



POWHATAN SCHOOL

EST. 1948

Student-Parent Handbook

2023-2024

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Note: The Powhatan School (“Powhatan” or the “School”) Student-Parent Handbook (the “Handbook”) is published and distributed to members of the Powhatan community for the purpose

of providing information on aspects of student and campus life to help students gain as much as possible from their experience at the School. Students, parents, faculty, administration, and staff should all read and be familiar with the contents of the Handbook so that each member of the community knows and understands our community expectations. While policies in this Handbook will generally apply, the School may take actions that it determines to be in the best interests of the School, its faculty, and its students. This Handbook does not limit the authority of the School to alter, interpret, and implement its rules, policies, and procedures before, during, and after the school year.

This Student-Parent Handbook does not create a contract, or part of a contract in any way including, but not limited to, between Powhatan and any parent, guardian, or student affiliated with or attending the School. The policies, practices, and benefits summarized in this Student-Parent Handbook have been adopted voluntarily by the School and do not create any contractual rights, promises, or obligations of any kind with respect to the terms and conditions of enrollment. Powhatan may add, revise, and/or delete School policies before, during, and after the school year.

Introduction

Mission & Pillars

We learn not for school but for life.

Powhatan believes that successful education creates lifelong learners who use their knowledge, creativity, and skills to be confident citizens in an ever-changing world.

To learn for life...

- We seek **excellence** by recognizing the uniqueness of each individual and expecting members of the community to strive for their personal best.
- We display **civility** by honoring the value of each person and treating others with courtesy and consideration.
- We live with **integrity** by instilling a love of honesty and an enduring sense of responsibility.
- We promote **respect** by realizing our responsibility to all people and the environment, locally and globally.
- We encourage **service** by fostering the understanding that service to others creates a better world for all.

Powhatan challenges, nurtures, and supports each student academically, artistically, athletically, socially, and emotionally. We promote a spirit of inquiry through high quality instruction that is appropriate for the developmental stage of each student we serve.

Multicultural Mission

Powhatan places a strong emphasis on values including trust, respect, honesty, and compassion. We believe that developing the ability to work effectively with others and the ability to respect different points of view are essential skills. Respect for self and others, in combination with an understanding and appreciation of diverse cultures, will help young people appreciate and embrace the complexities of the world.

Non-Discrimination Policy

Powhatan School recognizes and appreciates the uniqueness and value of each person. Powhatan does not discriminate on the basis of race, color, gender identity or expression, sex, religion, sexual orientation, marital status, pregnancy or parental status, physical or mental disability, age, military status, national or ethnic origin, ancestry, or any other status protected by applicable law in the administration of its admissions, financial aid, educational programs, athletic programs, other programs, employment or the administration of its policies.

Academic Program

Curriculum

We offer an accelerated curriculum that provides a rigorous, yet developmentally appropriate, approach to the traditional subjects in English, math, social studies, and science. Our approach to educating the whole child includes a focus on character development and social and emotional growth. Art, music, drama, outdoor education, and Spanish (beginning in 4th grade) continue to engage children while providing a well-rounded, whole-child education. We build confidence in young learners and teach them to think critically in a nurturing and challenging, small Pre-Kindergarten (“PK”)-8 school community.

Nature Enhanced Approach to Learning (NEAL)

Our program recognizes the value of nature across the curriculum and in all aspects of our daily lives. Nature is not just studied in science but in many disciplines. NEAL encourages exploration of the rich natural environment of our campus and the Crocker Conservancy. We hope to inspire a love and bond with nature and to make our students life-long active environmentalists.

Homework

The purpose of homework is to reinforce learning and assist students in developing independent study habits, responsibility, and time management. Teachers approach homework assignments thoughtfully. We generally try to follow the National PTA recommendation of about, increasing up to two hours per night by eighth grade. We recognize that children work at different paces and may work more or less than our best estimates and recommendations. Teachers are available to support students who need support in creating homework routines and completing assignments efficiently.

Teachers in each grade will develop routines for students to record assignments and access those assignments on Google Classroom, as needed. Homework is required, and any students who do not regularly complete homework on time will work with their teacher or advisor to develop improvement plans.

Teachers are instructed to be mindful of holidays and other special obligations that may limit available homework time and to coordinate with each other to spread out tests and major projects on the calendar. In the Lower School, no homework should be assigned over holiday weekends and breaks. In the Upper School, teachers may assign projects over breaks.

Academic Warning/Academic Concern

Study Habits

It is important that students develop a responsible approach toward their schoolwork, planning their time outside of school so that they complete their assignments to the best of their ability. The

teachers ask that parents help in developing students' healthy study habits by encouraging students to study in a quiet room and by limiting television viewing, recreational computer use, and telephone calls during the school week.

Parental Guidance

Parents play a key role in helping students with organization and time management. Of course, students should complete the homework independently so teachers can accurately assess individual academic achievement and needs. The School anticipates that, at times, students will struggle with their homework. Below are a few ways for parents to support the students:

- **Find a steady study spot.** This should be the same spot each day, and if possible, outside the hustle and bustle of family life, with all the necessary materials on hand such as a dictionary, thesaurus, calculator, pencils, paper, graph paper, calendar, etc.
- **Set a time.** Work together to set and live with a definite study time.
- **Diminish distractions.** Television, telephone, family members, etc. can interrupt concentration.
- **Build in a breather.** Breaks can increase productivity. If necessary, use a timer to signal the beginning and the end of a break. Snacks are excellent study aides.
- **Sharpen focus.** Students should develop an awareness of time by estimating how long an assignment will take prior to starting it.
- **Watch for homework overload.** If the student seems to be overloaded, limit the student's time-on-task and encourage the student to talk with or write to the teacher the following morning, explaining the problem.
- **Stick to a regular bedtime.** A good night's sleep enhances school success.

Active Studying and Homework Strategies for Students

- **Organize, organize, organize.** Write down assignments, organize school supplies as suggested by teachers, and use a consistent place to carry completed homework to school for every subject. Consider calling a reliable classmate with questions about an assignment.
- **Skim over** any reading assignment before reading it closely.
- **Look it up,** if the definition is unknown!
- **Plan time.** If a teacher has given three weeks to complete an assignment, work on it a little each day. Please do not leave it to the last minute.
- **Learn to outline** and to rely upon it. The outline is a valuable tool for helping organize thoughts and review material.
- **Recite, describe, and explain** aloud the topic in one's own words.
- **From memory,** draw and label a diagram, map, sketch, or chart, and then check the information for accuracy.
- **Write questions** that may be on a quiz and recite the answers aloud. Make a list of important concepts, or write a set of flashcards. Flashcards may be especially helpful in memorizing metric and vocabulary stems, element symbols, Latin and Spanish.

- **Practice, practice, practice.** Just like sports, students can practice academics, especially math and science problems, or speaking in another language.
- **Enlist family members.** Perhaps parents will learn something new!

Assessment

Teachers strive to consistently assess students to measure individual progress and inform future instruction. Teachers share assessment information with parents informally through direct communication and parent-teacher conferences. Report cards are published shortly after the conclusion of each academic trimester. All students should receive narrative comments including evaluative information, explanations of strengths and challenges, and recommendations for future work and growth. Beginning in fourth grade, students also receive letter grades, and beginning in fifth grade, students receive interim letter grades at the middle of the marking period.

Grading System

Powhatan reports student progress through age-appropriate grading systems:

Grade 4:	Grades 5-8:	
A 90-100	A+ 97-100	C+ 77-79
B 80-89	A 93-96	C 73-76
C 70-79	A- 90-92	C- 70-72
D 60-69	B+ 87-89	D+ 67-69
F Below 60	B 83-86	D 63-66
	B- 80-82	D- 60-62
		F Below 60

Standardized Testing

Powhatan uses many formal and informal tools to assess student progress. In the Lower School, reading levels are assessed using several benchmarks, including Fountas and Pinnell and the Phonological Awareness Literacy Screening (PALS). In the Upper School, students are typically assessed each spring through the Comprehensive Testing Program of the Educational Records Bureau, which provides scores normed to independent schools norms, allowing us to compare how individual students are achieving in comparison to their aptitude and how grade-levels of students are comparing overall based on our program. Additionally, eighth grade students applying to independent high schools may take the Secondary School Admission Test when offered at Powhatan in January. Testing accommodations may be provided to students following specific recommendations from an outside educational assessment completed within the last three years.

Summer Work

Students are sometimes provided personalized summer academic work to reinforce previous learning and prepare for the coming school year. Summer work is for students who will benefit from additional practice during the summer months to maintain academic progress. This work is generally optional, but strongly suggested.

High School Placement

The Head of School and Head of Upper School provide placement support for graduating eighth graders attending public and private schools. The Head of Upper School provides families with course requirements and contact information for local public school programs. Families exploring independent schools for high school should schedule a meeting with the Head of School or Head of Upper School to discuss the process, including applications, visiting schools, and taking the Secondary School Admission Test (SSAT). Most schools also require teacher recommendations (which should be sent directly to the teachers) and transcripts (which should be requested from the Head of School's office). The Head of School customarily sends an additional recommendation letter which can serve as the principal/counselor recommendation required by some schools. Most schools use online systems for all parts of the application, so no printed materials or self-addressed envelopes are necessary.

School Rules

General Conduct

We believe that it is the responsibility of parents, students, and teachers to ensure that Powhatan is a school that is safe, respectful, and welcoming. These behaviors are expected while at School or engaged in School events and in interactions outside of school that may impact the school day. In upholding the Five Pillars, we expect integrity, honesty, trust, and truth from all members of the School community. Homeroom teachers and advisors discuss student expectations in age-appropriate lessons designed to teach students expected behavior and the logical consequences of their actions.

For students to be educated in a safe, respectful, and welcoming environment, students will be:

- Safe
 - I am responsible, like everyone else, for maintaining safety at school.
 - I engage in activities that are safe and report any known safety hazards.
 - I help maintain a clean and safe campus free of graffiti, weapons, and drugs. I report any bullying or harassment.
 - I avoid physical or verbal violence.
- Respectful
 - I treat others the way I want to be treated.
 - I respect laws, rules, and school authority.

- I treat people fairly and respect their rights.
- I respect private and public property.
- I am honest with myself and others.
- I avoid spreading rumors and gossip.
- I respect each person's race, religion, and gender.
- I respect each person's right to be different, and I look for the good in others.
- Responsible
 - I take responsibility for my actions.
 - I choose how I respond to others.
 - I return what I borrow to the same person, in the same condition. I give my best in everything I do.
 - I come to school regularly and on time, ready to learn.
 - I help to create a positive School environment.

