

MULBERRY SCHOOL 2017-18 PARENT HANDBOOK



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MISSION

Mulberry School inspires children to a life of learning and positive contribution to community. By weaving creativity and social learning into every day, we foster intellectual and social success for a lifetime.

BOARD OF TRUSTEES

Mulberry School is a non-profit 501(c) (3) corporation. The Board of Trustees provides strategic planning and makes school policy in accordance with Mulberry School's Mission Statement. The Board also hires and conducts performance reviews for the Head of School. It is the Head of School's responsibility to hire and supervise staff, implement curriculum, oversee the facility, and implement Board policy. The Board meets regularly during the year. Every Mulberry parent is invited to attend the open portion of each meeting.

PARENT ASSEMBLY COUNCIL

All parents are members of Mulberry's Parent Assembly Council and elect its officers. The role of the PAC officers is to oversee the elementary committees that are staffed by parent volunteers. PAC is also responsible for community building events. PAC meets monthly and all parents are invited to attend these meetings.

HISTORY

Mulberry is now in its 54th year!

Mulberry School was founded in 1963 as a one-room parent-cooperative nursery school. Local members of the American Association of University Women saw the need for a school that included parents as part of the educational process. In 1965, Mulberry School moved to Hamilton Avenue in San Jose.

Mulberry remained a parent participation preschool until 1983 when kindergarten was added. The school kept growing and adding classes. In 1994 fifth grade was added and in 2016 middle school was added. Mulberry now offers preschool classes beginning at 2 years old, as well as junior kindergarten through eighth grade.

In fall 2005, we moved to our present location. With a long-term lease, we have made many improvements to the property, including a new preschool yard, a performance stage, gardening areas for all grades, and kitchens in both the preschool and main building for cooking instruction and projects.

EDUCATIONAL PHILOSOPHY

Experience the Joy of Learning at Mulberry School

Progressive Education: At the heart of great education, one finds students who are intellectually and collaboratively engaged learners. Mulberry students learn how to think critically and solve problems. We create a balance between integrated thematic projects, direct instruction and inquiry-based learning, providing each student with opportunities to become self-reflective thinkers through active, creative classrooms. No one educational perspective works for all students. Our faculty has the education, knowledge and flexibility to choose from proven methods and techniques, allowing us to meet the needs of a broad base of learners. Students are academically challenged at their own level, and always encouraged toward higher levels of personal excellence and achievement.

Social & Emotional Education: At the core of our instruction, Mulberry fosters social and emotional growth through the Positive Discipline model, giving time to class meetings, and supporting day-to-day interactions. We empower students to be nurturing and contributing members of the community, valuing not just the developing intellect, but the well being of the whole child. Our students know who they are, express themselves with eloquence, and advocate for themselves and others.

Creativity: Creativity is everywhere at Mulberry School. The creative process is integrated throughout the curriculum at every grade level. Students master diverse media. Every child's imaginative self-expression is nurtured through a combination of teacher led and free exploration activities.

Honoring Differences: Diversity is explored and celebrated, in its many forms, throughout our school program and school campus. We provide an environment where differences in culture, ethnicity, race, sexual orientation, religion and family tradition are safely shared and respected. Students learn to appreciate their fellow classmates, both for their similarities and differences.

Community: As the foundation upon which our school is based, community enhances all aspects of the Mulberry program and student learning, with parents, teachers and the administration supporting children and one another. The rich community of Mulberry creates a sense of belonging and mutual respect across the generations. Furthermore, the collaborative process, which is prevalent throughout our school, develops students' abilities to communicate comfortably with adults, creating people who function constructively in a system of democracy.

At Mulberry School, we value each member of our community, supporting one another in a life-long process of engaged learning.

STUDENT LEARNING GOALS (ESLRs)

By graduation, Mulberry students will be:

Lifelong learners...

Lifelong learners, who joyfully acquire new knowledge and skills. They will have a strong academic foundation and will be prepared for school beyond Mulberry in reading, writing, math, social studies, and the sciences. They will utilize a range of resources and technology to conduct research. Through real-world experiences, students will develop important life skills that will reinforce academic ideas and concepts. Our graduates will effectively reflect upon their own learning and will apply new knowledge to their lives and the world around them.

Critical thinkers...

Critical thinkers, whose curiosity drives them to ask complex questions, will analyze, synthesize, evaluate, and apply information. Problems will be solved using logical reasoning, experience, and innovative, creative thinking.

Effective communicators...

Effective communicators, who are confident speakers, active listeners, and expressive writers. They will communicate their ideas, feelings, interests, and knowledge through a range of creative media including art and music.

Socially responsible and conscientious citizens...

Socially responsible and conscientious citizens, who are collaborative, respectful, compassionate, inclusive, and kind. They will resolve conflicts peacefully and demonstrate personal integrity.

Resilient, motivated students...

Who take initiative and show perseverance. Our students will work hard toward achieving personal goals and take reasonable risks and will view mistakes as opportunities to learn. Through their efforts, they will gain an awareness of their own strengths, struggles and learning styles. Students will have acquired time management and organizational skills, and have developed focus necessary to be successful in middle school.

Globally, environmentally, and culturally aware human beings...

Globally, environmentally, and culturally aware human beings, who contribute to improving their school, their community, and the world. They will appreciate and embrace human diversity. They will begin to understand the impact of humans on global ecology and the crucial importance of sustainability.

Healthy balanced individuals...

Healthy balanced individuals, who understand the importance of making healthy choices regarding food and physical activity to maintain a strong mind and body.

TUITON POLICIES

2017-18 Deposit and Tuition Payment Schedule

Payment Options

Payment of annual tuition can be completed on the following schedules:

Option 1

1 payment of tuition in full June 2017 (Receives 2% prepay discount)

Option 2

2 equal payments of 1/2 of annual tuition June 2017 and November 2017

Option 3

10 equal payments of tuition June 2017 through March 2018

*****Payment options for 2018-19 will automatically begin in the month of June for the next academic year**

Withdrawal

If you choose to withdraw from Mulberry School, please note that paid tuition or fees are not refundable or transferable. Please send an email to the Admissions Director to inform of your intent to withdraw.

Tuition Payments

All monthly tuition payments are made through FACTS. Details can be found on RenWeb and when logging in to FACTS. Details are also available in the office.

