

# Middle School Family Handbook 2024-2025



FRIENDS SCHOOL OF BALTIMORE

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# Letter from the Head of School



**Friends School**  
BALTIMORE • 1784

Dear Friends School Students and Families,

Whether you are a new or returning Friends student or family, please make certain to read the contents of this Family Handbook carefully.

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 positive 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.

Best wishes and in partnership,

Christian Donovan  
Head of School

# Introduction

## MISSION STATEMENT

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Friends School of Baltimore is a Quaker school that exists to foster in young people the skills, knowledge, and habits of mind needed to partner with their communities and to be courageous change-makers in the world. We believe education is a journey, a continual seeking after truth that relies on both inward reflection and outward connection with others, especially across lines of difference. At Friends, learning is grounded in relationships and deepened by application to the world beyond our campus. Our School is guided by the testimonies of simplicity, peace, integrity, community, equality, and stewardship, and our core belief that there is that of God in each person, and we understand these testimonies and this belief to be a call to justice. We value diversity, pursue equity, and strive to be an actively inclusive institution that works against systemic oppression, within a campus community where each individual can live out their full identities. We seek in all ways to exemplify the ideals of the Religious Society of Friends.

## SCHOOL PHILOSOPHY

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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. The Quaker values of simplicity, peace, integrity, community, equality, and stewardship are woven into every aspect of Friends School life. Meeting for Worship strengthens and deepens our commitment to these Quaker testimonies, and active practice of these principles nurtures empathy and fosters a sense of responsibility to the needs of others.

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

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At Friends School of Baltimore, our Quaker values and commitment to being an inclusive and constructive learning environment compel 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 demeans 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 Policies and Procedures

## ACADEMIC INTEGRITY

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The Middle School faculty strives to help students become better writers, insightful readers, discerning researchers, and increasingly perceptive and thoughtful people. For a student to accomplish these ends, they must be committed not only to conscientious effort and a willingness to spend the time required to engage productively with assignments, they must, above all, value and practice **academic integrity**. Academic integrity refers to the practice of honest and moral behavior in an academic setting. Students are expected to be diligent and responsible users of technology, and to adhere to the following guidelines to ensure academic integrity:

- Giving or receiving information during any form of assessment; using unauthorized information or devices (such as phones, websites, calculators, online translators, cameras, AI writing assistants, etc.) on an assessment or assignment is strictly prohibited.
- Allowing another student to copy one's work, copying and/or using work or ideas one did not create and handing it in as one's own (including homework) is not allowed.
- All research conducted should be correctly cited and annotated in accordance with established citation guidelines. Students should ensure that the use of AI tools does not violate copyright laws or infringe on the intellectual property rights of others.
- Friends School considers violations of our Academic Integrity policy a serious offense and violators will have appropriate consequences.

## ACADEMIC SUPPORT

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Students who are having difficulty in a subject should first seek extra help from their teachers. Teachers are available to help students after school and at various times during the day (e.g. lunchtime, morning break, and end-of-day study hall). In addition, teachers may recommend tutoring with an Upper School student in areas where students would like more practice or assistance.

Specific questions regarding academic support should first be directed to your child's advisor and/ or the Middle School Learning Specialist.

## ACADEMIC WATCH AND WARNING

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The Academic Watch and Warning system has three main goals: To identify students in academic difficulty and help students, their teachers, and parents be aware of the situation; to offer guidelines and support services available to all students (especially those who are experiencing difficulties); and to instruct students and families as to what the next steps might be if academic performance does not improve.

### Academic Watch

Students in the Middle School who receive two grades in the D+ to D- range in two different courses, or one grade of F at the end of a quarter, are placed on Academic Watch. The Learning Specialist will contact the family to set up a meeting to discuss how to support the student. If student achievement does not improve, the student could be placed on Academic Warning.

## Academic Warning

Students on Academic Watch at the end of the quarter and semester and students for whom it is clearly indicated that full support is immediately required are placed on Academic Warning. Student-specific goals are developed by the Principal, Learning Specialist, Advisor, and teachers. A family meeting is called by the Learning Specialist to discuss guidelines for improvement as laid out in a letter, which is added to the student's file. Possible requirements may include mandatory study halls, mandatory tutorials, mandatory check-ins with teachers or school support staff, referral to the Learning Specialist for support, and specific grade targets that must be reached. Students on Warning will be discussed at the end of each trimester by the grade team and a decision will be rendered to either have the student continue on Warning, to remove the student from Warning, or to revise the goals.

## Contract Hold

Students on Academic Warning who do not exhibit appropriate growth may be placed on Contract Hold. In these situations, appropriate meeting between the child's family, teachers, and school administration will be held to determine an appropriate path forward.

## ADVISORY

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Every student is assigned an advisor. The advisor communicates with an advisee's teachers and advocates for the student. Students are urged to seek out their advisors when they have problems or whenever they need counsel. In general, parents should communicate with the advisor when they have a concern. The advisory system works best when teachers, students and parents establish a good relationship. The Middle School administrators are also available to help with any student or parent concern.

## CURRICULUM

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A Middle School student can expect to participate in the following courses:

### 6TH GRADE

English  
Math  
Life Science  
World Language (*French, Russian, Spanish*)  
Social Studies  
Art  
InfoTech  
Music  
Physical Education  
Social Emotional/Identity

### 7TH GRADE

English  
Math  
Physical Science  
World Language (*French, Russian, Spanish*)  
Geography  
Art  
InfoTech  
Music  
Physical Education  
Social Emotional/Identity

### 8TH GRADE

English  
Algebra 1/Adv. Algebra 1  
Earth Science  
World Language (*French, Russian, Spanish*)  
US History  
Art  
InfoTech  
Music  
Physical Education  
Social Emotional/Identity

In addition to the courses listed here, chorus, instrumental music (band and orchestra), and visual arts are offered to students twice per week during **fourth period**. Study skills are integrated into all classes with the help of the Middle School Learning Specialist.

**Note:** For further information about our curriculum, please refer to the Middle School Academics page on our website, [friendsbalt.org](http://friendsbalt.org).

# Identity-Based Slurs in Curriculum Policy

Many rich and important literary and historical texts contain identity-based epithets and slurs. Often, these texts are critically important to our curriculum.

When an identity-based epithet is in a text, faculty will ensure that the historical and cultural context of the word is taught. In teaching this context, faculty and students should avoid saying the epithets out loud and instead use a euphemism, such as “the n-word,” or “the f-slur,” or “the t-word.” This list of examples is not meant to be exhaustive, and it will evolve over time.

