



## Parent Handbook 2022-2023

The child is endowed with unknown powers which can guide us to a radiant future. If what we really want is a new world, then education must take as its aim the development of these hidden possibilities.

~Maria Montessori

### **MISSION & PHILOSOPHY**

Revised August 2022

The mission of One Tree Tutorial and Enrichment is to assist parents in providing a holistic and meaningful education that cultivates the intellectual, social and emotional development of the child while also instilling a lifelong love of learning.

We believe that parents are the first teachers of their children and remain the most important adults in the life of the child. In communication and partnership with parents, we will encourage growth in all areas of the child's life. It is through this partnership that we believe children will thrive at home, at school and in society.

Each child at One Tree will be gently guided to discover his or her inner strength and courage, to develop a sense of compassion and be provided a socially and emotionally safe environment in which he or she will be truly connected to his/herself, to the environment and to others. We help children with this is by teaching grace and courtesy as well as by teaching conflict resolution utilizing the "Peace Rose." We also help children learn to speak up for themselves when needed both in the classroom with their teachers as well when needed with their friends in social situations.

We do expect a certain level of independence on the part of the child for the child to be able to thrive in our environment. Independence is a key component in our (and Montessori's) philosophy. One way in which One Tree will be encouraging this independence is through emphasizing a respect for oneself and for the environment by encouraging children to make choices as to what they work on and by helping children to learn to manage their time in order to be able to get work done that is needed for their learning. We are more than happy to help parents learn how to instill this sense of independence in their child at home and at school.

Our multi-age classes allow for older children to serve as mentors to younger children. We believe that this helps to foster the development of critical thinking, problem solving and leadership skills as well as encourages respect for different levels and stages of learning. The multi-age environment also helps children to develop a strong sense of community by providing an opportunity to teach and to learn from each other.

## **ONE TREE'S COMMUNITY**

### **One Tree's Teachers will:**

- Create a peaceful, stimulating environment where children can learn.
- Facilitate the child's social and emotional development.
- Convey friendliness, caring and respect to children and parents.
- Guide each child through an individualized learning plan.
- Communicate with parents and support parents as needed for the homeschool portion.
- Be committed to learning and to professional growth in all areas of One Tree's mission.

### **What is expected of the children:**

- Know and follow the classroom rules and procedures.
- Be polite, considerate, mannerly, and courteous to peers and adults.
- Be a contributing, positive member of One Tree's community.

### **How parents can help:**

- Make mornings relaxed and unhurried.
- Have child arrive on time each day.
- Allow your child to be as independent as possible.
- Pick up child on time at the end of the day.

- Encourage independence in your child through responsibilities at home each day (e.g., choosing own clothing, packing lunch and snack, household chores etc.)
- Communicate with teachers about family issues that may affect your child while at One Tree. This may include, but not be limited to: parents being away from home, a new person living in the home, an illness, a separation or divorce, hospitalization of a family member, accident or death in the family, moving, death of a pet, significant home renovations, etc.
- Communicate with teacher about how the homeschooling portion of the week is going.
- Read the forms that are sent home as well as all of the emails that are sent.
- Attend scheduled parent/teacher conferences.

## **ONE TREE'S COMMITMENT TO DIVERSITY**

In simplest terms, diversity is defined as “differing from one another.” However, to define what diversity means within an organization or school is more complex. One Tree incorporates the value of diversity throughout its curriculum and school community. Examples of our ongoing and growing commitment to the value of diversity can be found in multi-cultural studies, anti-bias, anti-bullying lessons, historical understanding of human rights, discussions on social justice and group identity, and development of the child’s sense of self. Students are encouraged to act with compassion, to think critically, to negotiate, to accept and value differences and to see events from multiple perspectives.

Diversity encompasses a wide spectrum of individual characteristics, abilities and experiences. Diversity includes perceived social identity, which may be shaped by factors such as age, physical and intellectual attributes, gender, national origin, culture, race, religion, sexual orientation and socio-economic class.

One Tree honors and values a learning community with diverse backgrounds, perspectives and traditions. Experiencing and understanding diversity in a safe and positive environment enhances and enriches the educational experience. One Tree commits to promote a community that is accepting, inclusive and respectful.

## **ONE TREE'S CLASSROOMS**

One Tree’s classroom is prepared in such a way that the children will be able to work freely and independently after the teacher gives formal lessons. The teacher’s role is one of the observer and guide as the children progress at their own pace. The environment is prepared to guide the learner toward a progression of skills. The carefully prepared environment includes specially made materials for specified development skill progression.

During your child’s time at One Tree, s/he/they will be exposed to the following real tools and activities as part of the program. Other tools and activities may be used that aren’t currently listed.

Woodworking/Carpentry: screwing, sanding, drilling (hand dill & electric), nailing, sawing, staining/painting, whittling

Cooking: Use of knives for cutting, open fire cooking, building a fire

Nature study & play in the woods: digging, cutting, pruning, weeding, low-lying tree/rock climbing, rope swinging and climbing, playing in a creek where water can be flowing, encounters with local plant/animal life requiring precaution, nature hikes as a group.

Other Outdoor activities: such as sweeping, gardening, raking, shoveling and indoor activities brought outside to work.

Children receive safety lessons and presentations *before* they can use these tools for work. Please note that these activities and use of tools will sometimes require the use of protective eyewear and/or gloves and adult supervision.

Children who misuse tools will be prohibited from using them until they receive follow-up lessons and complete a period where they demonstrate responsibility for the use of materials generally. Before exploring a new area, children are shown boundaries and given guidelines as to how behave in such areas.

## **OUTSIDE RULES**

Below is what we ask of all children playing in our play yard. Please help us in reminding your children of these rules.