Tuition Assistance (Elementary and Middle School Only) and Emergency Funds

The goal of our tuition assistance program is to allow children to attend Mulberry School who might not otherwise be able to do so. Elementary families requesting tuition assistance must demonstrate financial need and have a strong commitment to the school. Enrolled students must be in good academic standing. All families applying for tuition assistance for the 2018/2019 school year must file the on-line Parents' Financial Statement with School and Student Service for Financial Aid by early April 2018. **The website is www.sss.nais.org.** Additionally, emergency funds have been set aside to help families (elementary & preschool) in short-term financial crisis who are unable to pay tuition. All families applying for emergency assistance should also file the on-line Parents' Financial Statement with School and Student Service for Financial Aid as the need arises. Tuition assistance may not only come in the form of money, but can include alternate payment arrangements, but with restrictions. Please contact the office for further details.

Please view our full tuition assistance policy at www.mulberry.org in the Mulberry Parents Login section. You may also contact the Finance Director to obtain a copy.

Tuition and Extended Care Non-Payment

When tuition and/or Extended Care payments become in arrears, FACTS and/or Mulberry will contact the family by email. A repayment contract will be established if necessary. Families with non-payment histories, or who break the repayment contract, may be subject to dismissal or denied enrollment.

If any outstanding balance is 30 days or more in arrears, Mulberry reserves the right to engage a collection agency. If non-payment occurs for 60 days, the CFOO may notify the parents in writing that the child may no longer attend Mulberry School. Past tuition payments are still the parents' legal responsibility and Mulberry reserves the right to engage a collection agency, the costs incurred of which shall be the responsibility of the parents or guardian.

Returned Payments

When a payment is returned, FACTS will notify the payee and assess a \$30 fee.

SCHOOL DAY INFORMATION

School Schedule

Office Hours 8:00 - 3:30 pm

Preschool Schedule

9:00 am - 12:00 pm or 9:00 am - 4:30 pm

Elementary Schedule

Junior Kindergarten 8:30 am - 12:00 pm

Kindergarten 8:30 am - 1:00 pm

Grades 1-5 8:45 am - 3:00 pm

Middle School Schedule

Grades 6-8 8:30 am - 3:00 pm

Extended Care Hours (Available for elementary and middle school students only.)

8:00 am - 6:00 pm

Staff In-Service Days and Meetings

On occasion throughout the year, there will be no school in order for the faculty to participate in professional development activities. Extended care will be available on in-service days.

Arrival and Departure Procedures

Since your child's safety is our foremost concern, we have established the following drop-off/pick-up guidelines. We ask that all parents comply with these in order to ensure that your child is properly supervised at all times.

1. Drop off is available for morning JK, Kindergarten, and Middle School students starting at 8:15 am everyday. Drop off for all other elementary classes will start at 8:30 am. Please ensure that a Mulberry School staff member receives your child at the front curb. Never drop off your child to walk to class unescorted. **Preschool children must be escorted to class by the participating adult.**
2. You may also choose to walk your child to class.
3. Teachers will meet their children at a location designated for each class, and will escort them into the classroom.
4. Never leave your child in a classroom without adult supervision.
5. Parents are responsible for arranging carpooling, and every adult is accountable for all children in her/his car.
6. Driving adults must escort each child to the appropriate classroom. For elementary or middle school, the driving adult can drop off students in the designated area at the front curb.
7. Any person picking up a Mulberry student must be designated by the parent as authorized to do so. Names may be changed on the Emergency Identification Forms by the parent/legal guardian at any time. Please make any such changes with the office staff.

Attendance and Tardiness

In keeping with our school's values, all Mulberry elementary students are expected to attend class daily. We understand that situations arise that may cause a child to be absent and, therefore, recognize the following as excusable reasons to miss class:

1. Illness or injury of the student
2. Attending dental, medical, and/or eye appointments, when they cannot be scheduled at a different time
3. Religious holidays
4. Death in the family
5. Serious illness of a family member
6. In order to spend time with a member of the immediate family who is on active duty in the uniformed services, and has been called to duty and is on leave, or has just returned from deployment to a combat zone or combat support position.

If a student is going to be absent for any reason, the parent must call or email the office and the teacher to report the absence that morning. A call for each subsequent day of absence is requested. Please include the following information in your message: student's name, date and reason for absence.

Tardiness

Arriving on time each day is important for children's learning. If your child is tardy, these steps must be followed to ensure that the administration can account for all children during an emergency.

1. **Adult must accompany child to the office to receive an attendance slip and then walk the child to class.**
2. Child then presents teacher with the attendance slip. If your child was marked absent that morning, the teacher will not allow him/her into class without an attendance slip from the office.

Early Dismissal

If a student must leave class before the end of the day, the following steps must be followed to ensure that the administration can account for all children during an emergency.

1. Adult comes to the office to sign the student out and to receive an early dismissal slip.
2. Adult goes to the student's class and quietly hands dismissal slip to the teacher.
3. Upon receiving the dismissal slip, teacher will release the student from class.

Parking

Parking is allowed in the Mulberry School parking lots and on Belgatos Road. Please do not park on Belvue Drive (the road next to preschool) per agreements with the district and our neighbors. Extra caution is required when driving in the school parking lot. The speed limit is 5 mph.

Never park in the red fire lane in front of the school. This area is for the exclusive use of emergency personnel. If seen parking in the red zone, parents will be asked by staff to immediately move their vehicles.

Mulberry has placed NO PARKING signs in places where parking may cause safety concerns due to blocking entrance/exit lanes. Please do not park in areas where NO PARKING signs are posted. Since parking is at a premium at Mulberry, carpooling is encouraged. There is a sign-up sheet in the parent workroom to facilitate this. The office can also help you find families that live near to you.

Another way to alleviate parking congestion is to utilize drop off. Please see the drop off section in this handbook for details.

Learning Space

All non-classroom areas on campus, including the playground, are considered "learning spaces" during regular school hours. Please respect our learning spaces by taking conversations to the courtyard or parent workroom. Only parents currently scheduled to work should be in learning spaces during the school day.

Telephones/Messages

Classroom phones are for staff use and emergencies ONLY. If needed, parents may use the phone in the office. Cell phones must be turned off during parents' work shifts. Ask callers to contact the office if they need to reach you. Please do not use your phone to text or email while you are working your shift.

