



James River Day School

Handbook
2011-2012

JAMES RIVER DAY SCHOOL

5039 Boonsboro Road, Lynchburg, VA 24503

www.jamesriverdayschool.org

Telephone Numbers

Main Office	384-7385
Fax Number	384-5937

All phone numbers listed in this directory use the 434 area code unless otherwise noted.

Email Addresses

To reach an employee of JRDS via email, use that person's last name followed by an underscore mark, then his/her first initial, the @ symbol, and finish with jamesriverdayschool.org (e.g., to reach Ann Parker, use parker_a@jamesriverdayschool.org).

This is not case sensitive.

The information contained in this directory and handbook is for the sole use of James River Day School parents, faculty/staff, and students. Use of information contained in this handbook for any commercial, political, or solicitation mailing is strictly prohibited.

James River Day School is accredited by the Virginia Association of Independent Schools (VAIS) and is a member of the Virginia Council for Private Education, the Council for the Advancement and Support of Education, the National Association of Independent Schools (NAIS), And The Council for Spiritual and Ethical Education .



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CHARACTER EDUCATION

Character Education is an integral part of the JRDS program. We rely on our character curriculum to guide us in all our interactions with children and in teachable moments. James River Day School asks all students to recite the Pledge of Allegiance and the school's Character Pledge each morning.

Character Pledge

I pledge to do my best to show strength of character each day.
I can act responsibly, show respect, show I care, be a good citizen, be trustworthy, and be fair in all that I do.

Students in grades 5-8 sign an agreement promising to adhere to the JRDS Honor Code and write a pledge on each written assignment indicating they have followed that code.

Honor Code

I will tell the truth.
I will complete all my assignments on my own unless told otherwise by the teacher.
I will respect others and their property.

Our school community believes in the six pillars of character, as defined by Character Counts. We teach these directly, in homeroom and advisory, and indirectly, in our daily interactions.

Trustworthiness

Be honest. Don't deceive, cheat, or steal. Be reliable. Have the courage to do the right thing. Build a good reputation. Be loyal. Stand by your family, friends, school, and country.

Caring

Be kind. Be compassionate and show you care. Express gratitude. Forgive others. Help those in need.

Fairness

Play by the rules. Take turns and share. Be open-minded. Listen to others. Don't blame others carelessly. Don't take advantage of others.

Responsibility

Do what you are supposed to do. Persevere. Always do your best. Use self-control. Think before you act. Be accountable for your choices.

Respect

Treat others as you would wish to be treated. Be tolerant of differences. Be inclusive. Use good manners. Be considerate of others' feelings. Don't threaten, hit, or hurt anyone. Deal peacefully with anger, insults, and disagreements.

Citizenship

Do your share to make your school and community better. Pick up after yourself. Cooperate. Stay informed. Be a good neighbor. Obey laws and rules. Respect authority. Protect the environment.

2nd Grade Hall of States	Individual presentations made by each 2 nd grader on a state
4th Grade One Miler	Annual 4 th grade one mile run in October on Bon Ton Road
Activity Period	In-school clubs and activities hosted every two weeks each trimester for grades 3 through 8
Awards Assembly	Annual recognition of student success
Back to School Night	Parent-teacher open house held in September
Bird Bash	Biennial auction/fundraising event benefitting Cardinal Fund
Book Fair	Semi-annual book and supply sale benefitting Taylor Media Center
Cardinal Buddies	Program that pairs older and younger students for monthly whole-school activities
Cardinal Fund	The annual fund for James River Day School
Career Day	8 th grade presentations on their career shadowing experience
Career Shadowing	8 th grade experience shadowing a professional in the workplace
Class Agents	Grade-specific Cardinal Fund volunteers working through the Development Office
Crazy Cardinal Carnival	End-of-year celebration for all students, faculty, and staff
Fall Family Picnic	Back-to-school welcome picnic for all families
Field Day	Day of field games held each spring for grades K-4
Fire Station Walk	Annual appreciation visit to our education partner, LFD Station 5 on Boonsboro Road
Graduation	8 th grade recognition ceremony
Grandparent's Day	Grandparent visitation day
Halloween Carnival	PA sponsored costume parade and carnival games
Hanging of the Greens	PA sponsored decorating and celebration of the winter holidays
Holiday Sing-a-long	Students & faculty enjoy a festive sing-a-long just before leaving for Winter Holiday Break.
JRDS Athletic Boosters	Volunteer club to support athletics
JRDS Arts Boosters	Volunteer club to support the arts
JRDS Benefit Concert	Concert with proceeds benefitting a JRDS arts project/program
PA	Parents' Association
Passing of Class Symbols	During Awards Assembly, student representatives pass down small trophies to symbolize the shift from one grade to the next.
PA Yard Sale	Annual large-scale yard sale benefiting the JRDS PA
Recycling	4 th grade recycles paper, 5-8 grade advisories recycle aluminum and plastic.
Safety Patrol	4 th grade students assist with daily carpool.
Thankful Hearts	Thanksgiving celebration and PA sponsored canned food drive for the community.