- LOVE the trees and other nature. Please do not pick/peel/break things from the trees.
- All nature and items found at school has to stay at school. See the school property as a “sanctuary” or “museum” – look, explore, play, etc., but items cannot be taken home. The exception would be the millions of magnolia leaves on the ground out front.
- Leave the Paw Paw and other fruit trees to grow on their own. Please don’t play with those trees.
- Sit on benches and at picnic tables. Please do not stand on benches/table or run over them.
- No more than 2 people in the climbing tree at a time.
- Vines are okay to swing/play on – just be careful!
- Toys (sleds, etc.) are to be used as designed (e.g., no play yard toys in the creek, the watering can is for watering plants, not for banging, etc.).
- Please put yard toys (sleds, balls, etc.) in the gaga pit when finished with them.
- Sticks are for digging, building, or walking. Do not use these as “weapons.” We have an important rule about non-violence and staying peaceful while on the property. Also, do not bang on nature (e.g., trees) with these items.
- “Gentle” bodies – meaning no wrestling, knocking others down, etc. Students can do things like “high five (or elbow bump now),” “tag” without knocking others down, “two-hand touch” football etc.
- Please talk to your child(ren) if they get too “rough” and don’t seem to understand how “rough” they are being.
- Play with everyone or play solo. Everyone needs to be included in play. It is okay if you play by yourself, but not okay if you exclude someone from a group activity.
- Do not throw items at others (e.g., mulch, rocks, weeds, dirt, sticks, etc.) The exception is balls for playing catch or other games.
- Stay within the boundaries – e.g., do not go into the “woods” that extend into others’ yards. (There are visible markers where the boundaries are, so children will be well aware of these).
- Do not go into the creek without a a teacher’s permission and without a teacher at the creek observing/watching.

## **FIRST WEEKS OF THE PROGRAM**

The first few weeks of the program will consist of helping acclimate the child to the environment. We will be working on classroom and outdoor rules and procedures and getting to know each other.

## **PARENT PARTICIPATION**

We are thankful that parents who enroll their children in One Tree’s programs are committed and engaged with their child’s education. We ask that each family contribute a minimum of 10 hours for the first child and an additional 5 hours for each sibling who attends One Tree over the course of the school year. However, we

always welcome and can use help beyond the minimum 10 hours. Areas such as reading support, care of the building and outdoor environment, cleaning, etc. are examples of ways in which you can help.

## **MEDIA**

Television and movies are not typically a part of One Tree's curriculum. Exceptions are with older students (e.g., 4<sup>th</sup> grade and up). We strongly discourage parents from allowing children to watch shows, including and especially cartoons and video games, with violence and especially with the younger children. Children tend to act out what they have seen on television and as part of our overall philosophy we believe in maintaining a peaceful environment.

If you do allow your child to watch TV or play video games at home, please be aware of the amount of media time allowed. We recommend no more than 30 minutes daily. We also recommend limiting media exposure from Monday through Thursday evening (i.e., the evenings before school days) so the events viewed in the media are not acted out at school.

We have a playground and classroom policy of not discussing movies, TV or video games while at school. Our goal is to encourage students to be creative in their play by not relying on what information they have seen on a screen.

Finally, we believe in protecting childhood by protecting children from adult information. What this means is that we do not discuss adult topics (e.g., recent shooting incidents) with children. If and when an event occurs that is televised/broadcasted through the media, our philosophy is to not share with children the events as to not create a sense of fear in them. We encourage parents to take this same approach. However, we respect families that choose to share these events with children, but we do ask that if you choose to share that you ask your child to not discuss the topic at school. If a child does approach a staff member asking about an event, we will simply state that "we are safe here at school" and "that is a topic for your parents to discuss with you."

The exception to this policy is with our Middle School student. Students at this age are developmentally ready to discuss difficult topics surrounding worldwide and local events.

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## **DISCIPLINE AND CLASSROOM GUIDANCE**

One of our goals is to help children to develop and maintain self-control. Acceptable behavior is encouraged through positive reinforcement. We offer a firm and caring discipline policy consisting primarily of redirection and natural consequences. Consequences are consistent with the age of the child and the action. Attention spans and skills of children are considered so that behavior expectations are developmentally appropriate. To better understand from where our discipline policy philosophy comes from, a good resource is Jane Nelson's Positive Discipline book.

Because it is impossible to for-see all problems that may arise, this handbook empowers the staff to take disciplinary action for any behavior that violates the policies of the program, even though not specified. Injustice to the other children or other circumstances may dictate that a student be removed temporarily or permanently from One Tree's program. If a child does practice an injustice or purposeful harm towards another student, we will call the parents and ask that the child be picked up immediately.

Please refer to our Anti-Bullying policy (Addendum 1) for more information for repeated disruptive behavior and/or injustice or purposeful harm that affects the learning environment.

When a child's repetitive and disruptive or harmful behavior cannot be resolved by using preventative techniques, logical or natural consequences or conflict resolution, he/she will be asked to leave the activity. The

child will never be humiliated, isolated, or made to feel badly about him/herself. We will also never use corporal punishment.

If we see a pattern of behavior for which these techniques do not seem to be working, we will work with the parents to try and resolve the issue by developing a plan of consistent expectations for the classroom and home.

However, when a child's behavior does not change after these conscientious efforts, the family will be asked to remove the child from the program. In cases of student removal from the program, we will not be able to issue refunds.

Privacy protects all parties from the disclosure of information regarding a student to anyone other than his/her parent or legal guardian and One Tree's staff. Reports are not shared with those who are not in a position of authority.

