Lower School
Family Handbook
2019-2020

FRIENDS SCHOOL OF BALTIMORE
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Letter from the Head of School

Dear Friends School Students and Families,

Whether you are a new or returning Friends student or family, I encourage you to read the contents of this Family Handbook.

At the heart of our school are shared values and deep relationships, as opposed to technical rules and regulations. But, like every community, we rely on certain fundamental expectations to maintain a productive, safe, and pleasant environment. This Handbook outlines some of our basic expectations. As parents, guardians, and students of Friends School, you are agreeing to read, understand, and abide by the terms of this Handbook upon signing the enrollment contract. Families are expected to support the School’s values and standards and, in their interactions with other members of the School community, to treat one another with openness, honesty, and mutual respect. Please read the general information section, which states basic policies and procedures for each division, and then the section that pertains to specific guidelines for the Lower, Middle, and Upper Schools.

The rules, policies, and procedures set forth in this Handbook are intended to apply under normal circumstances. Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. From time to time, there may be situations that require immediate or nonstandard responses. The Handbook does not limit the authority of Friends School to deviate from the rules and procedures set forth in the Handbook, nor its ability to deal with individual circumstances as they arise in the manner deemed most appropriate by the School, in its judgment. The policies may also be revised and updated periodically, even during the school year, as deemed necessary by the School. You will be advised of any changes as they are made either electronically (by email) or by U.S. mail. Any student or family with a question about a Handbook policy or statement should feel free to speak with the appropriate Principal, or with the Head of School.

I look forward to our shared journey through the coming school year.

Sincerely,

Matt Micciche
Head of School
Introduction

MISSION STATEMENT

Founded in 1784, Friends School of Baltimore provides a coeducational, college preparatory program guided by the Quaker values of truth, equality, simplicity, community and peaceful resolution of conflict.

By setting high standards of excellence for a diverse and caring community, Friends seeks to develop in each student the spiritual, intellectual, physical and creative strengths to make a positive contribution to the world.

Recognizing that there is that of God in each person, the School strives in all its programs, policies and affairs, to be an institution that exemplifies the ideals of the Religious Society of Friends.

SCHOOL PHILOSOPHY

Friends School seeks to live the conviction that there is that of God in each person. At Friends, we work together to build and sustain a community that is inclusive, respectful, and supportive of all people; we value diversity and cherish differences. Dedication to simplicity, peace, integrity, community, equality, and stewardship permeates every aspect of Friends School life. Regular Meeting for Worship strengthens and deepens our commitment to these Quaker testimonies. Active practice of these principles nurtures empathy and fosters a sense of responsibility to the needs of others. Structured opportunities for service help students live the Quaker testimonies at school and in the broader community.

Friends is a co-educational college preparatory school offering a Pre-K to 12 program that promotes in each student internal motivation, diligence, a passion for learning, and a strong desire to excel. The school is therefore most effective for students who can thrive in an enriched and challenging environment. Friends School cultivates the intellectual, emotional, social, physical, artistic, and spiritual development of the students. Our program balances academics, athletics, and the arts.

Quaker education is a pilgrimage – a continual seeking after Truth. The search for truth requires a willingness to listen openly to the ideas of others, even in fields of controversy. Friends School believes that through self-awareness, growth, and service to others, that of God in each person is made manifest.

STATEMENT OF RESPECT

At Friends School of Baltimore, our Quaker values and commitment to being an inclusive and constructive learning environment compels us to uphold the dignity of all individuals at all times. We practice George Fox’s belief that there is “that of God in everyone,” and hold ourselves accountable for the intention and impact of our behavior and speech. Friends School opposes and actively addresses hurtful language and behavior, especially that which deems or discriminates based on race, ethnicity, ability, sex, gender, sexual orientation, religion, age or any attributes of identity. We believe that such acts are harmful to individuals, divisive within our community and corrosive to society. Friends School engages in open dialogue, embraces diverse perspectives, and celebrates difference. We also insist that all discourse, however controversial or well-intended, must always be respectful in tone, in content and, ultimately, must support the Quaker value of inclusivity.
Academic Policy and Procedures

ACADEMIC INTEGRITY

Integrity, honesty, truth, and trust are all integral parts of life at a Quaker school. All members of the school community are expected to embrace these in all aspects of their time at Friends. Of particular importance is a student’s practice of these tenets in regards to academic scholarship. Friends School considers the matter of academic integrity to be serious enough that the penalties for dishonesty may include suspension and expulsion. A student who is not clear about what constitutes academic dishonesty should consult with their teacher or administrator. Academic dishonesty includes, but is not limited to, the following situations:

• Giving or receiving information during any form of assessment; using unauthorized information or electronic devices (such as phones, websites, calculators, online translators, cameras, etc.) during written or oral tests, quizzes, papers, assignments or exams;
• Passing test information to or receiving test information from another student;
• Allowing another student to copy one’s work; copying and/or using another person’s work or ideas and handing it in as one’s own without proper notation. This includes, but is not limited to, homework, essays, computer software and data;
• Using or paraphrasing someone else’s exact words and/or ideas or paraphrasing them as if they were one’s own, without acknowledging the source, whether it is copying from another’s test or the use of information inappropriately carried into the assessment, is a serious offense.

GRADING

Student Progress Reports

The school is committed to communicating with you about your child’s progress. At the same time, you are encouraged to contact the school about your child’s progress or to understand what the school has communicated to you. Twice-yearly written progress reports for grades PK through 5 and one short summary report for grades 3 through 5 will be mailed to you. One day is dedicated in the fall and spring for parent/teacher conferences. Please make an appointment to confer with your child’s teachers about his/her progress.

There may be times when tutors or outside professionals will be suggested for further support of your child or to advise how to best meet your child’s needs.

Parent-Teacher Conferences

Conference days are scheduled twice a year for students in Pre-K through Fifth grades. There are conference times during the evening and daytime. There is no school on the two scheduled Conference Days (see School Calendar). For working parents, select times will be available that may accommodate your schedule. Conference days give teachers and parents an opportunity to share their observations of a child’s growth. Conferences may also be scheduled whenever parents or teachers have a concern they wish to discuss.

In addition to specified conference days, we encourage informal talks. The teachers appreciate knowing about any major changes at home that may affect a child’s behavior or attitude, such as the birth of a sibling, the illness of a family member, or a parent out of town.
HOMEWORK

The Lower School faculty at Friends believes that developmentally appropriate amounts of homework will benefit our students. The faculty believes that the purposes of homework are to practice academic skills, to promote the development of each student’s responsibility and time management skills, and to help families stay informed of the ongoing work at school. Through their homework, students can be exposed to new ideas or evaluate familiar concepts in a novel way. They can engage in projects that promote curiosity and independence, while exploring concepts at their own pace, and in a different environment. Lower School children are encouraged to read or to be read for at least 20 minutes each night. Some skills, including instrumental music, math fact fluency, and foreign language acquisition, require daily practice. It is important that parents provide sufficient time and structure for their child to meet practice goals at home.

LIBRARY

Our LS library has a wide range of literature selections to serve the various needs and interests of our PK-5 students. Should your child come home with a book that you deem as inappropriate, please have a conversation with your child explaining your family’s values and expectations when making book choices. You are then welcome to ask your child to choose a different book or accompany your child to the library and help him/her choose a book that is better suited to your family values.

Should you wish to honor someone by purchasing a library book in their name, please see John Scott or Linda Fowler in the Lower School Library.

STUDENT RECORDS POLICY

The school keeps individual files for each student. Included in these files is a record of all official Progress Reports, official transcripts from other schools attended, and standardized test scores. All external diagnostic testing submitted by parents is maintained by the Lower School Learning Specialist. Copies of all reports and comments sent home, as well as any formal correspondence from the administration are also included. Any parent may, in writing, request to see the student’s record. A waiting period of at least 24 hours but no more than 45 days after written notice has been received shall pass before such a review is allowed. Records will be reviewed in the presence of a school official. When a student withdraws from the School, a transcript will be retained on file and all other materials destroyed.
Communication and School Routines

ABSENCES/ATTENDANCE

It is your responsibility to call and report your child’s absence before 9:00 AM. You should request homework at that time or no later than 9:30 A.M. Homework bins for children in grades 1 and 2 are located just outside Mrs. Nardone’s office. Homework for grades 3 through 5 can be picked up from your child’s homeroom teacher or arrangements can be made to pick-up from Mrs. Nardone. Homework can be picked up after 3:30 PM. After 4:00, the only access to the buildings is through the Extended Day entrances.

