



THOMAS
MACLAREN
SCHOOL

Volunteer Handbook 2022-23

Last revised: March 8, 2023

Contents

Introduction	3
Opportunities to Volunteer	3
Volunteer Handbook Overview	3
Thomas MacLaren School's Vision and Mission Statements	4
Expectations for Volunteers	4
Child Abuse or Neglect Reporting	5
Children of Volunteers	6
Closures and Delays	6
Communication	6
Computer Use	7
Discipline	7
Dress Code for Volunteers	8
Fees	8
Grievance Policy and Procedures	8
Guidelines for Students Regarding Extracurricular Activities	11
Harassment	12
Purchases/Check Requests	13
Smoking	13
Substance Abuse Policy	13
Daily Schedule	14

Introduction

Volunteers are an essential ingredient in community life at Thomas MacLaren School. We are always looking for new ways to integrate school volunteers as members of the MacLaren School community of learners. Volunteering is a wonderful way to build our educational program and serve MacLaren students, faculty and parents. We hope, too, that working with our students provides a rewarding experience that will sustain and encourage volunteer participation.

Opportunities to Volunteer

While we as a school do not have “mandatory volunteer hours,” every parent is expected to be involved in the life of the school. MacLaren parents and friends of the school have the opportunity to serve in many ways; the following are some of the many ways one can be involved at MacLaren:

- Help organize and host school events such as the Used Uniform Sale and the annual Back-to-School Social.
- Assist the Health Office with Vision and Hearing Screenings
- Lead or co-lead school clubs, approved on an annual basis
- Read stories to Lower School students during the school day
- Serve on the Parent Service Association Steering Committee or as a Lower School Grade Level Host

Volunteer Handbook Overview

This manual is designed to acquaint volunteers with Thomas MacLaren School and provide a general understanding of the school’s personnel procedures and policies. Contained in this manual are detailed descriptions of the school’s expectations of its volunteers. Volunteers are required to familiarize themselves with the contents of this handbook, and are encouraged to direct questions to the Volunteer Coordinator.

This handbook cannot anticipate every situation nor answer every question about volunteering at Thomas MacLaren School. It is not a contract and it DOES NOT create contractual obligations of any kind. While this document does not take the place of the volunteer agreement, it does provide a more detailed description of the relationship the school expects to develop with its volunteers.

To retain necessary flexibility in the administration of policies and procedures, Thomas MacLaren School reserves, to the extent not expressly prohibited by law, the right to unilaterally change, revise, or eliminate any of the policies and/or benefits described in this handbook.

Throughout this manual, the term “Board of Directors” and “Board” refer to the Thomas MacLaren School Board of Directors.

Thomas MacLaren School's Vision and Mission Statements

Vision Statement

We believe all students should be immersed in the best our tradition has to offer. We believe all students can be active and useful participants in the ongoing and enduring conversation that is a vibrant civilization. We believe all students can be formed in a habitual vision of greatness that makes lifelong learners of the doctor and the mechanic, the homemaker and the professor. Thomas MacLaren School strives to build a lasting community of learners in which each student is the agent of his or her education.

Mission Statement

From the seminar to the science lab, from the music room to the playing field, Thomas MacLaren School begins with the conviction that *all human beings can know truth, create beauty, and practice goodness*. To that end, we expect students to develop basic tools of learning, ordered basic knowledge, moral seriousness, breadth and depth of imagination, artistic ability and sensitivity, and a sense of wonder.

Expectations for Volunteers

- Provide all information requested in the Volunteer Application packet found on the [website](#) under the Parents tab or in the Main Office. Volunteers must consent to a background check and provide two personal references. Please note that financial credit reports are not accessed during the application process.
- Attend mandatory training sessions as deemed necessary by the Heads of School or volunteer coordinator. Volunteers who will be handling money will have extra training to teach them the protocols from our financial controls.
- Attend all scheduled volunteer obligations or advise volunteer supervisor as soon as a potential or actual conflict is identified.
- Maintain discipline in accordance with the MacLaren Upper School and Lower School Parent-Student Handbooks, (found on our website, under the [Parents tab](#)), and offer students feedback, positive or negative, as appropriate.
- Will not disclose or discuss confidential information except to a school employee who has a “need to know.”
- Dress and model behaviors appropriate of a role model.
- Be accountable for assigned students at all times.
- Immediately report any concerns for the safety of students, faculty or volunteers to the Heads of School or your volunteer supervisor.
- Coordinate any necessary materials with the volunteer supervisor.

