The Alcuin Parent Guide

2025-2026



A Complete Guide on how to be a Hawk Parent

Presented by:

PARENTS UD
Get involved. Have fun



Welcome from Board of Trustees President



Dear Alcuin Families,

Welcome to an exciting new year at Alcuin School.

Whether you are a returning Alcuin family or joining us for the first time, you are an essential part of what makes Alcuin extraordinary. As Board President and a proud parent of two Alcuin graduates (P'12, P'19), I've witnessed firsthand how this school transforms not just students but entire families, cultivating independent thinkers and compassionate

leaders ready to shape our world.

This year marks the beginning of an exciting new chapter under the leadership of Dr. Paola Clark. As she begins her journey at Alcuin, we are inspired by the opportunity to imagine what lies ahead. It is a moment to honor our roots, welcome fresh perspectives, and grow stronger together.

As Alcuin's Board of Trustees, we are honored to steward the school's mission, safeguard its long-term strength, and champion a vision that reflects both who we are and who we aspire to become. Our commitment is to preserve what makes Alcuin exceptional while guiding its thoughtful growth for generations to come.

Your presence and partnership matter deeply. Whether you're planting flowers at a garden party, lending your time in the library, or simply asking your child, "What inspired you today?", you help bring our mission to life.

Here's to a year of shared discovery, meaningful connections, and watching your children soar.

With appreciation and excitement,

Keli Jones, M.D.

President, Board of Trustees (P'12, P'19)

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WELCOME FROM OUR HEAD OF SCHOOL

Dear Alcuin Families.

It is with great excitement and joy that I welcome you to the 2025–2026 school year! As we work together to write Alcuin's next chapter—one shaped by shared aspirations and bold possibilities—it is a true privilege to partner with you in ensuring that our Hawks continue to soar to their highest potential and reach new levels of excellence.

Community is one of our core values, and it is central to everything we do. Whether you are a new or returning family, please know your presence enriches our school. At Alcuin, we believe that parents are our most important partners. When schools and families work together in authentic, meaningful ways, students thrive. Your voice, support, and presence matter—and they make a lasting impact on our mission. There are so many meaningful ways to build relationships and strengthen our community, by contributing your time, sharing your talents, or providing additional support beyond tuition that helps elevate the Alcuin experience. Each expression of involvement helps create a vibrant, student-centered environment where students reach their fullest potential.

This Parent Guide is a heartfelt expression of our commitment to walking alongside you as partners in your student's journey. Designed as a companion to the Alcuin Student-Parent Handbook, it offers key information, thoughtful insights, and a deeper appreciation for the distinctive value of our Montessori and International Baccalaureate Programmes.

More than just a reference, it is a heartfelt invitation to stay engaged in your student's journey, participate fully in the life of the school, and grow with us. Above all, we hope it helps you feel informed, welcomed, and supported, so that your experience as part of the Alcuin community is as enriching as it is memorable.

I look forward to seeing you at school events, in carpool, at performances, parent gatherings, and in the many everyday moments that make our community so special. It is in these connections that we find the heart of Alcuin—where strong relationships and shared commitment to each student's growth and well-being truly come to life.

It will be a fantastic school year, and we're so grateful to partner with you as we write the bright and meaningful pages of this next chapter together.

With deep appreciation and a shared sense of purpose,

Paola V. Clark, Ed.D. Head of School

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SCHOOL LEADERSHIP



Dr. Paola V. Clark Head of School



Michael Orman Associate Head of School for Institutional Advancement



Lochwood Larson Associate Head of School for Operations & Chief Financial Officer



Colleen Jantzi Director of Toddler



Dr. Joanne Chatlos Director of Primary



Carolyn Sells Director of Lower Elementary



Nadya Budhwani Director of Upper Elementary



Verna Salta Director of Middle School



Ty Hathorn Director of Upper School



Will Forteith Dean of Students



Dr. Bill Barfoot Director of Student Support



Andy Silverman Director of Athletics



Annie Villalobos Director of Admissions

GETTING STARTED

A MONTESSORI AND IB WORLD SCHOOL

Alcuin School is one of the largest accredited Montessori schools in the United States serving students and families throughout North Texas. Partnered with the International Baccalaureate Middle Years and Diploma Programmes, the school provides an ideal learning environment that guides and nurtures the full development of the child from 18 months to 18 years of age.

For over 60 years, Alcuin School has been dedicated to fostering excellence in education. From our humble beginnings with just 68 students in a two-story home, we have grown into a vibrant community of 636 students, each contributing their unique spark to our legacy. As we celebrate this milestone, we reflect on our rich history and the countless lives touched by the Alcuin experience. Together, we look to the future with a commitment to innovation, compassion, and academic excellence, ensuring that Alcuin continues to inspire and empower the leaders of tomorrow.

OUR MISSION

Alcuin School inspires its students to reach their highest levels of personal and academic achievement, guides them to become compassionate global citizens, and prepares them to embrace challenges with confidence and innovation by providing the ideal Montessori and International Baccalaureate education.



DISCOVER ALCUIN: A JOURNEY THROUGH MONTESSORI, MIDDLE AND UPPER SCHOOL PROGRAMS

LEARNING ABOUT MONTESSORI

Unlocking Your Child's Potential:

Montessori education nurtures children's Programs: innate ability to learn. In a well-prepared . Prepared Adult: Individuals trained environment with trained educators, children are guided through their developmental stages to reach their full potential.

The Montessori Guide:

completes specialized training to inspire real-life experiences. children of specific age groups. The Guide's role is to support children in their journey self-development by presenting and observing activities that stimulate growth.

Role of the Assistant:

Montessori Assistants support the Guide, outdoor settings. support classroom order, and nurture each child's love of learning. They respect children's Adaptable to any culture or setting, thriving uniqueness and are knowledgeable about through careful observation of each unique developmentally appropriate practices.

Key Features of Montessori

- to recognize and work with children's particular developmental stages.
- · Prepared Environment: Beautiful, ordered spaces designed for multi-age groups. A Montessori teacher, known as a Guide, fostering individual development, and

Montessori Environment:

Supports developmental characteristics and interests of mixed age-groups.

Promotes engagement in both indoor and

learner

Features accessible furniture. varied workspaces, and scientifically designed materials for hands-on learning.



MONTESSORI PROGRAMS AT ALCUIN SCHOOL

Toddler (18 months-3 years):

Our program fosters a sense of belonging, independence and language acquisition. Half-day classes meet 5 days a week from 8 am to 11:30 am, and the All-Day Montessori Toddler program offers a full-day option for families where both parents work outside the home.





Primary (3-6 years):

Maria Montessori originally called it Casa dei Bambini (Children's House). The environment caters to young children, and it is a space where they can engage in real-life activities, sensory experiences, and open-ended exploration, developing independence, concentration, and intellectual growth. Opportunities for parents to participate in the classroom include socials, open houses, and garden parties, which are coordinated by Room Parents and individual Guides.

Elementary (6-12 years):

Divided into Lower (6-9 years) and Upper (9-12 years) Elementary, children engage in projects that spark imagination and intellect, exploring disciplines such as math, geography, history, literature and the sciences. Room Parents and Individual Guides coordinate class-wide social events, field trips, garden parties and more.



MIDDLE SCHOOL: SHIFT AND ACCELERATE

EMPOWERING THROUGH THE INTERNATIONAL BACCALAUREATE MIDDLE YEARS PROGRAMME (MYP)

Immersive Learning (Grades 7-10)

Middle School students embark on a transformative journey in the MYP (Middle Years Programme), progressively mastering subjects and applying their knowledge empathetically to real-world challenges.

Real-World Applications

From using statistics to address poverty to developing eco-friendly technologies, students learn to apply their insights for the greater good.

Interdisciplinary Projects

Classroom collaboration bridges subjects, showing students how math enhances musical analysis or how art can drive social change. Integrated learning fosters curiosity and innovative thinking.

MYP Advisory Program

As students grow personally, socially, and emotionally, they engage in reflective practices, honing study skills, and discovering their unique place in the world, supported by dedicated faculty.

Fostering Independence and Creativity

Alcuin teachers cheer on students, nurturing their desire for independence, responsibility, and creative freedom.

UPPER SCHOOL: HIGHER-ORDER THINKING AND COMPASSIONATE GLOBAL CITIZENSHIP

UNLOCKING POTENTIAL AND EMBRACING CHALLENGES

When freshmen step into the Upper School, they enter a world of possibilities with dedicated teachers who help amplify their unique strengths and purpose.



International Baccalaureate (IB) Journey

Grades 9-10

Students continue in the International Baccalaureate Middle Years Programme (MYP), mastering skills and expanding knowledge.

Grades 11-12

In the International Baccalaureate Diploma Programme (DP), students synthesize their learning and showcase mastery through the Extended Essay.

Innovative Learning Opportunities

Students engage in university-level classes and independent projects, such as building a self-sustaining ecosystem, scoring films, or exploring block chain technology with peers worldwide. These experiences foster confidence, passion, and independent thinking.

Global Citizenship and Perspective

International travel is integral to the curriculum, with trips to destinations like Japan, Iceland, Prague, Switzerland, Peru, Dominican Republic and Costa Rica. These journeys build deep cultural bonds and

inspire global awareness, essential for life-long growth and learning. Through diverse experiences, students understand their place in the world, the value of crosscultural understanding, and the endless opportunities that await them.

