



2023-2024

Grymes Memorial School

Family Handbook

Grymes Memorial School
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Jonathan D. Brand
Head of School

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Board of Trustees

2023 - 2024

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Tom Bond, Orange (Trustee *Emeritus*)

Administration

Jonathan Brand	Head of School B.A., University of Virginia M.A., College of William and Mary
Kimber Keating	Assistant Head of School 5th Grade History/Math B.A., Baylor University M.A., University of Arkansas
Kim Oliver	Business Manager A.A. Piedmont Virginia Community College Director of Development

Director of Alumni Relations and Communications

Angie Olds	Director of Admissions and Marketing B.A., West Virginia University
Laurie Roche	Registrar, Mathematics B.S., Mary Washington College M.S., University of Illinois
Jill Solek-Giles	Director of Technology B.S., University of Virginia
Emily Lipper	Receptionist Eastern Virginia Career College, LPN
Thayne Barber	Maintenance Director

Lower School

Emily Aylor	Junior Kindergarten Teacher B.A., Christopher Newport University
Diana Woodward	Junior Kindergarten Assistant Teacher
Tina Roberts	Kindergarten Assistant Teacher Art Assistant Teacher
Ashlyn Ryder	Kindergarten Teacher B.A., Old Dominion University
Amy Dixon	First Grade Teacher B.A., Mary Washington College M. Ed., University of Virginia
Becky Wilson	First Grade Assistant Teacher
Melissa Slater	Second Grade Teacher B.A., University of Virginia M.Ed., University of Virginia

Martina Kuhnert Third Grade Teacher
B.S., Radford University

Tricia Tallman Fourth Grade Teacher
B.A., Vanderbilt University

Julie Sherman Lower School Science Teacher
B.S., Mary Washington College

Upper School

Fifth Grade Teacher

Julie Fithian Sixth Grade Homeroom
6th, 7th, 8th Grade Science
B.S., Virginia Polytechnic Institute
M.A., Virginia Commonwealth University

Meghan Stowers 6th Grade Language Arts
B.S., Vanderbilt University

Julie Yauger Seventh Grade Homeroom
7th, 8th Grade English
7th, 8th Grade Drama
B.A., James Madison University

Melanie Handelsman Eighth Grade Homeroom
6th, 7th, 8th Grade Spanish
B.A., Vanderbilt University
M.S.W., University of Southern California

Rod McLeod Sixth, Seventh & Eighth Grade History
B.A., James Madison University

Laurie Roche Sixth, Seventh, and Eighth Grade Mathematics
B.S., Mary Washington College
M.S., University of Illinois

Haywood Giles Fifth Grade and Eighth Grade Spanish
B.A., University of Virginia

Specials Teachers

Anissa Frantz	Kindergarten - Eighth Grade Art B.F.A. Frostburg State University M.A. National University, San Bernardino, CA
Teresa Huelskoetter	Librarian B.A., Shorter College M.Div. New Orleans Baptist Theological Seminary
Laura Nelson	Physical Education - Lead Teacher Girls Basketball Coach Germanna Community College
Tanner Carlton	Physical Education Assistant Soccer Coach B.A., University of Mary Washington
Tracey Stakem	Junior Kindergarten - Eighth Grade Music 7th, 8th Drama B.S., Frostburg State University M.A. University of SW Louisiana
Haywood Giles	Lower School Spanish Academic Technology Integration Specialist B.A., University of Virginia

Academic Support

Julie Call	Reading Specialist B.S., Radford University
Julie Sherman	Academic Support and Enrichment Director B.S., Mary Washington College

Mission Statement

**NURTURING CHARACTER, BUILDING THINKERS,
CULTIVATING CREATIVITY, FOSTERING COMMUNITY,
LAUNCHING LEARNERS**

STATEMENT OF PHILOSOPHY

We nurture the character of every child, emphasizing honor, respect, responsibility, and kindness.

We build curious, analytical, and tenacious thinkers through a thoughtful curriculum that challenges students to expand their horizons. We encourage students to take risks, whether solving a math problem, developing a scientific hypothesis, or writing a poem, in an environment that both celebrates tradition and embraces the future.

We cultivate creativity across all disciplines. Students discover their voices and grow in confidence as they explore varied means of expression.

We foster community by providing a warm family atmosphere that allows children to be children even as they grow and flourish as students. We connect students to the local and global communities through field trips and technology.

By developing students of good character, who have built a strong foundation of thinking skills, who have found their voices through intellectual and creative outlets, and who are well-grounded in a caring community, we launch learners in pursuit of meaningful lives.

OBJECTIVES

Nurturing Character

- Teach the importance of integrity through our Honor Code.
- Foster respectful behavior by teaching civility, sensitivity to differences, and an appreciation of each individual.
- Build sportsmanship, a sense of fair play, and teamwork through physical education and participation on athletic teams.
- Promote a sense of responsibility for ourselves and for our neighbors by encouraging care for personal belongings and stewardship for our school, community and our global environment.
- Encourage leadership and service in classroom and community contexts.
- Champion the value of honest effort and hard work.

Building Thinkers

- Inspire students through teachers who have a passion for teaching and learning.
- Develop a foundation of study skills and instill a strong work ethic to facilitate student learning.
- Challenge each student to achieve to the best of his or her ability.
- Encourage students to use multiple strategies to solve problems, working both individually and collaboratively.
- Meet the needs of students with different learning styles by incorporating a variety of teaching methods.
- Build confidence in students to execute and present their work using both traditional tools and current technologies.

Cultivating Creativity

- Encourage students to look at problems from many different perspectives and to seek solutions using different strategies.
- Require every student to participate in art, drama, music, and public speaking to help them develop their individual voices.
- Share creative work in class presentations, art displays, musical and dramatic performances, declamations, and publications to demonstrate the value we place on these endeavors.

Fostering Community

- Partner with families to support each child's learning.
- Cultivate connections among classmates and across grade levels.
- Encourage parents to participate in school life through field trips, GPTA activities, classroom volunteer opportunities, and community events.
- Participate in the broader community in meaningful ways through community service, invitational sports tournaments, sharing of facilities and participation in community-wide celebrations.
- Communicate with faculty, families, alumni, and friends of Grymes through a variety of events and publications.
- Honor the school's history and traditions.

Launching Learners

Our fondest hope is that Grymes will **launch learners** who will be well-rounded and good citizens, skillful thinkers, writers, and speakers. We hope that they will be intellectually curious young adults who are well-prepared for the best secondary school programs, who have the innate confidence that a loving and caring school family can provide, and who find joy in learning.

Academic Support & Enrichment

Grymes Memorial School is committed to providing a curriculum that prepares students for independent schools and regional public high schools. Grymes has built a reputation for academic excellence and the development of students who are curious, independent learners. Teachers use a variety of strategies and techniques to support students who are identified with learning differences or those who are learning significantly above grade level.