- If overseeing any activity on the school grounds afterschool, ensure students are abiding by guidelines set forth in the Lower School and Upper School Parent-Student Handbooks, particularly regarding dress (unless that activity requires non-uniform dress) and the prohibition of electronics or gum in the school building. Moreover, we ask that adults sponsoring or coaching events abide by these guidelines as well.
- All extracurricular after-school activities (clubs) must be finished by 4:45 p.m.; students must be off campus by 5:00 p.m.
- If an event overseen by a volunteer needs to be cancelled, please inform the Main Office and volunteer supervisor at least 24 hours in advance. If an emergency comes up or a club leader or event organizer becomes ill and cannot make the meeting or event, please call the school as quickly as possible so that students can make other arrangements.
- Cell phone use should be kept to a minimum.

Child Abuse or Neglect Reporting

The Colorado Child Protection Act specifically requires School officials and employees to report (i) known or suspected cases of child abuse or neglect (including emotional, physical, or sexual abuse) or (ii) circumstances which might reasonably result in abuse or neglect. Reporting child abuse or neglect is a difficult yet extremely important responsibility for everyone involved. Thomas MacLaren School has created this policy in order to assist in appropriate handling of these situations. Thus, volunteers and employees are asked to follow these procedures.

Definition of Child Abuse: Child abuse is any act or omission which threatens the health or welfare of a child, regardless of whether it is physical, sexual, or emotional abuse. "Physical abuse" may be exhibited by evidence of skin bruising, bleeding, malnutrition, burns, fracture of any bone, or soft tissue swelling. "Sexual abuse" includes any touching of a child's private parts (the "swimsuit area"), whether above or below clothes, for the purpose of sexual gratification. "Emotional abuse" is the identifiable and substantial impairment (or substantial risk of impairment) of a child's intellectual and psychological functioning or development.

Definition of Neglect: Neglect is considered to be failure on the part of a child's caretaker to provide adequate food, clothing, shelter, supervision, or medical treatment.

Reporting Procedures: If a volunteer, teacher or staff member suspects abuse or neglect, or observes circumstances which might reasonably result in abuse or neglect, he or she must report it immediately to the appropriate Head of School or the Executive Director, who will then notify social services or assist the employee in doing so. Such reporting must be done verbally over the telephone and in writing, and shall be documented on the appropriate "Child Abuse Reporting" form. All reports must be filed as soon as practicable after learning of the abuse or neglect. In most circumstances, the verbal report should be made within 24 hours and the written report within 48 hours.

Child Abuse/Neglect Files: Each Head of School keeps a child abuse/neglect file on all students for whom a suspicion of abuse/neglect has been filed. Such documentation may

never be stored in teacher or student cumulative files.

Volunteer Obligations: It is not the responsibility of school officials, employees, and volunteers working for a school-sponsored activity to try to determine the cause of the suspected abuse or neglect, nor is it the responsibility of school officials or volunteers to prove that the child has been abused or neglected.

A person who reports child abuse or neglect in good faith is immune from civil or criminal liability.

In the event that a school official, employee, or volunteer working for a school-sponsored activity suspects that another staff member or volunteer is the perpetrator of child abuse or neglect, a report must be filed and submitted to the appropriate Head of School immediately upon learning of the abuse or neglect. That Head of School will respond to the incident both as a suspected child abuse case and as a disciplinary issue.

Children of Volunteers

Volunteers may not bring their children to a volunteer activity without express permission of the volunteer supervisor. All children of volunteers will be expected to uphold the same behavioral standards and procedures as their student peers. This means that the children of volunteers are not permitted to be in the hallways prior to 7:25 a.m. or after 3:45 p.m., and they are not permitted to run or play unsupervised in the building. The Thomas MacLaren School staff needs specific times and places dedicated exclusively to their work. As such, children of volunteers as well as children of faculty and staff, are prohibited from being in the faculty room.

Should a volunteer fail to enforce the above rules with his or her child(ren), the privilege of allowing the children to be present in the building during these times may be rescinded.

