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## KEY CONTACTS

### Head of School

Constance Hendricks  
856-3300, [c.hendricks@jeffersonschool.com](mailto:c.hendricks@jeffersonschool.com)

### Office Administration

Beverly Wenner  
856-3300, [b.wenner@jeffersonschool.com](mailto:b.wenner@jeffersonschool.com)

### Custodial Staff

Dale Biller - 856-3300

### President of the Executive Board of Directors

Charles Pollard - [deweywing@aol.com](mailto:deweywing@aol.com)

### Parent Organization

President  
Lynn Hickey  
Secretary  
Kim King  
Treasurer  
Scott Bagshaw

### School Closings & Delays (See page 5 for details)

WBOC TV 16  
WGMD Radio FM 92.7  
[www.jeffersonschool.com](http://www.jeffersonschool.com)

## **SCHOOL MISSION AND PHILOSOPHY**

The Jefferson School is an independent, coeducational, day school founded on the belief that a traditional liberal arts and science curriculum, coupled with small classes and an exceptional faculty, offers the basis for excellence in education. The school, which seeks a diverse, multicultural student body, strives to offer an innovative academic program designed to foster an enthusiasm for learning and an atmosphere of academic excellence. The enriched curriculum is structured to provide the flexibility necessary to develop the full potential of each child. It emphasizes a mastery of basic academic skills and positive experiences in music, fine arts, science, computer literacy and foreign language.

Children are challenged in ways that foster self-motivation, self-confidence and self-discipline. The school recognizes what is special in each child and provides each with the nurturing that gives a sense of self-worth. Students develop in a caring community where people strive to interact with responsibility, honesty and sensitivity, developing an awareness of the needs and rights of others.

The Jefferson School seeks to stimulate intellectual curiosity, academic performance and social commitment. Basic skills are emphasized and integrated with analytical and creative problem-solving skills so that students are prepared to succeed in their education and to live successfully in a rapidly changing society.

## **THE SCHOOL IS A 501C NON-PROFIT**

The Jefferson School is the trade name for The Thomas Jefferson Learning Foundation, a Delaware nonprofit corporation. The original founders incorporated because of concerns about liability and the need to meet IRS requirements in order to obtain "exempt status" under what is known as Section 501 (c)(3). There are no shareholders--it is a non-stock corporation. The Foundation does have tax exempt status and must be operated so that no part of its earnings enure to the benefit of any person. The Bylaws of the Foundation permit the directors to elect their successors. Directors serve for a three-year term and may serve consecutive terms.

## **SCHOOL GOVERNANCE**

The Executive Board of Directors is comprised of community members and family members of The Jefferson School. It is charged with upholding the mission of the school which includes setting policies, identifying and securing funding, and long range planning. The school leadership serves ex-officio on the board. Decisions are made via consensus through a partnership between the school leadership and the board. Terms are for three years, and new members are nominated from the current board membership.

## **BOARD MEMBERS**

Charles Pollard, President - deweywing@aol.com

JoAnn Babbie, Vice President

Harold Sheets, Treasurer

Elizabeth Anderson

James Donovan

Julie Hall

Kevin Hickey

Melissa Joseph

Rob Lisle

Thomas Swett, Advsiory

## **BOARD MEETINGS**

Board meetings are generally held on the third Monday of each month. If you would like to attend, please confirm date, time and place with the board president, Charles Pollard, (228-1059), prior to the meeting.

## **ABSENCES**

Please call the school office at 856-3300 by 8:45 a.m. if your child will be absent. Written explanations are required after an absence of three or more consecutive days.

## **ACCREDITATION**

The Jefferson School is in the process of renewing its accreditation with the Middle States Association of Colleges and Schools. The accreditation process requires a school to conduct a comprehensive self-study; evaluating its school operations, curricula, leadership, resources, and student profile against its mission and philosophy. During the 09-10 school year, parent volunteers are needed to assist in this process. Working in partnership with board, teachers, and administrative staff, the parent volunteers will assess the school against its mission; while developing its strategic plan for the upcoming five years.

