bring other children along with you when working in the classroom or on a field trip.

While in this professional capacity you may observe or hear bits and pieces of information about children, which should remain confidential. We expect you will keep this information to yourself. Just as you would not want a teacher discussing your child with another parent, we expect that you will conduct yourself in the same professional manner and not discuss specific children with others.

LOCKERS/PERSONAL BELONGINGS

Primary School students have a locker for outerwear in the main hallway or second-floor corridor. Fourth graders also have gym lockers in the gym area for their Physical Education uniforms. Students are responsible for maintaining both locker areas and respecting others' property. Please be sure that your child's belongings are labeled.

LOST AND FOUND

Lost and found items are maintained in the Primary School office area. Please check periodically for items your child may have lost. For example, including names on outerwear is especially helpful in returning the sweater left in a specialty class back to its owner.

Academic Policies

HOMEWORK EXPECTATIONS

Total time expected to complete homework and parent responsibility:

- 1st Grade: 15-20 minutes – includes 10-15 minutes of reading four nights a week and requires a parent signature each night.
- 2nd Grade: 30-40 minutes – includes 15-20 minutes of reading and completion of a reading log by student.
- 3rd Grade: 40-60 minutes – includes 25 minutes of reading four nights a week with an additional 30 minutes over the weekend. Students complete a reading record and get a parent signature.
- 4th Grade: 60-75 minutes – includes 30 minutes of reading four nights a week with one hour over the course of three weekend nights. Students complete a written summary each weeknight and get a parent signature each week.

HOMEROOM AND SPECIALTY TEACHERS

Your daughter's homeroom teacher spends most of the day with your child and is your first point of contact regarding your daughter. If you have any questions or concerns, please contact them directly. It can be difficult to talk with them during the school day, as they are teaching. However, they will get back to you as soon as possible. Each homeroom teacher communicates with parents via phone, email, conferences, and myHB.

Should you have a question that pertains to a specialty class (Art, Music, Library, Science, Computer Science, Spanish, Dance) we ask that you contact the teacher associated with teaching that particular class. It can also be helpful to include the homeroom teacher in the communication.

STUDENT SUPPORT TEAM

The Student Support Team is comprised of the Primary School Learning Specialist, the Primary School Literacy Specialist, the Primary School Math Specialist, the HB Counseling Team, and the Director of the Primary School. This team will also work in conjunction with our consulting psychologist. The purpose of this team is to support the individual growth of every Prime student. The team works in conjunction with teachers on a regular basis to discuss student progress.

If a teacher would like to discuss a specific student in more depth, she will seek the advice of the SST. Once she reaches out, the SST begins to gather data, review student files, and compile work samples to create a complete picture of a child. When conferring during SST meetings, the team studies data and engages in professional dialogue to determine the best course of action for an individual student. Often an Action Plan is developed as a result of an SST meeting. This plan includes anything from simple changes or additions to a more thorough look at a student's learning profile. At this point, we may ask parents to join us in our discussion regarding the creation of an Action Plan for their daughter. Parents may also request a meeting with the Student Support Team.

EARLY CHILDHOOD

WELCOME FROM THE DIRECTOR

Dear Early Childhood Parents,

Welcome to HB's Early Childhood program! Our goal is to create a joyful learning experience as the children engage in exploration and discovery in a safe and supportive environment.

This handbook outlines the basic policies and procedures that we have adopted to help our program run smoothly. Please take some time to familiarize yourselves with the contents. We welcome your input, and encourage you to reach out to us with any questions that you may have as the school year unfolds. Please know some practices are subject to change due to COVID-19.

We look forward to a year of personal growth and intellectual excitement for your child—and we anticipate having a lot of fun along the way!

Sincerely,



Kelly Stepnowsky

Director of Early Childhood and the Primary School

CONTACT US

Kelly Stepnowsky

Director of Early Childhood
and the Primary School
216.320.7195
kstepnowsky@hb.edu

Eva Rosbach

Receptionist
216.320.8770
erosbach@hb.edu

Jodi White

Administrative Assistant
216.320.8100
jwhite@hb.edu

SCHOOL HOURS

7:30 a.m.-6:00 p.m.

General Early Childhood Policies, Procedures, and Protocols

DAILY SCHEDULE

A typical Early Childhood day at Hathaway Brown School includes the following activities:

- Arrival and free play
- Gathering time
- Learning Center or Project-Based activities
- Special subjects (Music and Movement, Library, Gym, Spanish, Dance)
- Snack
- Story time
- Outdoor, Large Muscle Room play, Nature-Based learning
- Lunch
- Rest period (for those children who stay for Extended Afternoons)
- Afternoon highlights
- Dismissal
- Optional After School Club

ARRIVAL/DISMISSAL

Classrooms open for Early Childhood students at 8:15 a.m. The school day begins at 8:30 a.m. An early drop-off is available beginning at 7:30 a.m., when children are supervised either outside on the playground or in the designated classroom, depending on the weather.