Common JRDS Terms:

AR	Accelerated Reader
Dodson Lab	Greenhouse
CFH	Carrington Field House
ERB Testing	Educational Records Bureau Testing is standardized testing used by JRDS in grades 4 through 8.
MAP/NWEA	Yearly online academic achievement testing for grades K-4.
Robbins Lecture Hall	Classroom across from the Greenhouse
Taylor Media Center	Library

TRADITIONS

DAILY SCHEDULE

Kindergarten through Fourth Grade

	K & 1st	2nd - 4th Grades
Students Arrive	8:00-8:15 a.m.	8:00-8:15 a.m.
Class Begins	8:15 a.m.	8:15 a.m.
Lunch	11:20 a.m.	12:00 p.m.
Dismissal	2:45 p.m.	2:55 p.m.

Fifth through Eighth Grade

Students Arrive	8:00 a.m. - 8:15 a.m.
Advisory	8:15 a.m. - 8:27 a.m.
1st Period	8:30 a.m. - 9:12 a.m.
2nd Period	9:15 a.m. - 9:57 a.m.
3rd Period	10:00 a.m. - 10:42 a.m.
Break	10:45 a.m. - 11:02 a.m.
4th Period	11:05 a.m. - 11:47 a.m.
5th Period	11:50 a.m. - 12:32 p.m.
Lunch	12:35 p.m. - 1:02 p.m.
Study Hall/Advisory	1:05 p.m. - 1:37 p.m.
6th Period	1:40 p.m. - 2:22 p.m.
7th Period	2:25 p.m. - 3:07 p.m.
Dismissal	3:10 p.m.

HISTORY

James River Day School was founded in 1971 by a group of citizens whose goal was to create a nonsectarian, educational program offering small, self-contained classes for grades 1-5. An existing structure on Boonsboro Road was renovated to provide classroom facilities. The school increased its offerings in 1973 by opening a kindergarten. In the fall of 1996, the school expanded to include sixth grade. In 1997, the Taylor Media Center was completed, along with science and computer labs, five new classrooms, and teacher offices. In the same year, the campus was reconfigured to provide a regulation soccer/lacrosse field, improved playgrounds, and expanded parking facilities. Beginning in the fall of 1997, JRDS added a seventh grade class. Eighth grade courses were added in the fall of 1998. In 1999, the 13,000 square foot Carrington Field House was completed. In 2000, the B.F. Dodson Family Laboratory Greenhouse was added, as were the Robins Lecture Hall and the Schenkel Science Exhibit Hall. During the summers of 2004 and 2005, twelve classrooms were renovated, and a multipurpose cafetorium was added. Over time, land purchases have increased the campus size to twelve acres.

James River Day School has been accredited by the Virginia Association of Independent Schools since 1979, and is a member of the Virginia Council for Private Education, Council for Advancement and Support of Education, the National Association of Independent Schools and the Council for Spiritual and Ethical Education.

FACULTY & BOARD LEADERSHIP

The James River Day School faculty and administration have been carefully selected for their skill and enthusiasm for teaching, for their scholarship, for their strength of character, and for their genuine interest in children's growth and development. The Head of School supervises a faculty and staff of forty-seven. The faculty members are degreed, with twenty holding advanced degrees from diverse institutions.

The school is guided by a Board of Trustees consisting of men and women whose objective is to ensure that the institution is financially sound and operates within the school mission. The Board is a policy-setting, evaluative entity; the Head of School is the day-to-day manager of school operations. The Board employs the Head of School, and the Head employs the faculty and staff.

PARENTS' ASSOCIATION

Every parent with a child enrolled in the school is a member of the Parents' Association (PA). The Parents' Association of James River Day School is an organization designed to enhance and strengthen the educational program and social environment of our school. By providing parental and financial support, the Parents' Association ensures that traditional celebrations for the students, parent education for our families and nurturing support to the JRDS faculty occur. The Parents' Association plays a vital role in creating the close-knit community that is the hallmark of our school. Members of the PA include parents, guardians, faculty, and friends who are dedicated to the continuation of the high standard of education that is offered at James River Day School. The PA assists the school with many volunteer programs during the year, including: library aides, lunchroom helpers, classroom aides, telephone committee members, and chaperones for field trips. In addition, the PA sponsors the Fall Family Picnic, the PA Yard Sale, the Thankful Hearts Feast and Canned Food Drive, Field Day, and other school events. Parents or other family members who wish to volunteer should contact the Volunteer Coordinator.

PARENT-SCHOOL COMMUNICATION

James River Day School believes in the importance of close cooperation between home and school. We seek to work with parents as partners. Parent-teacher conferences are scheduled in the fall, at mid-year, and in the spring. Teachers are available for additional conferences by appointment. Parents may request a conference with an individual teacher directly or with several teachers through the Head of School. The Head of School conducts parent coffees on topics of interest, by grade level. It is our goal that parents be well informed of their child's progress.

Written communications from teachers to parents include Monday Folders in grades K-4, regular email communication, an electronic newsletter, the JRDS Magazine, occasional letters from the Head of School, and narrative report cards. Parents are encouraged to check our website, www.jamesriverdayschool.org, for news and calendar updates. Faculty members communicate with parents by phone and/or email concerning academic or discipline issues. Written narrative comments on student progress are sent home three times per year.