Birthdays

The teacher will inform parents of any special agreements made regarding birthday celebrations. Students are not required to celebrate their birthday in class, but if s/he chooses to do so, please speak with the teacher about what might be brought in for the festivities. Some children choose to bring in food items, while others give a book or game to the class in celebration of their birthday.

If students wish to pass out invitations to their party at school, they must invite the entire class. If every child is not invited, invitations should be made outside of school. Talk about the party at school should be avoided so as to prevent hurt feelings.

Clothing

Since our students are encouraged to play actively outdoors, and participate energetically in PE, children should dress appropriately. For safety reasons, "Croc"-type shoes, open-toed shoes, slip-on beach shoes and dressy shoes and boots, as well as clothing with drawstrings or cords are not recommended. Sneakers are the most suitable footwear for Mulberry's playgrounds. Clothing that is likely to be removed should be labeled with the child's name. Children should bring a labeled change of clothing everyday, in the event of water play, weather changes, or accidents. We expect that all children will dress in school appropriate manner. Bare midriffs, "short shorts", and exposed backs are not acceptable.

Lost and Found

Check the Lost and Found bin located in the parent workroom regularly. Unclaimed items will be donated to charitable organizations. An announcement will be made in the Mulberry Buzz each time a donation date approaches.

Toilet Training

Mulberry preschool has no toilet training requirements.

Children must be fully toilet trained to enter Junior Kindergarten or Kindergarten.

EXTENDED CARE (Elementary and Middle School Students Only)

Available to our elementary and middle school students only, Extended Care provides childcare before and after school. Consistent with our educational program, Extended Care staff uses Positive Discipline to encourage students to self-regulate behavior, while providing a safe, respectful, fun environment. The daily schedule includes both indoor and outside activities, and the serving of a nutritious afternoon snack.

Parents considering Extended Care are welcome to come by and meet the aides. Please schedule a time to visit with the office beforehand. Feel free to direct any questions, comments or ideas to our Extended Care Lead or our CFOO, Laurel Maguire.

All children using Extended Care must be fully toilet trained.

Information about Extended Care hourly fees and participation forms may be found in the Administration Office or on our website www.mulberry.org in the Mulberry Parents Login section.

Extended Care Hours: 8:00 am - 6:00 pm

Signing In and Out of Extended Care

Your child must be signed into and out of Extended Care each day by you or your designee. Failure to do so will result in your being charged for use until 6:00 p.m. that day. Picking up your child after 6:00 p.m. will result in being charged \$1.00 per minute.

We reserve the right to not release your child to an unauthorized person, to anyone we strongly suspect is under the influence of alcohol or drugs, or to one exhibiting inappropriate behavior. Photographic identification will be required of any person not known to the Extended Care staff.

Mulberry expects that children will behave in an acceptable manner while in Extended Care. If a child is unable to conduct himself/herself in an appropriate manner, it may be necessary to review the child's behavior and set-up a corrective action plan.

Children who consistently ignore agreements related to appropriate conduct may be restricted to limited hours in Extended Care, or may not be permitted to use the program.

MULBERRY COMMUNICATIONS

Progress Reports and Parent Conferences

Preschool conferences are held in January and include a written teacher's assessment.

Elementary and Middle School students receive progress reports three times per year. Every fall and spring, parents participate in a formal conference with the teacher. In Grades 1-8, spring conferences may be student-led. The third progress report is placed in the student's hanging file during the last week of school.

Meeting with Teachers

Parents are strongly encouraged to email the teacher to schedule a meeting whenever concerns or questions arise. While it may be tempting to try to squeeze in a quick conversation before, after, or even during class, this creates an unsatisfactory experience for the parent and teacher and interrupts the teacher's preparation time. Please contact your child's teacher by email to arrange a convenient time to meet. Teacher email addresses are available on our website.

Hanging Files

Each student has a hanging file located in the parent workroom. Parents should check their hanging file every time they come to school. The following items are appropriate for distribution via hanging files:

- Notices from teachers, school staff, class reps, school committees, and the Board of Trustees.
- Notes or requests from one family to another.
- Class pictures

No advertisements, solicitations or political notices may be distributed through the hanging files.

Mulberry Website

Please visit our school website often. The site contains class rosters, forms, policies, handbooks, school newsletters and more under the Mulberry Parents Log In section. At the beginning of each school year, the password to access this section will be distributed to all families.

Mulberry Buzz

The Buzz is sent via RenWeb to all Mulberry families each Friday, and contains a summary of upcoming events, committee reminders, and other information of interest to the school community. Parents may submit pieces to the Buzz by sending their entry via email to the Director of Enrollment Management (dhaugaard@mulberry.org) by Thursday of each week. When there is no school on Friday, the Buzz will be published on the last day of school for that week. In this case, submissions must be received by the day prior to the last day of that week's school. If you would like to be removed from the distribution list for the Buzz please email dhaugaard@mulberry.org.

School Bulletin Boards

Any person or group wishing to post a flyer on school bulletin boards, or around the grounds, must have it approved by an office administrator beforehand. Please use only blue painters tape when posting on wall or poles.

Communicating Concerns/Grievances

Should you develop concerns about a classroom issue, curricular matter, a child, or the work of another parent, speak directly with your child's teacher. **A parent must never communicate any type of concern about a student to other parents nor that child's parent. Respectful and appropriate communication is expected of all members of the community at all times.**

If no resolution is reached in working with the classroom teacher, schedule an appointment with the Head of School to address your specific concerns. You may be asked to draft a letter outlining the incident of concern and your desired resolution. Information will be culled from all involved parties, and resolution will be sought as quickly as is reasonably possible. The Head of School's decisions are final in such cases.

HEALTH AND SAFETY

The health and safety of our children is our primary concern at all times. Mulberry maintains compliance with all city, county, state and federal environmental, health and safety regulations.

Enrollment Forms

All required enrollment forms must be completed and returned to the front office before your child may attend class.

Vaccines

Mulberry School complies with all county, state and federal immunization laws. For more details on the immunizations required, visit: www.shotsforschool.org

Harassment and Bullying

Harassment and bullying are unacceptable conduct at Mulberry School. These behaviors occur when an individual is subject to treatment in the school environment that is hostile or intimidating. Harassment or bullying of any member of the Mulberry School community (students, staff and family members) by another member is prohibited and will not be tolerated. At Mulberry School **all members of the community** are treated with respect and dignity. This policy refers to incidents between students, between adults and students, or between adult members of the community.