Faculty will also require that neither students nor faculty say the word aloud during classroom discussion or in reading the text out loud. When the word needs to be used, students and faculty will use a euphemism.

Many faculty and students feel trauma and pain when hearing identity-based epithets and slurs, which can impact their ability to focus and learn. In order to ensure that the classroom is a safe space for all, FSB faculty and students will not read or say identity-based epithets out loud.

## GRADING

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### Grading Scale

***Letter Grades***

- A:** Superior Work
- B:** Above Average
- C:** Average
- D:** Conditional Pass
- F:** Failure
- M:** Medical
- I:** Incomplete

***Work Habits***

- Completes homework and classwork thoroughly and on time.
- Seeks help when necessary.
- Participates in class in a meaningful way.
- Contributes to the classroom and community through positive speech and action.

***Explanation of work habit scores:***

- 1** - consistently demonstrates
- 2** - often demonstrates
- 3** - inconsistently demonstrates

### Semesters & Quarters

The school year is divided into two semesters with four marking periods. Families will receive a snapshot grade report, Semester 1 progress report, at the end of Quarter 1 (the student’s current grade at the midpoint of the semester), followed by a final grade at the end of Semester 1, with the same reporting structure at Quarter 3 and Semester 2:

<b>Semester 1</b>	<b>September 3, 2024 – January 17, 2025</b>
<i>Quarter 1</i>	<i>September 3, 2024 – November 1, 2024</i>
<i>Quarter 2</i>	<i>November 4, 2024 – January 17, 2025</i>
<b>Semester 2</b>	<b>January 21, 2025 – June 6, 2025</b>
<i>Quarter 3</i>	<i>January 21, 2025 – April 4, 2025</i>
<i>Quarter 4</i>	<i>April 7, 2025 – June 6, 2025</i>

### Conferences

We have an official Parent/Student Conference Day in the fall when all parents and students will meet with their child’s advisor. When parents wish to confer with their child's advisor, teachers, or the administrators other times of the school year, they may call the Middle School office to make an



appointment. Most appointments are scheduled for 7:30 am, and are facilitated by the appropriate administrator: Heidi Hutchison, Erin Hall, Shelly Watts, or Emily Bartz, our MS Learning Specialist.

## Grades and Comments

**Report Cards** are available on the myFriends page at the end of each trimester. Students are graded on written assignments, projects, class participation, quizzes, tests, and other assessments. The work habits scale is based on a student's preparedness, assignment completion, and behavior.

Teachers write progress reports for all students in October and as part of the second trimester report card. These comments are intended to give a picture of the student's performance in the classroom. The reports will be discussed as part of middle school student/parent conferences.

Additional notes on student progress are sent home to families at any time during the school year to share with parents to areas of growth or concern. These arrive as an "Official Note" in the myFriends system. Families should review these notices to help their children work out a plan for improvement.

For informal checks on student progress, families are always welcome to contact their child's advisor.

## HOMEWORK

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The Middle School believes that an appropriate amount of homework reinforces important learning and help students refine organizational and executive functioning skills. Students are expected to maintain a homework/project planner.

Students are asked to call friends from their classes and to check the myFriends Assignment page to be up to date on what happened in class during an absence. In the event of a planned absence during regular school days (e.g. family vacation), the student should make every effort to collect assignments in advance and return to school prepared.

Students who are having difficulty with assignments should discuss the problem with their teachers and family. Students who have fallen behind with assignments may be required to make up work in After the Bell. Assignment to After the Bell is communicated via Official Note and there are specific instructions for the process and rescheduling, if necessary. Students are assigned to attend the following school day (excluding Wednesdays, when After the Bell is not available).

Teachers are mindful that on certain religious holidays, some students will be absent because of their religious commitments. Teachers wish to support family religious traditions and, generally, do not assign homework on these days. Parents should notify teachers, in advance, of upcoming events that may affect homework completion.

If you feel like your child is spending an inordinate amount of time on homework assignments, please consult with your child's advisor for feedback and strategies. While homework plays an important role, it should not interfere with a good night's sleep.

## LIBRARY

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1. The library is open from 7:45 to 4:00 each day.
2. Books may be borrowed for three weeks and they may be renewed.
3. Audiobooks and e-books are available through the Digital Library page.
4. When an item becomes overdue, the student will receive an email notice reminding them to return or renew the item.

5. At the end of the year, books that are not returned are assumed “lost” and students will be billed for the cost of replacing the item.

## PHYSICAL EDUCATION

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The required Middle School Physical Education program consists of a variety of units that include cooperative games, team / lifetime sports, fitness and a Dance Elective. Students are graded on dress code, effort, and skill development using an A – F marking system. Throughout their Middle School experience, students will have exposure to the following activities: Fitness training, badminton, track and field, soccer, lacrosse, tennis, softball, basketball, flag football, volleyball, field hockey, team handball, backyard games and pickleball. Our Physical Education program also offers a Dance Major’s option in which students will be taught by our Dance Instructor. This program is a performance-based group and meets for the entire school year for 6th, 7th and 8th graders during their Physical Education class time period.

The physical education REQUIRED uniform will be the following:

- A gray Friends School T-shirt, which will be issued at the beginning of the school year.
- Shorts that are the Friends School Colors (red, gray, white or black)
- Tennis shoes/sneakers that are appropriate for indoor and outdoor use.

Please note, shorts may not advertise any other school. All students should also have cold weather attire consisting of a sweatshirt and sweatpants.

Dance Majors uniform consists of any of the following combinations:

- black leotard, black leggings, black/white/gray t-shirt, black shorts.

Any of these clothing items may be purchased at the Quaker Closet if students wish to do so. Failure to be dressed appropriately for Physical Education may result in a communication sent home to the family and points deducted from the student’s grade average.

Students will be issued a locker with a built-in combination lock. All clothing, jewelry and other person items should be stored in this locker. At no time during the school year should students share lockers. If a locker does not work properly the teacher should be notified immediately.

If your child has a medical condition that may affect their participation in Physical Education, please make sure that the Physical Education Department Office and the school nurse is informed. If your child is unable to participate for more than a week, a doctor’s note is required explaining the medical condition, length of absence, and when the student is allowed to return to physical activity. If a student must miss physical education for a medical reason they are not allowed to participate in after school athletics or Dance until they are cleared by a doctor.

## STUDY HALL

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All students have scheduled study halls. Students are expected to come to study hall prepared to work and/or read for the entire period.

# Communication and School Routines

## ABSENCE, TARDINESS AND EARLY DISMISSAL

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**School begins promptly at 8:00 am.** Students arriving after this time are marked tardy. If a parent knows in advance that a child is going to be absent, late, or dismissed early, the parent is asked to email [msattendance@friendsbalt.org](mailto:msattendance@friendsbalt.org) and cc the child's advisor **BEFORE 8:00 am** on the day of the absence.