Attendance Polices and Guidelines

- Credit for a grade level may be denied if 20% of classes have been missed in a year.
- If a student is granted a Medical Leave of Absence, they will be required to complete all course requirements by the end of the year or summer vacation in order to receive credit and continue enrollment at Friends School.
- If a student is absent 20% of school days, the status of that student at Friends School may be jeopardized.
- Academic work from Faculty during absence would be given to the office and parents would need to provide means by which to pick-up school work and return it to the School.
- Parents must provide tutoring as needed.
- Students may be required to be in ongoing clinical treatment due to severe attendance/school refusal issues in order to remain enrolled at Friends School.
- Regular and ongoing communication will be necessary between School, Family and Medical/Psychological Services.
- The School is required to notify the State Department of Education if a student is less than 16 years of age and missing 20% of school days in a trimester.

Extended Absence

If a student is unable to participate fully in the school program due to medical (physical or psychological) reasons, the school may require the student to take a medical leave of absence away from school. Appropriate administrators and the counselor will review all situations requiring a medical leave. Medical leaves are treated as unplanned absences from school. A doctor’s note is required in all cases.

Parents are strongly discouraged from removing their children from school for vacation days that are not currently on our calendar. Teachers may assign journal entries or reading to be completed during the time missed, but parents should not expect teachers to provide specific vacation assignments, as it is impossible to duplicate the classroom experience that the child will have missed.

ARRIVAL AND DISMISSAL

Children may arrive to school as early as 7:30 AM.
NO CHILD should be left at school before 7:30 AM, as there is no adult supervision until 7:30 AM.

Please do not use Boxhill or Greenleaf between the hours of 7:30 – 8:30 AM or 2:30 - 3:30 PM.
Additionally, please do not bring pets to campus during arrival or dismissal times.
Pre-Primary Grades

Pre-Primary Color Coding on the Arrival and Dismissal Circle

The first two bright yellow parking bumpers are available for quick walk in. If you will be staying longer than 5 minutes, please find parking on campus or at the Lawndale lot.

Red and white parking bumpers - pull close to the bumpers and your child will be greeted by a teacher at 8:00 am and brought to your car at dismissal.

Blue, Green and Orange curbs – pull close to the curb so other cars can safely go around the circle.

Pre-Primary children will gather in the Pre-Primary Multi-Purpose Room (MPR) from 7:30 to 8:30 AM. At 7:30 a teacher is on duty to greet the children as they enter the MPR. When dropping your child off in the morning, please do not leave until your child has entered the building or is with a teacher. Children are dropped off in the circle in front of the MPR, and a teacher is available to assist them out of the car starting at 8:00 AM. If you anticipate spending time in the Pre-Primary building, please park in the visitor parking lot or in the Lawndale Road parking lot, near the pool, in order to keep the drive clear for traffic. Since classes begin at 8:30 AM., please plan to have your child at school by this time.

Children who are not at school by 8:45 AM. will be marked tardy for that day.

Pre-Primary children are dismissed at 3:00 p.m. in front of the Pre-Primary building, or in the case of cold or rainy weather, from the Multi-Purpose Room. Please drive around the circle and the teachers will walk your child to the car.

Please follow the color coding when pulling into the circle. Pull as close to the parking bumpers and curb as you can. We ask for all drivers to be patient and to avoid backing up and going around cars in front of you, as children are being loaded into vehicles and older students are walking to their cars at the Lawndale lot. After your child is safely in their car seat, please wait for the cars in front of you to move forward and exit. When drivers become impatient with the dismissal line it creates an unsafe environment for everyone.

Any child who is not picked up by 3:20 p.m. will wait for his/her ride with the Extended Day group inside the Multi-Purpose Room. Parents will be charged at the published rate for Extended Day beginning at 3:20 p.m. The school is not responsible for any child remaining on campus after regular school hours unless the child is actively enrolled in a scheduled school-sponsored activity.

Please note that after school and extended day programs follow the same rules as the academic day.

Please be prompt: young children can become apprehensive when their ride is late. If you are going to be late, please call or email the Pre-Primary Administrative Assistant, and she will inform the teachers and your child. It is helpful if you tell your child about any change in your normal routine ahead of time.

If you need to change your transportation arrangements from those you've listed on the dismissal form, please call the office or send a note in with your child naming who will pick up your child, and provide the time if it is different from their regular dismissal arrangement. For the safety of all our children, we cannot release them to another person without this notification, even if you think we know the person. Be sure that your carpool drivers know our schedule, traffic patterns, and procedures. We will also ask to see their driver's license to make sure the name and photo on the license match the information provided by the parent.

Children will not be released from their teachers without appropriate supervision.
Grades 1-5

Children in grades 1 through 5 may arrive to school as early as 7:30 AM and will gather in the Lower School Assembly Room until 7:45 AM and go to the playground after that time. Should you arrive for school and not see anyone outside on the walkway to the Assembly Room, please feel free to drive further up to the main entrance of the Lower School where you can watch your child safely enter the East building. That door is always accessible after 7:30 AM.

For grades 1-5, School begins at 8:00 AM. From 8:00 - 8:15 children unpack their backpacks, turn in homework, copy homework assignments, and in general, begin their day in a calm, organized way. Children in grades 1 through 5 arriving after the 8:15 AM bell are considered late, and must check in at the office for a late slip and then go to their classroom for morning Worship. Parents who need to come into the building must park in the visitor parking spaces.

Children in grades 1 through 5 are dismissed at 3:30 PM to their parents or guardians picking them up by car at the colored curbs next to the West Building. Walking parents or guardians should pick up their children from the regular carpool area (walkway between the East and West Buildings). Please tell one of the teachers on duty to call your child’s grade hallway and your child will exit the building to your care.

For grades 1-5, children not picked up by 3:50 PM will be sent to Extended Day at the published rate. Families may choose to have their child cared for in the Extended Day Program as late as 6:00 PM. Families may park along the driveway curb to go inside and sign their children out of Extended Day.

Please note that after school and extended day programs follow the same rules as the academic day.

If there are non-curriculum related events that we will be participating in as a school which you would not like your child to be a part of, such as the Halloween Parade or the Pep Rally, please let us know what time you will pick-up your child, as these are all-school events and there is no childcare available.

Change in Dismissal Arrangements/Early Dismissal

Please send a written note or email to the office; you can also call the Pre-Primary or Lower School office by 2:50 PM to inform us as to who will pick up your child and what time if it is different from their regular dismissal arrangement. Children will wait in the hall outside the office in the East building should they need to be picked up before the end of the school day. You will need to sign your child out. Please try to make any social arrangements with the parents of other children the night before if possible. Should you need to pick up your child early, please notify the office as early as possible, even a day or two before.

Lateness

Excessive lateness puts a child at a disadvantage both academically and socially. Excessive lateness will result in the need for a parent conference with the child’s teacher, an administrator, and with the child, if appropriate, to create an action plan for improvement.

Arrival and Field Trips/Events

During times when a whole class is on a field trip or involved in an activity away from the classroom, students who have not arrived to school in time to participate will have to remain in the care of their parents until the class returns to school and there is proper teacher supervision.
CHANGE OF ADDRESS, PHONE NUMBER OR E-MAIL

There will be times when it is necessary to contact you, it is imperative that we have your updated address, home, work and cell phone numbers. To update your address or phone number(s), go to the Friends School website/myFriends. Any changes can be made on your myFriends page. Go to the profile link under your name at the top of the screen to edit your personal information.

COMMUNICATING WITH THE SCHOOL

Communicating with Your Child’s Teacher

If your child has a social, emotional, physical or academic concern, it is very important that your child communicate with his or her teacher during the actual school day. Teachers and Administrators are also available before school and after dismissal in the afternoon. This personal interaction is important and validates for your child the fact that the adults in their school community know and care about them.

If you want to contact your child’s teacher, please contact the Pre-Primary or Lower School Administrative Assistants and leave a message or request a meeting. You may also e-mail any teacher directly. Please check your directory for the correct e-mail address. Meetings can be requested by a parent, teacher, or administrator.