SCHOLARSHIP

Curriculum

James River Day School is a kindergarten through grade eight institution. Our curriculum is designed to prepare our students for a traditional, college preparatory/honors, high school curriculum. Our instruction is developmentally appropriate and flexible. Kindergarten through fourth grade classes are self-contained, and have one teacher for their core areas of study and specialists in music, art, library, physical education, computers, French and Spanish. Grades five through eight take a departmentalized approach, operating on a seven-period school day, with two sessions of English, one each of math, a lab-based science, social studies, P.E., and an enrichment block composed of a rotating schedule of technology instruction, visual art, music, French, or Spanish. Eighth graders may earn high school credit in Algebra I, Algebra II, Earth Science, and Latin I, French I, or Spanish I. A curriculum map is available on the school's website.

Student Assessment & Evaluation

Student progress is communicated to parents in individual conferences and in written reports. Conferences are held three times a year at mid-term, and written reports are sent home three times a year, at the end of each trimester.

Letter grades begin in grade four, according to the following scale:

100	A+	91	B+	82	C+	74	D+
93-99	A	84-90	B	76-81	C	71-73	D
92	A-	83	B-	75	C-	70	D-

92-100 is considered exemplary. 83-91 is considered commendable. 75-82 is considered satisfactory.

70-74 is considered sufficient to pass, but indicates concern about a student's level of mastery of skills and content.

To achieve honor roll, a student must have a B+ average. To achieve high honors, a student must have an A- average. Honor roll is calculated on the following basis:

A+	4.1	B+	3.3	C+	2.3	D+	1.3
A	4.0	B	3.0	C	2.0	D	1.0
A-	3.7	B-	2.7	C-	1.7	D-	0.7

Trimester courses count for one-third of year-long courses. Semester courses count for one-half of year-long courses. Honors courses carry .5 additional weight. Orchestra, band, and chorus in grades 6-8 are considered honors courses. Library courses are not graded. Technology, visual arts, music, world language, and physical education courses are not graded in kindergarten-fourth grade. The Scholar Award is presented annually to the graduating eighth grade student who has attended JRDS in grades 5-8, and who has the highest GPA in grades 5-8. Only those students who attend JRDS in all grades, 5-8, are eligible for the Scholar Award.

Students making sound academic and social progress typically are invited to reenroll at JRDS. If the school in its sole discretion determines that it is not in the best interest of both the student and school for the student's education to continue at JRDS, JRDS may elect not to offer reenrollment. In that event, the school will offer its assistance in identifying schools that may provide a better fit for the student.

Standardized Testing

We give standardized tests, designed by the NWEA and by the Educational Records Bureau. The School utilizes standardized testing for the following reasons:

- They provide James River Day School with an independent, external assessment of our students' progress.
- They provide our teachers with useful information about how well our students are mastering the material we teach. Analyzing how our students answer individual questions gives us an independent check on our students' mastery of individual facts, rules, and concepts.
- They provide parents with a record of their student's progress on standardized tests, over time. An individual test, taken on a particular day, may not be a reliable indicator of a student's achievement, but a series of similar tests, taken over a period of time, will show trends in a student's development and highlight a student's relative strengths.
- They provide students with the opportunity to "practice" taking standardized tests. When students take the PSAT and SAT tests in high school, it is an advantage to have already had experience with taking this type of test.

Graduation Requirements

A certificate of graduation is awarded to students of James River Day School upon earning a passing grade in all courses of instruction during the eighth grade year. A passing grade is defined as 70 for a year-end average in each course, including Literature, Grammar/Composition, Algebra I or Algebra II, Earth Science, American History, Physical and Health Education, and one of the following world languages: Latin, Spanish, or French. Students with diagnosed learning disabilities that would affect their ability to learn a second language may qualify for an exemption from world language instruction. To graduate, a student must be in good standing regarding conduct as certified by the Head of School.

Homework

Independent work is an essential part of our curriculum. Its purpose is to provide students with measurable work to be completed away from school, so time management and prioritizing become second nature for the advancing student, and so that students have sufficient practice to master new skills and content. A regular part of daily homework is independent reading. Beginning in first grade, all students should read for at least 20 minutes each day. It should be noted that time devoted to homework on a given night will vary from individual to individual and will vary throughout the school year. The faculty follow these general guidelines.

Kindergarten	10 minutes	Third Grade and Fourth Grade	40-60 minutes
First Grade and Second Grade	30-40 minutes	Fifth through Eighth Grade	1-2 hours

Written homework is typically not assigned over weekends or holidays, with the exception of homework for high school credit courses.

Resource Services

The Resource Program at James River Day School provides remedial and accelerated instruction services to children, individually or in small groups, who require specialized instruction. These services may be provided for the entire school year on a regular daily basis or as a need arises during the school year for short periods of time. In addition to providing services to children with special educational needs, the Resource Program provides special classes for different grade levels, as needed.