Doors to the Primary School building are open for arrival until 9 a.m. After 9 a.m., press the buzzer for admittance. Arrival and dismissal times for each class are as follows:

- First Step 8:30-11 a.m. Monday-Friday
- PS 8:30-11:15 a.m. Monday-Friday
- PK 8:30-11:30 a.m. Monday-Friday

Children who are signed up for our Extended Day program are dismissed at 2:45 p.m. In order to simplify pick-up for parents, EC children with siblings in grades K-4 will be dismissed at 3:10 p.m. with the Primary School. If your child is not picked up by 2:45 p.m., he or she will be brought to After School Club and charged for a drop-in. Children without an older sibling cannot stay in the room past 2:45 p.m.

We ask Early Childhood parents to fill out forms at their August conference letting us know how each child will go home daily. Please notify your child's teacher of any changes. We will not allow any child to leave in a manner other than the one you have indicated unless we have written notification from home. When picking up your child at the end of the day, please make sure to check in with a teacher.

ADDITIONAL PROGRAM OPTIONS

Please notify the EC/Primary School office if you would like to sign your child up for these program options. Note that one week's notice is needed for the Business Office to process your request. Although sign-up is available throughout the school year, we ask that you choose consistent days for your child to attend. Due to staffing needs, it is difficult to accommodate drop-in requests for either Extended Day or Lunch Bunch.

Extended Day Program: Our Extended Day program, available for all of our EC students, offers an enriched school day ending at 2:45 p.m. Lunch is served in the EC Dining Room (PS and PK), and special activities designed to enhance the curriculum are highlighted in the afternoon. Contact the EC office to learn more.

Lunch Bunch Program: Our Lunch Bunch program, designed as an option for students to begin “stepping up” to a full day, is available for First Step students daily and for preschool students on Tuesdays and Thursdays.

After School Club: Our After School Club is designed to provide flexible options for families with a range of scheduling needs. Activities that balance informal play with creative, fun projects highlight the after-care experience for students from EC-4th Grade. A drop-in option is available for this program.

Make-Up Days: Hathaway Brown does not allow for “make-up” days. For example, if a Preschool student typically attends class Tuesday-Thursday and misses a Thursday, they can't “make-up” a day on Friday. HB does not reimburse tuition due to missed days (illness, suspension, etc.). Families are responsible for the tuition listed even if the student is not in attendance. Hathaway Brown will not charge for days when the building is closed due to COVID19.

Drop Ins: Drop-ins in the mornings are not allowed. For example, if a First Step Preschool student typically attends class on Monday-Wednesday-Friday, they will not be able to “drop in” for Tuesday or Thursday morning. Due to COVID-19, Hathaway Brown does not allow drop ins for Extended Day or Preschool Lunch Bunch. If an emergency arises and care is needed for Lunch or Extended Day, please call Eva Rosbach as soon as possible at 216.320.8770. If you would like to permanently add Lunch Bunch or Extended Day to your child's schedule, please email Jodi White at jwhite@hb.edu and she will be in touch with your classroom teachers and billing. Due to COVID-19, we might not be able to meet your request.

Withdrawals: Hathaway Brown does not allow part-time financial withdrawals over the course of the school year for vacation, maternity leave, etc. Families are responsible for the tuition listed even if the student is not in attendance. If your child withdraws mid-year, please see the withdrawal penalties outlined in your enrollment contract. To discuss Tuition Refund Insurance, please contact Karin Roberts-Redmond in the Business Office at 216.320.8777 or email kredmond@hb.edu.

DRIVEWAY SAFETY

Parents of all Early Childhood students are asked to park and escort children to the classrooms at arrival time for the first week of school, after which curbside drop-off will be in effect from 8:15-8:30 a.m. daily.

During pick-up time, we ask parents to pull up to the main front door in a single-file line, where the children will be escorted by teachers to the cars. In order to keep the flow of traffic moving, please do not block the driveway by leaving your car, even for a few minutes. If you need to walk over to meet your child, we ask that you park in the designated parking spaces.

RECOMMENDED DRESS

We ask parents to send their children to school in comfortable play clothes that can be managed independently. Footwear must be sturdy, comfortable, and appropriate for active play. Please do not send your child in flip-flops or in shoes with no backs. Rubber-soled shoes with Velcro closures or cotton laces are recommended. Your child will need one complete outfit of extra clothing to stay at school all year, which we ask you to send in a plastic bag. Please clearly label all clothing, including shoes and boots.