Grymes has a long history of supporting individual student needs in partnership with consultants, teachers, resource personnel, tutors, and parents. The goal of this partnership is to create a learning environment that is sensitive to different learning styles and that encourages appropriate strategies for successful academic achievement. The Academic Support and Enrichment program director, whose responsibilities are to oversee and guide tutors and coaches, provides support for the faculty and plays the pivotal role in communication between the school and parents of a child with learning differences. These policies have been updated to reflect the requirements for formal testing and evaluation in order to grant accommodations that significantly alter a core subject in our curriculum.

Academic Support

- **Level One** includes classroom accommodations where the ASE director works with the teacher on specific instructional strategies for the child in the classroom.
- **Level Two** may be described as resource support, where a child or groups of children are given extra attention in one skill or one subject for four to eight weeks by GMS teachers and resource personnel. These students are pulled from the classroom for 20 – 30 minute sessions. There is no extra cost to parents for this service as it is a temporary service.
- **Level Three** involves a more individualized program determined by educational testing. This testing and necessary tutoring are privately contracted through the county school system or a clinical psychologist. The school has a recommended list of providers for this service. An individual student plan is developed and followed by teachers and/or an outside tutor.

Accommodations

In grades JK-4 we make every effort to attend to individual needs by grouping children of varying developmental levels and working one-on-one when necessary. The school employs a reading specialist as well as the ASE director who often assists in math. Generally, we do not recommend educational testing until 3rd grade because many differences in learning can be attributed to development before that time. Teachers may accommodate children through preferential seating, extra time on tests, and occasionally altered homework assignments or assessments. We ask parents to share *complete* testing reports with the school so that we may address each child's unique needs most effectively.

Beginning in grade 5, accommodations and/or modifications (including but not limited to extra time on tests, sharing a teacher's notes, altered tests, tests read aloud, exemption from foreign

language) will be made upon the completion of an evaluation by a clinical psychologist. The complete results of the testing must be shared with the school and a plan reached through careful consultation among parents, teachers, and learning specialists.

Grading

The grade noting progress in a modified class or through tutoring will be accompanied by an asterisk on report cards (e.g. B+*). This asterisk denotes an individualized program and will be fully explained on a transcript.

Academic Probation

Students who experience serious academic difficulties for one or more semesters may be placed on academic probation. At this point, the Assistant Head of School will send a letter home, indicating additional interventions which will be put in place to promote academic improvement. The consequences of this probation **may** include mandatory after-school homework hall, mandatory study sessions with teachers during P.E. class, attendance at a special lunchtime study hall, and/or suspension from athletic teams. In addition, the student's re-enrollment contract may be withheld until improvements are evident or recommendations are followed.

Academic enrichment is provided through two levels:

- The coordinator can meet with the teacher to develop enrichment/extension activities for the whole class on a particular topic.
- The coordinator can meet with small groups to explore different areas of math or reading based on student interests. Students may do integrated reading/math units or creative problem solving or design products showing advanced knowledge in an area. They may study reading/math material well above grade level and create plays, books, posters, videos and games. Enrichment focuses on using higher order thinking skills, such as application, analysis, synthesis and evaluation, to create meaningful products based on student interest in areas that they are studying in class.

Acceptable Use Policy

Students and their parents are asked to read and sign the school's Acceptable Use Policy at the beginning of each year. This policy will be reviewed with students at the start of each school year.

The staff of Grymes Memorial School strongly believes in the educational value of technology and recognizes its potential to support the curriculum and enhance student learning. We strive to provide quality experiences to students using school technologies, and inappropriate use of the equipment is strictly prohibited. Technology use at school may be revoked if a student does not adhere to the school's guidelines.

The school operates under a system of trust and shared responsibility in the pursuit of healthy intellectual and social growth. This document assumes trust and clarifies those responsibilities.

Acceptable Use Policy

I understand that the use of school technology must be in support of the curriculum and in accordance with the educational goals and objectives of Grymes Memorial School. This means that "surfing" the web for sites that are not curriculum-related, accessing personal email and social networking sites, taking photos (unless teacher-assigned/curriculum-related) and other personal activities should be reserved for home use on a personal, non school-owned device.

Personal Responsibility

I understand that the computers and devices are a part of school property and therefore school policies and the honor code apply to their use. I understand that school personnel have access to my work stored on the server, information on my Internet usage, and everything I do while using school technology. As a member of my school community, I will accept responsibility for the proper use of school technology and for reporting any misuse. The following guidelines highlight the spirit of this responsibility:

- I will respect the privacy and dignity of students and teachers at all times. I will not use, copy, or delete another user's files, folders, or passwords.
- I will use appropriate language by refraining from the use of profanity or insulting language. Offensive messages that originate outside of school but disrupt the school's educational process may be subject to school consequences.
- I will respect school equipment. I will not deliberately change in any way the software configuration of the network or of any individual workstation. I will not download any files or install any software (run any executable files) on the school's computers without the express permission of the technology administrator. I understand this is how many computer viruses are spread.
- I will observe copyright laws and fair use guidelines when using any printed, audio, video, or electronic information. I will not plagiarize, and I will cite my sources.
- I understand that using my device to look up information during a graded assignment (unless expressly permitted by a teacher) is considered cheating and will be treated as an honor offense.
- I understand I am only allowed to search for appropriate content and use appropriate sites on the Internet.
- I will immediately report any technology use that makes me uncomfortable or violates school policies.
- I understand that personal electronic devices such as laptops, electronic games, cell phones, and other devices may not be used during the school day and may not be connected to the school network at any time.
- I will not use a cell phone on the bus for talking or texting unless there is an urgent need to contact a parent. In that case, I must obtain permission from the bus driver.
- I will not capture audio, video, photos or screenshots of students, teachers or administrators whether in person or in a virtual setting. I understand that only teachers and administrators are authorized to do so.
- I will not use or access personal email accounts or social media accounts from a school device or from a personal device during the school day.
- I understand that school devices and school email accounts are for educational use only, and I will not conduct personal business on my school device or school email account.
- I will wait for instructions from my teacher before performing any tasks on my school

device.

- I understand that playing games or being off-task while using technology at Grymes is strictly prohibited and may result in a silent lunch. Multiple silent lunches may lead to a demerit.
- I understand that bullying and bullying behavior will not be tolerated at Grymes. I will not use any means of technology or social media to bully or harass another person.

Internet Safety

The Internet provides opportunities to access new resources, but it also introduces unique risks to students. Grymes Memorial School provides filtered access to the Internet on nearly all school computers, but to ensure my safety on the Internet, I will follow the guidelines below:

- I will not give out on the Internet personal information, such as my full name, phone number, passwords, or address.
- I will not give out on the Internet personal information about someone else, such as his or her name, phone number, passwords, or address.
- I will not correspond or meet with someone through the Internet without the pre-approval of a teacher.
- I will not share confidential information about school resources, such as usernames, passwords, or wireless network information.
- I will not clear my browser history. I understand that I will be subject to disciplinary action if my history is found to be cleared.
- I will immediately report any technology use that makes me uncomfortable or violates school policies.

Cell Phone Policy

Calls, texting, and use of any social media or other cell phone applications are not permitted during academic hours. Teaching students the responsible and appropriate use of all technology is our primary goal. Please help us enforce the no-cell-phone-use-in-school rule.