Teachers or parents may request that a child receive resource services. The teacher referral is based on test scores, classroom performance, or student profiles. Parent requests are assessed by the classroom teacher, Head of School, and resource teacher. In grades 4-8, only students with diagnosed learning needs, based on a full educational evaluation by an educational psychologist, or a medical diagnosis by a physician, are accepted into the resource program.

(Resource Services, continued.)

Our Resource Teacher can help assess students to see if an educational evaluation is necessary. Students who already have had an educational evaluation and qualify for accommodations will have a student education plan (SEP), written by the Resource Teacher. The Resource Teacher, through our TAS (Teachers Assisting Students) program, will meet with teachers and/or parents to review a student's educational evaluation and SEP.

The following accommodations may be recommended and granted to students who qualify for them: preferential seating, modified homework, modified seatwork, oral testing, laptop, extended time (time and a half), books on tape, extra textbooks at home, voice recognition software, handwriting recognition software, restating oral or written directions, calculator, and/or a separate test location. Report cards for students in grades 4-8 who receive accommodations will include an asterisk (*) next to the letter grade(s) in the subject(s) for which students received accommodations.

Field Trips

Field trips are made to a variety of local sites such as parks, museums, and industrial or historic locations. All weekday field trips support classroom studies. In addition, some classes take weekend or extended overnight field trips in support of academics, as well as to foster the feeling of togetherness so important to our school community. Traditionally, 4th, 6th, and 8th grades go on overnight field trips to Jamestown, Sheridan Mountain, and Williamsburg (Busch Gardens) respectively. The cost of each of these field trips is typically \$150-200, depending on bus and lodging expenses. Students in K, 1st, 2nd, 3rd, 5th, and 7th grades go on day trips at different times throughout the year. If a charter bus is necessary, a trip fee of \$30-50 may be assessed, depending on the distance travelled. The student activity fee, as much as possible, covers the cost of local trips using the JRDS bus.

LEADERSHIP & CITIZENSHIP

James River Day School works to encourage confidence and independence in each child, emphasizing honesty and the importance of self-discipline. The faculty desires an increasingly responsible student body and encourages this growth by giving students additional responsibilities as they grow more capable of meeting them. This includes assigning duties within each classroom, expecting honorable, respectful and trustworthy behavior, and offering leadership opportunities through student government, and leadership council. Along with responsibility comes freedom, self-confidence, and independence. All JRDS students are expected to know and strive to follow the **Character Pledge**, which states: "I pledge to do my best to show strength of character each day. I can act responsibly, show respect, show I care, be a good citizen, be trustworthy, and be fair in all that I do." To support our students' growth as citizens, we utilize a character education program that emphasizes the **Six Pillars of Character**: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. In fifth through eighth grades, students are also expected to abide by the **Honor Code**, which states: "I will tell the truth. I will complete all assignments on my own unless told otherwise by the teacher. I will respect others and their property."

Disciplinary Policy

The faculty and administration expect students to behave in a manner reflective of a college preparatory school, where achievement in the areas of scholarship, leadership, and citizenship are the norm rather than the exception. The school will not tolerate disrespect to the teaching process, its teachers, its staff, or its students. We recognize that scholarship, leadership, and citizenship are learned over time, and that students will need guidance and support as they learn to embody these standards.

Consequences for a student's failure to behave appropriately may include any of the following: verbal redirection, separation from the group, time-out within or outside of the classroom, a meeting with a school administrator, written reflection by the student on his/her inappropriate behavior, in-school or out-of-school suspension, a meeting of parents with the child's teacher, advisor, and/or school administrator, a decision not to offer a reenrollment contract, or dismissal from school. The Head of School is ultimately responsible for disciplinary actions. If a student is suspended, he/she is suspended from all extracurricular activities, including athletics, during the period of the suspension.

Advisory Program

The primary goal of the JRDS advisory program is to provide all students in grades 5-8 with at least one adult on campus with whom the student has a continuing, nurturing relationship. Advisors help students establish and accomplish personal goals, support student progress, facilitate fellowship among advisees, lead discussions of student concerns, and guide character lessons. Advisors also serve as a primary contact for parents. They communicate with parents regularly, and they stay informed about their advisees' academic and social progress.

Advisory groups are mixed age groups, composed of students from grades five through eight. Students generally keep the same advisor throughout middle school. Parents may request a change in advisor, at the end of the school year, although maintaining the continuity of being in the same advisory group throughout the middle school years is most desirable.

Awards

The **Mary Duval Horner Leadership Award**: Established at the time of the first middle school graduation in 1999, this honors Mrs. Horner's influence in establishing the school. The faculty selects the student in grades five through eight who demonstrates in his/her actions the qualities of leadership, devotion to James River Day School, and a sense of service to others. The recipient's name is engraved on a silver tray, which is permanently displayed in the front lobby.

The **Clunet Pettyjohn, Jr. Award** was established in 1989 in honor and memory of Clunet. Clunet and Mary Page had three children who attended James River Day School, all of whom were recipients of the Best Citizen Award. Outstanding traits of character are the basis for the Pettyjohn Award. The recipient is chosen by the faculty and administration on the basis of a strong character influenced by moral values, a lively sense of humor, a love of sports including a sense of fair play and a desire to participate, honesty in every aspect of life, and a record of kindness to others. The recipient's name is engraved on a plaque displayed in Heritage Hall.

