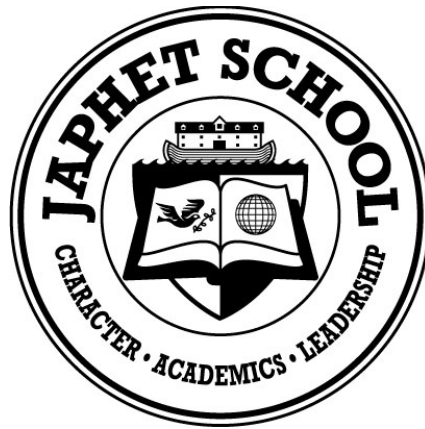


# Japhet School Parent Handbook



*Updated November 2016*

**JAPHET SCHOOL  
839 S. Crooks  
Clawson, MI 48017**

**248 585-9150 phone  
248 585-2040 fax  
[www.japhetschool.org](http://www.japhetschool.org)**

Dear Japhet Parents:

It is with great enthusiasm that I welcome you and your child to Japhet School!

To those of you who are new to Japhet School, the entire school community welcomes you and your family to a very special place. Japhet is a place where intellectual engagement matters, and where every person, adult or child, is known and valued. Japhet has been demonstrating its mission *to nurture and prepare each child for life by integrating character education with a strong academic program* since 1973.

This Parent Handbook is your guide to Japhet's programs, policies, and procedures. Please review it carefully. It will acquaint you with information that will help you and your child have a successful school experience.

Please feel free to call or visit the front office with any questions or concerns.

With joy,

Cathy Mohan  
Head of School

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## MISSION STATEMENT and PHILOSOPHY

Japhet School's mission is to nurture and prepare each child for life by integrating character education with a strong academic program.

Upon hire and at the beginning of every school year, every member of Japhet's faculty and staff commits to teaching and working in harmony with our philosophy, which defines our unique approach to helping children grow as individuals and as confident learners.

### The Japhet School believes:

- 1. A school should educate the whole child, establishing a strong basis for academic, physical, moral, social, and spiritual development.**

*"...the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control."*  
*Galatians 5:22-23 Amplified Bible*

- 2. Character education is an essential part of a child's education.**

*"The ultimate measure of an educated person is not simply the accumulation of knowledge, but the content of one's character, which determines how knowledge is put to use."*

*Martin Luther King, Jr.*

- 3. Students learn best when information is shared with creativity, enthusiasm, and in a variety of ways that supports different learning styles.**

- 4. Education of children is a shared responsibility between the school, family, and the community.**

- 5. The school should present its instructional program in a way that supports and enriches the basic family unit.**

- 6. With the gift of knowledge and the understanding of moral and spiritual values comes an obligation to help mankind.**

- 7. The best education includes instruction in basic study habits, test taking, active listening, cooperative learning, and disciplined effort.**

- 8. Any student can experience success in proportion to his/her receptivity to instruction and application.**

- 9. The faculty and staff should not limit student progress or success with negative predictions, comments, or labels.**

- 10. Children express innate purity, goodness, and health.**

*"Beloved children, the world has need of you, -- and more as children than as men and women: it needs your innocence, unselfishness, faithful affection, uncontaminated lives. You need also to watch, and pray that you preserve these virtues unstained, and lose them not through contact with the world. What grander ambition is there than to maintain in yourselves what Jesus loved, and to know that your example, more than words, makes morals for mankind!"* – Mary Baker Eddy

## **PROFESSIONAL ASSOCIATIONS**

Japhet is accredited by the Independent Schools Association of the Central States (ISACS) and is a member of the Association of Michigan Independent Schools (AIMS), the Center for Spiritual and Ethical Education (CSEE), and has been recognized as a National School of Character by the Character Education Partnership (CEP).

Independent schools differ from other non-public schools in that they must conform to the following:

- are governed by a Board of Trustees
- are independent in their governance and finance
- have a stated policy of non-discrimination in admissions and employment
- are incorporated as a non-profit organization, and
- are accredited by the recognized evaluative process of ISACS.

## **SCHOOL ORGANIZATION**

As the governing body of Japhet School, the Board of Trustees holds the mission of the school in trust, defines and maintains the philosophical base of the school, establishes and maintains policy, provides financial resources, and hires the Head of School. Trustees serve without compensation.

Japhet School was founded by Christian Scientists, but employs and teaches a diverse community. The by-laws that govern the school require the Head of School and a majority of trustees to be Christian Scientists.

The Head of School is the chief executive officer responsible for overall operations. This includes carrying out the policies established by the Board of Trustees, hiring all faculty and staff, and the supervision of the entire academic and administrative operation of the school.

Faculty members are responsible for students' progress, curriculum development, and the integration of character education.

All employees of Japhet School report directly to the Head of School.

## **ADMISSIONS POLICY**

Japhet School enrolls students with a wide range of intellectual experience. Japhet provides opportunities for students to express academic success based on the belief that all students possess talents and gifts. Acceptance of children into Japhet is done with great care because with enrollment comes a sincere effort to provide individualized academic support, thus encouraging students to strive for their personal best.

### **The Application Process**

1. A tour of the school with the Admissions Director begins the process.
2. Applications may be obtained from the Admissions Director and submitted anytime during the school year. A non-refundable application fee of \$25 must accompany each application form.
3. When an application is accepted, students receive a letter inviting them to enroll. A deposit of \$575, which is applied to the tuition payment, holds a child's place in a class. Withdrawal from the enrollment process after June 1<sup>st</sup> will result in forfeiture of deposit.
4. An enrollment packet and invoice is sent when a deposit is received.

### **Non-discrimination Policy**

As an award-winning National School of Character, the breadth of the Japhet School educational experience is enhanced by diversity -- in its student population, faculty, and administration. Japhet School does not discriminate on the basis of age, sex, race, religion, color, disability, national or ethnic origin, sexual orientation, or gender identity in its admissions policy, educational activities, financial aid programs, or employment. Japhet School prohibits any racial, ethnic, or sexual slurs and any form of harassment. The character education foundational to Japhet School promotes mutual respect and encourages excellence. Our policies of inclusion and non-discrimination support the Japhet School mission.

## **TUITION PAYMENTS AND FINANCIAL AID**

Each year, tuition is established by the Board of Trustees based on the operational costs of the school. Tuition payments are made in one of three ways:

1. One payment made by mid-August
2. Two payments made by mid-August and mid-January, or
3. Ten payments made over 10 months by check or charge. Those using the ten-payment plan will be charged a bookkeeping fee.

Family discounts are available for families who enroll more than one child in Kindergarten or higher. Questions about tuition payments should be directed to the bookkeeper.

Limited financial aid is available. The Head of School manages financial aid processing. Eligibility is determined through statistical data submitted to Student and School Services (SSS) in Princeton, NJ, along with supplementary information submitted to Japhet. Financial assistance cannot exceed 50% of tuition.

Special non-tuition fees are necessary to provide students with the following items:

- materials fee for consumable supplies provided by the school, including notebooks, assignment books, art supplies, and special assemblies
- classroom materials required of students at classroom teachers' requests
- Before-school and After-school Care, billed separately
- milk, billed separately
- field trips

Enrollment is for the entire school year. In the event of a withdrawal before the end of the school year, the pro-ration or refund of any part of the annual tuition is determined and approved by the Head of School. The Head of School will consider the circumstances of the early withdrawal and may pro-rate prepaid tuition less allowances for deposits, materials fees, scholarships, and financial assistance. No students will have his/her records released unless the student's account has been paid in full.

## ANNUAL GIVING AND FUNDRAISING

Each fall an **Annual Appeal Campaign** is endorsed by the Board of Trustees and conducted by the development office. This annual fundraising appeal also is an avenue to express gratitude to parents, grandparents, alumni, former trustees, and friends who have supported Japhet. The contributions raised through this event significantly supplement the operating budget and provide funds for school improvements.

Annual giving, regardless of size, is regarded as a vote of confidence in the present and future of Japhet, so the goal of 100% participation by parents is actively pursued. In addition to raising funds, corporations and foundations look for 100% participation by parents in grant applications.

The following are our primary fundraising events of the year:

- Each fall Japhet holds a free one-hour fundraising luncheon – the **18 Reasons for Hope Luncheon**. This is an important event for Japhet, and you are invited. The 18 Reasons for Hope Luncheon helps identify individuals who have talents or resources to share with Japhet School. You are welcome to bring friends and family members with you to the event. You'll hear testimonials from parents, students, staff and friends of Japhet. At the end of the program the guests will be asked to give a gift. There is no pressure to give, and everyone leaves with a wonderful feeling about what's happening at Japhet. Some years, we have chosen to host a similar event on a spring evening, called the **Japhet Benefit Dinner**.
- Each spring the Admissions and Development Departments in conjunction with Spring Sharing sponsors a **Gala Evening Dinner Theater or Concession Canteen**. Parent involvement provides the majority of workers in the areas of decorating, serving, and cleanup immediately following the event. Of course, purchasing tickets is one of the best ways to support and enjoy this festive evening.
- In addition, the Parent Support Group (PSG) organizes and sponsors a variety of fundraisers including **Snack Shack, pizza lunches, and a dessert auction in conjunction with the Science Extravaganza**. Money from these events is used for parent education and purchases to improve the school, programs, and facility.

