

# **Sullins Academy**

**PARENT/STUDENT HANDBOOK**



**2023 - 2024**

## TABLE OF CONTENTS

Mission Statement	2
Philosophy Statement	2
Graduate Profile	3
Sullins Academy Graduates	3
Character Education	4
Honor Code	4
Character Traits	4
Alma Mater	5
School Mascot	5
Nondiscrimination Policy	5
<b>TRADITIONS</b>	<b>6</b>
New Parent Orientation	6
Back to School Picnic	6
Back to School Night	6
Annual Sullins Benefit BBQ & Auction	6
Primary School Thanksgiving Celebration	6
Grandparents' Day	6
Cookies & Milk with Santa	7
Field Day	7
Awards Day & Other End of Year Ceremonies	7
<b>FACULTY/STAFF &amp; BOARD OF DIRECTORS</b>	<b>9</b>
<b>ENTRANCE &amp; OBLIGATIONS</b>	<b>9</b>
Admission	9
Requirements	9
Entrance Age	10
Visitation	10
Enrollment Contracts	10
Financial Obligations	10
Tuition	11
Fees	11
Records Release	11

**TABLE OF CONTENTS cont.**

<b>DAILY OPERATIONS</b>	12
School Office Hours	12
Development Office	12
Arrival/Dismissal/Tardies	12
School Hours/Daily Schedule	13
Assignment Pick-Up	13
Parents on School Business	14
Parties and Gifts	14
Assembly	14
<b>MEDICAL POLICY</b>	15
Attendance/Absences	16
Attendance for Athletes	17
Absence Due to Trips	17
Photography	18
<b>ACADEMICS</b>	18
Goals of Homework	18
Homework	18
Grade Policies	19
Standards for Continuance	19
Standardized Testing	19
Technology	20
Competitive Activities	20
Summer Packets	21
<b>BEHAVIOR</b>	21
Expectations	22
Major Discipline Issues	23
Disciplinary Methods	25
Specific Rules for Sullins Students	26
<b>HOMEROOMS</b>	27
<b>STUDENT DRESS CODE</b>	27
<b>MISCELLANEOUS</b>	32
School Website	32
FACTS (formerly RenWeb)	32
School Supplies/Bookstore	32

**TABLE OF CONTENTS cont.**

School of Music	32
Parent Teacher Organization (PTO)	33
Student Council	33
School Lunches	33
Library Return Policy	33
Changing Sections	33
Class Placement	34
Snow Schedule	34
Parent-School Communication/Parent Conferences	34
Homeroom Helpers	35
Telephone/Messages/Belongings	35
Education Beyond the Classroom (EBC)	35
Extended EBC Opportunities	36
Policy Regarding Siblings in the Classroom	36
After-School Program	36

**Head of School**

Mr. Roy Vermillion

**Telephone Numbers**

Main Office (276) 669-4101

Fax Number (276) 669-4294

**Email Addresses**

To reach an employee of Sullins Academy via email, use that person's first initial followed by their last name and finish with @sullinsacademy.org (e.g. to reach Roy Vermillion, use [rvermillion@sullinsacademy.org](mailto:rvermillion@sullinsacademy.org))



The information contained in this handbook is for the sole use of Sullins Academy parents, faculty/staff and students. It is understood that parents, faculty/staff and students are to read and comply with the rules and procedures contained in this handbook. It is understood that Sullins Academy has the authority to modify or amend this handbook and any modifications or amendments will be communicated to parents, faculty/staff and students.

***Sullins Academy is accredited by  
The Virginia Association of Independent Schools (VAIS)  
and is a member of the Virginia Council for Private Education***

### **Our Mission**

Sullins Academy challenges each student academically in a nurturing community grounded in the development of character, leadership, and service. In preparation for higher education, we motivate students to realize their potential while encouraging a lifelong love of learning.

### **Our Philosophy**

The strength of the independent education of Sullins Academy lies in the unfailing dedication and genuine, heartfelt commitment of the entire Sullins Community. The faculty, staff, and administration uphold our mission to purposefully develop both the mind and character of each student. Each child is treated as a unique individual with the special talents and skills apparent in and beyond the classroom.

Qualities of character, such as respect and integrity, regularly distinguish Sullins Academy students. Our students are enriched further by learning the value of genuine, hard work through consistent effort, diligence, and perseverance. When achieving goals, Sullins students experience an appropriate sense of satisfaction and pride in both their individual and group accomplishments; yet students regularly display an attitude of humility in many kind acts of service to others. The potential for leadership is recognized and fostered in every student through various school and community service opportunities. Life and leadership skills, such as maturity, independence, and responsibility, are integral to the lives of our students who embody the Sullins' commitment to character development.

The administration, faculty, and staff at Sullins Academy consistently utilize cutting-edge research as our basis for guided student instruction, facility management, and professional development. We consider ourselves leaders in understanding children. Through this understanding, each Sullins Academy student is appropriately challenged; the mind of each student is developed. Each member of the Sullins Academy faculty acts as a facilitator to our students as they journey toward becoming critical thinkers. We encourage them to question, and we inspire them to learn.

Our students acquire skills of collaboration, active listening, respect for the contributions of others, and confidence in their own voices and ideas. Our classrooms provide a safe and challenging environment while responding to constantly evolving student needs and performance. We ensure a progressive, fully integrated curriculum through spiraling and scaffolding of instruction as well as the incorporation of technology in our comprehensive lessons.

Upon graduation, Sullins Academy students emerge from a safe, nurturing environment where individual growth and curiosity have been encouraged. Our graduates have learned to appreciate their roles as individuals in a global society. These young men and women are recognized for their sense of community, respect toward others, intellectual curiosity, and

commitment to excellence — evidence of the Sullins Academy philosophies and traditions that will continue to mold them into citizens and leaders prepared for the twenty-first century.

### **Graduate Profile**

As a PS-8 school, 100% of our graduates will continue their formal education. From preschool through eighth-grade graduation, our purpose is to equip students with the tools to continue to grow, learn, and thrive in the challenging, diverse environment of high school.

### **Sullins Academy Graduates will know:**

#### **HOW TO LEARN**

Sullins Academy Graduates will be willing to take risks. Critical analysis of problems allows for sound decision-making. Our graduates have acquired skills and knowledge beyond “fill in the blanks” and rote memorization. Our graduates will possess the skills of analysis, synthesis, and communication, which will serve them in lifelong learning.

#### **HOW TO COMMUNICATE**

Sullins Academy Graduates will possess communication skills, both written and oral, which allow them to continue learning at an advanced level. Graduates will be able to demonstrate articulated, structured, and persuasive written assignments. Our graduates will be able to speak publicly in a clear, concise, and organized manner.

#### **HOW TO THINK**

Sullins Academy Graduates will possess the ability to think both critically and creatively. Graduates will be able to see the world around them with an informed perspective. Whether a piece of art or a current event across the nation, our graduates will have the tools to think objectively and analytically as they make sense of the world around them.

#### **HOW TO ACT**

Sullins Academy Graduates will demonstrate leadership qualities both in the classroom and in the community. Graduates will personify the values of character without hesitation. Integrity, respect, and responsibility will be hallmarks of the Sullins Academy graduate. Community service will be viewed as an opportunity rather than a requirement.

#### **HOW TO LIVE**

Sullins Academy Graduates will have a knowledge of self. This will be evident in how they approach their personal physical health, their personal social life, their service to others, and their academic future. Balance will be a distinguishing feature of The Sullins Academy Graduate.

## **Character Education**

Character Education is an integral part of the Sullins Academy program. We have a character trait of the month and a Manner of the Week. These are reinforced at Monday assemblies and daily in the classroom. Students in grades K-8 sign an annual agreement promising to adhere to the Sullins Academy Honor Code.

### **Sullins Academy Honor Code:**

*We, the students of Sullins Academy, are truthful, honest, and respectful  
of others and their property.”*

The pledge is taken during the first six weeks of school. Honor Code violations, lying, cheating, stealing, and mistreating others by Middle School students will be dealt with by the Middle School Coordinator and the Head of School. Violations of the Honor Code by Lower and Intermediate level students will be handled by the teacher and/or the Head of School.