When to Call the Principal

An important role of the Principal is to be available to parents to answer questions, resolve difficulties and listen to suggestions. When your concern involves your child and a teacher, we request that you discuss the problem with your child’s teacher first. After this initial discussion, if you believe that your concern warrants further attention, you are welcome to call one of the Assistant Principals. For Pre-Primary concerns, call 410-649-3225 for the Administrative Assistant, Jennifer Otero, or Assistant Principal, Shavon Newkirk’s direct number 410-649-3201. She can also be reached by email at snewkirk@friendsbalt.org. Cynthia Barney, Assistant Principal for grades 1-5, can be reached by email at cbarney@friendsbalt.org; her direct number is 410-649-3273. You may also call 410-649-3221 to schedule an appointment with the Administrative Assistant, Tammy Nardone. Michelle Holland, Principal, may be reached at 410-649-3220. Michelle’s email is mholland@friendsbalt.org.

myFriends Bulletin Board

Each of our Pre-Primary Head Teachers and our Grades 1-5 Homeroom Teachers will have a Bulletin Board page in order to share with you an overview of the class, helpful online resources, class/classroom photos, and topics pertaining to recent class happenings. All of our Special Area Teachers will also be able to add to the class Bulletin Board so that you may follow your child’s activities in Spanish, science, physical education, music, art and more. Please check it often.
Levels of Lower School Parent Communication

1. **Routine Communication**: Parent/Teacher talks are held near the beginning of school to discuss special concerns. Parent/Teacher communication on Friday Folder Sheets or by periodic email or telephone to discuss student achievement or development. Parent/Teacher communication at regular scheduled conferences, during progress report seasons, and during special grade level project seasons.

2. **Special Intervention**: Parent/Teacher meetings are held about specific grade level expectations that need to be improved. Plans are put in place for special/more frequent communication between parents/teacher. Child may be included in special group sessions with the Learning Specialist, Resource Teacher, or Counselor. Informal assessments may be used to get more information. Parents may be asked to get the help of an outside professional such as a tutor, speech/language test, or speech/occupational/behavioral therapist. Student progress is monitored carefully.

3. **Administrative Involvement**: A member of the LS Administrative Team (Learning Specialist, Counselor, Assistant Principal, or Principal) joins the parent/teacher communication cycle. Major concerns are addressed and specific plans of action are discussed and implemented. Strong recommendations may be made for the help of outside professionals in the form of social/emotional therapy, full psycho-educational testing, specific academic tutoring more than once a week, and other educational professional help. Serious talks may be held about the child’s ability to thrive at Friends School. Student progress is very closely monitored.

4. **Academic/Social Notice**: After steps 1-3 have been utilized, should further steps need to be taken following the administrative involvement the school will put the student on academic or social notice. At this time a letter will be sent to parents informing them of this notification status and a parent conference will be called to develop an action plan that will detail the school’s expectations and supports moving forward. Remaining on academic or social notice will have an impact on the status of the student’s re-enrollment contract. The student’s contract for the next academic year may be held at this time. The letter will detail the steps which would need to be fulfilled in order for the coming school year contract to be released.
IMPORTANT CONTACTS/DIRECTORY

During the year, students and parents often have questions about different aspects of school life. Here is a guide to help you get assistance in the Lower School:

<table>
<thead>
<tr>
<th>Grades PK-KP1:</th>
<th>Lower School PK-KP1 Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Questions</td>
<td>Jennifer Otero</td>
</tr>
<tr>
<td>Dismissal Changes</td>
<td>410-649-3225 or @friendsbalt.org</td>
</tr>
<tr>
<td>Milk Requests/Changes</td>
<td></td>
</tr>
<tr>
<td>Calendar Questions</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Grades 1-5:</th>
<th>Lower School Grades 1-5 Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Questions</td>
<td>Tammy Nardone</td>
</tr>
<tr>
<td>Dismissal Changes</td>
<td>410-649-3221 or <a href="mailto:nardone@friendsbalt.org">nardone@friendsbalt.org</a></td>
</tr>
<tr>
<td>Milk Requests/Changes</td>
<td></td>
</tr>
<tr>
<td>Calendar Changes</td>
<td></td>
</tr>
<tr>
<td>Menu Changes</td>
<td>Dining Services</td>
</tr>
<tr>
<td>Appointment Requests</td>
<td></td>
</tr>
</tbody>
</table>

The Lower School directory below is an abbreviated employee list for contacting the individual who can best answer your questions. Please log into myFriends for a complete School directory.

<table>
<thead>
<tr>
<th>Lower School Office</th>
<th>PK-KP1: Jennifer Otero</th>
<th>410-649-3225</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Grades 1-5: Tammy Nardone</td>
<td>410-649-3221</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>PK-KP1: Shavon Newkirk</td>
<td>410-649-3201</td>
</tr>
<tr>
<td></td>
<td>Grades 1-5: Cynthia Barney</td>
<td>410-649-3273</td>
</tr>
<tr>
<td>Counselor</td>
<td>MaryAnn Niclas</td>
<td>410-649-3277</td>
</tr>
<tr>
<td>Dining Services</td>
<td></td>
<td>410-649-3249</td>
</tr>
<tr>
<td>Extended Day</td>
<td>PK-KP1</td>
<td>410-649-3215</td>
</tr>
<tr>
<td></td>
<td>Grades 1-5 (Assembly Room)</td>
<td>410-649-3297 (Assembly Room)</td>
</tr>
<tr>
<td>Health Suite</td>
<td>Lynne Anonye, RN</td>
<td>410-649-3243</td>
</tr>
<tr>
<td>Learning Specialist</td>
<td>Tricia Dudley</td>
<td>410-649-3305</td>
</tr>
<tr>
<td>Sports Line</td>
<td></td>
<td>410-649-3232</td>
</tr>
<tr>
<td>Weather/Event Phone Info</td>
<td></td>
<td>410-649-3311</td>
</tr>
</tbody>
</table>

**NOTE:** For both the weather and events, we would prefer that you use our website: [www.friendsbalt.org](http://www.friendsbalt.org). In emergencies it is updated at the same time our phone messages are. Weather information will be broadcast on radio stations WBAL AM, 1090 and WCBM AM 680. Friends’ Head of School, Mr. Matthew Micciche, makes independent decisions regarding school closings, so be sure to wait for the specific announcement for Friends School of Baltimore. **There will be no extended day when school closes early.**
**LOST AND FOUND**

Lost and Found items will be placed in designated bins, where they will be held for a reasonable amount of time. If not claimed, items will be sent to a local charity organization.

**SCHOOL CLOSINGS**

The school maintains a phone hotline for information about changes to the school day. To determine whether or not the school is open or closed in case of inclement weather or issues beyond the school’s control, check the School’s website first www.friendsbalt.org. You may also call the weather/emergency hotline, 410-649-3311. Setting up your Notifications feature on myFriends will enable you to receive text messages or email announcements about School cancellations, as well.

**SCHOOL HOURS/OFFICE HOURS**

For grades Pre-K through 5th, the office opens at 7:30 AM and closes at 4:00 PM. Please ring the bell, identify yourself, and we will happily buzz you in.

**VISITING THE SCHOOL**

For all students in Pre-K through 5th grade, we ask that you allow your children and their teacher(s) to settle into the daily routines of a new school year; therefore, we ask for visits to take place after November 1st. The first 6 weeks are a special time where your children plant their roots for the new school year, establish and rekindle friendships, and become acclimated to the length of the school day.

If you would like to visit your child’s classroom, after November 1st, we ask that the visit be limited to one hour or less and scheduled in advance with the homeroom teacher in order to avoid conflicts with class trips or special area classes. Please call the office first so that we can set up a good time for you to visit. To make your visit worthwhile, the number of guests in a room at a given time is limited. When visiting the school, please come to the office to sign in and receive a name tag.

Other than Admissions registered visitors, non-Friends School students are not permitted on campus during the academic day.
Student and Community Life

BIRTHDAYS

Birthdays are always special. A treat may be provided for your child’s birthday by coordinating the time with your child’s teacher. A simple food treat is appropriate (no whole cakes, balloons or flowers please). Traditionally the simple food treat has taken the form of cupcakes or donuts. Do not send items that have to be kept in the freezer or refrigerator; we do not have accommodations for these. Whatever your child brings, please make sure it is easy to distribute. Please note, children may not distribute invitations to any party at school. Please talk to your child about discretion when discussing parties and invitations so that no child’s feelings are hurt.

FIELD TRIPS

During times when a whole class is on a field trip or involved in an activity away from the classroom, students who have not arrived to school in time to participate will have to remain in the care of their parents until the class returns to school and there is proper teacher supervision.