Closures and Delays

Thomas MacLaren School will broadcast weather-related closures and delays by 5:30 a.m. on the major news networks and radio stations and periodically thereafter until 9:00 a.m. Closures and delays will also be posted on the school's website, www.maclarenschool.org, and the school's [Facebook page](#), and sent to parents via SchoolMessenger Communicate via email and text message. Email will be the default. If the school is closed, all school-sponsored activities are canceled. In the case of a two-hour delay, Lower School begins at 10:00 a.m. and Upper School begins at 9:45 a.m.

Communication

Effective communication is the lifeblood of any social entity. MacLaren depends upon it. We are committed to practicing and encouraging good correspondence throughout the entire MacLaren community. Quality dialogue builds community, trust, confidence and school spirit. All members of the MacLaren community should adhere to the following principles: thinking and saying the best about one another; avoiding gossip, slander, rumor, pressure tactics, etc.; respecting students, other parents, families and teachers; and talking directly to the responsible person.

Contacting Students: All contact with students must be conducted with the highest degree of professionalism and focus on the student's best interests. In general, School employees and volunteers should not communicate with students using either the student or the employee's

or volunteer's personal mobile phone, but should use email or a parent's phone information if there is a need for a phone contact.

Texting is discouraged between School employees or volunteers and students. If texting is necessary, the employee or volunteer must always copy the Volunteer's supervisor or the Volunteer Coordinator on all texts with students or minors associated with the School.

Computer Use

If use of the computer lab is necessary during an activity, the leader of that activity should receive permission from the Executive Director or his/her designee, as well as training on computer lab use.

Computers, computer files, the email system, the voicemail system, and software furnished to employees or volunteers for school-based activities are Thomas MacLaren School property intended for business use. Flash drives used in the computer lab need to be approved. Volunteers shall not use a password, access a file, or retrieve any stored communication without authorization. Thomas MacLaren School reserves the right to monitor information stored in electronic systems, at any time, for any reason. Thomas MacLaren School cannot and does not guarantee the privacy of information created, received, or sent from electronic systems. School electronic systems may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. School electronic systems may not be used for anything related to gambling, chat rooms, blogs, sexual issues, etc.

Thomas MacLaren School purchases and licenses the use of various computer software programs for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Thomas MacLaren School does not have the right to reproduce such software for use on more than one computer. Volunteers may use software on local area networks or on multiple machines only according to the software license agreement. Thomas MacLaren School prohibits the illegal duplication of software and its related documentation. Employees must notify the Executive Director upon learning of violations of this policy.

Discipline

Discipline at Thomas MacLaren School serves our educational mission. The establishment of the culture of Thomas MacLaren School is a necessary condition for our educational success. Our intention is to create a certain kind of culture so that learning and teaching can proceed optimally. The foundation of discipline and order at Thomas MacLaren School is the realization that a civilized learning community demands certain fundamental norms of courtesy, morality and orderly behavior in order to fulfill its mission.

MacLaren should be a place characterized by kindness, friendliness and peace. We place a high premium on the teacher's personal investment in the student and we resist the practices that depersonalize so many schools. We do not relate to the students principally under the rubrics of rules and regulations; rather, we emphasize the dignity of the teachers and students in a culture marked by truthfulness, goodness, patience, justice, and mercy. That said, should a volunteer believe that disciplinary action is necessary with a student, he or she should not administer discipline, but should leave a message with the Volunteer Coordinator or for the appropriate Dean at the Main Office. Volunteers are encouraged to

read the Lower School and Upper School Parent-Student Handbooks (found on our website under the [Parents tab](#), www.maclarenschool.org), and should be particularly aware that students are not allowed to chew gum at school and may not have electronic devices with them in the classroom (phones, mp3 players, etc.).

Dress Code for Volunteers

All Thomas MacLaren School volunteers are expected to dress professionally as models for students of successful professionals. A volunteer's appearance reflects not only on the volunteer as an individual, but on Thomas MacLaren School as a community. The school expects volunteers to dress modestly and appropriate to the event, using the following guidelines, when representing the school.

- Hair shall be clean, neatly groomed, and non-distracting.
- Foundation garments shall be worn and shall not be visible with respect to color, style, and texture.
- All skirt and dress hemlines must be knee-length or longer.
- Shirts, sweaters, and blouses must be tucked in or of an appropriate length so as not to expose the midriff at any time.
- Pants must fit at the waist and not be excessively form-fitting.
- If volunteering in the classroom/with students, no jeans.
- The following types of clothing are not allowed: spaghetti straps, see-through clothing, strapless clothing, sleeveless clothing, or clothing that is tight, revealing, or suggestive, or that promotes drugs, alcohol, or violence.