EXPERIENCES AND TRAVEL AT ALCUIN: DEVELOPING COMPASSIONATE GLOBAL CITIZENS



WHAT DOES IT MEAN TO BE A COMPASSIONATE GLOBAL CITIZEN?

A key factor in developing global competency is Alcuin's travel program. Through local, national and international travel, students experience a direct through-line that connects classroom learning with the wider world. The travel program enables students to view information and ideas through the lens of global and cultural impact, which leads to solution-based, higher-order thinking. Students complete their studies uniquely prepared to thrive in a diverse and interconnected community.

Annual Travel Program (Included in Tuition)

3rd grade: Overnight campout (local destination)

4th - 6th grades: Upper Elementary Campout (three days, two nights at Camp Grady Spruce)

6th grade: Five day trip to Waco and Austin.







7th grade:

Hiking, rafting, camping (six days, Arkansas)

8th grade:

U.S. History (five days, Washington DC and Virginia)

9th - 12th grades:

International immersions (seven- to tenday trips to locations such as Dominican Republic, Costa Rica, Portugal/Spain, British Columbia and Canada, Iceland, Germany/Czech Republic, British Virgin Islands, London)

Supplemental trips (not included in tuition):

Some past trips include:

- ·Five-day service opportunity with an indigenous community in Peru
- · ISAS Arts Festival (various locations in Texas)
- Participation in the annual
 IB Film Competition in Paris
- ·Seven-day robotics immersion in Japan
- · Language immersion trip to China





ATHLETICS AT ALCUIN

The mission of Alcuin Athletics is to help every student-athlete participate at their fullest potential, while displaying strong integrity, sportsmanship, and character. The Alcuin Athletics program works to accomplish its mission by providing student-athletes with the opportunity to compete at their highest level possible. Integrity, teamwork, leadership,



respect, and discipline are all traits that the Alcuin Athletics program hopes to instill in its student athletes. At Alcuin School, these lifelong values are acquired in an atmosphere where competition is balanced with the development of positive self-esteem.

THE FOUNDATION OF ALCUIN'S PHYSICAL EDUCATION PROGRAM: PRIMARY TO UPPER ELEMENTARY

Motor Development Lab

The foundation of Alcuin's Physical Education program begins in the Motor Development Lab, a place where students 3-6 years old are given time, space, and age-appropriate equipment to strengthen motor coordination, muscular development,

and cognitive function through a variety of activities. Children at this age are wired to move, so facilitating their motor skills on a daily basis is critical to their development and aligns with the principles outlined in the Montessori curriculum.

ALCUIN HAWKS

Starting in 5th grade, students can join our school teams in Cross Country, Flag Football, Volleyball, Soccer or Basketball. In Middle School, they can expand their options to include Track & Field, Golf, and Tennis.

Upper School students have the additional opportunity to join the Swim Team. Our program ensures that every student who wants to participate has a place on the team, with various levels of competition available, including recreational leagues, JV, and Varsity.

Our approach empowers students to find their passion and compete at their skill level, fostering growth and teamwork throughout their Alcuin journey.



In the elementary years, competitive sports are introduced through twice-weekly physical education classes. At this level, students also have their first opportunity to participate in Alcuin team sports. While sportsmanship, cooperation, and teamwork come first, competition is at the heart of sports.

Upper Elementary student-athletes compete in volleyball, flag football, cross country, soccer, basketball, and track and field through the Metro Athletic League. Here, the level of play and skill moves up a notch, as does comprehension of the sport.







GO HAWKS!

School spirit is at the heart of our teams Concession be accessed via the QR code below.

VOLUNTEER AT THE CONCESSION **STAND**

stand sales directly and our players love to see Alcuin support our athletes! Come help run fans in the stands. Come cheer on our our concession stand and support our teams! A full Athletics calendar is always school teams at the same time! Open available on our website and can also the QR code below to see the volunteer opportunities available at the Concession Stand.

Athletic Calendar





FINE ARTS AT ALCUIN

CHARACTER AND CREATIVITY ARE CULTIVATED AT ALCUIN THROUGH A COMPREHENSIVE FINE ARTS PROGRAM

At each level, students have unlimited opportunities to participate in all manner of artistic disciplines while studying under professionally trained and experienced faculty.



Toddler and Primary

Students begin to explore art expression in the classroom.

Lower and Upper Elementary

Beginning in Lower Elementary, students uncover and expand their artistic selves, through musical performance, visual arts and theater.

Middle and Upper School

Music and Art students are performing at an advanced level, enjoying a broad selection of courses that range from theater, painting and sculpture to ensemble performances, musicals, and film, as well as participation in the renowned ISAS Arts Festival





Supplemental Fine Arts Programs

Primary and Elementary students have many options within the After-School Activities program to explore many artistic mediums - dance, singing, arts and crafts, and more. In additon, our faculty leads renowned and beloved programs on campus such as:

Singing Stars: Elementary School Choir, they also participate in the School Musical



Amplify: Middle and Upper School Rock/ Pop ensemble band

Drumline: Student Spirit Group

All-School Musical: Yearly Theater production, with the participation of the Elementary choir, Singing Stars!

WORLD LANGUAGES

EDUCATING COMPASSIONATE GLOBAL CITIZENS

Alcuin's World Languages program, which extends from Primary through Upper School, prepares students to learn, work, and live in a world where national boundaries, cultures, and economies are becoming increasingly interconnected and interdependent.



Exposure to Spanish begins in the Primary classroom, where dual-language lessons establish early fluidity between diverse world cultures. Starting in Lower School, students are offered comprehensive Spanish as well as extensive Mandarin Chinese language programs as integral components of the curriculum.

Alcuin is committed to nurturing and preparing future citizen leaders to thrive and become positive contributors to society in a complex and interdependent world. Through exposure and mastery of these languages, students develop a more informed world view, as aligned with Alcuin's mission to educate compassionate global citizens.

UNDERHILL LIBRARY

INQUISITIVE LEARNERS

The mission of the Alcuin School library staff is to provide resources to support the curricula, both Montessori and International Baccalaureate, and to encourage the development of intellectual curiosity and a joy of reading.

Students in Extended-Day Primary through Upper School visit the library in the Shaun Underhill Community Building. The Underhill Library houses more than 30,000 books. Primary and Elementary classrooms have a special time each week to check out takehome reading materials. Middle School through Upper School students have open hours. Students at all levels come to the library for research purposes as needed.

THE HIVE

WHERE MAKERS MAKE IT HAPPEN

Creativity, exploration, and curiosity rule the day in The Hive, a 2,418 square foot maker space where students discover new ways of placing technology at the service of the world around them. If science is the means by which the world is understood and math is the language used to understand science, then innovative technology is the great connector.

Every day students use laser cutters, 3D printers, and an array of high tech tools to turn their ideas into projects and their projects into passions. As students grow in their expertise in the Adobe Cloud Suite and other CAD programs, they make their engineering ideas come to life.

Robotics Program

Ingenuity doesn't stop when classes end. Alcuin's Robotics Team includes dozens of Lower, Middle and Upper School students who converge on The Hive to ideate, design, and create in preparation for their Whether competition. building the fastest robot to move through an obstacle course or creating better, cleaner sources of power, exploration and discovery are the name of the game.





COLLEGE COUNSELING

CHARTING A PATH FOR THE FUTURE

Through the College Counseling Program, students are provided with tools, resources, and one-on-one guidance that prepares them to succeed in the next step of their educational journey.

By exploring areas of interest, leveraging the experience of the Personal Project and Extended Essay, and focusing on the unique potential of each student, the College Counseling program opens up a world of higher education opportunities.

Alcuin's College Counseling Program, Full School Profile and the most recent information on the class of 2025 College Acceptances can be found on our website here:



AFTER-SCHOOL CARE

MONTESSORI PRIMARY CARE

Montessori Primary Care Program (MPC) offers care for Alcuin School Primary students after school. The emphasis of the program is to generate a sense of family and community and to address the practical daily needs of children of this age: outside play, the noon meal, nap, and free choice of work or play. This busy but predictable schedule provides a sense of security so important to this age group. This program is open to families where both parents are employed outside the home and need care for their child five days a week. MPC is open the full day (8:00 a.m.- 6:00 p.m.) for those children registered on conference days and in-service days.



AFTER-SCHOOL ENRICHMENT

After-School Enrichment (ASE) offers care for students elementary-age and older. The emphasis of the program is to provide a creative and relaxing space for students to engage in play, projects, or homework. ASE takes place in The Hive, and students are free to utilize the indoor and outdoor environments. On in-service days and during bridge times, students have access to all-day care. Students who are not registered for After-School Enrichment year-round are welcome to sign up for bridge time.

To register for MPC or ASE, please follow this



AFTER-SCHOOL ACTIVITIES

ENRICHING THE LIFE OF THE WHOLE CHILD

After-School Activities, referred to as ASA, is a program created to enrich the life of the whole child through fun learning experiences on campus during after school hours.

Alcuin School students from Primary Extended-Day through Upper Elementary have the opportunity to choose from a wide variety of classes such as Spanish, STEM, robotics, cooking, and more. In addition to these activities, Alcuin's Chess Club and Singing Stars programs are also available.