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### **COMMUNICATING WITH ONE TREE STAFF**

If you need to communicate with a teacher or an assistant, please write a note, leave a voicemail or send an email and we will schedule a time to meet with you. However, you choose to contact us, we will respond in a timely manner.

During arrival and dismissal, we will be focused on the children, and we will likely not be able to converse with parents at this time.

If you need to talk with us during the day, please leave a voicemail message. We will check our messages frequently. If there is an emergency, please continue to call to ensure that we pick up the phone.

We also ask that you limit text messages for the following:

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- arriving late to pick up or drop-off
  - your child being absent
  - for an emergency
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Anything outside of immediate needs (e.g., arrival and pick up) we ask that you utilize email or voicemail. Please also do not send text messages outside of regular school days and hours (e.g., not after 3:30 pm or on a Saturday or Sunday) to be respectful of staff's time off. Please feel free, however, to email anytime. Email messages will be responded to in a timely manner.

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### **ARRIVAL AND DISMISSAL**

It is important that children arrive on time as to not disrupt the child's morning routine. Consistency and routine are very important for the success of our program. This policy also allows for us to be prepared ahead of time for morning activities and allows for minimal disruption in our routine.

It is also extremely important that you arrive on time to pick up your child. **There will be a \$3 per minute fee that you are late.** The money will be collected and used to buy special treats for our hardworking teachers. If you know you are going to be late, please let us know so that we can be prepared and prepare the child for the change of routine.

At both arrival and dismissal, make sure you are not on your cell phone.

**NO CELL PHONE ZONE!**

**Arrival & Dismissal**

**Primary (K & 1<sup>st</sup>)**

Arrival: 8:30 – 9:00 a.m.

Departure: 3:00 – 3:15 p.m.

**Upper and Lower Elementary**

Arrival: 8:30 - 9:00 a.m.

Departure: 3:15- 3:30 p.m. \*

\* For those who have siblings in both primary and elementary classrooms, please arrive at the elementary time for pick-up.

**YOUR CHILD NEEDS TO BE READY TO BE DROPPED OFF**– Please have be sure that your child has his/her shoes on, breakfast finished and bags accessible. If you arrive and your child is not ready, please park in the parking lot and then return to the drop-off line when your child is ready. This is very important due to the number of cars we will need to unload at any given time during our drop-off window.

- When you arrive for drop-off, please pull up as far as possible.
  - We ask that your child remain seated with his/her seatbelt on until you have been given the “all clear” for your child to exit the car.
  - As soon as your car door closes and your child is safely away from the car, you may pull away.
  - **DO NOT turn around** in the street when leaving. Please make the block. This helps keep children who are still arriving and the neighbors who often walk/run in the neighborhood safe. It also helps our relationship with the neighbors as we are in a highly active, traffic calming neighborhood!

**For Late Arrival (any time after 9:00 AM), please follow this procedure:**

- Contact Praseeda at 615-881-0578 and indicate the time of your child’s arrival.
- Praseeda will notify the class teachers.
- If you arrive while children are still outside, park the car and walk your child to the back fence gate and wait for a staff member to check in your child.
- If you arrive after classes have begun, inside and out, please text Praseeda at at 615-881-0578 when you arrive and walk your child to the back fence gat. Wait for a staff member to greet you and your child before departing.

**Departure**

- We ask that you park, step outside of your car.
- Staff will dismiss your child to your child to you.
- Please do not allow your child to run to you without our first “checking” your child out to you.
- Once your child is dismissed, we ask they do not re-enter the building.
- Once your child is secure in the car, you may depart.

**For early departure, please follow this procedure:**

- If you know ahead of time your child will need to be picked up early, please email [praseeda@onetreetutorial.org](mailto:praseeda@onetreetutorial.org)
- If you don't know before the day of the early departure, please contact Praseeda via text at 615-881-0578 and indicate the time your child will need to be ready to leave.
- For either scenario, Praseeda will notify the classroom teachers.
- Once you arrive, pull up to the curb and text Praseeda at 615-881-0578 to indicate you have arrived.
- Someone will collect your child from the classroom and bring him/her/they to the car.

FOR BOTH DROP-OFF AND PICK-UP

- PLEASE DO NOT USE DRIVEWAYS in the neighborhood to turn around.
- PLEASE follow speed limits! This neighborhood is very traffic conscious, and the community has even had traffic calming demonstrations. We want to make sure we contribute to their efforts by being very aware of our driving!

## LUNCH & SNACKS

At One Tree Tutorial and Enrichment, we believe in educating the whole child, which includes the idea of teaching healthy eating habits. Children are to bring packed lunches and a snack.

Please be sure that the lunches are balanced, nutritious and that they represent the 5 food groups as best as possible. **Items that are not allowed juice or milk boxes, chocolate or vanilla beverages, candy, chewing gum, sugary sweets or sodas, etc. We ask that all lunch and snack items contain 10g or less of sugar.** We will politely ask your child to put any item we do not allow back in their lunchbox and let them know that they can enjoy that item afterschool.

**For younger children, please help us by having a snack packed in a separate container and have it labeled "snack."**

Because One Tree wants to encourage children to be as independent as they are developmentally able, **please send their food in containers that are manageable for them.** As a community, we are also trying to become more and more "green," so please send **reusable containers** versus plastic bags or other packaging that cannot be recycled. Please also **send two cloth napkins** (that will need to be laundered at the end of each day) and **any utensils your child may need to use.**

**Please do not send anything that requires refrigeration or warming.** We will not be able to keep children's lunch or snack items in a refrigerator. Ice packs may be used in lunches to keep items cool.

Please be sure and clean your child's lunchbox thoroughly before having him/her return it to school the next day.