All parents are asked to participate in these programs to whatever extent they are able. For more information on the PSG, please see that section in the Parent Handbook.

## DAILY OPERATIONS

**Office Hours**                      **8:00 AM – 4:00 PM Monday through Friday**

**Hours for Students**              **Classes begin at 8:30 AM**  
**Dismissal is at 3:30 PM**

**Before-School Care**              **7:30-8:20 AM**  
**After-School Care**                **3:30-6:00 PM**

Students are welcomed into the classroom by the teacher at **8:20 AM**. Because teachers are occupied in class preparation, they cannot supervise children before this time. **Children who arrive before 8:20 AM will be enrolled in Before-school Care or they may remain in the front vestibule with their parents.**

Classroom and learning activities begin right away. If you are dropping off your child and it is after **8:35 AM**, an administrator will walk your child to class.. We will ensure your child settles in peacefully.

**Students may not leave school before 3:30 PM without a parental note of explanation to the front office and the classroom teacher.** It is helpful if this notice can be given the day before. At the time of early departure, parents or a designated adult must come to the office to pick up the child. Class assignments and homework will be communicated to the student/parent for any work missed due to a late arrival or early dismissal.

Parents are encouraged to pick up students promptly at 3:30 PM. This is not a convenient time to conduct committee work, to socialize, or to have a private conference with a teacher about a child unless it has been arranged. **When a parent comes to school for a conference or meeting, After-school Care or other arrangements should be made for children.**

## DISMISSAL

Faculty and staff will dismiss students to parents, guardians, and scheduled pick-up contacts. Drivers should park in the parking lot on the north side of the building. There is no unauthorized parking in the handicapped spaces. **Cars may not block, park, or “stand idle” in the circle drive or sidewalk area.**

**Preschool through Upper Class** students will be dismissed from the main door in the lobby. Drivers should park in the parking lot on the north side of the building. Drivers may come to the entry to wait or stay in the vehicle. A faculty or staff member will dismiss students to parents.

**NOTE: A phone call or written note is required before Japhet staff will release students to adults other than their parents or guardians. Students not picked up by 3:40 PM will be placed in After-school Care.**



## BEFORE-SCHOOL AND AFTER-SCHOOL CARE

Before- and After-school Care (latchkey) registration forms are available in the front office. The fee is \$8.00 per hour for the first child and \$4.00 per hour for the second child. We look forward to sharing productive time with your children during this program. **Hours are 7:30 – 8:20 AM and 3:30 – 6:00 PM.**

**Before-school Care** is held in the Latchkey/Specialists' Room from 7:30 – 8:20 AM. Parents are asked to **accompany all children into the building** when arriving for Before-school Care and **notify Janet Andersen** of their child's arrival. Children who arrive **before 8:20 AM** are expected to join Before-school Care.

**After-school Care** takes place in the Latchkey/Specialists' Room, gym, courtyard, and playground. After-school Care includes a snack, recreation time, study hall and non-instructional supervision. Reservations for Before- and After-school Care are made in the front office. We request that reservations be made 24 hours in advance and not later than 3:00 PM on the day that After-school Care is needed. **Reservations made after 3:00 PM** on the day the After-school Care is needed are considered **unscheduled** and are billed at **\$12/hour** for the first child, and \$10/hour for each additional child.

When Japhet's front door is locked, parents may pick up their children from the Latchkey Door to the south of Japhet's front door. When picking up, parents should **notify Jacque Litton** of their child's departure.

After-school Care is complimentary during regular fall and spring Parent-Teacher Conferences and PSG meetings.

## ABSENCES

**Parents are required to call the front office by 8:45 AM to report a student's absence.** This information should not be emailed. When reporting a child's absence to the office, parents will reveal if it is believed that a communicable disease is keeping the child at home. In these cases, the child may return to class with the approval of the Head of School.

Parents are requested to make children's appointments with dentists, etc. after school. If a child must be out of school for an extended trip, it should be discussed with the classroom teacher at least one week in advance.

**Parents must notify the front office in writing of their plans to remove their child from school for an extended period of time.** While it is the parent's prerogative to allow their children to miss school, the academic impact of such absences should be considered carefully. Students are responsible for obtaining all assignments during their absences.

**If parents have plans to be away, it is important that the school know who will be staying with the children and what arrangements have been made for student transportation. The Out of Town form for this purpose can be obtained from the front office or online.**

Class assignments and homework will be communicated to the student/parent for any work missed due to an absence.

## HEALTH REGULATIONS

It is a school policy that a child remains at home when ill, both for the benefit of the child and out of respect for the other children.

A Child Information Form is on file for each child enrolled at Japhet. In case of an emergency, teachers and staff attend to the comfort of the child and respond as directed on the Child Information Form. Parents are notified at once. If parents cannot be reached, the school staff will call the emergency contact listed on the emergency data card. **Please be sure the Child Information Form contains up-to-date information, and that your emergency contact person is aware they have been listed as a contact to pick up your child.**

**Medications sent to school, whether prescription or non-prescription, must come in their original labeled pharmacy container.** Medication should not be sent in plastic bags inside lunch boxes. All medications, including non-prescription medicine, must be kept in the school office and are administered by the Head of School or his/her designee in the presence of a witness. Exceptions to this policy may be granted on a case-by-case basis with the Head of School.

School policy prohibits school personnel from administering any medication to students without written permission from the parents and written directions from a physician. **NO medication is given without a parent or guardian completing a “Medication Form” with instructions on dosage.** This form is available in the school office. Non-prescription medication such as aspirin and cough drops will be administered only when this form with detailed instructions is on file with the school.

A Health Appraisal, Statement of Good Health, an up-to-date record of immunizations, or a legal exemption Immunization Waiver Form must be on file for each student. All students entering Kindergarten are required to have a vision test. If a child is diagnosed with a communicable disease, the parents are required to notify the Oakland County Health Department. A comprehensive statement of the Japhet School Health Care Plan was sent in your August packet, and is included at the end of this handbook. Please read it carefully.

## SCHOOL CLOSINGS

In the event that Japhet School may be closed, such as a snow emergency, parents are informed of closings by 6:30 AM through phone fan-outs and email. If this information is needed earlier, you may check local TV/radio stations and their websites or call the Head of School.

## **EMERGENCY DRILLS AND PROCEDURES**

*Japhet School conducts the following emergency drills to be best prepared for an emergency situation. In the event of a real emergency, parents/guardians will be notified as soon as possible.*

### **Fire**

Students, faculty and staff exit the building by the nearest outside door and assemble by class in the north playground. Teachers carry a list of students for checking attendance.

### **Tornado**

Students, faculty and staff will proceed to designated severe weather shelter areas. Students and adults sit crouched against the wall away from windows, glass or swinging doors. Teachers carry a list of students for checking attendance.

### **Lockdown Situation**

Faculty and staff will be directed whether there is an internal or external threat, and they will act according to emergency procedures.

The Head of School or his/her designee will make the decision to keep the school open or send everyone home. If the Head of School decides to send everyone home then staff will use the emergency contact information to contact parents/guardians. When a parent/guardian arrives to pick up their student(s), they will sign and note the time on a copy of the class list kept in the front of the emergency book.

Faculty and staff will remain on school grounds until all students are accounted for. Families will be contacted later that evening and given details about when they may return to school.

**A QUIET AND CALM ATMOSPHERE IS MAINTAINED DURING EMERGENCY PROCEDURES.**

## **VISITORS**

Visitors are welcome at Japhet, but are not admitted to classes unless they have been invited or given permission by the classroom teacher. All visitors must report to the front office before entering a class.

In order to give parents and grandparents a first-hand look at school activities, several special events are set aside each year that are open to visitors. Parents will be notified of these special days. Individual and group tours are available by contacting the front office, our Admissions Director, or our Head of School.

## COMMUNICATION

Effective communication between home and school is vital to the success of your child(ren). Communication needs to be continuous, accurate, and professional. As a rule, communication with school will be more successful if the following guidelines are followed:

- **Read your Friday eFolder carefully.** Important information is sent home weekly in Friday eFolders, a weekly email sent by our Communications Director. Classroom teachers also communicate to parents, informing them of current class activities, upcoming field trips, and due dates for projects.
- **Written communication is best.** If you want to receive or give information, jot it down in a note and leave it in the front office or send your child's teacher an email.
- **Meetings with the Head of School.** Our Head of School is available to meet with you. Meetings with the Head of School should be scheduled directly with her.

The following publications and e-communications are provided by the school for your benefit:

### **August Packet**

A final enrollment package is sent to all families in August prior to the beginning of school. It includes the school calendar, teachers' letters, food service forms, health and emergency forms, permission slips, and Before- and After-School Care registration.

### **Friday eFolder**

Each Friday, every family receives an email with current news and notices from the Front Office. Fliers, permission slips, etc., are attached to the email as separate files. This is the most regular form of communication between the school and families. Parents who would like to have a news item or flier in the Friday eFolder should make that request to the Communications Director no later than Wednesday morning for submission in that week's folder. All items submitted need approval from the Head of School.

### **[japhetschool.org](http://japhetschool.org)**

Our school calendar and many helpful forms for parents are online.