Classes are taught by Alcuin School faculty and instructors from educational vendors. Information regarding each activity is provided in the online brochure available on our website here:



CLUBS AND ACTIVITIES

A PLACE FOR EVERYONE

Club Information is available on our website here:



At Alcuin, every club is student-established and student-run. Whether the focus is taking a deeper dive into creative pursuits, fundraising for charitable causes, exploring vehicles for social impact, or promoting community connection through Student Council, the wide variety of extracurricular activities encourages students to pursue their passions outside of the classroom.

Starting in Middle School, these clubs and activities encourage students to develop leadership, planning and time management skills, while creating new friendships across campus. From learning publishing by putting the yearbook together, art, software and game design, or the investment club, there is something for everyone!



STUDENT SUPPORT AND WELLNESS

EDUCATING THE WHOLE CHILD

Meeting the needs of students goes beyond the classroom and the athletic field. Alcuin is committed to fostering an environment where students are supported every step of the way in their academic, physical, social, and emotional journey. From teachers to administrators, coaches and school nurses, every adult on campus is dedicated to helping students thrive.

LEARNING SERVICES

Alcuin School is a community of bright, creative, independent and diverse learners. If a student is struggling academically, or has an identified learning difference or other type of disability that interferes with his or her academic success, Learning Services provides the necessary support and accommodations in order to help maximize that student's potential.



ADVISORY PROGRAMS

As they begin to experience rapid growth in their personal, social, and emotional lives, students in Middle and Upper School are active participants in the school's Advisory Program. In this age-level group setting, students slow down and reflect on every aspect of their academic experience. From fine-tuning study skills to understanding their unique place in the world, and by participating in traditional Advisory competitions, students learn to encourage and support each other while building lifelong friendships, all with the guidance and support of dedicated faculty.

HEALTH OFFICE

The Health Office is staffed by a full-time School Nurse who coordinates student wellness, first aid, medication administration, and health compliance. Students may access the Health Office to address their issues including illness, seasonal allergies, cuts, headaches, etc. All prescription medications and physical/health accommodations for students are handled by this office.

Information and contacts for Student Support and Wellness can be found on the website here:

ALCUIN VOCABULARY

AMI	Association Montessori Internationale - Alcuin is an AMI recognized school
IB	International Baccalaureate - Alcuin is an IB World School
ISAS	Independent Schools Association of the Southwest - Alcuin is accredited by ISAS
TAPPS	Texas Association of Private and Parochial Schools - Alcuin is a part of TAPPS and compete in TAPPS Athletics
IICII	Independence, Integrity, Community, Imagination, Inquiry - Alcuin core values
APC	Alcuin Parents Club

OUR CAMPUS

HIVE	Innovation Space in the Galbraith Building
The Nest	Courtyard behind Main Office
Underhill	Lower floor: Gym, Middle floor: Library, Motor Development Lab, and Bassichis Family Fitness Center, Top floor: Upper School classrooms
WLFA	World Language and Fine Arts Building
USB	Upper School Building
Galbraith	HIVE and Upper El classrooms in the lower floor, Middle School classrooms and commons in the top floor
North & South Wings	Primary and Lower El classrooms
Wyly Performing Arts Center	Round Building facing carpool by flag poles

Learn

SIGNATURE ALCUIN EVENTS

GPM General Parents' Meeting

Spirit Days First Friday of the month - Jeans and Alcuin shirts

Garden Parties In the Toddler, Primary and Lower El Classrooms,

the classroom gardens are an extension of the learning environment and parents are invited to participate in the

work of caring for these classroom extensions

Observation & Immersive Montessori and IB workshop program for parent

Chat education, invented at Alcuin

Learn How We Parent education activity that shows the interconnectedness

of Montessori and IB across all divisions

Parent Coffees Parent education activity by Division

EOM Exhibition of Mastery (EOM) – An end-of-year assessment for

Alcuin students that may take the form of a written exam, project, essay, or performance. While some performance-based EOMs, such as those in the arts, may be presented to the broader community, most EOMs are completed within

the classroom setting.



ALCUIN PROGRAMS

Early Toddler, TED, Primary and MPC - 18 months to 6 years old. **Childhood**

TED Toddler Extended Day - 18 months to 3 years old-Full-Day

Year Round Program

Toddler Half-Day Program - 18 months-3 years old - 8:00 am-11:30 am.

There are four Toddler classrooms at Alcuin with mixed ages.

Primary 3 years-6 years old - Half-Day (Younger Children) and

Extended- Day. There are eight Primary Classrooms at Alcuin

with mixed ages.

Primary 3 years - 4 years old - 8:00-11:30 am. **Half Day**

Primary 5 years-6 years - also called Lunchbunchers - 8:00-3:00 pm. Extended-Day

MPC Montessori Primary Care - After-school care for Primary

students with parents employed outside the home.

Motor Physical Education for Primary.

Development

Lower School Lower Elementary & Upper Elementary - 1st through 6th grade.

Lower El Grades 1st-3rd - There are 5 Lower El classes at Alcuin with

mixed ages.

Upper El Grades 4th-6th - There are 4 Upper El classes at Alcuin with mixed grades in the Montessori classroom. Sixth graders have a hybrid of Montessori and IB as a transition year.

ASE After-School Enrichment offers care for students elementaryage and older.

ASA After-School Activities are offered to students Primary Extended-Day and Elementary to enrich the life of the whole child through fun learning experiences on campus after school hours.

MYP Middle Years Programme - 6th through 10th grade IB

program

Middle School 7th and 8th grade - IB curriculum, part of the MYP

Upper School 9th through 12th grade. IB program. 9th & 10th are MYP and

11th and 12th are DP

DP Diploma Programme - Two year program that culminates

with IB exams to earn the IB diploma

SOME OF THE ALCUIN STUDENT GROUPS

Singing Stars Lower Elementary choir

American Mathematics Competition Upper School Math Competition Team

Amplify Middle and Upper School - Music performance group

Leadership Development

Upper School - Communication, Decision-making, and

Team Mgmt

JWAC Junior World Affairs Council

Drumline Student percussion spirit group

StuCo Student Council

Model UN Upper School - United Nations Simulation

Software & Upper School students apply computer science and **Game Design** creativity

Yearbook Upper School students create our Alcuin Yearbook

every year!

AND MANY MORE!

MONTESSORI 101

Montessori Terminology At-A-Glance



Absorbent Mind: The mind is able to absorb practical knowledge quickly and effortlessly. Montessori said the child from birth to six years has an "absorbent mind."

Primary: Our name for Montessori's "Casa de Bambini" (Italian). A place for children from 3-6 years to live and grow. Everything necessary for optimal human development is included in a safe and secure environment.

Concrete to abstract: A progression both logical and developmentally appropriate. The child is introduced to a concrete material that embodies an abstract idea such as size or color. With hands-on experience, the child's mind absorbs the idea inherent in the material that eventually leads to an abstraction. Only as the child develops is he or she gradually able to comprehend the same idea in symbolic form.

Control of error: A way of providing instant feedback. Every Montessori activity provides the child with some way of assessing his own progress. This puts the control in the hands of the learner and protects the young child's self-esteem and self-motivation. Control of error is an essential aspect of auto-education.

Development of the will: The ability to choose to do something with conscious intent, develops gradually during the first phase of life and is strengthened through practice. The Montessori environment offers continuous opportunities for the child to choose. Directing the will becomes self-control, resulting from the many little choices of daily life in a Montessori environment.

Developmental Planes: Levels of development specific to ages. First (0-6),/second (6-12), third (12-18).

Discipline from within: Self-discipline. The discipline in a well-run Montessori classroom is not a result of the teacher's control or of rewards or punishments. Its source comes from within each individual child, who can control his or her own actions and make positive choices regarding personal behavior. Self-discipline is directly related to development of the will.

Practical Life: This is one of the four areas of the Montessori prepared environment. The exercises of practical life resemble the simple work of life in the home: sweeping, dusting,



washing dishes, etc. These purposeful activities help the child adapt to the community and introduce the child to logical processes that lead to successful completion of practical tasks. As the children develop increasing self-control, they begin to experience how it feels to be a contributing member of the community. The intellect grows as the hands-on work becomes more refined; the personality becomes integrated as body and mind increasingly function as a unit.

At Alcuin, our unique Montessori environments are equipped with gardens and kitchens where children are able to exercise practical life skills in their own classrooms, allowing them to develop these important life skills.

Grace and Courtesy: An aspect of Practical Life. Little lessons which demonstrate positive social behavior help the young child adapt to life in a group and arm her with knowledge of socially acceptable behavior; practical information, useful both in and out of school.

Great Lessons (Elementary and Up): These are five major stories dramatizing the known truths of the universe and the progression of human civilization. The "Great Lessons" include the earth's creation. The beginning of life, the coming of human beings, and language and mathematics as tools of human communication. The law and order of the universe gradually becomes clear to the children through each successive story.

Guide: The philosophical approach to teaching in the Montessori classroom. Often, the teacher is referred to as the Guide in the classroom.



Human tendencies: A central tenet of Montessori philosophy is that human beings exhibit a predisposition to exploration, orientation, order, abstraction, work, self-perfection, communication, and a spiritual life. The tendencies are universal, spanning age, culture, and racial barriers; they have existed since the dawn of the species and are probably evolutionary in origin. "Montessori stresses the need to serve those special traits that have proven to be tendencies of man throughout history." (Mario Montessori, 1966, p.21).