All classes take off-campus trips over the course of the school year. Pre-Primary students take walking field trips. You will be asked to sign a permission form for these planned trips. Your child’s teacher will provide information describing field trips and expectations for them should they be different from those of a regular school day. There will be trips where you are welcome to accompany the class. When this is the case, we ask you to see your role as one that supports the deportment of the class and the directions of the teacher. You may be asked to travel with a group that does not include your own child. Class trips are for Friends School children and not for younger siblings accompanying parents or guardians.

LUNCH AND SNACK

Pre-Primary Lunch: Children in the Pre-Primary will eat lunch in the PP Multi-purpose room at their scheduled times. Pre-Primary students need to bring a lunch from home. Milk can be ordered online.

Snacks: Pre-Primary children have a snack provided. Please coordinate with your child’s Pre-Primary teacher about any snacks brought to school for the class. There may be days when snacks are appropriate in older grades. In these cases, the classroom teacher will communicate this to you.

Grades 1-5 Lunch: Children in grades 1 through 5 eat lunch in the dining hall. Lunch milk is available for purchase on a yearly basis only, and sign-up can be found for both milk and lunch online. There is a choice of a sandwich or hot entrée. On any given day, before 9:00 a.m., you can order lunch online. After 9:00 a.m. you must contact the Food Service Director at 410-649-3249. You must notify the LS Office so the teacher can be informed about the change.

Food for Special Occasions: You may be asked to support special occasions with food from home.
**PARENTS ASSOCIATION**

All school parents are members of the school’s Parents Association. Each grade has a parent chairperson. The Parents Association serves as a liaison between administration/faculty and parents. It is committed to a tradition of willing assistance to Friends School and its parents. To that end, it relies on broad parent participation. It is a very active organization, one of the most active among independent schools, and you are encouraged to become involved.

**Family to Family** – New families are coupled with an existing family to help in the transition process to Friends School.

**Family Support Network** – A Parent Association program to help families in crisis or need.

**SCHOOL AND PERSONAL PROPERTY**

**Community Property**

All students are responsible for the care of the buildings and grounds and should make every effort to keep them free of litter and from signs of abuse. Cubbies and lockers are considered the property of the school and may be inspected from time to time for health and safety factors and to search the personal effects of a student if the school believes there is sufficient cause for doing so. Students should make every attempt to fit all book bags, books and other belongings in the lockers.

**Hallways and Other Public Areas**

Students may not post flyers or posters in public areas or hallways without the approval of a faculty member or administrator.

**Personal Property Search Policy**

The School reserves the right, in its sole discretion, to question, inspect, and search any student or other person or property, including electronic devices, before they enter or leave School property. The School also reserves the right to conduct random searches of students, property, or if it determines that such searches are necessary for the safety, health, security or protection of the community, with or without a student’s permission. This policy also applies to students while participating in a School activity, whether or not on School premises. All personal belongings of students are subject to inspection and search by the School or its designated representatives at any time while a student is on School premises or participating in a School activity. Students may be provided a locker or a cubby. Both cubbies and lockers are and remain at all times the property of the School and may be inspected by the School periodically without notice. These procedures are necessary for the safety, health and security of everyone at the School and the protection of members of the School community. Students are expected to cooperate in school investigations. If a student refuses to participate or cooperate at any stage of an investigation for whatever reason, including, but not limited to, pending legal charges, the school reserves the right to take further action, including proceeding in the investigation or any ensuing school discipline without a statement from or the presence of or participation by the student.

All personal items should be kept in a cubby or locker. Parents and older students are asked to mark all belongings with their names in permanent ink. Valuables and large sums of money should not be brought to school. The school assumes no responsibility for loss or theft of books, notebooks, or other personal items that are left in the school, on school grounds, or at school overnight. Fire regulations do not allow for book bags to be left in the lobby, the corridors, in front of lockers or on the stairs.
SCHOOL STORE

The Quaker Closet is located at the main entrance to the Dining Hall. At the Quaker Closet you can find everything you need for Scarlet & Gray spirit, last minute birthday gifts, school supplies and everything FRIENDS SCHOOL related. The hours of operation are: Monday to Thursday, 9:30 to 4:00 and Friday, 9:00 to 2:00.

SPECIAL EVENTS/DAYS

Convocation – This is an all school (teachers and students only) gathering to celebrate an event or holiday.

Community Partnerships – Learning by doing; each grade gets involved with community projects to serve our neighbors both locally and globally. The projects vary from year to year. Details and invitations will be sent.

Dress Down Days – These are days when the dress code is relaxed with a view toward raising funds for a service project.

Earth Day – Activities for campus beautification and raising our consciousness about conservation and caring for our earthly home.

Family Day Picnic - All family members in grades PK-K/P1 are invited to a fun picnic filled with music, field games, and family fun.

Grandparents'/Special Friends’ Day – Special programs for Grandparents and/or Special Friends in Grades 1-5. Dates and information to be announced.

MLK Day of Service – School is closed for the Martin Luther King holiday. However, there are numerous service offerings in which families can participate. Registration will be online.

Scarlet and Gray Day – Is the day when the school gets ready for our “Homecoming” weekend. Day long sporting events, bake sale, lunch to purchase and fun activities for all are held on campus. Scarlet and Gray are the school’s colors and it’s a big day of celebration!

Scarlet and Gray Pep Rally Friday – A student celebration/parade honoring our sports teams. Parents are welcome to view the parade.

WHAT IS...? WHERE IS...?

FBAUD – Forbush Auditorium

MFW – Meeting for Worship

PLUSS Day – Professional Learning to Uphold Student Success Day

ZAC – Zamoiski Alumni Center
Student Health and Safety

ALLERGY CONCERNS

An Allergy Plan packet must be completed for any child who has a food, insect or environmental allergy. Please contact the LS Secretary to arrange a time to complete this paperwork with the Assistant Principal. Please have the doctor’s name and any other doctor’s information available at this meeting. The Allergy Plan will have your child’s picture on the top (please bring one) and a copy will be given to each teacher/Administrator your child interacts with during their time at school. Please call 410-649-3225 for Pre-Primary and 410-649-3221 for grades 1-5 to schedule an appointment.

BALTIMORE INDEPENDENT SCHOOLS COVENANT FOR SAFETY AND HEALTH

Adopted by AIMS Heads of School (Winter 2012)

We will collaborate in the continuing development of programmatic practices regarding alcohol and other drugs, including the creation and support of early intervention and peer and parent support activities.

We will work with families to help them create evening and weekend environments that are safe and positively complement our school activities.

We recognize and draw the distinction between disciplinary response to the violation of school rules and non-punitive response to general concerns raised about students who may be struggling with the abuse of alcohol and other drugs.

We agree that violation of school rules on alcohol and other drugs will lead to nothing less than suspension; return to school will usually include family and student commitment to evaluation, counseling and/or treatment.

We will support recovery, even as we confront activity.

We believe that the safety and well-being of our students, being of paramount importance, is best promoted by a strong partnership between school and home. We expect active participation and supervision by parents in preventing the use of alcohol and other illegal drugs by adolescents. We expect that parents will not serve, or allow to be served, alcohol or other illegal substances to other students.

COUNSELING AND LEARNING SERVICES

The Counselor, MaryAnn Niclas, is a member of the community who consults with teachers and parents and provides support regarding the student’s’ social and emotional development. She also works with individuals and small groups of students to help gain better problem-solving, conflict resolution, and/or friendship/social skills.

The Learning Specialist, Tricia Dudley, is available to support students and teachers with specific academic and learning needs. She may observe, screen, test and determine which support services we can provide during the school day. At times she may form small support groups, give teachers materials and ideas, or recommend outside resources.
She may help with recommendations in the classroom and outside of school. She also serves as a resource person for referrals outside of Friends School.

If needed, both Specialists can be available for parent-teacher conferences as well. These meetings can be requested by a parent, teacher or administrator. MaryAnn Niclas can be reached at mniclas@friendsbalt.org or on her direct line at 410-649-3277. Tricia Dudley can be reached at ttdudley@friendsbalt.org or by phone at 410-649-3305.

Learning Profiles

In order to qualify for accommodations, a student must have a psycho-educational evaluation, which has been completed within the last five years, on file with the Lower School (LS) Learning Specialist. The evaluation must have been completed by a licensed professional educational evaluator. The evaluation must include a DSM or ICD code labeling the type of disability and provide a list of specific recommended accommodations needed by the student to be successful in the classroom setting. The LS Learning Specialist reviews the psycho-educational evaluation and creates an individual Learning Profile, a one-page summary of the evaluation and a checklist of the accommodations the School can provide to fit each child’s learning needs. The faculty has access to the individual’s Learning Profile to provide appropriate support in the classroom. The Learning Profile is confidential.