All cell phones must be in the OFF position and stored in the homeroom before the start of the school day. Cell phones must remain in the homeroom during school hours. Any phone found ON or being used at any time will be confiscated and brought to the front offices and parents will be notified. It is the student's responsibility to retrieve their cell phone from the homeroom or front offices at the end of the school day. Multiple confiscations may result in disciplinary action at the discretion of the Head of School.

We understand that communication with parents and other adults may be needed during the school day at times, and in these cases arrangements are easily made at the front office with teacher permission. If any family would like to ask for special arrangements (e.g. medical reasons) regarding the need to use a cell phone during the day, they may ask for special accommodations in writing.

Any use of technology that negatively impacts student relationships in or outside of school is strictly forbidden. Disciplinary action will range from demerits to suspension or dismissal.

Cell Phones on the Bus

<p>Acceptable use of cell phones on the bus includes the following:</p> <ul style="list-style-type: none"> - Listening to music with earphones - Playing games with earphones (or sound off) - Emergency phone calls with prior permission from the bus driver 	<p><u>NOT</u> allowed on the bus:</p> <ul style="list-style-type: none"> - Use of cameras or video recording - Social media activity of any kind - Texting - Emailing - Internet surfing - Sharing phones or devices with other students
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In rare cases a student may need to call a parent on the bus. **Permission from the bus driver is required**, and social calls are forbidden.

Cell Phones at Field Trips and After-school Activities

School cell phone rules apply for field trips, athletics, and after-school activities. Phone calls to parents may be made with the **prior permission of the supervising adult**.

Disciplinary Action

Disciplinary action for violations of the Acceptable Use Policy fall within the guidelines for School Discipline Policies. Each violation will be considered on a case by case basis with consequences ranging from in-school measures to suspension or dismissal. Respect, responsibility, kindness, and honor remain the foundation of our approach to behavior and to discipline.

Accreditation

The Virginia Association of Independent Schools (VAIS) is recognized by the Virginia Board of Education as the school’s accreditation agency. Membership is voluntary and is granted to those independent schools that have met the VAIS standards for membership, undertaken a formal self study and evaluation, and received accreditation in accordance with guidelines and procedures prescribed by the Association. Grymes Memorial School is one of 95 independent schools accredited through VAIS.

Admission

Grymes welcomes applications for admission without regard to race, color, ethnic origin, religion, gender identity, sexual identity, or any other characteristic protected under state law. The school has developed a reputation for strong secondary school preparation and aims to ensure that each applicant who is admitted has the ability to succeed at Grymes. Applicants and their parents are encouraged to tour the school and all students are interviewed and screened.

Alma Mater

As we look toward the mountains, shelt’ring these familiar halls
We see symbols of the treasures we’ve received within these walls.

Shelter for the days of childhood, nurturing the dreams of each
 Then a vision for our future, from the highest we can reach.
 And Grymes will shine, in childhood's memory,
 Preparing us for lives of learning, honor, and integrity.

--written by Jan Dalton,
 former GMS music teacher

Anti-Bullying Policy

At Grymes, we nurture the character of every child, emphasizing honor, respect, responsibility and kindness, and we are committed to promoting the safety and general welfare of all of our students. Our expectation is that students will not only strive to follow all school rules but will respect the spirit of the rules and work together to create a positive, supportive school culture marked by kindness and inclusion.

Bullying is particularly corrosive to the Grymes ideals, since it often works subtly to damage social harmony among students. Our teachers and administrators stand united in not tolerating bullying in any of its manifestations.

As a school, we define bullying as the repeated mistreatment of someone by a stronger, more powerful person. Bullying behavior includes physical, verbal, social and cyber actions that threaten, exclude, hurt, or demean another student. It is distinct from playful teasing, and it is not a one-time event.

These tables, adapted from Michele Borba's *End Peer Cruelty, Build Empathy*, provide further clarification to what constitutes bullying behavior in all its forms:

Bullying Looks Like

Ignoring
 Excluding
 Shoving
 Slapping
 Mean gestures

Bullying Sounds Like

Put-downs
 Taunting
 Rumors/Gossip
 Threats
 Name-calling

Bullying Feels Like

Dangerous
 Lonely
 Destructive
 Hurtful
 Awful

Bullying Behavior

Cold, calculated cruelty
 Bullying person is fully responsible for problem
 Imbalance of power between people
 Frequent, repeated negative actions
 Purposefully done, deliberate

vs.

Normal Conflict

Disagreement or difference of opinion
 Both people are responsible for the problem
 Both people have equal power
 Occasional or ongoing conflict
 May be accidental

Bullying person makes no effort to
the problem

Bullying person takes no responsibility
for actions and often blames others

Both people make efforts to resolve the issue
resolve

Each person takes responsibility and
demonstrates remorse

Incidents of bullying often include the individual who is exhibiting bullying behavior, the target of the bullying behavior, and the bystanders who witness the bullying behavior. Just as a person is expected to report to an authority a situation in which another person has suffered physical injury, Grymes students and parents are expected to promptly report bullying behavior to a teacher, advisor, or administrator so that the school can investigate and address the matter in a fair and timely way. Such reporting is different from tattling, which is typically done in order to get another student in trouble. All bullying incidents will be handled with discretion to protect everyone involved, and there will be no tolerance for any form of retaliation against a student who has reported bullying behavior.

We believe that in response to bullying it is imperative that faculty, students, and parents work together to address the situation and to support the children involved. While we understand that children are often unaware of how their behavior impacts others and that they need instruction, guidance, coaching, etc., we will not tolerate bullying in our school community, including bullying actions that occur out of school and interfere with harmonious student relations in school. Students who engage in bullying behavior will be subject to our standard disciplinary protocol with consideration given to the age of the student, the type of bullying and the context, the frequency and severity of the bullying, the student's disciplinary history, the clarity of the evidence, and the extent to which the student demonstrates remorse. In rare cases, a student may need outside counseling. An effort will also be made to identify the root cause of the bullying so that students better understand their behavior and its effects. The administration will notify the parents of both the student engaging in bullying behavior and the student who has been targeted.

We understand that no policy on its own is sufficient in preventing bullying. The responsibility for carrying out a policy, encouraging a culture of kindness, and promoting healthy growth in all of our students lies with our faculty and administration, and parental support is essential to our effectiveness in all of these areas. Each year we will work both to ensure that students understand – in age appropriate ways – what constitutes bullying and to guide them in knowing how to stand up for others and cope with bullying behavior. Our hope is that all students will develop as honorable, respectful, responsible, and kind young people.

Athletics

During the school year, Grymes offers the following voluntary interscholastic sports program:

Fall

Boys Soccer
Girls Volleyball
Cross Country (Boys and Girls)

Winter

Basketball
(Boys and Girls)

Spring

Girls Soccer
Boys Flag Football

These teams are open to any student in fifth, sixth, seventh and eighth grades. In order to participate in games, athletes are expected to be in school for the full day on game days.

