

FOUNDED 1876

FRIENDS ACADEMY

STUDENT  
& PARENT  
HANDBOOK

2019-2020

---

EXCELLENCE IN LEARNING

GROWTH IN KNOWLEDGE

GENUINE COMMITMENT TO SERVICE

---



STRONG MINDS.  
KIND HEARTS.

270 DUCK POND ROAD, LOCUST VALLEY, NY 11560  
516-676-0393 | [www.fa.org](http://www.fa.org)

# FRIENDS ACADEMY

## 2019 - 2020 School Calendar

<b>TUESDAY, SEPT. 3</b>	First Day of Classes – 8:05 am
<b>MONDAY, SEPT. 30</b>	Rosh Hashanah – No School
<b>WEDNESDAY, OCT. 9</b>	Yom Kippur – No School
<b>MONDAY, OCT. 14</b>	Indigenous Peoples Day/Columbus Day – No School
<b>MONDAY, NOV. 4</b>	Faculty/Staff In-Service Day – No School
<b>MONDAY, NOV. 11</b>	Veterans Day – No School
<b>TUESDAY, NOV. 26</b>	Thanksgiving Break begins after final afternoon commitment
<b>TUESDAY, DEC. 3</b>	Classes resume at 8:05 am
<b>FRIDAY, DEC. 20</b>	Christmas/Holiday vacation begins ~ LS: Noon dismissal; MS/US: Full day
<b>MONDAY, JAN. 6</b>	Classes resume at 8:05 am
<b>MONDAY, JAN. 20</b>	Martin Luther King, Jr. Birthday Observed – No School
<b>FRIDAY, FEB. 14</b>	Winter Vacation begins after final afternoon commitment
<b>MONDAY, FEB. 24</b>	Faculty/Staff In-Service Day – No School
<b>TUESDAY, FEB. 25</b>	Classes resume at 8:05 am
<b>WEDNESDAY, APRIL 8</b>	Spring Vacation begins after final afternoon commitment
<b>MONDAY, APRIL 20</b>	Classes resume at 8:05 am
<b>MONDAY, MAY 25</b>	Memorial Day – No School
<b>WEDNESDAY, JUNE 10</b>	Last Day for Seniors
<b>THURSDAY, JUNE 11</b>	Last Day LS/MS/Grades 9 to 11 – Dismissal at noon
<b>SATURDAY, JUNE 13</b>	Commencement – 10:00 am

# TABLE OF CONTENTS

(Click on topic to quickly navigate to page)

I.	<a href="#">MISSION</a>	4
II.	<a href="#">TEACHING AND LEARNING FOR TODAY AND TOMORROW</a>	4
III.	<a href="#">MEETING FOR WORSHIP</a>	4
IV.	<a href="#">CHAIN OF COMMUNICATION FOR QUESTIONS/CONCERNS</a>	5
V.	<a href="#">FUNDAMENTAL STANDARDS FOR CITIZENSHIP</a>	5-7
	Code of Character	6
	Behaviors that are strictly prohibited and illegal	7
	Disciplinary Response	7
VI.	<a href="#">SCHOOL CALENDAR AND HOURS</a>	8-9
	Yearly Calendar, Religious Holidays	8
	School Hours	8
VII.	<a href="#">EMERGENCY MANAGEMENT AND SAFETY</a>	9-14
	Unauthorized Recreational Vehicles	9
	Door Access Control Card Policy for MS/US Students	10
	Emergency Closings	11
	General Attendance Guidelines	11
	Illness During School	14
	Students Entering or Leaving During the School Day	14
VIII.	<a href="#">STUDENT SUPPORT SERVICES</a>	14-17
IX.	<a href="#">DRESS CODE</a> (See divisional sections for specific guidelines)	18
X.	<a href="#">TEXTBOOKS</a>	18-19
XI.	<a href="#">HOMEWORK</a>	19
XII.	<a href="#">PERSONAL PROPERTY &amp; SECURITY</a>	19
XIII.	<a href="#">LIBRARIES</a>	19-20
XIV.	<a href="#">TRANSPORTATION</a>	20
XV.	<a href="#">ROLE OF THE PARENT</a>	21
	Parent Code of Conduct	21
	Parent Council	21
	Separated or Divorced Parents	21
	Parent Sponsored Activities	22
	Facilities Usage Guidelines	22
	Behavior Outside of School, Student Social Activities Outside of School	22-23
	Development – Annual Giving	23
	Gift Giving	24
XVI.	<a href="#">HEALTH AND MEDICAL FORMS</a>	24-25
	Administration of Medication, Privacy of Health Information	24-25
	Controlling Nut Products on Campus Guidelines	25
XVII.	<a href="#">LOWER SCHOOL GUIDELINES</a>	26-33
XVIII.	<a href="#">MIDDLE SCHOOL GUIDELINES</a>	34-46
XIX.	<a href="#">UPPER SCHOOL GUIDELINES</a>	47-71
APPENDIX A:	<a href="#">STATEMENT ON ACADEMIC HONESTY</a>	72-73
APPENDIX B:	<a href="#">GUIDELINES ON HAZING, BULLYING, HARASSMENT</a>	73-75
APPENDIX C:	<a href="#">DEROGATORY AND OFFENSIVE USE OF LANGUAGE GUIDELINES</a>	75-76
APPENDIX D:	<a href="#">GUIDELINES ON TECHNOLOGY USE</a>	76-79

---

# GENERAL GUIDELINES

Welcome to Friends Academy. This *Handbook* is designed to provide general information on school practices and guidelines as well as specific information for each division of the school. It is not meant to preclude telephone calls about special questions, concerns, and situations.

A student's and family's presence in the school and their signatures on the enrollment form signify their acceptance and willingness to abide by the guidelines set forth in this Handbook. **The school reserves the right to alter its policies at any time without prior notice.** Students and parents signify acceptance of a change in guidelines by remaining members of the school community after notice of the change is given.

## **I. Mission**

Founded in 1876 by Gideon Frost for “the children of Friends and those similarly sentimental,” Friends Academy is a Quaker, coeducational, independent, college preparatory day school serving students from age three through the twelfth grade. The school's philosophy is based on the Quaker principles of integrity, simplicity, patience, moderation, peaceful resolution of conflict, and a belief that the silence and simple ministry of the “gathered meeting” brings the presence of God into the midst of busy lives. Friends Academy is committed to developing a diverse community whose members value excellence in learning and growth in knowledge and skill, a genuine commitment to service and ethical action, and a realization that every life is to be explored, celebrated, and enjoyed in the spirit of the Religious Society of Friends.

## **II. Teaching and Learning for Today and Tomorrow: Habits of Mind and Heart**

Seeing Possibility

Listening Actively and Reflecting

Inquiring Deeply

Asking, Exploring, and Revising Questions

Collaborating and Constructing Ideas and Designing Flexible Solutions

Demonstrating Understanding Through Performance

Thinking Purposefully to Act Ethically

## **III. Meeting for Worship**

The Meeting House is a place of worship for members of the Friends Academy community. One morning each week, students, faculty, and staff sit together in reflective silence in Meeting for Worship in the manner of Friends. This is considered the most important appointment of each week, and its spirit, in the Quaker tradition of acceptance, transcends the various religions of those present at the Meeting. It is a time for reflection, community, and respectfully listening to others who are moved to speak. Visitors are always welcome in the Matinecock Meeting House.

---

Updated August 2019

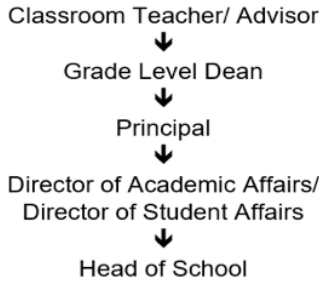
This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

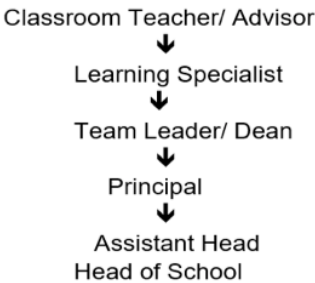
All students in second through twelfth grades attend weekly divisional Meeting for Worship. Please check with your divisional office for days and times.