### **Roster**

A roster listing names, addresses, home emails and telephone numbers of Japhet families and staff may be obtained by each family at the beginning of the school year. Changes to the roster are shared with parents in the Friday eFolder. Japhet families may not use these names for promotional purposes.

### **Japhet Newsletter**

A Japhet newsletter is published during the year to chronicle school happenings. It contains accounts of classroom activities, excerpts of children's work, and messages from the Head of School. It is mailed to Japhet friends. If you would like your relatives and friends to receive the newsletter, please share their name and address with the front office.

## WHOM DO I CONTACT?

Effective communication between home and school is vital to the success of your child(ren). We value your input and ideas, and are happy to answer your questions. Japhet School communicates with families every week by email with a Friday eFolder.

If you have specific questions or ideas about...	Contact...
Your child's day and class work	Your child's teacher
School policies, program, trustees, strategic plan or anything else	Cathy Mohan
Tuition payments and monthly billing	Jacque Litton
Medicine, absences, milk, shirts, and latchkey sign up	Betsy Stecker
Admissions, re-enrollment, or our Family Referral Plan	Robin Pospisil
Friday eFolder, email, calendar, and Japhet's website	Betsy Stecker
Technology, systems administration and equipment	Joe Mohan
Facility ideas or concerns	Joe Mohan
Curriculum, Common Core Standards, digital literacy, and prof. development	Susan Butler or Liz Grunow
Grants, sponsorships, contributions, bequests, or fundraising events	Cathy Mohan
Parent Support Group (PSG) activities and ideas	PSG President or any officer
Grandparents of Japhet School (GJS) membership	GJS President or any officer
Suggestions for Japhet School	Any members of the Administration Team, or the Suggestion Box in the front hall. Notes will be directed to the appropriate person for follow-up. ☺

Important information is sent home weekly in Friday eFolders. Classroom teachers also communicate to parents on a regular basis to inform you of current class activities, upcoming events, and special projects.

If you have a concern about your child(ren), please talk directly to your child's teacher. If the issue is not resolved or you'd like more input, please contact our Head of School, Cathy Mohan.

Faculty and staff emails are set up as [firstname.lastname@japhetschool.org](mailto:firstname.lastname@japhetschool.org). A full school roster of faculty/staff and parents/students will be available to families in September.

Our school calendar and many helpful forms for parents can be found on our website: [www.japhetschool.org](http://www.japhetschool.org).

## CURRICULUM

The Japhet School Curriculum is reviewed at the start of each year to reacquaint faculty with the year ahead, to keep the curriculum fresh, to document scope and sequence, and to specify plans for implementing integrated learning, cooperative learning, Bloom's, and character education. Curriculum revisions are made to include educational best practices as needed, and a cyclical curriculum review occurs as outlined in Japhet's Strategic Plan.

Eighteen character qualities are studied over a two-year cycle and integrated into every subject.

Cycle 1: Reliability, Judgment, Patriotism, Joy, Industry, Humility, Peace, Thrift, and Personal Habits

Cycle 2: Initiative, Courage, Gratitude, Obedience, Punctuality, Justice, Respect for Self, Respect for Others, and Self-Control

## HOMEWORK

Good study habits, time management, and organizational skills are reinforced through homework. These lifelong skills should be obtained early in a child's experience. For this reason, the following guide indicates normal amounts of homework a student might expect to be assigned. Projects such as Student of the Week, Social Studies Fair, Science Fair, and Invention Fair presentations may require additional hours. Homework assignments should be considerate of project time requirements, other class assignments, studying for tests, and Japhet events. As our philosophy states, we educate the whole child in a way that supports and enriches the basic family unit.

Preschool – Kindergarten	no daily homework
Grades 1 & 2	10 to 25 minutes daily
Grades 3 & 4	30 to 45 minutes daily
Grades 5 & 6	about 45 minutes – 1 1/4 hours per day
Grades 7 & 8	about 1 – 1 1/2 hours per day

Quality, not quantity, is the objective. Compositions, reports and projects are assigned far enough ahead for proper time management and with clear written instructions and expectations.

## REPORT CARDS, PROGRESS REPORTS AND CONFERENCES

Report cards for first through eighth grade are written four times a year and twice a year for Preschool and Kindergarten. The end of each marking period is listed on the school calendar.

**Preschool and Kindergarten students** receive Report Cards twice a year, after the first and fourth marking periods (November and June).

**Primary Class students** receive Report Cards at the end of each of the four marking periods. Each Report Card contains evaluations for Character Development, Citizenship, Reading, Language Arts, Mathematics, Science and Social Studies. Progress Reports may be written to share exceptional accomplishments or achievement and behavior that needs improvement.

**Middle, Intermediate, and Upper Class students** receive Report Cards at the end of each of the four marking periods. Each Report Card contains evaluations for Character Development, Citizenship, Language Arts, Mathematics, Science, and Social/Global Studies. Middle, Intermediate, and Upper Class teachers also write Progress Reports midway through each Marking Period.

Parent/Teacher conferences will be scheduled following the first and third marking periods (November and April). If a parent has a question for a teacher or would like an interim conference, he/she should contact the teacher by email or phone.

# EXPLANATION OF MARKING SCALE ON REPORT CARDS

## Achievement

Preschool and Kindergarten – Narrative form and √ / SD (Satisfactory / Still Developing)  
1<sup>st</sup> - 3<sup>rd</sup> grades — Narrative form and E/S/I (Excellent / Satisfactory / Improvement Needed)  
4<sup>th</sup> - 8<sup>th</sup> grades — Narrative form, E/S/I, and letter grades

- A = Superior or outstanding achievement. A+ (98-100%); A (93-97%); A- (90-92%)  
*Work that is consistently accurate, thorough, logical and imaginative.*
- B = Successful achievement. B+ (87-89%); B (83-86%); B- (80-82%)  
*Work that is generally accurate and logical, but not consistently excellent.*
- C = Satisfactory achievement. C+ (77-79%); C (73-76%); C- (70-72%)  
*Work that is of sufficient scope, accuracy and understanding to provide for steady advancement.*
- D = Unsatisfactory achievement. D+ (67-69%); D (63-66%); D- (60-62%)  
*Work that is in some respects inaccurate, incomplete, or superficial; a weak foundation for further study.*
- F = No achievement, mastery, or completion.  
*Below 60%*

## Attitude

Japhet School's expectation of attitude is a dedicated, cooperative, constructive, and respectful approach to the learning environment.

## Effort

Japhet School's expectation of effort is a consistent, industrious, prompt, and independent approach to learning.

## Citizenship, Character Development, and Work Skills

These traits are specified on each separate report card.

## Key for Attitude, Effort, Citizenship, Character Development, and Work Skills (ESI)

E = Excellent                      S = Satisfactory                      I = Improvement Needed

## Special Honor Roll and Honor Roll

**Special Honor Roll** is designated for those students beginning in fourth grade who are working on or above grade level and who have achieved an academic average of 93% (A) or above. **Honor Roll** recognizes those students beginning in fourth grade who are working on or above grade level and who have achieved an academic average of 83% (B) or above. Students who have a grade of 69% or below (D or F range) in any graded class are not considered for Special/Honor Roll. Attitude and Effort marks of S, S+ and E are given numeric weights of 3, 2, and 1 respectively, and to qualify for Special/Honor Roll the average of these marks must be 2 or lower. Students who have a Character Quality, Character Development, Citizenship, Achievement, Attitude, or Effort mark of "I" or "S-" in any class are not considered for Special/Honor Roll.

## **BEHAVIOR**

Education at Japhet is a partnership. It requires a commitment from teachers, parents, and individual students. Students attend Japhet to learn and to function in an academic environment with high standards. All behavior in school, on field trips, and at school events is expected to contribute positively to the learning experience.

The basis for Japhet's behavior code is the Golden Rule and the eighteen character qualities. The goal of self-discipline is foremost in our character-building program. Initiative and responsibility are expected of each student. All students should strive to be punctual in their duties and assignments. Students, faculty, and staff alike express respect and courtesy. Students are expected to be cooperative and to answer their teachers' requests promptly and politely. Each child admitted to Japhet is entitled to the respect and courtesy of every other child in the school. New members and visitors to our school should be treated with the highest sense of hospitality and geniality.

Students and parents are not permitted in classrooms without a teacher present. Students are not to leave the classroom without the teacher's permission.

In harmony with our character qualities of respect for others and self-control, public displays of affection such as kissing and inappropriate personal touching between students while at school or during school events is strongly discouraged.

The Student Behavior Handbook is given to each family for review, discussion, and acknowledgment with signatures. School rules and behavior expectations are reviewed with students during the first week of assemblies.

Teachers and the Head of School handle discipline irregularities. (See the following Discipline Policy for more information.)

## **DISCIPLINE POLICY**

“Do unto others as you would have them do unto you.” --The Golden Rule

Students are expected to use the Golden Rule in their conversation and interaction with others. They also are expected to express the 18 character qualities and to pursue peaceful conflict resolution techniques with others.

Japhet teachers and staff exercise a proactive approach to discipline, which is:

- Consistent coaching of character qualities in all classes and at recess.
- Teaching students the steps of peaceful conflict resolution, which begins with calming down. Japhet provides safe places to mediate with peaceful conflict resolution steps at-the-ready.
- Teaching students to be assertive for themselves. If someone wrongs them, they are coached to directly address that person with “I messages.”
- Giving students purposeful opportunities to work with, teach, and learn from one another, regardless of age difference.