The goals of the Grymes Athletic Program are:

- Teach skills in selected team sports.
- Promote teamwork, sportsmanship, and participation.
- Encourage the development of skills and doing one's best regardless of the outcome.
- Develop and appreciate teammates and competitors.
- Promote school pride and spirit.
- Expect honorable actions and behavior, especially in competitive situations.
- Promote the active participation of each team member in all games.

Coaches will:

- Teach trustworthiness, respect, responsibility, fairness, and appropriate behavior.
- Establish clear expectations and enforce rules of the game for all participants.
- Advocate sportsmanship, the value of teamwork, and respect for officials.
- Model behavior expected of our athletes.

Sportsmanship and courtesy are expected of our students and spectators. Courtesy should be shown to other teams, coaches, parents, and game officials. Parents who have concerns about the coaching or officiating at a specific game or practice should speak in person with the coach, the Athletics Coordinator, or Head of School.

Arrival and Dismissal

School begins at **8:20 a.m.** and students may be dropped off beginning at 8:00 a.m. All students, except grade 8, are asked to wait by the tables near the lower school playground, weather permitting, or in the front lobby until the first bus arrives, and then they may proceed to their classrooms.

Junior Kindergarten morning classes dismiss at noon. Junior Kindergarten afternoon classes and grades Kindergarten through eight dismiss at 3:20 p.m., Monday through Thursday, and at 2:30 p.m. on Friday. "Carpool" students (those not riding buses) must be picked up by 3:30

p.m. Monday through Thursday and by 2:40 p.m. on Friday. **Please contact the front office if you will be delayed for pickup.**

Attendance

- Parents are encouraged to call or email the school by 9:00 a.m. if their child will be absent. It is the parents' responsibility to obtain all assigned work. Assignments may be found in the student/parent portals of Veracross.
- **Grymes discourages parents from taking their children out of school for vacations at times other than those designated.** It is very disruptive for a student and often detrimental to their learning to miss a large block of class time. It can also be very burdensome for a teacher. We understand, however, that occasionally a special opportunity presents itself that cannot be passed up. **Parents should meet with the Head of School at least two weeks prior to departure to obtain permission for a non-medical absence of more than three days.** It is the parents' responsibility to contact the teachers well in advance of the trip (no less than one week in advance) to make a plan to complete work while away. Teachers cannot promise to be able to gather all assignments for more than a week. Students are responsible for making up all missed work. This work and any missed tests must be made up within a week of returning.
- The school and/or individual classes have special programs or events that are an integral part of the curriculum. Students are expected to attend these events unless excused by the Head of School.
- **Secondary school visits:** Please try to schedule visits over long weekends or non-academic days. We ask that you inform the Head of School if your child will miss multiple days.

Communication

Grymes recognizes that conflicts sometimes arise between parents and teachers. The vast majority of such situations can be resolved through proper communication. In order to foster meaningful communication, please use the following process:

1. When a problem arises, parents are urged to contact the teacher and to explain the exact nature of the problem.
2. If necessary, a meeting can be arranged with the faculty member and other teachers as needed.
3. If the problem persists and an agreed upon solution is unsuccessful, a meeting may be arranged with the Head of School, teacher, and other supporting personnel as needed.
4. A plan of action may be developed which can be periodically reviewed.

Daily Class Schedule

Monday, Tuesday, Thursday

Homeroom	8:20 - 8:30
1st Period	8:30 - 9:20
2nd Period	9:20 - 10:10
Recess	10:10 - 10:25
3rd period	10:25-11:15
4th Period	11:15 - 12:05
Lunch/Recess	12:05 - 12:35
5th Period	12:35 - 1:25
6th Period	1:25 - 2:10
7th Period	2:10 - 2:55
Activity	2:55 - 3:15

Wednesday, Friday

Homeroom	8:20 - 8:30
Assembly/ Class Meeting	8:30 - 8:55
1st period	8:55 - 9:45
2nd period	9:45 - 10:35
Recess	10:35 - 10:45
3rd period	10:45 - 11:35
4th period	11:35 - 12:25
Lunch/Recess	12:25 - 12:55
5th period	12:55 - 1:45
6th period	1:45 - 2:30
7th period (Wednesday Only)	2:30 - 3:15

Development and Fundraising

Tuition covers approximately 80% of the cost to educate a child at Grymes Memorial School. Fund raising activities conducted by the Grymes Parent Teacher Association (GPTA) and money raised through Annual Giving enable the school to fund its total operating expenses. \$200,000 is the Annual Fund goal in 2023-24.

The school strongly encourages gifts to the endowment. Income from the endowment is used to offset some of the dependence on tuition and helps to fund various school programs, including financial aid and faculty professional development. Currently the school's endowment is approximately \$15.3 million.

The Fund for Grymes (Annual Fund)

At Back-to-School-Night and soon thereafter in the mail, you will be asked to support the Annual Fund. The Annual Fund is one way in which we try to keep the cost of tuition down by asking the entire school family (parents, grandparents, past parents, alumni,

faculty, Board, and friends of the school) to help balance the annual budget. Each year, the board of trustees sets a goal, typically of \$200,000, to offset annual operating costs. Tuition only covers about 80% of the cost of educating each child. The Annual Fund helps support many of the things that makes Grymes special -- the art program, sets of classroom books, athletic equipment, field trips, buses at no additional cost to families, props and costumes for plays, new classroom furnishings -- the list is long! We hope that everyone will participate to the extent that they are able. It is not how much you give, but the fact that you give that is most important, as a high participation rate demonstrates to foundations, major benefactors, and other outside sources of funds that members of our community really care about and do what they can to support their school!

Capital Campaign

You will hear, from time to time, that the school is conducting a Capital Campaign. How is this different from the Annual Fund? Building a new building like Gardner Hall is NOT part of the annual operating budget, and NO tuition dollars ever go towards a building project. So when there are new projects for building or major capital improvements, we need to raise those funds to cover the cost. In our last Capital Campaign that ended in 2013-14, we exceeded our goal of \$4 million to build Gardner Hall, a new playing field, and also the infrastructure (water, electricity, roads) for future projects. We also increased the endowment by nearly \$1.5 million-

Endowment

Endowment funds are funds that have been given to the school to generate additional income for the school and to secure the future of the school. The endowment is overseen by the Board of Trustees and managed by an investment company. The principal, donated by generous individuals and foundations, is invested carefully, and the Board votes on what percentage of the value of the endowment will be channeled towards the operating budget each year -- currently 4.5%. In the best of all worlds, the investments grow at a greater rate than the annual draw. The larger the endowment, the less pressure there is to raise tuition, and the school is better able to compensate faculty, offer financial aid, and maintain the property.

Discipline

The disciplinary system is based on the belief that education includes not only intellectual growth, but also moral and social development. The faculty and staff give credence to the idea that a sense of fair play and respect for others is an essential component of growing up accountable for one's actions. Therefore, it is within the purview of the adults of Grymes Memorial School to teach and reinforce respectful, courteous, and responsible behavior.