All members of the School community are expected to interact respectfully and politely. Adults model and teach these behaviors:

- When passing, looking others in the eye and greeting them in a friendly manner
- Responding to each other in polite terms
- Using preferred names and pronouns to address each other
- Introducing each other to visitors politely.
- Waiting for everyone to leave a room before entering a class
- Using walkways when moving between classes and activities
- Walking on the right and holding doors open for the next person
- Demonstrating polite manners when eating lunch and snacks

Honor & Integrity

The School community depends on the presumption of honorable behavior through trust and mutual respect. All community members are expected to act with integrity and uphold the standards of the community. The following violations constitute significant breaches of honor, which undermine the mission of the School and which are typically referred directly to the Division Head and the Head of School:

- Lying: No one may make false statements or claims with the intent to deceive.
- Cheating: No one may give or receive unauthorized assistance or consult inappropriate sources during a test or while completing an assignment.
- Stealing: No one may take or vandalize the property of the School or another person without express permission, even if intended to be temporary or humorous.
- Plagiarizing: No one may claim the work, words, or ideas of another person as their own without proper permission and citation.
- Discriminating: No one may make disparaging statements to any member of the community on the basis of race, gender, religion, sexual orientation, marital status, disability, age, national or ethnic origin or any other personal characteristic.

Attendance and Absences

Instructional time is essential to a Powhatan education and cannot be duplicated, so punctual attendance is vital for all students. Students are expected to arrive by 8:25 a.m., so classes may begin promptly at 8:30 a.m. Students arriving after 8:25 a.m. should check-in at the office and will be marked tardy. Division Heads will contact families when students have a significant number of absences or tardies. Parents must contact the office by 9:00 a.m. if their child will not be attending school that day. Students are dismissed at 3:25 p.m. Early departures are discouraged, and we encourage families to schedule medical and dental appointments after school, when possible.

Sometimes students are too sick to complete schoolwork while they are at home, while other times they are recovering and are able to complete some of their missed work. When Lower School students are absent due to illness, parents are encouraged to communicate with teachers about any work that might be completed at home. Assignments and materials may be available at the Front Office if requested in advance or as early in the day as possible. When Upper School students are absent due to illness, they are expected to check online for assignments and communicate with their teachers about work.

Families are strongly discouraged from making plans that will result in absence from school, late arrivals or early dismissals. When those are unavoidable, most often due to medical appointments or family emergencies, families should plan ahead of time for any anticipated absences, especially any lasting three days or more. For pre-arranged absences, teachers are often able to provide a suggested learning plan for the student to complete while away from School to help minimize disruption to their academic progress. The School may require documentation for frequent or extended absences.

Security, Drills and Emergencies

Powhatan contracts a full-time campus security guard. Drills are held regularly to prepare for the unlikely event that a fire, weather or safety emergency takes place. In the event of an actual emergency, the School follows clear and detailed plans and will notify parents as soon as practicable under the circumstances. In the event we have to evacuate campus, our primary staging area for student pickup is the Boyce Fire Hall and the backup is the Waterloo Park and Ride.

Dress Code and Appearance

Powhatan attire has been designed to fit the spirit of a Powhatan education. It attempts to simplify what students wear, be cost effective and convenient for parents, and create a similar look for the students offering some choice of style and color. The clothing should be clean, neat, properly fitting, and in good repair. For each category below, students may choose from the following options. (Students in PK may wear any comfortable clothing except on formal dress days.)

Tops

- solid color oxford and broadcloth shirts
- solid color polo shirts
- solid color turtlenecks
- white and light blue “Peter Pan” blouses

Bottoms

- khaki, navy or corduroy shorts or slacks (plain, inside pockets, no rivets)
- hunter/classic navy plaid or solid khaki or navy jumpers
- khaki or navy skorts
- khaki or navy A-line skirts
- hunter/classic navy plaid A-line skirts
- khaki or navy pleated skirts
- leggings and tights worn underneath skirts, shorts and jumpers
- no cargo, low rise, tight or baggy cuts

Outerwear

- solid color V-neck, cardigan, crew-neck and vest sweaters
- solid color fleece or fleece vest
- solid color (no words) or Powhatan sweatshirts (hoods allowed for eighth graders)

Shoes

- shoes appropriate for the occasion are expected
- sneakers to wear at PE and recess
- all footwear must have a back and be low heeled
- high heels are not permitted

Guidelines

- Any lettering, logo, or branding on an item should be small and discreet except when displaying Powhatan logos.
- Skirts, shorts, and jumpers may be no shorter than two inches above the knee.
- Shirts should be tucked in and belts should be worn in belt loops.
- Please do not wear cut-off clothing or clothing with holes.
- Please mark all clothing with your child’s name.
- Students are not permitted to wear makeup but modest jewelry is allowed so long as it is removed for sports.

Powhatan attire may be purchased from [Lands’ End](#) (use Powhatan Rewards Code 900042813) or any other store offering clothing that meets our dress code expectations. The Powhatan Parents Association maintains a “Trading Post” in the Multipurpose Room in the gym basement. It

contains gently used items of Powhatan attire that are available to any parent free of charge. Please help yourself and replenish the supply by donating outgrown clothing.

On formal dress days, including Carol Sing and Graduation, all students (including PK) are asked to wear either a jacket/sweater and tie, a blouse and skirt/slacks, or a dress. (See [Graduation Resources](#) for eighth grade graduation attire.) Specific dress may also be required for special engagements and will be announced ahead of time. On days when outdoor education is planned, teachers will communicate appropriate attire for the activities. Occasionally, the Head of School will announce a free dress day when Powhatan attire does not need to be worn. Students are still expected to wear modest clothing in good repair.

Bullying, Hazing, Harassment, Discrimination, Retaliation, Sexual Harassment and Sexual Assault

To fulfill our mission of fostering an academically challenging program in a supportive environment, we expect all adults and students to treat each other with civility and respect. In support of this goal, the School does not tolerate verbal or physical behavior that constitutes bullying (including cyber-bullying), hazing, harassment, discrimination, retaliation, sexual harassment and sexual assault (collectively referred to as “interpersonal misconduct”). Reported cases of interpersonal misconduct are taken seriously and investigated in order to address the safety of the victim, provide appropriate consequences for the aggressor, and empower bystanders. Retaliation for reporting interpersonal misconduct is not tolerated. Students are taught how to recognize and report misbehavior (to any teacher or administrator) and to apply appropriate definitions for actions:

- **Bullying** is unwanted, aggressive behavior that is intended to harm, intimidate or humiliate a victim, either in person or online that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time or causes severe emotional trauma.
- **Hazing** means endangering the physical or mental health of a student or students as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group. Prohibited conduct includes, but is not limited to, treatment or forced physical activity which is likely to adversely affect the physical or mental health or safety of a student or any other person, or which subjects the student or any other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.
- **Harassment** is when a person annoys or upsets someone else, usually repetitively. It is done on purpose and makes the target feel scared, worried or sick from fear. Harassment has the purpose or effect of unreasonably interfering with a student’s academic performance, creating an intimidating, hostile or offensive environment or creating a situation where a student’s decisions depend on the student submitting to and/or not objecting to the behavior.
- **Discrimination** has the purpose or effect of unreasonably interfering with a student’s academic performance, creating an intimidating, hostile or offensive environment or

creating a situation where a student's decisions depend on the student submitting to and/or not objecting to the behavior. Examples include, but are not limited to, limiting opportunities to participate in certain clubs, teams, or activities based on certain characteristics, as well as slurs, jokes, statements, remarks, questions, gestures, pictures, emails, texts, or cartoons regarding a legally protected status that are derogatory or demeaning to an individual's or group's characteristics or that promote stereotypes.

- **Sexual harassment** is a type of harassment (as defined above). Sexual harassment includes unwilling and unwanted sexual attention, regardless of gender, from anyone with whom a person may interact in the course of attending the School or being present at School-sponsored activities. Examples of behavior that may constitute sexual harassment include (regardless of whether the intent or consequence of such behavior is to make the target feel uncomfortable): (a) offensive body language (staring and/or leering at a person's body or standing/brushing too close); (b) offensive or unwanted sexual comments, abuse, jokes, or insults, delivered verbally or in writing; (c) derogatory or pornographic posters, cartoons, or drawings; (d) pressure for sexual activity (such as hazing or threats, as well as repeated requests after rejections); (e) offering favors or benefits in exchange for sexual acts, or threatening mistreatment if one does not engage in sexual acts; and (f) offensive or unwelcome physical advances (including kissing, hugging, pinching, grabbing, groping, "playful" slapping, etc.).
- **Sexual assault** occurs when a person is forced or coerced into sexual activity without giving consent. Sexual activity includes, but is not limited to, touching or fondling, either directly or through the clothing, of another's intimate areas or any contact, intrusion or penetration of another's sex organs, anus, or mouth.
- **Retaliation** is intimidation, reprisal, or harassment directed against an individual who reports bullying or harassment or who provides information for the investigation of reported bullying or harassment.

Legal Definitions And School Policies

In accordance with the School's mission, values, and standards of conduct, the School has supplemented and/or provided broader protections against bullying, discrimination, harassment, and other inappropriate conduct than may be required under applicable laws. In essence, the School's standards may be stricter than the law and the School may impose discipline accordingly. The School's efforts to enhance its protection of students in no way expand an individual's rights under applicable laws. Further, the School may modify and amplify the standards set forth above and use its discretion in the interpretative enforcement of all ideals and standards of conduct.

Reporting Complaints

A student who is the target of interpersonal misconduct, or who has witnessed such an incident or any incident of retaliation, or who otherwise has relevant information about conduct prohibited by the School, should report the matter promptly (either orally or in writing) to the Head of School, or to any other administrator or faculty member with whom the student is comfortable

speaking. If a student is uncomfortable contacting one of these individuals, the student may ask an advisor, another adult, or a classmate to help.

With respect to reporting sexual assault in particular, students are strongly urged to speak to a trusted adult on campus or at home, to a Health Coordinator and/or School Counselor or to an external resource. When making such outreach, students may share as little or as much information as they would like.

Parents/guardians of a student who is the target of interpersonal misconduct, or of a student who has witnessed or otherwise has relevant information about such conduct, are urged to immediately notify the Head of School or School Counselor. Furthermore, any parent/guardian who has witnessed interpersonal misconduct, or has relevant information concerning such an incident or any incident of retaliation, are strongly encouraged to contact one of these administrators immediately.

The School expects students and parents/guardians not to make anonymous reports. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously and disciplinary action will generally not be taken against an individual solely on the basis of an anonymous report.

The School cannot promise absolute confidentiality to those reporting interpersonal misconduct, as there may be a need to share information during an investigation or otherwise; however, the School will disclose such information with discretion, on a need-to-know basis.