Students sometimes make mistakes. Students should learn from their mistakes and are expected to be responsive to guidance and correction from faculty, staff and the Head of School.

Faculty and staff are expected to encourage and to model respectful listening.



If a child is not following a rule, faculty and staff should:

1. Re-direct the child.
2. Help the child make a more appropriate behavior choice.
3. Give the child a warning, with a logical consequence if a change is not seen.
4. If a consequence is implemented, it will include a discussion that will help the child understand a better way to handle the situation in the future.
5. If a child has lost control, the faculty or staff member may remove the child from the group. This time away from the group gives the child the opportunity to regain composure with the support of a caring adult. The child should be returned to the group when his or her behavior is appropriate.

A discipline plan may be implemented according to individual needs and situations with approval of the Head of School.

### **Peaceful Conflict Resolution**

Peaceful conflict resolution skills are taught and practiced at Japhet. Teachers lead students through the following process with a peace bandanna: (1) calm down, (2) take turns talking about the problem without interrupting, (3) brainstorm solutions, (4) choose a solution and try it.

### **Early Childhood Discipline Policy**

Our Early Childhood Program provides opportunities for young children to develop the social and emotional skills that are necessary for interacting harmoniously in a group setting. A primary goal is to help the child develop self-discipline. Faculty and staff are expected to help the children understand the importance of doing the right thing.

### **Elementary and Middle School Discipline Policy**

Faculty and staff should intervene on a conflict or discipline issue as necessary; each situation should be viewed thoughtfully on a case-by-case basis, taking into consideration the severity of the problem and whether it is a repeated offense.

Such intervention, normally handled by the classroom teacher, should include one or more of the following tactics:

- Immediate removal from class to a quiet area in the hallway or the front office. After this time away, the student and faculty member will have a private conversation and reach an agreement about future behavior before the student is invited back to class.
- A written assignment that asks the student to reflect on his or her behavior and lay out steps for more positive behavior.
- Immediate escort to the Head of School office. The student has a private meeting with the Head of School – and sometimes with the faculty member as well – before returning to class.
- A call home from the faculty member or the Head of School to the student's parents.
- Chronic misbehavior, disrespect to faculty or staff, flagrant disobedience of school rules, emotional outbursts, out-of-control physical acts, and vandalism should immediately be reported to the Head of School.
- If the misbehavior persists, the faculty members who work with the student shall meet with the Head of School to discuss strategies for solving the problem.

A Discipline Contract may be administered to a student by a faculty member and/or Head of School. This contract is a written document stating the problem and a plan of action to remedy the problem. It is completed by the faculty member, the student, and the parents, and returned promptly to the Head of School. This contract is used at the discretion of the faculty member and the Head of School in situations where a Discipline Contract may encourage a positive change in behavior. For serious offenses, it may be required that this contract be completed, signed by parents and returned to the Head of School for readmission.

The major offenses explained below can at the discretion of the Head of School result in severe disciplinary measures including, but not limited to, suspension, probation, payment for material and labor costs incurred in repairing damage to school property, and possibly expulsion. While it is rarely necessary to suspend or expel a student from Japhet, the school has an obligation to care for the welfare of all constituencies. Assignment(s) missed during a suspension are recorded as a zero.

The following offenses apply to the above:

- Degrading or discriminatory language.
- Dishonesty including, but not limited to, cheating, plagiarism, lying, or stealing.
- Vandalism including, but not limited to, the willful or careless destruction of property.
- Willful endangerment of others, recklessness, fighting, and biting.
- Sexual harassment.
- Repeated acts of bullying. Bullying refers to “a conscious, willfull, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror” (Coloroso: The Bully, the Bullied, and the Bystander). Bullying can be emotional, physical, or psychological. If bullying does occur, all students, parents, and staff should report the incident so that it can be handled promptly and effectively.
- Violation of Japhet’s Technology Acceptable Use Policy.
- Repeated violation of Japhet School rules.

Discipline issues are private matters. Faculty and staff are to communicate with parents regarding behavior improvement needs and expectations relating to the parent’s own child. Details of discipline issues involving students are not discussed with other parents.

## TESTING

Japhet students in third through eighth grade take a national standardized test in the spring of each year. The school uses the scores of these tests to determine general trends in its instructional program, and as one window into each student's individual progress. The test results, when combined with other information over an extended period of time, are helpful in assessing students and designing new programs and instructional materials. Japhet students in second grade are given a practice test that is scored in house.

## FIELD TRIPS

Planned as an extension of lessons in the classroom, field trips are taken at all grade levels. A permission slip will be sent home in advance of a trip. Parental permission is required for each field trip. Money and permission slips should be turned in to the child's classroom teacher, not the front office. For bookkeeping and financial reasons, checks for field trips should be made out to the classroom teacher sponsoring the trip, not Japhet School, unless otherwise instructed.

## LUNCH

Students bring their own lunch each day. Milk may be purchased at school. Students eat in their classroom with good table manners and appropriate conversation. If children forget their lunches, the office should be notified by 9:00 AM. An emergency lunch will be made, which includes a main course, milk or juice, and fruit. **Parents will be charged for this lunch.**

Parents will be notified of special Hot Lunches and Pizza Lunches in Friday eFolders. Parents who wish to take their children out to lunch should notify the front office and classroom teacher of their intent. Parents should pick up their children through the front office. Parents **may not** bring in "fast food" during the lunch hour for their children to eat in class.

## HEALTHY CHOICES: FOOD AND EXERCISE

Japhet is committed to honoring each family's food choices. All students bring their own lunch, and have the option to participate in special Hot Lunches, Pizza Lunches, Bagel Breakfasts, and Snack Shack sales. Japhet's curriculum includes a Life Skills class that includes cooking and trying new foods. Accommodations are made, as needed, for students who have dietary restrictions.

Physical activity is important. Students in Preschool through Middle Class have a morning recess. Kindergarten has P.E. once a week, and Primary through Upper Class students have P.E. twice per week. All classes have daily recess at lunchtime.

Japhet's character qualities of respect, good judgment, self-control, and personal habits support students in making healthy choices in regards to food and exercise.

## RECESS

Because fresh air and exercise provide opportunity for physical and educational growth, Japhet has an outdoor recess program. Children are expected to stay outside during normal recess. It is expected that in winter children will have hats, coats, boots, and gloves ready to wear at school at all times. When weather dictates, students in Preschool, Kindergarten and Primary will wear snow pants. Snow pants are encouraged for Middle through Upper Class students. Boots worn outside must be replaced with clean shoes upon entering the building. **Please take care to mark outer garments with your child's name.**

## DRESS CODE

A neat and well-groomed appearance adds to a positive educational environment. Students' clothing should be clean, neat, in good repair, and appropriate for school.

- School colors or “Japhet Blues” are required for Kindergarten through eighth-grade students beginning in October. A Japhet shirt and khaki bottoms are worn on Mondays and as requested for field trips or special events. Japhet Blues may not be covered by a non-Japhet apparel item when indoors.
- Boots, mittens, hats, and warm clothing are expected during cold and wet weather. Students who do not have proper clothes for outside recess will remain inside with an assignment. Boots worn outside must be replaced with clean shoes upon entering.
- Appropriate shoes for physical education classes are required to participate.
- Dress clothes are needed for special occasions, such as the Gratitude Service and Graduation.
- Messages/graphics on clothing should be appropriate for school.
- In warm weather students may wear shorts that are below fingertips when arms are at the student’s side.
- Hats and caps may not be worn inside except on spirit days.

Students may be **asked to change clothes or sent home** if they come to school dressed inappropriately.

- Flip flop shoes, short shorts, mini-skirts, torn jeans, clothes with holes, bare midriffs, halters, low-cut shirts, spaghetti strapped shirts, and visible undergarments (such as boxer shorts, underwear, and bra straps) are not acceptable for school. Leggings and yoga pants must be covered by a skirt, tunic or shorts that are below fingertips when arms are at the student’s side.

## EARLY CHILDHOOD SHOE POLICY

It is important that all children come to school wearing shoes that are comfortable and safe for outdoor play and gym use. Please note the following guidelines for **Preschool and Kindergarten** school shoes:

- Shoes must have backs  
No flip-flops or clogs; sandals with backs are fine.
- Shoes should have soft soles  
No dressy shoes that have hard soles, high heels, or cowboy boots.

## POLICIES FOR PERSONAL PROPERTY

**Money:** Children will not need money during the school day unless special plans have been made for field trips, book orders, used book sales or Snack Shack. Parents will be notified of these occasions by the classroom teacher or in Japhet's Friday eFolder.

**Toys:** In general, toys create a distraction from the learning environment and should stay home. (As an exception, Preschool and Kindergarten students are invited to have a small, stuffed buddy that stays at school for rest time.) On occasion, teachers will invite students to bring in a toy from home. This invitation would be written in a classroom letter or written in the students' planners. **Toys that are replicas of weapons should not come into school at any time.**

**Cell phones:** Students who use a cell phone are to turn it off and park it with the teacher or the front office. Students who carry their phone on their person will be asked to remove it. Parents who wish to contact their children during the school day are asked to call the front office. Students who need to make a phone call during the school day may ask to go to the front office. If, for security reasons, parents wish that their child have his or her phone on field trips, this is acceptable with the understanding that the student is not to use the phone except in case of emergency.