The homeroom and specialty subject teachers manage discipline in the lower school. Parental notification and documentation of disciplinary infractions will be kept in the teacher's classroom file. Persistent infractions will necessitate a meeting of the faculty, parents, and Head of School.

- Discipline in the upper school is handled in a fashion similar to the lower school. In the vast majority of instances when we address inappropriate behavior, we take the student quietly aside to discuss how his or her behavior affects the community, and we arrive at a cooperative resolution.
- Students in grades 5-8 for whom a warning about breaking classroom rules does not suffice will be asked to go to “**silent lunch/recess,**” which is supervised by a teacher, for one or more days. Parents will be notified of this more immediate consequence by email. Three silent lunches per semester will lead to one demerit. At the beginning of the second semester, students will begin with a clean slate.
- Occasionally, usually after repeated warnings or when the offense is deemed particularly egregious, a teacher will issue a **demerit**, for which a letter goes home to the parents, notifying them of the infraction. A demerit is our most severe solution to a discipline problem short of suspension or dismissal, and it is rarely a first resort. Our goal is to teach a sense of fair play and respect for others while reinforcing courteous and responsible behavior. Although we generally do not give demerits for violations of the dress code or missing homework, teachers may give a demerit for these offenses when other options have failed.

A student issued a demerit will have to **stay after school on Fridays from 2:30 to 3:30 and be picked up by a parent.** Parents will receive a letter informing them of the demerit and the date the demerit is to be served. If a student misses D-Hall, without an excuse, he or she will be expected to serve on the next two Fridays. We understand that pick up may not be able to be arranged in a day or two. Parents can contact the school to arrange a week's postponement. We do not, however, want to put off the D-Hall for more than a week. Our goal is to bring the school, the parents, and the student together in addressing unacceptable behavior, as well as to emphasize to the school family that we do not take demerits lightly.

If during the course of a semester a student receives **three demerits**, we will ask the student, the parents, and the teachers concerned to meet with the Head of School to discuss what the problems are and how we can work together to resolve the issues and reinforce acceptable behavior. If a student receives **four demerits** during the course of a semester, the student may be suspended for a day and receive zeros for all class work for the day missed. Any further demerits will necessitate a discussion of the **student's dismissal** from Grymes Memorial School.

Demerits are issued for violations listed under the “General Department and Expectations” section of this guide. In the case of egregious or repeated infractions, suspension and expulsion become options. Suspension is a period in which the student may not attend school. Expelled

students will not be able to complete the school year. This decision is made by the Head of School. The following violations may result in immediate suspension or expulsion:

- Fighting, bullying, or behavior which jeopardizes a person's safety
- Harassment of any person physically, emotionally, or verbally while at school or during school trips
- Possession of weapons or illegal drugs at school
- Honor offenses, including lying, cheating, and stealing
- Willful defacement, damage, or abuse to school property - violators must pay the replacement cost
- Unauthorized sales of items among students
- Repeated disrespect towards faculty and/or staff
- Deliberate access and/or development of inappropriate material on the internet
- Disruption of the learning environment

A student's failure to honor the spirit and intent of the Grymes honor code or discipline system is subject to dismissal at the discretion of the Head of School.

Dress Code

Grymes seeks to encourage good habits of mind, body and spirit. As a place of preparation for professional work, school is a serious endeavor, and student dress should reflect the importance of work at school and respect for our community. Children who are well dressed tend to feel more self-confident and do better in school. For these reasons, all students are expected to abide by the dress code.

Clothing should be neat, clean, modest, and in good repair. The fit should be proper, neither too tight nor too loose. Parents should make sure that their children are appropriately dressed when they leave home in the morning. It is the responsibility of the homeroom teacher, as well as other faculty members, to enforce the dress code and take the appropriate action if there is a violation. Chronic offenders of the dress code should be sent to the office where parents can be contacted if necessary.

Junior Kindergarten

School Days – Blue jeans, collarless shirts allowed. Text, print, and pictures are discouraged.

Special Occasions (certain field trips and major school assemblies)

BOYS- Long pants (no jeans), oxford shirt; sweater or sports coat; rubber-soled dress shoes.

GIRLS – Dresses, dress pants, shirt or blouse with skirt; solid blazer or sweater, rubber soled dress shoes.

Kindergarten through 8th Grade

SHIRTS

- Collared shirts - such as oxford shirts, polo shirts, rugby shirts, and turtlenecks. T-shirts and shirts with text and graphics are not permitted. Undergarments should not be visible. No midriff tops.
 - 5th-8th grade girls may wear non-collared dress shirts or blouses (not T-shirts).

PANTS/SHORTS

- Shorts of a modest length (beyond fingertips), capris, long pants, or colored (non-blue) jeans. Athletic wear is not permitted. Leggings may not be worn as pants. Undergarments should not be visible.
 - K-4 may wear blue jeans.

SWEATERS/SWEATSHIRTS/FLEECES

- Sweaters, sweatshirts, and fleeces may be worn as an outer layer. Small or large insignia (logo) are permitted. Only Grymes graphics or writing is allowed. Undergarments should not be visible.

DRESSES/SKIRTS

- Skirts and **collared dresses** are allowed with shorts or leggings under them. Modest necklines, no spaghetti straps, and hemlines of modest length (hemlines should begin below fingertip length). Undergarments should not be visible.
 - 8th grade girls may wear non-collared dresses with modest necklines, no spaghetti straps, and hemlines of modest length. Undergarments should not be visible.

SHOES

- Tennis shoes, sandals with backs, loafers, rubber-soled shoes, dress shoes without heels. (Shoes that are not allowed: flip-flops, Crocs, shoes without backs)

HATS

- Hats may not be worn. Exceptions are made for Spirit Days.

Dress for Special Occasions (Formal Field Trips, Declamations, Awards Day, Eighth Grade Speeches, etc.)

BOYS – Long pants (no jeans); oxford shirt, sweater or sports coat, bucks, loafers, or dress shoes. Ties are required on certain occasions.

GIRLS – Dress; dress pants; shirt or blouse with skirt; blazer or sweater; dress shoes.

Jeans Days

On Fridays, all students are invited to wear appropriate (clean, no rips/holes) jeans to school.

Dress Down Days occur through the Student Leadership Council and at the Head of School's discretion. Students are permitted to wear jeans, athletic pants, T-shirts (without graphics and text), and sweatshirts. Pajamas are not permitted. Undergarments should not be visible.

Drug, Alcohol, and Tobacco Use

It is a fundamental priority of Grymes to provide a drug-free, healthful, and safe community. Smoking and the use of tobacco products are prohibited inside the school building.

Early Dismissal

The homeroom teacher must receive communication from parents in the event that a student is to leave school early. Students and parents should check in at the front office before leaving school. Upon returning to school, students should also check in with the front office. **A student will NOT be released to any person who is unknown to the homeroom teacher without checking for permission from the office.**

Emergency Closing/Snow Day

In the event of an emergency or inclement weather, parents will be called by the Parent Reach Notification Center. **Parents will receive a phone call** that is voice activated so one must speak in order to receive the message. Additionally, the school will notify families by email.