False Complaints

All persons involved in a complaint or investigation should understand that false or exaggerated accusations can be extremely damaging to innocent persons; therefore, the School expects and requires the honest and full disclosure of facts by all involved. Any person who knowingly makes a false accusation of interpersonal misconduct or retaliation may be subject to disciplinary action.

Responding To Complaints

The goals of an investigation, and any supportive, disciplinary, or other remedial process that is imposed following that investigation, are to correct the situation to the extent reasonably possible and to take steps to prevent repetition of the incident and retaliation.

When a complaint is brought to the attention of the Head of School (or the Head's designee), an assessment is made to determine the initial steps appropriate to protect the well-being of the students involved (including both the alleged targets and aggressors) and to prevent disruption of the learning environment while the investigation is undertaken. The School may use strategies, such as increased supervision, stay-away mandates, and personal safety plans, as may be

appropriate, to prevent further misconduct, witness interference, and/or retaliation during the course of and after the investigation. In addition, students may be placed on leave during the course of the investigation, as determined appropriate by the School.

The Head of School's designee will conduct an impartial, fact-finding investigation of the complaint. This investigation may include (but is not necessarily limited to) interviews with the complainant, alleged target(s), alleged aggressor(s), and any other witnesses or parties who have information relevant to the alleged incident. The School may consult with faculty, the School's healthcare providers, the parents/guardians of the alleged target(s) and/or the alleged aggressor(s), or any other person deemed to have knowledge about, or circumstances surrounding, the complaint. The School expects students and their parents to cooperate with the School's investigations, which includes not retaining legal counsel to represent the student in any School investigations.

The School neither tolerates nor engages in retaliation against an individual for filing a complaint about interpersonal misconduct or cooperating in an investigation of such a complaint. The School will not take adverse action against a student for making a good faith report of interpersonal misconduct. An individual, who is found to have engaged in retaliation against a student for filing a complaint, or participating in the investigation of a complaint, may be subject to disciplinary action.

Upon completion of the investigation, the Head of School (or the Head's designee) will generally make the following determinations:

- Whether and to what extent the allegation of interpersonal misconduct has been substantiated.
- Whether any disciplinary action and/or other remedial action is appropriate and, if so, how it will be implemented.
- Whether counseling, or a referral to appropriate services, should be offered to targets, aggressors, or family members of the affected students or targets.

The Head of School (or the Head's designee) will determine any appropriate disciplinary action for a student who is found to have committed an incident of interpersonal misconduct or retaliation consistent with the Discipline Guidelines section in this Handbook.

Information about consequences or other corrective action will be shared with the School community, as deemed appropriate by the Head of School. Such announcements may be made in person, by electronic communication, or otherwise. Resources such as counseling or referral to appropriate services are available to all students – including the alleged aggressor(s) and the alleged target(s) – during and after an investigation.

Notification To Parents/Guardians

The School will generally notify the parents/guardians of the alleged target(s) and the alleged aggressor(s) promptly after a complaint has been filed, upon completion of the investigation, and to report the results of the investigation. Parents/guardians of the target(s) will, generally, also be notified of any action to be taken to prevent further acts of interpersonal misconduct or retaliation.

In all situations, the amount of information shared by the School may be limited by confidentiality laws protecting student and employee records, other confidentiality or privacy considerations, and/or concerns regarding the integrity of the investigatory processes.

Notification To Government Authorities

In appropriate circumstances, such as when a crime may have been committed or a child may have been subjected to abuse or neglect of the type that is reportable under 22 Va. Admin. Code § 40-705-40, law enforcement or other appropriate government agencies may be notified. At any point after receiving a report of misconduct, including, but not limited to, bullying, harassment, discrimination, hazing, sexual assault, or sexual harassment, the School may notify local law enforcement or other government agencies. If the School receives a complaint involving students from another school, the School may notify the appropriate administrator of the other school so that both may take appropriate action.

Sanctuary Policy Applicable To Sexual Assault

Student health and safety are more important than discipline. Therefore, a student should not refrain from seeking help for fear of discipline by the School. If a student is violating a School rule when the student needs to call for help due to a sexual assault, the student will generally be granted sanctuary from discipline for the rule violation (unless, for instance, the student perpetrated the sexual assault). We reiterate that we expect students to promptly report to a School employee any incident where the health or safety of a student may be at risk.

School Telephones

The School telephones must remain free for School business. For that reason, students are permitted to use School telephones for emergencies only. School telephones will not be used to plan before or after school social arrangements. If a teacher is called at School, either on a School phone or a mobile phone, the call will typically be returned within a day. Teachers will not be interrupted during class to take calls, but messages may be left on individual teachers' voice mail or via email.

Student Mobile Phones & Smart Devices

Lower School students are not permitted to bring mobile phones and other smart devices to school except by special arrangement with the Head of Lower School. Upper School students may have mobile phones and other smart devices at school so long as they provide the School with the phone number, keep phones turned off and away during the school day, and do not allow any

other devices including smart watches to distract from learning. Phones may only be used with the express permission and under the direct supervision of a teacher who will ensure it is returned to the backpack when finished. Teachers are instructed to confiscate phones or other devices being used inappropriately or that, in their judgment, are distracting from student learning and return them at the end of the day. Students who do not follow these requirements may not be allowed to bring a mobile phone or other smart devices to school.

Teachers and adult chaperones will have mobile phones with them for all field trips. At times, students are allowed to bring mobile phones and other devices on School trips. Like at school, those phones should be turned off and away except when students have permission to use them or in the case of an emergency. Teachers will confiscate phones being used inappropriately and return them at the end of the trip.

In addition, the School prohibits students, parents, and School community members from using cell phones or other electronic devices to record (video, audio, or otherwise) the School environment other than their own child without express permission from the School. This policy generally does not apply to recordings at School performances and events.

Upper School 1-to-1 Program

Students are issued a Chromebook for schoolwork when first entering the Upper School. The Business Office will bill parents upon issue of the device. Families own the Chromebooks and are responsible for any repairs to the device; Powhatan School manages the student account.

Students in the Upper School (grades 5-8) use digital tools and practices to enhance, support, and extend the curriculum. We intend that the 1-to-1 program will foster improved organization, promote collaborative communication, enhance (or increase) information access and delivery, enable conceptual understanding of abstract ideas, demonstrate knowledge and assess learning through a variety of media, and strengthen analytical, critical, and independent thinking skills.

The Innovation and Technology Department will assist with all Powhatan-specific programs and access on the student's device. Students are asked to report any technical issues in person during school hours or via School email if any issues arise. The Innovation and Technology Department will conduct an initial assessment of the device during school hours for quick repairs. Any technical issues that arise with the device outside of the Powhatan-specific programs are the responsibility of the students and parents and they will be required to repair their device through a third-party IT service and at their own cost. The Innovation and Technology Department will loan the student a device while repairs take place. Loaned devices are Powhatan property, and students should treat them with respect and return them promptly. Loaned devices should remain at school and not be taken home.

Responsible Use Policies

Powhatan's technology program seeks to empower students to be ethical, independent, and innovative users of technology throughout their lives. Powhatan expects that students will conduct themselves, when using technology, according to the same high standards that they would use in all other aspects of their lives. In addition to the standards of the Discipline Policy, the [Responsible Use Policy](#) applies to the use of technology.

The School will make reasonable efforts to ensure that the use of the School network and the information accessed thereby is of appropriate educational value and content. However, the School cannot guarantee that the functions or the services provided by the School will be error-free or without defects. The School will not be responsible for any damage that users may experience, including but not limited to, loss of data or interruptions of service. The School is not responsible for the accuracy or quality of the information obtained through or stored on the system. The School will not be responsible for financial obligations arising from the unauthorized use of the system.

The network is owned and operated by Powhatan School. Powhatan system's administrators reserve the right to investigate any use of the system and may delete files. Powhatan School maintains the right to monitor all student use (regardless of whether that use is on a personal or school device) of technology, including personal files, email, chat, etc., and users of the network should have no expectation of privacy related to content sent and received over – or stored on – the network.

Sexting and Sexually Explicit Material

The School prohibits students from creating, requesting, sending, or possessing any written message, image, or video that contains explicit representations or references to sexual conduct, sexual excitement, or nudity. Virginia law prohibits anyone (regardless of age) from disseminating obscene or pornographic images of minors, and the School may contact law enforcement should any student violate this policy.

Social Media

No Powhatan student under 13 years old should use any social networking site on School grounds or using School-issued devices. The School reserves the right to review such sites and discipline students who use their sites inappropriately by maligning others, by using derogatory statements about others, posting harmful, hurtful, or off color material, or who, by their actions, bring the good name of the School into disrepute.

Whether or not a student over the age of 13 chooses to use Social Media is a decision the student should make in consultation with the student's parents. However, to the extent that students, parents, or members of the School community represent the School to each other and to the wider community, participation in such Social Media should be done responsibly with a mind toward

how both the forum where one chooses to participate and the content posted reflect on that person individually and on the School. Moreover, issues concerning respect for the privacy of students, copyrights, trademarks, and confidentiality of sensitive information are all important to understand *before* participating in Social Media. With the foregoing in mind, the School encourages students and parents to create an atmosphere of trust and individual accountability when accessing Social Media and the School's network. Students are expected to comply with the policies outlined in the School's Acceptable Use Policy regardless of whether they are using School-provided equipment or their own personal devices.

Alcohol, Drugs, and Tobacco

A student may not buy, sell, possess, or use alcohol or other unauthorized drugs or substances, including tobacco and tobacco-related products (including e-cigarettes and vaping), and/or any paraphernalia associated with the use of illegal drugs and may not intentionally misuse products that can act as inhalants, while enrolled in the School. Such conduct is also prohibited by all community members, while on campus and at School-sponsored events and activities. The School provides information to parents and students about the health and social impact of drug, substance, and alcohol use and abuse. Students are prohibited from using medications, both prescription and over-the-counter, in any manner other than as prescribed or intended by the manufacturer. Though the School respects the privacy of all community members, the School reserves the right to search student property and seize illegal or dangerous items.

Inappropriate Items/Weapons

It is illegal to have a weapon on school property in Virginia. Possession or use of a firearm, a pellet gun, a stun weapon, a knife, fireworks (including firecrackers), or any other dangerous weapon is strictly prohibited. Propelling any projectile at a motor vehicle, an unwilling or unsuspecting person, or a building, so as to endanger another, is considered reckless behavior and is also prohibited by the School.

School Life

Homeroom Teachers and Advisors

In grades PK-8, homeroom teachers oversee the program for students in their classes. In grades 6-8, advisors also provide individual and group support and are available for academic, social, and emotional support. Homeroom teachers, advisors, and all faculty and staff are available as resources to students and parents.