## **Character Traits**

**Responsibility** - Practice self-control. Do the right thing. Be accountable.  
Think before you act.

**Respect** - Treat others with respect. Accept differences. Use good manners.  
Be considerate.

**Gratitude** - Pay it forward. Be thankful. Appreciate others. Say, thank you.

**Generosity** - Share with others. Praise the good. Give unselfishly.

**Perseverance** - Don't give up. Be determined. Learn from your mistakes. Work hard.

**Trustworthiness** - Be reliable. Keep your promises. Be a good friend. Tell the truth.

**Compassion** - Help others. Show Kindness. Stand up for others. Listen.

**Citizenship** - Do your part. Follow the rules. Be a good neighbor. Recycle.

**Integrity** - Be your best self. Always do the right thing (even if no one is watching).



**Sullins Academy Alma Mater**

In a valley in Southwest Virginia  
Just across the Tennessee line,  
Our Alma Mater Sullins Academy  
Stands proud and bold and fine.

Our banner we'll forever hold  
So firm and straight and tall,  
Its seal of knowledge and of life  
Will guide us if we fall.

We will always share a special bond  
With friends we've made while here,  
No matter what the future brings  
We will hold those friendships dear.

We will wear our blazer and our seal  
With pride for what they stand,  
And ask our God to bless our school  
Our homes and countryland.

**School Mascot**

Eagle

**Nondiscrimination Policy**

Sullins Academy does not discriminate on the basis of race, color, religion, national or ethnic origin, or any other legally protected status in the administration of its educational, admission, financial aid, or employment policies or any other programs administered by the School.

## **TRADITIONS**

### **New Parent Orientation**

New Parent Orientation is prior to the opening of school. The date is published on the school calendar and on other means of communication. During this orientation, the administration has the opportunity to welcome new families to Sullins and communicate various procedures that will make the first few days in a new school an easier transition.

### **Back to School Picnic**

The annual Back to School picnic is a great way to kick off the school year! Held in the first few days that school is back in session, this event gives families a chance to relax together and get to know families who are new to the Sullins community. This annual event is sponsored by our PTO and always provides a fun time for children and parents.

### **Back to School Night**

Back to School Night is held during the second week of school. On this night, students and parents have the opportunity to visit classrooms and learn more about classroom policies and curriculum.

### **Annual Sullins Benefit BBQ & Auction**

From the first BBQ to raise money for books to the 50th Anniversary Gala, each year, Sullins hosts a fundraising event to raise unrestricted dollars for the school. The BBQ was originally hosted at the home of Bill and Ruth King in the 1970's. While the event may have changed over the years, the essence of school spirit and generosity continues to ring true. In the '90s, we began silent and live auctions at the BBQ.

### **Primary School Thanksgiving Celebration**

The Monday before Thanksgiving is a very special one for our Primary school students. They share a feast with their families, perform a special song they have learned, and have a special ceremony to receive their "Native American name."

### **Grandparents' Day**

The first Grandparents' Day celebration at Sullins Academy was held in 1978 with a program and small reception. Traditionally on the Tuesday prior to Thanksgiving, the program is still the main attraction of Grandparents' Day. We offer a bake sale and a book fair is open. It is a wonderful time to welcome extended family and friends into our school and allows our students a chance to show off to some of their biggest fans!

### **Cookies & Milk with Santa**

Open to the community for children up to 12 years of age, this evening event is a fun opportunity to enjoy milk & cookies, make a Christmas craft, and get a picture made with Santa.

### **Field Day**

Every year, our whole school participates in a Field Day during the last week of school. The day consists of relays, races, and games. Parents are welcome. It's a fun way to finish out the school year.

### **Awards Day and Other End-of-Year Ceremonies**

#### **Primary School**

The Junior Kindergarten and Kindergarten students have ceremonies to celebrate the end of the year with their classmates and families.

#### **8th Grade Graduation**

The eighth-grade class is honored at an evening graduation. Prior to the ceremony, graduates, their families, teachers, faculty/staff, and board members are guests at a reception hosted by the seventh grade. During the ceremony, a variety of awards may be given, such as the following:

**Head of School Society** - recognizes the students who have maintained Head of School Honor Roll grades every 6 weeks during the 6th, 7th, and 8th grades.

**Arthur D. Adair Foreign Language Award** - may be awarded to the student who has shown a passion for foreign language study and who continually exceeds expectations and consistently maintains a superior academic status in the level two program.

**Friendship Cup** - is voted on by the 6th-8th grade student body.

**Citizenship Cup** - recognizes the student who, in the opinion of the Middle School faculty, best demonstrates good citizenship.

**Alumna Cup** - recognizes an 8th-grade girl who typifies a Sullins College graduate. This student demonstrates good citizenship, friendship, a respect for academic achievement, and involvement in activities popular with Sullins College students, such as performing arts, dance, and sports.

**Anna S. Morgan Award of Academic Excellence** - recognizes the student who best represents the Sullins ideals of perseverance in academic pursuit, a love of learning, outstanding citizenship, and a commitment to serving others.

**Sudie Wike Academic Award** - awarded to the student with the highest cumulative GPA during all 3 years as a middle schooler. This award is awarded to the valedictorian.

**Five-Year Plus Award** - recognizes all students that have been students of Sullins Academy for 5 or more years.

**Head of School Cup** - awarded to the student who, in the opinion of the Head of School, demonstrates the spirit of Sullins Academy; friendly, caring, good student, and good citizen.

### **Graduation Dress Requirements**

**Girls** - should wear a simple, modest white dress that is no longer than tea length. Shoes must be flat or should have a heel that the girls are comfortable and confident wearing going up and down steps.

**Boys** - should wear a jacket or school blazer, tie, and dress shoes. A suit is optional.

### **Awards Day**

The school year culminates with Awards Day, an annual recognition of students in grades 1-7. During this ceremony, students are recognized for their participation in activities such as safety patrol, yearbook, student ambassadors, and student council. Awards are given for academics, art, music, physical education, citizenship, perfect attendance, and community service.

### **Awards Day Dress Requirements**

Students in grades 1-7: Monday dress uniform.

Preschool, Junior Kindergarten, and Kindergarten do not attend.

## **FACULTY/STAFF & BOARD OF DIRECTORS**

The Sullins Academy faculty and administration have been carefully selected for their skill, enthusiasm, strength of character, and genuine interest in children's growth and development. The Head of School supervises the faculty and staff. All faculty members are degreed, with several holding advanced degrees.

The school is guided by a self-sustaining, volunteer Board of Trustees whose purpose is to ensure the school's financial stability, to plan strategically for the future, and to review and reaffirm the school's mission. The Board is a policy-setting, evaluative entity, the Head of School is the day-to-day manager of the school's operations. The Board employs the Head of School, and the Head employs the faculty and staff.

## **ENTRANCE & OBLIGATIONS**

Sullins is a community of shared values and ideals. We collectively strive for academic excellence and maximizing the potential of all. Our environment, built upon respect and integrity, ensures the atmosphere necessary for success. Your commitment and observance of our policies guarantee the longevity of our school.

### **Admission**

Sullins Academy will accept and continue any student whom it believes can benefit from the academic program and who demonstrates quality character as well as a desire to learn. The school will admit students of average to above-average ability. Small classes, individual attention, and dedicated teachers - along with supportive parents - provide an atmosphere in which a child can succeed and excel.

### **Requirements**

Entrance tests, visitation, and personal interviews will be required for admission to the Academy. Previous grades, previous test scores, and a demonstrated record of academic accomplishment are considered. Demonstrated citizenship and positive character references are also taken into account. Acceptance is based upon all of the above.

### **Entrance Age**

September 30 is the date for determining the appropriate age when placing students in early grades. Using this date as a landmark, children must reach:

- their third birthday to enter the Preschool program:  
(children who are 2 ½ may be considered if space is available)
- their fourth birthday to enter the Junior Kindergarten program;
- their fifth birthday to enter Kindergarten;
- and their sixth birthday to enter the First Grade.

The faculty, in concert with the Head of School, will determine appropriate placement.

Exceptions to the above birth dates are considered on an individual basis by the Head of School.

All preschool children must be potty trained.

### **Visitation**

Prospective students and their families are invited to contact our Director of Admissions at any time. Students will be required to visit the school one or more times to determine candidacy and to satisfy admission requirements. Students and families will be asked to tour at a mutually convenient occasion.