#### **IV. Chain of Communication for Questions or Concerns at Friends Academy**

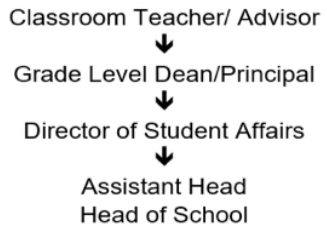
##### ***Specific Class***



##### ***Overall Academic Progress***



##### ***Disciplinary/Social Concerns***



#### **V. Fundamental Standards for Citizenship**

Friends Academy fundamental standards for citizenship are grounded in the Friends Academy Quaker Mission and call members of the community to strive to be their best selves, **to make decisions rooted in integrity and empathy**, and to uphold and model the Quaker testimonies. When students are unable to behave in accordance with Friends Academy's fundamental standards for citizenship and code of conduct, whether on or off the FA campus, the school will meet with the student to discuss, and logical and timely consequences may occur. Whenever a potential breach in fundamental standards occurs, Friends Academy will consider *intent, context, impact, relationships, and pathways forward* when determining fair and equitable consequences with the purpose to evoke learning, growth, and better future decision-making.

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

## A. Code of Character

Friends Academy seeks to nurture strong minds and kind hearts through the wisdom of the Quaker testimonies so that our students can make the world a better place through their good works. Ethical citizenship forms the foundation of all we do. We expect all members of the community to strive to respect and model these expectations.

1. **Live with integrity**, tell the truth, and act truthfully, regardless of what others may do or say, and encourage integrity in others. Students are expected to show integrity. Students are expected to be accountable for their choices.

Examples of violations (not all inclusive or of equal value):

- Theft, vandalism, or other abuse of school property
- Lying, covering the truth, cheating, plagiarism
- Misbehavior in class, including incessant disruption and improper language
- Possession or use of tobacco, alcohol, marijuana, or other non-prescription substances
- Disrespect in Meeting for Worship

2. **Treat everyone with kindness**, compassion, and respect, and cultivate kindness in others. Students are expected to respect individuals and their opinions. Students are expected to cooperate and collaborate as team players, both on and off the field. Students are expected to respect the classroom community and the overall learning environment of their classmates.

Examples of Violations (not all inclusive or of equal value):

- Tardiness to class or unexcused absence from classes, study halls, lunch, Meeting for Worship, or athletics
- Running or making excessive noise in the hallways
- Violation of individual classroom rules and expectations
- Improper use of technology, including cell phones, as outlined by the required by the Acceptable Use Policy

3. **Employ empathy and peaceful resolution of conflict** as key lenses and tools through which to see and interact with the world.

Examples of Violations (not all inclusive or of equal value):

- Use of disrespectful language towards or about another community member
- Physicality
- Use of technology – text, social media, etc as a hurtful or malicious tool

4. **Help to build an inclusive community** by standing up to prejudice, bullying, and intimidation and stepping in when others need help. Students are expected to identify and value the gifts, talents, and light in every member of the FA community.

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

Examples of Violations (not all inclusive or of equal value):

- Bullying, in-person or online
- Intentional exclusive behavior towards an individual or a group of individuals
- Expressing opinions or making statements that are degrading or offensive to individuals or groups based on differences, even when the intent is “to joke”

5. **Care for our environment**, including our shared spaces and resources, and encourage others to do the same.

Examples of Violations (not all inclusive or of equal value):

- Chewing gum
- Dress Code violation
- Improper behavior in the commons and lunchroom
- Creating disorder in shared community spaces

## **B. Behaviors that are Strictly Prohibited and Illegal:**

**Possession of a Weapon:** Students may not possess a weapon of any type – or intend to use another object as a weapon – at school or a school function.

**Possession and/ or use of alcohol, tobacco or illegal substances:** No student may use, sell, distribute, manufacture, dispense, possess, promote the use or be under the influence of alcohol, tobacco in any form including E-cigarettes/vaping devices or any illegal drug or misuse any legal or prescribed drug at school, in school vehicles or at a school sponsored function.

**Gambling:** A key Quaker tenet bears testimony against betting, gambling, and lotteries. Participating in or promoting any form of gambling constitutes a violation of this standard.

**Harassment:** Friends Academy is committed to providing a safe learning environment for all students and community members. Harassment of any kind which includes bullying, hazing, or any other victimization of students (including sexual harassment), based on any of the following actual or perceived traits or characteristics: age, color, ethnicity, race, religion, sexual orientation, gender identity, physical attributes, ability or disability, political beliefs, socioeconomic status, or familial status is prohibited.

**C. Disciplinary Response:** A student found to have violated a Fundamental Standard of the school will be referred to an appropriate administrator and will face disciplinary consequences in accordance with school guidelines. A student’s age, overall record, truthfulness, and general attitude will affect the school’s response to any disciplinary situation. Additionally, the willingness of the student and his or her family to abide by the consequences set by the school will contribute to the school’s assessment of whether the student may remain at Friends Academy. In all cases, the school reserves the right to judge the seriousness or impropriety of any behavior and determine the appropriate disciplinary response.

For details of disciplinary responses within each division, please see the following sections:

Lower School	Section XVI
Middle School	Section XVII

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

*Parents and students must be aware that the commission of an act which constitutes a crime may be reported to the appropriate authorities.*

## **VI. School Calendar and Hours**

### **A. Yearly Calendar**

The school calendar has been carefully planned to provide a balance between instructional days and vacation time. It is very important for all Friends Academy families to adhere to the published school calendar (see calendar on inside front cover) in making plans for the year. **Accordingly, all absences for the purpose of extended or additional vacations will be unexcused and may result in academic consequences as established by each division.** Occasionally, due to unusual circumstances and with prior notification to the appropriate Principal, a student will be granted permission to miss school at a time other than a vacation period.

### **B. Religious Holidays**

In keeping with the Quaker belief in the unique worth of each individual, we respect any member of our community who wishes to fulfill a religious obligation while school is in session. On days that we anticipate a significant number of students will be absent for a religious holiday, our faculty will conduct purposeful classes, but will not cover material that will later be evaluated and thereby put those observing the religious holiday at a disadvantage. Similarly, tests and quizzes are not given on those days nor the day following the holiday.

For absence due to any religious observation, it is the student's responsibility to discuss those absences with his or her teachers, in advance, so together they can plan a reasonable time-frame for completion of homework assignments (at the discretion of the teacher) that will not be compromised by the holiday observance.

### **C. School Hours**

Academic Day .....	8:05 a.m. to 3:20 p.m.
Reception Desk Frost Hall .....	7:30 a.m. to 6:00 p.m.
School Offices .....	8:00 a.m. to 4:00 p.m.
Business Offices .....	8:00 a.m. to 4:00 p.m.
The Learning Commons.....	7:30 a.m. to 5:30 p.m. ( <i>until 4 p.m. on Fridays</i> )
Athletic Office .....	8:00 a.m. to 4:00 p.m.
Athletics & Activities .....	3:20 p.m. to approximately 5:30 p.m. or later when there are games or extended practices.

Students may be dropped off no earlier than 7:30 a.m. in the lower school lobby. At 8 a.m., students K - 5 will head to their classrooms. Students walk to their classrooms on their own; parents do not walk their child(ren) to class. However, there is an exception for students in Kindergarten. Parents may walk their child to his/her Kindergarten class. We will help kindergartners work toward traveling to their classrooms independently later in the school year. Classes start at 8:05 a.m..

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.



---

**Early Childhood** meets from 8:30 a.m. to 2:45 p.m. Doors open at 7:45 a.m. Students are dropped off either at the classroom or the Lower School lobby at 7:45 a.m. and picked up in front of the Early Childhood parking lot entrance at 2:45 p.m. Six parking spots will be reserved for morning drop-off and afternoon pick-up.