**Parents need to write an email to [msattendance@friendsbalt.org](mailto:msattendance@friendsbalt.org) and cc the advisor if taking their child on a trip when school is in session.**

## School Attendance Policy

If a student is unable to participate fully in the school program due to medical reasons, the school may require the student to take a **Medical Leave of Absence**. A doctor's note is required in all cases.

1. If a student is granted a **Medical Leave of Absence**, they will be required to complete all course requirements by the end of the next trimester or summer vacation in order to receive credit and continue enrollment at Friends School.
2. If a student is absent 20% of school days for more than one quarter, the status of that student at Friends School may be jeopardized.
3. Academic work during absence can be accessed through the Assignment Center and Topics in myFriends.

## Tardy/Late Policy

Being late to school/class can disrupt the learning environment and cause distractions. Arriving late also means missing out on important instructions, announcements, or discussions. By prioritizing punctuality, students learn to plan and organize their time effectively. It overall helps them balance their academic and extracurricular activities and manage deadlines.

***Lateness to School: Students are considered late if they arrive to school after 8:00am.***

- Students arriving late should report to the office to sign in and secure a late pass.
- All late arrivals to school are recorded on the report card.
- Students need to arrive at school by 1:10pm in order to participate in any after school activities (i.e. sports, musical performance practices, etc.).
- **Accumulated late arrivals may result in a communication sent home to the family.**

***Lateness to Class: Students are considered late if they arrive after the scheduled start time without a late pass.***

- Accumulated late arrivals may result in a communication sent home to the family and may include additional follow-up for repeated lateness to class.

## BOOK PURCHASE AND RENTAL

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Students will rent most of their textbooks and purchase just a few. Rental books will be handed out by the teachers when school begins. All other books should be purchased through Amazon or other booksellers. Please purchase books in good condition (not written in). School supplies may be purchased at the Quaker Closet (school store) or elsewhere. Supply lists are available under Back to School

information in myFriends.

**Students should label all books clearly with their names in ink.** Rented books are numbered to help with identification. Students are expected to return the same book they are issued. **Students will be billed a replacement cost for rented books that are not returned at the end of the year.**

Students who lose a book should check the book lost and found in the office. If the book is not found, the student must replace the book if it was purchased, or be billed if the book is a rental.

## BACKPACKS

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Many students choose to carry their books to and from school in backpacks or book bags. Students will carry their backpacks daily to and from class with access to a locker for sports equipment, coats, instruments, and lunches. Chromebooks should be safely secured in their backpack to avoid damage. During morning break and lunch, students should drop their belongings off to their third and fifth period class, respectively. Items are not to be left in common areas or lobbies. There is additional storage for sports equipment in the first floor lobby.

## COMMUNICATING WITH THE SCHOOL

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If you receive a note from a teacher or administrator:

- Talk with your child to make sure that you understand their point of view.
- If you feel follow up is required, ask your child to follow through and communicate with the teacher, advisor, or administrator unless another recommendation has been given.

Please remember that emails can fail to communicate effectively the tone or emotion of the writer. Our school community has a commitment to respectful communication with simplicity and integrity. If you feel unsure of the tone of a message from us, or wish to convey to us your feelings, speaking on the phone or in person is advised.

Families should direct their concerns to the specific teacher or advisor first, then to an administrator, and finally to the Head of School. Neither the Parent's Association nor the Board of Trustees is part of the grievance protocol.

***Please do not contact the office to drop off gym shorts, homework, musical instruments or other same-day items. Middle School is a good time to allow a natural consequence for students' forgetfulness!***

## IMPORTANT CONTACTS/DIRECTORY

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During the year, students and families often have questions about different aspects of school life.

Here is a guide to help you get assistance in the Middle School:

Individual subject academic issues	Classroom teacher directly
Multi-subject academic issues	Advisor or Learning Specialist
Social, personal issues (family trip, injury, etc.)	Advisor
Grades and Schedules	Advisor
Teacher Conferences	Advisor
Attendance (illness, late, leave early)	Advisor and <a href="mailto:msattendance@friendsbalt.org">msattendance@friendsbalt.org</a>
Academic support, testing, tutors etc.	Learning Specialist
Counseling, therapeutic referrals etc.	Counselor or Nurse

Transcripts, Report Cards, Comments  
Rumor Check

Middle School Office Assistant  
Advisor or Assistant Principals

The Middle 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.

Middle School Office.....	Margee Zemarel .....	410-649-3241
Principal .....	Heidi Hutchison. ....	410-639-3241
Assistant Principal.....	Erin Hall.....	410-649-3241
Assistant Principal.....	Shelly Watts.....	410-649-3241
Absences/Lateness .....	Office/Margee Zemarel. ....	<a href="mailto:msattendance@friendsbalt.org">msattendance@friendsbalt.org</a>
Admission.....	Amy Mortimer....	410-649-3312
Alumni.....	Office Line.....	410-649-3205
Athletics .....	Kara Carlin.....	410-649-3212
Athletics Office.....	Ken Zalis.....	410-649-3232
Books/Supplies.....	Kim Cullen.....	410-649-3235
Business Office .....		410-649-3203
Counseling.....	Laura Locher. ....	410-649-3246
Development.....	Development Office.....	410-649-3206
Extended Day... ..	Number operates 3:15 – 6pm .....	410-649-3266
Financial Aid.....	Admission Office.....	410-649-3211
Health/Medical .....	Lynne Anonye... ..	410-649-3243
Learning Specialist. ....	Emily Bartz.....	410-649-3241
Report Cards/Transcripts....	Margee Zemarel. ....	410-649-3241
Student Schedules. ....	Erin Hall.....	410-649-3241
Weather/Event Phone Info.....	See website .....	<a href="http://www.friendsbalt.org">www.friendsbalt.org</a>

**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 will be updated at the same time our phone messages are.

Email is used by all faculty, staff and administrators and addresses are accessible through the online directory. If you do not receive a response, please contact the Middle School Office to confirm the address.

## DAILY SCHEDULE

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### School Hours

- **The school day starts at 8:00 am and ends at 3:15 pm**
- Students are encouraged to arrive at school by **7:45 am** in order to have enough time to get organized for the academic day. After-school athletics and activities end at approximately 4:30 pm, depending upon the sport or activity.
- The classroom area is closed to students before 7:45 am and after 3:30 pm. Students arriving before 7:45 am may wait outside or in the lobby in inclement weather.
- Students may remain in **Extended Day** in specific Middle School rooms until 6:00 PM.