## **ANNUAL GIVING**

An annual campaign is best described as a campaign conducted each and every year for the purpose of raising money to assist in paying a non-profit organization's regular, ongoing expenses. The money it raises is most commonly used to offset an operational deficit, but it can be applied to any purpose. The annual campaign is usually an organization's primary source of unrestricted contributed income and should be a mainstay of its funding-raising efforts. Families, faculty and board members are encouraged to contribute to the campaign. In order to secure funding from other constituency, participation is vital.

## **ARRIVAL PROCEDURES**

Students may be escorted to classrooms by parents between 8:30 a.m. and 8:40 a.m. Parents are requested to leave the classrooms by 8:45 and are invited to join opening exercises. Late arrivals are recorded on a student's permanent record.

## **ATTENDANCE GUIDELINE**

Regular attendance is required at The Jefferson School. Prolonged vacations during the school year are strongly discouraged. If a child must be absent for an extended period, arrangements should be made with the child's teacher so that skills can be maintained during the child's absence. Please give the teacher at least one week's notice to compile assignments. Completed work must be submitted to school upon the student's return to class.

A student's successful completion of a year's work makes his/her regular attendance at school essential. The school expects, except in the case of illness or an emergency, that students will start school on the opening day and remain until the closing day.

## **BEFORE AND AFTER SCHOOL CHILD CARE**

Before and after school child care is currently provided as follows:

### **Before School Care: 7:45 - 8:30 - \$5.00 per day**

All students who arrive for school before 8:30 a.m. must go to Before School Child Care.

### **After School Care: 3:15 p.m. - 6:00 p.m. - \$10.00 per day**

Parents wishing to prepay monthly child care may do so at the following discounted flat rates. Payment must be received prior to the first of each month.

Before School Care	\$ 75 per month
After School Care	\$150 per month

Snacks for students attending the After School Program are provided by parents.

The school day ends at 3:15 for all students. Any student who is not picked up within ten minutes of the close of his/her school day will be considered an after school student and parents will be billed accordingly.

Please telephone the After School Provider if you are delayed. Any child who remains after 6:00 p.m. will be supervised, but a fee of **\$15.00 per every fifteen minutes** will be charged. Parents who arrive after 6:00 p.m. on a

regular basis will not be able to take advantage of the after care program.

Attendance will be taken at each session. Parents not prepaying at the discounted rate, will receive a bill at the end of each month for child care services which is payable within fifteen days. A fee of 2% of the balance will be assessed on late payments. Parents who prepay will be billed on approximately the 15<sup>th</sup> of each month. Payment is due on the 1<sup>st</sup> of the following month.

There is no after school child care on teacher in-service days or the day before winter vacation or spring vacation.

**September 25**

**January 15**

**December 22**

**April 1**

### **CLOSINGS/DELAYS**

If school will be closed due to an emergency or the weather (snow, fog, ice, etc.), "The Jefferson School" will be posted on the television (WBOC TV 16) and announced on the radio (WGMD Radio FM 92.7), and posted on our website at [www.jeffersonschool.com](http://www.jeffersonschool.com) linking you to the Department of Education emergency closings. If you do not see or hear an announcement regarding our school, the building will be opened at the regular time of 7:45 a.m. for early morning care. School will begin at 8:45. It remains the responsibility of each parent/guardian to determine whether or not his/her child/children should be transported to school. **There is no child care on days when a delay in opening or early closing is announced.**

### **COMPUTER/CELL PHONE/ENTERTAINMENT TECHNOLOGY**

There are challenges associated with the appropriate use of technology in schools. We should be aware of the many pitfalls in cyberspace at home and at school. The Jefferson School's technology and services may not be used for personal purposes. In addition, children's use of email, instant messaging and the internet off campus may have significant impact on their on-campus life, especially in terms of relationships. Please monitor your child's use of home computers with respect to the balance of activities and appropriateness we all want for them.