**Kindergarten through 2nd grade** students are dismissed from the doors outside of their classrooms at 3:10 p.m. Please refrain from going up to the classroom door before this time. This way, students do not become distracted as the teacher helps them end their day as a class community.

**Grades 3 - 5** are dismissed at 3:20 p.m. by the entrance/exit that leads out to the parking lot.

**NOTE:** *The Lower School Office should be notified of a change in transportation routine, including the day and date of the change to car or bus pick-up. When you pick your child up early, sign out on the sign out form in the hallway outside of the Lower School Office.*

*If there is no note or phone call, a child will be sent home by the usual procedure.*

**Middle School** — The building is open at 7:45 a.m. Students are expected to arrive at school by **7:55 a.m.** and be in their classes by **8:05 a.m.** Car pickup for Grade 6 is at 3:20 p.m. in front of the Middle School. Car pickup for Grades 7 and 8 is at 3:30 p.m. in front of the Middle School. Middle School students who have a Lower School sibling must report to the Lower School parking lot for pick up. Parents are not permitted to pick up students on Duck Pond Road.

**Upper School** — The building is open at 7:45 a.m. Students are expected to arrive at school by **7:55 a.m.** and be in their class meetings by **8:05 a.m.**

*Before 7:45 a.m. and after 3:30 p.m. there is no supervision of students except for those who are on campus for a school activity such as athletics, theater, after school Enrichment programs or Lower School Extended Day. Additionally, the library is open late for Middle and Upper School students who need a place to work after school. Middle School students must sign up in advance on the Middle School bulletin board outside the principal's office. When arriving to the library, students must sign in at the main desk not later than 3:45 p.m.*

## **VII. Emergency Management and Safety**

Emergency management is overseen by the Head of School with support from the Incident Command Team (ICT), which is comprised of several people, including the Directors of Athletics, Communications, Facilities, Finance, and Technology. ICT has taken proactive steps to protect the safety of the FA community. ICT is responsible for all planning, training, and drills related to emergency management. ICT works in collaboration with local and federal first responders and emergency agencies to update protocols and training methods as best practices guidance changes. Training is provided to all faculty and staff prior to the start of the school year. Training for all students is delivered at the start of the school year. ICT holds eight fire drills and four lockdown drills each year.

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

## 1. Unauthorized Recreational Vehicles

Self-balancing scooters, more popularly known as hoverboards, are not permitted on campus or in any Friends Academy-owned building. Hoverboards include self-balancing scooters, battery operated scooters, and hands-free segways. This restriction also extends to All-Terrain Vehicles, skateboards, heelys and drones.

## 2. Door Access Control Card Policy for MS/US Students

Friends Academy issues door access control cards to students in the Middle and Upper Schools to permit them to enter school buildings. To enter a building, simply place your card in front of the reader (small white box with a red light next to the door) and wait for the audible beep, which indicates the door is unlocked. These cards will only unlock the following doors and only during regular school hours:

### For MS students:

Middle School front and side doors  
Athletic Center main lobby and mudroom doors  
KW Learning Commons main entry  
Dolan Center doors to the atrium and green room  
Frost Hall entry from the quad

### For US students:

Frost Hall quad entry and front doors  
Athletic Center main lobby and mudroom doors  
KW Learning Commons main entry  
Dolan Center doors to the atrium and green room

It is important for the security of our campus that the following rules are understood and adhered to:

- Keep the card on your person at all times while on campus. Keep it in a safe and easily accessible place.
- Do not lend your card out to others. Each card has a distinct number specific to each student.
- Do not permit people that you don't recognize to enter school buildings with you. Visitors should be directed to enter and check in at the reception desk in Frost Hall. Notify the nearest faculty or staff member if you have a concern about a stranger on campus.
- Do not prop open exterior doors.
- If you lose your card, please immediately notify Chris Semlies, Facilities Director via email [chris\\_semlies@fa.org](mailto:chris_semlies@fa.org), so your lost card can be deactivated. A replacement card will be issued for a \$20 fee.
- All cards will be collected at the end of the year. A \$20 fee will be assessed for a lost Card.

## 3. Off-Campus Food Delivery

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

Ordering food or beverage delivery is prohibited, unless managed by a teacher for a special activity. In this case, the teacher must order the food and meet the delivery person.

### **E. Emergency Closings**

In the event of inclement weather, Friends Academy generally follows the lead of the Locust Valley, Glen Cove, and North Shore School Districts. Announcements of school closings will be posted on the Friends Academy Website, [www.fa.org](http://www.fa.org), and broadcast on Channel 12 Cablevision and Fios. Each family will also receive an automated phone call (see below) alerting them to the closure. While we expect that students will be in attendance on the days school is open, we also understand that weather conditions vary across Long Island and that the final judgment rests with each family in determining if driving conditions permit travel to school.

It is highly unusual for school to close early. However, in the event of an unexpected early dismissal, all Lower School parents will be notified by telephone, and no Lower School student will be released until parents or contact person have been contacted unless we have specific instructions on file. No Middle School students will be permitted to leave school on district buses or with a sibling or friend unless we have specific instructions on file. No Upper School student will be permitted to go home without specific notification if the student's school district sends a bus to pick them up.

Students who drive to school are expected to remain in attendance until school is officially closed and no student will be permitted to leave early without specific parental permission. Under no circumstances should students themselves call home to be picked up. Parents who have concerns about the weather during the day should call the appropriate office for additional information.

Friends Academy utilizes an automated calling system to announce school closings and convey other urgent information. We utilize an emergency call system for contacting parents in the event of a school closing, early dismissal or other important announcements or emergencies. Please note that the dismissal procedures above remain in effect and the automated call is simply an additional source of information for parents. To insure the effectiveness of our automated calling system, please make sure your contact numbers are accurate by updating your Contact Information using your My BackPack login or by calling the appropriate division office.

### **F. General Attendance Guidelines – All Divisions**

As a Quaker school, one of the essential components for a healthy and supportive community is open and honest communication between parents and school. We are partners, working together on behalf of the student. This partnership is a critical element in the safety and overall success of the student.

The school believes firmly that classroom and daily attendance are essential requirements that support the student's learning experience. Friends Academy's attendance guidelines are based on the principle that regular attendance maximizes the student's interaction with teachers and peers, and correlates to academic success. Consistent attendance helps students develop responsible work and study habits and prepares them for the demands of college and the working world beyond. Students who develop a pattern of poor attendance (absences/late

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

to class/late to school/early excused) undermine their relationships with teachers, their course work, and their ability to participate in the life of the school.

Successful implementation of attendance guidelines requires the cooperation of all members of the educational community, including parents, students, teachers and administration. Under the New York State Education Law, parents are responsible for the regular attendance of their children. Parents and students may view the student attendance record at any time on My BackPack.

***NOTE: Lower, Middle, and Upper school guidelines related to school attendance are taken seriously and should be carefully reviewed. Please refer below to section XVI for Lower, XVII for Middle and XVIII for Upper School related guidelines.***

### **1. Notifying School When Your Child is Absent**

If your child is absent from school, please report the absence before 8:30 a.m. on the morning of the absence by emailing or calling your child's divisional office.

**Lower School:** Email: lsattendance@fa.org or call 516-393-4230

**Middle School:** Email: msattendance@fa.org or call 516-393-4239

**Upper School:** Email: usattendance@fa.org or call 516-393-4296

For either email or voicemail, parents should provide their name, their child's name and grade, and a specific reason for the child's absence, tardiness, or early dismissal. Students may NOT report their own absences to the school.

### **2. Explanation of Absence Notes**

In addition to calling the school, we ask parents to send an email explaining the reason or the absence of their child, preferably no later than 8:30 a.m. The office will not mark an absence "excused" until an e-mail from a parent is received. A e-mail avoids misunderstandings. In order to verify a student's absence and ensure the continuing safety of the children within our care, you can also expect follow-up telephone calls from the divisional administrative assistants if the parent did not call in the absence. In the e-mail, please include the date, the reason for absence and the child's name.