Gathering

Every Monday morning, the entire school attends Gathering, which is an opportunity for special events and presentations, announcements, and other all-School activities. Every student is

expected to arrive at Gathering promptly and to exemplify mature, supportive and appropriate audience behavior throughout the presentation, announcement, or other all-School activity.

School Delays and Closings

Powhatan uses an Emergency Notification System to inform parents of weather and safety related emergencies. The system sends voice, text and email notifications to all registered numbers and addresses.

When there are closures that are expected to last one or two days, teachers may choose to send work for students to complete on their own time, but no online classes are scheduled. For closings we expect to last longer, we assess the availability of technology and student materials, weather-related power and internet outages, and necessary planning time to determine how best to deliver distance learning. Expectations for distance learning may differ between divisions and even among grade levels.

Arrival & Dismissal Procedures

Arrival each day is between 8:10-8:25 a.m. and dismissal is between 3:25-3:40 p.m. Students traveling by bus arrive and depart at the flagpole. When traveling by car, Lower School students are dropped off and picked in front of the school and Upper School students are dropped off and picked up near the athletic fields behind Lee Hall. Families with students in both divisions should follow Lower School procedures. Students arriving after 8:25 a.m. should be dropped off at the Administration Building to be checked in by the Front Office and receive a tardy slip. To reduce disruptions in the classroom, parents are discouraged from walking tardy students to the classroom. (During the first weeks of school, PK and K parents may park and walk their children to class.)

Please do not arrive before 8:10 a.m. for drop off or before 3:15 p.m. to begin waiting for pick up. Especially during the first weeks of school, faculty and staff are present to direct traffic. Please be patient so that we can ensure the safety of all children and manage a timely process. Staff do not fasten or unfasten seat belts or car seats. When children need assistance, parents should pull ahead to visitor parking to check that children are properly secured. Stop anytime you see a bus with flashing red lights and wait until the buses have departed before attempting to exit in a car. Students who are not picked up by 3:45 p.m. will be enrolled in ASAP for that day.

After School

We offer two options for students after school. After School at Powhatan (ASAP) childcare is available after school. Students may be registered to attend on a regular schedule or as needed by notifying the Front Office by 2 p.m. ASAP is available from 3:45-5:30 p.m. at both a daily (drop-in) rate and an annual rate. A late fee is applied after 5:30 p.m. Students also can participate in group activities, work on homework assignments, and play outdoors when weather permits. Additional

after school activities and classes are offered at a rate for each eight-week class. The ASAP room can be reached after school hours by dialing the main school number.

School Buses

Powhatan offers school bus service for students along several regional routes. Parents may choose morning or afternoon service or round trip on a fee schedule determined by the frequency of use and the length of the route. We check students onto their buses in the afternoons, so if your child will not be riding the bus that day, it is imperative that you notify the office before 2 p.m.

The safety of bus riders is the most important part of school bus operation. Drivers, teachers, and parents are all responsible for teaching students to be respectful by remaining seated and quiet and following directions from the driver. When a student is not consistently following the bus rules, the bus driver will notify the School to follow up with the student and parents.

Visitors to Campus

For the safety of our students, our Visitor Pass policy includes parents, family members, alumni, and visitors from outside of the School community. Upon arrival, all visitors are requested to check in with the Front Office to obtain a Visitor's Pass. Special events for an entire class and all School meetings are exceptions to this policy.

Service Animals

A student or visitor to campus who has a disability that requires the assistance of a service animal, as defined by applicable law, is generally permitted to bring the service animal to campus and school programs. When it is not obvious what service the animal provides, the School may ask whether the animal is required because of a disability and the job or task the animal is trained to perform.

As soon as a student is aware of plans to bring a service animal to campus or school programs, the student is expected to contact the Front Office. The goal is to help ensure that the student and service animal have appropriate access to the School's premises, facilities, and programs. If the service animal would fundamentally alter the School's programs, services, or activities; create an undue burden; or presents legitimate safety concerns, the School may limit or deny the service animal access to campus and school programs.

Service animals are generally permitted in all areas on campus where the student is allowed to go. However, there may be some locations and activities where service animals are not allowed for health and safety reasons, including facilities management areas; food service preparation areas; and other areas where there is a danger or health concern to the service animal or another member of the Powhatan community.

Student Lockers and Valuables

Students are provided with individual lockers and other storage areas. All lockers are the property of the School and are subject to search and inspection. Personal materials are to be stored in lockers. All books and notebooks should be properly identified with the labels provided. A student should never open another student's locker. Decorations must be in the spirit of good taste and judgment (at the discretion of the School) and need to be taken down within two weeks of the end of the academic year. Lockers should be kept neat and organized. The area around lockers is students' responsibility and should be kept clean. With the exception of bottled water, food may not be kept in lockers.

Surveillance Cameras on Campus

The School has installed video cameras at certain open and public spaces on campus, such as all official entrances to the School's campus, as well as at key campus crossroads. The School seeks to balance the security, safety, and other benefits derived from the use of video surveillance with any privacy concerns of the School's employees, students, families, and guests. In all cases, security equipment is used in a manner that adheres to legal statutes and ethical standards where the right of privacy is concerned and is not used where there exists a reasonable expectation of privacy, such as in restrooms, locker rooms, etc. In addition, all entrances to the School's campus are posted with signs notifying School community members and other visitors that there are video surveillance cameras actively in use on campus. These surveillance cameras record visual footage in each location, but do not record any sound or other audio.

Search and Seizure

The School may conduct a search of a student and/or the student's belongings, including personal items, such as bags and backpacks, personal electronic devices, and other effects, if the School suspects a student may be violating the law or violating a School rule or code of conduct. Lockers are the property of the School. Students exercise control over their lockers from other students, but not from the School and its officials. As a result, the Head of School and the Head's designees, as well as law enforcement officials, may search lockers as the School determines may be appropriate, which may include random searches. The School and law enforcement officials may seize items that may jeopardize the safety of others or property, or constitute a health hazard.

Lunch

Students bring their own lunch to school each day. Heating and refrigeration are not generally available, so lunches should be sent ready to eat. In packing lunches, families should be sensitive to allergies in the classroom, especially in younger grades when children are not as able to understand their own allergies. Division Heads will notify parents of any severe or life-threatening allergies in a grade.

Powhatan Blue

A Powhatan Blue is a special award to honor students in grades 4-8 and faculty/staff for exemplary behavior. Each month at Gathering, selected students are awarded a Powhatan Blue for exemplary, respectful, unusual or unexpected behavior. The Powhatan Blue shows special effort, consistently outstanding action, actions above and beyond normal expectations, and character traits that serve as an example to others.

School Service

Students rotate each week through different responsibilities to assist with the maintenance of the School. Examples of jobs include cleaning boards, emptying the trash, disposing of the recycling, picking up papers and books from the floor, and stacking chairs. Students in grades 6-8 take on additional responsibilities around the buildings.

Outdoors

Students should expect to be outdoors every day and should dress appropriately for the weather and wear comfortable shoes. Students are encouraged to apply sunscreen before arriving at school when they expect to be exposed to the sun for extended periods of time. (Teachers do not apply sunscreen on students.) Parents are also advised to regularly check their children for ticks, especially between April and October. When the heat index or wind chill reach extreme levels, outdoor activities are modified or canceled.

Asbestos Hazard Emergency Response Act

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act). Asbestos Management Plans have been developed for the School. These plans are available and accessible to the public at the School's Business Office. This notification is required by law and should not be construed to indicate the existence of any hazardous conditions in our school buildings.

Student Behavior & Discipline

Powhatan teaches good behavioral practices and expects students to behave in positive ways which uphold our Pillars and create a safe and supportive learning community. We believe that students learn best when there are logical consequences for both positive and negative behaviors. We reinforce good behaviors with praise, trust and independence so that students develop an increasing sense of personal responsibility and self confidence in their decision making. We also expect that students will occasionally make mistakes and, in doing so, learn better boundaries and habits for the future when those mistakes are followed by consequences that are reasonable, age-appropriate and matched to the context of the student's overall behavior. School employees are expected to immediately intervene when they witness behavior that interrupts instruction or causes physical or emotional harm to another student. Other behaviors will be addressed by teachers and administrators at appropriate times. Consequences will be designed to stop the misbehavior and discourage future misbehavior by teaching better habits and decision making.

Many behavior situations are best handled through facilitated conversation between students, teaching them how to effectively speak up for themselves and to accept responsibility and amends, depending on their role in a situation. Teachers, administrators and the school counselor help students navigate these issues and may also recommend that parents speak directly with each other to help resolve challenging situations. At school, most routine discipline is handled by teachers in the classroom with the support of parents and colleagues. When significant misbehavior occurs, the Division Head engages with those involved to determine the facts and articulate appropriate consequences. In these cases, administrators document the facts and consequences.

Behavioral Expectations While Away From School

Students off campus under the School's supervision for a field trip or sports are expected to behave as they would on campus. The guidelines and behavior consequences in this section apply to all conduct by students, whether on or off campus, as long as they are enrolled at the School. When students are not under the School's supervision, they still represent the School as Powhatan students and are expected to uphold the Five Pillars. The School reserves the right to protect its good name and to discipline or dismiss from school any student whose behavior is detrimental to the School community, even when that student is off campus and not under the School's supervision.

Parental Involvement with Disciplinary Matters

Disciplinary matters and student issues are handled directly by teachers, administrators, and appropriate staff. If a student is having an issue with another student, parents should not attempt to deal with the other student directly about that matter. Doing so may put a student in an intimidating situation and is best resolved, when appropriate, through a School administrator. At times, the School may recommend that parents communicate with one another directly in order to help facilitate a productive resolution to an issue involving their children. Please speak to the appropriate School administrator for guidance with respect to any questions about contacting another student or parent about a School-related matter.

Disclosure to Community

For purposes of providing an opportunity for the student body to learn and grow, information about disciplinary consequences or other corrective action will be shared with the School community as deemed appropriate by the Head of School. Such announcements may be made in person, by electronic communication, or otherwise.

Disclosure to Colleges and Next Schools

It is the School's policy to support students in reporting disciplinary consequences to colleges and next schools where they are required to do so. Powhatan may also communicate with any next schools, colleges, or any other educational institution, regarding the student's disciplinary record.

Behavior Consequences

Students are expected to show respect for each member of the School community. The faculty and administrators seek to help students learn how to manage their behavior more effectively and deal with difficult situations constructively. If a student is involved in a problem, the student is encouraged to express the student's opinion about the cause of the problem, and to explain the student's reasons for choosing to respond as the student did. The student is then encouraged to examine the consequences of their actions, and to discuss alternative actions the student could have chosen. If a student fails to deal with the problem in an acceptable manner, the teacher may suggest that the student take an opportunity to "pull one's self back together," or take such other actions as the teacher may deem to be warranted. If the teacher asks the Division Head or the Head of School to assist in resolving a problem, the Division Head or Head of School may first attempt to help the student find an acceptable resolution. If the Division Head or Head of School determines that parental involvement would be appropriate, then the Division Head and/or the Head of School will contact the parents to discuss the situation. The goal is to help each student understand what type of behavior is expected, and learn to assume responsibility for the student's actions.