- Friends School of Baltimore reserves the right to choose which accommodations are appropriate to offer in our college-preparatory environment. Pull-out services such as formal individualized reading or writing instruction are not offered in our academic setting. If a parent is interested in tutoring for their child, please contact the LS Learning Specialist.
- The LS Learning Specialist will maintain a list of students with approved accommodations and provide all teachers with this information in the form of a Learning Profile.
- Teachers will provide approved accommodation(s) to students.
- Accommodation eligibility will be confirmed with the parent(s) by the LS Learning Specialist.
- Parents can meet with the Lower School Learning Specialist to review the accommodations for their child.

EMERGENCY PROCEDURES AND DRILLS

In case of an emergency on campus, the Friends School Emergency Response Team (ERT) is prepared to respond on two different levels. Parents are asked at the beginning of the school year to complete a form that identifies how their child will be transported home in case of an emergency.

Early Emergency Dismissal

In the event that Friends School decides to close early due to an emergency, students will be cared for by faculty until a parent can get to school for pick-up. Emergency closings will be announced via the school Weather Emergency phone number, our website or you will receive an automated phone message.

Emergency Lockdown

In the event that the emergency situation is on campus, the ERT may decide to conduct a lockdown which calls for all students to be kept secure in designated rooms in each building. No person will be allowed to leave or enter a school building during a lockdown. Parents will be notified if the school has had to conduct an emergency lockdown.
HARASSMENT & BULLYING POLICY

Friends School of Baltimore is committed to maintaining an environment for all members of Friends community that is free from all forms of harassment and bullying. The School does not tolerate harassment or bullying of individuals based on age, color, creed, intellectual or physical ability, nationality, race, religion, sex, gender identity, sexual orientation or on the basis of any other condition or characteristic protected by federal, state or local law.

Harassment or bullying of any member of the School’s community is considered serious misconduct and will be subject to disciplinary action, including expulsion if warranted. Conduct that has the purpose or effect of interfering with an individual’s academic or work performance or which creates an intimidating, hostile or offensive learning or working environment is prohibited.

Bullying

Bullying is the harassment of another or others through physical violence, threats of physical violence, physical or verbal intimidation, and/or purposeful interference with another’s activities or property. Bullying may also manifest as verbal abuse, taunts, threats, use of inappropriate language, and the continued, mean-spirited exclusion or snubbing of others, as well as negative gossip about others. A bully may be the person who engages in these activities against another, or one who compels someone else to engage in these activities aimed at another.

Sexual Violence

All forms of sexual misconduct and gender based violence, including but not limited to: sexual violence, sexual exploitation, sexual harassment and gender based harassment, sexting, stalking in person or online, abuse of power, the treatment of persons as objects, and retaliation are unacceptable and are expressly prohibited. Sexual violence against a person damages our entire community and stands in distinct contrast to our School’s values and beliefs.

People who engage in sexual violence are subject to disciplinary action up to and including permanent separation or expulsion from the school. The School will not tolerate any form of retaliation for disclosing sexual violence, regardless of whether the underlying complaint is found to have merit. Retaliation is considered an independent violation of this policy.

This policy applies to all members of the School community, whether the conduct occurs on campus or in another location. Members of our community have the responsibility to adhere to this policy as well as state, local and federal laws. Off campus behaviors that have an actual or potential adverse impact on any member of the School community fall under this policy.

**Disclosing Sexual Violence**

Disclosures of sexual violence are taken seriously and with the care of the survivors (also known as “complainants”) as the first priority.

Any student who believes they are or have been the victim of sexual violence or misconduct should seek help from a trusted adult. A student can also call 911 to seek police assistance or emergency medical care.
Note about medical care: It is important to get prompt medical care at a hospital ER as soon as possible when a rape or other sexual violence has occurred. Students can seek this assistance on their own or ask for help from the school; a hospital visit is recommended in the immediate aftermath of sexual violence because of the special services it can provide a survivor, including protection from sexually transmitted infections.

**Sexual Violence Response Plan**

**Survivor Centered Care, Confidentiality & Investigations of Sexual Violence**

When a student discloses to the school counselor that another student or peer has committed sexual violence *that does not meet the definition of child sexual abuse, which is mandated to be reported to authorities (see below)*, the counselor will work with that student to assess for immediate risk of harm and need for medical attention, as well as developing a plan of care that prioritizes the needs and rights of the survivor.

Students’ disclosures of sexual violence can be held in confidence by the counselor *unless* there is knowledge of a specific threat of violence against an individual, or there is a serious risk to the community and then that information must be disclosed. Counselors consider the risk to the School community in their “duty to warn” and if a member of the student community is a known or suspected assailant, steps can be taken to provide safety measures in the school community while still protecting the survivor’s identity.

When the School is protecting a survivor’s confidentiality, the School can still take whatever steps it can to remedy the situation. That will vary with each situation and could potentially include things like counseling to the survivor in school or referring to outside counseling, separating the survivor from the alleged offender in some or all classes and events, sending a warning to the school community that omits identifying information pertaining to the survivor or witnesses, increasing security measures at the site of the assault, or providing students and faculty with sexual violence training. This approach upholds survivor confidentiality while also doing whatever can still be done to protect that student and the community at large.

It is important to note that professional counselors are the only school employees having total confidentiality.

Other adults who learn of alleged sexual violence must report those concerns to the School Principal. The Principal will gather information for disciplinary proceedings; caregivers will likely be informed and involved with this process. If a criminal process is pursued by the survivor, the School will cooperate with law enforcement and will not be required to await the exhaustion of the legal process to make its independent determinations concerning the safety of the school community.

It may be possible for the School to intervene with the alleged offender without revealing (directly or indirectly) the identity of the survivors, including restricting access to School activities, issuing “no contact” orders, suspension, referrals to counseling, or other responses deemed appropriate.

During a School or criminal investigation, the alleged offending student may be placed on administrative leave and separated from school until the closure of the investigation. Depending upon the results of the investigation the alleged offender may face disciplinary action up to and including permanent separation or expulsion from the school.
Child Abuse and Neglect: Mandated Reporting

There is a requirement that all adults report suspicions of child abuse, neglect, and child sexual abuse to authorities as well as the Head of School (MD Code, Family Law, § 5-704(a)). (MD Code, Family Law, § 5-701(y)). If any adult at school suspects that a student has been abused or neglected by a parent, household member, babysitter, or other known adult that information must be reported to appropriate authorities, and confidentiality is not permitted.

Reporting Harassment

Any individual who believes that he or she has been harassed in violation of this policy has the responsibility to discuss it immediately with any school administrator or the school counselor. That administrator will report allegations of harassment brought to their attention to the Head of School or Principal immediately. It is much easier to discuss, investigate and resolve such matters while the facts are still fresh in one’s mind. If discussion of the subject with the administrator would be embarrassing or uncomfortable, the individual is encouraged to go directly to the Head of School or Principal. The school will take immediate action to thoroughly investigate any such complaints and take steps to stop harassment and prevent it from occurring. Witnesses to harassment or bullying of any kind have a responsibility to report the behavior immediately to a faculty member or administrator.

HEALTH SUITE

When should I keep my child home?

Children should not be sent to school when they are not well. They must start all medications at home and be free from fever and/or vomiting for 24 hours before returning to school. Students must have completed and returned all forms relating to Physical Examinations and Child Immunizations prior to the start of school. Children will not be allowed to attend school if these forms are not received before the first day of school. The physician and parent portions of the Annual Medical Statement must be completed annually for all children so they can participate in school-sponsored activities. A parent must bring all medication needed during their child’s school day to the nurse in the original container (see Medications below).

School Nurse

The School Nurse can be reached at (410) 649-3243. The Health Suite is located in the Lower School and is open from 7:45 a.m. until 4:00 p.m. each school day. When a student becomes ill or is injured during the day, he or she should inform a teacher and go to the Health Suite for assistance. Students returning late to class from the Health Suite must obtain a pass from the nurse. In the event of serious illness or injury, the nurse will contact the student’s parent or emergency contact.
Medications

All medication is dispensed in the Health Suite by the School Nurse with the exception of asthma inhalers, which may be carried by a student with the permission of their physician. Long-term daily medication requires a Physician’s order be sent or faxed to the Health Suite (FAX: (410) 649-3226). Short-term prescription medications (antibiotics, etc.) should be sent to the Nurse in the original container accompanied by a note explaining the reason for the medication. Limited over-the-counter medications are available at the Health Suite and will be dispensed, provided that parents have given permission by checking the appropriate space on the Emergency Information form sent with enrollment contracts. No medication can be given without written permission.