Harassment can be directed toward an individual under conditions such as the following:

- **Verbal harassment:** demeaning comments, statements, slurs, name-calling, jokes, or anecdotes.
- **Written harassment:** suggestive, threatening, or obscene letters, notes, or invitations.
- **Physical harassment:** unkind, unwanted and/or unlawful physical touching, contact, assault, deliberate blocking movements, or any intimidating interference with normal movement.
- **Visual harassment:** leering, gesturing or displaying of sexually suggestive objects, pictures, cartoons or posters.
- **Cyber harassment / bullying:** sending or encouraging others to send abusive, hurtful, offensive or unwelcome messages via email, chat, IM, Facebook, text messages, etc.

Bullying involves:

- intentional behavior aimed at harming another.
- recurring incidents.
- a power differential.
- strong need for power and dominance.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may take various forms, including verbal, written, physical, visual, or cyber harassment.

Students and/or adults who feel that they have been harassed may directly inform the person engaging in such conduct that it is offensive and must stop. In some circumstances, it may be easier for a student and/or adult to speak with their teacher or the Head of School. Allegations of harassment or bullying will be treated seriously and will be reviewed, investigated, and acted upon in a prompt, sensitive and thorough manner.

Reporting Responsibilities in Suspected Cases of Child Abuse

All concerns regarding suspected abuse of a Mulberry student should be immediately reported to the child's teacher or Head of School. Furthermore, any alleged inappropriate behavior on the part of a teacher, staff member, administrator, participating adult or student should be immediately reported to the Head of School.

Contagious Disease

Parents must notify the office within 24 hours if a doctor diagnoses their child or themselves (in the case of participating adults) as having a contagious disease. The office will notify the school community of exposure through email and/or posted notices. Examples include but are not limited to:

- Pink Eye
- Lice
- Strep Throat / Scarlet Fever
- Hand, Foot and Mouth Disease

Illness

No child or participating adult may come to school when signs of illness are present. Fever, heavy coughing, sore throat, diarrhea, vomiting, and achy body are all symptoms of communicable illness. **Children and adults should be symptom-free for 24 hours, or on medications such as antibiotics for 24 hours before returning to school.**

Procedures for Sick Children at School

If your child becomes sick at school, you or a person that you have designated for emergencies will be called. A staff member will monitor your child and keep him/her as comfortable as possible until you or your designee arrives. Sick children must be picked up within one hour.

Medications Administered at School

Prescription or over-the-counter medication that needs to be taken during the school day must be registered in the school office, where it will be stored and administered. Do not send medication of any kind to school with your child in his or her lunchbox or backpack. Sunscreen, Neosporin, Bactine, cough drops, cough syrup and other commonly used over-the-counter substances must also be stored in the office. Medications must be provided in the original container with the pharmacy label, if prescribed. Mulberry staff will administer prescription medication in compliance with the physicians' instructions, as indicated on file in the office.

Medications Administered on Field Trips

All medications should be brought to the office prior to or on the day of a field trip. A school employee will administer medications on the field trip at the designated time.

First Aid

Whenever a child is injured at school, the observing adult must come to the office to complete an injury report, providing a written record of the occurrence. A copy of the report will go in the student's hanging file, injury report binder and student record.

Minor cuts and scrapes are treated by the staff or supervising parent, using the school's first aid supplies. All staff members are trained in First Aid & CPR biannually. A staff member should be notified immediately when a serious injury occurs.

Red Emergency Backpacks

Emergency backpacks, found in every classroom, must accompany the class at all times, whether to the playground or on a field trip. The backpacks contain a first aid kit, emergency procedures and protocols, a list of student allergies, and epipens (to be administered by staff) if prescribed for a student in the class. Please familiarize yourself with the contents and help ensure the backpacks go with the class. Teachers may appoint a parent volunteer to keep their classroom backpack stocked throughout the school year. Replacement backpack supplies may be obtained in the office.

Blood Borne Pathogens Exposure Control

Universal precautions (gloves, eye protection, etc.) are observed at Mulberry in order to prevent contact with blood or potentially infectious materials. Please follow universal precautions outlined in the emergency procedures, located in each emergency backpack.

Nutritional Guidelines at Mulberry

Mulberry encourages students to eat lunches and snacks that are healthy and nutritious. Good, healthy food provides the fuel necessary for students to learn their best throughout the school day. Fruits, vegetables, whole grains, dairy and protein are all good choices when considering what to pack for lunch. Encourage your child to choose low fat milk or water for proper hydration throughout the day.

Non-nutritive calories from sugar-filled snacks, drinks and other types of “junk food” are not recommended during school hours, and are better left at home. Furthermore, as we do our part to protect the environment, please use recycled paper and/or reusable containers throughout the year. Working with your child to bring a healthy, “greener” lunch to school every day will benefit everybody. We ask parents to be mindful of how they pack their child’s lunch. Please use non-disposable items whenever possible.

Allergies

Mulberry School strives to provide an educational environment that is healthy for all students, including those with life-threatening allergies to nuts and/or tree nuts. It is the view of Mulberry School that working in partnership and clearly defining the responsibilities of the school and those of our parents and students will foster a safer, consistent environment for Mulberry students. With this in mind, Mulberry School sets forth the responsibilities of each to minimize the exposure of students to nuts/tree nuts or nut/tree nut products, and to other foods that represent life-threatening allergies within our student body.