Independence: Not depending another - "with various shades of meaning." (OED. p.836). Normal development milestones such as weaning, talking, etc., can be seen as a series of events which enable the child to achieve increased individuation. autonomy, and regulation. Throughout the four planes of development, the child and young adult continually seek to become more independent. It's as if the child says, "Help me to help myself."

Isolation of difficulty: Before giving a presentation, the Montessori teacher analyzes the activity she wants to show the child. Procedures or movements that might prove troublesome are isolated and taught to the child separately. For example, holding and snipping with scissors, simple movement, is shown before cutting curved or zigzag lines; folding cloths is shown before table washing, an activity requiring folding. A task should neither be so hard that it is overwhelming, nor so easy that it is boring.

Indirect preparation: The way nature has of preparing the intelligence. In every action, there is a conscious interest. Through this interest, the mind is being prepared for something in the future. For example, a child will enjoy the putting together of various triangular shapes, totally unaware that because of this work his mind will later be more accepting of geometry.





Journal (Elementary): A daily or weekly log kept by the student of work accomplished. The record book includes all subjects studied, lessons given, activities done, teacher/student conferences, and group activities.

Mathematical mind: All humans are born with mathematical minds. That is, they have a propensity to learn things which enhance their ability to be exact and orderly, to observe, compare, and classify. Humans naturally tend to calculate, measure, reason,

abstract, imagine, and create. But this vital part of intelligence must be given help and direction for it to develop and function. If mathematics is not part of the young child's experience, his subconscious mind will not be accepting of it at a later date.

Maximum effort: Children seem to enjoy difficult work, work which tests their abilities and provides a sense of their growing power. They exult in giving their maximum effort. For example, a tiny child will struggle to carry a tray with juice glasses or push a heavy wheelbarrow whereas school-age children, if allowed to make up their own problems will prefer to sink their teeth into a challenging equation (I + 2 + 3 + 4... + 10)2 rather than drill on 3 + 5 = ... and 6 + 2 =

Mixed ages: One of the hallmarks of the Montessori method is that children of mixed ages work together in the same class. Age groupings are based on developmental planes. Children from 3-6 years of age are together in Primary; 6-9 year olds share the lower elementary and the upper elementary is made up of 9-12 year olds. Because the work is individual, children progress at their own pace; there is cooperation rather than competition between the ages.

Points of interest: Montessori realized that if children spent too long a time on a complex task or failed to master the necessary details, the exercise would cease to interest them. Therefore she suggested that points of interest be interspersed throughout each activity. These points guide the child toward his or her goal and stimulate repetition and interest by offering immediate feedback, or what Montessori called control of error. The child's performance becomes refined through trial and error, the points of interest acting as signposts along the path to success.



Prepared Environment: The Montessori classroom is an environment prepared by the adult for the children. It contains all the essentials for optimal development but nothing superfluous. These include order and reality, beauty and simplicity. Everything is child-sized to enhance the children's independent functioning. A trained adult and a large enough group of children of mixed ages make up a vital part of the prepared environment.

Sensitive Periods: Young children experience transient periods of sensibility and

are intrinsically motivated or urged to activity by specific sensitivities. A child in a sensitive period is believed to exhibit spontaneous concentration when engaged in an activity that matches a particular sensitivity. For example, children in a sensitive period for order will be drawn to activities that involve ordering. They will be observed choosing such activities, becoming deeply concentrated, sometimes repeating the activity over and over, without reward or encouragement. Young children are naturally drawn to aspects in the environment that meet their developmental needs.

Simple to complex: A principle used in the sequence of presentations in a Montessori classroom. Children are first introduced to a concept or idea in its simplest form. As they progress and become capable of making more complex connections, they are eventually able to handle information that is less isolated.

Socialization: "The process by which the individual acquires the knowledge and dispositions that enable him to participate as an effective member of a social group and a given social order." (Osterkorn, 1980, p. 12) "Optimal social learning takes place when the children are at different ages." (Hellbrugge, 1979, p. 14).

Three period lesson: "The famous three period lesson of Seguin" is actually quite simple. The first period is Naming: "This is thick. This is thin." The second period is Recognition: "Give me the thick. Give me the thin." The third period consists of The Pronunciation of the Word: "What is this?" In three simple steps, the entire learning process is brought into play. The three period lesson is used for giving language lessons.

Work cycle: Through years of observation around the world, Montessori understood that children, when left in freedom, displayed a distinct work cycle that was so predictable, it could even be graphed. This cycle, with two peaks and one valley, lasted approximately three hours. In Montessori schools, children have three hours of open, uninterrupted time to choose independent work, become deeply engaged, and repeat to their own satisfaction.





INTERNATIONAL BACCALAUREATE (IB) 101

IB Terminology At-A-Glance

MYP: Middle Years Programme for students from 11-16, grades 6-10 (also known as Year 1-Year 5).

DP: Diploma Programme, for students from 16-19, a two-year programme.

IB Learner Profile: Attributes of international-mindedness. IB learners are Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-minded, Caring, Risk-takers, Balanced, Reflective.

Approaches to Learning (ATL): Skills to support meta-cognition and develop lifelong learners.

- · Communication
- · Social Collaboration
- Self-management organization, affective skills, reflection
- · Research information and media literacy
- · Thinking critical, creative, and transfer



Inquiry cycle: Inquiring, acting, and reflecting interact in the inquiry cycle. Investigation leads into doing and thinking. Students are becoming inquirers.

Concurrency of learning: Courses being taught at the same time over time. For example, MYP, in years 1-3 subjects must be taught across the entire year. In DP, TOK stretches across both years of the curriculum.

Language Acquisition: Learning a second language is essential to international-mindedness, helping students understand different perspectives and promoting communication.

Individuals & Societies (I&S): Topics include history, government, geography, economics, psychology, and sociology.

Design: Focusing on the process over the product, this discipline fosters the use of critical and creative thinking to solve practical problems - includes, but is not limited to, work with information and communications technology.

Concepts: Abstract organizing of ideas within and across subjects. Support deep understanding, complex thinking, and transfer of knowledge and skills. Sixteen kev concepts support breadth and interconnection. Related concepts subject specific and help support depth of understanding in a discipline.

Global contexts: Perspectives that consider the world as a whole; learning situated in authentic situations. Broad contexts for learning, provides relevance and meaning to increase student engagement.

- \cdot Identities and Relationships who we are
- Orientation in Time and Place where we are in time and space
- \cdot Personal and Cultural Expression how we express ourselves
- Scientific and Technical Innovation how the world works
- · Globalization and Sustainability how we organize ourselves
- Fairness and Development sharing the planet

Statement of Inquiry: A sentence that focuses learning for a unit, tying together key and related concepts as well as global context, to make clear the objective and perspective of the work. Questions help guide students through the inquiry.



Rubrics: Typically a grid with both scores and qualitative descriptors given to students to clarify expectations for a task, given when assigned, and used for assessment upon completion.

Promotes social emotional learning evaluation.

Task Specific Clarification: Helps students better understand a generic descriptor for a specific assignment. Often in the form of a rubric, along with the original rubric.

Process Journal: A tool for communicating the learning process, required in subjects like design and art.

Criteria: There are four criteria for each subject, correlated with the objectives for the subject.

Command terms: Consistent definition of terms across subjects to support students in understanding and performing at their best. Support clear communication of expectations.



Bands: Student achievement levels (scores, marks, grades) appear in bands with a qualitative descriptor. There are two levels in each band, other than the score available for non suitable work, which is described by a zero.

Best-fit: Teachers must use their professional judgment in determining the descriptor that best fits the student's performance. Criterion grades are not based on numerical calculation like averages, but must relate to the descriptors.

Assessment task: A composition, a product/solution, an essay, a test, a research, a performance, a presentation, etc.

Familiar to Unfamiliar: Students work on tasks that allow them to apply concepts to problems similar to ones they have seen before as well as different challenges to assess their ability to apply skills in real-life situations.

Grade Boundaries: The sum of criterion A, B, C, and D (each 1-8) for a subject converts into a single score, or grade, from 1-7 to communicate student performance. The boundaries are the highest and lowest total for each mark.

- · 7 28-32 · 6 24-27
- · 5 19-23
- 4 15-18
- · 3 10-14 · 2 6-9
- ·1 0-5



Personal Project: This culminating activity occurs in level 10, allowing students to pursue their passion independently while showing their development in understanding the ATLs and global contexts.

Core: The core for the IB Diploma Programme is comprised of the Extended Essay (EE), Creativity-Activity-Service (CAS) and Theory of Knowledge (TOK). These three essential elements are mandatory for all DP students

Extended Essay: The extended essay is an independent, self-directed piece of research, finishing with a 4,000 word paper. It is the consolidation activity for the IB Diploma Programme.

CAS: Creativity-Activity-Service are the specific and individual activities planned and executed by DP students to meet specific learner outcomes.

TOK: Theory of Knowledge is an IB Diploma Programme specific course which explores the nature of knowledge across subjects and disciplines.

Course results (formerly called certificate): The mark/grade/score which a student earns for completing an individual DP course when the student is not completing all the components of the IB Diploma Programme. This is the completion of an isolated DP course.

Diploma: Students earning 24 points and completing all the core requirements are awarded an International Baccalaureate diploma in addition to their local high school diploma. The IB diploma represents a second high school credential. It is officially recognized in more than 140 countries and by more than 2000 universities.









Welcome to Alcuin Parents' Club! As a parent at Alcuin, you are already a member of the Club!