## ALLERGIES AND DIETARY RESTRICTIONS

If your child has any allergies or aversions to certain foods, please let us know in writing via email if it hasn't already been listed on the enrollment forms.



We will accommodate any allergy your child has. If it is very serious, we will make sure all families are aware of this allergy when packing lunches and/or providing a snack. If your child requires medication (e.g., Epi-pen) in case of an emergency, we ask that you provide one that can be left at school throughout the school year.

### **PERSONAL ITEMS FROM HOME**

On occasion children will have the opportunity to share something they have brought from home. These days will be designated, and we will ask that children bring relevant items that are related to the discussion we will be having that day. We very much value educational items that are interesting and that contribute to the subject at hand.

**Please do not allow your child to bring toys to play with or to show friends at school.** If a toy or game is brought, it will be put in a safe place until the end of the day when the child may take it home. If a child brings a “ball” or other “outdoor” play items, your child will need to be okay with every child having the opportunity to use it.

### **BIRTHDAYS**

#### **Non-School Party Invitations**

Parties outside of school are a great way for One Tree families to meet and to celebrate with classmates and other parents. Please talk to your child about limiting their birthday conversations to home and not at school. Please do not bring invitations to school, but rather email or mail them directly to the families. This is especially important if not all children in the class will be invited. *We also ask that if this is the case, you ask your child not to discuss his/her party at school so that those who are not invited do not feel left out.*

#### **Birthday Celebrations at School**

If your child wants to bring a treat to share with his/her/their classmates, that *make sure they are small* treats (e.g., mini-cupcakes, not regular sized cupcakes).

Please email your child’s teacher ahead of time to schedule a good day/time for your child to celebrate on campus with his/her/their friends. A teacher will respond with not only a time/day, but also with any class allergies to be aware of and any other details of your child’s particular class can/will celebrate the special day.

### **CLOTHING**

Please have your child come dressed in comfortable clothes appropriate for the weather. This is especially important now that we have outdoor school! Please have your child dress accordingly (including dressing them in a coat, hat and gloves).

**We request children have rain gear** (raincoat, rain pants (or rain suit), and rain boots) left at school. We will be outside even when it rains. Having rain gear prevents a back log of children who need to change clothes if they become wet and muddy. If your child’s rain pants/suit gets muddy, we will send it home to be cleaned and returned the next day your child is back on campus.

**During the winter months**, we recommend snow pants, layers, gloves (extra gloves in case some get wet), and replacing rain boots with insulated, water-proof snow boots.

**LABEL all clothing that you send to One Tree.** If it is not labeled, we cannot guarantee that it will be returned to the appropriate child.

**Please help develop your child’s independence by allowing him or her to choose clothes that are easy to manage without the help of an adult.** We believe that children take great pride in dressing themselves. Please

also make sure the clothing is okay to get messy with glue, paint, markers and outdoor play. **Please do not allow them to wear anything that would upset you if it got ruined.**

When dressing for school, we request that children **not wear “character” clothing** (Spiderman, Dora, etc.). We do not allow shirts/clothing with sarcastic humor on them (e.g., “I’m with stupid,” etc.). Costumes are also not allowed.

**Skirts with shorts built in are needed for comfortable outdoor play and exploration. Dresses/skirts without either are not allowed. For older children,** please also be aware of the length of the shorts and skirts. Please also make sure a child’s shirt does not go below the line of the shorts/skirt to avoid the appearance of not wearing shorts/skirts. Pants and shorts are always welcome. **We also require that every child be wearing socks and closed toed shoes.**

We do ask that you keep at least one, weather appropriate, complete change of clothes in at school. Please label all the items in case they get misplaced. We recommend including extra socks in case socks get wet with the morning dew in the grass and it makes your child’s feet uncomfortable.

### **SHOES**

Your child will need a pair of indoor shoes (slip on type)/slippers to leave at One Tree. We request this to help keep the classroom clean and the children comfortable. Make sure the shoes are comfortable and can stay on your child’s feet.

Only send your child in lace up shoes if they have learned to tie them. **Open-toe sandals, crocks, flip-flops are not allowed.**

### **MISC. OUTDOOR INFORMATION**

At times, mosquitos are biting in our play yard. Please apply bug spray before arriving to school and provide a labeled bottle of bug spray to be left at school for your child to be able to apply if needed throughout the day.

We have also, at times, come across poison ivy in our play yard, especially in the “wooded” areas. While we do our best to mark it so that children know to stay away from it, we cannot guarantee that your child will not be exposed to it. If your child has an allergy to poison ivy, we encourage you to educate your child to recognize it as well as to ask your child to stay out of the areas that are more “wooded.”

On sunny and warmer days, please apply sunscreen to your child before you arrive to school as well as provide a labeled bottle of sunscreen to leave at school for your child to be able self-apply when needed.

### **ONE TREE’S CLOSINGS FOR WEATHER**

We will use up to 5 inclement weather days before we incorporate any make-up days.

In the event of possible inclement weather, please check your email the morning of to make sure there has been no last- minute changes. **Emails regarding school closures for the day will be sent by 7:00 AM.** All communication regarding inclement weather and school closures will be communicated via email.

*Individual text messages and emails received regarding school closures will be kindly ignored.*

**We recommend having an inclement weather day plan prepared ahead of time** that includes people who can take care of your child(ren) in the event you need to work as well as a list of people who can pick up your child(ren) early in the event we need to close early.

If One Tree should be closed mid-day, all children will need to be picked up in a timely manner. If you cannot pick up your child, **we can only release them to a person listed on their Child Pick-Up form**. This is for the safety of the children, so please consider it when you are filling out the Child Pick Up form. Please advise your pick-up people that they will have to tell us a password in order for us to release your child to him/her. If we close mid-day for any reason, we will not make-up the day.