Life-Threatening Peanut and Tree Nut Allergies:

Mulberry School is designated a “nut sensitive” school. This means that we will take steps to minimize the exposure of students to nuts/tree nuts and nut products at school. However, despite the school’s reasonable efforts, the school cannot guarantee an environment free of nuts/tree nuts or nut/tree nut products. We have created the following list to clarify responsibilities related to life-threatening peanut and tree nut allergies:

1. Mulberry School will instruct all parents in writing, both globally (through policies) and individually (through classroom communications), not to send any nuts/tree nuts, or products containing nuts/tree nuts (based upon product labels), to be eaten as snacks or lunches at school.
2. Mulberry School will require and instruct parents/guardians that food served at all-school events or for cooking projects or classroom celebrations must be free of nuts/tree nuts or nut/tree nut products. Such food cannot have been processed in factories in which nuts/tree nuts may have been processed (based upon product labels). It must be understood, however, that many homes do produce foods that contain nuts/tree nuts, and that nut-free food prepared in these homes may, in fact, be provided for the aforementioned events.
3. Mulberry School will provide a “super clean zone” where tables will be wiped down before and after use, if deemed necessary to meet the needs of particular student(s). In addition, students who eat at these tables will be required to wash their hands before and after eating at the tables.
4. Mulberry School, other than as set forth herein, does not have the capacity to minimize exposure to nuts/tree nuts in non-cooking areas of our program (e.g., painting, gardening, our outside areas and inside of buildings).
5. Mulberry School, with appropriate, signed releases from parents, will provide each teacher with a list of students in their classroom who have allergies, including those with a life-threatening allergy to nuts/tree nuts. This list will also be kept in the office and will be updated by the office as required.
6. Parents are required to notify the school in writing of their child’s life-threatening allergy to nuts/tree nuts. Notification must include confirmation from the child’s physician. Parents will need to grant permission to their child’s doctor to release information regarding their child’s allergies to Mulberry staff, so that we may work to provide an environment that minimizes exposure, while creating appropriate responses in case of exposure.
7. Parents must review food labels while packing daily lunchboxes, omitting foods that contain nuts/tree nuts or traces of nuts/tree nuts. Since children do not share food brought to school for personal consumption during lunch and recess, simply providing food that is nut/tree nut free based on the ingredients label is adequate.

8. Parents must also exclude foods that contain nuts/tree nuts, traces of nuts/tree nuts, foods that are made on shared equipment with nuts/tree nuts, or foods that have been processed in factories in which nuts/tree nuts may have been processed (as indicated by product labels) from any classroom or all-school celebrations. It must be understood, however, that many homes produce other foods that contain nuts/tree nuts, and that nut-free food prepared in these homes may, in fact, may be provided for the aforementioned events.
9. Parents of children with life-threatening allergies to nuts/tree nuts will work with Mulberry School and the child's physician to identify any additional reasonable accommodations specific to the needs of the student. If it becomes necessary to implement additional accommodations, and if the additional reasonable accommodations offered by the school are agreeable to both parties, these will be clearly described and a "Personal Safety Plan" created by the school.
10. Students must not share foods brought from home for snacks or lunch.

Life-Threatening Allergies to Other Foods:

Mulberry School will strive to meet the needs of children with life-threatening allergies to any foods in all classroom cooking projects, and in other areas as can be reasonably accommodated. We have created the following list to clarify responsibilities related to life-threatening allergies to other foods:

1. Mulberry School will require and instruct parents/guardians that food served to children via classroom cooking projects or classroom celebrations will not contain any food to which a child in that classroom has a life-threatening allergy. This will be an accommodation made in the specific class of that child only, and will be written into a "Personal Safety Plan" created by the school.

Mulberry School will provide a "super clean zone" where tables will be wiped down before and after use, if deemed necessary to meet the needs of particular student(s). In addition, students who eat at these tables will be required to wash their hands before and after eating at the tables.

1. Mulberry School, other than as set forth in this section, does not have the capacity to minimize exposure to life-threatening allergens in non-cooking areas of our program (e.g., painting, gardening, our outside areas and inside of buildings).
2. Parents are required to notify the school in writing of their child's life-threatening allergies. Notification must include confirmation from the child's physician. Parents will need to grant permission to their child's doctor to release information regarding their child's allergies to Mulberry staff, so that we may work to provide an environment that minimizes exposure, while creating appropriate responses in case of exposure.
3. Parents of children who cannot be exposed to certain foods (other than nuts) will work with the school and the child's physician to identify reasonable accommodations necessary to meet the needs of the student. If it becomes necessary to implement additional accommodations, and if the additional reasonable accommodations offered by the school are agreeable to both parties, these will be clearly described and a "Personal Safety Plan" created by the school.
4. Students must not share foods brought from home for snacks or lunch

Food Preferences and/or Intolerances That Are Not Life Threatening:

1. Mulberry School distinguishes food allergies, preferences and/or intolerances from life-threatening allergies, the latter of which may create a serious medical condition (and must be confirmed by the treating physician). We cannot guarantee that food allergies, preferences and/or intolerances will be accommodated for classroom cooking projects or celebrations.
2. Parents of children with food preferences and/or intolerances may wish to work with the teacher to have substitute foods on hand, in the event that a cooking project or food brought in for a celebration includes an ingredient posing this type of problem for your child.

3. Medications Related to Life-Threatening Food Allergies:

1. Mulberry School recommends that parents provide epi-pens and/or other medications related to life-threatening food allergies for the child's classroom, the School's office and extended care, as deemed necessary and appropriate by the child's physician.
2. Mulberry School requires that all medications be accompanied by written instructions from the student's physician. This information is generally part of an Allergy Action Plan provided by the treating doctor.

Mulberry School requires that parents provide written authorization if they wish for the school to assist their child in the administration of, or to administer the epi-pen.

You may also view this full allergy policy at www.mulberry.org in the Mulberry Parents Login section.

Head Lice Policy

Mulberry School works diligently to reduce the stigma associated with lice in our community through education and frank dialogue. Lice do not cause disease nor are they a health threat.

Mulberry School follows the lice policy of Santa Clara Health Department. The County uses a "no-nit" policy. This requires that affected students are to remain outside of the classroom until they are confirmed to have no nits (lice eggs) in their hair.

Mulberry conducts two routine lice screenings per year in preschool and elementary: one each in the fall and spring. If a student is absent during a screening, s/he will be checked upon return to school. Such examinations must take place before the student attends class. Mulberry also conducts random checks at various times of the year. All checks are completed in a quiet place, where students may ask questions and speak freely with staff.

If a child is found to have lice or nits, a parent will be notified. The parent will be given the opportunity to ask questions of the staff about lice and nits. Students who have been treated for lice or nits are required to check in at the office for examination by a staff member prior to returning to school. If lice or nits are found at that time, the student will be sent home and may not return to class until examined and confirmed nit free by staff. Staff will conduct checks in the student's class for two weeks, or until no new cases are found. A similar schedule of checks will occur in any sibling's class, if applicable. Once 14 days pass without any new cases being identified, lice checks will be discontinued.

County lice exposure notices are posted on campus when lice or nits are found and teachers are notified of the exposure. Mulberry's Lice Policy is available in the Administration Office.