#### **Guidelines:**

- Students may only use computers under supervision.
- Because computers and related equipment are delicate, students **may not** have any food or drink around them.
- Computers should not be used for personal use or email/instant messaging.
- Students may not play games on computers at school, even on personal computers brought to school.

- Students can use only those CDs and other programs which are provided by the school. They should not bring **any** software to school.
- Students **may not** bring personal games or programs from home to be copied by others.
- Students **may not** copy a program from or onto a school computer.
- Cell phones and pagers are not permitted to be turned on in class. Those that are will be turned into the office.

## **DISCIPLINE POLICY**

One of the most important aspects of any school is the way it sets expectations and addresses issues. The Jefferson School traditionally has been a school where faculty and students work together in an atmosphere of caring and cooperation.

The Jefferson School does not intend to be a school governed by endless rules and regulations. Every community must make clear what its expectations are so that its values are understood and people can make decisions based on them.

The school takes quite seriously its custodial responsibilities for students. First and foremost, the school needs to be a safe place for all in every respect. Students who emotionally or physically abuse another, who steal, vandalize, or cheat, will face suspension or dismissal.

The Jefferson School has a culture of respect. We believe so strongly that this one standard encompasses all others, we choose to constantly affirm that respect is “the rule” of The Jefferson School.

Major emphasis is placed on the importance of respect. Therefore, there are natural consequences to any violation. Ultimately, any student who chooses to show repeated lack of respect shall be deprived of classroom participation after several counseling conferences. Consequences leading to this end are as follows:

1. First instance - verbal counseling with teacher;
2. Second instance - verbal counseling with teacher and Head of School;
3. Third instance - conference with student, parents/guardians, teacher, and Head of School;
4. Additional instances - classroom participation will be suspended for a period of one to five days;
5. Repeated offenses of a serious nature will be handled on an individual basis.

Parents/guardians will be kept informed in writing after the first instance.

## **DISMISSAL PROCEDURES**

Students will be escorted outdoors to the sidewalks around the perimeter of the building for dismissal. Please do not go to classroom(s) to meet your child/children. On rainy days, parents may enter the building at 3:15 p.m. to meet students. If a child must be dismissed early, please sign out and meet your child in the office. **There will be no early dismissals between 3:00 p.m. and 3:15 p.m.**

Written permission is required to dismiss a child from school to anyone other than a parent/guardian. Any change in dismissal arrangements must be in writing. This includes, but is not limited to, after school play dates, after school parties, and car pool changes. Members of the staff may not transport students.

This policy applies to children who are being picked up at 3:15 as well as to children who are participating in The Jefferson School After School Care Program or extracurricular activities.

## **EMERGENCY CONTACT FORM**

Please notify the school office of any change of name or telephone number on the contact form.

## **EXTRA CURRICULAR ACTIVITIES**

New extra curricular activities may be introduced during the school year. These activities are held after school hours. Parent volunteers are invited to suggest and sponsor additional activities. Students participate on a first come, first served basis. Participation fees are charged to cover costs incurred.

## **FIELD TRIPS**

Field trips are part of the school's program. Prior to these events, teachers will send a permission slip home which must be signed and returned. Expenses incurred will be passed on to the parent, including bus fees. No child can participate without a completed permission slip and required fees returned prior to the day of the trip.

**Siblings and guests may not attend field trips. If a child becomes ill during a trip, parents will be notified and must pick up their child.**

Field trips provide unique occasions for students to bond with one another. For this reason, chaperone participation is requested on an as-needed basis.

## **HEALTH POLICY**

According to many pediatricians, parents' instincts about when your child is becoming ill are right on target. The health of your child and, therefore, the other children at The Jefferson School, is important to all of us. The following health policy is to be used as a guide to assist you in determining whether or not you choose to send your child to school.