**ABSENCES AND ILLNESSES:**

One of the most important ways we can keep our classrooms free of illness is to ensure that the children who attend the program every day are healthy. We are careful to consider the needs of working parents when identifying illness, but we also recognize that if children come to school with contagious diseases, then all parents will lose more work time.

We do our best to balance the needs of each family with the needs of the community. We are aware that keeping your sick child at home can be a burden. Extending the period for full recovery makes the child comfortable and helps prevent relapse. It also limits exposure to the rest of the students and staff.

The following criteria will be used to define “un-healthy”. If a child has any of the symptoms listed below, they are considered unable to attend school for at least 24 hours, and/or will be sent home unless they have a doctor’s note confirming that their symptoms are caused by non-contagious factors such as allergies. A child who is sent home ill may not return to school the following day.

One Tree requires that children remain out of school until they are symptom free for 24 hours without the use of medication. Students may not return until 24 hours after the following cease:

1. Loose/watery stool (diarrhea)
2. Fever above 100°F
3. Vomiting
4. Undiagnosed rashes
5. Conjunctivitis, tuberculosis, untreated impetigo, coxsackie, strep throat, scabies, head lice, pertussis, mumps, measles, hepatitis, and other contagious diseases.
6. Any illness that results in a greater need for care than the staff can provide without compromising the health and safety of other children.

**Please understand if there is a spread of Covid (or other communicable disease) and we do not have enough staff to cover due to staff also becoming ill, we may have to close for a period of days without making them up** until everyone is healthy enough to return and function safely. Please help us prevent this scenario by keeping children home when sick, masking when exposed, testing to verify no covid, etc.

The following table lists common illnesses that occur in schools. Your child may not return to school until they meet the criteria listed in this table.

ILLNESS:	WHEN A CHILD CAN RETURN TO SCHOOL:
Fever	A child must have a normal (non-medicated) temperature for at least 36 hours before returning to school.

Upper respiratory tract infection	A child's time at home depends upon the severity of the illness and physician's instructions. In the case of the common cold symptoms (runny nose, coughing), it is advisable to keep the child home until the acute state subsides, usually 36-48 hours.
Vomiting	The child may return to school 36 hours after the last episode.
Diarrhea	The child may return to school 36 hours after the last episode.
Strep Throat	The child must be treated for at least 36 hours before returning to school.
Conjunctivitis (pink eye)	The child must be treated for at least 36 hours, and there must be no more "sand" around the area of the infected eye before returning to school.
Chicken Pox	A child must remain home for seven to eight days from the onset of blisters or two days after the last blisters have scabbed over. Incubation averages from 13 to 17 days.
Undiagnosed rash	A child must receive treatment before returning to school. Croup Depending on the severity of the case, the child may return to school when the deep, "barking" cough has subsided.
Impetigo	A child may return to school after treatment has rendered the condition no longer contagious. The doctor may allow the child to return to school if the area is treated and covered.
Ringworm/Pinworm	With proper treatment, a child may return to school.
Head Lice	A child must be louse and nit free to return to school. Continue checking the child to verify the condition is under control.

Families and staff will have the choice whether they wish for themselves or their child to mask while on campus unless a child/staff member has been exposed to COVID-19 via close contact (see below re: Covid exposure).

If you'd like for your child to wear a mask regardless of exposure, please let us know so we can help gently remind him/her if needed.

**Students who have had known exposure to Covid19** (as a close or household contact) shall follow the return to school flowchart found [here](#). The school should be notified of any known exposure and your child will need to wear a well fitted mask while inside on campus for the recommended time period (10 days total) and we request your child be tested on day 6.

If we find there has been a close exposure on campus, we will inform everyone and request everyone to wear a well-fitted mask while inside for the CDC recommended duration regardless of vaccination status or previous infection.

Students who have contracted COVID 19 should follow the CDC guidelines [here](#) for return to school.

When your child will be absent from school, please email us at your earliest convenience to let us know. This will enable us to plan accordingly. It is helpful for us to know when your child has a contagious illness so that other parents can be advised of possible exposure and so that we can look for similar symptoms in other children. This is especially important due to COVID-19.

Again, a child with a contagious illness may not be in attendance. If the illness begins at school, the parent will be notified, and the child will need to be picked up WITHIN AN HOUR by the parent or someone authorized on the Child Pick-Up Form.

## **ADMINISTRATION OF MEDICATIONS**

Over-the counter medication:

We cannot administer over the counter medication to a child without a doctor's note and a medication authorization form filled out.

### **Prescription medication:**

Prescription medication can be administered only when the following conditions are met:

1. The medicine is brought to One Tree in its original container.
2. A note from the prescribing doctor or a pharmacy printed information sheet that describes the dosage, time and a list of possible side effects.
3. Parents complete and sign a medication authorization form.

One Tree Tutorial and Enrichment reserves the right to refuse the responsibility of prescription or over the counter medications administration for any reason. If this occurs, we will be happy to accommodate parent visits during the day for the purpose of medicine administration.

## **EMERGENCY CARE AUTHORIZATION FORMS**

It is required that we have a parent-signed form on file authorizing emergency medical care for your child. If your child should become seriously ill or injured, One Tree Tutorial and Enrichment will make every attempt to notify you. However, if the parents cannot be reached, this authorization gives us the permission to seek emergency medical treatment for your child.

## **EMERGENCY CONTACT/PICK-UP AUTHORIZATION FORM**

For the safety of your child, a completed emergency contact/pick-up authorization form must be completed and signed before the beginning of the program's year. If there is a change in information during the school year, please notify us so we can keep all information up-to-date.