Hazards

Any safety hazards discovered during the course of the day that cannot be remedied immediately must be reported to the teacher or the office for corrective action.

Visiting Animals

With prior approval from the teacher, a pet may visit the classroom. Visiting animals are never to be left at school overnight or on holidays. All pets must be leashed or contained. Parents dropping off or picking up a student should note that dogs may not enter school buildings at any time.

Identification of Adults

All participating adults must wear a preschool work card or working parent badge. This allows children to know which parents are working, while helping to identify unfamiliar adults. All observers, including Mulberry parents who are observing in a classroom, must sign in at the office and wear a guest badge for the duration of the visit. All guests must call ahead to schedule observations and tours. Report any unidentified adults to the office immediately.

EMERGENCY AND DISASTER PREPAREDNESS

A completed emergency form is required for each student, and must be submitted every year. Please ensure that your contact information is kept up-to-date with the school, as well as the names of those authorized to pick up your child. In case of an emergency, students will be released only to a person designated on that list. Your child will need to be signed out by you or your designee before leaving campus in such a circumstance.

In the event of a major disaster, do not attempt to call the school, as phone lines must be left open. Mulberry uses an emergency notification system for just such circumstances. RenWeb stores phone numbers and upon notification from us that we are in the midst of an emergency, immediately and simultaneously calls all stored phone numbers. Parents will see "411" on their caller I.D. when receiving a RenWeb emergency call.

Following a major disaster, come to school only after you have a safe and comfortable place to take your child, whether at home or an alternate shelter. School personnel have been fully trained in emergency preparedness procedures, and the school is equipped to provide food, water and first-aid care for 24-hours, and can provide these for an additional 48 hours to approximately ½ of the students and faculty, should this become necessary.

PARENT PARTICIPATION

Parent participation is at the heart of the Mulberry educational experience. At Mulberry, we understand that involved parents support the growth of student learning. Parents at Mulberry are expected to contribute and participate by being directly involved in a variety of programs at the school.

Mulberry parents have an unparalleled opportunity to be part of their child's educational growth. We learn to understand our own developing child in the context of developing peers. We build our own parenting skills by observing and practicing Positive Discipline techniques as modeled in the classroom. And, just as the children do, we form relationships that last a lifetime.

We recognize that participation can come in many forms, and all are valid ways to enhance the learning experience for our students. Not everyone's work or family schedule allows for time to be physically present during school hours. Therefore, the school has developed many ways parents can participate.

ELEMENTARY AND MIDDLE SCHOOL PARTICIPATION REQUIREMENTS

Classroom Level Participation – Elementary/Middle School

1. Classroom Support

Each teacher/class at Mulberry School has unique needs. Teachers develop a schedule of when parents are most needed to assist in the classroom. They also have flexible roles for parents that can be completed outside regular classroom hours. In the first weeks of the school year, teachers contact parents with classroom hours/jobs. Parents can sign up to help inside or outside the classroom. Parents who choose to work directly with children in the classroom, must complete the PAT Training offered in September of each school year.

2. Field Trips

Field trips are an important part of the curriculum and generally range from three to eight trips per year. Field Trips at Mulberry require parents to drive. Depending on the class, number of students, and parent availability, driving on all or most field trips can serve as your parent participation. This is considered on a case-by-case basis and through arrangement with your teacher. Field trip driving also requires parents to take the PAT Training.

3. Participating Adult Training P.A.T. (Elementary/Middle School families)

Within the first year of attending Mulberry's elementary or middle school program, participating adults are required to take our 6-week Positive Discipline class. Non-participating parents are also encouraged to take the class. Cost of the class is \$150 per person. **Parents who miss two or more classes will not receive credit for completion of the course, cannot participate in the classroom and will be required to re-take the class the following year. No refund will be given.**

4. **Class Meetings (Elementary/Middle School)**

Approximately quarterly, parents meet as a group with the teacher to discuss curriculum, classroom logistics, etc. Attendance is strongly encouraged of the participating parent. **These meetings are critical, as they allow for community building, and the cohesion of class culture.**

School Level Participation – Elementary/Middle School

1. **One Committee Job per Family**

Work supporting the school community is done by parent committees, with each family contributing. Parents are given a description of committee roles, including when during the year work would be needed, and asked for three preferences. Assignments are for the school year. Families are welcome to sign up for additional committees if they wish to help in this way. You will be invited to sign-up for a committee online.

2. **One 4-Hour Event Support per Family**

Each Mulberry family commits to working a maximum of 4 hours at one All School Event. This is in addition to your Mulberry Committee assignment. These are community-building events, meant to provide opportunities for Mulberry families to come together. Parents are given a description of committee roles, including when during the year work would be needed, and asked for three preferences. Your 4-hour will be spent helping with set-up, activities, or clean up. You will be invited to sign-up for a 4-hour event support position online.

3. **Elementary Back to School Night**

Each elementary family shall be represented at the annual Back to School Night. Infants may be brought but other children should not attend.

4. **Annual Campaign**

Mulberry's annual giving campaign, *The Magic of Mulberry*, occurs each fall. While contributions are not required, we encourage every family to donate a month's tuition per child if possible, as funds raised from this effort go toward supporting our program. You will hear more about this at Back to School Night.

5. **Steppin' Out Auction Contribution**

Steppin' Out, our annual dinner-dance and auction gala, represents our largest fundraising effort each year. Every family and Alumni are invited to attend. Each family is required to donate or solicit one or more items with a **minimum value of \$75**.

Occasionally, extenuating circumstances arise for a family, and the participating parent may need to request flexibility for the school-level participation.

Process for requesting school level participation flexibility (Elementary):

1. Parent goes to the Head of School to request flexibility regarding committee work.
2. The Head of School and the appropriate PAC president will then examine what arrangements can be made to accommodate the parent's needs.
3. Decisions regarding granting such requests will be based on the needs of the committee and the best interests of the program.
4. The Head of School will deliver a final decision.
5. Once an agreement has been made, the parent puts it in writing and submits it to the Head of School who will share the agreed upon arrangement with the Preschool or Elementary PAC president, as appropriate. Reasons for the request will be kept confidential at the request of the parent.