### **3. Excused and Unexcused Absences, Lateness to School and Early Dismissal**

As educators and parents, we must be role models. While we will always respect your parental decisions, we ask that you avoid sanctioning absences for inappropriate reasons. Additionally, New York State law specifies that students may only miss school for very specific reasons.

The following categories are considered excused absences, lateness to school and early dismissal in accordance with New York State School Law:

- School-sponsored or sanctioned trips or activities
- Personal Illness
- Court Appearance
- Death in family and/or Funeral
- Religious observances

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

- 
- Driver's License test (DMV)

**In addition, Friends Academy considers the following as excused absences:**

- 12th Grade approved college visits (3) must be pre-approved
- Suspension or Day of Reflection

**Unexcused absences, lateness to school and early dismissal include, but are not limited to:**

- Extended family vacations outside of the school calendar
- Appointments that can easily be made after school hours
- Oversleeping, missing the bus
- Studying for a test

If a student misses school for more than two school days for any reason other than listed under excused absence, the parent must contact the school nurse for medical issues and the Principal to discuss the nature of the absence and determine how this will affect the child's class work.

Students who are absent are responsible for meeting with their teachers and setting up a plan to make up homework, tests, or quizzes that were missed. Students should check the Website, consult syllabi, email teachers, or call classmates for assignments. For an extended illness and upon request, the administrative assistant can collect homework for a student. Parents should contact the Principal if the student will be absent for more than five (5) days to ensure continuity of instruction. Students who leave early or arrive late are responsible for meeting with teachers of classes missed that day.

#### **4. Procedure when Late to School**

Students arriving late (after 8:05 a.m.) must check in with the divisional administrative assistant. For students who are late, parents must call or email the divisional assistant, explaining the reason for lateness.

#### **5. Extra Curricular Policy**

Students arriving after 9 a.m. are ineligible to participate in after school or evening events. This includes practices or rehearsals. If a student is sick and unable to attend school, we would ask that the student make getting well a priority and we would not expect the student to attend any after school events or programs. In cases where there are extenuating circumstances, the student and/or parent may contact the division Principal or in the Upper School the Director of Student Affairs to receive an exemption to participate.

#### **6. Procedure for early dismissals**

If a student must leave school during the school day, the student must follow the procedures outlined below. Any student who requests to be released from school early for a medical appointment, religious observance, or other reason must provide a parental note of request to the main or attendance office prior to leaving school. Parents of Middle School students must

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

come into the office to sign their child out. Upper School students must swipe out in the attendance office. The school strongly encourages that all medical appointments be made after school hours or during vacations. In the case of an emergency medical appointment (dealing with illness), a note from the doctor's office will be required.

### **G. Illness During School**

When a student becomes ill during the day or has an accident that requires medical attention, the school nurse will be consulted. The nurse, in conjunction with the divisional administrative assistant or faculty person in charge, will notify the family and request that the student is picked up. Under no circumstances should students themselves call home to be picked up. Students requiring emergency care will be transported by ambulance to an appropriate hospital or medical facility. Parents will be immediately notified.

**NOTE: *It is very important that we have on file the current phone numbers of those to contact in case of illness or accident.***

### **H. Students Entering or Leaving During the School Day**

If a student enters school after morning attendance, the student must sign/swipe in at the attendance office. If a student must leave school during the school day, the student must follow the procedures below:

1. Any student becoming ill during the day is to report to the nurse's office and must sign out with the nurse in order to leave school.
2. LS and MS parents must sign out their child at the appropriate divisional office for a medical appointment, religious observance, or any other reason prior to leaving school.
3. US Parents may request that their child be released from school for a medical appointment, religious observance, or any other reason by contacting the US Attendance office prior to leaving school.
4. Students and parents should inform teachers of classes that will be missed.

## **VIII. Student Support Services**

Students at Friends Academy are provided academic and personal support in a variety of ways throughout the three divisions. Our faculty members understand and appreciate the importance of balancing a commitment to scholarship with an attention to the personal development and growth of each student. Through grade level teams and individual advisors, the structure of the school promotes an in-depth understanding of each student.

### **A. Academic and Social Advising**

Friends Academy considers itself to be a nurturing community whose members work closely with students to support their academic and social lives and who value the inherent worth of every individual. The academic and social advisory function of the school is robust and built upon the idea that positive relationships between students and caring adults lies at the heart of a quality education. Specific approaches and programs in each division of the

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

school address each student's needs in developmentally appropriate ways.

## **B. Learning Services**

Friends Academy provides support services to a diverse population of capable students within the regular academic program. We seek to celebrate the unique worth of each learner and to understand the learning needs of our students at an early age and provide them the necessary support through early intervention strategies. Encouraging students to become more self-aware while helping them to build their skills, develop critical thinking skills, and learn to compensate for their learning differences, the ultimate goal of the program is to help students move toward independence throughout their time at Friends Academy. The program aims to educate the parents, students, and teachers, about learning differences, and to nurture a partnership between the home and school where open communication and clear planning is focused on the individual needs of the student.

In the Lower, Middle and Upper Schools, the goals are to identify learning differences, recommend and provide early intervention strategies, and to begin to help students better understand their learning challenges and strengths. As students move into the Middle and Upper Schools, the goals are to continue to support students as needed, to help them to develop compensatory strategies, better understand their strengths and challenges, and become independent learners by learning to develop self-advocacy skills, and to achieve academic self-reliance.

A full-time Learning Specialist in each division, along with the School Psychologists, supports students with learning differences and helps teachers employ strategies to meet the needs of diverse learners. The Learning Specialist integrates with the regular program and works closely with the classroom teachers. A child study team in each division composed of the division Learning Specialist, School Psychologist, the division Principal, and team leaders or class deans meet regularly to discuss students of concern. These groups recommend teaching strategies, identify appropriate accommodations, and devise approaches to support students who are having difficulty academically. All accommodations and services are designed to help students meet with success within the regular academic program. In some cases, students may be recommended for achievement and/or psycho-educational testing, and the child study team will monitor this process and help to interpret evaluations for teachers and parents. *(Please refer to section XVI for Lower, XVII for Middle and XVIII for Upper School student support guidelines.)*

## **C. Policy for Granting 504 Accommodation Plans to Students**

A student with a significant disability has certain rights under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, to reasonable accommodations that reduce the effects of their disability on their academic functioning. Though Friends Academy attempts to support all students with disabilities, as a non-public institution, it is neither required nor able to provide all accommodations that a student might require.

### **504 Eligibility:**

All children who have a physical or mental impairment which **substantially** limits a major life activity, have a record of such impairment, or are regarded as having such impairment, are eligible to apply for a Section 504 plan.

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

**Major life activities** include, but are not limited to, seeing, walking, hearing, learning, working, performing manual tasks, or self-care.

**Substantial limitations are defined as:**

- The student is unable to perform a major life activity that the **average** student of approximately the same age can perform

OR

- Significantly restricted as to the condition, manner or duration under which a particular life activity is performed as compared to the average student of approximately the same age. The impairment must be substantial and somewhat unique, rather than commonplace, when compared to the average student of approximately the same age.

**Application Procedure:**

1. A parent or guardian, who suspects that their child may have a 504 level disability, may initiate a referral to determine eligibility by submitting a letter to the school psychologist. This letter must outline the parental concern and which accommodations are being sought. In addition, the parent should provide appropriate evidence of the negative impact of the suspected disability upon academic functioning.

2. Upon receipt of the above information from the parent, the school psychologist, as the official 504 Coordinator, will convene a division 504 Committee meeting. The 504 committee is comprised of the division; head, learning specialist, and an academic teacher, as deemed necessary and appropriate. The committee will review all of the information and determine whether the student meets the criteria for an accommodation plan. The committee may request/gather additional information (i.e. student work samples, teacher reports, academic records, and an up to date psycho-educational evaluation before a decision is finalized. An official decision regarding approval must be finalized within 60 academic days.

3. If a student is granted accommodations, a meeting will be set up with the family and student to discuss implementation of the plan. A written accommodation plan will be developed by the 504 committee.