**Personal electronic games:** Electronic games should stay at home, unless the teacher specifically invites them. Such invitations could occur for a special game day or for field trips that require a long ride.

**MP3s/iPods:** Students who have these devices in their backpacks are to turn them off and tuck them away upon entering the school. Personal music devices are welcome during the school day only with an express invitation from the teacher for special days or for field trips that require a long ride.

**e-Readers:** e-Readers (Nook, Kindle, etc.) are welcome at Japhet School with teacher permission.

**Internet:** Students may not access the Internet at any time using a personal device. In accordance with the Technology Acceptable Use Policy, all Internet usage must be directly supervised by a staff member.

*In regards to all above personal property, Japhet School is not responsible for its security or liable for loss or theft. Students who bring non-scholastic personal property into the school do so at their own risk. If, however, these items are brought in out of necessity for a future event (i.e., on Friday for a weekend sleepover), students may request that they be held securely in the front office until needed.*

**Unclaimed articles:** Misplaced articles are put in the front office. If you are aware of a missing item, please come to locate it as soon as possible. Unclaimed items will be donated to a charitable organization.

**The following items do not belong at school at any time:** weapons, gum, make-up or perfume to share, or items to sell or trade.

# JAPHET TRADITIONS

## **InSPO – Inspiring Speakers, Participants, and Observers**

Each Monday morning at 8:45 AM faculty/staff and students from Kindergarten through 8<sup>th</sup> grade gather to prepare for the new week. InSPO speakers give students a clearer understanding of the month's character quality with quotes, stories, literature, dramatizations, examples and discussions that inspire and clarify meaning and practical application of these qualities. The speakers may be teachers, staff, parents, community members, and students individually or in groups. The presentations last for 20 to 25 minutes. Student of the Week presentations, current events and announcements follow the speaker presentation. **Parents and guests are welcome to attend all InSPO assemblies.**

## **“Back to School” Night**

This important parent-teacher meeting begins the year in September with an opportunity for parents to hear the goals for the academic school year from core faculty and specialists. After a full assembly led by the Head of School, parents meet in the classrooms to discuss class schedules, teaching methods, subject matter to be covered, and homework policies.

## **Parent Support Group (PSG)**

Membership in the Japhet Parent Support Group is automatic upon enrollment of a child from Preschool to Upper Class. Active support and participation in this parent organization is one of the responsibilities and privileges of Japhet parents. The goals are:

- to promote goodwill and to create a supportive community for its members
- to promote and encourage communication between the school and its families
- to support the activities of the school and to promote fundraising projects that support the school and its programs, and
- to enrich the school experience for parents and children by sponsoring workshops and social and cultural activities.

PSG activities may include:

Coffee Chats	Snack Shack	Recycling Committee
Inspirational Committee	Pizza Lunches	Fundraising
Faculty/Staff Appreciation	Family Fun Nights	Dessert Auction
Room Parents	PSG Potluck Dinner	Labels & Box Tops
Spring Ice Cream Social	Event Set Up/Clean Up	ETCEP Cartridge Program

It supports the following activities organized by Japhet's Development Department:

18 Reasons for Hope Luncheon   Annual Appeal   Spring Sharing Gala   Benefit Dinner

## **Grandparents of Japhet School – Plus (GJS+)**

The GJS+ contributes scholarship and classroom items to the children of Japhet. While most members are grandparents of current or former students, it is not required. Any family member or family friend who would like to have a meaningful impact may join the GJS+. GJS+ members are invited to meet monthly with the Head of School, and they plan a family fun event in winter that is a fundraiser. Dues to join are \$25, and all funds benefit Japhet School's programs and scholarship.

## **PSG Kickoff Meeting with “State of the School” Address**

The Parent Support Group gathers in the fall to kick off the school year and welcome new parents. This event includes potluck desserts, comments by the Head of School, and a “State of the School” address by the Board of Trustees.

## **Snack Shack**

Once a week, snacks are donated by families (the PSG publishes a schedule that asks each family to bring/bake approximately 6 times each year). Snacks vary. They are often homemade baked goods, with some healthy options like fruit or crackers. This fundraiser is managed by the PSG.

## **Pumpkin Patch Field Trip**

Halloween is not observed at Japhet; instead, we celebrate the harvest and autumn as a Japhet family. This whole-school field trip, including parents who are able, celebrates the season with pumpkin activities, a special lunch, games and more. Older students buddy with younger ones, practicing many of the character qualities studied, such as reliability, respect for others, and good judgment.

## **Math Week**

Math Week is a five-day academic emphasis on mathematics in the fall. It provides special all-school math projects and is an opportunity to highlight how math is used outside of school.

## **Gratitude Service**

Thanksgiving is a holiday that is highly honored at Japhet. The day speaks to our hearts of love, family, and thankfulness. An assembly conducted by Upper Class students gives family, friends, students, and staff an opportunity to share their gratitude. Japhet's Gratitude Service is held the Wednesday before Thanksgiving.

## **Holiday Giving**

Coming together to celebrate the holiday season is a well-established Japhet tradition that promotes friendship and community. Musical selections reflect diverse origins and beliefs, celebrate winter, and include traditional carols as well.

## **March Academic Fair**

Invention Fair and Social Studies Fair are held in March in alternating years. Invention Fair displays research and models of inventions made by students to solve a problem. Social Studies Fair requires age-appropriate research, a display, and presentation by individual students or student teams about a social studies topic in focus. For both fairs students explain their projects to staff, fellow students, parents, grandparents, and guests.

## **Science Extravaganza and Dessert Auction**

This is a fun-filled day for families and the entire Japhet community. It includes hands-on science activities and a delicious dessert auction.

## **TAP Meeting**

The annual TAP meeting (Trustees, Administration, and Parents) is held in the spring as an opportunity for trustees, administration and parents to discuss issues of mutual interest about Japhet.

## **Spring Sharing/Gala**

Music instruction culminates in our annual Spring Sharing Program. This musical drama involves the whole school. Students in Preschool through the eighth grade perform during a Wednesday matinee and evening performances on Thursday and Friday.

## **Special Days**

Birthdays are not celebrated at Japhet. Parents who plan birthday parties at home are asked to counsel their children to demonstrate respect for others and to be quiet about their invitations and plans. **We ask that invitations to parties not be distributed at school.**

## **Spirit Council**

Students from first through fourth grade represent their classmates in Spirit Council. The goal of Spirit Council is to provide opportunities for leadership in all-school spirit days. Spirit Council members meet with the Head of School.

## **Student Council**

Students from fifth through eighth grade represent their classmates in Student Council. The goal of student council is to provide opportunities for leadership in all-school service and present a student voice about Japhet's daily activities. Student Council members meet with the Head of School.



## **Class Trips**

Each fall, all Intermediate and Upper Class students, along with teachers, parents, and skilled camp counselors come together for three days at the Leelanau Outdoor Center in Northern Michigan. Activities include team-building exercises and personal challenges to start the year off in a strong and united way.

Intermediate and Upper Classes each take a trip with teachers and chaperones in the spring. Intermediate students take a two-day trip to an area that is generally within a day's drive. Destinations have included Cleveland or Kalamazoo. Upper Class students take a longer trip to destinations that have included an exploration of the cities of Chicago and Detroit. Fundraisers sponsored by the classes, such as Bagel Breakfasts and Hot Lunches, help to defray the cost of these trips for the Intermediate and Upper Classes.

Middle Class often take a full-day or overnight trip to a Michigan destination in the spring that relates to the year's academic curriculum.

Primary Class students have been invited to participate in the Primary Class Sleepover -- an overnight sleepover at Japhet School in June, or a one-day field trip to a special destination of the teacher's choice.

## **Graduation Day**

On the last day of school, the Japhet community sends off the eighth-grade graduates with song, inspiration, and love. Commencement and alumni speakers provide uplifting and thought-provoking comments. The Graduation Ceremony is followed by a reception. All parents and Japhet community members are welcome to attend this special event.

## **HISTORY**

Japhet School was founded in 1973, at a time when public education institutions were removing the teaching of values from school curriculum. Japhet School is named after Noah's son, from the Bible, which means a type of spiritual peace. Japhet's six original trustees were parents and educators who were devoted to the idea that character education and strong academics went hand in hand. Although Japhet began with 27 students who attended Christian Scientist Sunday School, religion has never been taught at Japhet School.

Today, Japhet is an independent, co-educational day school for children of diverse backgrounds. Faculty, staff, and trustees also represent a variety of life experiences.

## **JAPHET SCHOOL'S HERITAGE**

Japhet School was founded by Christian Scientists -- never to teach Christian Science, but to uphold Christian Science principles for the proven benefits they bring both to academics and character education.

Such principles are ones that the vast majority of people, of whatever faith (or no faith at all) agree on. These are principles such as the "Golden Rule." Japhet's 18 character qualities -- such as gratitude, respect for self and others, courage, reliability, and so forth -- also are valued worldwide. Other strong facets of the Christian Science faith that are universally accepted include giving time to public service, helping the less fortunate, and embracing all human beings with love and respect.