For snow days, a determination will be made by 6:00 a.m. and parent-reach calls will follow. Please do not call the administration or office staff at home. Telephone lines for these staff members must remain free for other necessary calls. If there is a possibility of an early dismissal (e.g., potential snowstorm) and you will not be at home, call the front office with information on where you or your designated pickup person can be reached. If you have babysitters or grandparents that pick up your child, please explain inclement weather procedures to them.

The Bottom Line

Use your judgment about sending your child to school on inclement weather days. If school is open and the weather deteriorates, use your judgment about picking up your child early.

Field Trips

Field trips are an integral part of the instructional program and students are expected to participate. Field trip permission forms and fees should be returned by the designated time. Students are reminded that they represent the entire school and need to dress and behave appropriately on field trips. (Refer to the “Dress Code” section for formal field trip attire rules.) Students traveling in cars are to wear snug seat belts and obey the driver at all times.

Parent Chaperones are responsible for the group of children assigned to them. This includes keeping the students together and handling discipline problems, if necessary. *Chaperones must receive approval from the teacher for other family members or siblings to attend a field trip.*

If for any reason a student cannot participate in a field trip, parents must let the teacher know well in advance. That student will be the responsibility of their parents for the day.

General Department and Expectations

Students are expected to be courteous and respectful towards faculty, school guests, and members of the student body. This applies at all times during the school day and includes field trips, athletic events, and school assemblies. Specific expectations include:

- Bullying, profanity, rudeness, and disrespect to teachers and classmates are not permissible.
- Students are expected to abide by individual classroom rules.
- No gum, candy, or carbonated drinks are permitted in the student's possession.
- No electronic toys/devices or trading cards are allowed during the regular school day.
- Students are expected to abide by the dress code.

Governance

Grymes Memorial School is a not-for-profit corporation, governed by a self-perpetuating Board of Trustees. The Board consists of parents of current or former students, alumni, and members of the community. The full board meets several times a year. Board committees meet regularly throughout the year.

The primary responsibility of the Board is to sustain the school mission through wise financial and strategic planning and to establish appropriate policies and oversight of school finances. In addition, the Board appoints the Head of School who reports to the Board. The Head of School is responsible for operating the school, selecting staff members, admitting students, directing curriculum and program implementation, financial planning, and communicating with parents and the community.

Grading System

Report cards are issued to students in grades one through eight every nine weeks. Report cards for Junior Kindergarten through second grade mark progress in specified skills. Grades three through eight use the following system:

	Grades	Effort	
A+ 100 - 97	Excellent	E	Excellent
A 96 - 93			

A-	92 - 90			
B+	89 - 87	Very Good	S	Satisfactory
B	86 - 83			
B-	82 - 80			
C+	79 - 77	Fair	I	Improvement Needed
C	76 - 73			
C-	72 - 70			
D+	69 - 67	Weak	U	Unsatisfactory
D	66 - 63			
D-	62 - 60			
NC	Below 60	No Credit		

Graded work may include classwork, homework, quizzes, tests, papers and projects. Additionally, students in the upper school receive an effort grade of E, S, I or U . These grades describe the level of effort a student makes in preparing for class, their participation in class, the quality of their work, and their compliance with class rules. Students in grades five through eight are eligible for the Honor Roll. There is an all-A Honor Roll and an A/B Honor Roll. **Effort grades of I or U will keep students off the honor roll regardless of their letter grades.**

The names of students who achieve Honor Roll will be posted on the bulletin board centrally located in the school.

Graduation Requirements

To earn a Grymes Memorial School diploma, a student must be enrolled in all eighth grade core academic subjects and successfully complete these courses.

Grymes Parent Teacher Association (GPTA)

The GPTA promotes and sustains an effective working partnership between parents and the school. To this end, the GPTA provides information on matters of interest to parents and helps to educate parents about issues and ways to work most effectively with the school. These goals are achieved through the following:

- regular meetings
- GPTA news published in the Wednesday Update
- parent involvement in class activities and social events
- special all-school programs
- fundraising events

Membership in the GPTA is free and open to parents, guardians, and grandparents of current Grymes students, plus current faculty, staff, and administration.

Homework

Homework is assigned to reinforce what is learned in class and to strengthen skills and understanding. It also develops responsibility, independence, self-discipline, and effective study habits. Some students learn better in groups, while others thrive on their own. Some need activity, while others require quiet time in order to learn effectively. Parent involvement supports and enhances learning and strengthens communication among parents, teachers, and students. Suggested daily homework sessions per grade are as follows:

K	15 minutes
1 st	20 minutes
2 nd	30 minutes
3 rd	45 minutes
4 th	1 hour
5 th	1 - 1.5 hours
6 th	1.5 - 2 hours
7 th	1/2 hour/course
8 th	1/2 hour/course

These amounts can vary, depending on assignments and student concentration/work habits.

Please contact the teacher if your child is spending more than the recommended time. Academic obligations take precedence over other school activities. Participation in plays, athletic events, and other school programs may not relieve the student of responsibility for homework. Most assignments in the upper school are posted for the week on Veracross. **All students in grades 3-8 are expected to use the assignment planner provided by the school.**

Honor Code

At Grymes Memorial School, we believe that the development of a personal code of ethics and conduct is essential to any honor system. All members of the Grymes community are responsible for creating and maintaining trust within the community. Grymes Memorial School's ethics are defined by the Honor Code, which states that students will not lie, cheat, or steal. This behavior, along with bullying, harassment and disrespect will not be tolerated.

Lower School

In the lower school, students are taught honor and guided by the homeroom teacher. Teachers may consult with the Assistant Head of School and/or Head of School to handle honor situations. Consequences will be in line with teaching a more acceptable way of conducting oneself.

Upper School

In the upper school, students and faculty are responsible for reporting honor offenses to the Assistant Head of School and the Head of School. The Head of School will discuss matters with all parties, and parents will be informed if an honor violation is suspected. If the Head of School determines that an honor violation has occurred, they will explain to the student why their behavior is unacceptable. A consequence fitting the offense will be assigned, such as a written apology, warning, suspension, or expulsion. All Honor Code matters will be handled with discretion and confidentiality.

Illness and Student Health

Children who are ill at school cannot benefit from attending class. If a child has had a fever, vomiting, diarrhea, flu-like symptoms, or a sore throat within 24 hours, PLEASE keep the child at home until a full recovery has been made. If there is any doubt, you should keep your child at home.

During school hours, children who may possibly be running a fever will be sent to the front office to have their temperature taken. If the child is ill, parents will be notified. If parents/guardians cannot be reached, the appropriate emergency contact person will be called to pick up the child.

Non-prescription medication will be administered only with parental/guardian permission as indicated in writing or on the student's medical card. Prescribed medication must be in its original container and will be administered only with parental/guardian permission.

Children with minor injuries or illnesses are to report to the front office, unless their teacher can treat them in the classroom. If medical attention is required, parents will be notified and asked to pick up their child.

The receptionist and members of the faculty are trained in CPR and first aid. In the case of an emergency, we will dial 911 and contact the parents.