OUTDOOR PLAY

Children usually play outdoors daily unless it is thunder/lightning or exceptionally cold. Please provide appropriate clothing each day, including boots, waterproof mittens, hats, and snow pants for cold weather play and rain pants and boots for wet, muddy weather. As we are unable to supervise children who are recovering from an illness, we ask that you keep your child home until he or she is well enough for outdoor play.

ITEMS FROM HOME

We ask that you not allow your child to bring toys from home. Conflicts often arise over sharing special possessions, and children are distracted from investing in the classroom materials and activities set up by the teachers.

A crib sheet, blanket and small pillow are welcome for rest time. Our storage is limited, so please send in only small items.

A book bag or backpack will be needed daily, large enough to hold papers and projects that will be sent home.

NUTRITION

All snacks and meals served in EC are peanut and tree nut free. We also ask that no peanut or tree nut products be brought into the classroom from home. Special treats sent in to celebrate birthdays or family traditions need to be checked to make sure they are not labeled “may contain peanuts or tree nuts,” and are not produced in a facility where cross-contamination may occur. We appreciate your cooperation with this policy.

Snacks: Enjoying snacks with classmates is a way to re-energize as well as an opportunity to practice table manners and engage in conversation with peers. Snacks are served midmorning, and again in the afternoon for those children who stay full days. Fruit, raw vegetables, and grains are typically served.

Lunch: Early Childhood students who stay for the Extended Day program eat lunch in the Early Childhood Dining Room (PS and PK), where meals are served family-style. Menu options include the daily hot entrée, a vegetable, fruit, and sandwich option. Special menus for children with dietary restrictions may be set up.

ILLNESS

If your child is ill and will be absent, please notify Eva Rosbach, EC/Primary School Receptionist, at 216.320.8770 and your classroom teachers, no later than 9 a.m. We also ask that you inform us of any confirmed contagious illness so that parents of classmates may be notified. In the event that a child becomes ill at school, we have a nurse on duty at all times, and you will be notified immediately. Please have a contingency plan in place if you are not able to pick up a sick child from school. We do not have the facilities or the staff to adequately attend to children who become ill. Children who are not consistently picked up within 2 hours of a call may be excluded from the program. The family will be provided an Illness Report outlining observations and when the child can return to school.

In accordance with the Ohio Department of Health guidelines, a child with any of the following signs or symptoms of illness will be immediately isolated and a parent will be notified to pick up their child:

- A fever within the last 24 hours of 100.0 or above when in combination with any other sign or symptom of illness
- Three incidents of diarrhea within a 24-hour period (Please note that diarrheal illnesses present a major risk to younger children due to the danger associated with dehydration. If a child in the Center experiences an episode of diarrhea, we will immediately contact a parent, and depending on the severity, may ask that the child be picked up and stay home until symptoms subside)
- Severe congestion, coughing, runny nose, or sneezing
- Stiff neck
- Unusually dark urine and/or gray or white stool
- Yellowish skin or eyes
- Conjunctivitis or pink eye
- Difficult or rapid breathing

- Evidence of lice, pinworm, ringworm, or scabies infection
- Untreated infected skin patches, unusual spots and rashes
- Sore throat or difficulty in swallowing
- Vomiting and/or when accompanied by any other sign or symptom of illness

A student may return once fever, vomit or diarrhea free for 24 hours without the aid of medication.

The most effective deterrent to the spread of communicable disease is frequent hand washing. Children are instructed to wash their hands thoroughly before preparing or eating food, after toileting, and when hands have been in contact with nasal or mucous secretions.

MEDICATION

If your child needs medication at school, it must be sent to the school nurse in the original labeled container, along with a signed parental request form as well as a signed prescribing physician's form which includes complete dispensing instructions. Medical forms can be found online through your Magnus accounts.

SCHOOL CELEBRATIONS

We are pleased to be able to recognize and celebrate the many different traditions that are reflected in the HB community. Our focus is on family, friends, and celebrating together through music, dance, stories, and the many different foods that are enjoyed throughout the year. Parents are welcome to come and talk about their own family traditions and to share a special food or book. A holiday Sing-Along that family members are welcome to attend will be scheduled in December for each class followed by a reception in the classroom. Children will be involved in the planning of the reception, sending invitations, helping with refreshments, decorating the room, etc. This celebration is truly a heartfelt holiday gift from each child to his or her family.