A fundamental belief in the Christian Science faith is that every individual as a child of God -- child and adult -- has unlimited potential to succeed. This conviction is embedded in Japhet School's philosophy, to which every faculty and staff member commits, regardless of religious background. Japhet School faculty and staff believe that young people who are viewed as having this innate potential and are receptive to guidance will succeed -- far more so than people who are limited by labels or viewed by parents, teachers, or others as unintelligent, unruly, and similarly negative predictions and labels.

In conclusion, teaching children to expect the best of themselves -- and encouraging them to consistently express it -- is fundamental to Christian Science. Generations of Japhet graduates have demonstrated the benefit of this philosophy with success in academics, an expression of personal integrity and a commitment to helping others.

## JAPHET SCHOOL TIMELINE

- 1973** School opened in September for children who attended Christian Science Sunday Schools.
- 1975** Granted non-profit, corporate status as an elementary K-8 school.
- 1976** Moved to our present location in a Lamphere School District building in Madison Heights, Michigan. Japhet developed a character quality curriculum that became integrated into our academic curriculum.
- 1983** Infant/toddler and latchkey programs started.
- 1984** Full-service, licensed day care center opened. Earned approval for 9th grade. Introduced computer curriculum. Received provisional membership in the Independent Schools Association of the Central States (ISACS), an association of more than 200 schools in 15 states.
- 1991** Received full membership and accreditation by ISACS.
- 1996** Children of all religions were invited to enroll.
- 1999** Japhet completed self-study and renewed full ISACS accreditation.
- 2000** Japhet honored by the country of Ghana with a personal visit, recognizing a student-led service project to supply books to Ghana's schoolchildren. General Motors looked to Japhet educators for lesson plans on environmental stewardship. Target Corporation named Japhet as an Outstanding School in America.
- 2001** Japhet honored as a National School of Character by the Character Education Partnership – the first Michigan school and first independent school in the country to win this award. Japhet teacher assists school in England develop its own character education program.
- 2002** Japhet hosted our first character conference entitled “Promoting Student Character, Integrity and Leadership” with Hal Urban.
- 2003** Japhet co-sponsored with Birmingham Public Schools the conference entitled “Building Schools and Communities of Character” with Thomas Lickona; approximately 800 attended, and since this time BPS has had schools designated as a National and a Michigan School of Character.
- 2005** Prepared self-study for ISACS re-accreditation.
- 2006** Hosted our 3rd Annual Character Conference entitled “Building a Family of Character” with Chick Moorman and break-out sessions from Japhet educators. Joined the Troy Chamber of Commerce.
- 2007** Granted ISACS reaccreditation until 2014. Created Strategic Plan. Hosted 4th Annual Character Conference with Chick Moorman, and presented at a character conference for Detroit and Pontiac school teachers. Piloted Algebra 1 as standard mathematics course for eighth-graders (and younger students as appropriate).
- 2008** Japhet celebrated 35 years. Hosted 5th Annual Character Conference with Sean Hogan-Downey. Implemented Robert Andreasen, Marjorie Hale, Henry Buelow, and Winnie Buelow Merit Scholarships. Piloted revised Science and Math curricula in all grade levels, meeting or exceeding current Michigan and national benchmarks.

- 2009** Japhet recognized as a Michigan Green School. Japhet teachers and staff presented on the benefits of character education in various venues. Piloted Writer’s Workshop in elementary and middle school grades, and piloted revised Social / Global Studies curriculum that meets/exceeds current Michigan and national benchmarks. Japhet hosted our 6th Annual Character Conference, “Building Digital Citizenship with Character.”
- 2010** Japhet recognized as a Michigan Evergreen School. Japhet sponsored MetroParent Magazine conference titled “Growing Up in Today's Crazy World: Strategies for Dealing with Crushes, Frenemies, Gossip and Bullying,” featuring two Japhet speakers.
- 2011** Created GJS Scholarship and Leadership Scholarship – new merit scholarships for current students. Entire faculty and staff engaged in writing the Self-Study for our fourth ISACS re-accreditation. Full staff attended national ISACS conference titled “Innovation.”
- 2012** Hosted ISACS Visiting Team and was granted ISACS re-accreditation through 2021. Began search for new, permanent building for 2013-2014 school year.
- 2013** Celebrated 40th anniversary and purchased our own building in Clawson, Michigan. Launched an all-new, completely wireless IT system for student and staff benefit. Technology upgrades and student impact included a mobile Chromebook lab for integration in all classes, multiple wireless access points, code instruction, an all-school celebration of Computer Science Education Week, and more.
- 2014** Experienced a successful first year in our new building. Hosted the Cruise for Character, which brought friends of Japhet School together in celebration and support of Japhet School's mission to integrate the teaching of character with academics.
- 2015** Developed a new Strategic Plan to guide Japhet School's continued growth and prosperity. The Strategic Plan is focused on Financial Sustainability, Admissions and Marketing, Curriculum, and Faculty & Staff Salaries/Benefits.

## **APPENDIX**

- Letter to Parents About Japhet School's Health Care Plan
- Additional Information About Japhet School's Health Care Plan
- Oakland County Health Division Communicable Disease Reference Chart
- Pest Management Plan
- Technology Acceptable Use Policies
- Guidelines for Outdoor Wear

## Letter to Parents About Japhet School's Health Care Plan

Dear Parents:

The physical care of our students is an important responsibility. This pertains not only to the individual student, but also to the well being of the entire student body and to the legal position of our school itself. Throughout its history, Japhet has been grateful for the respect it has enjoyed from health authorities. It is essential that Japhet School, its parents, and students follow the highest sense of right and best available counsel in maintaining procedures for the protection of the student, the student community, and the school.

In order to comply with Michigan State laws pertaining to health requirements, Japhet needs to have four (4) documents placed on file.

**First (1), EACH STUDENT MUST HAVE ON FILE BOTH AN IMMUNIZATIONS RECORD AND PHYSICAL EXAMINATION OR STATE-CERTIFIED IMMUNIZATION WAIVER SIGNED BY THE PARENT.** This is a routine action each year, but one which cannot be neglected.

**ACCORDING TO LAW AND IN ADHERENCE TO JAPHET POLICY, THESE FORMS MUST BE SIGNED AND ON RECORD FOR YOUR CHILD TO ENROLL AT JAPHET SCHOOL.** Children in Preschool, Kindergarten and children entering the seventh grade must hand in an updated health appraisal each year. An Immunization Waiver form, from the State of Michigan, is only available from the county health department.

**Second (2), THE CHILD INFORMATION FORM THAT CONFORMS TO THE STANDARDS OF THE MICHIGAN DEPARTMENT OF CONSUMER AND INDUSTRY MUST BE COMPLETE AND ACCURATELY FILLED OUT, SIGNED, AND ON FILE BEFORE YOUR CHILD MAY ENTER A CLASSROOM.** You will note that you are required to list either the name, address, and phone number of a medical physician, clinic, or a practitioner.

**Third (3), A COPY OF A VALID BIRTH CERTIFICATE ALSO MUST BE ON FILE BEFORE YOUR CHILD MAY BE ENROLLED.**

**Fourth (4), A STATEMENT OF GOOD HEALTH FORM FOR EACH STUDENT, SIGNED BY THE PARENT. THIS FORM MUST BE SIGNED AND ON FILE EACH YEAR.**

**These documents and several permission slips are renewed every year and must be on file before students may enter a classroom.**

It is a school policy that a child remains at home when ill, both for the benefit of the child and out of respect for the other children.

Please, check your child daily before he or she goes to school and do not send your child to school, if they have any of the following signs or symptoms:

1. Fever of 101 degrees or higher
2. Vomiting within the last twenty-four hours
3. Diarrhea within the last twenty-four hours
4. Severe coughing, wheezing, or congestion
5. Feeling of not being able to breathe, mucous is not clear
6. Sore throat/hoarseness
7. Earache, toothache or headache
8. Red, puffy and/or draining eyes
9. Body or head lice/scabies/nits
10. Any communicable disease

Children should be free of fever, vomiting and diarrhea for **at least 24 hours** before returning to school. In some cases of contagious disease, extended illness or injury, a doctor's statement may be needed before the child can be readmitted to the classroom.

If any child is well enough to attend class, they are well enough to be allowed to play outdoors with their class. We cannot honor requests to keep a child indoors. Available staff for supervision is limited.

The Child Information Form (emergency data sheet) is on file for each child enrolled at Japhet. In case of an emergency, teachers and staff attend to the comfort of the child and respond as directed on the emergency data form. Parents are notified at once. If parents cannot be reached, the school staff will call the emergency contact listed on the emergency data card. First aid care will be given and emergency personnel will be called if needed. **Please be sure your Child Information Form contains up-to-date information, and that your emergency contacts are aware they have been listed as a contact to pick up your child in the case of emergency.**

**Medications sent to school, whether prescription or non-prescription, must come in their original labeled pharmacy container.** All medications, including non-prescription medicine, must be kept in a locked cabinet and are administered by the Head of School or my designate.

School policy prohibits school personnel from administering any medication to students without written permission from the parents and written directions from a physician. **NO medication is given without a parent or guardian completing a “Medication Form” with instructions on dosage.** This form is available in the school office or on our website. Non-prescription medication such as aspirin and cough drops will be administered only when this form with detailed instructions is on file with the school.