Lice Policy

In accordance with the Centers for Disease Control and Prevention, Friends Lower School does not follow a “No Nits” policy. Friends Lower School follows a “No Live Lice” policy. Parents will be notified by the school Nurse or Lower School faculty if live lice are discovered. Because of the highly contagious nature of lice, parents will be asked to pick up their child immediately if live lice are seen. Children should be permitted to return to school the next day after appropriate treatment is started and live lice aren't seen. Current evidence does not support the efficacy and cost-effectiveness of classroom or school-wide screening for decreasing the incidence of head lice among school children. However, the School Nurse will screen at risk grades and cohorts as necessary. Parents will ultimately be responsible for the maintenance and treatment of the child’s infestation. The school Nurse will help educate parents and staff about the diagnosis, treatment, and prevention of head lice.

PARKING

Please park only in areas designated for visitors. We ask you to respect the school neighbors on Greenleaf Road and Boxhill Lane by avoiding using these roads and not using them for campus entry or pick-up. Please do not park on the Lower School curb between 3:00 and 4:00 PM and Pre-Primary from 2:30 to 3:00, as this impacts dismissal.

SECURITY

In order to maintain a safe community for all, please note the following:

1. The exterior doors to the Lower School buildings are locked and accessible by key card or keypad during the hours of 7:30 a.m. and 4:00 p.m. There will be no access after-hours, on weekends or holidays without specific permission and adult supervision.
2. Lower School students should always be in the care of an adult in our community. Should student encounter difficulties on campus and he/she is not with an adult, she/he should go immediately TO THE NEAREST OFFICE staffed by adults. This might be the Maintenance Office, the Gym Office, the Lower, Middle or Upper School Offices or the Business Office. It is more important for a student to go to the nearest office.
3. Students are encouraged to leave their belongings in monitored and locked classrooms. This is important before and after school as well as during the academic day.
4. Friends conducts fire and other safety drills on a regular basis in order to instruct students on proper safety procedures in the event of an emergency. All students are to follow instructions from the adults in charge and exit buildings quietly and safely.
5. Being in possession of any school keys or key cards that are not your own or having knowledge of other students in possession of such items and failure to notify an adult are safety issues and are considered serious violations, and may result in disciplinary action.

6. Accessing any unauthorized spaces on campus (roofs, locked bathrooms, vacant classrooms, etc.) are safety issues and considered violations, and may result in disciplinary action.

7. The School operates security cameras directed at exterior parking lots, buildings, walkways, entrances and exits. The School reserves the right to utilize live or recorded footage in investigations or in monitoring the safety of school operations.

TRAFFIC

The speed limit on campus is 5 MPH. We all recognize that arrival and dismissal are very congested times. The safety of children and the faculty and staff who direct traffic is paramount. We need to work collaboratively and with respect for each other to support the children coming and leaving campus. Thank you for your cooperation.
Community Expectations

From Faith and Practice of Friends School of Baltimore: When a community holds at its core that there is that of God in every person, each individual has a responsibility to the community as a whole to live that belief. Embracing the idea that all of us are seekers, we weave into our lives certain testimonies that speak of our faith and give significance to our lives. We value truth, equality, simplicity, community, and a harmony gained through peaceful resolution of conflict. These testimonies help to guide our actions, keeping before us an awareness of our relationship to other people and to our environment. As part of the life and program of Friends School, we ask every individual in this community to reflect upon and take ownership of these testimonies.

DISCIPLINE

Respect, responsibility, and empathy are foundational to Friends School of Baltimore’s living out the Quaker testimony of Community. Therefore, the School reserves the right to discipline any student at any time for violation of rules, policies, community standards, or whose behavior has a negative influence on the community. Such discipline may include, but is not limited to, the loss of privileges, limitations on participation in the non-academic program, suspension, dismissal, or any other responsive action that the School deems most appropriate to the situation.

I to I – This is a program setup to allow children to solve conflicts using reason, discussion and listening to others. The strategies are taught by teachers and the Counselor. These discussions happen regularly and can be used at home with siblings and neighbors.

Restorative Circles – The goal of a restorative circle is to provide a safe space for “those who have been harmed to convey the impact to those responsible, and for those responsible to acknowledge this impact and take steps to put it right” (Restorative Justice Council, 2016).

Discipline Specific to Friends Pre-Primary Students

In the Friends School Pre-Primary, the Quaker ideal of peaceful community is fostered through teacher modeling of appropriate behavior. Problems not solved through our conflict mediation program called “I to I”, or a short “time out” period will be addressed by parents, teachers, and administrators, as needed. Discipline is approached with respect and with the intent of redirecting behavior and helping those involved realize the consequences of their behavior. Faculty and administration will be responsible for final decisions.

DRESS CODE

The spirit of the dress code is to support safety, respectfulness and simplicity. All Lower School students go outside every day and use the fullness of our learning environment. All students should be dressed simply so that they have complete freedom for work, play and bathroom usage.

Acceptable:

- Flat shoes (closed toe and heel) and sneakers are the best choice
- Blouses, shirts, t-shirts, turtlenecks, sweatshirts and sweaters, graphics may include shirts with Friends School logo, kind words, and a college/university logo
- Long pants, jeans, cotton or mesh modest shorts, skirts and skorts
Unacceptable:

- Camouflage print clothing or camouflage backpacks (no matter the color)
- Flip flops and shoes with no backs

Being mindful of proper seasonal attire is important. Time is spent daily on the playground and walking around the campus. As we move into the fall, please make sure that your child can be dressed warmly with a heavy coat, mittens/gloves, and a hat or hood. On snowy days, children should wear snow boots and pants so they can participate in outdoor play. On rainy days, dress your child with a hooded raincoat, poncho, or jacket and rain hat. For safety reasons, our younger students may not be allowed to use umbrellas during the school day.

Children may leave campus for a field trip and faculty will direct children as to appropriate attire for a given occasion. Children in productions and plays, chorus of instrumental concerts may be given special instructions for attire. There is consistency in, for example, instrumental concerts (grades 4 and 5), where children might need white shirts or blouses, black slacks or shoes.

Misplaced items and clothing will be placed in the Lost and Found in the Multi-Purpose Room and several times during the year the children will be taken as a class to look through these items. Unclaimed clothing will be donated to an agency that will benefit from these items. Children and parents are encouraged to look through the lost and found anytime.

Specific to Pre-Primary Cubbies

Accidents happen! For that reason, your child should have a full set of “back up” clothes in his or her cubby from the first day of school. All clothing should be well marked with your child’s name. Here’s a list of things we suggest:

- Underwear
- Socks or tights
- Shirt or blouse
- Pants or skirt
- Extra sweater or sweatshirt
- Boots or rubbers

As the year progresses, remember to check your child’s cubby to see if clothing still fits and is appropriate to the season. In addition, please have these items in the cubby:

- Long-sleeved smock (all Pre-Primary classes)
- Pre-Kindergarten: sleeping bag, blanket, or pad (easily handled by your child)
- Kindergarten: large beach towel

For carrying papers, library books, and lunch boxes, we ask that each child have a sturdy backpack or tote bag with his/her name printed on it. Please check this bag daily for important notices sent home with your child.

PETS ON CAMPUS

We prefer that you do not bring pets to campus. In the event that you do need to bring your pet, we ask that it be on a leash.
STANDARDS OF BEHAVIOR

Common Expectations

Common expectations have been agreed upon by the Lower School faculty. We must hold each other accountable for accomplishing them.

General Respect

Being respectful to others means:

1. Make eye contact when speaking to someone.
2. Work on a firm handshake.
3. Speak when spoken to (i.e. answer to a greeting, say “please” and “thank you.”)
4. Acknowledge all members of the community (i.e. Greet them with “good morning.”)
5. When in a line that is blocking someone, step aside and let them pass.
6. Keep hands and feet to self.
7. When someone is talking, wait. Do not raise your hand until they are finished.
8. Hold the door for a person coming in behind you or for anyone who may need help.
9. Walk and whisper in hallways. If your voice can be heard, it is too loud.
10. Listen to any and all adults who remind you of the rules.
11. Leave the Dining Hall clean after lunch. Be sure to use the wipes for tables to protect our food allergic children.
12. Adhere to dress code regulations.
13. Show “good audience” behavior at all assemblies and for all guests. Be sensitive and applaud politely.