Students who choose to remain present when other students are engaging in misconduct may be subject to disciplinary action. The School may contact parents to address both minor and more serious instances of misconduct, at any stage of the discipline process.

Just as every student manifests an agreement to abide by these rules by attending classes and other activities sponsored by the School, so does every family express its commitment to these policies by enrolling a student at the School. Along with this commitment is the firm understanding by all parties that parents and guardians accept and support any disciplinary action taken by the School. It is not for any student or family to determine what is appropriate disciplinary action.

Consequences of misconduct (and/or attempting misconduct) applicable to all students are detailed below. These examples are intended to provide students and their families with a general understanding of the School's disciplinary approach; however, the School will respond to each situation with a response that the School determines is appropriate. The Head of School (or designee) has sole and absolute discretion with respect to determining disciplinary consequences for students. All disciplinary decisions are final and not subject to appeal.

In general, consequences of misconduct may include:

- Written notification to parents;
- Students and parents meeting with teachers, administrators, and peers;
- Personal reflection, in person or in writing;
- Appropriate expressions of contrition and making amends;

- Loss of privilege within daily routines;
- A formal warning or probationary period;
- Suspension or dismissal.

This list is not exhaustive.

Good cooperation rests upon effective communication. All members of the School community, including parents, bear the responsibility for communicating with the appropriate parties when infractions occur, as well as when exemplary citizenship or acts of moral courage take place. Discipline cannot occur where communication does not take place.

School Information

Accreditation

Powhatan is accredited by the Virginia Association of Independent Schools (VAIS). Founded in 1973, VAIS is the leader in advancing and advocating for independent school education in Virginia. The VAIS accreditation program is one of a select few recognized at the international level through the International Council Advancing Independent School Accreditation (ICAISA). VAIS also is recognized and approved by the Virginia Board of Education through the Virginia Council for Private Education (VCPE). As an accredited school, our pre-kindergarten is exempt from state preschool licensure.

Governance

Powhatan is governed by a Board of Trustees responsible for stewarding the School’s mission, setting general institutional policies.

Langdon Greenhalgh, President	Lisa Haynie
Niki Kofsky, Vice President	Olivia Landry
Bryan Laird, Secretary	James Nashed
Jeff Cesnik, Treasurer	Meetul Patel
Jay Briar, Head of School, <i>ex officio</i>	Joanna Schilling
Gaurav Agarwal	Elford Stephens
Amy Elledge	John Willey
Dana Hand Evans	Anne Williams ‘95
Jenny Grooms	

Powhatan is further supported by a Board of Associate Trustees consisting of community members with long-standing ties to Powhatan and including former board members, school leaders, and teachers:

Mrs. Jean Gilpin, President	Mr. Richard Farland	Mr. William Peebles, IV
Mrs. Susan Bailey '61	Mr. Thomas Gilpin '67	Mrs. Peggy Mahaney Rhoades '54
Mr. Dick Bell	Mrs. Susan Golladay '62	Mrs. Laura Robb
Mrs. Ilona Benham	Mrs. Celie Harris	Mrs. Amy Sluss
Mrs. Barbara Bessette	Mrs. Karen Hillyard	Mr. Robert Smalley
Mr. Harry F. Byrd, III	Mrs. Ginny Kalbach	Mr. Robert Stieg
Mrs. Barbara Clagett '64	Mrs. Marjorie Lewis	Mr. Robert Talley '82
Mrs. Susan Claytor	Mr. Charles McIntosh	Mr. Adalbert von Gontard
Mr. Peter Cook	Mrs. Sally Megeath	Mrs. Beatrice von Gontard
Ms. Frances Crawford '59	Mrs. Carolyn Morgoglione	Dr. John B. Willey
Ms. Clare Dame '67	Ms. Terri Morgoglione '70	Mrs. Maxine Willey
Mr. Tupper Dorsey	Mrs. Lisa Murphy '71	Mrs. Cummie York
Mrs. Harriet Ellis		

Leadership Team

Powhatan is led in its day-to-day operations by the Head of School and the Leadership Team, who manage specific responsibilities while collaborating as a team.

Jay Briar, Head of School
 Susie Anderson, Director of Finance & Operations
 April Burke, Head of Lower School
 Brian Burke, Athletic Director
 Sydney Cannice, Director of Development
 Mike Hatfield, Director of Admission & Financial Aid
 Allison Jewell, Assistant to Head of School
 Kevin Hessberg, Director of Innovation & Technology
 Evan Robb '80, Head of Upper School

Family-School Communication

The home and school partnership is a very important part of your child's education at Powhatan. Good lines of communication help to strengthen that partnership. You should receive several forms of regular group communication about School news and events:

- Weekly Newsletter (all school)
- Monthly Division Newsletter (from the Division Head)
- Periodic Classroom or Subject-Area News (from teachers)
- Periodic Email Updates (on time sensitive matters)

When you have a question or concern, please first talk to your child's teacher about such concerns. Teachers can be reached by email anytime (firstnamelastname@powhatanschool.org) and will do their best to reply that day or the next morning. In an emergency, please call the

office. If your child's teacher is not able to answer a question, address a concern or you need more support, please contact either the Head of Lower School or the Head of Upper School. Other [school leaders and administrators](#) are also available for specific needs.

Please be mindful about how and where you have conversations about sensitive or private matters. Avoid starting these talks in public areas, during arrival or dismissal, or at social gatherings. Instead, schedule a time to speak to a teacher or administrator when others are not around.

Parent-Student Communication

If you need to send a message to your child during the school day, please call the office before 2 p.m. Please do not call or text your child directly during school hours.

Parent-Teacher Communication and Conferences

Teachers strive to be in regular contact with the families of their students. In addition to weekly newsletters, conferences are scheduled in the fall and spring. All parents are encouraged to schedule conferences during these times to discuss their child's progress and ask questions.

Religious and Cultural Observances

Powhatan is not a religiously affiliated school and honors and respects the religious and cultural observances of all of its community members. Families are encouraged to share with teachers their family traditions, and students are excused from school if classes are held on a religious or cultural holiday.

Lost and Found

All clothing, books, supplies, athletic gear, and personal items should be marked with a student's name so that lost items may be directly returned. Unmarked items may be retrieved in the office for a limited time. Unclaimed items will be donated.

School Supplies

All school supplies are provided to students and are included in the tuition. Students should bring their own backpack and water bottle. Families are responsible for the cost of replacing lost or damaged materials.

Library

The Lindsey Library is a hub of learning for the Powhatan community. The library houses more than 15,000 books and materials, allowing for a generous check out policy. We are proud of our diverse collection of books and resources and are continuously adding to the collection to meet the needs of our School community and families. The Powhatan School community is encouraged to use our library throughout the school year and during the Summer Break. Materials are checked out for two-week periods and may be renewed. Students may generally check out as

many books as they are able to manage. Lost materials or those returned damaged will be charged to the family's account.

School Song

*In the Blue Ridge of Virginia is a school we hold so dear;
We will ever heed her lessons, strong endeavor, and good cheer;
May the challenge that she gives us keep us constant on our way;
Oh, how fond will be our memories of our Powhatan far away.*

*May we ever be her children, gentle-hearted, kind, and true;
May our stature do her honor, may we always earn her blue;
Let us pray for our tomorrows, let us work for them today;
In the company of equals, lifelong learners we will stay.*

Student Activities

Student Councils

The Lower School Student Council consists of elected fourth grade leaders. The Upper School Student Council consists of elected leaders from all Upper School grades. They meet with the support of faculty advisors to plan activities and help to solve community issues.

Post & Rail

Throughout the school year, students compete in athletic and academic competitions as part of the “post” and “rail” teams, culminating in Field Day after which a winner is declared. Four eighth grade students serve as captains and learn leadership skills throughout the year. Captains are elected by Upper School students and teachers at the Upper School Retreat.

Community Service

In an effort to instill a lifelong habit of service to others, the Powhatan community participates in outreach in several areas. Students support local organizations through fundraising and other activities, including visits to the site to assist in age-appropriate activities. Teachers communicate with families about a community agency or cause the class will be supporting. Seventh and eighth graders create service projects as part of their academic expectations (10 hours for seventh graders and 15 hours for eighth graders), which may be accomplished after school or during the summer with civic, religious, or community non-profit agencies involved in outreach activities.

Fundraising

All fundraisers must be approved by the Director of Development to ensure a philanthropic spirit and proper scheduling. The Head of School must approve any special fundraisers where parents will be solicited. Each class may hold one fundraiser each year to raise money for an organization

or cause supported by the class. Whenever possible, items contributed for the fundraiser should be made by the students and money used to buy items should be earned by the students.

Student Publications

Powhatan publishes a yearbook and a literary magazine, which are both provided to students at no cost.

Buddies

Lower School students are assigned Upper School buddies to promote friendship and mentorship between students of different ages. The program begins each year with a buddy lunch and continues throughout the year through activities designed by the teachers and students.

Special Events

Class Parties & Events

At school, homeroom teachers coordinate classroom parties with the room parents. School dances are planned for Upper School students and chaperoned by faculty and staff members.

Annual Events

Many annual events are part of strong traditions at Powhatan:

- Family Picnic (August)
- Upper School Retreat (September)
- Back to School Night (September)
- Book Fair (October)
- Trunk or Treat (October)
- Carol Sing (December)
- Chapel Talks (Winter)
- Winter Tuesdays (January & February)
- Auction (April)
- Crocker Fun Run (April)
- Annual Meeting of the Powhatan Corporation (May)
- Crocker Campout (May)
- Grandparents & Special Friends Day (May)
- Graduation (June)

Birthdays & Parties

Students are welcome to bring a birthday treat to share with classmates during snack or lunch. Please contact your child's teacher ahead of time in order to be mindful of any allergies. Parties held outside of school should be as inclusive as possible by inviting either all of the students in the class or grade or less than half of the students in the class or grade. Invitations should be

distributed outside of school. We may be able to provide bus transportation home from school, so please contact the Front Office if you are interested or have questions.

Performances

All students participate in grade-level performances each year. In the Lower School, homeroom teachers coordinate these performances in collaboration with music and art teachers. In the Upper School, the drama and music teachers direct these performances, which culminate in the seventh grade musical and the eighth grade Shakespeare play. Art and music teachers usually collaborate in the productions, and parents often volunteer to assist teachers with costumes and props.