### Meeting for Worship

- All grades attend Meeting for Worship once per week.

- Students enter the Meeting House in silence and sit down.
- Meeting is a time for quiet contemplation and sharing of thoughts.
- It is not a time for debate or discussion.
- Queries may be used as a focus for reflection.
- A period of silence after someone speaks allows those present to reflect on what has been said.
- Meeting ends with a handshake.
- Students remain quiet until they leave the Meeting House steps.

## Visual and Performing Arts Block

Full-year Band, Orchestra, and Chorus or Visual Arts for all students meet during an elective block each week.

**Performance Ensembles:** Students in all grades may elect to take Chorus, Band and Orchestra Ensemble during Fine Arts Period. Because these are performance classes, students are required to perform in all school concerts. A schedule of concert dates will be provided in September. In the event a student must miss a performance, the directors must be notified as far in advance as possible. Absence from a performance without prior notification (except in cases of emergency) or for insubstantial reasons is cause for a failing grade for that trimester.

**The required dress for performances will be communicated by the teacher prior to each performance.**

**Visual Arts:** Visual Arts may include drawing, painting, 3D design, photography, digital design, and ceramics.

## Morning Break (10:05-10:25 AM DAILY)

Morning Break is a time to relax and, perhaps, eat a snack. Unless it is actively raining, students are encouraged to go outside. Students should allow time to put away sports equipment before the next period. Students are allowed access to the turf, the library, and the dining hall at this time.

## Lunch (12:30-1:05 PM DAILY)

Students will eat lunch in the dining hall or outside on the picnic glade, adjacent to the dining hall. Students usually eat during the first part of lunch period and then take a recess/break beginning at 12:40. A clean-up schedule for the cafeteria and outside is followed through advisories.

During the break portion of lunch period, students are allowed to be in the dining hall, on the turf, on the lawn/portico area, or in the library, but nowhere else without permission and supervision by a teacher.

## LOCKERS

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Each student is assigned a locker at the beginning of the year. It is to the student's benefit to keep a neat locker. Lockers will be checked periodically by homeroom teachers. No stickers may be placed on lockers. A student's locker is their private space. Students must use the combination provided by school and may not bring in another lock. A student who goes into another's locker without permission will receive a consequence.

## LOST AND FOUND

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- Clothing "Lost and Found" is located in the MS Lobby.

- Small personal items, books and notebooks are stored in the Middle School office.
- Periodically, unclaimed items are donated to charity.
- **Please be sure that all student items are labeled (coats, instruments, sports equipment, etc).**

## PARENT INFORMATION SESSIONS

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Periodically throughout the school year from **7:45-9:00 am, or evening virtual events**, the Middle School Administrators and guest speakers will be in the Middle School Library (or via Zoom) for the purpose of answering any questions, getting feedback, or discussing any issue raised by interested caregivers. From time to time, a theme for the morning will be pre-determined.

## SNOW DAY POLICY

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Families are encouraged to sign up for text or email notifications through myFriends for weather emergency announcements. In the event that school will be closed or delayed due to winter weather, announcements will be made on the school website. The announcement will specify whether school will be closed for the day, or, in the event that Friends will open late, what time school will begin. It is the responsibility of families to listen for these announcements, especially when an early closing is possible. Families are expected to fill out an online early dismissal emergency form which states the plan for their child's pick-up.

The School respects the right of families to choose to have their child remain at home even though the school will be open. In this case, students have to make up missed academic work.

If school is closed either during the day or for the entire day, all extra-curricular activities, including socials and athletics, are canceled. **In the event of extended closures, the school will announce a transition to asynchronous learning. During this time students are expected to keep up with their academic work by checking their myFriends topics and assignment center.**

## TELEPHONES AND MESSAGES

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Emergency calls may be made with a teacher's permission from classroom phones. Students are allowed to use the phone inside the MS office, with permission.

Parents are asked to avoid calling the office to relay a message **unless it is an emergency**. Parents are asked to email their child directly and encourage their child to check regularly for messages from home. A parent calling the office to get a message to a child is not the most efficient means of communication.

**To notify the Middle School of your child's absence or lateness, please email [msattendance@friendsbalt.org](mailto:msattendance@friendsbalt.org) and Cc your child's advisor who will share information with the team.**

# Student and Community Life

## AFTER SCHOOL POLICY AND EXTENDED DAY PROGRAM

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The Extended Day Program runs from 3:15-6:00 pm.

- **ALL students** on campus after 3:30 or immediately following sports practices/games **must** come into the Middle School lobby and sign-in to Extended Day.
- Students who have permission to walk home must do so by 3:30 or after sports or clubs, unless otherwise specified by a parent.

- Parents/caregivers must come into the MS building to pick-up and sign-out their child.
- No student may leave campus and then return before 6:00 pm unless under the direct supervision of an adult.
- **The Extended Day phone number is: 410-649-3266.** This phone does not have voicemail and is only in operation from 3:15 to 6:00 pm.
- There is a late fee charge after 6:01 pm. Families will be charged \$35.00 every 15 minutes after 6:00 pm.
- Students must be pre-registered for Extended Day. Registration is online in the Extended Day Portal. (Drop-in Registration is available with no upfront cost).

Please refer to the Extended Day policies and procedures on the website for detailed information and a fee schedule. Any student who fails to abide by the policies outlined may lose the privilege of remaining on campus (if not in a sport or teacher supervised activity) after 3:15pm.

## AFTER SCHOOL ATHLETICS

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Students are required to participate in an after school athletic activity during **at least one of the three sports seasons**. Every effort is made to accommodate students in the sport of their choice. Teams will play an appropriate level of interscholastic competition in the following: field hockey, flag football, soccer, basketball, wrestling, baseball, lacrosse, and softball. Because we are unable to predict how many students will sign up for a sport from year to year, we may have to carry more players on a team than is ideal. In some cases, team sizes may be limited to provide a better educational experience. Some, but not all, of the aforementioned sports have “A” and “B” level teams grouped by ability. Coaches will make every effort to have each player participate in every contest. However, we may not be able to accomplish this in each game situation depending on varying circumstances, such as missed practice, inconsistent work ethic, or skill level of the opponent.

Students need to provide their own equipment and be properly outfitted for all types of weather conditions. Students should use their assigned locker during Physical Education classes and after school athletics. The cafeteria or cubbies in the Middle School Building may also be used to store possessions after school; they are not locked, however.