Community Quality

We care deeply about the quality of our community and recognize that what happens off campus impacts the sense of community on campus. You are always a Friends School student or family and are expected to act at all times in a way that is consistent with our guidelines for on-campus behavior. In Lower School this includes behavior throughout the day starting from arrival to dismissal, including extended day, after-school events and on-line or computer related activities. We reserve the right to bring together in dialogue students and families whose off-campus interactions have impacted the on-campus community.
STUDENT AND COMMUNITY POLICIES:

While many of the policies in this section may seem to pertain to older members of our school community, we have included them in the Lower School Handbook so that all are knowledgeable and in case any of these areas need to be addressed.

Loss of Personal Property

Students should show respect for others’ property. Everything at school belongs to someone, whether to an individual or to the community; therefore, students are expected to respect all property and never to damage, take, or “borrow” anything without permission of the owner. Violations of the above statement, as reported, may result in review by the administration.

Misrepresentation/Lying

The Friends School community values trust and honesty. Therefore, misrepresentation or lying of any nature is deemed a violation of that trust and may be reviewed by the administration.

Out-of-School and Off-Campus Behavior

All Friends School students are expected to be responsible representatives of the School at all times whether they are on or off campus and whether school is in session or not. This expectation includes students’ behavior in the electronic world. Student behavior that adversely affects the school community or reputation will not be condoned, and may result in disciplinary action up to and including dismissal from Friends. We care deeply about the quality of our community and recognize that what happens off campus impacts the sense of community on campus. You are always a Friends School student or family and are expected to act at all times in a way that is consistent with our guidelines for on-campus behavior. We reserve the right to bring together in dialogue students and families whose out-of-school and/or off-campus interactions have impacted the on-campus community, or endangers the health or safety of themselves or others.

Physical Violence

Physical violence of any sort is subject to disciplinary action.

Publicizing Disciplinary Responses

The school community may be informed about any aspect of a disciplinary matter when, in the sole judgement of the Head of School, it is deemed appropriate to help further the educational mission and/or health and safety of the school community.

Smoking Policy

Friends School is a smoke-free campus. Possession or use of tobacco products by students on campus or in an area peripheral to the campus is cause for disciplinary action. Possession or use of tobacco products is not allowed at social or other events sponsored by the School, whether the event is held on or off campus.
Substance Use Policy

The possession, sale, distribution or use by students of controlled substances, including alcohol and nicotine or tobacco products, or related paraphernalia on campus or at any school sponsored event, on or off campus, may be cause for suspension or expulsion. Students are required to adhere to this policy regardless of local regulations.

Weapons

Possession of knives, firearms, lighters, explosives or any other object used or construed as a weapon on school property or at school events may result in immediate disciplinary action, the severity of which will be determined by the administration.

STUDENT RELATED CONCERNS

At each stage of development, elementary-age children learn to think, to reason, and to feel with more sophistication, which then allows them to develop and grow through each emotional milestone. It is when these milestones are not reached, or in the case of any given classroom, each child is reaching different ones at different times, that poor decisions are made or disrespectful behaviors emerge. This challenges us to sort out the most difficult dilemmas we face as nurturers of children. Our emotional instinct is to protect those we love from all hurtful experiences. Intellectually, we know that we are robbing them of opportunities to grow when we do this. So, our job becomes identifying which behaviors are truly bullying behaviors and which are examples of children experimenting with limits in order to grow. It then becomes the responsibility of our parents, teachers and administrators to work in harmony to help those members of our community hone those developing emotional and behavioral skills. By doing this, we are teaching them healthy ways to be in community with others.

There are many reasons why children exhibit such a wide range of behaviors in these early years of growth. The school is committed to exploring why bullying behaviors in particular, may be manifesting themselves in any given child. The information that emerges from these conversations between the school and the parents of that child, must of course, remain confidential. As long as all parties are responding to the varying interventions that have been suggested, and there are any indications of progress in the situation, patience is our best ally. Guided by the Quaker belief that there is that of God in every person, giving up on a child of this age is the last resort.

The Quaker testimonies of Community, Peace, Truth, Equality and Simplicity guide student behavior. Thus all members of Friends School are expected to be respectful of others as well as their environment. When conflicts do arise, the children will first participate in some form of the I to I conflict resolution plan. Discipline is approached with respect with the intent of redirecting behavior and helping those involved realize the consequences of their behavior.

Friends School of Baltimore is committed to maintaining an environment for all members of the Friends community which is free from all forms of harassment, including bullying. The school does not tolerate harassment of individuals based on age, color, creed, mental disability, nationality, physical disability, race, religion, sex, sexual orientation or on the basis of any other condition or characteristic protected by federal, state or local law. Harassment of any member of the school’s community is considered serious misconduct and will be subject to strong disciplinary action, including termination or expulsion, if warranted. Conduct that has the purpose or effect of interfering with an individual’s academic or work performance or which creates an intimidating, hostile or offensive learning or working environment is prohibited. The school will take immediate action to thoroughly investigate such complaints and take steps to stop harassment. The school will investigate any reported incidents and follow-up with all...
families involved after concluding this process. Consequences for given offenses are determined based upon individual circumstances. These circumstances may be held in confidence, and will be recorded in administrative files. The administration has the responsibility to make judgments in extenuating circumstances.

In order to help maintain a safe, harassment and bully-free environment, the entire school community must take responsibility. Therefore, anyone who witnesses harassment of any kind has the responsibility to report that behavior to a faculty member or administrator, so the problem can be addressed.

Grave infraction of the school rules and/or repetition of violations could result in suspension or removal from the school. Suspension and expulsion are at the discretion of the administration.

A contract may be held or a student may be placed on probation for behavioral reasons. The administration can make this decision at any time during the school year.

Administrative Process for Addressing Student-Related Concerns

1. Listen to Concern – acknowledge we hear concern and will begin our process
2. Truth-Seeking: Talk to Homeroom Teacher and other Friends Personnel (may include: Special Subject Teachers, Learning Specialist, Counselor, Extended Day Personnel, Teachers who facilitate clubs/extracurricular activities, or Tutors)
3. Have an I to I or Restorative Circle with students who are directly involved
4. Principal informs Head of School of concern, if she feels the need
5. Talk to Parents of children who are directly involved
6. Form a plan – developed on a case by case basis
7. Administrators respond to persons who voiced initial concern – most times to say we will look into it and address it. Due to confidentiality, specifics of the plan are only shared with the child's family who is directly involved
8. Students, Teachers, Family, and Administrators implement the plan
9. Follow-up periodically to insure plan is effective
10. Re-evaluate and adjust plan, if necessary

Quaker Principles That Are Always in Effect during this Process

1. Truth – We seek the truth by observing, inquiry, and conferencing
2. Equality – We seek to see that of God in each child, giving chances to make growth strides and being mindful of developmental milestones
3. Community – We seek to provide a safe, nurturing, happy, accepting environment for all students, valuing individual differences and gifts
4. Simplicity – We seek to acknowledge that children are young and grow by learning from their mistakes and will develop at different rates and will need different levels of assistance to reach common expectations
5. Peace – We seek to resolve all conflict in a peaceful, non-damaging manner

Expectations of all Adults Involved

1. To be confidential and very careful about sharing information with external parties, remembering there are various truths involved in all relational issues
2. To be cordial when writing emails and communicating with each other
3. To be patient while the process is being utilized
TECHNOLOGY POLICIES

At-Home Access

Students in Grades 3-5 are expected to have a computer with Internet access at home to complete homework assignments. (If this is difficult for you, please contact Michelle Holland, at mholland@friendsbalt.org so we can help work out a solution.

Technology Responsible Use Policy for Grades PK-12

Friends School believes it is important to provide technology resources for students to use during the academic day and otherwise for school-related purposes. In return we expect that all members of our community will use these resources in a responsible, appropriate and legal manner and in accordance with our principles and values. Student access to and use of technology resources provided by the School is a privilege; not a right. We reserve the right to monitor student access to and use of the School’s technology resources, students and parents are advised that access to and use of technology resources is not private and is subject to review and monitoring by the School in its sole discretion.

This document outlines policies related to the access to and use of technology resources whether provided by the School to students or personal technology resources brought onto campus. As used in this policy, “technology resources” includes all computer and Internet networks; computer equipment, including desktops, laptops, peripherals (such as cables, cords, headsets, mice and keyboards); any other media equipment; mobile devices (including those provided in connection with the 1:1 Program), email accounts, network databases and storage areas, and any other technology resources available for access and/or use on the campus.