PRESCHOOL PARTICIPATION REQUIREMENTS

Classroom Level Participation (Required)

1. Aide in Child's Class Once a Week (can be parents, grandparents, etc.)

Multiple Children at Mulberry

Multiples in Preschool Only: Parents are asked to work one and a half classroom shifts each week. Teachers may request parents of multiples in preschool to work extra time based on the needs and best interests of the children and the educational program.

Multiples in Preschool and Elementary: Parents are asked to work one and a half classroom shifts each week. The full shift is worked in preschool.

2. Parent Education Meetings

Attendance at 5 parent education meetings is required. Each year there will be approximately 10 to choose from. **These meetings are critical, as they allow for community building, cohesion of class culture, and a calm environment for parents to learn their roles related to participation.** At the beginning of the school year you will receive a calendar listing all of the meetings that will be eligible for fulfilling this requirement.

School Level Participation

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Other Opportunities to Participate

Throughout the school year there will be many other ways to participate in preschool. There are events (Thanksgiving Feast, Valentine's Day, etc.) that will need extra volunteers, as well as classroom tasks that the teachers will identify. Watch for sign-up sheets in the classrooms if you'd like to help out.

ADDITIONAL PARTICIPATION INFORMATION

Maternity/Medical/Adoption Leave

Mulberry realizes that family circumstances may arise that require extra attention. We make every effort to be flexible and grant at least six weeks leave of absence for maternity or adoption, or as needed for a medical issue for yourself or a member of your family. At the classroom level of participation, the participating parent will inform the teacher in writing of the request for leave and the teacher will determine arrangements based on the needs of the class and students.

For elementary families requesting leave from all-school committee jobs, the participating parent will inform the Head of School in writing of the request for leave, and arrangements will be made at that time.

Parent Aide Substitutes

If you cannot meet your participation commitment, it is your responsibility to arrange for a substitute. Please follow these procedures:

1. If you know in advance, contact other parents in your class to arrange to trade workdays. Be sure to provide whatever learning material will be necessary, and let the teacher and office know of the change.

2. If you are unable to trade, you may be able to find a paid substitute at the rate of \$15.00 per hour (parents make this arrangement). A list of paid substitutes is posted in the Mulberry Buzz.
3. If you are unable to find a substitute, please notify your teacher and the office.
4. Substitutes must be a current parent or individual familiar with our program and must have a current TB test on file.

If you are interested in becoming a paid substitute, please contact the office.

Sign In Procedures

Preschool: Preschool parents sign in at the preschool classroom prior to beginning their shift. Preschool work schedules are found on class bulletin boards.

Elementary: Elementary parents sign in at the office prior to the beginning of their shift. This log also provides a record of which parents are on campus in case of emergency.

Participation Reminders

1. Teachers are in charge of classroom discipline and curriculum. Although teachers are open to ideas and suggestions, it is not appropriate to discuss these during instructional time and never in the presence of children. Send the teacher an email or ask for a conference outside of class.
2. Be positive when working with and talking to children, staff, and fellow volunteers. Encouraging words help everyone feel more confident in accepting challenges and taking risks.
3. Give children a “clean slate” everyday.
4. Let children settle their own conflicts whenever possible.
5. Turn off cell phones when working in the classroom or on the playground. Avoid leaving the classroom to make phone calls. Give the office phone number to any callers.
6. If you have observations or concerns about a child, relay those to the teacher in private with no other child or parent present. Never discuss a child’s performance or behavior with another parent.
7. Parents should inform the teacher of any changes in participation scheduling.
8. Please be aware that participating adults are never permitted to bring infants or any non-participating children during classroom shifts.

Driving on Field Trips

1. Your first responsibility is to the safety of the children in your vehicle.
2. All field trip drivers must be 25 years or older and must provide the school with copies of the following:
 - a. Valid driver’s license
 - b. Insurance declaration page (\$100K/\$300K minimum recommended)
3. Never use a cell phone while driving even if it is “hands-free”.
4. Drivers must follow all posted speed limits.
5. Children may never be transported in the front seat.
6. Children may only be placed in seats where both a shoulder harness and lap belt are available. All car occupants, including the driver, must always wear a shoulder harness and lap belt while the car is in motion.
7. Parents must drive directly from school to the field trip location and must return to school directly after the field trip. The only exception is if directed by a preschool teacher, parents and children may drive directly to the field trip destination without meeting at Mulberry first.
8. Parents may not make any stops en route except for fuel or in case of emergency. Please do try to make every effort to have plenty of fuel before embarking on the field trip.
9. Parents must provide a car seat or booster for their child as required by law.
10. Siblings are not allowed on field trips.
11. Chaperones must stay with their assigned group at all times and are expected to enforce all school rules.
12. Required medications must only be dispensed by a paid Mulberry staff member.

CLASSROOM SUPERVISION AND DISCIPLINE

Supervising Our Children

Maintaining a safe and respectful school environment is critical to fostering nurturing, positive learning conditions for every student. While adults are asked to help enforce the school's rules, one must remain mindful of the importance of applying common sense in all areas, even when specific rules do not exist.

Classroom

As a Positive Discipline Demonstration School, we teach our students to make responsible choices, helping everyone to feel respected and supported. All teachers are trained in the Positive Discipline model and facilitate parent education to support these practices. Additionally, each teacher works with students to create a classroom agreement for that classroom. The teacher informs students and parents of agreed upon behavioral guidelines. In addition, the following guidelines are offered for both inside and outside of the classroom.

1. Every child gets a "clean slate" every day.
2. Corporal punishment is never used.
3. Never shame or blame.
4. Pick your battles. Before correcting a student, ask yourself if the situation really matters. If it does, briefly but firmly state your point and ensure that she/he follows through. If, on the other hand, it is not important, let it go.
5. Encourage verbal expression, especially when a student is frustrated or upset.
6. Encourage students to discover on their own, offering suggestions and helping when it is requested by the student.
7. Offer an explanation in lieu of just saying "no" whenever possible.

Your child's teacher will discuss additional supervisory guidelines during class meetings. Never hesitate to ask questions.

Discipline

Providing a physically and emotionally safe environment for every child is of paramount importance to us. Additionally, we believe that no student should be allowed to unduly disrupt the learning environment of others. While maintaining a discipline plan for the class is primarily the responsibility of each teacher, from time to time the school's administration gets involved in providing additional supportive measures. Every effort is made to create appropriate consequences for age inappropriate aggressive or disruptive behavior.