Field Trips

Field trips are an integral part of our curriculum. Parents are invited to attend some trips as chaperones, and some Lower School trips require a parent for each student, including the ski option on Winter Tuesdays. Teachers will notify families well ahead of the date and, if parents are invited, the expectations and responsibilities for parents. In some grades, field trips include an overnight stay. Field trips are considered instructional time, and all chaperones are expected to support the learning objectives as outlined by the teachers. No alcohol is permitted on any field trip, day or overnight, by anyone, including, but limited to, drivers or other accompanying adults. If a parent is picking up a student at the field trip site, the Front Office must be notified ahead of time.

Winter Tuesdays

In January and February, all students have the opportunity to participate in Winter Tuesdays when regular classes are canceled and families choose one of two programs for their children: Skiing & Snowboarding at Whitetail Resort and Winter Blitz at Powhatan and other local venues. Additional fees apply for both programs and parents of students PK-3 are required to accompany them for skiing and snowboarding. Bus transportation is modified on those days and no after-school programs are offered.

Athletics

Physical Education & Sportsmanship

The Physical Education program emphasizes the development of a wide variety of athletic skills and the development of good sportsmanship, cooperation, and fair play. In grades PK-5, these skills are developed in scheduled classes, which include intramural competition within each grade. In grades 6-8, these skills are developed through interscholastic sports, competing with other schools in soccer, lacrosse, basketball, volleyball and cross country. Team information is available on the [Powhatan Sports website](#). Noncompetitive options are also available, including outdoor education and recreational sports.

The principles of good sportsmanship are integrity, fairness, and respect. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations, and graceful acceptance of the results. Sportsmanship goals include:

- Respecting the rules of the game, the officials who administer the rules, and their decisions;
- Respecting opponents as fellow students and acknowledging them for striving to do their best while students seek to do their best at the same time;
- Looking at athletic participation as a potentially beneficial learning experience, whether a win or loss;
- Educating other students and fans to understand the rules of the game, and the value of sportsmanship; and
- Accepting the personal responsibility that comes with one's actions on the court/field.

The School also encourages parents and other family members to act in a sportsman-like manner. As such, the School hopes parents and other individuals associated with the student will:

- Realize that athletics are part of the educational experience, and the benefits of involvement go beyond the final score of a game;
- Encourage students to perform their best, just as we would urge them on with their classwork, knowing that others will always turn in better or lesser performances;
- Participate in positive cheers and encourage our athletes, and discourage any cheer that would redirect that focus;
- Learn, understand, and respect the rules of the game, the officials who administer them and their decisions;
- Respect the task our coaches face as teachers, and support them as they strive to educate our youth;
- Respect our opponents as students, and acknowledge them for striving to do their best; and
- Remember that we would all like to be victorious in every situation we face in life, but just like in athletic competition, sometimes we fall short.

Students, parents, teachers, coaches, and spectators are all expected to refrain from:

- Use of profanity or displays of anger that draw attention away from the game;
- Booing or heckling an official's decisions, criticizing officials in any way, or displaying temper with an official's call;
- Trash talking or yelling that antagonizes opponents;
- Using verbal abuse or intimidation tactics;
- Disrespectful or derogatory yells, chants, songs, gestures, signs, posters, or banners;
- Any distracting activity such as yelling, waving arms, or feet-stomping during an opponent's free-throw attempts or other solo efforts; and
- Use of artificial noisemakers of any kind.

Parent-Coach Communications

As with parent-teacher and parent-advisor relations, athletics promote the establishment of good communication between parents and coaches. It is assumed that parents and coaches will understand their respective roles in order to best support our student athletes. In an effort to promote effective communication, the following guidelines should be followed:

Parents may expect to learn from coaches' information about:

- The coach's and program's philosophy;
- Individual and team expectations;
- Location and times of all practices and games;
- Team requirements (*i.e.*, practices, equipment, off-season conditioning);
- Procedures regarding injuries during practices/games; and
- Discipline that may result in the denial of participation.

Parents are expected to:

- Express concerns directly to the coach;
- Notify coaches well in advance of any schedule conflicts;
- Support the program; and
- Encourage students to strive for excellence.

Appropriate concerns for parents to discuss with coaches include, but are not limited to:

- Students' psychological or physical treatment;
- Ways to help students develop and improve;
- Questions about the coach's philosophy; and
- Concerns regarding students' behavior during athletics.

Inappropriate concerns for parents to discuss with coaches include, but are not limited to:

- The amount of playing time for students;
- Team strategies or play calls; and
- Other student-athletes.

If a parent has a concern to discuss with a coach, the parent should call to set up an appointment with the coach. If the coach cannot be reached, a parent should call the Athletic Director, who will help to set up a meeting with the coach. Parents should not confront a coach before, after, or during a practice or game. If, after meeting with a coach, a parent still has concerns, the parent should call and set up an appointment with the Athletic Director to discuss the situation.

Interscholastic Athletic Programs

Students in grades 6-8 compete in interscholastic sports against schools in the region, including soccer, volleyball, cross country, basketball, and lacrosse.

Sports Clothing and Equipment

Lower School students do not wear uniforms during physical education classes and should come to school in athletic shoes. Upper School students wear physical education uniforms supplied by the School. Sneakers for indoor wear and molded cleats for outdoor wear are required, and mouth guards are required for specific sports. All athletic clothing should be marked with the student's name.

Medical and Other Excuses

Students are required to have on file a medical form completed and signed by a medical doctor stating that the student is physically fit to participate in physical education classes and athletics. No student will be allowed to participate until this form is on file. Students must be in School for the majority of the school day to be eligible for participation in athletics and all extracurricular activities.

Parents should notify the Athletic Director if their child is unable to participate in sports. Parents should provide a doctor's note if a student needs to be excused from sports for three days or more. An alternate plan will be created for students excused from sports for a prolonged period.

Head Injury/Concussion Policy

When anyone in the community may have sustained a head injury under any circumstances, they must be immediately removed from all physical activity. Parents and coaches are not expected to diagnose a concussion; that is the role of an appropriate healthcare professional. However, we all must be aware of the signs, symptoms, and behaviors of a possible concussion and the steps required through our [Concussion Management Policy](#).

Health

Illness

Students should stay home when they are sick so they can recover and be ready to return to school for learning. Symptoms that require staying home include:

- Fever: a temperature of 100.4 or higher, after which students need to stay home for one day after their temperature has returned to normal without any fever-reducing medications.
- Diarrhea: three or more loose or watery stools in a 24-hour period, especially if the person feels ill, after which students need to stay home for one day after the last watery stool.
- Vomiting: two or more times within a 72-hour period, especially if the person feels ill, after which students need to stay home for one day after the last time they vomited.
- Persistent Coughing: may be caused by many illnesses. Students should see a doctor and stay home until the coughing is resolved.

- Strep Throat or Bacterial Conjunctivitis (Pink Eye): illnesses for which primary care providers have diagnosed and prescribed treatment, after which students must stay home for two days after the first dose of antibiotics.
- Covid: depending on the current guidelines, students who test positive for Covid are required to stay home for a period of time (currently 5 days) and be free of symptoms for one day before returning to school, and students who are close contacts with a positive case are required to wear a mask for a period of time (currently 5 days) to return to school. We consult with the Virginia Department of Health to make plans based on specific circumstances.

Please notify the office by 9 a.m. if your child will be home sick. If a student arrives at school ill or becomes ill during the day, their parents will be notified and required to pick them up from school, generally within one hour unless there are extenuating circumstances approved by the Head of School or a Division Head

Medications at School

The school must have written permission to dispense over-the-counter or prescribed medication. If a student must take a daily prescription medication, parents are expected to provide the School with a Permission to Medicate form signed by the student's doctor and parent(s). The Health Coordinator, in collaboration with the parent/guardian and the student's physician, will establish an individualized medication administration plan for any students who must take medications at school.

All medications must be submitted by a parent to the office in their original containers labeled with the child's name and contain dosage or other instructions. Please ask your pharmacy to provide separate bottles for school and home. Medications will be dispensed by School nursing staff or by School personnel who have been designated and trained in accordance with the School's policy regarding delegation of prescription medication administration. Medications should be picked up at the end of the school year. Any medications left after one week of School closure in June will be destroyed.

Students may not carry or take over-the-counter or prescribed medication on their own except as specifically recommended by a doctor and approved by the School, most typically with older students who may self-administer inhalers and epinephrine when needed. The Health Coordinator, in collaboration with the parent/guardian and the student's physician, will also establish an individualized medication administration plan for any student requesting medication self-administration privileges. The student will be involved in the decision-making process and the student's preferences respected to the maximum extent possible. In a collaborative effort, the Health Coordinator, together with the student, the student's parent/guardian, and physician, will determine the student's understanding of the student's medication(s) and competency in the administration of the student's medication(s). Based on this determination, the Health

Coordinator will allow or disallow self-administration privileges in accordance with state and federal laws. The self-administration of medication(s) shall include self-administration while on School property or during School-sponsored trips. A duplicate dose of a life-saving medication provided by the parent/guardian will be stored at the School Health and Wellness Office. It is the responsibility of the parent/guardian to notify the Health Coordinator in order to update the student's medication administration plan with respect to any medication(s), dosing revisions, and health status changes.

Misuse of the privilege to self-administer medication(s) will result in immediate revocation of said privilege(s). The School will not assume any responsibility for students not in compliance with this Medication Self-Administration Policy.

Medical Marijuana

The School treats the use of medical marijuana by students similarly to the way the School handles the use of other prescription medications: parental consent is required and the student must have a Medication Action Plan on file with the Health Coordinator covering the use of medical marijuana. Because the use of medical marijuana is subject to additional regulations beyond the regulations in place for the use of other lawful, prescription medications, students with a valid authorization to use medical marijuana may only use medical marijuana in their homes or in a medical treatment facility that permits such use; students may not use medical marijuana or possess any related paraphernalia while on the School campus or while attending any School-affiliated or School-sponsored events, whether on or off campus.

If, in the School's judgment, a student is impaired due to the influence of medical marijuana while at School or while participating in a School-sponsored or School-affiliated activity, the School may send the student home.

Health Records and Regulations

All new students are required to have a physical examination and show proof of required immunizations prior to enrolling. Additionally, all students beginning PK, K, and sixth grade, and those students who have a medical condition that requires ongoing, daily medication also need a current physical exam. Policies for infectious diseases, bloodborne pathogen exposure, and other health and medical procedures are available for review in the office.

Communicable Illnesses

The School may exclude any student who (a) has a communicable illness, (b) has been exposed to an infected person, and/or (c) has traveled to an area impacted by a communicable illness, if the School determines that such exclusion is appropriate for the welfare of the student or the School community. The School may also screen students or require students to be screened by appropriate medical professionals to determine whether they pose a risk to the community. The School's decisions shall be based on current and well-informed medical judgments concerning the

illness, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable illness, and an analysis of the identified risks and available alternatives for responding to an individual with a communicable illness.