The **Alma McCarthy Award** was established in 1979 in honor of the school's first secretary. Mrs. McCarthy worked tirelessly to help parents, students, and the Board of Trustees in any way that she could. Her goal was to make James River Day School a place where children could realize their potential. Each year this award is given to the student in grades one through four who has worked tirelessly to achieve his or her greatest potential. The recipient receives a gift and his/her name is inscribed on a silver bowl permanently displayed in the front lobby.

Established by Joseph A. Gilchrist in 1996, the **Edna Gilchrist Scholarship Award** recognizes the fourth grade student who has achieved the highest academic success based on standardized test scores, report cards, and teacher recommendation. The award includes a stipend that is to be applied to tuition for the upcoming year.

The **Sheree H. Bowen Award** was created by her peers on the 1998-99 Board of Trustees to honor Sheree's sterling leadership at a time of dynamic growth in the school. Selected by the faculty, the recipient is a student from grades five through eight who exemplifies the characteristics of Mrs. Bowen's legacy: tenacity, optimism, loyalty and industry. A silver tray is engraved annually with the recipient's name. The student receives a silver medallion.

The **Mr. Neil Dooley Award** commemorates Mr. Dooley's influence through his gentle manner, his devotion to the school, and his love for the students, faculty, and staff. This annual award is given by the faculty to two students who have demonstrated those qualities we so admired in Mr. Neil: his kindness, conscientiousness, devotion, and pride in being a part of the James River Day School community.

The **William M. Walker Family Meritorious Teacher Award**: In celebration of excellence in teaching, the William M. Walker Family established in the spring of 2005, an annual award honoring a teacher who has gained the respect of his/her students, parents, and colleagues for their devotion to the ideals of the master teacher. The award is accompanied by a cash gift of \$500. The initial recipient's name and all future recipients' names are engraved on a plaque, which hangs in Heritage Hall.

(Awards, continued.)

The **William and Nancy Coursey Writing Award** was established in 2005 to underscore the value of writing in the middle school curriculum as a part of the "Writing to be Read" initiative. Former Headmaster Coursey and his wife began this award during his tenure at JRDS to recognize the value of writing, especially the formal essay. The members of the English faculty select the student who best demonstrates the craft of writing. The student receives a savings bond and his/her name is engraved on a plaque to hang in Heritage Hall.

The **Edwin Nelson James, Jr. Award**, was established in 2009, in honor and memory of the many years Nelson celebrated at James River Day School. A 2005 JRDS graduate, Nelson had a passion for all sports on and off the field. This award is given "to the natural athlete who gives his or her heart to every game, not for the sake of winning, but for the pure joy of sports, the exhilaration of physical activity and the camaraderie that team sports provide." The recipient's name is engraved on a plaque that is permanently displayed in the Carrington Field House.

The Daughters of the American Revolution (DAR) present the **DAR Citizenship Medal**, which recognizes and rewards an eighth grade student who possesses the good citizenship qualities of dependability, service, leadership, and patriotism at home, at school, and in our community.

Students in grades three and four each choose a student from their grade who exemplifies good citizenship to receive the **Citizenship Award**.

Dress Code

The purpose of the JRDS Dress Code is to ensure that students are dressed appropriately for the business of school. We stress neatness and modesty. We do not have a uniform, as we support students' privilege of dressing to show individual style. We are a school that teaches each child as an individual, and our dress code reflects our mission.

All clothing for girls and boys should be clean, free of holes, free of inappropriate slogans or pictures, neat, and modest. If a student's clothes are not appropriate, he or she may be asked to change into "share wear," appropriate clothing kept by the office for this purpose. If your student uses share wear, please wash it and return it to the office. If share wear is not available, the student may be asked to call home for a change of clothing.

Girls:

Bermuda shorts, slacks, jeans, skirts, leggings with tunics, or dresses of any color or print are allowed. Shorts, skirts and dresses must be at least fingertip length. Sweatpants, warm-ups, pajama pants, and athletic shorts are not allowed.

Shirts of any color or print are allowed, with the exception of tank tops and sleeveless tops. Bare shoulders and visible cleavage are not allowed. Shirts must be long enough to cover the middle, standing or sitting.

Boys:

Bermuda shorts, slacks, jeans, or cargo pants of any color or print are allowed. Sweatpants, warm-ups, pajama pants, and athletic shorts are not allowed.

Shirts of any color may be worn untucked. Buttoned-down, dress shirts must be tucked in, with a belt.

All Students:

Shoes must cover the toes or have a back-strap, for safety reasons. (Sandals with back-straps are okay. Clogs are okay.)

Hats may not be worn during the day except by faculty permission.

Athletes on the day of a game, home or away, will dress as directed by the coach or Athletic Director.

Middle School students dress for P.E. in a school-approved uniform.

Technology

Students may use computers and other electronic equipment owned by the school, for academic purposes only, according to our Acceptable Use Policy. Students who misuse school equipment may lose the privilege of using it.