Alcuin Parents' Club works to foster Community Spirit and support our school. Throughout the year, our wonderful parent volunteers put together various events and fundraisers to enhance the Alcuin experience for our entire community.

My husband Ian and I have been proud Hawk Parents since 2014. Our oldest son, Ian Andrei, started in Primary and this year will enter the IB DP Program as a junior. It has been an incredible experience to witness his journey as a Compassionate Global Citizen, growing up at Alcuin for the past 12 years. We feel privileged to get to do it all over again with our youngest son, Julian, who came to Alcuin in Primary and this year will be a 3rd level. Alcuin has been our partner in education, and we look forward to many more years in this wonderful community.

Parents' Club organizes celebrations and events that inspire connection, reflect our school's mission and values, show our appreciation for our incredible faculty and staff, raise funds to give back to our organization, as well as encourage the enrichment of our children's Alcuin experience. This year we are excited to welcome Dr. Paola Clark as our new Head of School and begin writing Alcuin's Next Chapter.

Parents' Club is a volunteer organization, and a way to connect with your fellow Hawk parents. We encourage you to follow us on Instagram and join our WhatsApp Community through the links below. You can also reach us via email at parents@alcuinparents.org.

Please take the time to read through this Parent Guide for information about all the Alcuin Parents' Club traditions and events that you and your family can be a part of. Returning family or new, we encourage you to get involved and have fun. I have met some of my very best, life-long friends while being involved in the Alcuin Parents' Club. I know you will too. No matter your schedule, there are plenty of opportunities. If you are unsure of where to start, or have questions, please do not hesitate to reach out.

With gratitude,



Shanti Shahani de Venegas Alcuin Parents' Club President 2025-26



WhatsApp Community



@alcuinparentsclub

PARENTS' CLUB EXECUTIVE COMMITTEE



Treasure Hickman President-Elect



Jennifer Kirksey Parliamentarian



Ikram Shalabi Secretary



Neena Rao Patel Treasurer



Shanoush Hamad Volunteer Coordinator

PARENTS' CLUB GET INVOLVED. HAVE FUN!

Alcuin parents support the school with tremendous generosity and unmatched vigor. Long after their children graduate, many families remain loyal to the school as volunteers and philanthropists, even faculty and administrators. Alcuin Parents' Club is ALL Parents everyone is automatically in the Club! Volunteer for all of our committees and events here:



PARENT INVOLVEMENT

VOLUNTEER

Alcuin has a thriving parent community that is incredibly generous with their talents, time and energy. The best way to get involved and be a part of this amazing community is to volunteer. Whether you have a little time to give or a lot, there is a place for you! Links to volunteer in the different events and committees are included throughout this Parent Guide.

ATTEND EVENTS

Another way to get involved with the community is to attend our events! Whether a talent showcase, the school musical, a party or festival, incredible things happen at Alcuin year-round. We are providing a calendar so you can save the dates for many of them, from family events like Fall Festival or WinterFest, to parent-only parties like Auction! There will also be surprise pop-up events (called BEST parties) - stay tuned!

ROOM PARENTS & PARENT LIAISONS

Our community would not be what it is without our wonderful room parents and parent liaisons, who will be supporting the school in communicating important information class-wide, and organizing class get-togethers. Room parents are your ambassadors and will ensure your questions are answered, and keep the communication going!

CHEER FOR OUR HAWKS!

Alcuin has many opportunities to be a part of the team, and/or cheer for them! Whether it is basketball, soccer, volleyball or more, our games are always fun for the entire family.

PARENT EDUCATION

What would a community of life-long learners be if we were not all learning? Montessori educational philosophy assumes reinforcement of its methods at home, as well as at school. Parents participate in opportunities offered by the school to familiarize themselves with these expectations. At Alcuin School, parents work alongside faculty to help their children attain their full potential. There will be many opportunities for you to learn more about the Alcuin programs, Montessori and IB education, and also a variety of experts discussing different topics to support the partnership between the school and your family.





Sep 3rd, 202<u>5</u>, 8:30 am Arts Center

Volunteer Fair

Come find out what being a part of this community is all about! At the Volunteer Fair, parents will hear from all the different Committee Chairs and you will have a chance to sign up for different volunteer Wyly Performing opportunities across campus.





Parents' Club Coffee and **Monthly Meeting**

Join us for coffee and friends! All Alcuin parents are invited! Mark your calendars for the first Wednesday of every month at 8:30 am, when parents come together to host a variety of speakers on interesting topics, as well as discuss important Alcuin community events and volunteer opportunities.

SAVE THE DATE FOR OUR PARENTS' CLUB **MÉETINGS!**

September 3rd, 2025 February 4th, 2026 October 1st. 2025 March 4th. 2026 November 5th, 2025 April 1st, 2026 December 3rd, 2025 May 6th, 2026

January 7th. 2026

Parents' Club meetings are often large gatherings and parking on campus is limited. As a reminder, overflow parking is typically available at the Cooper Center next door, and it is just a short walk from there to the meeting.



Staff Appreciation

Help us show our stellar faculty and staff how much we appreciate everything they do! Volunteer throughout the year to serve a special meal at Alcuin for all the people who make our school a great place. These events occur at the start of the school year, during the holiday season, around Valentine's Day and during Teacher Appreciation Week in May.



Flizabeth Cihon Staff App. Chair



Liz Crawford Staff App. Chair

VOLUNTEER:





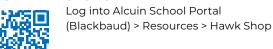
Hawk Shop

Run by volunteers, loved by all Hawks! Show your school spirit, visit the Hawk shop and grab some Hawk gear for the whole family!



Jessica Gehre Hawk Shop Chair

VOLUNTEER: SHOPONLINE:







Concession Stand

Concession stand sales at home games in the Alcuin Gym directly support our athletes! Come help run our concession stand and support our school teams at the same time. Open the QR code below to see the volunteer opportunities available at the Concession Stand.



Treasure Hickman Concession Stand Chair











General Parents' Meeting (GPM)

6:00-10:00 pm

Aug 22nd, 2025 Gather in the gym to kick off the school year, meet our new Head of School, and then visit your children's classrooms. Afterwards, join us for Alcuin Gym food and drinks in the gym as we bring our parent community together at the biggest on-campus get together of the year. Parent Only Event.



Treasure Hickman General Parents' Meeting Chair

Sponsored by:

SPECIAL THANKS TO THE BENS-BUSCH FAMILY!

Pajama Jam

One of Alcuin's most popular parties is back! Drop the kids off and enjoy a date night while your kids have a blast dancing in their pajamas, doing crafts, watching a movie, and eating pizza and treats with their friends! Oct 17th 2025 Parents' Club volunteers will be leading the fun. This event is open to 5:00-8:00 pm students in Primary Extended-Day through Lower Elementary only. Limited tickets available! Get your tickets early, this event typically sells







Jessica Honigberg Pajama Jam Chair

VOLUNTEER:



TICKETS:





Oct 24th, 2025 Alcuin Field and International Walkway of Flags

Fall Festival

Alcuin Middle Schoolers are completely in charge of this incredible community event, which doubles as one of the service activities for our compassionate global citizens!

Tickets are sold on-site for a myriad of games, food, and fun activities for everyone! Costumes encouraged! Students choose the charities to which proceeds are donated, decide which food and activity booths they will run with their classmates, and provide LOTS OF FUN for the entire family! This is a do-not-miss event for

everyone!

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Nov 15th, 2025 Landmark Grill at Village on the Parkway Addison, TX

Fall Bash - Family Best Party

Celebrate the fall season in style with an unforgettable Fall Bash Family Best Party at the brand new Landmark Grill, opening soon at the Village on the Parkway in Addison! Bring the whole family to enjoy drinks (2 alcoholic drinks per adult are included, unlimited non alcoholic drinks), light appetizers, take a spin on the mechanical bull or try your luck at the arcade. Gratuities not included. Tickets available for purchase at:





Special thanks to Sam Sameni and the Sameni Group for their generous donation, making this party possible! All proceeds benefit Alcuin School.



Book Fair

Nov 17th to 21st, 2025 Wyly

Alcuin Parents' Club is pleased to announce its continued partnership with Half Price Books for our Annual Book Fair! Save the date for this exciting event that helps raise money for the Alcuin Library and Alcuin Classrooms.

Performing Arts Browse the classics, new releases, gifts, toys, and more! All proceeds

Center benefit Alcuin School and it is a wonderful opportunity to get an early
start on your holiday shopping - for a great cause! Volunteer for a shift your kiddo will love seeing you during their classroom visit!









VOLUNTEER:





Dads' Breakfast

Dads and Special Friends, enjoy a morning celebrating YOU! Eat breakfast with your children and visit the Book Fair, opening early just for you!

7:00-8:00 am
International
Walkway of
Flags



Erin Kruse Dads' Breakfast Chair





Grandparents' & Special

Friends' Day

Nov 21st, 2025 A favorite annual event in our community!

8:30 am- This half-day campus-wide event includes 12:00 pm classroom visits, photo buttons and performances. Book Fair and Hawk Shop will also be open.





WinterFest

Celebrate the season! Get festive and sip hot chocolate, enjoy treats from different student groups and partake in fun winter activities. This fun family event is for all ages, and another favorite in our community!





Treasure Hickman WinterFest Chair









5:00-8:00 pm Alcuin Gym

Family Dinner Night

Gather the whole family for a spirited dinner at Alcuin! Enjoy a BBQ feast from Spring Creek Barbeque!