Emergency Procedures

Thomas MacLaren School keeps detailed emergency procedures that delineate what to do in the case of a fire, tornado, lock-down, or other emergency. An Emergency Management Plan is hanging on the wall in every room in the building. All volunteers receive training on the school's emergency procedures as appropriate. It is the volunteer's responsibility to review, understand, and be prepared to implement all of the school's emergency procedures.

Fees

Any fee associated with a MacLaren club or activity must be approved by a Head of School and coordinated with the Director of Finance.

Grievance Policy and Procedures

Thomas MacLaren School values open and proactive communication among and between the members of the school community, including parents, students, faculty, staff, administration, and the Board. Issues that are not dealt with directly can become destructive to the school community and, therefore, detrimental to the learning process of our students. As adults we must model for our students a willingness to address conflict directly. As such, Thomas MacLaren School's procedures (outlined below) for settling differences are designed to support prompt and equitable resolution of disagreements at the lowest possible faculty or administrative level.

These procedures guide how faculty, staff, parents and students are expected to express grievances about other members of the school community. The administration and Board both expect that conflict will be addressed and proactively dealt with following the fewest steps of the procedures below. However, if the conflict is not resolved at the lowest faculty or administrative level, the guidelines below provide a process for resolving the conflict.

Grievance Procedures: Thomas MacLaren School is committed to ensuring that the following procedures are followed:

1. Address Issue with Those Directly Involved

The grievant brings the situation or concern to the attention of those directly involved. Should a student or parent fail to begin the process at the lowest possible level, and instead go directly to the Head of School or Executive Director with a concern about a teacher or go to a Board member with a concern about a Head of School (for example), the person at the higher level in the policy shall re-direct the grievant to the appropriate level in the process.

2. Address Issue with Appropriate Supervising School Director

If satisfactory resolution is not realized after a direct conversation between the conflicted parties, the situation must be brought to the attention of the Head of School within ten days of the above meeting. The Head of School and the conflicted parties will address the situation, facilitate communication, and develop goals for conflict resolution. The Head of School will monitor this process until resolution is realized or until an impasse is reached.

It is a Head of School's responsibility to manage the ultimate resolution of conflicts among parents, students, faculty, and staff, excepting those that pertain to the Head of School him/herself or to a Head of School's execution of a school-wide policy or procedure.

If the concern is regarding a Head of School or a decision by a Head of School, the Executive Director will facilitate the complaint at this level.

If the concern is regarding the Executive Director, the Board Chair, or designee, will facilitate the complaint at this level.

3. Prepare a Written Grievance for the Board of Directors

If the grievant is not satisfied with the response received via steps one and two, the grievant shall prepare a formal written grievance with the assistance of the facilitator in Step 2. This written grievance should:

1. describe the incident, decision or practice that gave rise to the complaint;
2. cite the contract, policy, or procedure that has been violated and/or rationale for concern;
3. describe what conflict resolution strategies were attempted via steps 1 and 2; and
4. explain what corrective action is being requested.

If the concern is regarding the Executive Director, the Chair of the Board will oversee this process.

4. Provide Written Grievance to the Board

The grievant may request that the matter be brought to the attention of the Board only if the matter has not been satisfactorily resolved. Upon request by the grievant, the

Executive Director will forward the written grievance to the Chair of the Board at least one week prior to the next scheduled Board meeting. The Chair, or designee, will review the above process with the grievant and ensure that the proper initial steps were taken.

If the first three steps were properly followed, then the Chair, or designee, will review the written grievance to determine if it merits review by the full Board. If the Chair, or designee, determines that it does not merit full Board review, then he or she will explain the reason(s) for this determination in a brief written statement to the grievant. The Chair, or designee, will then make a determination in light of the evidence given. A written statement of the determination will be given to the grievant within 30 days.

If the Chair, or designee, determines that the grievance should be reviewed by the Board, then it shall be added to the next Board meeting agenda. The written grievance shall be submitted to all Board members as far in advance of the Board meeting as practicable to permit the Board to consider the matter carefully. Grievances shall not be brought to the Board without first being submitted in writing, e.g., as a matter of Public Comment, as this does not give the Board sufficient time to consider the issue(s) and address them through this grievance process. The Board will not hear matters that do not follow this grievance process.