Students may use personally owned electronic equipment (e.g. cell phones, netbooks, laptops, iPads) for academic use only, with the permission of the teacher. Coaches or teachers may grant permission to use iPods, MP3 players, or electronic games during trips or in special circumstances, although the use of any electronic equipment at school or at a school-related function is with the supervising adult's express permission only.

Students using any personally owned electronic equipment *without* faculty permission, even during break, lunch, or study hall, or in such a way as to disrupt their or anyone's learning, will have the device confiscated, and the parent will be asked to come in to pick it up from the Head of School.

Parties & Gifts

Seasonal classroom parties are at the teacher's discretion. Children are allowed to bring a small treat for lunch for the celebration of a birthday. We suggest fresh fruit or mini-sized baked goods. Fruit is best, as we have students with food allergies and students who are diabetic. We strive to be an inclusive environment, making every effort not to leave any children out. Unless all the children in a class are included, we ask that no invitations to private parties be distributed at school. Provisions for transportation to private parties departing from the school, such as limos or GLTC vans/buses, are prohibited, unless the entire class is included.

The PA provides an end-of-year teacher gift to all faculty and staff from a general parent contribution, collected by the PA Treasurer. We ask that families give only homemade gifts to teachers and not bring any gifts for other children to school. The most meaningful gift to a teacher is often a letter or card from a student. If a family wishes to thank a teacher, a gift to our Cardinal Fund in honor of that teacher is always appreciated. Books for the classroom or the library may be given in honor of a teacher or student, and when you purchase the books at the fall and spring book fairs, the library benefits.

Library Policies

The Taylor Media Center serves the dual purpose of enriching the curriculum and serving the individual reading needs of the students and teachers. Students are encouraged to use the Media Center freely and to return library books on time so that they are available for others. The Media Center is open from 8 a.m. to 4 p.m. except on Wednesdays, when it closes at 3 p.m. Students in grades 5-8 may work in the Media Center after school until 4 p.m., except on Wednesdays, when the library is reserved for faculty meetings.

LOAN PERIODS/RENEWALS: Students may check out a maximum of four books at any one time. The loan period is two weeks during the school year and three weeks during the summer. Renewals are allowed if no reserve has been placed on the book for another patron. The number of renewals allowed will be at the discretion of the Librarian. Students may not check out any additional books if they have books over 30 days past due.

LOST OR DAMAGED BOOKS: If a book is lost, the replacement value plus a \$3 processing fee will be charged for the book. If the book is out of print, the cost of a similar book will be charged. Students will be assessed \$5 to cover the cost of repairing a book if damaged beyond normal wear and tear. ***Please do not repair a book at home.*** The library has the appropriate repair supplies for books. If the book cannot be repaired, the book will become the property of the student responsible for its demise, and the lost book policy will be in effect.

SCHOOL HOURS & ATTENDANCE

Regular school hours are:

Kindergarten and Grade 1: 8:15 a.m. - 2:45 p.m.

Grades 2 - 4: 8:15 a.m. - 2:55 p.m.

Grades 5 - 8: 8:15 a.m. - 3:10 p.m.

Each student is expected to be at school every day and to arrive on time except when ill. In the case of illness, a call should be made to the school office prior to 9 a.m. by the parent or guardian. A request may be made at that time for the student's make-up work to be gathered, which will be available in the office after 3:30 p.m. ***If a request for make-up work is not placed with the school receptionist or administrative assistant prior to 9 a.m., it may not be available that afternoon.***

Students who arrive before 8 a.m. will be sent to The Children's Center, which opens at 7:30 a.m., for before-school care, and parents will be charged. Do not drop children off before 7:30 a.m. If your child is going to before-school care, bring him/her into the building.

Kindergarten and first grade will be dismissed at 2:45 p.m. Grades two through four will be dismissed at 2:55 p.m. Grades five through eight will be dismissed at 3:10 p.m. Homeroom teachers will supervise students with older siblings until the appropriate dismissal time. All students not picked up by 3:20 p.m. will be sent to The Children's Center, which is open until 5:30 p.m. Students may not be on campus unsupervised.

If you ever pick up your child from school at a time other than normal carpool time, please make sure that he or she has been signed out. Please follow the traffic guidelines, especially remembering to drive SLOWLY through the campus and NOT to drop off or pick up children at the chained gate on Bon Ton Road.

Because of limited space in the carpool lane, please pull up as far as you can, both when in line and when discharging children. All children should exit and enter cars from the passenger (right) side. No child should walk between parked cars or into the parking lot unattended. No child may depart the campus on foot, or on a bicycle, without written parental permission on file in the office. ***Do not arrive early to afternoon pick-up, as you may be blocking the dismissal line. If you arrive early, you will be asked to either park or circle around again.***

The school office is open from 8 a.m. to 4 p.m. on days that school is in session (summer hours are 9 a.m. to 3 p.m.). Teachers are available after school in order to confer with parents as needed, preferably by appointment. When a student stays after school at the request of a teacher (instructional assistance, guidance, detention, project, or a rehearsal), the student and the parents will be told in advance.