Shanoush Hamad Family Dinner Night Chair



Adriana Yazbeck Family Dinner Night Chair

VOLUNTEER:



Sponsored by:



SPECIAL THANKS TO THE WEBB FAMILY!

Sponsored by:



SPECIAL THANKS TO THE GATTINI FAMILY!

Sponsored by:



SPECIAL THANKS TO THE BENS-BUSCH FAMILY!



Sweetheart Dance

3:00-5:00 pm Alcuin Gym

Join us for an unforgettable afternoon at our annual Sweetheart Dance, a special event for Primary and Lower Elementary students and their! Enjoy a time Feb 7th, 2026 filled with dancing to your favorite tunes, indulging sweet treats, and experiencing delightful surprises that will make the day extra special. This fundraiser event sells out quickly, so be sure to get your tickets early!

Sally Pretorius Hodge Sweetheart Dance Chair



VOLUNTEER:

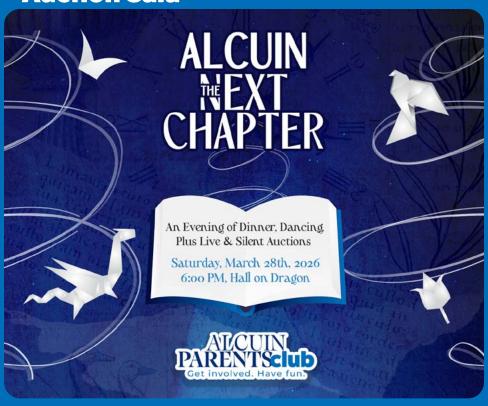


TICKETS:





Auction Gala







Patricia De Leon Auction Co-Chair



Shanti Shahani de Venegas Auction Co-Chair



Jennifer Kirksey Parents' Club Parliamentarian



VISIT THE AUCTION WEBSITE AT:

Treasure Hickman Parents' Club President Elect



YOUR PHOTO
HERE



Ikram Shalabi Auction Team



Shanoush Hamad Auction Team



Neena Rao Patel Auction Team



Dania Duncan Sim Auction Team



Nela Rios Auction Team







Auction Best Parties

Do you love throwing parties? Want to connect more with your Alcuin Community? Do both AND help raise money for Alcuin's biggest fundraiser of the year, Alcuin Auction!

Best Parties are parties that parents or businesses throw for adults, kids, or both - host's choice! The hosts cover the party expenses, and 100% of ticket sales for the event benefit Alcuin. Some examples of Best Parties include Movie in the Backyard, Watch Parties, Craft Parties, Paella Parties, anything goes! Hosts decide the theme, how many people, ages, etc.

Ticket prices for parties range from \$25-\$200 per person and are sold at our annual Auction gala or throughout the year. Any time is a great time for a Best Party!

The Parents' Club Team can help you plan this party!

PLAN A BEST PARTY:







April 17th, 2026 International Walkway of Flags

International Festival

Celebrate our diversity at International Festival - a showcase of the numerous countries represented among the families in our school, evident in the flags that fly over our Walkway of International Flags along the Underhill Community Building. Enjoy an afternoon where we teach our children and each other the customs and cultures of different nations. Represent yours through song, music, dance,

Najdi Ansari International Festival Committee Chair



cuisine, you name it!

Meenakshi Gupta International Festival Committee Chair









End of Year Alcuin Parent Greek Party

May 2nd, 2026 Greek Isles Grille & Taverna

Escape to the Mediterranean—no passport required! Immerse yourself in May 2nd, 2026 the vibrant flavors of Greece.

Isles Grille The most fun party from last year makes a triumphant return! The Burge & Taverna family is hosting a fantastic Alcuin end-of-year private event on May 2nd. 2026 at Preston Royal's Greek Isles Grille & Taverna. We will eat delicious food, drink signature cocktails, enjoy live entertainment - fire dancers and MUCH more - learn Greek dances and break plates together - all with your Alcuin friends!

Adults only. Dietary accommodations are available. Gratuity not included. Limited tickets available - get yours before we sell out of this amazing Best Party! All proceeds benefit Alcuin School. Join us and say, "Opa!"



Get your tickets now!



Special Thanks to the Burge Family and Amanda & Chris Kostas for their generous sponsorship and making this party possible.



Moms' Breakfast

Moms and Special Friends, enjoy a morning celebrating YOU!

May 6th, 2026 7:00-8:00 am International Walkway of Flags



VOLUNTEER:



Erin Kruse Moms' Breakfast Chair

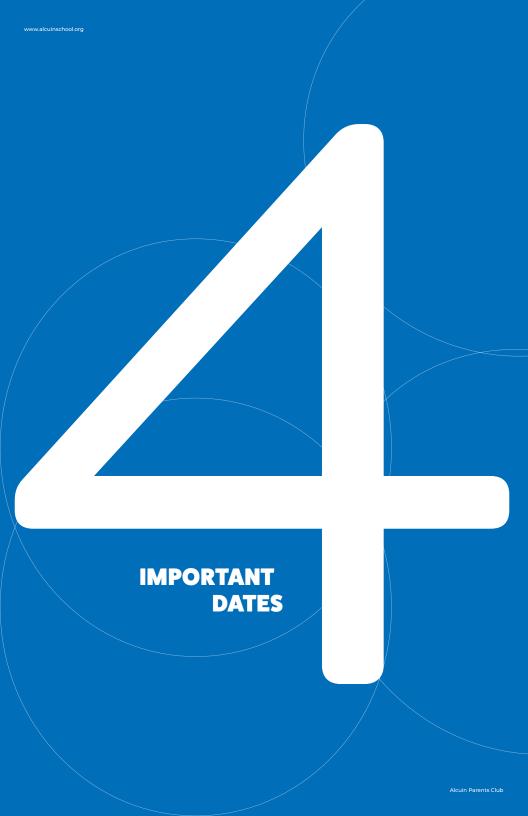


Alcuin Field Day

Alcuin

The Alcuin soccer field transforms into a giant obstacle course to celebrate the close of a great school year! From Primary to Upper School, all ages enjoy sweet, icy treats, and a lot of bouncing fun at this event May 5th, 2026 put on by the Athletics Department and Parents' Club! Volunteer during 8:00am - your child's time on the field, you won't forget the smiles! Signups to 3:00 pm volunteer will be shared closer to the date!





AUGUST

8/7 Faculty / Staff Return 8/8-15 9th grade trip to Greece

8/11 Toddler Extended Day (TED) Returns

8/11 DP Students (11th/12th grade) Return to School

8/12 Staff Appreciation Breakfast

8/17 New Upper School Students Orientation 8/18-8/20 New to Half Day Primary Student Orientation 8/18-8/20 Returning Half Day Toddlers' Orientation

8/18 New Primary Parent Coffee

New to class Lower El Students Orientation 8/19

8/21-8/22 Middle School Student Orientation

8/21 All Students Return

8/21 Upper School Orientation - all students

8/21 Upper School Splash Bash 8/22 General Parents' Meeting 8/28 7th grade trip parent meeting

8/29 Senior Sunrise Event

SEPTEMBER

9/1 Labor Day (No School)

9/2 Primary Extended Day Begins

9/3 Volunteer Fair

9/4 8th Grade trip parent meeting

9/5 Upper School Student Council and Student Retreat

9/8 Staff Appreciation Lunch 9/9 Senior Parent Meeting

9/10 Middle School & Upper School Parent Coffee with Student

Support

Understanding Accommodations for 7th to 12th grade students

meeting

9/11 Upper Elementary Campout Parent Meeting

9/13-9/18 7th Grade Outdoor Trip 9/14-9/18 8th Grade DC Trip

Toddler New Parent Coffee & Info Session 9/18

9/19 Middle School Rest Day 9/19 Student Council Car Wash

9/26 Early Release (Early Childhood, Lower El, & Upper El)

9/27 Learn How We Learn

9/29 - 10/3 Upper Elementary Campout

OCTOBER

9/10

10/1 Alcuin Parents' Club Meeting

10/2 Middle School Parent Coffee - MYP in Middle School

10/3 Senior Parent Coffee

10/6 Early Childhood Conference Day (No School Early Childhood,

TED will be open)

10/9 Student Council Movie Night

10/10-10/13 Fall Break (No School)

10/15 Showcase Auditions for Lower/Upper Elementary,

Middle/Upper School

10/17 Pajama Jam (Auction "Best Party")

10/22 11th grade PSAT

10/22 Primary Observation & Chat

10/23 Sophomore Pumpkin Carving Contest

10/23 Showcase Auditions for Lower/Upper Elementary,

Middle/Upper School

10/24 Fall Festival 10/24 Trunk or Treat 10/29 Speaker Series

10/30 Lower Elementary Observation & Chat 10/31 Upper El Day of the Dead Celebration

NOVEMBER

11/3 Conference Day (Lower El, Upper El, Middle and Upper School)

11/4 Staff Appreciation Lunch
11/5 Alcuin Parents' Club Meeting
11/6 Primary Parent Work Night
11/8 Upper School Semi-Formal
11/10-11/12 School Musical Auditions

11/11 Alcuin Performing Arts Showcase
11/12 Upper Elementary Observation & Chat

11/15 Fall Bash (Auction "Best Party")