If and when appropriate, the School will disseminate information to students and families regarding campus health and safety issues through regular internal communication channels. For example, the School may provide families with information about the nature and spread of communicable illnesses, including symptoms and signs to watch for, as well as required steps to be taken in the event of an epidemic or outbreak. We encourage all parents and guardians to contact medical professionals with any questions or concerns about communicable illnesses or immunization issues.

Immunizations

In accordance with Virginia law, the School requires all students to provide proof of up-to-date immunizations or a Certificate of Exemption before attending school. A student with a qualified religious and/or medical exemption must provide the School with a Certificate of Exemption pursuant to state law. Students who do not provide proof of up-to-date immunizations or qualify for an exemption will not be permitted to attend the School or participate in any School activities.

If there is a risk of a vaccine-preventable disease impacting campus or the School community, the School may exclude non-immunized students, including those with valid religious or medical exemptions, from school and all School activities. Excluded students will not be permitted to return until (1) the danger of the outbreak has passed; (2) the student becomes ill with the disease and completely recovers; or (3) the student is immunized. In determining whether there is a risk of a vaccine-preventable disease, the School may consult with appropriate medical professionals and/or the Virginia Department of Health.

Health Emergencies

When the illness or injury is minor, but cannot be treated at school, the parents will be contacted to pick up their child. The School may call an ambulance if a student needs immediate medical attention beyond the School can provide and the student's parents and emergency contacts are unavailable or otherwise unresponsive. In the event of a serious emergency, an ambulance will be called, the student will be taken to the nearest hospital emergency room, and at least one parent will be notified immediately. Emergency situations arising on campus will generally be referred to Valley Health Winchester Medical Center.

The School neither diagnoses nor treats injuries that occur on non-school time, but does offer temporary first aid for problems that arise during school. If a student complains of a persistent earache, sore throat, rash, or joint pain, such complaints warrant a call to the student's pediatrician.

Parents are expected to keep Emergency Forms up-to-date. Please remember, it is most important that the School have current home, work, and cell phone numbers for parents/guardians, day care providers, or others (relatives, friends, or neighbors) who routinely assume temporary care of the student if the student's parent(s) cannot be reached. Parents will be notified of an illness or injury that may require follow-up medical care.

Allergies

Education and planning are the keys to establishing and maintaining a safe school environment for all students. The School maintains specific action plans for students with allergies or specific medical needs. The management of student allergies is a coordinated and collaborative approach among the parents/guardians, the student, and the School. By informing the School of allergies well prior to the beginning of the school year, we are able to communicate clear action plans with faculty and staff. See [Allergy Policies](#) for more information.

Food Allergies

Our goals are to provide a safe and respectful environment for all students, to educate the School community about the nature of food allergies, and to provide support and encouragement as our students develop good decision-making skills and learn the critical lessons of managing their allergies. We hope to foster self-confidence, self-respect, and self-advocacy in our students, and to support families as they help students learn to appropriately manage their allergies. For students without allergies, our goals are to increase their awareness of food allergies, and to encourage the development of empathy and the skills needed for them to become supportive allies for their peers. As a School, we strive to help our students graduate with the skills and confidence to advocate for their own and others' health and physical safety.

Parents of students who have severe allergies with the potential for developing anaphylaxis must meet with a Division Head to develop an Action Plan *prior to the start of the school year*. Classroom management will be discussed at that time. This plan must be reviewed prior to the start of each school year.

In consideration of the number of students with food allergies, the School has the following guidelines for management of these allergies:

- Sharing of food is prohibited;
- Frequent and appropriate hand washing will be encouraged;
- Surfaces will be cleaned to prevent cross-contamination;
- Snacks provided for the entire class will be prepackaged, commercially prepared, unopened, and have an ingredient label indicating there are no nuts or peanuts; and
- For students with severe allergies, the School will be provided with an Emergency Care Plan written by a primary care provider or allergist with parental input.

Successful management of food allergies is the jointly-held responsibility of the School, families, and students. Education encompasses the entire School community including employees, parents, and students. It focuses on preventive strategies, the symptoms of anaphylaxis in individual students, and emergency care. We recognize that the management of food allergies is a developmental process, and we strive to take reasonable measures to protect our youngest students, while recognizing that students should learn to assume increasing responsibility for their own health and safety as they mature.

Asthma Management

Parents of students with asthma should contact the Health Coordinator prior to the start of school to discuss an asthma management plan.

Head Lice

It is the position of the American Academy of Pediatrics, the Harvard School of Public Policy, and the National Association of Health Coordinators that the management of head lice should not disrupt the educational process. Lice are not a major health problem since they do not transmit diseases or cause permanent problems. Nonetheless, the School understands the unpleasantness of the condition and the desirability of limiting its spread across the School community. The School therefore has a “no nit” policy.

Students with any nits will be sent home. A parent will be contacted by phone and written information will be sent home with grade level students. If the student participates in the School bus program, written information will be sent to bus families.

It will be at the discretion of the Health Coordinator whether to check other students or the whole classroom.

In cases where nits have been found, the student must be treated before returning to School the following day. The Health Coordinator must evaluate the student before the student returns to the classroom. All nits must be removed by the seventh (7th) day following treatment if the student is to remain in School.

On occasion, exceptions from this guideline will occur, and the professional judgment of the Health Coordinator will be followed.

Student Support

Support Structures

Students often face challenges during their academic careers, and teachers, administrators, and parents work together to put a support structure in place. In some cases, the School is able to

provide all of the support necessary for a child. In other cases, outside resources may be necessary, and we can offer referrals to families. The Student Support Team collaborates with parents, teachers and students to promote success at school:

- Learning Specialists
- School Counselor
- Health Coordinator
- Division Heads
- Homeroom Teachers or Advisors

We focus on early intervention and offer developmental screening to all new students to help determine if specific support structures would be beneficial as part of the overall academic plan. Teachers informally implement support for students as part of their regular teaching. When those interventions are not sufficient, they communicate with the Student Support Team, who engages parents and additional teachers in order to determine a support plan. In doing so, we review the student's academic and social-emotional strengths and areas for support to craft individualized support plans. Teachers and parents communicate frequently to determine the effectiveness of the support and whether additional support is needed. At times, outside education testing may be needed, and the Student Support Team may refer families to outside professionals to better determine specific challenges and additional support.

Tutoring

In preparation for required and recommended summer work, the School makes a summer tutoring list available to distribute as needed. Several faculty members are willing to offer formal tutoring throughout the school year. Should you be interested in tutoring for your child, we recommend that you reach out to your child's teacher, our school learning specialist, and/or the Division Head. Fees for tutoring vary and are communicated by the tutor.

Accommodations

The School does not discriminate against qualified applicants or students on the basis of disabilities that may be reasonably accommodated. The School will discuss with families of applicants with known disabilities whether the School will be able to offer their children the appropriate accommodations to help them be successful at the School.

The School is committed to ensuring that students with disabilities are provided with equal access to the School's programs and services, in accordance with applicable laws. For students who seek additional support or curricular adjustments, the School requires documentation indicating that the student's disability substantially limits a major life activity and the requested accommodations with an explanation of why they may be needed. Students who present the School with appropriate documentation of disability will be granted those requested academic accommodations that are supported by the documentation and considered reasonable in this

educational setting. Any adjustments to the academic program would be made through an interactive process between the student's family and the Head of School.

Even after supportive services and accommodations have been put in place, a student may still not be able to satisfactorily fulfill the School's academic requirements. In such instances, the student's homeroom teacher, advisor, the Head of School, Division Head, and/or other support personnel may decide that the accommodations put into place may not suffice to ensure the student's success at the School. At that time, the Head of School and/or Division Head will decide whether it is appropriate for the student to remain at the School.

School Counseling & Mental Health

In order to learn, children must feel safe and be able to focus on learning. When facing social and emotional challenges, students may need more support than parents and teachers can provide. The School Counselor works with students individually and in small groups to provide support and guidance and collaborates with teachers and the Student Support Team to make sure that concerns are appropriately addressed. Parents are important partners, and we may refer families to additional resources outside of Powhatan when necessary. Any instance where a member of the community discusses harming themselves or others must be reported immediately to the Head of School who may require a doctor's note before the student returns to school.

Child Abuse and Neglect Reporting

The School is committed to the highest standards of care for its students, which includes protecting students from inappropriate or hurtful actions by adults responsible for their care.

In accordance with Virginia law, the School's employees (including, but not limited to, its faculty, staff, school administrators, counselors, etc.) are required to report the suspected abuse or neglect of children under the age of eighteen (18) to Child Protective Services ("CPS"). This duty is triggered when there is reasonable cause to believe that a child is suffering from physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. The responsibility to report rests both on the School and on School employees.

We ask that families understand that the School and its employees are sometimes required to make a report to CPS, and we ask that families support our decisions to do so.

The Head of School (or the Head's designee) will review the situation and, in the Head of School's discretion, may consult with the School's healthcare providers, the student's family, legal counsel, and/or a consultant specializing in the care and protection of children, as may be appropriate. If the abuse or neglect is suspected to come from the student's family, the School will identify an approach to help protect the student. In all instances, the School will protect the confidentiality of the student and the student's family to the extent appropriate. The School administration may, but

is not obligated to, contact parents in advance of making any mandated report to legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made and that teachers be fully protected legally when making any such report in good faith.

Retention

Powhatan strives to teach a wide range of children but cannot meet the needs of all children. If there are concerns about our ability to serve your child, and subject to any applicable guidelines related to providing reasonable accommodations, the appropriate Division Head will begin a conversation to counsel your family on other options for school.

Re-Admission Policy

Students who have withdrawn from Powhatan and wish to reenroll must complete the admission process including academic assessments.

Medical Leave

A medical leave from school may be appropriate in case of serious illness, bodily injury, or mental health condition, as determined in accordance with this policy. Decisions about granting or requiring a medical leave, or reinstating a student who has been on leave, rest with the senior administrators, the Health Coordinator, and the School Counselor; they will be guided by the principal goal of a medical leave: to give the student the opportunity to regain health and thereby function consistently, productively, and safely at school. In the absence of a treatment plan that, in the School's opinion, meets these needs, the School may decline to grant a medical leave request, and instead require the student to withdraw.

A student's family may request medical leave. The School requires that any request for medical leave be accompanied by sufficient supporting documentation (as determined by the School) to allow the School to evaluate the leave request, including, but not limited to, at least the following information: (a) a recommendation from the student's treating medical professionals that the student would benefit from taking a medical leave; (b) a description of how the student's medical condition limits the student's ability to participate in required academic or extracurricular activities; (c) the plan for treatment of the student's medical condition; and (d) an anticipated date for the student's return.

