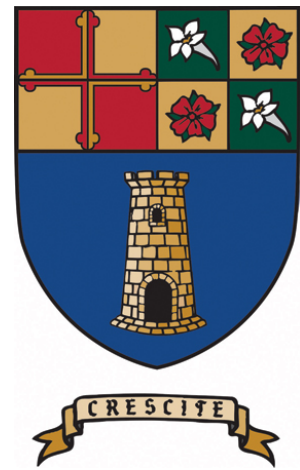


The Heights School

Frequently Asked Questions



Heights Traditions

Tell me more about the four Clans.

The School is divided (boys, faculty, and staff) into four clans. The clan names are taken from the four elements of the School crest, each with a motto connected to the ideals that complete a Heights man:

Gold Cross: Love of God

Red Cross: Service

White Lily: Pure Love and Fruitfulness

Red Rose: Friendship

At the beginning of each year, each boy is assigned to one of the four clans. Throughout the year, points are earned according to grades and Clan Day competitions. Held throughout the year on Church feast days, the boys participate in poetry recitations, tug of war, capture the flag, and whatever else the “Master of the Games” can come up with. The team with the most points at the end of the year on the Day of the Tower, wins the Clan cup and hoists their flag on the flagpole for the coming year.

The clans strengthen Heights enthusiasm and pride, give a strong sense of belonging to a tradition and family, and encourage leadership. They create rallying points through the year marked by festival days that include Holy Mass, competitions, a worthy meal, and spirited games.

It seems like there are a lot of field trips throughout the year. Is there a reason for this?

We don't just take field trips and adventures for the fun of it. There is something very special about the kind of interactions that boys have when they travel together and experience the world. Below are a few goals we have when planning our trips.

- To develop in every boy a willing spirit of adventure towards new opportunities and challenges.
- To promote a deeper sense of friendship amongst the boys by creating shared experiences.
- To provide unique opportunities for mentoring between students and teachers.
- To develop a willingness amongst the boys to seek out experiences and move beyond the limits imposed by a personal desire for comfort.
- To further a boy's appreciation of nature and the beauty of creation.

My son has come home from school without his _____. Where should he look tomorrow to find it?

The item is most likely exactly where he left it, but if not, he should check the lost and found located near the library.

Upper School

Head of School – Mike Moynihan

301.365.0227 ext. 125 - mmoynihan@heights.edu

Where do I find contact information for various departments and individuals?

We list the faculty directory online with a picture of each faculty member, their department and contact info. You can also check the official school directory sent each August.

How often can I meet with my son's teacher?

We hold Parent-Teacher Conferences once per quarter. We also have Parent-Advisor Saturdays where you can talk with your son's advisor. There is generally one in October and one in March. However, you never have to wait for a conference to meet or talk with your son's teacher. We see you as the primary educator of your son. We welcome any and every opportunity to discuss his progress, intellectual, physical, moral or spiritual.

My son just missed a day of school because he was sick. How do I get the assignments he missed?

A quick phone call or email to his teacher will do the trick.

How will my son find his classes on the first day of school?

You can always feel free to ask a faculty member or the receptionist for help; You can also download the school map from our website.

How do we schedule my son's classes for next year?

Our curriculum guides are a great way to start. In addition to this we mail a letter each year with any changes or additions to our class lists. Upper School Head, Mike Moynihan then meets with every student individually to plan their schedule for the next year. Talk with your boy about his interests and faculty recommendations.

What is Advisory?

Every student from 7th to 12th grade has a faculty advisor who meets with them on a regular basis to discuss grades, friendships, faith and more. This is a mentor that will work with you to help your son continue to mature and develop outside the classroom. You can meet your son's Advisor and should speak with him often. If you are interested, we have also dedicated 2 Saturdays a year for you to meet your son's Advisor face-to-face.

Middle School

Head of School – Andy Reed

301.365.0227 ext. 104 - areed@heights.edu

Where do I find contact information for various departments and individuals?

We list the faculty directory online with a picture of each faculty member, their department and contact info. You can also check the official school directory sent each August.

How often can I meet with my son's teacher?

We hold Parent-Teacher Conferences once per quarter. We also have Parent-Advisor Saturdays where you can talk with your son's advisor. There is generally one in October and one in March. However, you never have to wait for a conference to meet or talk with your son's teacher. We see you as the primary educator of your son. We welcome any and every opportunity to discuss his progress, intellectual, physical, moral or spiritual.

My son just missed a day of school because he was sick. How do I get the assignments he missed?

A quick phone call or email to his teacher will do the trick.

How will my son find his classes on the first day of school?

The Middle School building is in the back of the campus. Boys can come through the main doors, or go up the hill at the front entrance through the courtyard. You can always feel free to ask a faculty member or the receptionist for help or download this school map if it helps.

Lower School

Head of School – Colin Gleason

301.365.0227 ext. 112 - cgleason@heights.edu

Where do I find contact information for various departments and individuals?

We list the faculty directory online with a picture of each faculty member, their department and contact info. You can also check the official school directory sent each August.