### **Enrollment Contracts**

Sullins Academy obligates itself to long-term contractual relationships involving substantial sums of money. These commitments are funded by enrollment contracts that are legally binding obligations required to fund the operations of Sullins Academy. When parents sign the contract for their child to attend Sullins Academy, they are committing themselves, both legally and morally, to that fulfillment. These obligations must be met in a timely and planned manner to provide the cash flow required to meet the Academy's obligations to staff and suppliers. This policy sets forth guidelines governing Sullins Academy's credit and collections policy.

### **Financial Obligations**

Sullins Academy has partnered with FACTS for tuition payments. Tuition payment options include 1, 3, or 10 payments. Payment plans that vary from the ones set up within FACTS must be arranged with the Business Manager.

Incidental Charges (spring trips, lunches, bookstore, after-school care, School of Music, etc) are also applied to FACTS. These charges are posted and billed around the middle of the month for the previous month's charges. An automatic draft is scheduled for the 30th of each month.

### **Tuition**

It is understood that students are enrolled for the entire school year or such portion as may remain after the date of entrance. In view of the foregoing, no reduction or remission of fees can be allowed by the School for absence, withdrawal, or dismissal. The fact that the school fees are paid in two or more installments does not constitute a fractional contract. Because of this necessary regulation, the Academy makes available Tuition Refund Insurance, which offers parents the opportunity to guard themselves at a small cost against possible loss of total tuition in the event of withdrawal or dismissal for whatever the reason. Details of this plan, including costs and limitations, are sent to parents upon application and re-enrollment. The plan will ensure fees (pre-paid and due) in the event of withdrawal or dismissal according to the terms of the policy.

### **Fees**

**Reservation fee:** The reservation fee, a non-refundable deposit, is due at Enrollment or Re-Enrollment.

**Activity fee:** This fee is for student participation in local class field trips and dramatic and musical events presented on the campus.

**Educational tools fee:** This fee is charged to offset the ongoing expenses involved with updating books, workbooks, and teaching supplies each year.

**Milk (optional):** For this fee, the student will receive milk for the entire school year.

**Ice Cream (optional):** For this fee, the student will receive ice cream every Friday for the entire school year.

**Athletic Fee:** This fee is charged to all students who participate in a school-sponsored sport.

### **Records Release**

All school accounts must be paid in full in order for final report cards to be released and before final transcripts can be released to any other school.

## **DAILY OPERATIONS**

### **School Office Hours**

Regular school office hours are from 8:00 a.m. to 4:00 p.m. All offices and extensions may be reached at 276-669-4101 during these hours. The SOAR (Children's Center) after-school program is open until 5:30 p.m. and can be reached by using our answering machine voice prompts.

### **Development**

The Head of School is responsible for the School's fundraising and marketing efforts. In addition to raising annual operating dollars through the Annual Fund, the Head of School seeks to increase philanthropic support through capital campaigns, foundation, and corporate giving, planned giving, alumni and family relations, and special events.

### **Arrival/Dismissal/Tardies**

Any student arriving after the school day begins (8:15 a.m.) will report to the office and receive a tardy slip in order to be admitted to class.

Free of charge, students may arrive between 7:30 and 8:15 a.m. and will report straight to their homeroom from one of the three front entrances to the school (Primary, Main, or Middle School). School personnel will monitor each of these entrances from 7:30 to 8:15 a.m. Students may be dropped off at the sidewalk and must exit from the passenger side of the vehicle. Students should exit the car on the passenger side and should never walk in front of or behind another vehicle.

Faculty children are expected to follow the same procedure.

Students who are tardy will be responsible for making up any missed work. Students with five or more unexcused tardies will not be eligible for Perfect Attendance.

After-school care is available from 3:15 p.m. until 5:30 p.m. Charges will apply for this service.

Any student arriving after the school day begins will report to the office and sign in. The student will receive a pass in order to be admitted to class. Medical appointments are considered excused tardies. Please bring a note from the medical office.

Students will be dismissed from their classrooms to the parents' vehicle. Parents of Primary and Lower School students stay in the lane closest to the sidewalk. Parents of students in 4th - 8th grade stay in the lane closest to the parked cars. **Teachers will assist students into the cars, but the driver is responsible for securing the students.**



**Distractions, such as cell phone use and pets on the laps of drivers, are extremely dangerous to our students and faculty. For the safety of the Sullins community, please DO NOT participate in these activities while in the car line.**

The Preschool and Junior Kindergarten Program ends the day at 12:00 noon or 3:00 p.m. Children in Kindergarten through Middle School are dismissed at 3:00 p.m. Children going to the SOAR after-school program will check in immediately following their dismissal.

Any student who has not been picked up within 15 minutes of dismissal and is not participating in an after-school activity will go to SOAR (Children's Center).

If you must come into the building for any reason during drop-off and pick-up times, PLEASE park in a designated space.

Children of faculty and staff will not be allowed to have unsupervised time either before or after school. Faculty children must have a specific destination.

If you have asked someone unfamiliar with the pick-up procedure to pick up your child, please brief them on the above. It will save time and confusion.

Once your child is safely in the car, please remember that other young children may suddenly dart from one side of the road to the other.

**\*\* Note: No student will be allowed to leave the building with anyone other than those previously approved. Please send in a note indicating any changes to the normal routine.**

### **School Hours/Daily Schedule**

**Preschool and Junior Kindergarten Program:** The Preschool half-day program runs from 8:15 a.m. to 12:00 p.m. A full day is until 3:00 p.m.

**Grades K-8:** School begins at 8:15 a.m., and students are dismissed at 3:00 p.m. Each teacher will share the specifics of the class schedule.

### **Assignment Pick-Up**

Parents should contact the school when a student is absent. Upon request only, the teacher will collect missed assignments and leave them at the front desk. You may also check online for class assignments.

### **Parents on School Business**

Parents coming to the school are required to go directly to the front office. If you have items to leave, the office staff will see that the student receives them at the appropriate time. By going to the child's classroom, visitors may disturb a class in session. However, in the event that a visit to a classroom is required, parents must sign in.

### **Parties and Gifts**

Seasonal classroom parties are at the teacher's discretion. When a student's birthday occurs during the academic year, parents may make arrangements with the classroom teacher to bring a treat for distribution at lunch. Check with the teacher for any food allergies.

Arrangements may be made with the front office to plan an after-school party in the lunchroom; however, parents must remain with the students at all times and are responsible for the behavior of the students and for any clean-up necessary.

Parties outside of school should include all members of the class so as to avoid hurt feelings. 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, are prohibited unless the entire class is included.

If a family wishes to thank a teacher with a gift, donations to the Teacher Lunch Fund (which provides a catered lunch to all teachers each month as long as funds are available) or to the Professional Development Fund is always appreciated.

### **Assembly**

Each Monday at 8:20 a.m., students will convene in the gym for a JK-8<sup>th</sup> grade Assembly. Speakers from the community are occasionally invited to deliver a message of inspiration to the students, or teachers and students may be asked to present a program. Monday dress uniform is required for Assembly.

## **MEDICAL POLICY**

A student may not attend school unless the Emergency Medical Form is completed during the enrollment process. The Emergency Form must include a parent's signature giving the school permission to seek medical treatment for the student in the event of an emergency. 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 the 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 of  $\geq 100$  degrees or vomiting will be sent home. A child with head lice will be sent home and may return only after treatment.

Sullins Academy recognizes there are instances where it is necessary for students to have medication administered during school hours in order to meet dosing requirements. In order to safely give medicine to those children who need it while at school, state laws demand that certain requirements be met (see below). Please read them thoroughly.

A **Medication Authorization form**, signed by a parent/guardian, must be on file for each medication. Forms are available on Renweb and at school. A new authorization form must be completed for each medication for each child. By state law, any over-the-counter (OTC) medication to be kept on hand at the school for more than 10 days will require a physician's signature on the medication authorization.

**The medication must be sent to school in the original bottle properly labeled with the child's name, name of the medicine, doctor's name (in the case of long-term OTC or prescription medication), dosage instructions, and any necessary dosing instrument.**

If necessary, ask your pharmacist to prepare a separate, completely labeled container of the doses to be given at school. When tablets must be divided, please ask your pharmacist to divide them so the proper dosage can be given.