Tardiness

Students are expected to arrive at school between 8:00 and 8:15 a.m. Late arrival is not only difficult for the student who must enter class after the class has begun, but it is also very distracting to the members of a class already in progress. Students who arrive late are embarrassed and start the day in a state of disorganization. If a child arrives after 8:15 a.m., he or she should sign in at the front desk.

Carpools

For the protection of each child, the required Emergency Form includes carpool listings. If for any reason a child is not riding home with a parent or in his regular carpool, instructions from the parent must be sent to the school on or before the day of the carpool change. Parents are urged to make all arrangements prior to the beginning of the school day. To expedite loading of students in the afternoon, drivers are requested to display a list of riders on a card that can easily be seen by the teachers on duty.

Family Trips

When a student misses class, valuable instruction is lost that cannot be replaced. The school encourages families to schedule trips during school holidays. In the event an absence is unavoidable, parents should notify the school as soon

(Family Trips, continued.)

as possible in advance of the trip. Teachers may be able to give students some work in advance, but some work may have to be completed upon the student's return. Occasionally short-term tutoring is necessary to help a student catch up. All make-up work will be graded. Work that is not completed will not earn credit. Teachers are not expected to spend time outside the school day to help students who have been absent for vacation. Teachers will, of course, give extra help to students who must miss school for family emergencies, funerals, or illness.

Snow Days

All decisions regarding the closing of school due to inclement weather will be announced on ABC, NBC, CBS, and FOX television networks, plus radio stations WYYD (108), K92FM, and WRVX (97.9), and on the JRDS website. Morning decisions may include one or two hour delays, or closings. Whenever possible, these decisions are made prior to 7 a.m. In the event of a decision to close during school hours, parents will be notified by phone. When the school is closed, all activities, including The Children's Center and sports practices are cancelled. When school opens on a delayed schedule, no morning daycare will be offered. A family should **not** assume that because Lynchburg City Schools are closed that JRDS will also be closed. Our goal is to open school whenever possible. If school is open, but you are concerned about driving to school, know that your child's safety is paramount; he or she will not be penalized if you cannot bring him or her to school safely.

School Visitation

Visitors are welcome to the school. With advance notice, the Head of School will gladly make arrangements for class visitations within any facet of the school's operation. In order to avoid disruption of class, please notify the teacher in advance of your visit. Surprise visits by parents can distract students and teachers from the daily work of the class. Parents who are delivering items to their child should leave them at the front desk in the main lobby. From there, the school receptionist will see that items are delivered to the student. Whenever you visit the school, please check in at the front desk to preserve the security and safety of our students.

General Safety

The school maintains a Risk Management Plan and a Crisis Management Plan in order to ensure the annual review of measures taken to promote the health and security of our students. Copies are available for parent review in the office of the Associate Head of School.

THE CHILDREN'S CENTER

The purpose of the Children's Center at JRDS is to offer a supportive environment before and after school in which school-age children may grow and develop. The Children's Center schedule balances structured and free-choice activities, indoor and outdoor time, and active and quiet time. It is open to receive students at **7:30 a.m.** and closes at **5:30 p.m.** It is open when school is in session, excluding half-days. The program is a service offered by James River Day School for its students and parents. To ensure safety and security, all day care students must be signed out by a parent or carpool driver. Applications may be obtained from the front desk, and financial information may be obtained from the Business Office.

LUNCH

Students may bring lunches from home or purchase them at school through the food service contractor Meriwether-Godsey. The Kindergarten and first grade meal is a single-choice meal of balanced, nutritious food. The meal for students in grades 2-8 provides several choices. Ice cream treats are available for students in grades two through four on Fridays only, and for students in grades five through eight daily. *Café Pre-pay*, a computer-based system, maintains a digital summary of each student's account. **All lunches must be prepaid with an initial deposit of \$100, with subsequent payments in increments of at least \$50.** Parents may go online (www.cafeprepay.com) to check the balance in their child's account. Checks to prepay for lunches should be made out to JRDS and sent to the Business Office. Cash is not accepted in the lunchroom. Students who bring their lunches from home need to bring their own condiments, napkins, and plastic ware. Menus are posted on the JRDS website on the "My JRDS" page.

MEDICAL POLICY

A student may not attend school unless an Emergency Medical Form is on file for him/her in the office. All students must have a current immunization record on file with the school, showing their immunizations are complete, as required by the Commonwealth of Virginia.

If a child has had a fever in the previous 24 hours, has been vomiting due to illness, or is still within the first 24 hours of antibiotic treatment for illnesses such as *strep throat*, that child should stay home to avoid infecting others at school. Please follow doctor's orders regarding when a child should return to school following illness. If a child falls ill at school, a parent will be notified. Students who are running a fever or vomiting will be sent home. A child with head lice will be sent home and may return only after treatment.