Grandparents and Special Friends Day: This event is an opportunity for those very special people in the lives of each child to experience a day at school. Grandparents will have the opportunity to spend some "quality" time in the classrooms, share a special snack, and observe a Music or Dance class. If Grandparents are unavailable to visit on that day, please feel free to invite other VIPs in the life of your child, from aunts and uncles to neighbors and nannies—or drop in yourself. Just let the teachers know who the special guest will be, and a personal invitation will be issued.

Birthdays: Every birthday at school is recognized and celebrated in class. Parents are invited to share in the celebration—connect with your child's teachers in advance if you would like to participate. The teachers are also happy to celebrate summer birthdays at any point in time during the year so that every child has an opportunity to be recognized. We invite parents to select a favorite book and arrange a time with their child's classroom teachers to read it to the class. You may also bring in a simple food related birthday treat. We ask that you be aware of HB's food philosophy when selecting this food and apply portion control. Items like mini muffins or fruit skewers have been popular.

CLASSROOM VISITS

Pre-arranged visits to classrooms by parents are encouraged and enjoyed by all. If you have any hobbies or interests that you would like to share with your child's class, please let us know. Parent participation adds a great deal to our program.

PARENT VOLUNTEERS

We hope all parents can find a way to volunteer at HB, whether that be in the classroom, at an event or on a field trip. We ask that parents who are helping to supervise parties or field trips to please leave young siblings at home. Since the programs are planned for the age level of our classes, younger siblings often have difficulty maintaining the same attention or interest. While on field trips, safety of the children is a priority. Parent volunteers should keep cell phone usage to a minimum.

LOST AND FOUND

Lost and found items are kept in the office. Please check with the administrative assistant if you are missing any items.

Academic Policies

CURRICULAR APPROACH

As early childhood educators, our mission at Hathaway Brown School is to provide a social environment for our youngest learners that is designed to stimulate exploration and discovery while incorporating developmentally appropriate curricular benchmarks. Ongoing assessment of these benchmarks provides us with an effective measure of progress, as well as the ability to optimally individualize learning. To that end, we have designed a research-based Learning Progression to follow each young student throughout the early childhood experience.

FIELD TRIPS

Learning is enhanced for our pre-kindergarten children through visits to museums, farms, concerts, and other places of interest throughout the Greater Cleveland community.

TEACHER CONFERENCES

In addition to the Parent Orientation conferences that occur at the start of the school year, teacher conferences are scheduled in the fall, winter, and optional in spring. All parents receive a written Learning Progression mid-year and at the end of the year. If you have concerns at any time, contact the teacher for a conference.

THE EC WEEKLY

Our Early Childhood e-newsletter is an opportunity for us to give you fresh updates on what's happening in the classrooms and around the school, as well as some ideas for home and family. Look for our e-newsletters each week.

DAILY JOURNALS

The EC teachers email daily updates to parents that include a "snapshot" of the school day highlighted by pictures of the children along with important reminders and classroom news through the platform, Seesaw.

BEHAVIOR MANAGEMENT AND DISCIPLINE

HB's Philosophy on behavior management and discipline is rooted in our social and emotional curriculum, Conscious Discipline. Through four essential components- Brain State Model, Seven Powers for Conscious Adults, Creating the School Family and Seven Skills of Discipline- we are able to support adults and children in our program.

Much of children's most valuable learning, especially in a group setting, occurs in the course of behavioral problem solving. The Seven Skills of Discipline through Conscious Discipline are the skills we use to transform everyday discipline issues into teaching moments. These moments are our opportunity to teach children the social-emotional and communication skills necessary to manage themselves, resolve conflict, prevent bullying and develop pro-social behaviors. The seven skills are composure, encouragement, assertiveness, choices, empathy, positive intent and consequences.

The approaches we use vary by age group, but have the following elements in common:

HB teachers design the physical environment to minimize conflict.

HB teachers maintain age-appropriate expectations for children's behavior.

HB teachers establish simple rules, or expectations, for the classroom community.

HB teachers closely observe and supervise children's activities and social interactions. We ask all adults to help children verbalize their feelings, frustrations and concerns. We ask all adults to model positive behavior.

As in all areas of a young child's life, it is important that parents and teachers work together to help each child become a productive and considerate member of a group. As members of the HB community, we follow the policies listed below.

Policies:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments between an adult to child, such as, but not limited to, biting, hitting, punching, spanking, shaking or pinching.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child in a protective hug, so the child may regain control.

4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about him/herself or family or any other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame or frighten a child.
8. Discipline shall not include withholding of food, rest, or toilet use.
9. Separation, when used shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a staff member in a safe, lighted, and well-ventilated space.
10. The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the program.