4. All subject teachers will be made aware of the decision of the 504 committee. Each teacher will be helped to fully understand the accommodation plan in order to best support the student.

5. Once a 504 plan is established, it will be reevaluated at the end of each year to determine whether accommodations are still appropriate.

6. A re-evaluation may be necessary if any significant changes to the accommodation plan are sought.

**If there is evidence that the limitation may rise to the level of a state classifiable learning disability.**

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.



---

The 504 Committee may determine after reviewing all materials that the student's impairment may rise to the level of a state classifiable learning disability. In that case, the family will be referred to the local public school district to determine whether a learning disability exists. If a student is classified as "learning disabled" by the district, an IEP (individualized educational plan) will be created. This plan will determine what special education services and accommodations may be required.

**PLEASE NOTE:**

All outside materials provided by the parents must:

1. Be valid to assess the area of the suspected limiting condition
  2. Be administered by trained independent personnel
  3. Be related to the condition in question.
- A "lower than expected" subtest score on an aptitude, intelligence, or achievement test, in isolation, is **not** sufficient evidence of a significant limitation
  - A physician's report may be required for certain conditions. However a physician's note alone is **not** sufficient for determining a learning impairment.
  - A diagnosis alone (i.e. ADHD) does not necessitate that there is a significant limitation requiring accommodation

**If a student is denied a 504 plan, as their impairment is not seen as substantially limiting their performance, the family may, at a later date, ask that the decision be revisited. Additional evidence must be presented for an appeal to be granted.**

**D. Deadline for Registration for Students with an Individualized Education Plan (IEP)**

For all students newly enrolling in Friends Academy, who already possess an IEP through a public school district other than the Glen Cove City School District; **You must register your child's need for special education services with the Glen Cove School District, no later than June 1 prior to the upcoming academic year** or your child will not be able to access services for the imminent school year.

**E. Counseling Services**

The School Psychologists (the counselors) provide consultation with students and parents to address social and emotional issues that may arise throughout the calendar year. The counselors maintain daily hours for student and faculty "walk in consultations." In addition to offering general information and ongoing support, the counselors provides short-term individual counseling for students, runs counseling groups as needed, and makes referrals to appropriate therapeutic resources. The Lower School receives additional services of a part-time school psychologist provided by Nassau County BOCES.

**F. Other Professional Support**

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

BOCES provides Friends with a part-time speech/language professional and a full-time nurses. A certified athletic trainer is also on staff.

## **IX. Dress Code**

The dress code reflects our respect for the traditions and mission of the school. All clothing should be clean, comfortable, and appropriate. Our Quaker mission asks that we honor the equality and dignity of every community member. As Quakers believe in leading lives of material simplicity and peace, we ask that community members please refrain from wearing either overtly expensive items (including clothing or jewelry drawing attention to expense, brand names, or slogans) or any clothing that symbolizes or advocates for violence in any form. We hope following the guidelines below and keeping dress code in perspective can help guide us in avoiding distraction from what is truly important.

### **1. Upper School Protocols:**

Dress Code is enforced by the Class Deans and advisors and throughout the day by teachers and administrators. A student who chooses to attend school wearing clothing listed on our “not permitted” list will be considered “out of code” and may be issued a written warning, parents may be contacted, and upon an established pattern, may not be permitted to attend class, put on a disciplinary status, and/ or asked to join a focused round table meeting. *Please see specific guidelines in Upper School Guidelines, on page 48.*

### **2. Middle School Protocols:**

Advisors will check the student’s dress each morning during attendance, and special area teachers will be vigilant about observing adherence to the dress guidelines throughout the day. If a student is found to be out of code, he or she will be asked to rectify the problem immediately, and the advisor may call the parent. If the student is unable to resume appropriate dress, he or she will be reported to the Middle School student’s advisor. Continued concerns in this area would result in parent and student meeting with the Student Life Dean or Principal, a focused round table meeting, and/ or the student being placed on a disciplinary status. *Please see specific guidelines regarding the Middle School Dress Code and the Disciplinary Policy section on page 35.*

### **3. Lower School Protocols:**

The classroom teacher checks the student’s dress each morning. If the student is out of code and is unable to resume appropriate dress, the parent will be notified. Continued concerns in this area would necessitate a parent meeting with the Student Life Dean and/ or the Principal. *Please see specific guidelines in Lower School Guidelines, on page 27.*

## **X. Textbook Ordering Procedures**

Your public school district provides textbooks to students residing in the district, even if they attend non-public schools. Upper School students will be able to pick up their textbooks in late August when books are delivered to Friends Academy and schedules are completed. E-

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

mails will be sent out as to the day and time that US students may pick up their books. LS and MS students will get their books when they return to school in September.

Procedure for Students who reside in:

- A. For students served by Suffolk County and all of Nassau County **EXCEPT Sewanhaka, Farmingdale, and Oceanside**, it is not necessary to submit a book order form; your books will be provided through the school.
  
- B. If you live in Sewanhaka, Farmingdale, and Oceanside school districts, please contact your school district for instructions on their textbook ordering process.
  
- C. If you live in a **borough of New York City**, a few of your books may be provided by the city. Typically, families receive very few books through this system due to budgetary constraints and a cumbersome process. We try to provide books from our inventory for these students.

## **XI. Homework**

While the amount of homework varies from grade to grade, parents should help establish a routine and make certain there is a quiet, well-lit place for students to study. Parents may help students get started by reading directions together or discussing a writing assignment but should avoid becoming too involved. Students need to learn to work independently, to “self-start” and, at times, to work through material slowly and with considerable effort. Parents who are concerned about a student should write the teacher a note or make an appointment to pursue solutions.

## **XII. Personal Property and Security – Lockers, Cubicles, Desks, Etc.**

Each of us has an obligation to protect our own personal belongings and protect and respect the belongings of other members in the community. At the start of each school year students in the Middle and Upper schools are assigned lockers in the school building and in the gym locker room to be used to safeguard personal belongings and school materials. While we remind students to refrain from bringing in valuable and expensive items, we strongly encourage students to secure all possessions, especially laptops, cell phones, calculators, personal music devices, jewelry, and money in locked lockers or ask an administrator or teacher to secure the items for the day. Students who play musical instruments are also provided a locker or secure storage space in the music area.

### **A. School Access**

There are certain areas that are considered school property such as lockers, cubicles, desks, and similar storage areas. The school reserves the right to examine any or all of these areas, including personal property brought to campus, at its discretion. Every effort will be made to sustain a climate of trust and respect with regard to these areas.

## **XIII. Libraries**

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

The mission of the Friends Academy libraries is to function as the intellectual heart and information center of the school. To fulfill this mission, the libraries provide curriculum support, research guidance, enrichment through literature appreciation, and other learning experiences to the students, faculty, administration, staff, and parents of the school community.

The school's Textbook Central repository is located on the top floor of the library.

All library material must be returned by the end of the school year. The school will bill families for lost or damaged items.

*The Lower School Library* serves students in Play Group through grade 5 and is available to students during regular school hours.

*The Kumar Wang Learning Commons* serves students in grades 6-12 and is open and staffed Monday - Thursday from 7:30 a.m. - 5:30 p.m. and Fridays from 7:30 a.m. - 4:00 p.m.

Food is not allowed in the library except for special events or advisory period. Beverages are permitted if they are in a covered container.

Students are expected to use their time productively, i.e., study, read, work on projects, or do research or homework.

- In order to maintain an atmosphere conducive to study, students should speak quietly and be courteous and respectful to others.
- Library computers are for academic use only.
- As a service to others, students should clean up their work area upon leaving.
- All library materials should be treated with respect.
- All school guidelines regarding dress code, cell phones, etc. apply in the library.

#### **After school guidelines:**

#### **The Library is open Mon-Thurs until 5:30 p.m., and until 4 p.m. on Friday.**

The library is open late for Middle and Upper School students who need a place to work after school. Middle School students must sign up in advance on the Middle School bulletin board outside the principal's office. When arriving to the library, students must sign in at the main desk not later than 3:45 p.m. Middle School students should settle down to work when they arrive and stay in the building until they are ready to leave campus whether being picked up by a parent or walking to the bus area. All school guidelines and rules regarding student behavior remain in effect.