### **Accident Report:**

Any incident of physical injury to the child will be documented by attending staff. The details of how the injury occurred, first aid measures taken, and a signature of the attending staff member as well as a note if/when we have notified the parent of the accident/injury. In the case of serious injury, the parent will be contacted immediately.

### **Faculty and Staff:**

Our faculty and staff have been chosen with care for their education, experience and love for children. We share a common vision for children's care and seek to provide a feeling of comfort and safety for the children through predictability and open communication with their home. All staff and working volunteers have had thorough background checks with the Tennessee Bureau of Investigations and the FBI and are up to date CPR and First Aid training for the assured safety of our students.

## **ADMISSIONS**

No person shall, based on race, national/ethnic origin, color, religious belief, sexual orientation, gender identity, faith or creed be excluded from participation in, be denied the benefits of, or be subject to discrimination under any One Tree Tutorial and Enrichment program. Please refer to our website for more information on admission into our program.

*It is important to fully understand that One Tree Tutorial and Enrichment is not a licensed childcare facility, nor a school. One Tree will not be offering credits, nor are we accredited by any agency. One Tree Tutorial and Enrichment is a tutoring program for children who are being homeschooled. We are committed to providing a*

quality tutoring program for children, but we will not be held responsible for children who do not pass any state required tests or who do not fulfill state required homeschool attendance laws.

Children at One Tree Tutorial and Enrichment must be registered as a homeschool/non-traditional student to meet state attendance laws and be enrolled as such to be able to attend One Tree. One Tree Tutorial and Enrichment will not be held responsible for children not completing state attendance requirements. Additionally, One Tree Tutorial and Enrichment will not file any state required paperwork. Parents, as primary educator of the children who attend One Tree Tutorial and Enrichment are responsible for the filing of all paperwork as well as the registration of students. Parents are also responsible for the overall education of the child.

## **TUITION & FEES**

Tuition is based on a yearly sum. Tuition payment options are outlined in the enrollment contract.

Enrollment is for the full academic year and no portion of the tuition paid or outstanding will be refunded or canceled due to absence, subsequent pause in attendance, academic performance, accident, transfer, sickness, withdrawal or dismissal from school, unless by express written consent by the Director. The fact that One Tree Tutorial and Enrichment allows tuition and fees to be paid in two or more installments does not create a fractional contract or in any way relieve the parents of the responsibility for the entire tuition. This is also true if at some point throughout the year One Tree must change to an online-only learning format.

For more information on tuition and fees, including payment plans, please refer to the enrollment contract.

## **CONFIDENTIALITY OF STUDENT RECORDS**

One Tree Tutorial and Enrichment recognizes the importance of protecting the rights and privacy of our children, families and staff. The practice of maintaining confidentiality of verbal information and written records is part of the ethical principle and professional behavior of our program. Student records may consist of, but are not limited to attendance records, health and emergency information, assessments, developmental and academic progress reports, accident reports, parent authorizations for various activities, and correspondence documentation. Others who may review these records include One Tree's staff members and accrediting agencies such as the Department of Education and the Department of Human Services.

## **ADDENDA TO THIS MANUAL**

On occasion, an experience at One Tree may result in policy changes to this handbook. If our policies are adjusted, we will notify parents in writing of the new policy. In addition, if you ever have any questions or concerns about our policies or their implementation, or any aspect of your experience One Tree Tutorial and Enrichment, we ask that you address them promptly with us. Even concerns that may seem small can be addressed quickly and avoid any unnecessary stress for you and your child. We value your input and suggestions and are so happy that you and your child are part of One Tree Tutorial and Enrichment!

## **ADDENDUM 1– ANTI-BULLYING POLICY (ADDED AUGUST 2021)**

At One Tree Tutorial & Enrichment, we are committed to providing a caring, friendly, and safe environment for our students so they can learn in a relaxed and secure atmosphere. School is a place where students learn the norms and mores of social interactions. As part of the socialization process, all students experiment with a range of behaviors as they learn about social power. However, students sometimes push the limits of this range and engage in behaviors we would consider bullying, as defined below.

Bullying and other forms of peer mistreatment, including prejudicial and discriminatory abuse, are detrimental to the school environment, as well as student learning, achievement, and well-being. Peer mistreatment interferes with the mission of the school to educate students and disrupts the operations of school. Bullying and other forms of peer mistreatment affect not only students who are targets, but also those who participate in and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

One Tree does not condone and will act in response to conduct that interferes with students' opportunity to learn, our educational mission, and/or the operation of the school.

Roles in Bullying Behavior – There are often more than two students involved where bullying behavior is being exhibited. The roles of other children may be passive, but often enable the cycle of behavior to continue.

1. Bully – The student or students directly involved in the negative, repetitive behavior toward the victim.
2. Victim – The student or students who are the target of the repetitive, negative behavior by the bully/ies.
3. Bystanders – Students who witness the behavior. Those students may be followers, supporters (passive or active), onlookers or defenders. These students play a key role in creating a safe environment.

Defining Bullying – Classic bullying behavior occurs when one person is exposed, repeatedly, and over time, to the negative actions on the part of one or more other persons, with a noted power differential. The target of the behavior is chosen, specifically due to the real or perceived power imbalance in the relationship rather than due to ordinary social conflict.

*Bullying behavior is misbehavior, and can be manifested in many forms, both passively and overtly.*

### Defining Cyber-Bullying:

Cyberbullying can be defined as, “The use of information and communication technologies to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others. It is an aggressive, intentional act carried out repeatedly over time, often against a victim who cannot easily defend him/herself. “

Defining retaliation: Retaliation means an act or gesture against a student for asserting or alleging an act of bullying. “Retaliation” also includes knowingly falsely reporting an act of bullying.