**NO medication will be administered unless a Medication Authorization is completed and signed by the student's parent/guardian (and physician as necessary) and the medicine is received in the original container. A copy of the pharmacy's instruction leaflet with prescription medications or the directions from the OTC packaging must be attached to the signed authorization.**

**In the case of prescription medication, your child's physician must provide signed, written orders detailing the name of the drug, dosage, and dosage timing.** There is space provided for this on the Medication Authorization form.

**Routine injections will not be administered by school personnel (e.g. insulin).**

**Your child is responsible for coming to the office to receive medication at the correct time.**

**Medication should be brought to school by a parent or guardian. Please do not have your child bring the medication to school.**

**Whenever medication is discontinued, you must send written instructions to the school.**

**Any change in dosage requires a new form. If the medication is prescription or long-term OTC, it must be signed by the physician.**

**Medication not retrieved by a parent/guardian by the end of the school year will be discarded two (2) weeks after the last day of school.**

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 call 911 for assistance and transportation to a hospital.

### **Attendance/Absences**

Sullins Academy maintains high expectations for students in all areas, including attendance. Regular attendance is essential for the student to receive maximum benefits from organized, daily, sequential instruction.

Other than illness, there may be reasons for non-attendance. These may include:

- \*a chronic or extended medical condition
- \*court ordered visitation
- \*religious holiday

Children will be counted present only if they attend at least half the school day (3 ½ hours). Any student in Grades 1-8 arriving in class after 8:15 a.m. will report to the office and receive a tardy pass in order to be admitted to class.

All children are expected to attend school and school-related activities, including field trips, not only because of their own educational needs but because of what they contribute to the education of their peers. **A student may not miss more than 10 class days. A medical excuse is required for a student to complete missed work beyond 10 days.** Excessive

absences can severely hinder performance. We recognize, however, that there will be times when attendance is impossible, and we strongly encourage that sick children be kept at home so as not to infect their classmates. Parents should contact the school when their child is absent.

Absences must have reasonable explanations, acceptable to the teacher and the Head of School.

- The work to be made up by the student is determined by the individual teachers and is due within five days from the date of return. The makeup work is the responsibility of the student.
- Assignment sheets will only be filled out by the teachers when requested by the parent.
- Although an interruption to learning, planned trips have other benefits, therefore, family trips should be approved one week in advance unless there are extenuating circumstances.
- Not all students do well with a planned absence, so the teacher, in concert with the Head of School, will make a determination on a case-by-case basis.
- Absences that are excessive or impact the quality of student performance in any class will result in a meeting with the Head of School.
- Excessive absences may result in termination of a student's contract.
- For protracted absences due to illness or accident, parents are responsible for helping their child keep up with school work. The Academy will try to help in whatever way possible, from gathering daily assignments to helping arrange for a tutor, but extra expenses must be supplied by the parents.

### **Attendance for Athletes**

Student-athletes must be in school for one-half ( $\frac{1}{2}$ ) day (3  $\frac{1}{2}$  hours) or more on the day of a game or practice in order to participate.

### **Absence Due to Trips**

Because there are many breaks during the school year, parents are encouraged to plan family trips during those periods when children are not in school. It is realized, however, that all such trips cannot be planned to coincide with the school calendar. If a child will miss school for a family trip, a "Pre-arranged Absence Form" (available in the front office) must be completed a minimum of one week in advance. The student will receive assignments from his/her teacher prior to the scheduled absence. All makeup work must be submitted by the time the student returns to school unless other arrangements are made with the teacher(s). Work not completed by the end of a grading period because of the unfortunate timing of a trip will result in a grade of Incomplete for the grading period. If the students fails to complete the missed work in one week, a zero will be given for the assignment.

**Photography**

The safety of our students is extremely important to us. We respect the requests of our parents who have asked us not to reproduce prints of their child(ren). Due to these photographic restrictions, all pictures or videography taken during school activities, projects, or programs that involve the students or employees of Sullins Academy are considered to be school property. Please refrain from printing or posting pictures of other students on social media without consent from the child’s parents and/or the homeroom teacher.

**ACADEMICS**

Sullins Academy is a Preschool through 8th grade institution. Our curriculum is designed to prepare our students for a traditional, college preparatory/honors, high school curriculum. Sullins Academy strives to maximize the potential of each student. Our instruction is challenging, developmentally appropriate, and flexible. Our rigorous curriculum includes classroom instruction, daily reinforcement through homework, long-term assignments and project work. Core areas of study for students in Kindergarten through 8th grade include: reading, math, social studies, science, grammar, and writing. All students attend weekly related arts classes which include: Spanish, Technology, Music, P.E., Art, and Library. Students in Grades six through eight also participate in Public Speaking..

**The Goals of Homework**

Research indicates that in the early grades, homework has less to do with achievement and more to do with accepting responsibility and time management. As students move into the Middle & High School level, achievement is often linked directly to completion of homework. Students are most successful with daily reinforcement of classroom instruction and need to develop a system for maximum gains as a learner.

**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 students have sufficient practice to master new skills and content. It should be noted that time devoted to homework on a given night may vary from individual to individual and throughout the school year.

Sullins has the following general guidelines for estimated time to complete homework in addition to 20 minutes of reading each weekday evening:

- |                                          |                                       |
|------------------------------------------|---------------------------------------|
| Kindergarten: 10 minutes                 | First and Second Grade: 10-20 minutes |
| Third through Fifth Grade: 30-50 minutes | Sixth through Eighth Grade: 1-2 hours |

**Grade Policies**

Students in Grades three through eight are given numerical grades. The equivalent letter grades are as follows:

A+	99-100		C+	83-84
A	96-98		C	78-82
A-	94-95		C-	75-77
B+	91-93		D	67-74
B	88-90		F	66 & below
B-	85-87			

Teachers will keep accurate records of each student’s daily grades, examination grades, tardies, absences, and of any additional information deemed necessary by the teacher. All work required of students will be graded and returned in a timely manner.

Honor Roll is achieved when a student receives no grade lower than a B- or a Satisfactory (S) in a Related Arts class.

Head of School Honor Roll is achieved when a student receives no grade lower than an A- or a Satisfactory (S) in a Related Arts class.

**Standards for Continuance**

If a child has an F average in one or more academic subjects, his advancement to the next grade will be taken under special consideration. An evaluation will occur at the close of each semester for students with F grades in any subject. Students who receive C- year-end grades or below in any sequential course (math, language arts, foreign language) will be required to do remedial work to continue. A discussion with the Head of School will be required for these students. Students may be asked to repeat a grade, or he/she may not be invited to return to Sullins, whichever seems more beneficial for the student and the school.

If a child’s behavior seriously or persistently disrupts the learning atmosphere of the Academy, he or she may be suspended or dismissed.

**Standardized Testing**

Each spring, generally in late April, all students in grades K-8 are administered the Stanford 10 standardized test and the Otis Lennon Scholastic Aptitude Tests (OLSAT). The school utilizes standardized testing for the following reasons:

- They provide Sullins Academy with an independent, external assessment of our student’s progress in the areas of both aptitude and achievement.
- They provide our teachers with useful information about how well our students are mastering the material we teach. Standardized test scores may be used when making recommendations for math placement in grades 6-8.
- 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, SAT, and/or ACT tests in high school, it is an advantage to have already had experience with taking this type of test.

### **Technology**

Students may use computers, printers, and other electronic devices 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 not have access to mobile telephones during school hours.

Students in grades 6-8 will use iPads provided by the School. Electronic devices may not be used during dismissal in the afternoon. Teachers/coaches may grant permission to use cell phones, iPods, 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 permission only.

### **Competitive Activities**

When a competitive activity is initiated in any subject, and the results are to be judged for content either from within or without the school, and when the students’ grade will be substantially affected by a project, the following policies will apply:

1. A copy of this policy statement will be provided to parents at the outset of the activity.
2. The project will be done entirely at school and without parental involvement or help.
3. Cooperative teaching may be initiated to facilitate the student’s completion of the projects. For example, Social Studies and English may coordinate teaching activities for the D.A.R. essay contest; art and science may work together on a Science Fair presentation or a STEAM project.
4. Materials may be brought from home or may be purchased, but the component parts of any project must be organized and assembled at school.
5. If the project or any portion of it is taken home if anyone other than an authorized faculty member participates in the completion of a project, the student’s grade will automatically be lowered by one letter.