What kind of shoes should my son wear in the Lower School?

Either buy something that will hold up through water, snow, mud etc or buy inexpensive shoes that you won't mind replacing frequently. Timberland type shoes with a tread on the sole are helpful.

How often can I meet with my son's teacher?

We hold Parent-Teacher Conferences once per quarter. We also have Parent-Advisor Saturdays where you can talk with your son's advisor. There is generally one in October and one in March. However, you never have to wait for a conference to meet or talk with your son's teacher. We see you as the primary educator of your son. We welcome any and every opportunity to discuss his progress, intellectual, physical, moral or spiritual.

My son just missed a day of school because he was sick. How do I get the assignments he missed?

A quick phone call or email to his teacher will do the trick.

How will my son find his classes on the first day of school?

Most parents drop their Lower School boys off a little further down the drive than Upper School or Middle School. The walkway to the Valley is near the athletics building. Encourage your son to ask a faculty member or another student to help him find his homeroom teacher. You download this map if it helps.

Events and Parent Volunteering

Is there a Heights Parent Association?

Yes. The Heights Parent Association (HPA) provides a number of services to the School including the weekly email blast Heights Highlights, event hosting and running the Mothers and Fathers Clubs, respectively. To get involved, visit the Parents section of the website or feel free to contact HPA President, Jean Beatty at hpa@heights.edu.

What is Coffee with the Headmaster?

The first Thursday of every month Headmaster Alvaro de Vicente sits down with parents to talk about what is happening at the School. The event takes place in the living room just outside the chapel where coffee and light refreshments are served. While the discussion is often mission specific, questions from parents are always welcome and make for wonderful conversation.

What is a CPR? It sounds like someone had a heart attack!

CPR stands for Class Parent Representative. Each Class year has parent volunteers who act as a liaison between the School and the parents. They help organize class events and communicate key messages regarding School wide issues.

Athletics

Athletics Director – Dan Lively

301.365.0227 ext. 161 – dlively@heights.edu

Does my son need to carry his gym clothes back and forth to school everyday?

My son has a Heights gym bag and keeps his shorts, clan shirt, gym shorts, shoes, baseball glove etc in it. He did find it easiest just to bring it back and forth each day.

Where do I buy the PE uniform?

The athletic dept. will issue a T-shirt, shorts, sweatpants and sweatshirt for each child in grades 3 - 8. Extra PE clothing can be purchased at The Haberdashery.

Communication

Who do I call if I have a question about...

- The Lower School – Call your son’s homeroom teacher or Lower School Head, Colin Gleason
- The Middle School – Call your son’s teacher or Middle School Head, Andy Reed
- The Upper School – Call your son’s teacher or Upper School Head, Mike Moynihan
- The Advisory Program – Call your son’s Advisor or the Head of Advisory, Joe Cardenas
- My sons grades – Call your son’s teacher or check Edline
- The Chapel Schedule – Call the front desk or check the website. Mass usually starts at 9:50am
- A Schoolwide event – Start with the online calendar, then contact the front desk
- Athletic Schedules – Our Athletic Director and coaches will use Edline as the primary way to list game and practice times or make changes to the schedule. There is also an Athletics Hotline you can call for info (301) 365-0227, ext. 7124.
- Lunch program - Business Manager, Jerry Hadley (301) 365-0227 ext. 124
- Bus program - Business Manager, Jerry Hadley (301) 365-0227 ext. 124
- Tuition – Business Manager, Jerry Hadley (301) 365-0227 ext. 124
- Volunteering – Visit www.heights.edu/service or contact Mother’s Club President, Kelly McGiffin mothersclub@heights.edu; Father’s Club President, Kurt Herrick fathersclub@heights.edu.

How can I stay well informed about what is going on at the School on a day-to-day basis?

1. The Heights website – In addition to the parent page, we will post news updates and pictures galleries on a regular basis. Visit often.
2. Heights Highlights – This is a weekly email blast to current parents that recaps the week and announces anything important coming up. If don’t start receiving this after school starts, please Stefan Syski at ssyski@heights.edu.
3. Letters from the Headmaster and Heads of School – Periodic letters about curriculum and events are sent from the School.
4. Edline – This is an online parent portal where you can see your sons grades and visit teacher pages for class specific info.
5. Handbook – If it’s not here, it’s in the handbook!

If there is a snowstorm how will I know if School is canceled?

The Heights follows Montgomery County weather decisions. Under the parent section of our website we provide a link to a free service called schoolsout.com where you can check the school status online, or subscribe to receive text or email notifications. We also do our best to put notifications on the home page of our website. In the rare event that we do not follow Montgomery County, we will send an email explaining the decision.

How do I find out about other families who live near me so we can organize car pools?

The school directory has a section just for commuters. We have listed families by zip code so that you can organize car pools or even just get together for dinner outside the school environment.

What do I do if I need to update my contact info?

When you sign into your Edline account, there is a special link to a part of Edline called APWeb Direct. This awesome software shows you what we have on file for you in our database. You can make changes online, email us, or call to make a change.