James River Day School recognizes the fact that sometimes it may be necessary for students to have medication administered during school hours in order to comply with dosage regimes. The administration of medicines will be done in the front office by the school's administrative assistant or her designee. The following will be required for this to occur:

1. The parent must provide ***written authorization and specific instructions for the administration of the medication***. School personnel will not dispense medications without physician or pharmaceutical instructions.
2. The parent must provide the medication and any necessary dosing instrument. The medication must be in the original container with instructions for dispensing clearly visible. Medications sent in plastic bags with no instructions will not be administered.
3. Injections (e.g. insulin) will not be administered by school personnel.
4. No blanket permission for routine administration of drugs will be accepted. E.g. "Give my child an aspirin if he has a headache."
5. Only medications specifically prescribed or authorized for the child by a physician will be dispensed. In the event that the child seems to be having a reaction to the medication or is otherwise ill or injured, the administration will attempt to notify the parent and, if necessary, the child's physician.

If your child has a medical need that his or her teachers should address, please meet with the teacher(s) to share pertinent information. This is particularly important if your child has a life-threatening condition such as a severe allergy.

If an emergency situation arises, the school reserves the right to contact Lynchburg Fire & Emergency Medical Services for assistance and transportation to a hospital.

ATHLETIC PROGRAM

The James River Day School Athletic Program, for students in grades five through eight, is designed with the needs of the middle-school-age student in mind and does not mirror high school sports. Students at this level have a wide range of abilities that will change as they grow. It is time to enjoy the excitement of competition. We endeavor to provide a program that is inclusive and developmentally appropriate. No student is denied the opportunity to play regardless of his or her ability level. Our program emphasizes instruction, development, teamwork, fair play, leadership, personal responsibility, and sportsmanship. Team members are expected to attend all practices and games, to show respect to their coaches, their teammates, and their opponents, and adhere to the rules of the school.

The program is designed to reinforce elements of the school's philosophy and mission. Participation in after-school sports is a privilege. As a member of a school team, each student becomes a representative of JRDS, and must accept responsibility for his or her actions on and off the field. Students and their parents are required to read and sign a copy of the JRDS Athletic Code of Conduct. This document outlines each student's academic and social responsibilities as a member of the school community, and list the various consequences for failing to meet those responsibilities. It is the responsibility of parents to support the coaches, administration, and officials in upholding the rules of conduct. Knowing that spectators are an important part of the game, JRDS athletes and staff work to promote acceptable standards of good sportsmanship and behavior. Discouraging or taunting remarks toward players, coaches, officials, or game administrators will not be tolerated.

Athletic Eligibility Requirements

Student athletes are expected to maintain good standing in their academic classes. If a student is earning a D or an F, he or she must meet with the teacher, the coach, and the Athletic Director to devise a plan for improvement. If the student fails to meet the goals set in that meeting, the coach has the prerogative to call another meeting and/or to suspend the student from the team.

If a student athlete must miss class time for an athletic contest, he/she must let his/her teachers know in advance so arrangements may be made to make up missed work or to submit work prior to departure.

Student athletes and their parents are expected to be courteous to and cooperative with teachers, administrators, referees, umpires, other school officials, other athletes, and spectators. Any student who demonstrates disrespect to any coach or official will be reprimanded by the coach and/or the Athletic Director. Continued disrespect may result in suspension or dismissal from the team. Profanity is not allowed.

Students who play team sports at James River Day School may not participate in team sports for other schools.

A student who is absent from school the day of a game may not play in that game.

A student who is suspended from school is suspended from all extracurricular activities, including team sports, for the period of that suspension.

A student absent from practice, without prior notification, will present a note from his or her parents upon return. At the coach's discretion, a student with unexcused absences from practice or games may be benched.

A student who has a long-term injury will continue to attend practices and games in order to understand team goals and strategies and to support the team. To be excused from practice requires the coach's approval. A student under a physician's care must bring a statement from the physician that the student is ready to return to practice and/or game participation. Any limiting condition must be clearly stated in the physician's letter. A student may not return to practice or play without this release.

(Athletic Eligibility Requirements, continued.)

Teams are responsible for cleaning dressing rooms, tables at eating places, and vehicles used for transportation. The coach accompanying the team is responsible for seeing that this is carried out.

All members of James River Day School sports teams, as representatives of the school, will be expected to attend school dressed in a formal way on both home and away game days. Young men will wear dress shirts and ties with belted dress pants, while young women will wear blouses with dress pants or skirts, or dresses. Student athletes will wear this formal attire to away contests unless the Athletic Director or coach authorizes an exception.

Parents are responsible for picking up students in a timely manner following practices or games. If student/athlete is left longer than 20 minutes beyond the end of a practice or game they will be directed to the JRDS Children's Center. If pick-up becomes a recurring problem, the coach will notify the parent, and the student/athlete may be suspended from the team until better transportation arrangements can be made.

On game day, students should not arrive more than 30 minutes prior to the start of the game. Parents are responsible for supervising younger siblings at games. Siblings should not be left unattended at games.

Only student workers will be allowed on the playing court or field during games.

JRDS School Song

(To the tune of *Stars and Stripes Forever*)

All hail to you, our great school,
where we strive to achieve each endeavor.

To ourselves we will always be true;
this is what we were taught by you.

As we travel down life's busy road,
we will carry your memory forever.

Always in our hearts, you will stay.

Hip, hip, hurray!

James River Day,

we'll always love you!

JAMES RIVER DAY SCHOOL

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