Students will use the transportation that the school provides for all games and off campus practices. However, if it is more convenient for a student to return home with a parent from an away contest, a parent needs to inform the coach via a note or phone call. If a student wants to leave with someone other than their family, we must have a note from that student’s parent/guardian. Without proper notification the student will return with the team. Also, students need to arrive at school by **10am** in order to participate in any after school sports activities, including games.

Again, we encourage families to sign up for **notifications** and include “sports” as a designation to be updated on your child’s games. For the most current team schedule consult the Athletics page of the school’s website at [www.friendsbalt.org](http://www.friendsbalt.org).

**Practice Times:** Monday - Thursday from 3:15-4:30 (*some teams practice on Fridays*)

**Games times:** Games may occur any day of the week, and will often finish later than 4:30, especially if the game is away.

**Pick-up times:** Students should be picked up immediately after practices or games. Otherwise, students should report to the Middle School Extended Day Program.



**Schedules and team information:** Always check the website first, but any further questions about tryouts, length of season, pick up times after away games, equipment, etc. should be directed to the athletic office at [athletics@friendsbalt.org](mailto:athletics@friendsbalt.org)

**Sports/Activities Offered:**

- **FALL:** Field Hockey (girls), Flag Football (co-ed), Tennis (girls), Soccer (boys & girls) and Cross Country (co-ed)
- **WINTER:** Basketball (boys & girls), Wrestling (co-ed) and Squash (co-ed),
- **SPRING:** Baseball (boys), Dance (co-ed), lacrosse (boys & girls), Tennis (boys) and Softball (girls)

## Athletic Principles

At Friends School of Baltimore, we regard our athletic program as an essential part of our curriculum and an important element of our students' education. We believe that our students benefit from experiencing the challenges and joys of athletic competition and that the learning experiences provided by athletics are unique and important to a child's development. Athletics at Friends allows each participant to excel at her or his own level and to reach their potential while also committing, alongside teammates, to the vigorous pursuit of common goals. Our athletic program embodies and reinforces the core values of Friends School - simplicity, peace, integrity, community, equality and stewardship - and develops in our athletes the critical qualities of resilience, collaboration, sportsmanship, teamwork, communication and leadership.

Through our athletic program, we seek to inspire a lifelong love of sports and a physically active lifestyle. Our goals and our values demand that students and coaches treat each other, officials, and opposing players, coaches and fans with respect, dignity and sportsmanship at all times, and hold themselves to a high level of personal conduct and commitment to the team.

## Affirmations

As a school community, we affirm our commitment to the following:

- Friends School will provide the best athletic experience possible for each child, creating successful, competitive teams. We strive for excellence and high achievement both individually and collectively, while always upholding the values of the School.
- Our expectations for the athletic program mirror those for academics and the arts; high standards for all involved, full commitment from adults and students, and continuous, differentiated support that allows every child to fulfill her or his potential. We also seek, as in academics and the arts, to provide preparation and guidance to those students who wish to pursue athletics at the collegiate level.
- Friends School has consciously fostered a culture of participation that supports the intellectual, physical and personal development of each student.
- We seek to provide access and equity for all student athletes in all of our athletic programs.
- Friends School is committed to training and developing athletes at all levels - from novice to elite.
- We seek to hire coaches who have deep expertise in their sport(s) and proven coaching abilities, and who will strive to embody our Quaker values and philosophy in all aspects of their work with our students.
- Friends School believes that coaches are educators and role models, dedicated to and responsible for the quality of the learning experience of the students in their care.

## CAMPING AND EXTENDED TRIPS

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The camping and trip experiences contribute to class unity and the self-awareness and independence of the individual student. These trips are an established part of the Middle School curriculum and are an extension of the school experience. Students are expected to attend trips unless there are extenuating circumstances, which must be communicated by caregivers to the child's advisor and Middle Administration in advance, in which case the student will remain at home.

## COMMUNITY SERVICE

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The community service program at the Middle School has a multi-leveled approach. All students participate in School-wide service activities on days like Quaker Community Day and Earth Day. Service work is also performed in the grade level classes at places such as Micah House, Barclay Elementary, CARES food pantry and Tunbridge Academy, Harford House, and Share Baby. Many ideas for service projects are generated and managed in advisory groups, clubs, and through our Student Leadership Committee (SLC).

## MIDDLE SCHOOL THEATER

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Each year in early March, the Middle School Theater presents a musical theater production, complete with a full chorus and show-stopping dance numbers. In the context of a supportive and collaborative atmosphere, students are able to explore and discover their passion for the stage. Auditions take place in November, and the majority of rehearsals take place after School from Monday through Thursday in January and February. All enrolled chorus members who audition are valuable members of the cast; and in accordance with our philosophy, many students participate successfully in sports and the production during this season. For those who prefer to remain behind the scenes, there are ample opportunities for set building and stage crew. The major commitment for crew occurs from the beginning of February through production week in early March. There are three evening performances (Wednesday, Friday and Saturday), and shorter previews take place during the school day. Middle School Theater offers a safe and nurturing environment where students experience a full-scale theater production, forge lasting friendships, and awaken talents that they can develop throughout their lifetime.

## SCHOOL AND PERSONAL PROPERTY

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### Personal Property Search Policy

The School reserves the right, in its sole discretion, to question, inspect, and search any student or other person, vehicles, 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 vehicles 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. Both lockers and locks are and remain at all times the property of the School and may be inspected by the School periodically without notice. Locks other than those provided by the School will be removed. 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 criminal 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.

## SCHOOL STORE

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The *Quaker Closet* sells school supplies, gift items, Friends School clothing and special items. It is located inside the cafeteria entrance and is open Monday through Thursday, 9:30 am to 4:00 pm, and Friday, 9:30 am to 2:00 pm. All students have a Quaker Closet account and families should discuss spending limits with their student.

## SOCIAL EVENTS

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The Middle School hosts a variety of social activities during the year. These activities are held on Friday evenings from 7:00 pm to 9:00 pm. These activities are listed in the school master calendar. The following guidelines apply to any social event whether sponsored by Friends or another school:

- Regular school expectations as to conduct, honor, and general behavior are in effect for all who attend.
- **Use of cell phones / personal electronic devices is limited to the lobby of the gym at these events. Use of devices in any other area will lead to phone being taken and returned at end of the event.**
- Students should be dropped off by parents at 7:00 pm and picked up by parents at 9:00 pm. No new arrivals will be admitted one half-hour after the beginning of the event.
- Students will only be admitted with a ticket purchased in advance.
- **No tickets will be sold at the door (FSB students may pay for entry ONLY at Friends Only events).**
- Students' belongings must be kept in the designated location provided by the host school during the activity.
- After a student or guest enters the building, they will not be allowed to leave and re-enter the building. A student who wishes to leave must call their parents and be picked up by them. If a student is asked to leave, parents will be notified and requested to pick up the student. It is important that students know where to reach their parents at all times.
- When guests are permitted to attend, they are expected to conform to all rules and guidelines.
- All activities will be chaperoned by parents and/or faculty members.
- **Smoking, drinking, drug use or possession of drugs or alcohol, cigarettes/vape, matches or lighters of any type are prohibited!**

THOSE WHO VIOLATE ANY OF THE ABOVE RULES WILL BE SENT HOME AND FURTHER DISCIPLINE WILL BE DETERMINED LATER.