Once referred to the administration for assistance in resolving a problematic situation, the student will be helped to create a plan for corrective action. The parents will be kept informed so they can support their child's plan and efforts. If this plan proves ineffective in resolving the behaviors of concern, the parents' help may then be enlisted in finding effective solutions. Should the behavior persist, the student may receive consequences, which may include (but are not necessarily limited to) going home for a positive time out, writing a letter of apology, and/or a behavioral contract. The most severe cases may result in separation from Mulberry School.

Playground

All participating adults are directed to confer with the supervising staff and/or playground committee supervisor whenever questions arise. What follows are some of the agreements that remain in place for children when on the playground, whether during morning recess or lunchtime. Please note that there are additional classroom agreements usually in place. Your class representative or child's teacher may share these with you.

1. Students must remain seated while eating.
2. Climbing may occur only on those pieces of playground equipment that have an unobstructed fall zone (i.e., tan bark) beneath. Climbing trees, fences, buildings, or the uprights for the swing set is, therefore, not appropriate.
3. Students and adults are expected to be respectful in every interaction.
4. Bicycle helmets are optional on the school's tricycles and scooters.
5. Children must remain in line-of-site at all times.
6. The maximum number of children to sit on the tire swing is 3.
7. Please help us take care of our wheeled toys by reminding children to not crash these.
8. Jump ropes may only be used for jumping. Please don't use them to tie things together.

9. Agreements about behavior on the playground must be followed by all students, and supervising adults are expected to help enforce these. Confer with the playground supervisor if you are uncertain about a specific situation.

Preschool Transitions

Starting school can be a challenging transition for many young children. We ask, therefore, that you come with your child the first couple of weeks, if you anticipate this will help. Some additional tips when the year starts are:

1. Avoid pushing your child to try new tasks. S/He will explore as comfort levels increase.
2. Remain in the background, but do not slip away without saying "goodbye." Let your child know when you are leaving, reminding him/her that you will be back at the end of the school day.
3. Your child's behavior may suddenly change during your first participation days (e.g., clingy, shunning friends, demanding parent attention). While this is a typical temporary reaction, be prepared to defuse these behaviors.

Preschool Guidelines

In order to foster a consistent, safe environment for our preschoolers, parents are to follow and help enforce the following rules:

1. Indoor toys and equipment remain indoors. Those toys outside are to remain out-of-doors.
2. Children are discouraged from bringing toys from home.
3. Children are not to be lifted onto play equipment, but rather should be encouraged to climb only as high as they can comfortably attain on their own. Children can be helped down from equipment as needed.
4. The use of carpentry, gardening and science tools must be supervised at all times.
5. In helping children solve problems, use reflective listening and help children brainstorm alternatives, predicting likely outcomes from each option. Once agreements are reached, inform the teacher of these.

STUDENT SUPPORT

Mulberry's dynamic, hands-on, and interactive learning environment requires a lot from its students. Students who thrive at Mulberry are able to learn and work in groups, communicate with peers and adults, transition between learning activities, and carry out directions independently.

The parent participation element of our program requires children become comfortable interacting with a range of adults. Similarly, parents must learn to work successfully with a variety of children, supporting the teacher in implementing accommodations and modifications as necessary.

Mulberry's Director of Student Learning observes children in all grades at the request of classroom teachers. When necessary and appropriate, plans will be made with the teacher and parents to modify the program to meet the child's needs.

If academic or behavioral issues interfere with a student's success, a student support process will be initiated. The process involves increasing levels of accommodation and individual instruction, as well as parent involvement and action. In some cases, professional assessment and/or individual tutoring may be required for student success. If it becomes necessary to provide additional academic, social or behavioral support, Mulberry has a comprehensive list of resources.

Student success throughout this process requires cooperation, communication and openness on the part of all involved. We collectively work best to meet students' needs when functioning as a true team. Mutual respect and trust are critical.

While Mulberry is a remarkable school, it isn't an appropriate learning environment for all children. Through the student support process, it may be determined that Mulberry is unable to meet a student's needs due to behavioral concerns and/or learning challenges. If this becomes the case, a meeting will be scheduled to review this decision. We will help in any way we can in the process of transitioning to a new school environment.

LIBRARY POLICIES

All Mulberry students are invited to use our school library. Junior Kindergarten and Kindergarten are allowed to have one book checked out at any given time. 1st – 8th grades are allowed two. Books are lent for one week. If books are not returned within one week, the child will not be able to check out another book until they have been returned.

We make every effort to find lost books before payment is requested. If you have lost or damaged a book, you will be asked to either replace it or to pay the cost of replace it. A refund will be issued if a lost book is later found and returned in good condition.

TECHNOLOGY POLICIES (3rd – 8th Grade)

We are pleased to offer students at Mulberry School access to the computer network for Internet access. To obtain Internet access, all students must obtain parental permission and must sign and return this form to their classroom teacher.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of informational resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Individual users of the school's computer networks are responsible for their behavior and communications over those networks. It is expected that users will comply with the school's values and will honor the agreements they have signed.

Acceptable Use of Technology Agreement for Mulberry School

The technology system for Mulberry School includes access to computers and computer support equipment (printers, scanners, projectors, etc.), the network resources and the Internet. The opportunity to use this equipment comes with many responsibilities for both the student and the parent/guardian. The most basic responsibilities presume that the students agree to:

- Be good stewards of the school's equipment.
- Be accountable for any breakage of or tampering with school equipment. Students will not be granted access to school equipment until the student and parent accept the terms of this agreement. This policy is subject to annual review.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Violating copyright laws
- Trespassing in another's folders, work or files
- Use of Mulberry School computers for illegal activities
- Using another's password

Internet Usage

At Mulberry School the Internet is used to find information and provide interaction with teachers and staff. Students will understand, through their classwork, the term URL and be prepared to account for sites they visit. Students found visiting questionable sites will be found in violation of this contract and may result in a loss of access as well as other disciplinary or legal action. 3rd 4th and 5th grade students will only be permitted to search the Internet at the direct instruction and specific guidance of the teacher(s). The following rules apply to Internet usage on campus:

- Usage must be for an education or research project assigned by a Mulberry Staff member.
- Students are not allowed to download files from the Internet or other external source.

Mulberry reserves the right to monitor any computer usage at any time. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private. Within reason, freedom of speech and access to information will be honored. During school, teachers of all elementary students will guide students toward appropriate materials.