6. If there is substantiated proof that a student's project is not the work of the student, the project will be withdrawn from the competitive activity. The student's grade will also be affected after a discussion of the circumstances. This is to ensure fairness for all participants.
7. A student who is absent from school for an extended period of time will not be allowed to work on the project at home either during or after the absence but will be allowed to complete the project at school, working independently or with faculty assistance. The project may be completed and turned in late - for full credit - even though it may not be submitted in time for inclusion in the competition.
8. The teacher/s in charge of the activity will determine the weight or grade of the activity. If the activity encompasses the entire six-week grading period in one or more subjects, the grade on the project may constitute the grade for the six weeks or part of the total grade.

We wish to preserve the child's inherent right and responsibility to be the master of his own work and to receive the credit due to his individual and independent efforts. We want children to take ownership of the learning process and feel that every competitive effort will be fair to them.

### **Summer Packets**

Students in rising grades one through eight have required summer assignments. Reading, language arts, and math during the summer months provide the practice students need to build a solid foundation for the next academic year. Completion of the summer packet reinforces a variety of skills to reduce summer regression. Research indicates that reading on a consistent basis has been proven to have a direct impact on a child's academic success. Specific requirements for each grade are shared with students in May.

## **BEHAVIOR**

Sullins students are expected to behave in a manner appropriate to each situation. They should conduct themselves at all times in a way that reflects positively on the Academy. Therefore, their behavior must fall within the behavioral guidelines established by the school. Students should strive to be courteous, honest, and cooperative with classmates and teachers.

Failure to behave in an acceptable manner may result in a loss of privileges or a specific course of discipline.

## **Expectations**

All Sullins students are expected to:

- Treat others with kindness and respect
- Exercise courtesy in the classroom and throughout the building
- Be neat and orderly
- Wear the proper uniform
- Be punctual
- Walk in the halls
- Eat with good manners
- Respect classroom equipment and materials
- Treat substitute teachers with courtesy and respect
- Conduct themselves appropriately on and off campus for school-related events

The following behaviors are not acceptable:

- Written and Verbal harassment
- Physical confrontations
- Malicious practical jokes
- Disrespect to adults or other students
- Vulgarity or profanity
- Drawings or printed images deemed inappropriate

## **General Discipline for Primary School**

Our program is designed to teach, nurture, and encourage young and adolescent learners. Punishment is generally not necessary to develop appropriate behavior in most children but may be necessary for some. We use a process that includes warnings, parent inclusion, and/or administrator involvement to address inappropriate behaviors. At no time will corporal punishment be used.

In some cases, a child may be asked to leave the school when he or she is continually disrupting the educational program. This may include but is not limited to:

- Requiring constant one-on-one attention
- Inflicting physical or emotional harm on other children (i.e., biting, hitting, kicking, pinching, spitting, temper tantrums)
- Physically or verbally abusing staff
- Demonstrating an inability to conform to the rules and guidelines of the program

## **General Discipline for Grades 1-8**

In the following discipline issues, consequences are outlined in the classroom policies and management plans for each division. Continued incidents of misbehavior are considered serious and require a meeting with the appropriate Division Head, parent(s), and student to resolve the behavior. At no time will corporal punishment be used. Repeated misbehavior is a sign of disrespect for our community and principles and is, therefore, not tolerated.

**Tardiness:** Students in grades 1-8 who are late to school or to an individual class are considered tardy.

**Dress Code:** Students are expected to be neat in appearance and dress consistently with the uniform policy. Sloppy dress or inappropriate attire is unacceptable. For three dress code violations in one month, students in 4th - 8th grade will complete 30 minutes of community service on campus during the school day.

**Food or Drink Violations:** Food and drink are permitted only in the lunchroom or in a non-carpeted location directed by the teacher. Students may be disciplined for bringing food or drink into unauthorized places or consuming them at inappropriate times. Caffeinated and soda beverages are not permitted during the school day.

**Disrespectful Manner:** Students are expected to show respect and cooperate with members of the Sullins community. Students who speak out of turn, disrupt a class, or say anything to put another down, are behaving disrespectfully. Consequences are outlined in the classroom policies and management plans.

**Abusive Language:** Students are required to communicate in a manner that demonstrates respect and concern for others in the Sullins community. Written or spoken abusive language, including profanity and derogatory statements, will not be tolerated and may be referred to the Head of School for further disciplinary action.

### **Major Discipline Issues**

The following offenses are considered major discipline issues for students in grades 1-8. These offenses will be recorded and placed in the student's permanent record. Students in grades 1 and 2 will be afforded individual attention in these matters consistent with their age and development level. Students in grades 3-8 have increasing levels of accountability and responsibility to our principles and, therefore, will be held to a stricter incremental understanding of these regulations. General policies are outlined below; however, the severity of these offenses requires that the classroom teacher and the Head of School manage each on an individual basis. At no time will corporal punishment be used.

**Cheating:** Academic dishonesty in any form will not be tolerated at Sullins Academy. Cheating, forgery of signatures, plagiarism, and the giving or receiving of homework answers are considered serious offenses and will be disciplined.

**Fighting:** Fighting is characterized by an inappropriate physical confrontation between students. Punching, pushing, slapping, etc., are unacceptable forms of resolving conflict, and individuals will be disciplined.

**Harassment and Bullying:** All students have the right to attend school in an atmosphere of tolerance and mutual respect, free from harassment/bullying of any kind. In order to promote a safe, positive learning environment, appropriate language, tone, and actions are required at all times, and harassment/bullying of any member of the school community will not be tolerated. Harassment/bullying may be but is not limited to, words, signs, offensive jokes, 'put-downs,' slurs, cartoons, pictures, posters, email jokes or statements, electronic downloads or files, texting, social networking pranks, intimidation, physical assaults or contact, or violence. Harassment/bullying is not necessarily sexual in nature; it may be based on an individual's physical appearance or personal characteristics such as race, color, religion, ancestry, age, or disability. It may also take the form of other vocal activity, including derogatory statements not directed to the targeted individual but taking place within their hearing. It may include displaying or circulating written material such as notes, photographs, cartoons, and articles of a harassing or offensive nature and taking retaliatory action against an employee for discussing or making a harassment complaint. Students who believe they are being harassed/bullied should contact a teacher or administrator. Allegations of harassment/bullying will be investigated promptly and, if substantiated, remediated appropriately. Remedial measures may include disciplinary actions for the offending party.

**Weapons:** All students have a right to be educated in a safe environment. The possession of weapons, facsimiles, look-alikes, or even toys, threatens the safety of the entire school community. It is, therefore, the policy of Sullins Academy to prohibit weapons of any kind on School property, School vehicles, or at School-sponsored events. This shall include but not be limited to, guns of any kind, explosives (including fireworks), knives, pocket knives, matches, lighters, and implements capable of inflicting serious bodily injury, or items that may replicate any of the above. Any student in possession of a weapon at School will be referred to an administrator, and parents will be notified. Violation of this policy may result in immediate suspension or expulsion from School and possible criminal prosecution.

**Leaving Campus:** The School must know where a student is at all times. Students must also communicate their location in the building and remain under the supervision of an adult. Students who leave campus without permission will have an immediate conference with the Division Coordinator.

**Substance Abuse/Smoking:** All prescribed medications should be on file in the office. Possessing, distributing, or using any legal or illegal substances, as well as, the use of tobacco products of any kind is strictly prohibited and will result in disciplinary action.

**Vandalism:** Defacing or destroying school property is a sign of disrespect for the school and its community and will not be tolerated. Students will be expected to pay for damage and perform community service to the school.

**Technology Use Violations:** Students in grades 4-8 sign an AUP Acceptable Use Policy each year. The spirit of this agreement requires students to respect the property and privacy of others and use the technology for schoolwork. Each violation will be handled on a case-by-case basis at the discretion of the Head of School in conjunction with the Technology teacher.

### **Disciplinary Methods**

The school exercises its right to be creative with discipline. We use a variety of methods to have the punishment fit the offense. Each parent is requested to respect our efforts and decisions and support school discipline when it is deemed necessary.

**Community Service:** A one-hour, or several one-hour sessions, of service, are often used in lieu of or in conjunction with a detention. Community Service is a form of paying back to a member or to the school community at large for unacceptable behavior. This service work is designed to provide a time of reflection on the behavior in question.