The following signs and/or symptoms should prompt you to call your pediatrician and keep your child home:

1. Fever 100.4 or above (oral or tympanic).
2. Fever accompanied by cough, earache and/or sore throat. Child should have no fever for 24 hours prior to returning to school.
3. Any rash of unknown cause until cleared by physician.
4. Colds with large amounts and/or thick nasal drainage.
5. Colds with fever.
6. Diarrhea and/or vomiting with or without fever. Child should be free from vomiting, diarrhea and/or fever for 24 hours before returning to school.

Medications prescribed by a licensed healthcare provider may be administered to students during the school day under the following conditions: A) Request received from the parent/guardian; B) The medication is brought/sent to school in the original container that is properly labeled with the student's name; the name of the medication; time; dosage; how it is to be administered; the physician's name; name of pharmacy and phone number; and a current date of the prescription; C) Any allergies are noted.

Students are not permitted to carry any medications, prescriptions or over-the-counter, during the school day. Any required medications must be taken to the office upon a child's arrival at school.

## **HEALTH RECORDS**

Please keep the school office informed of any changes to be recorded on your child's health record (i.e., daily medications for a chronic ailment).

## **HOMEWORK**

Teachers are expected to provide the proper level of homework necessary for their students. Parents are expected to provide adequate time in their child's schedule for completion of assignments.

## **HOURS**

Arrival begins at 8:30 a.m. Opening exercises begin promptly at 8:45 a.m. All students should be ready to begin their day at that time. Classes are dismissed at 3:15 p.m.

## **IMMUNIZATION REGULATIONS**

The following will be required for all school enterers:

### **Vaccine**

Four or more doses of diphtheria, tetanus, pertussis (DTP) or diphtheria, tetanus (DT) vaccine or a combination of these vaccines with the following exceptions: (1) a child who received a fourth dose prior to the fourth birthday must have a fifth dose; (2) a child who received the first dose of Td (adult) or after age seven may meet this requirement with only three doses of TD (adult).

A booster dose of Td (adult) is recommended at ten year intervals for all students after the last DTP or DT dose was administered.

Four doses of oral polio vaccine (OPV) or four doses of inactivated polio virus (IPV) or a combination of these vaccines with the following exception: If the third primary dose of OPV or IPV is administered on or after the fourth birth date, a fourth dose is not required.

Two doses of measles vaccine. The first dose should be administered on or after the age of 15 months. The second dose should be administered between four and six years of age. The combination vaccines of measles, mumps, rubella (MMR) can be used to meet this requirement.

One dose of rubella vaccine administered after the age of 12 months.

One dose of mumps vaccine administered after the age of 12 months.

Three doses of hepatitis b vaccine

Mantoux Tuberculin (TB) screening within the last 12 months

Proof of lead screening for students in junior kindergarten and kindergarten.

Physical examination within the last two years

Disease histories for measles, rubella and mumps will not be accepted unless serologically confirmed.

All parents or legal guardians of students enrolled must present a certificate

specifying the month, day and year that the immunizations were administered by the physician or public health agency.

Parents may, on the basis of religious belief, decline immunizations for their child and a notarized document to that effect must be submitted to The Jefferson School in lieu of an immunization record.

### **MULTI-AGE CLASS STRUCTURE**

Because children learn at different rates and in different ways, and because they learn best when they are actively involved in their learning, The Jefferson School embraces a multi-age, hands-on approach to education. Non-graded or multi-age groupings facilitate a cooperative learning environment that accommodates a wide range of developmental levels, exposing the children to a diversity of learning materials. Children learn from each other by teaching one another, observing one another, and working with one another. This facilitates the development of new skills and strengthens established ones. Children become more accepting of their own strengths and weaknesses and of each other since different academic levels are more apparent in the class. The multi-grade class allows for the variations in child development by giving children a wider choice of activities and interactions and by providing a more complex and varied environment in which to learn and grow.

### **PARENT ORGANIZATION**

The Parent Organization at The Jefferson School works to assist the staff by publicizing and financing special school-wide projects. This group sponsors many different activities throughout the year to enhance the student learning experience.