What is Edline?

Edline is an online parent portal that allows parents to see their sons grades and visit teacher pages for class materials, schedules and other learning resources. Passwords are provided in August. If you need help with Edline you can visit www.heights.edu/edline or call our Edline Coordinate Sam Vanderplas.

Why don't you post homework assignments on Edline?

We believe that the process of writing down and keeping up with day to day homework assignments is a critical part of good habit formation. While teachers may post tests or big projects on their teacher pages, keeping track of homework assignments will be the primary responsibility of the student. Since grades appear in real time on Edline, we would like to point out that you will be able to see immediately if your son has not turned in a homework assignment.

General

What time does school begin?

8:20am

What is the Haberdashery?

The school store, located inside the front lobby.

Can the boys wear other attire sold at The Haberdashery for PE?

No, the policy is that the boys can only wear the issued clothing for PE.

How early can I drop my son off at school in the morning? Where should he go? How late can he stay in the afternoon?

While The Heights is most definitely a safe environment, of course it's always best if someone knows your son is here. Because of work schedules many parents drop their sons off as early as 7:00am. Keep in mind some teachers arrive at the school much earlier than that. Depending on his age, you can easily make arrangements for him to study in a teachers room, relax in the living room or (what is more likely) play in the Valley as more boys arrive.

In the afternoon, beyond sports practices and clubs, someone in the business office is on campus till about 5pm-6pm. Your son is welcome to wait for his ride in the living room. If a situation arises in which you cannot make it to the school by 6pm, please call the school as soon as you can to make us aware of the situation. If we can help you find a family who lives near you to give your son a ride, we will.

Why does The Heights School need to raise money?

Simply put, tuition alone does not cover the full cost of a Heights education. Normally, only about 84% of the School's operating budget is funded with tuition dollars. In addition, expenses such as construction and improvement of capital assets are not funded by tuition. Independent schools and other non-profit organizations rely on the generosity of their communities to help fund their programs.

Who is asked for a Yearly Gift to The Crescite Fund?

Everyone in The Heights School family – parents, alumni, grandparents, parents of alumni, school employees, and friends of the School - is asked to make a yearly gift to The Crescite Fund (formerly known as the Annual Fund). Each fall we ask you to make your tax-deductible gift or pledge payable by June 30th of the following summer. Giving Circles provide recognition for donors.

How much does The Heights expect me to give?

Every gift to The Crescite Fund is 100% tax-deductible and supports the current year's programming. We hope each family can find a way to participate at whatever level is possible. The average parent gift is about \$1,300. The Heights is truly grateful for every gift.

What are the differences between gifts to The Crescite Fund, the Tower Campaign, and the Teacher Endowment Program?

Gifts are solicited and given to The Crescite Fund to help finance current year programs including: academics; athletics; performing arts; faculty development; and, need-based scholarships. Gifts to the Tower Campaign and Teacher Endowment Program fund long-term projects such as new construction and endowments, are generally larger and are usually in the form of pledges paid over a 3 - 5 year period.

Am I expected to give to The Crescite Fund each year as well as to the Tower Campaign or the Teacher Endowment Program?

We hope that families who are able to do so will support all our fundraising efforts. However, because The Crescite Fund supports current year expenses, we ask that this be your first giving priority. The importance of the number of parents who make gifts to The Crescite Fund cannot be overstated. A key factor in the School's ability to secure foundation grants and financing for major capital projects is the percentage of our parents who give to The Crescite Fund. Of course, the generosity of those who participate in The Crescite Fund and either the Tower Campaign or the Teacher Endowment Program is deeply appreciated and fully recognized by the School.

Can I give online?

Yes! Credit card contributions can be made over a secure server at www.heights.edu/give.

What about my company's Matching Gift Program?

Many companies match gifts to independent schools. To find out if your employer will match your gift to The Heights School, check with your Personnel Office or visit the Giving section of our website where you can search our online matching gift database. Our Development Office will secure the matching gift. In recognizing your donation to the School, your company's matching gift will be included as a part of your total donation.

What is considered Leadership Giving?

Contributions of \$3,000 or more to The Crescite Fund are considered Leadership Gifts. Yearly

leadership donors to The Crescite Fund are invited each year to a Headmaster's Dinner in recognition of their generous support of the School. In addition, their names are listed in one of the Leadership Circles in the Annual Report published each fall.

Can my child bring a cell phone to school?

No cell phone use will be permitted before 3:05 p.m. on the campus. After 3:05 p.m. cell phones may be used, but only outside all school buildings. While we recognize that cell phones are a vital means of communication between home and student, our observation of the unchecked Internet access, instant messaging, and texting has resulted in our determined policy. If cell phones are observed on campus before 3:05 p.m., they will be taken by faculty and returned only to parents. We ask that you work closely with your sons and their use of cell phones, particularly those devices with Internet access.

How can I get a message to my son during the school day?

If you call our main phone number, our receptionist can either deliver a message or arrange for your son to call you back, depending on the urgency of the situation.