#### **XIV. Transportation**

Friends Academy students arrive and leave by a variety of methods of transportation. A detailed explanation on the transportation guidelines, including pick-up and drop-off, will come from your division head.

Students wishing to go home with another student on his or her bus must receive permission from the bus driver or company. Please note that the school **cannot** give permission for a student to ride another student's bus. Parents are responsible to organize this with the bus company.

Should there be a concern about bus transportation, the specific school district's Transportation Office or bus company should be notified. If the problem persists, the Lower, Middle

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

or Upper School offices should be contacted.

## **XV. Role of the Parent**

### **A. Parent Conduct and Integrity**

Friends Academy believes that a positive and constructive working relationship – grounded in our Quaker values and Fundamental Standards – between the school and a student’s parents (or guardian) is essential to fulfilling the mission of providing for the intellectual, artistic, athletic, social, moral, ethical, and spiritual development of each student. Mutual respect and kindness; direct and honest communications; patience; trust; and civil and well-mannered resolution of disagreements must govern all interactions between parents and the faculty, staff, and administration. This cooperative and reciprocal relationship between families and the school creates a welcoming and healthy learning environment for all, but especially for students. At all times and in all places, parents and faculty, staff, and administrators should model the Quaker spirit of Friends Academy in their actions and words.

The School welcomes constructive feedback from families about the experience of their child or children. In the Quaker spirit of plain speaking, parents best support a school climate of trust and respect by communicating concerns directly and honestly to the teacher or administrator closest to the issue. The school will insure a just, fair, timely, and confidential process for addressing parent concerns and, in each case, will delineate lines of responsibility and communication.

While parents may not agree with every decision by the school, in most cases, we believe that we can find common ground and continue a mutually respectful and trusting relationship. In the extreme case, an impasse may make it difficult for the parent to remain a constructive member of the community. In such cases, both the parent and school should consider whether another school would be a better match for the family.

Friends Academy reserves the right not to continue enrollment of a student if the school reasonably concludes that the actions of a parent (or guardian) undermine the school’s expectations about conduct, make a positive and constructive relationship impossible, and seriously interfere with the school’s ability to fulfill Friends Academy’s educational purpose and mission.

### **B. The Parent Council**

The purpose of the Parent Council is to promote the welfare of Friends Academy by maintaining a close working relationship among parents, faculty, administration, staff, and trustees. All parents of current students are automatically members and are encouraged to attend the two Parent Council general meetings. All officers of the Parent Council are interested in parent opinions. Volunteers are always welcome to help with the many events organized by the Parent Council. Those interested in helping with any of the Council’s functions should call the specific chairperson. See *Parent Council Guide to our Quaker School* on FA Website.

### **C. Separated and Divorced Parents**

In families in which parents are separated or divorced, Friends Academy will treat each

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

parent equally. Unless prohibited by a court order, a certified copy of which must be provided to Friends Academy, each parent is welcome at school events, functions, and conferences. In addition, unless prohibited by a court order, a certified copy of which must be provided to Friends Academy, each parent will be sent report cards and student evaluations, and each parent will receive school publications, assuming the school has received notice of an appropriate address.

Although difficulties between parents may exist, the school cannot permit personal differences between spouses or former spouses to interfere with the student while at Friends. We are sensitive to the rights of parents, but we must put the interests of the student first. There may be instances in which joint custody of a student is modified by court order. In such an instance, Friends Academy is obligated to, and will abide by, the terms of the applicable court order. It is incumbent upon the parent claiming a modification of joint custody to provide the school with a court certified copy of the applicable order as soon as it becomes available so that it may be reviewed by the school's attorneys and administration.

#### **D. Parent-Sponsored Activities**

On occasion, parents sponsor and/or organize off-campus activities that are not officially sanctioned by the school. Official, school-sanctioned activities are announced to families through mail sent directly from the school on school letterhead, in school publications, or sent electronically from the school network. Parents should exercise judgment when allowing their child(ren) to participate in any off-campus activities that are not officially sanctioned by the school and understand that the school does not have authority over these activities.

#### **E. Facilities Usage Guidelines**

Requests for the use of any athletic facility outside of a scheduled and organized Friends Academy activity must be made to the Director of Athletics. An application for facility usage must be executed prior to the event, by fully completing and submitting the Application for Facility Usage Form, including proof of insurance and all required support documentation. If approved, these programs must also be supervised by an employee of Friends Academy. It is not acceptable for any individual member or members of the community to access the facilities at any time without prior approval or without proper supervision.

#### **F. Behavior Outside of School**

Students and their families should recognize that along with the privilege and opportunity to attend Friends Academy goes the responsibility of representing the school positively in the community at large. When the school becomes aware that a student has violated its Fundamental Standards (violation of Integrity and/ or Empathy) outside of school, the Directors of Student and Academic Affairs, Principals, or Head of School will notify the parents and discuss with them ways in which the school and parents can work together to address the student's behavior. A student's behavior outside of school and the parents' willingness to work with the school to address that behavior may affect the school's decision to continue the student's enrollment.

Specifically with regard to off-campus, private, social functions involving Friends Acad-

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

emy students, parents should always be present. Parents should feel neither guilty nor embarrassed about setting their own rules and insisting that they be respected. Students should understand that they are guests and behave accordingly.

**Special Note: Alcohol or other drugs should never be served to students. Parents who choose to ignore this understanding place themselves at extraordinary legal risk and jeopardize their child's safety and continued enrollment at Friends Academy. Friends Academy reserves the right not to re-enroll a student should that student engage in or should the parents allow or ignore this warning concerning the use of alcohol or other drugs at off campus private social functions.**

### **G. Student Social Activities Outside of School**

Friends Academy considers the supervision of students' lives outside of school to be the responsibility of their parents. However, we do recommend that school nights be used for study rather than social events.

When planning social gatherings for students in the Lower and Middle Schools, parents are encouraged to:

1. Schedule events on weekends.
2. Mail invitations rather than hand them out in school or post on social media
3. Provide adequate supervision for the safety and security of the children.

Since Lower School children do not always live in the same community and need unstructured play settings, families are encouraged to make an extra effort to arrange reciprocal play dates, including transportation.

In planning a social event, it is important to remember the school's emphasis on moderation and the need for careful, active supervision.

### **H. Annual Fund**

The Annual Fund is the single most significant fundraiser for the school and Friends Academy anticipates and expects all parents to support the school through contributions to the Annual Fund. Since tuition does not cover the entire cost of educating a student at Friends Academy, funds from our Annual Fund support the operating budget, helping to bridge the gap between tuition and the cost of educating each student. These funds are also used to enable the school to offer financial aid, to offer competitive salaries to our faculty, and to provide the many programs that make a Friends Academy education distinctive and life-changing. Your gifts are fully tax deductible, and you have until June 30th to make a gift for the current academic year.

Leadership gifts from the core of our Annual Fund and provide a major portion of the total. However, each and every gift is important and demonstrates a tangible commitment to Friends Academy and to our dedicated faculty and staff. Families are encouraged to give generously according to their means. Please join your fellow parents in supporting the Annual Fund. Your gift matters – we are all in this together!

Please do not initiate any independent fundraising for individual projects or purposes. Multiple appeals beyond the current school-sponsored fundraisers can overwhelm our parents. **Before asking parents, alumni or friends to contribute to a cause, please contact the**

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

**Development Office to discuss your ideas.** Well-intentioned efforts sometimes detract rather than enhance community support if not put in the context of the overall school vision. Although we may consider fundraising initiatives that will complement our current mission, we are also mindful that parents and other constituents give generously of their resources. We must be conservative in soliciting our community so that the interests of Friends Academy remain the top priority. Please contact our Development Office well in advance of any perspective fundraising activity so that we can thoughtfully work toward a possible solution.