### “Friends Only” Dances

The Student Leadership Committee organizes dances each year for the Middle School. The following guidelines apply to these events:

- All School behavior guidelines are in effect for any social event at the School.
- The philosophy behind these events is to provide an age-appropriate Friends School social event. Therefore, limousines, corsages, prom dresses, etc., which normally are a part of an upper school formal dance are not considered appropriate for this age level.

#### Friends Only Guest Policy:

- Students are limited to one guest. The name of the guest must be given to the office before 3:00 on the day of the dance.
- Hosts are responsible for the behavior of their guests.

### STUDENT LEADERSHIP

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Student leadership is an important part of the Middle School. The Student Leadership Committee (SLC) is made up of 7th and 8th graders who have applied for the position. The SLC will help coordinate all other student groups and committees that organize other school-wide events. SLC also functions as ambassadors of the school.

### SCHOOL PUBLICATIONS

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The School has two major publications: Middle School Yearbook and a Literary Magazine. Students are encouraged to submit photos, writing, articles, and artwork to the publications. Both publications function as a club with a student run staff and a faculty advisor.

## Student Health and Safety

### COUNSELOR

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The middle school counselor is available to students and parents to discuss all types of social and emotional concerns. Students may drop in to see her or make an appointment. Parents may also schedule a time to talk with the counselor. The counselor also meets with all students throughout the year during Social Emotional Learning & Identity classes.

### EMERGENCY PROCEDURES AND DRILLS

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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 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 attended to by faculty until a parent can get to school for pick-up unless parents have indicated that the student has permission to walk. Emergency closings will be announced via myFriends notification and our website.

**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.

**Fire Drills** – In the event of a fire drill at any time during the school day or after, middle school students will silently go directly to the turf field and line up in advisories. In the event of a fire drill during Morning Break or Lunch, students should report directly to the turf field.

### HARASSMENT & BULLYING POLICY

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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 or bullying 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 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 purposeful interference with another's activities or property **that is repeated over time**. Bullying may also manifest as verbal abuse, taunts, threats, use of inappropriate language, through the use of **emails, social networks, text messages or any other technology, 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. The school may have to intervene against bullying behaviors that occur outside of school or school hours if a student's school life is impacted by this mistreatment.

## 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.

## Sexual Harassment

The school does not tolerate sexual harassment. Sexual harassment by anyone, whether in the school, at work assignments outside the school, at school sponsored functions, or elsewhere, is illegal and will not be tolerated. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, sexually suggestive remarks, jokes and gestures, and other unwelcome verbal or physical conduct or communication of a sexual nature.

## Reporting Harassment

Any individual who believes that he or she has been harassed or bullied in violation of this policy has the responsibility to discuss it immediately with their advisor, a teacher, any school administrator or the MS counselor. All discussions will be kept confidential. The school will take immediate action to thoroughly investigate any such complaints and take steps to stop harassment and prevent it from occurring. The school will follow-up with all families involved in a case, and all consequences will be recorded in administrative files.

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.

## HEALTH SUITE

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**All Health Forms and Emergency information must be returned to school before students may attend classes.**

### School Nurse

When a student feels ill during the day or suffers an injury, they should ask to be excused from class or an activity to go to the school Nurse in the Health Suite. The Nurse will notify the school office and the student's parent if the student needs to go home during the day. Parents are urged to pick up their children promptly. **Under no circumstances should students call their parents on their own and ask to be picked up during the day.** Students may not dispense over the counter medications to other students.

**If a student arrives to school after 1:10pm, that student may not attend or participate in an after school activity without special permission from an administrator.**

### Medication

**Medication is dispensed in the Health Suite by the School Nurse.** Students are not permitted to carry any medication with them during the school day unless specifically prescribed by their physician. For long-term medication, obtain a Physician's Order/Authorization form in the Health Suite. For short-term medications (antibiotics, etc.), parents must send the medication to the nurse in the original container accompanied by a note explaining the reason for the medication, the dosage, and time to be given. Over-the-counter medications are available with the permission of a parent. Permission is indicated by checking the appropriate space on the Emergency Information form that is sent with your contract. Students who use asthma inhalers should have one with them and keep another in the Health Suite as a back-up.

## SECURITY

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

1. **Each building is locked**, access is gained through a keypad with a code that students are given; others are buzzed in by division administrative assistants with camera and voice capability.
2. All members of the Friends School community are encouraged to go to the nearest office and report any strangers or suspicious activity they see on campus or in any school building
3. **All visitors are required to sign in at the Middle School office.**
4. Students wishing to bring a visitor to school must obtain an administrator's permission and give the office emergency contact information.
5. Parents are welcomed to school events and functions which will be announced on the master calendar or weekly message. If a parent wishes to observe, tour, or visit classes at other times, please make arrangements with the Middle School office.

## Community Expectations

## CELL PHONE AND DEVICE POLICY

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Students may store cell phones, smart devices, and headphones (including airpods/ear buds) in their backpacks or leave them in their locker, but these items should only be used or visible with explicit permission from the supervising teacher (this includes the academic day, athletics, extended day, and school events/trips). Use of these devices is not permitted in hallways, bathrooms, locker rooms, the meetinghouse, turf/fields, or during lunch and morning break. All cell phones/smart devices should be put on silent, in airplane mode, or turned off and should not cause disruptions to the school day. Smart watches may only be worn in airplane mode and can only be used to check the time.

Repeated violations of this policy will result in the confiscation of the cell phone or device which will be returned to the student at the end of the school day. Families are reminded that students also have access to a phone in the middle school office. Repeated violations of this policy will result in appropriate consequences.