A student showing signs of illness considered communicable by the State of Michigan should not be at school and will be required to leave school to be under the care and responsibility of parents. A student who has been absent with a communicable disease may return to school when all symptoms and signs of disease are gone. The final responsibility for re-admittance to class rests with the Head of School.

*Reporting reasons for absences is an important responsibility.* **You should call the office by 9:00 A.M. regarding an unexpected absence.** State law requires that communicable diseases be reported to the Oakland County Health Department. Parents are asked to report directly to the Health Department by calling (248) 858-1286 or 1-888-350-0900 ext. 81286.


In the Child Protection Law, Act No. 238, Public Acts of 1975, child abuse is defined as “harm or threatened harm to a child’s health or welfare which occurs through non-accidental physical or mental injury, sexual abuse, or maltreatment, including the failure to provide adequate food, clothing, shelter, or medical care.” The list of conditions which reflect child abuse or neglect is lengthy and includes abandonment by caretaker, overwork or exploitation, lack of supervision or attention, excessive absence from school, inadequate shelter or sanitation, improper and dirty clothes, and much more.

Faculty and staff of Japhet School are aware and alert to their responsibility in this matter. We are mandated by law to report any instance of perceived child abuse or neglect even when children are being cared for outside of our program.

Unless previously advised, Japhet School may accept reports of absence only from parents or legal guardians. Therefore, it is essential that you advise the Front Office if you are going out of town overnight and who, other than the parent, is responsible for the child’s supervision. An “Out of Town” form, obtained from the front office or our website, must be filled out regarding supervision responsibility and returned to the front office before parents depart. Failure to inform the school of a change in supervision in the home may be cause for the Head of School to report this fact to Child Protection Services. In addition, you should know that unreported absences constitute truancy, which the Head of School is obligated to report as child neglect.

The position stated in this letter is not a new one for Japhet School, but it is necessary to reaffirm this position at the beginning of each new school year. Thank you for your cooperation.

Sincerely,

  
Cathy Mohan  
Head of School

## Additional Information About Japhet School's Health Care Plan

In order to maintain a clean building all staff must participate in daily cleaning and/or sanitation of toys, equipment, etc. To promote the best health within the school and to control the spread of infection the following will be implemented:

1. Hand Washing
  - (a) Upon arriving at work all staff should wash their hands before entering a classroom.
  - (b) Hands should be washed before and after eating, before and after every diaper change or assisting a child in the bathroom, after coming into contact with any bodily fluids, after messy activities, etc.
  - (c) Teachers should ensure children wash their hands often to prevent the spread of germs. All children should wash their hands before eating, after using the bathroom after coming in from the playground, after coming into contact with bodily fluids, after messy activities, etc.
  - (d) Hand washing instruction:
    - i. Use soap and running water
    - ii. Rub hands vigorously for 20 seconds
    - iii. Wash all surfaces of hands
    - iv. Rinse Well
    - v. Dry with paper towel
2. Children must be potty trained and out of diapers before attending Japhet School, however, should a diaper change during school be required, the following will be implemented:
  - (a) When changing a diaper all supplies should be gathered and placed within reach of the changing station before putting the child on the table.
  - (b) A clean paper towel should be placed under the child's bottom prior to every diaper.
  - (c) Gloves should be used for every diaper change or clean.
  - (d) Diaper Changing Procedure:
    - i. Remove soiled diaper.
    - ii. Use as many wipes as necessary to cleanse child's bottom.
    - iii. Enclose wipe(s) within the soiled diaper.
    - iv. Remove one glove wrapping it inside out around the diaper.
    - v. Do the same with the other glove.
    - vi. Throw diaper and gloves away.
    - vii. Set child on the floor or in a crib, but do not touch anything else.
    - viii. Wash your hands thoroughly.
    - ix. Spray bleach solution onto changing table.
    - x. Let bleach solution set for 60 seconds.
    - xi. Wipe changing table with paper towel.
    - xii. Wash hands again.
    - xiii. Record diaper change on child's chart.
3. Cleaning Toys
  - (a) Toys are to be cleaned a minimum of every other week. Sooner if they become dirty.
  - (b) If a child places a toy in his/her mouth or sneezes/coughs on a toy you must remove that toy from play when the child has finished with it and place it in the dirty toy bin (to be cleaned at the end of every day).
  - (c) When cleaning toys there are 4 steps:
    - i. First place toy in sink filled with soapy water and let soak for a minimum of 30 seconds. Scrub toy with brush.
    - ii. Next submerge toy in sink filled with water (rinse of soap with running water is necessary).
    - iii. Then place toy in sink filled with bleach water (1/4 cup of bleach to 1 gallon of water) and let soak for a minimum of 30 seconds.
    - iv. Finally place toy on the drying rack to air dry.
4. Equipment/Furniture
  - (a) All tables are to be cleaned after every use by first spraying with soap water, wipe with paper towel, then spraying with straight water, wipe with paper towel, and finally spraying with bleach water and allowed to dry, or by spraying with commercial sanitizer and wiped with a paper towel.
  - (b) Large toys (kitchen units, activity tables, playhouse, etc.) and other large equipment that comes into contact with children are to be sprayed with bleach water at the end of every week or sprayed with commercial sanitizer. At the end of the month large toys should be thoroughly cleaned as regular toys.
  - (c) Cots and cribs are to be sprayed with bleach water or commercial sanitizer at the end of every week. At the end of the month the cots should be thoroughly cleaned as regular toys.








5. Handling of Bodily Fluids
  - (a) Soiled clothing will be placed in a plastic bag tied shut and placed in the child's cubbie to go home at the end of the day. All staff that came into contact with the soiled clothing will be required to wash hands thoroughly and change their own clothes if necessary. The staff will also be responsible for thoroughly sanitizing any toys/equipment/surfaces that child may have come in contact with.
  - (b) Any blood will be handled with gloves by a staff person. Any dressing/towels used to clean up or suppress blood will be placed in a separate bag and disposed of immediately.
  - (c) If vomiting occurs, one staff person will assist the child while another staff person sanitizes the area where vomiting occurred.
6. To Control the Spread of Infection
  - (a) As it states in the parent handbook: "The best way for us to control infection/prevent further infections is to follow through with the necessary precautions to avoid a school "break-out" of any disease. Any time a child is sick at school, all toys, equipment, and surfaces the child may have come in contact with will be sanitized."

# Oakland County Health Division Communicable Disease Reference Chart, p 1

## OAKLAND COUNTY HEALTH DIVISION COMMUNICABLE DISEASE REFERENCE CHART – 2015-2016

The following chart contains information and public health recommendations for various communicable diseases in schools and other group activity settings. Diagnosis should always be made by a physician. Exclusion period given is a minimum amount of time and applies to uncomplicated cases of the diseases listed.





**Note:** Please notify the Health Division immediately at 248-858-1286 or 1-888-350-0900 ext. 81286, if you are aware of an unusual occurrence of a disease or an unusual number of cases of one type of disease on a given day.

DISEASE	INCUBATION PERIOD	PERIOD OF COMMUNICABILITY	ACTIONS TO BE TAKEN AND/OR EXCLUSION PERIOD
 CHICKENPOX	Range 2-3 weeks; commonly 14-18 days.	As long as 5 but usually 1-2 days before onset of rash to not more than 5 days after first crop of lesions appear.	Exclude until all lesions have dried or crusted, usually 5-8 days after the eruption of the first crop of lesions (with or without Zovirax therapy).
CONJUNCTIVITIS (Pink Eye)*	Variable depending on infecting agent, sometimes within 24 hours.	During course of active infection.	Exclude until under medical care and drainage from eyes has cleared.
FIFTH DISEASE (Hungarian Measles)	Variable about 4-20 days.	Prior to onset of rash.	Exclude while fever is present.
HAND, FOOT & MOUTH DISEASE*	Usually 3-5 days.	While sores are present, about 7-10 days. Can be found in feces for several weeks during acute stage.	Exclude until no new sores appear and other symptoms (fever, sore throat, drooling) are gone.
HEPATITIS, TYPE A	Range 15-50 days. Average 28-30 days.	2 weeks before onset of symptoms to a maximum of 1 week after onset.	Exclude from food handling and direct patient care until 7 days after onset. Day care exclusion varies.
 HEPATITIS, TYPE B	Range 45 days-6 months; average is 60-90 days (2-3 months).	Several weeks before onset of symptoms until blood no longer positive for evidence of virus.	No exclusion except for open sores that cannot be contained or if child is biting people.
HEPATITIS, TYPE C	Range 2 weeks to 6 months; commonly 6-9 weeks.	1 or more weeks before onset through acute clinical course.	No exclusion except for open sores that cannot be contained or if child is biting people.
HERPES SIMPLEX, TYPE I & II	Range 2-12 days.	Usually as long as lesions are present. Has been found in saliva for as long as 7 weeks after mouth lesions.	No exclusion recommended unless child cannot control drooling.
IMPETIGO*	Variable, indefinite; commonly 4-10 days.	While sores are draining. After 24-48 hours of antibiotic treatment the person is no longer contagious	Exclude until 24 hours after treatment has started, lesions healing and no new lesions appear.
INFLUENZA/INF. LIKE ILLNESS 	Usually 1-3 days	From 1 day before up to 5-7 days after onset.	Exclude until 24 hours after fever has resolved.
 MEASLES (Rubeola/Hard Measles)	Range 7-18 days; 10 days average.	Usually 4 days before to 4 days after onset of rash.	Exclude until 4 days after onset of rash.
MENINGITIS (Aseptic/Viral)	Depends on type of infectious agent.	Depends on type of infectious agent.	Exclude until physician approves return.
 MENINGITIS (Meningococcal, Haemophilus influenzae)	Variable, depends on type of bacteria. Range 2-10 days Commonly 2-4 days.	As long as organisms are present.	Exclude until under treatment and physician approves return.
MONONUCLEOSIS*	Range 4-8 weeks.	Prolonged communicability may persist up to a year or more.	Exclude until under medical care and physician approves return.



