

# The Barclay School

## Student Handbook



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[www.thebarclayschool.org](http://www.thebarclayschool.org)

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(803) 629-6318



## **Mission Statement**

The mission of The Barclay School is to provide a rich, diverse curriculum in a safe, nurturing environment. Our holistic approach honors the whole child; strengths are honed, while weaknesses are remediated. Assessment is authentic, on-going and child-centered. Learning is hands-on, experiential and organic.

## **Non-discriminatory Policy**

The Barclay School admits students of any race, color, religious affiliation, gender orientation, nationality or ethnic origin to all rights, privileges, program and activities generally made available to the school.

## **School Hours**

Monday – Friday, from 9 A.M. to 3 P.M.

We will not release your child to anyone other than a family member without authorization from the parent to do so. Please call or text the school (803-629-6318) if your child is being picked up by someone other than a parent.

While we officially open at 9 A.M., you may drop your child off at 8:30 A.M. when we will be at the school.

Please do not drop off earlier than 8:30 A.M. and leave your child alone to wait for us. This would be in violation of the school's insurance policy and also potentially unsafe for the child.

## **Snack and Lunches**

We stop for a snack around 10 A.M. and brown bag lunch around noon. We have microwaves available to warm up food.

While we are aware that some children are picky eaters, please strive to send in healthy snacks and lunches. We eat together as a group, and healthy eating is an ongoing part of our curriculum.

Please inform us in writing of any food allergies.

## **Birthday Celebrations**

Due to the growth of our school, it is no longer practical to celebrate every child's birthday on its actual date.

We now "save" all birthday celebrations for one joint monthly celebration on the last Friday afternoon of the month. For the celebration, we appreciate parents bringing in paper goods and cupcakes/finger food which is usually more appropriate and easy to handle.

## **Attendance and Tardiness**

Students learn best with regular practice to build new skills on the foundation of previously acquired skills. Frequent absences create obstacles for students who already have some learning issues. Also, late arrivals can be disruptive to all students, including your own.

Please let us know in advance if your child will be arriving late or leaving early for doctor's appointments or therapy.

We endorse the state mandate that students attend school for a minimum of 180 days per school year.

## **Illness**

Please keep your child home if s/he is vomiting, running a fever (2 degrees above normal) or has diarrhea. An extra day at home could likely prevent a relapse and/or re-infection.

Please notify the school by phone or text if your child is sick and include information concerning symptoms (803-629-6318). We will let others know if we have students out with viruses or other contagious health problems.

## **Illness at School**

Please make sure your emergency contact numbers are current. In an emergency, we will accompany your child to the hospital should you not reach the school before the ambulance.

## **Medication**

The Barclay School can only give your child medication (prescription or over-the-counter) when it is accompanied by a parent note authorizing us to do so. All medication must be in its original bottle and labeled with the child's name. Students are *not* allowed to have their medication on their person at any times. It must all be given immediately to the staff.

## **Snow Days**

Please listen to your radio and television, but be aware that The Barclay School community draws from a large geographical area. If we are not closed, but roads in your area are dangerous, please do not take any risks.

We will not count absences due to bad weather.

## **Dress Code**

As a rule, we “dress for mess.” Please allow your child to dress casually and comfortably, in clothes that can get dirt or paint on them.

The Barclay School administration reserves the right to disallow clothes that have slogans on them that may be considered hurtful or offensive to others, or clothes that may be excessively revealing.

## **Fire Drills and Emergencies**

Drills will be conducted throughout the year. In case of an actual emergency, we will keep the students outside the school until released by the police or fire department, or picked up by parents.

## **Phones and other Electronic Devices**

Cell phones and electronic devices that are brought to school must be placed in their designated places until 3 P.M. They may not be taken on fieldtrips.

If you need to get a message to your child during school hours, please call or text the school number (803-629-6318).

The Barclay School is not responsible to any lost, stolen or broken devices. As a rule, we discourage such expensive items being brought to the school.

## **Parent Conferences**

We encourage parents to contact us any time you have a question or concern regarding your child. We will be glad to set up a conference. Please do not expect us to be able to talk to you at length during the school day, particularly at the beginning of school.

We will set aside time periodically for conferences, using authentic assessment, compiling your child's work in a portfolio that represents the diversity of assignments and skills that your child is working on.

## **Student Rules (created and adopted by the students)**

1. Respect others, their feelings and property.
2. No bullying people or pets.
3. Be kind in what you do or say.
4. Be safe
5. Have fun with everyone.

## **In-School Discipline**

Should any student repeatedly violate any of these rules, we will isolate that student as part of our "in-school" suspension. Only in extreme cases will the student be sent home. We do not believe in or condone corporal punishment of any kind.

## **Grounds for Suspension or Dismissal**

1. Bringing illegal drugs or weapons to school.
2. Bullying or cyberbullying.
3. Using social network to reflect badly upon The Barclay School, its employees, families or students.

4. Sexual harassment towards other students. The Barclay School administration is court mandated reporters of any suspected physical or sexual abuse.
5. Nonpayment of tuition (as outlined in contract).