Examples of passive bullying behavior are: telling lies, severely exaggerating in order to make someone feel badly about something (also a form of retaliation), spreading false rumors, covert threatening, etc.

Examples of overt bullying behavior are: hitting, saying hurtful things, deliberately excluding, teasing, etc. Also, derogatory name calling, insults, racist jokes or discriminatory language towards those who are of a different religion, race, gender identity, has a disability or is of a different sexual orientation.

Bullying can also involve manipulating a third party to tease or torment someone, or actions that fall short of direct participation, where someone encourages others to bully.

Examples of cyberbullying are:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a website, an app, in social media, or any other electronic platform;
2. Posting misleading or fake photographs or digital video footage of a student on websites or creating fake websites or social networking profiles in the guise of posing as the targeted student;
3. Impersonating or representing another student through the use of that other student's electronic device or account to send e-mail, text messages, instant messages (IM), phone calls, or other messages on a social media website;
4. Sending e-mail, text messages, IM, or leaving voice mail messages that are mean or threatening, or so numerous as to bombard the target's e-mail account, IM account, or cell phone; and
5. Using a camera phone or digital video camera to take and/or send embarrassing photos or "sexting" photographs of other students.

Obviously, One Tree cannot control the bullying behavior of students through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program, or from the use of technology or an electronic device that is not owned, leased, or used by One Tree.

If the out-of-school bullying causes a substantial disruption to the educational process or orderly operation of school, parents of all parties will be contacted, and the school will determine the appropriate natural consequences. This applies if a school administrator or teacher receives a report that bullying through this means has occurred.

Specific steps, requiring direct intervention, will be used to effectively address the power differential when true bullying behavior occurs. These steps are different than steps used to address normal misbehavior or social conflicts.

### Bullying Prevention

"There is a type of fish, known as the Puffer fish that frightens off enemies by puffing itself up to a greater size. A bully is like a threatened puffer fish that is all puffed up and full of air. The best tool at the bully's disposal is the willingness of other people to be victims. When a bully meets weakness he thrives. When a bully encounters dignity and assertiveness he deflates into nothingness." ~ Jane Nelsen, Ph.D.

It is important to note that while these passive and overt behaviors are also very common, and developmentally appropriate, misbehaviors that elementary and older children exhibit as they learn to navigate social dynamics. The identifying component in the bully/victim relationship is rooted in the power imbalance.



It is also important to narrow the definition of bullying (including cyber bullying) because of the power differential component involved in the behavior.

If too broad a definition for bullying is used, then there is a danger of over or under reacting to true bullying behavior and over reacting to normal misbehavior. Under reacting can create an environment of permissiveness, and overreacting can create an environment of repression; both of which lead to increased misbehavior and social conflict.

Note: Most bullying literature suggests strongly not labeling a child as a bully or a victim. Instead, refer to the behaviors as bullying or victim behavior.

#### One Tree's Anti-Bullying Policy:

Our belief is that this policy will help to reduce the opportunity and instances of bullying behavior, and helps students develop life-long assertiveness skills:

1. Establish a whole school culture of respect for oneself and others
2. Modeling of respectful, kind and firm behavior by adults
3. Involve students in creation of classroom culture and ground rules so that students have ownership over the social/emotional environment
4. Involve students in resolution of problems
5. Taking time for training – communications skills, resilience/assertiveness skills, expected behavior, problem solving skills, identifying and responding to bullying behavior
6. Bystander training with students
7. Individualized support for victim behavior
8. Individualized support for bully behavior
9. Ensuring that the prohibition on bullying retaliation, and the attendant consequences apply to any student, school employee, contractor, visitor, or volunteer who engages in conduct that constitutes as bullying or retaliation
10. Yearly provision and updating as necessary of this policy to staff, volunteers and One Tree families

#### One Tree's Plan for when Bullying Behavior Occurs

1. Increased supervision by adults
2. Meeting with parents of both children, outlining classroom plan and support needed from home.
3. Separation of students (direct or indirect)
4. Individualized support plan for child exhibiting victim behavior that includes, but is not limited to:
  - a. accessing immediate adult support
  - b. development of communication and assertiveness skills
  - c. establishment of buddy system
  - d. adult support in conflict resolution
  - e. class meetings
5. Individualized support plan for child exhibiting bullying behavior
  - a. (re)-establishment of clear expectations for behavior and logical consequences
  - b. development of plan between parents and One Tree teachers and staff
  - c. development of communication skills in resolving conflict and receiving peer messages
  - d. development of needed social skills for making connections
  - e. support and redirection to positive power and social responsibility
  - f. class meetings
  - g. reflective activities such as requiring the student to write an essay about the students' misbehavior
  - h. Mediation, but only when there is mutual conflict between peers

- i. Possible referral of perpetrator or other involved persons to counseling or other appropriate services
- j. School suspension if deemed necessary and if other interventions do not seem to be helpful in changing behavior
- k. School expulsion if behavior does not improve to a satisfactory level as determined by the director of One Tree Tutorial and Enrichment

Sources:

1. <http://www.education.com/reference/article/definitions-characteristics-bullying/>
2. [http://www.pbis.org/pbis\\_resource\\_detail\\_page.aspx?PBIS\\_ResourceID=785](http://www.pbis.org/pbis_resource_detail_page.aspx?PBIS_ResourceID=785)
3. <http://www.stopbullying.gov/respond/support-kids-involved/index.html>  
<http://www.positivediscipline.org/resources/Documents/PDSbrchr-8-06.pdf>

**ADDENDUM 2 – ACCEPTABLE TECHNOLOGY USE AND INTERNET SAFETY POLICY**  
(ADDED AUGUST 2021)

(A copy of this acceptable use and safety policy will be provided to families to agree to and to sign)

On occasion, and for older students, One Tree Tutorial & Enrichment provides access to technology as a means to enhance their education. The purpose of this policy is to assure students recognize the limitations the school imposes on their use of these resources.