\* PLEASE NOTE: HAND, FOOT AND MOUTH DISEASE, CONJUNCTIVITIS (PINK EYE), IMPETIGO, MONO, PEDICULOSIS (HEAD LICE), RING WORM AND SCABIES NO LONGER NEED TO BE REPORTED.

## Oakland County Health Division Communicable Disease Reference Chart, p 2

DISEASE	INCUBATION PERIOD	PERIOD OF COMMUNICABILITY	ACTIONS TO BE TAKEN AND/OR EXCLUSION PERIOD
 <b>MUMPS</b>	Ranges 14-25 days; commonly 16-18 days.	Greatest 3 days before to 5 days after onset of illness.	Exclude until 5 days after onset of swelling.
<b>MRSA (Staphylococcus aureus, methicillin resistant)</b>	Variable	As long as lesions are open or draining.	No exclusion is recommended from attending school or sports if lesion is kept covered and contained and good personal hygiene is maintained.
<b>PEDICULOSIS (Head Lice)*</b>	Eggs hatch in 7-10 days.	Until lice and viable eggs are destroyed.	Exclude at end of day and until 1st treatment and exam for live lice/eggs completed. A 2nd treatment may be necessary 7-10 days after 1st treatment.
 <b>PERTUSSIS (Whooping Cough)</b>	Range 6-20 days. Average 7-10 days.	After onset of cold-like symptoms (first 2 weeks) until 5 days after start of treatment with the appropriate antibiotic.	Exclude until 3 weeks from onset of disease if untreated, or until 5 days after antibiotic treatment started.
<b>PINWORMS (Enterobiasis)</b>	Range 2-6 weeks.	As long as eggs are laid.	Exclude until first treatment completed.
<b>RASH, UNDIAGNOSED, WITH OR WITHOUT FEVER</b>	Variable depending on agent.	Variable depending on agent.	Exclude until rash has disappeared and fever is gone or until a physician diagnosis is obtained.
<b>RINGWORM*</b>	Range 4-10 days (Trunk or Limbs) 10-14 days (Face or Scalp).	As long as lesions are present.	Exclusion is not necessary unless the nature of contact with others could promote spread. Exclusion from swimming and contact sports is recommended until lesions cleared.
 <b>ROTAVIRUS</b>	Usually 1-3 days	During acute illness. Usually up to 8 days after onset but can be as long as 3 weeks.	Exclude children with diarrhea who use diapers or have toilet accidents. Toilet trained children with no accidents do not need to be excluded.
 <b>RUBELLA (German)</b>	Range of 12-23 days; commonly 14-17 days.	From 1 week before to 7 days after onset of rash.	Exclude until 7 days after onset of rash.
<b>SALMONELLA</b>	Range 6-72 hours; commonly 12-36 hours.	During course of infection and until organism is no longer in feces (Usually several days to several weeks)	Exclude until symptoms have disappeared. Specific activity exclusion will be based on OCHD recommendations.
<b>SCABIES*</b>	First exposure 2-6 weeks; subsequent exp. 1-4 days.	Until mites and eggs are destroyed.	Exclude until 24 hours of treatment completed.
<b>SCARLET FEVER AND STREP THROAT</b>	Usually 1-3 days.	Communicability usually ends within 24 hours if treated, 10-21 days if untreated.	Exclude until under treatment for 24 hours.
<b>SHIGELLA</b>	Range of 12-96 hours; commonly 1-3 days,	During course of infection and until organism is no longer in feces, about 4 weeks after onset.	Exclude until symptoms have disappeared and appropriate stool cultures are negative.
<b>SHINGLES (Herpes Zoster)</b>	No incubation period - reactivation of dormant virus.	As long as 1 week after lesions appear.	No exclusion if lesions are kept covered and contained. Otherwise, exclude until all lesions have crusted.



**Vaccine preventable disease, required school entry vaccine**



\* PLEASE NOTE: HAND, FOOT AND MOUTH DISEASE, CONJUNCTIVITIS (PINK EYE), IMPETIGO, MONO, PEDICULOSIS (HEAD LICE), RING WORM AND SCABIES NO LONGER NEED TO BE REPORTED.

CD Ref Chart Rev. 08/25/2015 I:\Health\Medical\EPI\Clerical Files\School\Reporting Packet 201\_2016\Final.CD Ref Chart.2015.docx. Reviewed for 2015/2016 school year

## **Grounds & Pest Management Plan**

Japhet School contracts services to assist with maintaining the grounds and pest management. The spraying for weeds, pests and other insect control is done on an as-needed basis. Japhet strives to have applications made while school is not in session, and follows guidelines as to the length of time needed for applications to dry and neutralize. Our integrated pest control program includes a monthly service visit for the purpose of inspecting the building and grounds and maintaining non-chemical perimeter deterrents.

You have a right as a parent or legal guardian to be notified prior to any spraying and pesticide application during the school year. Parents will be notified via the Friday eFolder and individual direct email. If you need prior notification, or have any questions, please contact the Head of School.

## Technology Acceptable Use Policy

Japhet School students have access to the Internet and educational software through a networked system and Google Apps. Some assignments require word processing and/or Internet research. Class time is available for working on these projects, and they often require additional work at home.

Students may save their work on Google Drive. Students may only work on the Internet with authorized adult supervision. We will be using the Internet to visit pre-planned destinations as well as to search for information relating to classroom units and individual projects.

Students are expected to abide by the policies below:

- Students will demonstrate respect and care for computer equipment at all times.
- Students will respect the personal files and data of others. Students shall not log into an account belonging to any other student. They shall not try to copy, change, or delete files or other data belonging to another student. They shall not change computer or screen settings unless directed to by an adult.
- Students will respect the equipment of others. They shall not touch another's computer while another student is working.
- Students will ask permission before downloading a file.
- Students will ask permission and express thrift before printing.
- Students will only make contacts leading to some justifiable educational growth on the Internet. Students may not use the Internet to access any inappropriate material or files. Japhet School faculty and staff reserve the right to define what is inappropriate.
- Students will not access personal email accounts or give out personal information about themselves (such as addresses, phone numbers, full names, or school name) when on the Internet while at school without permission.
- If an inappropriate site is accessed, the student must close the lid and inform the authorized adult supervisor immediately. To avoid this situation, students should read the summary of a website before clicking on it.
- Inappropriate language, harassment, discriminatory remarks, and other antisocial behaviors are prohibited. Japhet School faculty and staff reserve the right to define inappropriate or antisocial behavior and/or materials.

**Failure to abide by these guidelines will result in verbal or written consequences and/or suspension from use of any Japhet computer for a period of time based on severity of the action.**

We, the undersigned, have read, discussed, understand, and agree to abide by the Technology Acceptable Use Policy for Japhet School. Returning this form with a proper signature is required before Internet and network usage.

*[signature lines]*

*Signed forms are kept by the Integrated Technology Teacher.*

## Japhet School Guidelines for Outdoor Wear

During spring and fall, the weather is often quite changeable. A frosty or cool crisp morning may give way to an afternoon in the sixties or seventies. Here are a few guidelines and suggestions to help us make sure your children are properly dressed for all hours of the day.

- Dress in or send layers! The school is almost always warm. The long sleeve shirt over the T-shirt may mean they won't need to wear a heavy coat at lunch recess. If it is really warm by recess or latchkey, the long sleeves can be shed as well.
- Send a sweatshirt, fleece or windbreaker to school with the idea that it stays in your child's cubby or locker for those days that require more than a shirt, but not a heavy jacket. For grade level students, this also comes in handy for PE classes on cooler days.
- Be prepared for the upcoming winter weather. Students are expected to go outside. Students who do not have the correct clothing to do so, will not participate in recess, and will have a follow up consequence.
- The basic temperature guidelines for recess dress are as follows:
  - 60° F or higher = short sleeves or light jacket
  - 50° to 60° F = long pants - long sleeves a must - optional jacket
  - 40° to 50° F = jackets and sweatshirts are required
  - 30° to 40° F = jackets, hats, waterproof gloves or mittens  
snow boots and snow pants for Preschool - Primary Class  
mittens only (no gloves) for Preschool  
(appropriate footwear is required for snow play)
  - 30° F or below = jackets, hats, waterproof gloves or mittens  
snow boots and snow pants for Preschool - Primary Class  
snow boots and snow pants are optional for Middle - Upper Class  
mittens only (no gloves) for Preschool  
(appropriate footwear is required for snow play)

**Generally, Japhet students do not go outside unless the temperature is above 18° F**

- Ask your child's classroom teacher for information pertinent to your child's age group. Having the right gear keeps everyone happy!