**Detentions:** Detentions are designed to provide silent reflection and are served before or after school. Lower School detentions are 30 minutes, and Middle School detentions are one hour in length.

**Probation:** A student is placed on probation for demonstrated failures in either academic achievement or disciplinary matters. The probation serves as a final warning that any continuance of the behaviors could result in suspension or expulsion. Probation status is reviewed at the end of each marking period. If no significant improvement is observed, the student may not be invited to return to Sullins. A student need not be on probation in order to be suspended, expelled, or asked not to return.

**Suspension:** A student is suspended when he or she fails to abide by the standards set for our school community through one or more violations of School rules. If a student is suspended, he/she is suspended from all extracurricular activities, including athletics, during the period of suspension.

**In-School Suspension** – the student will remain in the Head of School's office for an entire school day(s). The number of days will be determined based on the severity of the offense. Students will be allowed to complete all classroom assignments and will be considered present for the day.

**Out-of-School Suspension** - an enforced absence for a specified number of days determined by the Head of School. The student will be counted absent and will receive a zero on all classroom assignments. This disciplinary method is the final action before expulsion. If another incident occurs, the student will be expelled.

**Expulsion** - when students who fail to adhere to this Code and uphold the principles of our school, as evidenced by several instances of misconduct or a single severe incident, are dismissed from school.

### **Specific Rules for Sullins Students**

The following rules are highlighted items from our Discipline Code. The items below are a range of behaviors that are selected because they are either frequent infractions or serious in nature. This Code is read and signed by every Sullins student in grades 4 through 8 and their parents.

1. Chewing gum is not permitted unless approved by the classroom teacher for a specified time period.
2. Students are expected to be neat in appearance. Sloppy dress or inappropriate attire is unacceptable.
3. Attendance is required at all regularly scheduled classes, assemblies, study halls, and assigned activities. Chronic tardiness is not acceptable.
4. Inappropriate displays of affection are not acceptable.
5. Students may not leave the campus without permission. Students picked up by parents for excused medical appointments, etc., must be signed out at the Main Office before leaving campus.
6. All faculty workrooms and the parking areas are off-limits to all students unless otherwise specified.
7. No student is permitted to use tobacco of any kind on campus or at any school-related function
8. Telephones may not be used without permission.
9. No student is permitted to use electronic devices at school without faculty/staff permission.
10. Students are not allowed to use cell phones while at school without permission from a faculty or staff member.
11. The following behaviors will likely result in probation, suspension, or dismissal:
  - Stealing
  - Using, possessing, or being under the undue influence of any legal or illegal drug or any alcoholic beverage on campus or during a school function or activity
  - Expressed or evident antagonism toward the School or fellow students
  - Conduct which brings gross discredit to the School and/or its members
  - Harassment or abuse of others
  - Repeated failure to observe school rules as evidenced by frequent detentions
  - Inappropriate use of technology
12. Students guilty of the following behavior may be suspended or dismissed:
  - Lying
  - Cheating
  - Stealing

- Vandalism
- Use of contraband substances
- Tampering with the fire alarm system

If one of the above serious infractions occurs, the Head of School will meet to discuss the incident.

The parents and student may be asked to meet with the Head of School. Any decision regarding the consequences of the misbehavior will be made with the child's best interest in mind. Each incident will be managed on a case-by-case basis.

Parents are expected to cooperate fully with Sullins Academy in routine matters, including the maintenance of rules, regulations, and discipline. Sullins Academy reserves the right to dismiss or deny enrollment to any student whose academic performance, general attitude, or habitual actions, or those of his/her parents or guardians, is contrary to the interests of the school and its students.

## **HOMEROOMS**

The primary goal of the homeroom is to provide all students with at least one adult with whom the student has a continuing, nurturing relationship. Homeroom teachers help students establish and accomplish personal goals, support student progress, lead discussions of student concerns, and guide character lessons. Teachers serve as the primary contact for parents.

## **STUDENT DRESS CODE**

For students in grades 1-8, the Sullins uniform is meant to reflect pride in oneself and in the school community. Students are to be neat and well-groomed at all times. Shirts are to be tucked in, and belts must be worn with looped uniform pants. Skorts and shorts are to be at an appropriate length. Extremes in dress and grooming are not allowed. A uniform implies a similar presentation of dress and appearance for all students. We ask that students express individuality and choice within the rules and spirit of the Dress Code as it is written.

General Requirements: Our daily and dress wear is khaki and navy chino style pants, skirts, shorts, skorts, navy mesh polo dresses, and jumpers. Cargo items and cords are not approved uniform choices. Cut-offs, belly shirts, tank tops, spaghetti strap tops, inappropriate t-shirts, etc., are not permitted at school at any time. The uniform should be worn throughout the day. Changing into alternate wear while on campus should only take place for P.E. class, athletics, or other special permission occasions. In addition, a student who remains at school

for any after-school activity must be in compliance with dress code standards if changing out of school uniform.

Sneakers are encouraged for everyday wear and are required for playgrounds and the gym. Socks or tights are to be worn at all times, and shoelaces must be kept tied. Sandals, clogs, platform sneakers or shoes, and open-toed shoes are not allowed. All shoes must have a full back. Strapped footwear and slip-ons are not permitted.

Students are to be properly attired for the season. Outdoor jackets are not to be worn in the building except at arrival and dismissal. Only sweaters, fleece, or sweatshirts purchased from Lands' End are permitted over the uniform.

Girls' earrings are to be modest and age-appropriate, as defined by the administration. Multiple piercings and ear cuffs are not permitted. Boys will not wear earrings during a regular school day or at other school functions. Jewelry for boys and girls must be worn modestly and may not be a distraction to others. The school reserves the right to decide if attire and accessories conform to commonly accepted rules for modesty and appropriateness.

Students may wear age-appropriate cosmetics and maintain a modest appearance as determined by the School. Failure to comply with these requirements will terminate this privilege. Hair length and style should not be a distraction in the classroom. Unnatural hair color (i.e., "neon" colors, blue, green, etc.) is unacceptable. Hair should be neat in appearance, and it is not to be in the eyes of boys or girls.


**Enforcement:** School administrators and classroom teachers will regularly check for conformity to dress code standards. Beginning in the first grade, violations will result in communication to parents citing the specific infraction. It may become necessary for proper clothing to be delivered to the school for a child to be in compliance with the dress code. If dress code violations continue, the student and parent/guardian will meet with the School Administration to find a resolution. **Parents are expected to take an active role in helping their children abide by the dress code.**


**Source for clothing:** The Lands' End School Catalog will be the main provider for articles of acceptable clothing. Sullins Academy will receive 3% of sales from Lands' End. Special dress must be purchased from the Lands' End School Uniform Catalog (the only exception is a blazer similar in style from another company). It is recommended that you purchase the items from Lands' End for daily dress. **Any other option must conform in every way to the items in the Lands' End School Catalog (not the general Lands' End Catalog).**


**LANDS' END preferred school code: 9000-3301-0**




The “Sullins Academy” word mark must be on all uniform knit shirts. **No other labels, slogans, or logos will be acceptable (Polo, Izod, Dockers, etc.) on ANY item of clothing.** Shirts not purchased through Lands’ End must be approved by the school before taking them to be monogrammed. **Due to color discrepancy, the chambray knit shirt must be ordered through Lands’ End.** Only navy or white polos that are exactly the same look and style as the Lands’ End polo are acceptable substitutes, and they must be approved by the school before monogramming.