BITING POLICY

Biting commonly occurs with toddlers between thirteen and twenty-four months of age, usually as a way to express frustration, discomfort, or fearfulness during this stage when the capacity to verbalize is still developing. It is one of the most common and the most difficult repercussions of group child care. When it happens, it is often scary, very frustrating, and very stressful for children, parents, and teachers. A bite is powerful and primal: quick and effective, usually inspiring immediate and dramatic reactions. Size and strength are not required, even a baby can inflict a very painful bite. Children often bite more than once and children imitate seen behaviors. Although the impulse to bite may be situationally different for each child, effective and proactive strategies are introduced in our program to help reduce or eliminate biting in the classroom. These include:

- Faculty trained by Child Care Exchange in biting prevention and management.
- Faculty model language for children to use when angry or frustrated.
- Faculty maintain close and constant supervision in order to deflect an incident or interaction that may lead to biting.
- Faculty will create and provide an environment that allows for space or separation for children.
- Families provide their child with teething rings or similar devices if biting seems related to the discomfort of teething.

If a biting incident does occur in the classroom, the following steps will be taken:

- The biting will be interrupted with a firm, "Ouch, that hurts!"
- The bitten child will be comforted.
- Faculty will remove the biter from the situation.
- Any appropriate first aid will be given.
- The parents of both children will be notified of the biting incident, and an Incident Report will be completed.

When a pattern of behavior persists that endangers self, others or property, or significantly disrupts the program, we will work with a child's family to find solutions, up to and including referral for outside services or exclusion from the program.

The faculty will respect the confidentiality of all children and families involved. Parents are also expected to respect the confidentiality of all children and families involved.

ITC & EC Technology Philosophy

In addition to HB's Technology Responsible Use & Social Media Policy which are written guidelines to protect and help adults and older HB students navigate the world of technology, we ask the adults who work with our youngest students to follow our ITC & EC Technology Philosophy. This Philosophy is guided by research and resources from Common Sense Media, the National Association for the Education of Young Children (NAEYC), the Department of Education: Office of Educational Technology, Healthy Children and the American Academy of Pediatrics (AAP).

Best technology practices suggest that for children younger than 18 months, use of screen media is discouraged. Children 18 to 24 months of age should have very limited screen exposure. For children 2 years old through 5 years old, screen use should be no more than one hour per day.

At HB, we believe that our students learn best through play using open-ended, non-screen based materials, so our students under the age of 2 years old are not exposed to screen media. Our students ages 2-5 years old may use technology that is educational, high-quality and interactive. Their exposure to screens should not exceed more than two hours per week. A typical experience may run 8-10 minutes with the guidance of a teacher using the classroom iPads, Smartboard or pull down screens. Selected educational apps like Osmo, Cosmic Yoga, Vooks or Code Monkey and community connections through Zoom may also be used. If watching a book or video on a screen, teachers may pause and ask questions to create a more rich learning experience. Screen media does not take place during mealtime. A themed movie may be shown before a holiday like Halloween, winter break or summer break. During After School Club, a movie or video of no more than 30 minutes may be shown only on Fridays (if inclement weather). These movies have an educational basis and, if rated, G. Students not interested in the video are provided non-screen media based activities within the classroom. Lastly, scheduled physical play occurs after any form of screen time.

Adult cell phone usage around any young students is only to take pictures to post on Vidigami/ Seesaw/Daily Journal or to communicate through Brightwheel. A cell phone should never be in a student's hand, nor should a student ever be looking at a teacher's phone screen.

INFANT & TODDLER CENTER

WELCOME FROM THE DIRECTOR

Dear Parents,

Welcome to HB's Infant & Toddler Center, a program for Infants, Toddlers and Twos! We are excited about the upcoming school year. Our goal is to create a safe, supportive, and loving environment as our very youngest engage in exploration and discovery.

This handbook outlines the basic policies and procedures that we have adopted to help our program run smoothly. Please take some time to familiarize yourselves with the contents. We welcome your input, and encourage you to get back to us with any questions that you may have as the school year unfolds. Please know that some practices are subject to change due to COVID-19.

Sincerely,



Dawn Keske

Director of the Infant & Toddler Center

CONTACT US

Dawn Keske

Director of the Infant & Toddler Center

216.320.8118

dkeske@hb.edu

Sara Barresi

Assistant to the Director of ITC

216.320.8090

sbarresi@hb.edu

CENTER HOURS

7:30 a.m.-6 p.m.

General Infant & Toddler Center Policies, Procedures, and Protocols

ARRIVAL

The day begins at 7:30 a.m. The door to the Primary School building is open for arrival until 9 a.m. After 9 a.m., the building may be entered through the main Primary entrance only. Press the buzzer for admittance or use your key card.

DAILY SIGN-IN

Please sign your child in daily upon entering, indicating expected departure time, who will pick up that day and any other pertinent information. This can be done using the Brightwheel app.