We are fortunate to have access to a variety of technology including laptops, cameras, the Internet, etc. We also, on occasion, ask students to bring their personal devices for educational purposes. We expect students to use these items responsibly and only for schoolwork. We also ask students *not* to bring personal devices except when a teacher requests them to do so and only for specified purposes set forth by the classroom teacher.

**General Technology Use Guidelines**

- Use computers to practice basic keyboarding skills
- Use the internet to research class projects and complete assignments
- Use the computer to share knowledge by creating student presentations
- Learn to create a student blog or website

**In cases when guidelines are not followed by the student:**

- First violation: The student is reminded and redirected to appropriately use technology.
- Second violation: Loss of technological privileges for the day
- Third violation: Loss of computer privileges for a week
- Fourth violation: Loss of computer privileges for two weeks and a parent conference is scheduled and possible loss of technology use for the long term

**Personal Listening Devices**

A personal listening device is an electronic music player and can include personal ipods, mp3players, computers and ipads.

At One Tree we are sensitive to the diverse ways student learn and focus. Some individuals may prefer, when working, to listen to music or other sounds. We ask students follow these guidelines:

- Students may use personal listening devices *only* during *independent work time*. Exceptions may be granted for specific projects with the permission of a teacher.

### **Acceptable Use Agreement for Students**

I understand that school-owned technology devices are shared community equipment.

I will be respectful and responsible for my use of any and all equipment.

I agree to the following: All computers having Internet access must be used in a responsible, efficient, ethical and legal manner.

Failure to adhere to this Agreement will result in revocation of access privileges, restitution for costs associated with damages, and may result in disciplinary action. When using One Tree's technological devices, network or Google Apps, I understand and agree to:

- Limit the use of school computers, personal computers, the Internet and Google app to school work and appropriate learning activities.
- Not download, stream, or otherwise view media on the Internet unless it is assigned by a guide.
- Unless otherwise instructed, use computers inside and at a table.
- Leave all computer settings as found. Do not load software or make adjustments to computers.
- School laptop computers should be returned to the appropriate spot and plugged in after use.
- Food or drink may not be consumed at the same table as a technological device.
- Use good manners and appropriate language.
- Keep personal passwords private.
- Not share personal information about myself or anyone else on the Internet. This includes name, address, phone numbers, personal photos, etc.
- Never post pictures on the Internet without permission of my parent(s) and teachers.
- Show respect for all hardware and software that I use.
- Be financially responsible for replacing/repairing any device I have broken with a deliberate act or through negligible use.

### **I also understand and agree that I may not:**

- Use computers, I-Pads, tablets, smart phones, school computers, personal computers or other technological devices to access personal e-mail, play games, or to do other personal projects without permission.
- Search, view, edit, or retrieve materials that are not related to educational purposes.
- Access, view, or alter any schools records, documents, and files.
- Change settings on computers, I-Pads, tablets, and other technological devices; load software; or make other adjustments.
- Upload, download, or create computer viruses.
- Send or display offensive messages or pictures.
- Use obscene language.
- Harass, insult, or attack others.
- Damage computers, computer systems, or computer networks, and any other technological devices.
- Attempt to harm or destroy another user's documents, data, and files.
- Violate copyright laws.
- Use the passwords of other users or create new passwords on shared technological devices.
- Use the network for solicitation and commercial purposes.
- Share student or staff home addresses, phone numbers, or other private information.

- Engage in any activity that violates a school policy or local, a school policy or local, state or federal law.

I understand and agree that the use of the Internet is a privilege and not a right. The use of the Internet must be consistent with the educational objectives of One Tree Tutorial & Enrichment. Inappropriate use will result in a cancellation of those privileges, restitution for costs associated with damages, and may result in school disciplinary action (including suspension or expulsion) and/or legal action. I agree to use the Internet only for class projects and assignments.

One Tree Tutorial & Enrichment will utilize a proxy server to restrict Internet access to inappropriate content at school. This filter only works when students are accessing the Internet via the school's network while on school property.

I understand and agree that if I abuse this acceptable use policy, I will be subject to discipline.

### **Right to Inspect/Monitor**

I understand and agree that One Tree's teachers, assistants, staff, substitutes, and office staff may review student files and communications to maintain system integrity and to ensure that users are using the system appropriately and responsibly. Students shall have no expectation of privacy in any information stored on One Tree's servers or in their use of school computers. Parents can contact school administration if they have concerns regarding their child's account.

I understand and agree that One Tree may offer students access to Google Apps.

Google Apps makes it easy for students to collaborate and turn in assignments to teachers online. It also allows students to work on documents from home, the public library, or any other computer with an Internet connection. To qualify for use of One Tree's network, equipment and Google Apps, I must be willing to abide by the rules of acceptable use. I understand and agree that my parents are informed about these policies and rules.

Internet access is designed for educational purposes and One Tree will continue to take available precautions to eliminate controversial material. However, it is impossible for One Tree to restrict access to all controversial materials and One Tree may not be held responsible for the student's improper use of the network or Internet.

Parents have full responsibility for supervision if and when their child's use is not in a school setting.

(A copy of this acceptable use and safety policy will be provided to families to agree to and sign)