Virginia State Law requires that immunization and student health records be kept on file at the school. Access to these files is restricted to those employees responsible for the safety and welfare of your child. Student health records are stored separately from academic records.

Per health department regulations, children will not be allowed to attend school if they exhibit symptoms such as:

- rash
- fever (100.4°F or higher)
- vomiting
- diarrhea
- lice or nits
- severe and/or excessive coughing
- yellow or green nasal discharge
- communicable disease (chicken pox, roseola, conjunctivitis, influenza, measles, mumps)
- symptoms consistent with COVID-19 (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, gastrointestinal tract issues)

Internet & Computer Usage (see also Acceptable Use Policy)

Grymes is wired for internet use throughout the campus, allowing access to a wide range of information and providing an excellent resource for educational endeavors. The school maintains firewalls, spyware, and spam blockers to block access to inappropriate information. The staff strives to monitor computer usage at all times. Deliberate access of inappropriate material will result in disciplinary action. Parents are encouraged to discuss expectations concerning the internet with their children. The school works closely with students to educate them in responsible and safe internet use. Students must sign an “Acceptable Use Policy Agreement” before using the internet at school.

We do not permit the use of personal laptops. Computers from home may bring viruses onto the network, are difficult to monitor, and can be distracting.

Library

The Grymes library provides resource materials in all forms of media. Students in the lower school have regularly scheduled library periods each week, and students in grade 5 also meet weekly with the librarian for an Information Literacy class which concentrates on learning to search for and access information in the library and on-line that supports their studies. The librarian supports the curriculum in 6th through 8th grades by assisting both teachers and students with research projects and presenting information. Students may use the library for research, study, reading, and book selection, provided they have permission from their classroom teacher and no other classes are using the facility. Students are expected to maintain a quiet and orderly atmosphere in the library at all times.

Students may check out books as long as they demonstrate responsibility in proper book care. All material should be returned by the due date. Students will be charged for checked out books that are lost or damaged. Fees are not charged for overdue materials, but additional materials cannot be checked out until overdue materials are returned (or lost/damaged fees paid).

Lost & Found

Lost and found items are displayed outside the gym, near the locker rooms. Students may claim their lost items with permission from a teacher. Unclaimed items are donated to charity quarterly. Labeling student materials (especially coats!) can help prevent a visit to the Lost & Found.

Lunch

Grymes does not have a cafeteria and all students must bring lunch from home. **Candy and soda are not allowed.** If your child forgets their lunch we will make arrangements in school. Due to food allergies, we prefer that students do not share. We ask that parents NOT order lunches to be delivered unless ordering for the entire class. Students can participate in the GPTA sponsored Food Fest every week. Families sign up and pay in advance for the days they choose to participate. Families can pay for Food Fest quarterly. The school cannot provide these lunches unless payment has been made in advance.

Parent-Teacher Conferences

Conferences represent an important opportunity to meet with your child's teachers. Formal parent conference days are scheduled in the fall and in the spring, but parents may request a conference at any time during the year.

Parking

Parents coming to the school during the day are encouraged to park in the lower lots. No parking is permitted near the circle or in front of the school during the school day (8:00 a.m. - 4:00 p.m.). The circle and entry are kept clear for deliveries and as a fire lane.

Parties in School

Class Parties are coordinated between the homeroom teacher and room parent, usually for holidays or curricular themes. On occasion, class parties are held off campus, such as end-of-year celebrations.

Birthday Parties celebrated at school should be simple desserts after lunch. Children hosting a birthday party off campus should be sensitive to the feelings of other children in the class. If every child (or all children of the same gender) is/are invited to a birthday party, invitations may be delivered in class. Otherwise, invitations must be mailed directly from the host to the guest. Please remind your children that if everyone is not invited to a particular party, they should be sensitive to others' feelings and not discuss the plans. Any use of school transportation for parties **must** be cleared with the bus driver and the front desk in advance. Some buses do not have room for many extra passengers.

Photo and Video Release

Parents agree that Grymes may use photographs of students obtained by faculty and administration during in-person or virtual instruction in its publications and marketing materials. Parents acknowledge that students may appear in recorded video footage used for educational and/or marketing purposes.

Physical Education

Students participate in physical education 4-5 days each week. The purpose of Grymes' physical education program is to introduce all students to physical skills and various games and group activities. In addition, the importance of physical well being and good health and nutrition are stressed in a developmentally appropriate way as a part of the program. Goals include:

- Inspire and instill faith and confidence with each student's capabilities.
- Encourage the moral, mental, and physical development of students through sports.
- Create a positive self-image for each student.
- Show and teach students assertiveness, independence, and self-control.
- Stimulate health and fitness and demonstrate the importance of each to the student's well being.
- Encourage each student's potential with the knowledge, skills, and positive attitudes that will lead to a healthy lifestyle.

- Offer challenging, diverse, and creative activities in a safe, bright, and pleasing environment.

No student will be allowed to participate in physical education or athletic competition without a completed physical examination form on file in the school office. If your child has any health problems or should not participate in a sport or physical activity, please explain this in writing. For illness or other medical problems that arise during the school year, parents are required to send a note to the school in order to have students excused from physical education. Lower school children must wear rubber soled shoes to P.E. class.

Upper school students in grades 5 - 8 are required to wear gym uniforms and athletic shoes for daily physical education classes. Information about uniforms is sent home in the summer and they can be purchased before school starts in the fall.

Red Team and White Team

Grymes has two student teams, the Red Team and the White Team, challenge each other throughout the year at events such as the Name That Book assembly and Field Day. Students entering the school are assigned to one of the two teams; siblings are assigned to the same team.

Recess

Grymes schedules recess twice daily: 10:05 a.m. and 12:15 p.m. This is a free play activity with teacher supervision and is an important part of the school day. Except in inclement weather, all students in JK - 7 will participate in outdoor recess. As an eighth grade privilege, students may choose to remain indoors during recess. Occasionally teachers may require students to miss a recess period to finish class work, work one-on-one, or discuss a behavioral issue. Students are encouraged to bring a nutritious snack for the morning recess.

The following playground rules apply to all students:

- Swing properly without jumping, standing, or spinning.
- Run safely away from swing and slide areas.
- Leave rocks and sticks on the ground.
- Sit properly on benches without standing or sitting on table tops.
- Pulling and climbing on trees are not permitted.
- Play with others in a respectful manner.
- Children excused from physical education will limit recess participation.
- Children must stay within designated areas.

Room Parents

Room parents provide assistance to homeroom teachers in a variety of ways. These may include helping to arrange and coordinate class parties and field trips, representing the class at various school functions, and supporting the active involvement of grade level parents. Serving as a room parent can be extraordinarily rewarding and serves to strengthen parent-teacher communication in a valuable way. Responsibilities vary depending upon teacher needs and preferences. Possible activities that may require room parent support include:

- Organizing and following up on all classroom parties
- Assisting the teacher in or out of the classroom
- Organizing parent assistance for the class play
- Contacting parent volunteers for community service projects

Room parents are a positive asset to the teachers and students. This is a wonderful way to participate in your child's education. For a more detailed description of activities and responsibilities, please talk to the GPTA president.