## COMMUNITY CLIMATE

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***The following guidelines and regulations clearly state the standards of behavior for Middle School students. Each member of the Middle School community is responsible for living up to these standards that are grounded in the Quaker testimonies, our school's Statement of Respect and explained at the beginning of this Handbook in the Principles of Community Life section.***

1. All members of the community are to be shown respect.
2. All members of the community are expected to show respect to members of the community and its property.
3. All students are responsible for the care of the building and grounds, and should make a special effort to keep them free of litter and signs of abuse.
4. Cheating, stealing, lying, destruction of property, littering, inappropriate language, and behavior will not be tolerated.
5. Class attendance is mandatory. Only a note from the school nurse excuses a student from class.
6. **No student may leave the MS buildings or classrooms between arrival in the morning and departure at the end of the day without being signed out in the office. Students may not return to campus unsupervised after school hours/once they have left campus for the day.**
7. All students must adhere to the dress code. Parents are responsible for seeing that students dress within the dress code guidelines.
8. Food is to be eaten only in the dining hall or picnic areas.
9. Bicycles are not to be ridden on campus. However, if a student uses a bicycle as transportation, the bicycle should be placed in the rack provided and locked until the end of the school day.
10. Electronic devices and cell phones should only be used in adherence to appropriate policies.

Faculty are responsible for the safety of students when accompanying them off campus. Students whose behavior has been judged to be consistently irresponsible and/or uncooperative may not be permitted to participate in field trips, camping trips, or other school-related trips. In this matter, administrators will make the final decision.

**Not all inappropriate behaviors are listed above. The School reserves the right to deem certain behaviors as inappropriate when safety is concerned or behaviors occur which the School judges to be inconsistent with Friends School philosophy.** Student behavior that adversely affects the school community or reputation will not be condoned, and will result in disciplinary action.

## Community Standards

In a community such as Friends School, it is necessary to have an established code, a set of precedents, to ensure as great a degree of equality and objectivity as possible within the area of discipline. However, to ensure individual fairness, each penalty designated to given offenses is subject to modification or intensification according to individual circumstances. Thus, no penalty described here is absolute. These circumstances may be held in confidence. The administration has the responsibility to make judgments in extenuating circumstances. Major discipline cases are discerned by the Disciplinary Committee.

All students should:

1. **SHOW RESPECT FOR CLASSMATES AND TEACHERS.**
2. Arrive to class on time with all necessary materials.
3. Show respect for the community and be good stewards of our buildings, classrooms, community spaces, and campus, as a whole.

If students conduct themselves in an unacceptable manner, actions the school may take include:

1. A conversation and reflection with the teacher, advisor, or administrator
2. An Official Note to the student/parent
3. A phone call or conference with teacher, advisor, or administrator
4. A meeting between students to resolve conflict
5. Class Dismissal
6. Detention
7. Suspension
8. Expulsion

## DISCIPLINE

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### Detention

During detention, students will be asked to reflect, restore what occurred, and determine how such behavior can be avoided in the future. When a faculty member assigns a student to detention, the faculty member will send an Official Note explaining the reason for the detention. Families should review this information with their child at home.

### Suspension

Certain behaviors are so harmful to the community that they require time away from the community (suspension) to engage in appropriate reflection and learning.

Students serve their suspensions at home or at school at the *discretion of the Administration*. Assignments meant to further reflection for the student may be assigned at the discretion of the Administration.

### Probation Policy (Behavior-related)

The Middle School Discipline Committee will meet after a student suspension to determine whether that student will be placed on behavior probation. A student's re-enrollment contract for the next school year will be held and that student may not be promoted to the next grade as long as they are on behavior probation.



## Administrative Leave

Sometimes issues may arise during the course of a student's time in the Middle School that interfere with the student's ability to engage constructively during the school day. In addition, there may be times when the school needs to gather information regarding an alleged act without a student's presence on campus. In these cases, the school reserves the right in its sole discretion to allow for a student(s) to be placed on, or request, an Administrative Leave. During this time away from school, the student normally will remain in good standing, while the student's family, the school, and/or outside parties work to address the issue(s) in question; however, there may be circumstances which cause the School to determine that the student is not in good standing. The Principal will determine all Administrative Leaves. The student and family will work with their advisor and teachers to stay current on coursework until the student is able to return to school.

## Expulsion

Occasionally expulsion of a student from the community is necessary. As more fully specified in the Enrollment Agreement, if the school in its sole discretion and judgment feels that it can no longer continue working with a student either because of repeated violations of rules, or a serious infraction of the community standards of behavior, they can be expelled at any time. If a student is expelled from Friends School or withdraws for disciplinary reasons they may not return to campus or participate in school events for a period of at least one year, or longer if so notified, without the written permission of the Head of School.

## DRESS CODE

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The dress code of Friends School of Baltimore provides students with the opportunity for individual expression of dress and to adhere to standards of dress consistent with the Quaker Testimonies of simplicity, integrity, community, and peace. Our dress code is meant to help create a positive, safe, and fully participatory learning environment for each child. The responsibility for dressing according to these guidelines rests with the students and their families.

## Goals and Guidelines

The Middle School dress code seeks to promote the following Quaker testimonies:

### Simplicity

- Students should dress in a manner that is neat, comfortable, and allows for full physical participation in the Middle School program.
- Students and families are strongly discouraged from choosing clothing that shows off wealth or socioeconomic status.

### Integrity

- Students should dress in a manner which positively reflects their individual identity.
- Accordingly, students and families are discouraged from choosing clothing that emphasizes a brand identity. Clothing that features small logos or labels is preferable.
- *Clothing that advertises or promotes alcohol, tobacco, or illegal substances is prohibited.*

### Community

- Students should consider how their clothing choices might affect others in our diverse community.

- Clothing choices should reflect kindness, inclusivity, and our school's commitment to equal treatment for people of all races, religions, genders, and other core identities.
- *Clothing that contains foul, harmful, or demeaning language towards another person or group is prohibited.*

#### Peace

- Clothing choices should reflect our school's commitment to nonviolent resolution of conflict.
- *Clothing that features camouflage, weaponry, or promotes violence is prohibited.*

#### Queries

Students and families should consider the following when making choices for how to dress for school.

- Do my clothing choices contribute to a positive learning environment at Friends? (*Will my ability to learn be limited by clothing choices?*)
- Am I able to move comfortably throughout the building? Can I comfortably and safely sit, stand, kneel, do work on the floor, dance, navigate stairs, and/or play kickball with my advisory group in what I am wearing today?
- Are my clothing choices kind towards others in my community? (*Is it possible that someone will be hurt by what I am wearing?*)
- To what extent are my clothing choices appropriate for a multigenerational and multicultural school community with small children, young adults, adults, and older people?
- Do my clothing choices support our school's emphasis on simplicity, integrity, community, and peace?

#### Respect for Hair Styles, Adornments, And Coverings

As an affirming Quaker community, we recognize that self-presentation is an important aspect of identity. Hair styles, adornments and coverings are often linked to racial, cultural, and religious identification. As a diverse learning community any disparaging comments, physical touching, or calling undue attention to hair styles and/or cultural/religious hair adornment is unacceptable.