### **I. Gifts to Faculty and Staff**

We understand the desire of parents to acknowledge and thank faculty and staff with gifts at holidays or the end of the year. We ask that gift giving is in keeping with our Quaker principles of simplicity, moderation, and equality.

## **XVI. Health and Medical Forms**

Friends Academy now uses Magnus Health, an electronic storage system for student health records. All NEW students need the Vital Health Record, a current Physical Exam form and an immunization record completed and then scanned and uploaded to the Magnus site by Aug.1st. All returning students entering grade EC, K, 2, 4, 7, 8, and 10 must update their Physical Exam and immunization record. All students need to have the Vital Health Record completed by the parent annually. However, please note that ALL students in Middle School and Upper School MUST have a physical examination by a private physician as well as a parent/student consent form completed each year in order to participate in interscholastic athletics. All forms should be scanned and uploaded to the Magnus website before the beginning of school or pre-season practice. Forms are available for downloading on the FA and Magnus websites.

### **A. Administration of Medication**

The New York State Department of Education has established guidelines for the administration of medication during school hours. In accordance with those regulations, any child who needs to take medication of any kind (**including over-the-counter medication and vitamins**) cannot carry or take the medication on their own. In addition, no student may receive medication (even over-the-counter) from the school nurse *without* a written doctor's order and parent permission. If your child might require Tylenol or other over-the-counter medication please have the medication forms filled in, signed by you and your healthcare provider, and return the form to the Nurse's office. Over-the-counter (OTC) medications must be in the original manufacturer's container/package with the student's name affixed to the container.

It is against Friends Academy guidelines for any student to carry medication (except for documented need for an inhaler and/or EpiPen). Please help your student comply with these guidelines by providing a physician's order for any medication your child might require during the school day.

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.



---

**1. Daily Medications:** To dispense any daily medication to a student, a parent and prescriber's authorization form must be on file in the student's medical record. A form is available on the Magnus website. The medication order must be renewed annually.

**2. Antibiotics:** If a child must take an antibiotic drug during the school day, a parent and prescriber's authorization is needed. If the antibiotic is three times a day, unless otherwise directed, this means, morning, after school, and bedtime. If the antibiotic must be administered during the school day, the medication must be delivered by a parent or guardian in a properly labeled pharmacy bottle with the permission slip and doctor's order. Medication should not be transported daily to and from school. Parents should ask the pharmacist for two containers, one to remain at home and one at school.

**3. Allergies:** If your child has allergies, please make sure it is noted on his/her medical record. If the allergic reaction is severe (for example a food allergy to peanuts) and your healthcare provider requires that an Epi-pen and Benadryl be on hand in the Nurse's Office at all times, please make sure you send in the medication with the required doctor's order and parental permission form. This form is on the FA and Magnus websites for your convenience. Please make sure your child's medical record reflects accurate medical condition information.

If you have any questions or concerns about your student's health, the Nurse's office number is 516-393-4221.

## **B. Privacy of Health Information**

The Nurse's Office, School Counselor, and Athletic Trainer maintain the personal health information of students. Consistent with the operation of a school community, this information is shared on a need-to-know basis among the staff of Friends Academy and with outside medical service providers. While Friends Academy is not a covered entity under HIPAA, it makes every reasonable effort to maintain the privacy of the personal health information of its students. If you have any questions or concerns about this issue, please contact the Head of School or the Director of Finance.

## **C. Guidelines on Controlling Nut Products on Campus**

Friends Academy strives to be a nut-free campus. Because we are an open campus with many people coming and going, and even though we make every effort to eliminate nut products and raise awareness about this issue, we cannot insure that our campus is nut-free.

Peanut butter and nut products have been eliminated from our food service, campus, and school-sponsored events and activities. In addition, we ask that families refrain from sending peanut or other nut-based foods to school. Families of those children with severe food allergies are asked to work closely and cooperatively with our school nurse to clarify the exact nature of the medical condition. Classroom teachers and divisional Principals will be informed of the details and will establish protocols for our response if a severe allergic reaction does occur. All

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

lergic students and the faculty who teach them have ready access to epinephrine auto-injectors in the event of anaphylaxis.

## **XVII. Lower School Guidelines**

### **A. Lunch**

Children in Early Childhood bring their lunch and eat in the Early Childhood Center with their teachers. Grades K-5 have a choice of hot lunch, sandwiches, salad bar, soup and assorted side offerings in the dining Commons. The teacher and school nurse should be informed of any dietary restrictions.

### **B. Daily Attendance, Absences and Illness**

#### **1. Absences**

The statements about attendance in the General Attendance Guidelines section apply to all Lower School students. When parents remove children from school prior to its official ending, they must sign out in the Lower School Office. If students are absent for more than three days, please inform the school nurse of the nature of the illness or tell the Office and we will contact the nurse. If parents do not call the Lower School Office to tell why the student is out, the school will call to get a reason for absence by the end of the school day. The Lower School Principal will send a letter to the parents alerting them of excessive absences from school. A conference may also be called with parents to better understand the situation from all points of view.

#### **2. Unexcused Absences**

If a student has multiple unexcused absences during the year, a parent conference will be called by the Lower School Principal.

#### **3. Lateness**

Teachers are charged to take attendance at exactly 8:05 a.m., and after that time your child will need to stop in the office to get a late slip.

#### **4. Early Dismissal and Play Dates**

When students are picked up early, parents must report to the Lower School Office where they will sign the student out for the day or for a particular time. If students have a playdate, both the sending and receiving parent must send a permission note to school.

#### **5. Absences from Field Trips and Concerts**

Lower School students are required to participate in all school functions including field trips, overnight trips as well as evening and day musical concerts. Students who miss these important events for unexcused reasons are required to be present in school. Additionally, because concerts are the culminating activity of the music curriculum and any absence will

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

be recorded on the final report card. The LS Music Teacher should be notified a minimum of seven days prior to the concert if through extenuating circumstances a student will be unable to participate.

## **6. Unexcused Absences, Tardiness and Early Departures:**

Any absence, tardiness or early departure is considered unexcused if the reason for the absence does not fall into the excused categories (see above – excused). Examples of unexcused absences could include but are not limited to family vacation, sports or dance lessons, sleeping in late, babysitting, haircut, oversleeping, or staying home to rest for an extracurricular activity.

## **C. Lower School Dress Code**

The dress code reflects our respect for the traditions and mission of the school. All clothing should be clean, comfortable, and appropriate. Our Quaker mission asks that we honor the equality and dignity of every community member. As Quakers believe in leading lives of material simplicity and peace, we ask that community members please refrain from wearing either overtly expensive items (including clothing or jewelry drawing attention to expense, brand names, or slogans) or any clothing that symbolizes or advocates for violence in any form. We hope following the guidelines below and keeping dress code in perspective can help guide us in avoiding distraction from what is truly important.

### **1. Daily Dress Code**

**Acceptable Pants:** dress or casual dress pants, chinos, khakis, or colored denim (not blue).

*Not acceptable:* Blue jeans, sweatpants, exercise or spandex pants, shorts, overalls, or leggings worn without a dress over them.

**Acceptable Shirts or Tops:** dress shirts with or without collars, polo shirts, rugby shirts, blouses, turtlenecks, and sweaters/sweater-vests. Shirts and tops can be long sleeve, short sleeve or sleeveless. Solid or patterned designs are acceptable. Shirts should also be of appropriate fit and length.

*Not acceptable:* Tank tops, spaghetti-strapped tops, “cold shoulder cutouts”, cropped tops, halter tops, T-shirts, plunging necklines, baggy shirts, sequined shirts, and casual hooded or brand name sweatshirts.

**Acceptable dresses, skirts:** All items should be chosen with attention to the appropriate fit, length, and coverage to avoid exposing undergarments during their daily activities. Skirts and dresses may not be above the knee, without appropriate leggings worn underneath. Crew neck or collared dresses are acceptable with long or short sleeves or sleeveless.

*Not acceptable:* Mini-skirts, mini-dresses or dresses/skirts that have spaghetti-strapped tops, “cold shoulder cutouts,” cropped tops, halter tops, or plunging necklines that reveal undergarments.