11/17-11/21 Book Fair 11/20 Dads' Breakfast

11/21 Grandparents and Special Friends Day 11/24-11/28 Thanksgiving Break (No School)

DECEMBER

12/1-12 Gratitude Drive

12/2 Middle School Observation & Chat12/3 Alcuin Parents' Club Meeting12/4 Freshman Parent Coffee

12/8 Conference Day (Early Childhood and Lower School, TED

closed)

12/8 8th Grade Music EOM (Exhibition of Mastery) Performance12/9 8th Grade Theater EOM (Exhibition of Mastery) Performance

12/11 Upper El Spelling Bee 12/11 Extended Essay Banquet

12/11 8th Grade & DP Visual Arts Exhibition

12/12 WinterFest

12/15-12/18 Fall EOMs Middle & Upper School 12/18 Middle School Service Day (1/2 day)

12/18 Senior Game Night 12/18 Early Dismissal

12/22- 1/2 Winter Break (No School)

JANUARY

1/5 Staff Development (No School)

1/5 -15 11th Grade trip to Turkey

1/6 Classes Resume

1/7 Alcuin Parents' Club Meeting 1/16 Staff Development (No School)

1/19 Dr. Martin Luther King, Jr. Day (No School)

1/22 Primary Observation and Chat1/22 Sophomore Parent Coffee

1/30 Lower Elementary Observation and Chat

IFEBRUARY

2/1 Family Dinner Night

2/4 Alcuin Parents' Club Meeting

2/6 Upper Elementary Observation and Chat

2/7 Sweetheart Dance 2/10 Staff Appreciation Lunch

2/11 Speaker Series

2/13 Staff Development (No School)

2/16 Break (No School)

2/19100 Days Until Graduation2/19Graduation Speaker Lunch

2/20 Upper Elementary Lunar New Year Celebration

2/27 All School Conference Day (TED Open)

IMARCH

3/4 Alcuin Parents' Club Meeting
3/6 3rd Grade Overnight Meeting
3/6 Personal Project Exhibition
3/7 Upper School Spring Formal
3/10 6th Grade Presentations
3/12 6th Grade Presentations
3/12 Spring Break (No School)

3/27 Toddler New Parent Coffee & Info Session

3/28 Alcuin Auction : The Next Chapter

3/31-4/2 DP Visual Arts Presentation

IAPRIL

4/1 Alcuin Parents' Club Meeting

4/3-6 Break - No School
4/8-4/9 7th Grade ERB testing
4/9 New and Rising Family Event
4/9-4/11 ISAS Festival at St. Marks

4/13-4/16 Lower El ERB testing (1st and 2nd levels)

4/16 Sophomore Parent Coffee 4/17 International Festival 4/20-4/23 Upper EI ERB testing

4/24 Conference Day (Early Childhood - TED Closed)

4/25-4/26 All School Musical Performance

4/27 Earth Day Picnic 4/29 6th Grade Arts Expo 4/29 8th-10th Grade PSAT

MAY

5/1 4th & 5th Grade Music Performance

5/2 End of Year Greek Party (Auction "Best Party")

5/4 Primary Early Release

5/5 Field Day

5/6 Alcuin Parents' Club Meeting

5/6 Moms' Breakfast

5/7 Primary Parent Work Night 5/7-8 3rd Grade Overnight 5/11-15 Staff Appreciation Week

5/11-15 6th Grade Trip

5/11 8th Grade & Upper School Music EOM Performances 5/12 8th Grade & Upper School Theater EOM Performance 5/14 8th Grade & Upper School Visual Arts Performance 5/14 Pre-departure meeting - Dominican Republic

5/15 Upper School EOMs 5/18-20 Middle School EOMs 5/21 MS Service Day (Half Day)

5/21 8th Grade Student-Parent Luncheon 5/21 Upper School Athletic Banquet

5/22 Passing of the Torch, Senior Walk, Upper School Awards

5/22 Last Day of School - Early Dismissal 5/23-28 Senior Trip - Dominican Republic 5/25 Memorial Day - Campus Closed

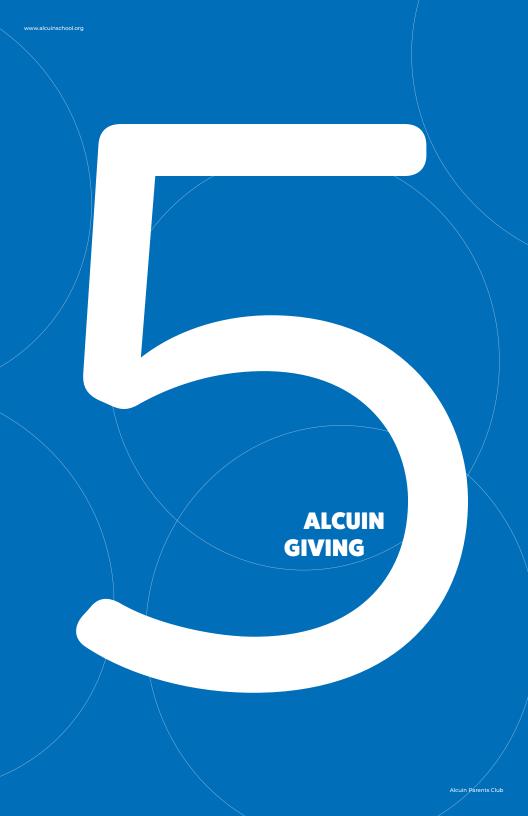
5/29 Graduation 5/30 Senior Brunch

5/30-6/7 10th Grade trip to Ecuador

JUNE

6/1 Alcuin Summer Begins





GIVING AT ALCUIN

At Alcuin School, giving is an essential part of sustaining our mission of fostering independent thinkers and compassionate global citizens. Your generous contributions enable us to provide exceptional educational experiences, attract and retain outstanding faculty, and continually enhance our facilities. Through your support, we can offer a wide range of opportunities that help our students achieve their fullest potential and prepare them for a bright future.



WAYS TO GIVE

Supporting Alcuin School is easy and impactful. There are various avenues through which you can contribute:



Alcuin Fund: The cornerstone of our fundraising efforts, supporting daily operations and special programs.

Capital Campaigns: Focused on significant projects like new building initiatives and major renovations.

Special Events: Participate and support events like Auction and Gratitude Drive.

Planned Giving: Include Alcuin in your estate plans to leave a lasting legacy.

Corporate Matching Gifts: Leverage your company's matching gift program to double your impact.

Sponsorship Opportunities: Sponsor events and programs to support specific initiatives.



ALCUIN FUND

The Alcuin Fund is vital to Alcuin School's ability to provide an exceptional education. This fund supports a wide range of needs, from daily operations to special programs that enrich our students' lives. Contributions to the Alcuin Fund help us attract and retain exceptional faculty who inspire and guide our students. They also enable us to enhance our campus facilities, ensuring that our learning environments are state-of-the-art and conducive to innovative teaching and learning.

Moreover, the Alcuin Fund supports a variety of enriching programs, including local and global travel experiences that broaden our students' horizons and foster a deeper understanding of the world. These experiences are crucial in developing compassionate global citizens who are well-prepared to lead and make a difference in an ever-changing world.

Every donation, regardless of size, makes a significant impact. Your support of the Alcuin Fund creates opportunities for our students to thrive, ensuring that the Alcuin experience remains exceptional and transformative. By investing in Alcuin, you are directly contributing to the success and growth of our students and the continued excellence of our community.







GRATITUDE DRIVE

The Gratitude Drive is a way for families to express gratitude to our dedicated faculty and staff. **Since individual gifts are not permitted**, this program allows parents and friends to collectively recognize and thank every staff member for their invaluable contributions. Donations to the Gratitude Drive are divided equally among all faculty and staff, and presented as a special gift right before Winter Break. Your generosity ensures that each team member feels appreciated and valued.



Judy Wu Gratitude Drive Chair



Melina Bales Gratitude Drive Chair



Karla Marquez-Samuels Gratitude Drive Chair

VOLUNTEER:





THE ALEX PODEZSWA LEGACY

FUND

Established in October 2014 to honor a remarkable young man who touched countless lives, this fund provides tuition assistance to support students and ensure a diverse and inclusive community.

Alexwasn't just a student, he was the embodiment of everything we strive to nurture at Alcuin. With boundless curiosity and a genuine passion for learning, he personified our mission of developing innovative thinkers and passionate learners.

Through this fund, we open doors for promising students who share Alex's enthusiasm for discovery and growth, ensuring his inspiring legacy continues to shape future generations of Alcuin students.







Mar 28th, 2026 6:00 pm Hall on Dragon

AUCTION & FUND-A-NEED

Our community's biggest fundraiser! An evening of dinner, dancing and bidding to support our school. Help raise funds by sponsoring this event, donating items or experiences to auction off, buying tickets and of course attending the event!

During the live auction, the Fund-A-Need section allows for donors to make contributions to a specific, current need. In the past, we have raised funds for playground renovations, the Athletics Department, the purchase of a school bus, the Fine Arts Department and many more! Fund-A-Need will be announced prior to the event and you will have the opportunity to attend a meeting to hear about how the funds will be utilized this year and what the goal amount is.

Help continue to write Alcuin's story! The success of this event comes 100% from our community donations of items and experiences for both the Live and Silent Auctions. All donations are tax deductible and benefit Alcuin School directly. If you would like to contribute in any way, highlight your business or explore sponsorship opportunities, please do not hesitate to contact the Auction Team.