	<b>Boys</b>	
	<b>Daily Dress</b>	<b>Formal Dress</b>
<b>Preschool &amp; Junior K</b>	<p>Neat, comfortable, age-appropriate clothing suitable for both indoor and outdoor activities</p> <p>SHOES: Sneakers must be worn to participate on the playground.</p>	
<b>Kindergarten</b>	<p>SHIRT OPTIONS (Short or Long Sleeve): Sullins Uniform T-Shirt (Navy and Gray are available through Lands’ End - no longer purchased through the school) Logoed Polo (Mesh, Interlock, Active, Rapid Dry) NAVY, BLUE, or WHITE</p> <p>BOTTOMS OPTIONS: Shorts or pants in DENIM, GRAY, NAVY, or KHAKI.</p> <p>SHOES: Sneakers (designed for indoor and outdoor)</p>	<p>SHIRT: Logoed Polo (Blue) Short or Long Sleeve BOTTOMS: Plain Front Chino Pants (Navy) SOCKS: Dress socks (Navy) SHOES: Navy, Brown, or Black rubber soled dress shoes. Slip on or Loafer style preferred.</p>
<b>Grades 1-5</b>	<p>SHIRT OPTIONS (Short or Long Sleeve): Logoed Polo (Mesh, Interlock, Active, Rapid Dry) NAVY, BLUE, or WHITE Turtleneck (no logo) WHITE V-neck Sweater (Performance Fine Gauge, Drifter) NAVY or GRAY</p> <p>BOTTOMS OPTIONS: Choose any plain or pleated front Lands’ End shorts or pants in NAVY or KHAKI. No cargo or 5-pocket style options.</p> <p>SHOES: Sneakers (designed for indoor and outdoor)</p>	<p>SHIRT: Oxford Shirt (White) Short or Long Sleeve BLAZER: Hopsack Blazer with school patch (Navy) BOTTOMS: Plain Front Chino Pants (Khaki) SOCKS: Dress socks (Navy) SHOES: Navy, Brown, or Black rubber soled dress shoes</p>
<b>Middle School</b>	<p>SHIRT OPTIONS (Short or Long Sleeve): Logoed Polo (Mesh, Interlock, Active, Rapid Dry) NAVY, BLUE, or WHITE Turtleneck (no logo) WHITE V-neck Sweater (Performance Fine Gauge, Drifter) NAVY or GRAY</p> <p>BOTTOMS OPTIONS: Choose any plain or pleated front Lands’ End shorts or pants in NAVY or KHAKI. No cargo or 5-pocket style options.</p> <p>SHOES: Sneakers (designed for indoor and outdoor)</p>	<p>TIE: Hunter/Classic Plaid (To-be-tied &amp; Pre-tied) - Grades 1-5 Navy/Crimson Stripe (To-be-tied) - Grades 6-8 Navy/Crimson Bow Tie - Grade 8</p> <p>BELT: Brown, Black, Navy, or Sullins Plaid</p>

	<b>Girls</b>	
	<b>Daily Dress</b>	<b>Formal Dress</b>
<b>Preschool &amp; Junior K</b>	<p>Neat, comfortable, age-appropriate clothing suitable for both indoor and outdoor activities.</p> <p>SHOES: Sneakers must be worn to participate on the playground.</p>	
<b>Kindergarten</b>	<p><b>SHIRT OPTIONS (Short or Long Sleeve):</b> Sullins Uniform T-Shirt (Navy and Gray are available through Lands' End - no longer purchased through the school) Logoed Polo (Mesh, Interlock, Feminine Fit, Peter Pan Collar, Active, Rapid Dry) in NAVY, BLUE, or WHITE</p> <p><b>BOTTOMS OPTIONS:</b> Shorts, pants, skirt, or skort in DENIM, GRAY, NAVY, or KHAKI. (Bike shorts/leggings/tights should only be worn under dresses or skirts.)</p> <p><b>DRESS OPTIONS:</b> Logoed Solid Navy - Can be navy jumper with polo worn underneath.</p> <p><b>SHOES:</b> Sneakers (designed for indoor and outdoor)</p>	<p><b>SHIRT:</b> Logoed Polo (Blue) Short or Long Sleeve <b>BOTTOMS:</b> Knit Above Knee Skort or Pant (Navy) <b>SOCKS:</b> Knee Socks or Tights (Navy) <b>SHOES:</b> Navy, Brown, or Black dress shoes</p>
<b>Grades 1-3</b>	<p><b>SHIRT OPTIONS (Short or Long Sleeve):</b> Logoed Polo (Mesh, Interlock, Feminine Fit, Peter Pan Collar, Active, Rapid Dry) in NAVY, BLUE, or WHITE Turtleneck (no logo) WHITE Fine Gauge Cardigan (Performance or Cotton) in NAVY or GRAY</p> <p><b>BOTTOMS OPTIONS:</b> Choose any Lands' End shorts, pants, skirt, or skort in NAVY, KHAKI, or HUNTER CLASSIC PLAID. No cargo or 5-pocket styles. Shorts and skirts should be fingertip length.</p>	<p><b>SHIRT:</b> Peter Pan Collar Polo (White) Short or Long Sleeve <b>BLAZER:</b> Hopsack Blazer with school patch (Navy) <b>JUMPER:</b> Top of the Knee (Hunter Classic Plaid) <b>SOCKS:</b> Knee Socks or Tights (White) <b>SHOES:</b> Navy, Brown, or Black dress shoes</p>
<b>Grades 4-5</b>	<p><b>DRESS OPTIONS:</b> Logoed Polo (Mesh, Knit Ruffle Front) Short or Long Sleeve in NAVY Solid Jumper (Regular, Button Front, Ponte) NAVY or KHAKI</p> <p><b>SHOES:</b> Sneakers (designed for indoor and outdoor)</p> <p>*Navy, Gray, or White leggings may be worn under dresses and skirts.</p>	<p><b>SHIRT:</b> Straight Collar Broadcloth Blouse or Oxford Shirt (WHITE) Short or Long Sleeve <b>BLAZER:</b> Hopsack Blazer with school patch (Navy) <b>SKIRT:</b> Pleated Skort or Side Button Skirt (Top of Knee) - Hunter Classic Plaid <b>SOCKS:</b> Knee Socks or Tights, White. <b>SHOES:</b> Navy, Brown or Black dress shoes.</p>

	<b>Girls</b>	
	<b>Daily Dress</b>	<b>Formal Dress</b>
<b>Middle School</b>	<p><b>SHIRT OPTIONS (Short or Long Sleeve):</b>                      Logoed Polo (Mesh, Interlock, Feminine Fit, Active, Rapid Dry) in NAVY, BLUE, or WHITE                      Turtleneck (no logo) WHITE                      Fine Gauge Cardigan (Performance or Cotton) in NAVY or GRAY</p> <p><b>BOTTOMS OPTIONS:</b>                      Choose any Lands' End shorts, pants, skirt, or skort in NAVY, KHAKI, or HUNTER CLASSIC PLAID. No cargo or 5-pocket styles.                      Shorts and skirts should be fingertip length.</p> <p><b>DRESS OPTIONS:</b>                      Ponte Dress in NAVY, KHAKI, or GRAY</p> <p><b>SHOES:</b>                      Sneakers or Flats (Solid Brown, Black, Navy, or Gray only) (designed for indoor and outdoor)</p> <p>*Navy, Gray, or White leggings may be worn under dresses and skirts.</p>	<p>SHIRT: Straight Collar Broadcloth Blouse or Oxford Shirt (White) Short or Long Sleeve                      BLAZER: Hopsack Blazer (Navy)                      PANTS: Plain Front Chino Pants (Khaki)                      SKIRT: Top of Knee Pleated Skort or Top of Knee Side Button Skirt (Hunter Classic Plaid)                      TIGHTS: Navy (Optional)                      SHOES: Navy, Brown, or Black dress shoes or dress boots</p> <p><b>*No UGGs, fringe, sequins, etc.</b></p>

	<b>Other Options</b>	
	<b>Tops</b>	<b>Bottoms</b>
<b>Outerwear</b> Navy with Embroidered Wordmark	T-200 Fleece Jacket T-200 Fleece Vest T-100 Fleece Half-Zip Piped Athletic Jacket	
<b>Spirit Wear</b> Gray or Navy with "SA" logo	Sweatshirts (Crew, Hooded Zip Front, Hooded Pullover) Long or Short Sleeve T-Shirt	Sweatpants
<b>Other</b>	Cinch Sak ClassMate Medium or Large Backpack ClassMate Soft Sided Lunch Box	

## **MISCELLANEOUS**

### **School Website**

The school's website is [www.sullinsacademy.org](http://www.sullinsacademy.org). The website provides general information to prospective families. It provides information regarding the history of the school, admission requirements and procedures, curriculum, athletics, extra-curricular activities, and how to support Sullins Academy. It is also a source for classroom needs lists and calendars.

### **FACTS (Formerly Renweb)**

Sullins Academy uses FACTS as our student management software. You can check your child's progress in class, see daily assignments, view misc. billing charges, and find parent resources, student forms, and much more.