Sexual Harassment

It is the policy of Grymes Memorial School that appropriate action be taken to curtail and eliminate any sexually harassing conduct that may be manifested by any staff member, student, contract personnel or other personnel, including any individual who renders a service for or within Grymes Memorial School. Any allegation of sexual harassment within Grymes Memorial School will be investigated and handled according to procedures approved by Grymes Memorial School's Board of Trustees.

Unwelcome conduct, on the basis of sex, that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity shall constitute sexual harassment.

Any person who believes that he or she has been subjected to sexual harassment, and any person who believes that he or she has witnessed conduct constituting sexual harassment, shall promptly submit a written report to Kim Oliver, Title IX Coordinator (koliver@grymesschool.org; 540.672.1010).

The Title IX Coordinator in coordination with the Head of School shall conduct a prompt investigation of all claims. The Title IX Coordinator shall submit a written report and recommendation to the Head of School. The Head of School shall determine:

1. Whether the claim is unsubstantiated, unwarranted, or insubstantial, and no further action is required, or;

2. Whether corrective action is required and the situation is repairable, and the specific terms, conditions, and requirements to be imposed, or;
3. Whether the misconduct is of such nature and gravity as to require suspension or expulsion/discharge of the offender.

Accommodations shall be set up for any alleged victim to ensure his or safety while an investigation is taking place.

The Head of School shall be authorized to suspend or expel/discharge any offender. Such suspension or expulsion/discharge is to become effective on a date determined by the Head of School.

Student Leadership Council

In the upper school students have a number of leadership opportunities through the Student Leadership Council. The council is composed of co-presidents, elected in May, the chairs of four committees: honor, community service, spirit and social, elected in the fall, and four representatives from each class, grades 5-8. Opportunities for student leadership include assisting in the assembly program each week, organizing community service projects, planning dances, and organizing spirit days.

Tardies

Students arriving after 8:25 a.m. will be marked tardy. We expect families to arrive at school on time as a courtesy to both teachers and classmates. A child needs the requisite time to greet friends, organize materials, and compose themselves for the day's work. Tardy students may miss important class time, be disruptive, and possibly delay the work of the entire class. Parents of students with more than **five** tardies in a marking period will be asked to meet with the Assistant Head of School to devise a better plan for arriving at school on time.

Textbooks and Supplies

Students are expected to arrive on the opening day of school with all supplies in hand. Supply lists are posted online during the summer. Textbooks are included in the tuition and are the property of the school. Students are expected to take good care of the books issued to them. Replacement fees are charged for lost or badly mistreated books. Final report cards will not be released until all textbooks are returned or fees paid.

Transportation

Grymes Memorial School provides bus service to students from many of the surrounding counties. Typically this service is available to and from central points or stops along a specified route. Parents may also drive their children directly to and from the school (known as the “carpool” method).

Bus Transportation: Please stress to your child(ren) the importance of allowing the bus driver to attend to their primary responsibility - driving the bus in a safe manner. School rules apply the moment your child steps on the bus in the morning and until they exit the bus in the afternoon. Safety for the bus riders and drivers is most important. Riders are to stay in one seat during the entire ride. Any disruptive, dangerous, or disrespectful behavior will be reported to the Head of School. Examples of disruptive behavior include:

- Horseplay
- Throwing objects
- Excessive noise
- Movement from seat to seat
- Inappropriate use of cell phones/ipads, etc.

All games, bats, sticks, and balls are to be given to the bus driver upon entering the bus. The driver may bring any item that creates a problem on the bus to the office. Please remember that balloons obstruct vision and the bursting noise can startle the driver.

Please have your child(ren) at the bus stop on time, preferably five minutes early. Please be on time to pick up children at drop-off locations. If a child is to be dropped off at a different location, send a note, tell the driver, or speak with a person in the front office. The drivers will NOT follow the student’s instructions. If no one is at a stop to meet a student, drivers will bring the student back to Grymes Memorial School.

Children may use electronic game devices or listen to music **with earphones**, although these may not be used once the student arrives at school. Cell phones may be used to contact a parent, but only with the bus driver’s permission.

Please be mindful of the limited space on some of our bus routes. You **must** get permission from the bus driver if you want one or two classmates to ride home on the bus with your child.

Carpool Transportation: Morning drop-off time is between 8:00 a.m. and 8:20 a.m. Afternoon pick-up time is between 3:20 p.m. and 3:30 p.m., Monday through Thursday. (Afternoon pick-up time is between 2:30 p.m. and 2:40 p.m. on Fridays.) Please be prompt in picking up your child(ren) in the afternoons. Busy teachers are kept from after school work to supervise late carpool riders.

Tuition Assistance

Grymes Memorial School annually commits 17% of its budget to the tuition assistance program. A significant percentage of our students receive tuition assistance each year, placing Grymes near the top of all independent day schools in the percentage of students receiving tuition assistance. This level of assistance enables Grymes to serve the region and develop a more diverse student body.

Tuition assistance is offered to both current and new kindergarten through eighth grade students on the basis of demonstrated need, the availability of school funds, and the students' effort, achievement, and citizenship. In order to determine the fairest and most equitable estimate of a family's need, Grymes utilizes the services of the *School and Student Service for Financial Aid (SSS)*, an organization that provides an analysis of a family's finances and determines a suggested contribution for educational expenses. Parents submit a confidential form, the *Parents' Financial Statement*, directly to the organization, which in turn evaluates the form and returns the results to Grymes. Parents must also submit a signed copy of their most recent Federal Income Tax Form 1040, all schedules, and W-2's directly to SSS. All tuition assistance grants are for one year only and are contingent upon the student's satisfactory effort and citizenship. For this reason, families must file an updated *Parent's Financial Statement* each year. All financial information submitted by a family is held in the strictest confidence. Please contact the Business Manager with any questions on the tuition assistance process.

Wednesday Update

The majority of parent correspondence comes home in the *Wednesday Update* which is available via email and by hard-copy on request. The *Wednesday Update* contains school news, upcoming events, and GPTA notices.

Whom To Call

Absences	Emily Lipper	540-672-1010
Academic Support	Julie Sherman	540-672-1010
Admissions	Angie Olds	540-672-0940
Bills & Payments	Kim Oliver	540-672-2315
Building & Grounds	Kim Oliver/Thayne Barber	540-672-2315
Bus Service	Kim Oliver/Thayne Barber	540-672-2315
Curriculum	Kimber Keating	540-672-1010
Financial Aid	Kim Oliver	540-672-2315
Grades	Teachers	email
Student Council	Rod McLeod	540-672-1010
Transcripts	Laurie Roche	540-672-1010
Yearbook	Anissa Frantz	540-672-1010

To contact teachers, either call Emily Lipper at the Front Desk or send an email to the teacher requesting a time to have a phone call or a meeting. Remember that emails are first initial, last name@grymesschool.org.

Please read, sign, and submit this [Acknowledgement Form](#).