Additionally, in certain situations, the School may require that the student be evaluated and subsequently placed on medical leave. The School may initiate a discussion of a leave of absence in circumstances including, but not limited to:

- When mental health or physical symptoms are or may be impeding a student from functioning appropriately academically;
- When a physical or mental health condition interferes with a student's attendance at school;

- When a student behaves in ways that may be self-destructive or dangerous to others;
- When a student is not engaged in treatment that the School has made a condition of attendance, after the student has been evaluated by medical and/or mental health professionals, who have deemed such treatment appropriate; or
- When a student exhibits symptoms or behavior that is of concern to the School.

This initial discussion may include the student's advisor, senior administrators, the Health Coordinator, the School Counselor, the parents, or the student, as deemed appropriate by the School. The purpose of this initial discussion is to establish the steps that the family is taking to ensure that the student is well enough to participate fully in life at school; and the further steps that the School may require if the situation does not improve.

The School may require the family (parents and student) to enter into a medical leave agreement detailing the parameters of any leave. The agreement may include conditions and requirements for the student's return to school. While a student on leave is excused from attending class, the student must make arrangements to make up missed work either while on leave (if possible) or upon return. While the School will strive to minimize academic disruption, the School may require that a student drop a course or courses if a prolonged absence will make it difficult for the student to satisfactorily complete the requirements of the course. To return to school from a medical leave, a student must provide a thorough, written professional evaluation of the student's current mental health and/or medical condition from the physician, psychiatrist, or other professional who treated the student during the medical leave. The School may require additional evaluation by a physician or mental health consultant of its choosing. The guiding principle of re-admission from a medical leave is the School's confidence that the student can return safely; and that the student's return will not compromise the student's continued recovery, interfere with the School's ability to serve other students' needs, or place an undue burden on the School. The decision regarding any student's return to the School from a medical leave remains at the discretion of the School. As a corollary to this principle, a student whom the School determines can safely participate in the regular school day may nevertheless be restricted from participation in overnight field trips or other residential-style School activities.

Family Leave

Families who take a leave of absence from the School of a year or more are generally expected to apply to the School for readmission. The student will be considered on a space-available basis, as well as within the context and competition of the applicant pool for the student's grade level. Strength of the applicant's file is important, including a strong finish to the student's last year at the School, as well as a strong record of academic performance and citizenship while the student is away. Ultimately, the School cannot predict the number of openings or competitiveness of applicant pools for specific grade levels, and given the School's high enrollment, there is never a guarantee of readmission for the following year. Applications for admission, from both current and new families, must be submitted by the regular admission deadline. Enrollment decisions,

regardless of a family's prior or current relationship with the School, always rest exclusively with the School.

Leave of Absence

Should a student's extended absence from school be necessary or desired, a leave of absence may be appropriate. A leave for medical reasons will be handled in accordance with the School's Medical Leave policy in this Handbook. The School may recommend or grant a request for a voluntary leave of absence for other compelling reasons. The initial request for a voluntary leave of absence should be made to the Head of School. The School requires sufficient supporting documentation prior to the approval of any leave. The sufficiency of any supporting documentation will be determined by the School.

The School makes the final determination as to whether to grant a leave of absence, as well as the duration of the leave and the conditions necessary for a student's return (including, but not limited to, whether the student must reapply for admission). Whether the period of leave is counted towards academic requirements for promotion and graduation will be determined by the School.

Leaves of absence may be noted in the student's educational record, including on the student's transcript. A leave of absence may be appropriate pending the outcome of an investigation involving student misconduct. However, a leave of absence will not be used in lieu of disciplinary action to address violations of the School's code of conduct, rules, or policies. Additionally, a student granted a leave of absence while on academic and/or disciplinary status may return on that same status.

Families remain financially responsible for tuition and other fees while the student is on a leave of absence.

Parent Involvement

Parental Comportment and Support for School Policies

At Powhatan, we believe that a positive relationship between the School and a student's parents or guardians is essential to the fulfillment of the School's mission. We recognize that effective relationships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved.

The School understands and appreciates that parents and guardians may employ different means to meet the expectations and responsibilities expressed in this policy. Nevertheless, Powhatan, at all times, may dismiss a student whose parent, guardian, family member, or other adult involved

with the student, in the judgment of the School, fails to comply with this or any other policy or procedure of the School, engages in conduct either on or off the School's property that could undermine the authority of the School's administration, and/or otherwise behaves in a manner that is unbecoming of a member of the School community. The School may refuse re-enrollment of a student if the School believes the actions of a parent or guardian (or another individual associated with the student) on or off the School's property make a positive, constructive relationship impossible, or otherwise may interfere with the School's accomplishment of its mission and/or educational goals.

To assist in creating the most effective relationship, the School expects that families will observe the following guidelines:

1. Share in the School's vision.

- Support the mission of the School.
- Understand and support the School's philosophy, policies, and procedures.
- Support the School's disciplinary process, and understand that the School's authority in such matters is final.
- Be supportive of the School's commitment to a diverse and inclusive community.
- Acknowledge that the payment of tuition is an investment in the education of the student, not an investment of ownership in the School.
- Support the School's emphasis on sustainable practices.

2. Provide a home environment that supports the intellectual, physical, and emotional growth of the student.

- Create a schedule and structure that supports a student's study and completion of homework requirements.
- Be aware of the student's online activities and use of computers, television, and video games.
- Encourage integrity and civility in the student.
- Be a role model, especially when it comes to behavior at School and at athletic events.
- Encourage the student's participation in events that promote high standards; actively discourage participation in events that can lead to illegal or unwise behavior.

3. Participate in the establishment of a home/School and School community relationship built on communication, collaboration, and mutual respect.

- Provide a home environment that supports positive attitudes toward the School.
- Treat each member of the community with respect, assume good will, and maintain a collaborative approach when conflicts and challenges arise.
- Help build and maintain a positive School environment by not participating in or tolerating gossip.
- Maintain tact and discretion with regard to confidential information. In cases when

students or others are in imminent danger of harm, when there is a compelling reason for doing so, or when legal requirements demand that confidential information must be revealed, information may be disclosed to the Head of School, administrators, outside professionals, or law enforcement officers.

- Respect the School's responsibility to do what is best for the entire community, while recognizing the needs of an individual student.
- Seek to resolve problems and secure information through appropriate channels (*i.e.*, teacher/advisor/counselor, Head of School, in that order).
- Acknowledge the value of the educational experience at the School by making regular and timely School attendance a priority and scheduling non-emergency appointments outside the classroom day.
- Support the School through volunteerism and attendance at School events.
- Financially support the School to the best of one's ability.
- Share with the School any religious, cultural, medical, or personal information that the School may need to best serve students and the School community.
- Understand and support the School's technology policies.

Powhatan Parent Association

The Powhatan Parents Association works to support and advance the mission of the School. Parents share their time, talents, resources, and knowledge in support of the School by helping to provide community-building opportunities, support fundraising events and educational programs, and provide volunteer support in many aspects of school life. All parents are encouraged to become involved in this joint effort and opportunities are available to both working and stay-at-home parents. The PPA is led by two or three parents and supported by many committee coordinators. Each spring, the current leadership seeks out new volunteers.

Background Checks

Parents are welcome and encouraged to be on campus in a variety of ways. There are no additional requirements in order to work with other adults, assist faculty and staff with students, and accompany your own children on trips. Under state law, any volunteers who supervise children are required to complete a background check, which includes a fingerprint Criminal Background Check, a Central Registry (CPS) Background Check, and training in mandated reporting for suspected abuse and neglect. Supervision includes working with children at school or off campus without faculty or staff present including staying overnight with students on trips. Parents who plan to volunteer in these capacities should complete the [background check process](#) well ahead of time.

Room Parents

Each grade has room parents who promote and facilitate the involvement and sense of belonging among all of the parents in the class. They work with all interested parents to support the teachers and facilitate communication. If you are interested in serving as a room parent in the future,

please contact the Powhatan Parent Association leaders.

Annual Fund and Fundraising

Annual Giving is the School's most important source of revenue other than student tuition. Independent schools generally operate without financial support from the local, state or federal governments, and we rely on all of Powhatan's constituents – alumni, parents, grandparents, friends, faculty, staff, and corporations and foundations – to make possible the many aspects of a Powhatan education. All families are asked to participate, and gifts are tax-deductible.

Financial Information

Enrollment Agreements

Families are required to complete an Enrollment Agreement for the following school year by the contract deadline to secure enrollment for their child. Under the terms of the Enrollment Agreement, the Enrollment Agreement Deposit is non-refundable and non-transferrable. The Enrollment Agreement Deposit will be credited to the student's annual tuition upon the initial billing cycle for the academic year. The Enrollment Agreement is the entirety of the contract and this handbook does not constitute a contract.

Financial Aid

Need-based financial aid is available from Powhatan. Applications for financial aid are due in the winter and families are notified of financial aid decisions along with admission decisions. Returning families interested in financial aid should contact the Director of Admission for more information.

Tuition & Student Fees Refund Policy

Per the terms of the Enrollment Agreement, all tuition and student fees are due and payable by the terms agreed upon in the Enrollment Agreement. If parent(s) or legal custodian(s) provide written notice to the School on or before June 30, the agreement will be considered cancelable. If written notice is provided subsequent to June 30, the contract will not be considered cancelable and the total of the tuition and student fees are due and payable. Additionally, if a student is expelled, suspended or dismissed for any reason, there will be no refund of tuition and fees. Families have the option of paying tuition in full or in installments of two or ten months.

Billing

All bills are paid using Blackbaud Tuition Management in the online Parent Portal. Access to your family's Blackbaud Tuition Management account is available anytime through the Powhatan Parent Portal under "Resources." Families can choose to set up automatic billing or to receive an invoice each month. In addition to tuition, bills include other expenses including optional lunch programs, after school programs, Winter Tuesday, bus transportation and replacement costs for

lost supplies. A 1.5% late fee will be assessed ten days after any unpaid bill.

Past Due Account Policy

Powhatan School may prohibit entry or continued attendance of students whose accounts are in arrears. All accounts in arrears will be reviewed monthly. Parents not able to make payment at the required time must submit written notification for consideration by the Head of School before the payment due date. Students whose families are more than three payments behind may not be allowed to return to school after Winter Break or Spring Break, and families on a payment plan may be asked to pay their remaining bill in full. Student records, including transcripts, are not released until the account is paid in full.

Tuition Refund Plan

Tuition Refund Plan (TRP) is available to all families. Any family who consistently falls behind in their payment schedule the prior year, may be asked to enroll in the TRP. TRP pamphlets are available online during the enrollment period or you may contact the Business Office for further information.