If the grievance goes to the full Board, the grievant will receive a written response within 30 days of the hearing.

The Board will notify its authorizer of the grievance if it involves a student with an IEP or 504 Plan or a student safety issue.

The Board has the discretion not to hear matters that do not follow this grievance process.

5. Address Issue with the Charter School Institute (CSI)

If the grievant has followed the policy and procedures above, and wishes to pursue a concern because it has not been resolved to his or her satisfaction, the grievant must follow CSI's grievance procedures:

1. The grievant must submit the concern in a written format to the Institute Executive Director within five business days after receiving the written decision of the Institute School's Board.
2. The Institute's Executive Director or designee will make the school aware of the concern and determine if any violation of law, rule, policy, or the charter contract has been committed.
3. After review, and to the extent practicable, the Institute's Executive Director will publish his/her conclusions in writing within 15 calendar days of receipt of the written concern.
4. Decisions will not be overturned by the Institute Executive Director unless there are compelling grounds that an Institute School discriminated against a protected class, violated its contract with the Institute, failed to follow its own policies, Institute policies or requirements, or violated any other state or federal law, rule, or policy.
5. If, after review, the Institute Executive Director concludes that a violation has occurred, the Institute's Executive Director will inform the Institute School

administration in writing of the violation and direct that the Institute School resolve the situation with the grievant. The Institute may implement procedures in line with the Institute's School Compliance Policy and take any actions provided for in law, policy or contract to resolve the issue.

6. The decision of the Institute Executive Director is final.

Contact information for MacLaren's Board Chair shall be posted on the school website.

Contact information for the Charter School Institute: 303.866.3299 or

legalandpolicy_csi@csi.state.co.us.

Guidelines for Students Regarding Extracurricular Activities

Athletics

At MacLaren, the student athlete is first and foremost a student. Coaches, team captains and faculty work hard to promote excellence on the court or the field and not produce an athletics subculture in the school. An unhealthy preoccupation with athletics can produce an athletics elite, which would ultimately be divisive and detrimental to the community of learners. While always secondary to the academic life of the school, a healthy athletics program is nevertheless an important aspect of life at MacLaren.

The athletics field or court is a kind of classroom where students learn lessons about teamwork, fair play, healthy competition, honorable victory, gracious defeat, respect for opponents and courtesy. The goals and objectives of the athletics program include:

- To seek victory through skill, teamwork, stamina, courage and commitment.
- To develop healthy bodies, agility, strength, endurance, mental discipline and athletic skills.
- To foster the growth of personal character by demanding the highest standards of good sportsmanship, by teaching loyalty and perseverance and by encouraging personal sacrifice for the sake of the team.

Other Extracurriculars

As extracurricular activities become available, students are welcome to participate in them. The expectations of behavior are similar. Consequences for poor behavior may result in losing the privilege of participating in the activity.

Eligibility

All students are encouraged to participate in the MacLaren athletic program and/or other organized activities. However, academic responsibilities are always the top priority. In addition, student athletes and students taking part in non-athletic activities are public representatives of MacLaren, which makes disciplinary matters relevant. Students may be removed from teams or clubs for academic or disciplinary reasons. For example, students who accumulate 1.5 hours of detention in one semester may become ineligible for extracurriculars that semester, including athletics. The Heads of School oversee this process.

Moreover, students involved in any MacLaren extracurricular club or sport need to remain academically eligible for participation. Faculty members will review group rosters weekly and advise the Heads of School of any student they are concerned about. Several factors may be taken into consideration when determining student eligibility, including academic standing and effort to improve deficient grades. If a student becomes ineligible, this status will be under review weekly.

Coaches and club leaders need to abide by the decision of the Heads of School regarding a student's eligibility status. Moreover, coaches and club leaders need to keep this information confidential.

Harassment

The goal of the School is to provide a workplace free from tensions involving matters that do not relate to the education of our students. In particular, an atmosphere of tension created by non-work-related conduct, including ethnic, racial, sexual or gender-related remarks, animosity, or unwelcome sexual advances or other such conduct does not belong in the workplace. As such, the School will not tolerate any form of harassment related to any protected class. It will not tolerate retaliation for refusing unwelcome, harassing overtures, for reporting instances of harassment, or for providing statements or evidence related to alleged harassment.