Walter Sorensen Professional Development Fund

The Walter Sorensen Professional Development Fund honors our former Head of School, a visionary leader who believed deeply in the power of great educators. This fund fuels Alcuin's commitment to recruiting, mentoring, and growing exceptional faculty across Montessori and IB programs. Every dollar supports innovative teaching, deeper learning, and the kind of educator excellence that shapes student lives for years to come. Join us in sustaining Walter's legacy by investing in those who guide our children every day.







COMMUNICATION AT ALCUIN SCHOOL

Office Hours & Main Contact

The main office is open Monday-Friday from 7:15 AM to 4:15 PM. The reception desk can be reached at (972) 239-1745.

Visitor Check-In Process

All visitors must check in with a Driver's License or Passport at the front office using our secure visitor management system before proceeding on campus.

Steps to Check In:

- 1. Use the front office iPad Select "Parent" or your visitor type
- 2. Enter your phone number or email address
- **3.** Scan your driver's license (check the box to save info for 90 days)
- 4. Sign two digital documents (one-time only: confidentiality notice and camera acknowledgment)
- 5. Take your photo
- **6.** Receive your visitor badge and proceed to your destination

After Your Visit: You'll receive a text with a sign-out link and QR code for faster future check-ins. Please bring your ID with you each time you visit.

Communication Best Practices

Email is preferred over phone calls for initial contact Be specific about your concern or question Include your child's full name and grade level Allow 24 hours for response during the work week

Emergency Contacts - When to Skip Normal Flow

Safety emergencies: Director of Security (214) 668-0423

Health emergencies: 911

Mental health crisis: Director of Student Support or School Counselor Suspected abuse/harassment: Any Alcuin Guide/Faculty/Staff Member

Standard Communication Flow

Start with your child's Guide/Assistant/Advisor If unresolved, contact the Division Director

Reporting Absences & Illness

Early Childhood: ecattendance@alcuinschool.org + your child's Guide

Lower School: lsattendance@alcuinschool.org + your child's Guide

Middle School: msattendance@alcuinschool.org + Director of Middle School + your child's Advisor

Upper School: usattendance@alcuinschool.org + Director of Upper School + your child's Advisor

In cases of illness, the Health Office should also be informed using the appropriate health email address:

EChealth@alcuinschool.org (Primary & Toddler)

LShealth@alcuinschool.org (Lower & Upper Elementary)

MShealth@alcuinschool.org (Middle School)

UShealth@alcuinschool.org (Upper School)

Universal Contacts (All Divisions)

Department

Admissions Tuition/Billing/Financial Aid Giving Safety/Security Facilities Technology Issues After School Programs

Primary Contact

Admissions@alcuinschool.org Billing@alcuinschool.org philanthropy@alcuinschool.org Security@alcuinschool.org Facilities@alcuinschool.org Support@alcuinschool.org Soar@alcuinschool.org

When in doubt, start with your child's teacher/advisor. They know your child best and can often address concerns immediately or direct you to the right person quickly.

This Parent Guide is designed to complement the official Student & Parent Handbook. For full details on school policies and procedures, please refer to the Handbook. Together, we hope these resources help ensure clear and consistent communication across our community.



Access to the Student & Parent Handbook can be found here:

ALCUIN SOCIAL MEDIA













THE TALON

Stay informed with our school newsletter, The Talon, sent via email every Sunday to give you "Your Grip On The Week." Special announcements and events are featured prominently, ensuring you never miss important updates and happenings within our vibrant Alcuin community.

EMERGENCY TEXT SYSTEM



ROOM PARENTS&

Room Parents and Parent Liaisons play a crucial role in fostering a strong sense of community at Alcuin School. These dedicated volunteers serve as a vital link between teachers, parents, and the PARENTLIAISONS school administration, helping to coordinate class activities, events and communications.

By assisting with classroom needs, organizing special projects, and supporting school-wide initiatives, Room Parents and Parent Liaisons enhance the educational experience for all students. Their involvement ensures that families stay connected and engaged, making Alcuin a vibrant and collaborative community.

Room Parents and Parent Liaisons for each classroom are listed below. These dedicated volunteers are eager to help you! You can find their contact information by logging into the School Portal.

TODDLER

Saldivar

Adriana Yazbeck Thanmaya Reddy

Levels

Zohra Daredia Hana Hesselgesser

J. Moore

Megan Manning

Gonzales/Salgado Sophia Nathani

M. Moore

Allison Goldman Barbara Viso

PRIMARY

Baker

Sara Nourani Annie Maitland Alex Chambers

Adaro

Kendall Coleman Jayna Henstorf

Chambers

Marilyn Calise Angela Hall Sophia Nathani Natalie Rappaport

E. Centeno

Blenda Lozano Cara Su Wang Halev Ortiz

Clement

Ashley Calvert Jennifer Kirksey Quynh Yip

M. Cruz

Kendall Coleman Trisha Greco Melina Bales Mary Anne Wyly

J. Garrett

Zohra Daredia Allie Hale

Shroff

Iram Qureshi Gregory Hiltz

LOWER ELEMENTARY

Brown

Chrissy Collins Felicia Powell Sima Patel Abbe Lehtonen Alex Chambers

Kalka

Jayna Henstorf Stefanie Rakes Mary Anne Wyly Julie Hemsky

Bracy

Liz Crawford Jamie Boney-Montoya Carey Wootton Shanoush Hamad

Weir

Patricia De Leon Jennifer Kirksey Charisse Marcus Jayna Henstorf Ashley Strecker

Oliver

Shanti Shahani de Venegas Hayley Stulmaker Arti Bhutani Andrea Baum

UPPER ELEMENTARY

Bulgarelli

Lauren Blitzer Rozina Virani Tarea Dotv

lyenger

Ikram Shalabi

D'Hoostelaere

Carey Wootton Hennah Abubaker

Simon

Chandni Patel Neha Taparia

MIDDLE SCHOOL

Maureen Milligan Dania Demashkiah Najdi Ansari Karen Mayrosh

UPPER SCHOOL

Ikram Shalabi Shanti Shahani de Venegas Veronica Diaz Alisa Frame Libby Smith Stacy Cushing

CAMPUS MAP



CARPOOL

DROP OFF: Your student's arrival at school sets the tone for their day. To help their day start smoothly:



DROP-OFF TIMES AND LOCATIONS

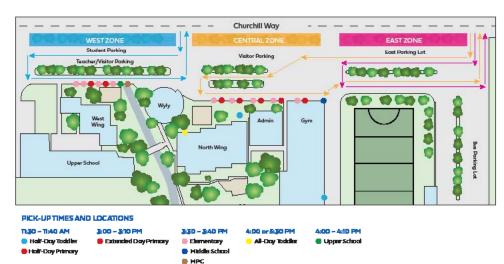
- 7:40 E:00 AM (Monday and Friday) 6:45 - 7:00 AM (Sports: T/W/Th)
- Middle School (East Zone)

8:15 - 8:30 AM All-Doy Toddler Upper School Primary Elementary

Half-Day Todallar

If you arrive after this time, you will need to park and walk your child inside the front office and sign them in.

PICK-UP:



- directions and ensure your safety and the safety of your children.
- Off and Pickup.
- · Speed Limit is 10 mph
- · Faculty and staff are here to help provide · While in line, please remain in your vehicle. Always pull forward as much as possible do not park in front of your child's bench.
- \cdot There are reserved spaces for Toddler Drop $\,\cdot$ Cell phone use is not permitted at any time during carpool. This is for everyone's safety.







Dear Alcuin Community.

My name is Drew Cushing, and I am honored to serve as the President of Alcuin Student Council for the 2025-2026 school year. I am truly excited for the opportunity to help shape the culture of our school with some of my closest friends by my side, and with the rest of the student body's input. This year, the Student Council will be working hard to continue cherished traditions

while also introducing fresh ideas and experiences that will bring our community even closer together.

This year, StuCo will strive to amplify the spirit of our advisory games, making them more engaging and competitive. Our dances will continue to be inclusive and bring the best energy, ensuring that they are unforgettable for everyone who attends. Additionally, we are bringing back the Alcuin Car Wash for its second year, and we can't wait to see all the familiar faces (and new ones) come together for this community-building event.

We're also committed to maintaining our grade traditions. They include events like the 9th grade Valentine's Day movie, the 10th grade pumpkin carving contest, and more. However, we are always open to feedback and fresh ideas to make these events even more enjoyable for everyone, and to create new traditions that will better the school community.

With the help of a dedicated team, I'm confident that the 2025-2026 school year will be a memorable one. Above all, our goal is to foster an environment where everyone feels supported socially as much as they are academically. I look forward to an amazing year ahead, and I can't wait to see all the new things we will accomplish together!

Sincerely,

Andrew Cushina

President, Alcuin Student Council

STUDENT COUNCIL

Student Council works in collaboration with Administration to enhance the school atmosphere and support the good relations between the students, faculty. and administration through activities that support the mission of the school. Student Council also provides students with the opportunity to demonstrate their leadership abilities.



Drew Cushina President



Spencer Smith Vice President



Lucy Owens Secretary



Samuel Bashour Treasurer



Talia Mayrosh Coordinator



Julianna Sanchez Community Service Events Coordinator Tech Coordinator



Toby Panhans

The most updated version of this Parent Guide is always available online here:





www.alcuinschool.org