Parents/guardians are responsible for supporting the school’s standards that children should follow when using Internet resources. The School is not liable for any information that may be lost, damaged, or unavailable due to technical difficulties, or is deleted by the School, nor is it responsible for any unauthorized downloading or purchase of products or services.

General Responsible Use Policies

1. Friends School technology resources are for academic use during the school day, and are made available to students on an “as needed” and “as available” basis.
2. Other than the Upper School 1:1 Chromebook program, students may not remove technology resources from campus without permission from the Librarian, Technology Integrator/Educator, or Director of Academic Technology.
3. Students are individually responsible and liable for maintaining the confidentiality of their assigned passwords and access codes and agree not to disclose them or allow any other person (even other students) to use them or attempt to circumvent the School’s security system. Students are responsible for all activities conducted under their account and password and you are responsible for the activities of anyone to whom you disclosed your passwords and/or access codes, and for everything that happens during any session identified as a particular student’s session. When leaving the computer, you must exit all applications and log out from your account.
4. Every student has a personal data storage area provided by the School. This storage may be located on the School’s network or in a cloud-based storage system. Data stored on either system should be limited solely to academic purposes or authorized school activities. No games,
software, graphic/audio files or any other data that is not being used for an academic purpose should be used or stored on the School’s network or school-provided cloud-based storage.

5. All students will receive a Friends School email account. Friends School email should be used for all academic work requiring email access, and only for legitimate and responsible communication between students, faculty and the outside world. Hate mail, harassing, discriminatory or otherwise objectionable remarks and other antisocial behaviors are prohibited. Use of the School’s technology resources is for academic purposes.

6. Students may only access the information that belongs to them, or that which they have been given permission to use by the owner.

7. Malicious use of the network to download, store or develop programs that embarrass, harass or are otherwise objectionable to other users or infiltrate or overburden a computer or computing system and/or damage the software components of a computer or computing system is prohibited.

8. Students who bring personal technology devices may not connect them to the School’s wireless network, access network jacks, wireless access points or any other devices other than public Wi-Fi (if available). Students’ personal computers and other mobile devices are to be used for academic purposes. No printing facilities are available for personal devices.

9. When accessing the Internet through the network or individual accounts, students are expected to demonstrate conduct including the use of polite language, respecting both the privacy and the rights of others. Use of technology resources is only for legal activities. Examples of inappropriate use are:
   - Placing of unlawful information on a system.
   - Use of abusive or otherwise objectionable language in either public or private messages.
   - Intentionally searching for or visiting of sites that are inappropriate or illegal by law or by age.
   - Using the School’s technology resources to access, purchase or download any products or services (for example running a personal business) or that would potentially subject the School to liability or the School’s technology resources to viruses, malicious code, back doors or other routines designed to harm those resources.

10. The School reserves the right in its sole discretion to review your email, computer storage files, any use of the School’s technology resources, and any personal technology resources brought on campus. The School reserves the right, in its sole discretion, to restrict access to websites and other locations in which school email addresses are required for access.

11. If a student has a documented learning difference on file with the school that permits the use of a personal laptop, the student and family should apply for this accommodation through the divisional Learning Specialist or Director of Student Support.

12. Upper School Students are expected to comply with any additional rules and policies specifically associated with Chromebook use under the 1:1 Program.

Copyright and Plagiarism Policy

1. Students must respect the rights of copyright owners, accepting responsibility for keeping copyrighted software from entering the school via the Internet. Students may not download games, music, graphics, videos or similar materials at any time or any text materials that are protected under copyright law. Students unsure of their right to access such materials should err on the side of caution and ask for guidance from the Librarian or Director of Academic Technology before taking any action.
2. Plagiarism is “the taking of ideas, writings and/or intellectual property of others and presenting them as if they were yours,” and is unacceptable and violates School policy. Students may not post, distribute, or use without permission material that was created by someone else and are responsible for all such activities that occur through their accounts or passwords.

Electronic Devices Policy (Lower School)

Students in the Lower School may not bring cell phones, electronic games, MP3 players or any other electronic devices to campus or on field trips, camping trips, and Extended Day. We do understand that some of our older students may walk to school and for safety reasons, may have a cell phone. If this is the case, please contact Assistant Principal, Cynthia Barney, at cbarney@friendsbalt.org and talk to her about this.

Electronic Devices Policy (Middle School)

No cell phones or electronic devices may be turned on or used while a student is on campus and under school personnel supervision (this includes the academic day and extended day) without permission from a teacher or staff member. Students who have these devices are to store them in their lockers. A violation of this policy will result in the confiscation of the cell phone or electronic device only to be returned to the parent. Parents and students are reminded that students have ready access to a phone outside the middle school office.

Electronic Devices Policy (Upper School)

1. Electronic devices of any sort may not be on, visible, or used during Meeting for Worship or Collection, or any kind of assembly except with the School’s permission
2. Students may not use laptop computers or other personal electronic devices for non-academic purposes such as gaming or watching movies during the school day (8:00 a.m.-3:30 p.m.).
3. Cellular phones may not be on, visible or used during class time, Meeting for Worship, Collection or assembly without the School’s permission between the hours of 8:00 a.m. and 3:30 p.m. The phone feature of cell phones cannot be used except during lunch from 1:05-2:15 p.m. Students are permitted to text during the day except during class time, Meeting for Worship, Collection, or Assembly. (Students may use room phones with teacher permission and office phones with staff permission). If a student breaches this agreement, they must surrender their cell phone upon request.
4. Musical devices should be neither used nor visible during class; however, they may be used with headphones, audible only to user, in the hallway and in study halls with teacher permission.
5. Please note that after school programs follow the same rules as the academic day.
6. Any misuse of any of these devices may result in loss of privilege to use them and in some cases disciplinary action.
Social Media Policy

Social media provides platforms for online communication and collaboration with each other. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s blog, personal web sites, wikis, virtual worlds, social networking or affinity web sites, web bulletin boards or chat rooms, whether or not associated or affiliated with the School, as well as any other form of electronic communication. The use of social media also presents certain risks and carries with it certain responsibilities and, ultimately, you are solely responsible for what you post online. Remember also that the Internet archives almost everything; therefore, even deleted postings can be searched. As a general rule, you should view social media in the same way that you would view other forms of communication and follow the general Responsible Use Policies described above, when using social media.

1. Always be fair and courteous to fellow students and other members of the School community. Keep in mind that you are more likely to resolve problems by speaking directly with other people, rather than by posting complaints or other statements to a social media outlet. Nevertheless, if you decide to post, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage people, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation. Never post any information or rumors about other people, including fellow students, faculty, the School, or other members of the School community.

2. Refrain from using social media while in class or otherwise during the school day, without explicit consent from the appropriate faculty or staff member. Do not use your school email addresses to register on social networks, blogs or other online tools utilized for personal use.

3. Do not take photographs or videos of fellow students or other members of the school community without their permission. Do not post any photographs or videos to any social media sites without the permission of the individuals involved.

4. Never represent yourself as a spokesperson for the School unless authorized in writing to do so. If the School is a subject of the content you are creating, be clear and open about the fact that your views do not represent those of the School, its faculty and staff, or fellow students.

5. In addition to being subject to disciplinary action by the School, you may be subject to legal liability if any of your postings or other communications on social media sites violate applicable laws. You may also be liable if you make postings that include confidential or copyrighted information (e.g., music, videos, text, etc.) belonging to third parties. Your online postings may not include School logos or trademarks on any blog or social network without written permission from the Head of School or a school administrator. Copyright, privacy, fair use, financial disclosure, and intellectual property laws must be complied with at all times.

Violation Consequences

Failure to adhere to the Responsible Use Policies above, other misuse of technology resources, or any other conduct that adversely affects your personal reputation, or that of the School or that adversely affects the School, its faculty and staff, and/or your fellow students may result in disciplinary action in accordance with our student policies. Information relating to illegal or inappropriate activities must be reported to a faculty member.
**TOYS AT SCHOOL**

We want school to be a place of warmth and comfort for young children. Toys brought to school that cannot be shared can cause friction. Small toys can be easily lost during the busy school day. Perhaps a special story or CD which all can hear is a good alternative. Many teachers have a special “sharing time” and this might be a better time for children to bring in a special toy. Talk with your child’s teacher about these arrangements.

As a Quaker school, we are committed to non-violence. *Please do not let your child bring guns or other war toys to school.*