Types of Harassment

Harassment may be verbal (epithets, derogatory statements, slurs, innuendo), physical (unwelcome touching, assault, gestures, physical interference with one's work), or visual (posters, drawings, faxes, e-mail, texts). It may involve, but is not limited to, unwelcome sexual advances or unwelcome invitations to participate in offensive conduct. Harassment may originate from employees, supervisors, students, parents, or others visiting the School. In whatever form and from whatever source, it is forbidden.

Retaliation Prohibited

No supervisor shall have the authority to retaliate against a victim, reporter, or witness of harassment because of his or her report. Any such retaliation is subject to prompt reversal upon completion of any related investigation.

Reporting Harassment

In some situations, a person may not realize that his or her behavior is inappropriate or unwelcome. Employees or volunteers who consider any person's behavior to be inconsistent with these guidelines are encouraged (but not required) to tell that person that his or her behavior is considered inappropriate and request that the conduct stop. Persons so told should comply immediately and graciously with such requests or seek direction from their supervisor.

The School must be informed of harassment before the School can stop it. Thus, every employee or volunteer who reasonably suspects that harassment has occurred, including everyone who believes that he or she is a victim of harassment, must immediately report the circumstances to their immediate supervisor, to a Head of School, or to the Executive Director. Allegations involving the Executive Director may also be reported to the Chair of the Board of Directors.

Employees and volunteers should not assume that management is already aware of the situation. They should not assume that it is someone else's duty to report.

Purchases/Check Requests

All volunteer purchases, excluding classroom allowance purchases, must be approved by the Head of School prior to the purchase being made. The school has no obligation to reimburse for expenses not approved prior to purchase.

Smoking

In keeping with Thomas MacLaren School's intent to provide a safe and healthful work environment, use of tobacco products (including vaping) is prohibited in or on the school premises or while accompanying students offsite as a representative of the school. This policy applies equally to all employees, students, volunteers, and visitors.

Substance Abuse Policy

In order to preserve a healthful and safe environment for staff and students, Thomas MacLaren School prohibits the possession, distribution, use, or being "under the influence" of alcohol or any illegal narcotic, drug (including marijuana), or controlled substance on its premises. The legal use of prescribed drugs is permitted on the job only if it does not impair the ability of an employee or a volunteer to effectively and safely perform the essential functions of the job. In certain circumstances, the school may require an employee or volunteer to take a drug test.

Daily Schedule

Upper School

There will be no 7th Period on Friday.

****Dismissal on Friday is 2:40 p.m.**

Morning Assembly	7:45 a.m.— 8:00 a.m.
Period 1	8:05 a.m.— 9:00 a.m.
Period 2	9:05 a.m.— 10:00 a.m.
Period 3	10:05 a.m.— 11:00 a.m.
Lunch MS	11:05 a.m.— 11:40 a.m.
Period 4HS (9 th -12 th in class)	11:05 a.m.— 12:00 p.m.
Period 4MS (6 th -8 th in class)	11:45 a.m.— 12:40 p.m.
Lunch HS	12:05 p.m.— 12:40 p.m.
Period 5	12:45 p.m.— 1:40 p.m.
Period 6	1:45 p.m.— 2:40 p.m.
Period 7	2:45 p.m.— 3:30 p.m.

Classes are 55 minutes long. Passing periods are 5 minutes.

Two-Hour Delay Schedule

Two-hour delay: Dismissal on a two-hour delay day is 3:30 p.m., even if on a Friday.

Morning Assembly	9:45 a.m.— 9:55 a.m.
Period 1	10:00 a.m.— 10:45 a.m.
Period 2	10:50 a.m.— 11:35 a.m.
Period 3	11:40 a.m.— 12:25 p.m.
Lunch	12:30 p.m.— 1:00 p.m.
Period 4	1:05 p.m.— 1:50 p.m.
Period 5	1:55 p.m.— 2:40 p.m.
Period 6	2:45 p.m.— 3:30 p.m.

Classes are 45 minutes long. Passing periods are 5 minutes. Two-Hour Delay days will not include Period 7.

Lower School

****Dismissal on Friday is 2:20 p.m.**

School Hours:

8:00 a.m. - 3:10 p.m., Monday-Thursday

8:00 a.m. - 2:20 p.m., Friday

Two-Hour Delay School Hours:

Two-hour delay: Dismissal on a two-hour delay day is 3:10 p.m., even if on a Friday.

10:00 a.m. - 3:10 p.m., Monday-Friday