DISMISSAL

The Center closes at 6 p.m. In accordance with our other After Care programs, the Center will charge a fee of \$5 for each five-minute increment that a child is picked up after that time. This fee is designed to help cover the cost of paying our teachers for staying late. If you will be picking up after 4 p.m., you will need a key card to enter.

We ask parents to fill out forms prior to the start of school letting us know how each child will go home daily. Please notify the teachers of any changes. We will not allow any child to leave in a manner other than the one you have indicated unless we have written notification from home.

RECOMMENDED DRESS

We ask parents to send their children to school in comfortable play clothes. For toddlers who are beginning the process of toilet training, it's helpful to choose clothes that can be managed independently. Footwear must be sturdy, comfortable, and appropriate for active play. Please do not send your child in flip-flops or in shoes with no backs. Your child will need two complete outfits of extra clothing to stay at school all year, which we ask you to send in a plastic bag. Please clearly label all clothing, including shoes and boots. A supply list will be sent home over the summer indicating which items will be needed for school.

OUTDOOR PLAY

The toddlers (and infants in strollers, weather permitting) may spend time outside unless it is raining or exceptionally cold. Please provide appropriate clothing each day, including boots, mittens, hats, and snow pants for cold weather play. As we are unable to supervise children who are recovering from an illness, we ask that you keep your child home until he or she is well enough for outdoor play.

NUTRITION

Even at this young age, enjoying snacks with classmates is a way to re-energize as well as an opportunity to socialize. Snacks are served midmorning, and again in the afternoon. Crackers, cheese, bagels, fresh fruit, yogurt, and applesauce are typical snack items. No snacks containing peanut products will be served. Whole milk, 2% milk, or water is available with each snack or meal.

Meals are provided by Hathaway Brown's food service, and daily menus are posted online and on the Center bulletin board. Special menus for children with dietary restrictions may be discussed with our Director of Food Services and will be accommodated when possible.

ILLNESS

If your child is ill and will be absent, please call Dawn Keske at 216.320.8118 or message the classroom using the Brightwheel app. We also ask that you inform us of any confirmed contagious illness so that other parents in the Center may be notified. In the event that a child becomes ill at school, we have a nurse on duty during the school day, and you will be notified immediately. In addition, all faculty are trained to recognize the common signs of communicable disease, and observe each child daily as he or she enters the classroom.

The most effective deterrent to the spread of communicable disease is frequent hand washing. Children are helped to wash hands thoroughly before preparing or eating food, after toileting, and when hands have been in contact with nasal or mucous secretions. To help deter the spread of illnesses and germs, we ask that you please have your child wash his or her hands upon entering the Center each morning.

In accordance with the Ohio Department of Health guidelines, a child with any of the following signs or symptoms of illness will be immediately isolated and a parent will be notified to pick up their child:

- A fever within the last 24 hours of 100.0 or above when in combination with any other sign or symptom of illness
- Three incidents of diarrhea within a 24-hour period (Please note that diarrheal illnesses present a major risk to younger children due to the danger associated with dehydration. If a child in the Center experiences an episode of diarrhea, we will immediately contact a parent, and depending on the severity, may ask that the child be picked up and stay home until symptoms subside)
- Severe congestion, coughing, runny nose, or sneezing
- Stiff neck
- Unusually dark urine and/or gray or white stool
- Yellowish skin or eyes
- Conjunctivitis or pink eye
- Difficult or rapid breathing
- Evidence of lice, pinworm, ringworm, or scabies infection

- Untreated infected skin patches, unusual spots and rashes
- Sore throat or difficulty in swallowing
- Vomiting and/or when accompanied by any other sign or symptom of illness

Please have a contingency plan in place if you are not able to pick up a sick child from school. We do not have the facilities or the staff to adequately attend to children who become ill.

In addition, a child with any of the following symptoms will be observed by the nurse regarding possible discharge, and a parent will be notified:

- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Elevated temperature

A student may return once fever, vomit or diarrhea free for 24 hours without the aid of medication.

As a general rule, if you observe that your child is unusually tired, pale, lacking in appetite, confused, irritable, etc., this may signal the onset of illness, and we ask that you consider keeping him or her at home.

MEDICATION

If your child needs medication at school, it must be sent in the original labeled container, along with a signed Request for Administration of Medication form as well as a signed prescribing physician's form that includes complete dispensing instructions. Both forms are available through the ITC office.

TEETHING

Our school nurse will administer over-the-counter pain reliever to children who are teething, according to package instructions or parent direction as documented on the Request for Administration of Medication form and a written doctor's note. If a child appears to be experiencing unusual pain or distress when teething, a parent will be notified.