### **PARENT VOLUNTEERS**

The Jefferson School relies upon parent participation in various activities and events throughout the school year. Volunteers help to enrich school programs and also help the school generate funds and limit expenses so that tuition can be held at the most reasonable rate possible. Opportunities to volunteer will be communicated via the website or in the weekly bulletin.

### **PARKING**

For the safety of our students and in compliance with fire regulations, parking along all areas of the driveway is prohibited. Standing (driver remains with the vehicle) is allowed at dismissal beginning at 3:15 p.m. Please follow the one way traffic pattern around the school building. The speed limit on school grounds is 10 mph.

## **QUESTIONS/CONCERNS/COMMENTS**

If you have a question concerning your child, please consult with your child's teacher who will work with you in partnership regarding your child's education.

If you are unable to resolve your concern, please feel free to contact the Head of School who will facilitate dialog between the appropriate members of the school community. If there is no resolution after that step, you may request a review by the Executive Board of Directors.

## **SCHOLASTIC BOOK CLUB**

Teachers will periodically send home an order form which lists books your child may like to read. Please mark your selection directly on the form and total the cost of the books. Return the form and a check for the total amount payable to Scholastic Book Club to your child's classroom teacher. Book Fairs will be held at school twice per year.

## **TRANSPORTATION**

Bus transportation is available to and from the Rehoboth/Lewes area and The Jefferson School through a private contract between parents and Mears Transportation Service. Information is sent out prior to the beginning of the school year. For details, please call Connie or Art Mears at 856-3864.

## **TUITION PAYMENTS**

SMART Tuition Management collects tuition on behalf of The Jefferson School. Participation is required of each family who does not pay tuition in full by July 10.

Monthly tuition payments are due by the tenth of each month with the first payment due July 10, so that all tuition is paid by April 10. If payment is made in two installments, one half of the tuition is due July 10 and the balance due in full by December 10. Optional tuition insurance is available to all families. The premium is payable with the July 10 tuition payment.

A service charge of \$25 per month will be added to any account over ten (10) days in arrears.

**A \$50 service fee will be added to any check drawn on an account with insufficient funds.**

## **UNIFORM POLICY**

Children attending The Jefferson School wear uniforms. For girls this consist of solid white short or long sleeved turtlenecks or collared tops, solid navy jumpers, skirts, shorts or slacks, blue or white socks or tights. For boys this consist of solid white turtlenecks, oxfords, or collared shirts, and navy shorts

or trousers, blue or white socks. Solid blue or white sweaters or vests may be worn. Outerwear may not be worn indoors. Blue shorts may be worn under a uniform skirt. There are no uniform shoes, however, sneakers or oxfords are recommended. We try to go outside daily, children should wear appropriate and functional shoes (lace-up or Velcro shoes, rather than slip-on). Upper school students' shorts and skirts must be no shorter than 4" above the knee when sitting. Sweat pants, warmup suits and other athletic clothing are not considered "uniform" wear, nor are hip huggers, cargo pants, or bare midriffs. For your convenience, embroidered uniform shirts are available for sale through Choice Uniforms ([www.choiceuniforms.com](http://www.choiceuniforms.com)) and Lands End ([www.landsend.com](http://www.landsend.com)). The uniform policy is enforced.

It is the responsibility of the parents to see that their children come to school dressed according to the uniform policy.

- All clothes should be neat, clean, not frayed, ripped or patched.
- Bermuda type shorts and capri pants may be worn.
- In bad weather students may wear hiking boots or regular boots.
- Hair needs to be neatly groomed.
- Tight or form fitting clothes are not appropriate even if they meet other dress code guidelines.
- Jewelry and other accessories should be conservative and limited. Large hoop earrings are not permitted.

Students may not wear:

- any type of athletic/pants, sports shorts, or short shorts,
- tee shirts or sleeveless clothing,
- sandals, clogs, or open toed shoes,
- outdoor jackets for indoor wear,
- hats in the building or non-religious head coverings,
- denim jackets, vests, shirts, pants or skirts,
- "low-riders."

On half-days or special days such as field day, no uniform passes may be given.

## NOTES