#### Enforcement

In cases in which adherence to our dress code is questioned, the faculty and administration will enforce the dress code by having a conversation with the student and / or the student's family.

Every attempt will be made to have these conversations individually, and not in a group setting.

Teachers may use some of the queries listed above to prompt conversation. Students are expected to listen respectfully and engage thoughtfully in these conversations.

The goal of these conversations will be to partner with students and families to promote clothing choices that are more appropriate for school based on Quaker principles.

The final decision as to whether clothing choices are appropriate for school will rest with the Middle School administration. If inappropriate choices continue to be made purposefully, even after clear conversation with student and families, disciplinary action and consequences will result.

#### DRUG POLICY

Friends School incorporates programs into its curriculum at all levels to help students develop a lifestyle centered on wellness of body and spirit.

Therefore, the policy of Friends School is that the possession or use by students of illegal or harmful drugs, including alcohol, on campus or at any school-sponsored event, on or off campus, is subject to disciplinary action.

## TECHNOLOGY POLICIES

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### 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 1:1 Chromebook program for grades 3-12, 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/or key fobs 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 wifi (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 unlawful information on a system.
  - Use of abusive or otherwise objectionable language in either public or private messages.
  - Intentionally searching for or visiting 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. To ensure effective communication between students, faculty, and staff, it is essential that all students maintain accurate and complete profile information in myFriends. If any necessary profile information is removed or altered, the School reserves the right to restore or reshare this information.
11. 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.
12. Students are not permitted to circumvent firewalls, filters, or access controls and may not attempt to bypass any monitoring software employed by the School.
13. 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.
14. Students in Grade 3-12 who are assigned a Chromebook 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 when a student "presents work one did not create or ideas one did not develop as one's own," and is unacceptable and violates School policy. Students may not post, distribute, or use without permission, material that was created by someone else (including AI) 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 or camping trips. 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 the Lower School Assistant Principal to discuss this.

### ***Electronic Devices Policy (Middle School)***

Students may store cell phones, smart devices, and headphones (including airpods/ear buds) in their backpacks or leave them in their locker, but these items should only be used or visible with explicit permission from the supervising teacher (this includes the academic day, athletics, extended day, and school events/trips). Use of these devices is not permitted in hallways, bathrooms, locker rooms, the meetinghouse, turf/fields, or during lunch and morning break. All cell phones/smart devices should be put on silent, in airplane mode, or turned off and should not cause disruptions to the school day. Smart watches may only be worn in airplane mode and can only be used to check the time.

Repeated violations of this policy will result in the confiscation of the cell phone or device which will be returned to the student at the end of the school day. Families are reminded that students also have access to a phone in the middle school office. Repeated violations of this policy will result in appropriate consequences.

### ***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 websites, 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.

### **Middle School Library/Lab Policies (in addition to the RUP)**

1. No food, drink, or gum is allowed in the Library or Makerspaces. Avoid consuming these items in close proximity to school-owned electronics.
2. Students may not download programs or apps onto the network or their school device.
3. Students must obtain permission for use of supplies in labs and makerspaces.

4. School email policy: Students may only use their Friends School Gmail account when on campus. No personal accounts, etc. No sending large files or “spamming” through email. Appropriate email use is allowed during breaks and after school, use at other times is for academic purposes or with teacher’s specific permission.
5. Do not use furniture inappropriately, such as, standing, sitting, or jumping on tables. No standing or rocking in chairs.
6. Leave the space as you found it, return laptops to cart in proper numbered slot and plugged in. Please leave all peripheral items in their proper place and everything functioning properly. Report issues to Tech Educator or Librarian.
7. Students may not enter the library or makerspaces without faculty supervision.
8. Students may not use faculty computers without permission.
9. A student’s use of the school network to harass others, harm themselves, or the school may be subject to the Friends School disciplinary code.
10. Apps or sites such as Instagram, TikTok, SnapChat, etc. are not always appropriate for middle school students. Such sites are monitored from our network.
11. Always ask for help when in doubt.

## CHROMEBOOK 1:1 RESPONSIBLE USE POLICY

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Students are responsible for understanding and adhering to the Responsible Use Policy for Technology and the following guidelines relating to the use of the Chromebook.

### ***Student Responsibilities***

- **Bring the Chromebook to school daily.** While it may not be used in all classes every day, students are expected to have their Chromebook with them at school every day.
- **Fully charge the Chromebook each night** to ensure sufficient battery power to last throughout the bulk of the school day. There will be limited charging capabilities in the Middle School building.
- Connect to the internet only via the wireless network provided by the School while on campus.
- **Be responsible for the security of the Chromebook**, including keeping it in a locker or secure area both at school and during after-school events.
- Report damage or malfunction to Andy Hanes ([ahanes@friendsbalt.org](mailto:ahanes@friendsbalt.org)), MS Technology Educator, as soon as possible for evaluation.
- Keep your device away from food and liquids. Use only a soft cloth to clean its screen.
- Notify Mr. Hanes immediately in the event of loss, theft, vandalism, unauthorized use, or technical problems.
- Do not attempt any repairs on the Chromebook or take it to an outside vendor for service.
- Be responsible for all damage or loss caused by neglect or abuse.
- Download only legally purchased, acquired, and/or copyrighted software, documents, music, photographs, images, and games.

### ***Privacy and Respect***

- The webcam and microphone should only be used for educational purposes.
- Use the Chromebook only when appropriate and permitted by teachers and/or family.
- Do not loan or let anyone else use your Chromebook.
- Follow the policies for responsible digital citizenship as outlined in the Friends School Responsible Use Policy while at school and outside of school.

### ***Care and Safety***

- Cords and peripherals must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must never be left in an unsupervised area, unlocked locker, or car.
- Students are responsible for keeping their Chromebook battery charged for school each day.
- Students are responsible for the power/charging cord and will be billed for replacements.

***Breakage, Damage, Theft, and Loss***

- Students are allowed one incident of repair at no charge, due to accidental damage of the Chromebook, during the duration of their enrollment at Friends School (not each year). The School, may, however, use its discretion and bill a family if it believes that the Chromebook has suffered damage due to gross negligence.
- If a Chromebook is stolen, students must present a police report of the incident. The school will cover one incident of theft at no charge to the family.
- After the first incident of repair, families will be responsible for any subsequent costs resulting from damage to the Chromebook and any school-provided peripheral devices (such as chargers).
- Loss of the Chromebook or charger is not covered under this policy and any replacement due to loss of the device or charger will be billed to the student's account.