POTTY TRAINING

It is the Center's goal to work with our families to ensure each toddler is successfully supported in the advancement of this developmental milestone. Our teachers will work with the parents and individualize this process to suit the child's needs. There are a few developmental signs that help the teachers and parents determine if a child is ready to be brought to school in underwear:

1. A child who is consistently communicating bathroom needs is demonstrating a growing independence and motivation to use the “potty” rather than staying in a diaper.
2. This developmental milestone can be encouraged by choosing comfortable clothes for your child that can be easily managed independently. Overalls, belts, rompers, and onesies can be difficult to get out of quickly for our young ones.
3. A good guide as to when a child is ready for “big kid” underwear at school is when they are demonstrating readiness at home.

Some families choose to use pull-ups before potty training. If you do send your child in pull-ups, we ask that you use the variety with Velcro closures, which makes removing and reattaching easier. Once your child has become potty trained fully, we will remove your child from the diaper program if enrolled.

Teachers will keep parents informed about signs of potty training readiness throughout the school year. We ask you to please let us know when you’re beginning the process at home and are thinking of sending your child to school in underwear. Communication between home and school is key to a positive transition and a successful outcome.

SCHOOL CELEBRATIONS

Children enjoy the fun and excitement generated by pumpkin carving, special treats, friendly creatures, and dressing up. Our experience, however, has demonstrated that there is a fine line between healthy excitement and over-stimulation that can result in general chaos, and we feel that Halloween activities involving costumes and trick-or-treating are best engaged in at home according to each family tradition.

Classroom activities will focus on the change of season, including falling leaves, harvest time, and how animals prepare for winter. Simple Halloween stories are read, and the creation of a jack o’ lantern from a pumpkin is marveled at by all.

Our focus during this holiday season is on family, friends, and celebrating together through music, stories, and some of the different foods that are enjoyed during the season.

Valentine’s Day is celebrated in the Center as “a day of kindness and love,” and the teachers plan activities that highlight the symbols and colors of this special holiday.

Birthdays: Every birthday at school is recognized and celebrated in class. Parents are invited to share in the celebration—just let the teachers know in advance if you would like to participate. The teachers are also happy to celebrate summer birthdays at any point in time during the year so that every child has an opportunity to be recognized. We invite parents to select a favorite book and arrange a time with their child’s classroom teachers to read it to the class. You may also bring in a simple food related birthday treat. We ask that you be aware of HB’s food philosophy when selecting this food and apply portion control. Items like mini muffins or fruit skewers have been popular.

Academic Policies

CURRICULAR APPROACH

Beginning with our very youngest learners, our program encourages the development of social competence and emotional growth. The children are guided to engage in cooperative problem solving as they begin to interact with peers, and they are supported in taking on new challenges. Respect for the child is at the core of our program, promoting in turn a positive self-concept and a respect for others.

We believe that even toddlers can begin to extend simple courtesies to friends and classmates. These include responding appropriately to a greeting, and learning when to say “please” and “thank you.” We also understand, however, that forming habits of grace and courtesy takes time, and a great deal of adult modeling.

DAILY COMMUNICATION

Each child has an individual Brightwheel account in which the teachers record information about eating, sleeping, diapering, and other aspects of the daily routine. This provides parents with a take-home record of the day.

TEACHER CONFERENCES

We will hold scheduled conferences in January and again in June by request. If you have concerns at any time, however, please feel free to call or email the Center Director for a conference.

CLASSROOM VISITS

Parents are welcome in the Center at any time. We do ask that parents let us know in advance of any plans for an extended visit that may include lunch or snack, or if a relative or family friend will be visiting. We cannot permit access by an unauthorized visitor. Ohio law allows equal access by custodial as well as non-custodial parents, barring a court order. If you have questions regarding this policy, please contact the Center Director.

EMAIL COMMUNICATION

Look for updates and information through regular email communications. In addition, e-newsletters provide fresh updates on what’s happening in the classroom and around the school, as well as some ideas for home and family.

BEHAVIOR MANAGEMENT AND DISCIPLINE

HB's Philosophy on behavior management and discipline is rooted in our social and emotional curriculum, Conscious Discipline. Through four essential components - Brain State Model, Seven Powers for Conscious Adults, Creating the School Family and Seven Skills of Discipline - we are able to support adults and children in our program.

Much of children's most valuable learning, especially in a group setting, occurs in the course of behavioral problem solving. The Seven Skills of Discipline through Conscious Discipline are the skills we use to transform everyday discipline issues into teaching moments. These moments are our opportunity to teach children the social-emotional and communication skills necessary to manage themselves, resolve conflict, prevent bullying and develop pro-social behaviors. The seven skills are composure, encouragement, assertiveness, choices, empathy, positive intent and consequences.

