



## *"Keeping In Touch"*

November 5, 2007

Dear Parents,

HAPPY FIRST MONDAY IN NOVEMBER. Don't forget tomorrow is Election Day. I encourage each of us to exercise our responsibility to VOTE.

This "Keeping In Touch" will emphasize more operational items. I will place another communication on the website later this week to focus on other issues of independent education as they relate to St. Edmund's Academy. Please go to the website often. The classic look is the same, but the content and topic links are being updated regularly to provide you with clear, concise, complete, and accurate information. If you notice inaccuracies, please email them to our webmaster, Mindi Kamens ([mindikamens@stedmunds.net](mailto:mindikamens@stedmunds.net)).

### 1. SNOW DAY NOTIFICATION PROCEDURES.

SNOW DAY is found on page 10 in the SEA Directory in the Information and Guidelines Section. The policy regarding the decisions has CHANGED this year so to bring your attention to the policy change and procedures in place, I will duplicate here the writing on page 10.

***"In the event of a snow two hour delay or school closing, announcements will be posted on KDKA, WTAE, and WPXI televisions or WPXI Radio, St. Edmund's Academy DOES NOT follow the snow day two-hour delay or closing schedule of the Pittsburgh Public School. When St. Edmund's Academy has a two hour delay, students should arrive at school by 9:50 a.m. Homeroom will begin at 10:00 a.m.***

***St. Edmund's will make every attempt to inform parents in the unlikely event of an early dismissal for inclement weather or for other reasons; however, it is important that your children know the procedures to follow should they arrive home and you or another responsible adult is not there to receive them."***

### 2. ARRIVAL AND DISMISSAL POLICY

St. Edmund's Academy's Arrival and Dismissal Policy and the process supporting the operations of the policy have been fully reviewed with some revisions made. A complete copy will be sent to parents soon. For this writing, I bring your attention to an important clarification found under the section on

#### ***Changes in Dismissal Plans.***

***"A request by the parent to be picked-up by an adult other than the child's parent(s) needs to be provided to the front office in writing. Verbal requests provided at the time of pick-up or at any other time from another parent or adult will not be accepted. The student will remain at school in the care of the front office until the new pick up arrangement is confirmed with the parent directly. This requirement is for the safety and security of our students."***

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Office personnel and teachers have also been instructed not to accept telephone calls from parents requesting changes as described above. Even though a parent’s voice may be recognized, a voice request cannot take the place of a written note. An emergency parent voice request will receive immediate consideration for departing from the policy. I know that we will receive your full support of this policy. Too many situations can be cited where a parent’s voice request turned out not to be the child’s parent, but someone acting on behalf of the parent.

#### AMINISTRATION MANUAL OF POLICIES AND PROCEDURES

A formal manual is being developed for administration policies and procedures. The manual will correspond with the Board of Trustees’ Policy Manual for governance. Both manuals provide the organization and structure for SEA’s effective and efficient operation. The School is in very good shape with its existing administration policies and procedures. Now the emphasis is on reviewing each, making revisions where appropriate, communicating the revisions to those affected, and preparing each in a new format that will be consistent for all administration policies and procedures. You will see the format when you receive the Arrival and Dismissal Policy soon.

#### HEAD OF SCHOOL COFFEES

This school year I will be presenting six Chapel messages to students on Thursday morning. Each message will focus on one of the six core values. The first is on Thursday, November 15. After Chapel on the six dates, I will hold an informal *COFFEE* in my office immediately following the service for parents who would like to come in and say HI. This is part my need to stay in visual touch with parents. The purpose is just that. Hi, how are you today? How are things going? Often informal, brief get-together conversations result in scheduling a meeting on a specific item or issue. Also, “Keeping in Touch” is just nice. Let’s try it and see where this type of opportunity leads. The remainder of the COFFEES will be posted on the website and I will remind you when the next one is scheduled.

#### COMMUNICATIONS IN GENERAL

Communications remain the most important essential of a strong home/school partnership. I will continue, with your assistance and recommendations, to utilize many approaches and methods in sustaining a partnership of mutual respect, mutual confidence, and mutual trust. My next “Keeping In Touch” message on the website, I referred to at the beginning of this writing, will focus on TRUST in the independent school. Please read and comment. You must feel that your Head of School is available to you for whatever reason, and that your requests and comments will be taken seriously even though the outcome may not be to your full satisfaction. Schools deal totally in the realm of human behavior and with each one of us being unique like no other, problem solutions and support for each member of the school community is often a compromise at best. There are those who have or will swear by Bill Kindler, and there are those who have or will SWEAR at Bill Kindler. What is in common is the SWEARING. The difference is in the preposition by or at.

Please help me communicate effectively with you on behalf of your child(ren).

Yours in Peace!

Bill Kindler