### **School Supplies/Bookstore**

Sullins Academy maintains a bookstore for the convenience of its students. School supplies such as paper, pencils, notebooks, and erasers are stock items. Charges are allowed unless a parent notifies the office otherwise.

### **School of Music**

The Sullins Academy School of Music offers students instruction in traditional piano, violin, guitar, and voice for a fee. Lessons may be scheduled during the school day or after school, at the discretion of the instructor.

The following policies regarding the School of Music should be noted:

Lessons are scheduled on a first-come, first-served basis. Parents are financially responsible for the FULL ANNUAL CHARGE. Lessons are billed to family accounts on a monthly basis.

Lessons missed for reasons other than illness and without prior notification will still be billed. If a lesson is canceled by the instructor or due to a school function, the lesson will be rescheduled.

**Parent Teacher Organization (PTO)**

Teachers and parents/guardians with a child enrolled in the school are members of the PTO while grandparents and parents of alumni may become honorary members. The PTO exists to promote a spirit of friendship among its members and to promote the welfare of Sullins Academy. By providing volunteer and financial support, the PTO ensures that traditional celebrations for the students, parent education for families, and nurturing support to the Sullins Academy faculty and staff occur. The PTO plays a vital role in creating the close-knit community that is a hallmark of the school. The PTO assists the school by providing volunteers for such things as homeroom helpers, education beyond the classroom transportation, faculty/staff appreciation events, and other school sponsored activities. In addition, the PTO sponsors the Back-to-School Picnic, Fall Theme Baskets, Grandparents' Day Bake Sale, Family Game Night, restaurant Spirit Nights, Field Day and more.

**Student Council**

Sullins Academy has a Middle School student council and a Lower School student council. Each of these will elect a President, Vice President, Secretary, Treasurer and class representatives at the beginning of the school year. The purpose of the student council is to promote positive student leadership among the students and to provide a forum for student ideas and discussion. Each council may also promote social events during the school year and organize fundraising events for specific student projects.

**School Lunches**

Catered lunches are provided each day for purchase. Lunch menus will be sent out to families before a new month begins. Lunches may be ordered through FACTS and will be billed to family accounts. Microwaves are also provided to heat up lunch items brought from home for students in second through eighth grade.

**Library Return Policy**

Library books will be checked out for a one-week period with the option to renew. Students may not be allowed to check out additional books if outstanding books are not returned.

**Changing Sections**

Children will not be moved from one section of a grade to another unless it is the considered opinion of the student's teacher and the Head of School that the child would be better placed - for himself and his classmates - in the new section.

### **Class Placement**

In grades consisting of more than one class, many factors are considered when making classroom assignments. These include, but are not limited to, the following:

- Recommendation by the student's previous teacher (for returning students)
- Boy-Girl Ratio
- Student-Teacher Ratio
- Academic, social, and emotional needs of the student

While parents are encouraged to provide a description of the environment that would maximize student success, we do ask that parents refrain from demanding a specific placement for their child. The Head of School will have the final authority over classroom assignments.

### **Snow Schedule**

The Head of School will determine when snow or ice makes the operation of school a hazard. Conditions may warrant the implementation of a delayed schedule, whereby students will come to school 2 hours later. Teacher workdays may be used to make up snow days, and in extenuating circumstances, the school year may be extended. Those in outlying areas should consider their safety first, even if school is in operation. Every effort will be made to help your child/children make up work missed because of snow.

Announcements will be made on radio and television stations (WTFM-98.5-FM, WOPI-14.90-AM, WKPT 14.00-AM, WCYB-TV 5, WJHL-TV 11) and will be posted to Sullins Social Media (Facebook). Parents will also receive an email and text notification.

If a delayed schedule is used, the classrooms will open at 9:30 a.m. School is in session at 10:15 a.m. on a delayed schedule.

### **Parent-School Communication/Parent Conferences**

Sullins Academy encourages open communication between parents, faculty, and staff to produce the best educational environment possible for its children. Conferences between teachers and parents are encouraged. Parents may request a conference with an individual teacher directly or with several teachers at once. Conferences should not be attempted during arrival or departure time for students but should be scheduled with the teacher in advance. Flexible times will be offered before, during, and after the school day as it is our goal for parents to be well-informed of their child's progress.

Parents are urged to first take their concerns directly to the teacher. When appropriate, and if the situation seems to indicate further action, parents may then take concerns to the Head of School.

The school shares information with families regularly through grade-level and school-wide weekly emails. Parents are encouraged to check FACTS and our website, [www.sullinsacademy.org](http://www.sullinsacademy.org), for news and calendar updates, and to visit our Facebook page or Instagram for news and photos. From time to time, the Head of School may also conduct parent coffee chats on topics of interest.

### **Homeroom Helpers**

Each class will have homeroom helpers who may be asked by the homeroom teacher to assist with special occasions such as parties or class projects.

### **Telephone/Messages/Belongings**

Parents are encouraged to make after-school arrangements before their child leaves for school in the morning. Unavoidable complications often arise during the course of the day, but parents are urged, whenever possible, to advise the school of any pick-up change or appointment as early in the day as possible. Sometimes last-minute changes get lost in the dismissal shuffle, and carpools may depart without their proper passengers when messages arrive during the last minutes of the school day.

Telephone messages will be delivered to the appropriate teachers who, in turn, will relay them to the children. Parents are urged not to encourage children to call home unless absolutely necessary. The school will make every effort to avoid last minute schedule changes and will attempt to advise parents at least a day ahead of any alteration in the normal schedule.

Parents may leave a message in the office for a teacher during the school day. Teachers will reply within 24 hours. Unless it is an emergency, parents are asked to refrain from calling or texting faculty and staff after 5:00 p.m.

Each item of the students' clothing and every personal belonging should be clearly marked, either by name tag or by masking tape. The school assumes no responsibility for lost items. A lost-and-found is kept and may be periodically checked for missing items.

### **Education Beyond the Classroom (EBC)**

Education Beyond the Classroom opportunities are made to a variety of local sites such as parks, theatres, museums, businesses, farms, zoos, and historic locations. Field trips are intended to support classroom studies. The student activity fee, as much as possible, covers the cost of local trips.

It is recommended that parents or guardians who use their cars to transport students on EBC trips have the following insurance coverage on their car:

\$300,000 Combined Single Limit Liability

Bodily Injury, Property, & Uninsured Motorist Coverage

\$ 5,000 Per Person Medical Payments  
or  
\$250,000 Bodily Injury Per Person  
\$500,000 Bodily Injury Per Accident  
\$ 5,000 Per Person Medical Payments

Additionally, it is recommended that drivers consider purchasing a \$1,000,000 Person Excess Liability Policy.

Parents are encouraged to become involved as chaperones on EBC trips. However, for safety reasons and instructional purposes, we prefer that infant and toddler siblings not be brought on these occasions. All EBC trip chaperones are considered representatives of Sullins Academy. All chaperones will be given instructions from the homeroom or sponsoring teacher regarding itinerary and/or responsibilities. For safety reasons, time restraints, and behavior issues, chaperones are expected to follow the teacher's instructions. At no time shall chaperones use a cell phone while driving on school-related trips or make stops not on the itinerary provided by the teacher.

**Extended EBC Opportunities**

Some classes take overnight EBC trips in support of academics, as well as to foster the feeling of togetherness so important to our school community. Traditionally, 4th grade goes to Williamsburg/Jamestown, 5th grade goes to Washington, D.C. and middle school will alternate between Space Camp, a science/social studies trip, and New York City. The cost of these trips vary depending on bus, lodging expenses, and the number of students that are participating. The cost of these extended trips will be determined in the fall. Deposits are due in the fall with the balance spread over monthly payments. After January 15th, any payments made are non-refundable. These trips must be paid in full prior to departure.

**Policy Regarding Siblings in the Classroom**

Parents are encouraged to become involved as volunteers in the classroom. However, for safety reasons and instructional purposes, we prefer that infant and toddler siblings not be brought on these occasions.

**After-School Program**

Student Opportunity for Academics and Recreation (SOAR/Children's Center) is a service offered to the parents of children attending Sullins who need after-school care. The Program is open from 3:15 p.m. until 5:30 p.m. on days when the Academy is open for classes. On certain in-service days and holidays, SOAR is open from 7:30 a.m. until 5:30 p.m. All students will report to SOAR after dismissal at 3:15 p.m. or at the conclusion of a school sponsored event.