The approaches we use vary by age group, but have the following elements in common:

- HB teachers design the physical environment to minimize conflict.
- HB teachers maintain age-appropriate expectations for children's behavior.
- HB teachers establish simple rules, or expectations, for the classroom community.
HB teachers closely observe and supervise children's activities and social interactions.
We ask all adults to help children verbalize their feelings, frustrations and concerns.
We ask all adults to model positive behavior.

As in all areas of a young child's life, it is important that parents and teachers work together to help each child become a productive and considerate member of a group. As members of the HB community, we follow the policies listed below.

Policies:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments between an adult to child, such as, but not limited to, biting, hitting, punching, spanking, shaking or pinching.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about him/herself or family or any other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame or frighten a child.
8. Discipline shall not include withholding of food, rest, or toilet use.
9. Separation, when used shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a staff member in a safe, lighted, and well-ventilated space.
10. The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the program.

BITING POLICY

Biting commonly occurs with toddlers between thirteen and twenty-four months of age, usually as a way to express frustration, discomfort, or fearfulness during this stage when the capacity to verbalize is still developing. It is one of the most common and the most difficult

repercussions of group childcare. When it happens, it is often scary, very frustrating, and very stressful for children, parents, and teachers. A bite is powerful and primal: quick and effective, usually inspiring immediate and dramatic reactions. Size and strength are not required, even a baby can inflict a very painful bite. Children often bite more than once and children imitate seen behaviors. Although the impulse to bite may be situationally different for each child, effective and proactive strategies are introduced in our program to help reduce or eliminate biting in the classroom. These include:

- Faculty trained by Child Care Exchange in biting prevention and management.
- Faculty model language for children to use when angry or frustrated.
- Faculty maintain close and constant supervision in order to deflect an incident or interaction that may lead to biting.
- Faculty will create and provide an environment that allows for space or separation for children.
- Families provide their child with teething rings or similar devices if biting seems related to the discomfort of teething.

If a biting incident does occur at the Center, the following steps will be taken:

- The biting will be interrupted with a firm, "Ouch, that hurts!"
- The bitten child will be comforted.
- Faculty will remove the biter from the situation.
- Any appropriate first aid will be given.
- The parents of both children will be notified of the biting incident, and an Incident Report will be completed.

When a pattern of behavior persists that endangers self, others or property, or significantly disrupts the program, we will work with a child's family to find solutions, up to and including referral for outside services or exclusion from the program.

The faculty will respect the confidentiality of all children and families involved. Parents are also expected to respect the confidentiality of all children and families involved.

ITC & EC Technology Philosophy

In addition to HB's Technology Responsible Use & Social Media Policy which are written guidelines to protect and help adults and older HB students navigate the world of technology, we ask the adults who work with our youngest students to follow our ITC & EC Technology Philosophy. This Philosophy is guided by research and resources from Common Sense Media, the National Association for the Education of Young Children (NAEYC), the Department of Education: Office of Educational Technology, Healthy Children and the American Academy of Pediatrics (AAP).

Best technology practices suggest that for children younger than 18 months, use of screen media is discouraged. Children 18 to 24 months of age should have very limited screen exposure. For children 2 years old through 5 years old, screen use should be no more than one hour per day.

At HB, we believe that our students learn best through play using open-ended, non-screen based materials, so our students under the age of 2 years old are not exposed to screen media. Our students ages 2-5 years old may use technology that is educational, high-quality and interactive. Their exposure to screens should not exceed more than two hours per week. A typical experience may run 8-10 minutes with the guidance of a teacher using the classroom iPads, Smartboard or pull down screens. Selected educational apps like Osmo, Cosmic Yoga, Vooks or Code Monkey and community connections through Zoom may also be used. If watching a book or video on a screen, teachers may pause and ask questions to create a more rich learning experience. Screen media does not take place during mealtime. A themed movie may be shown before a holiday like Halloween, winter break or summer break. During After School Club, a movie or video of no more than 30 minutes may be shown only on Fridays (if inclement weather). These movies have an educational basis and, if rated, G. Students not interested in the video are provided non-screen media based activities within the classroom. Lastly, scheduled physical play occurs after any form of screen time.

Adult cell phone usage around any young students is only to take pictures to post on Vidigami/ Seesaw/Daily Journal or to communicate through Brightwheel. A cell phone should never be in a student's hand, nor should a student ever be looking at a teacher's phone screen.

Last Update: 7-27-21



19600 North Park Blvd.
Shaker Heights, OH 44122
216.932.4214

HB.edu