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

**Acceptable footwear:** All walking shoes, sneakers, casual dress shoes, boots, and flats can be worn as footwear.

*Not Acceptable:* High heels, sandals, flip-flops and slippers are not acceptable. (Snow or rain boots in inclement weather are fine).

**Headwear:** Hats and tops with hoods are not appropriate in school buildings, though head coverings required for religious purposes or to honor cultural tradition are allowed.

## 2. Special Dress Codes

**Special Event Dress** - 5th grade Moving Up Final Meeting for Worship in June - faculty and students should wear formal apparel: jackets, ties, dress pants and dress shoes; semi-formal dresses or pant-suits and dress shoes. For regular weekly meeting for worship, jackets are optional.

**Warm-Weather Dress code** is honored in September and May/June. Warm-weather guidelines include allowances for dress shorts of modest length (not cargo shorts) Athletic sneakers or sandals with backs are acceptable.

**Dress Down Days** are announced by the Principal throughout the school year. In keeping with the core tenets of the dress code policy, students must keep in mind that simplicity and modesty must continue to inform choice in dress. All clothing choices should be clean, comfortable, and appropriate.

- **Acceptable clothing:** Leggings with a shirt that reaches at least to the top of the thigh, blue jeans, tee shirts (with acceptable language or message), sweatshirts, modest length shorts (mid-thigh or longer).
- **Unacceptable clothing:** military style clothing, spandex, ripped clothing

## D. Academic Concerns

### 1. Homework

In the Lower School we place value on the entire student experience. Children work hard throughout the day and in order to support play time and downtime in after school hours we do not begin formal homework until grade 2. In grades 2-5 we want homework to serve as an authentic connection between school and home learning. It is also an opportunity to hone independent skills. If your child is struggling with homework please let the classroom teacher know in a timely fashion.

### 2. Student Support Services

In the Lower School each team member and all the special teachers are aware of each child's progress. Regularly scheduled team meetings often focus on how to help a student succeed academically or adjust socially. Whenever an unusual concern surfaces, the Principal contacts parents and a conference is held. Occasionally, the school psychologist and/or learn-

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

ing specialist are asked to evaluate the student, and the school nurse is involved if there is a possible health issue.

Guidance, educational, and counseling issues are reviewed by the Lower School Child Study Team. The team meets with faculty and parents. The team makes recommendations for support strategies for the student in the classroom, at home, or through work with other professional tutors and counselors. The Child Study Team can also recommend support to students who want a confidential atmosphere in which to discuss any problems they may have. Appointments may be made through the Lower School Administrative Assistant or The Child Study Team might ask parents to attend a meeting. When teachers identify a student's academic difficulty, they work with the child individually or in small groups and keep the parents informed of plans and progress. They develop a strategy with the parents, other teachers, and the learning specialist to overcome the concern. If the needs of the child continue to suffer, the Child Study Team is advised by way of a referral. If a formal evaluation is recommended by the school, the School Psychologist or Lower School Principal arranges a meeting with the parents, the tester, and the teacher to review the testing and discuss further action.

### **E. The Referral Process**

1. Teacher or parent identifies child as experiencing ongoing academic and/or social/emotional/behavioral issues.
2. Teacher develops classroom intervention/s or round table meeting.
3. Teacher shares concerns with parents to determine if they are aware of the concerns and if there is anything going on in the home affecting school performance. Furthermore, teacher documents meeting in Record of Conversation.
4. Teacher brings child to the attention of the Administration, Learning Specialist, and School Psychologists by completing a Child Study Team Referral Form.
5. Learning Specialist and/or School Psychologists do a classroom observation of the student of concern.
6. Child Study Team meets and reviews the student of concern, making a team decision based on evidence.

### **F. Standardized Testing**

The Educational Records Bureau (ERBs) CTP V assessment is given to all students in grades 3, 4, and 5 in late-spring. Results are shared when they are received. The test is used to inform the Friends Academy curriculum.

### **G. Reports to Families**

Formal written reports are submitted to parents twice a year (February and June) in all grades. *Goal Setting Sheets*, goals jointly set by teachers and parents, will be given to parents at the end of the Fall Conference. Parent conferences take place twice a year in October and

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

February. However, teachers are always available by appointment. A parent or teacher can request a conference at the time of the Spring Report. Dates for conferences will be announced at Back-to-School Nights and in mailings.

## **H. Behavioral Expectations**

In the Lower School, we use the Responsive Classroom approach, which is aligned with our Quaker tenets. The goals of this approach are to assure that children:

- Feel physically and emotionally safe in school so that they can learn their best
- Learn the skills for working and learning collaboratively with others
- Identify and practice strategies to alter and improve choices moving forward

Responsive Classroom calls students and teachers to co-construct classroom rules and norms at the beginning of the school year. Adults take the time to model and guide expectations. Students have the opportunity to practice positive behaviors.

When children have difficulty managing positive behavior, the adults respond in a timely and logical manner. The first step is to stop the misbehavior quickly and simply (with a word or gesture). The teacher then empowers the child with strategies to regain self-control, fix any problem caused by his or her mistake, and return to productive learning.

As with any situation at Friends Academy, lower school teachers consider *intent, context, impact, relationships, and pathways forward* when determining fair and equitable consequences with the purpose to evoke learning, growth, and better future decision-making.

Examples of possible responses/ strategies to mistake making:

- Simply give the child a reminder or redirect the child to do something different.
- Have the child sit closer to the teacher (often just being closer to an adult helps children remember what they're supposed to do.)
- Use "take a break" (the child goes to a distraction free place in for room for a little while to regain self-control.
- Limit the choice of activities.
- Guide the child in fixing problems caused by his or her mistake – logical consequences (for example, helping the custodian clean up if the child made a mess in the bathroom.)
- Use a buddy teacher take a break (the child goes to distraction free space in another teacher's room to gain self-control).
- Use private take a break for a short or longer period of time (the child goes to a supervised non-classroom space such as the library or the LS conference room.
- Facilitate a Friendship Agreement (used to help with conflict resolution or difficulties with peer relationships).
- Facilitate a Round Table Meeting (used to empower the child with strategies to alter behavior moving forward with the support of caring adults).
- Have the child spend a Day of Reflection at home ((s)he spends the day thinking about the misbehavior and how to make it right with those involved. This may include a written component).

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

\*When a child has a day of reflection, a parent must accompany the child to school the next day for a re-entry meeting with the teacher and principal. This meeting is typically held within the first hour of school.

In the Lower School, we strongly believe that children want to and can meet expectations. We value partnering with parents to help students do well and feel good about going to school.

## I. School Trips

Whenever students leave campus, whether for a few hours or for a one night overnight, parents are asked to sign a permission slip which will include the date(s), times of departure and return, destination, and purpose of the excursion. For class trips, the core teacher will pick up medication from the school nurse.

## J. Car Seats

State law requires that all children under the age of four years be restrained in a car seat when being transported in any motor vehicle, including school buses or vans. Accordingly, parents of children under four years old must provide a car seat for their child on any day their child will participate in a school trip. If the parent fails to provide a car seat, the child will not be allowed on the bus or van.

## K. Before School ARRIVAL

**Early care begins in the Lower School Lobby at 7:30 a.m. There is no supervision for children arriving in the Lower School lobby before 7:30 a.m.** If you are unsure of the time you are dropping off, it is suggested that parents wait with their children until the teachers come on duty at the assigned time.

**Note: The parking lot is primarily meant for drop off and pick up. Parents are discouraged from walking the older children into the building because it ties up the drop off in the morning.**

## L. Playground AFTER HOURS

Lower School students are allowed to play after school under the *watchful supervision* of their parents. Once a child is handed over to the parent or child caregiver, the parent or caregiver is responsible for the child's safety.

Please remember that classroom and school behavioral guidelines and game rules remain in place while children are on the Friends Academy Campus. Tackle games and contact sports are not allowed on the Lower School playground during school or during after school play.

Lower School children may not wait in the Kumar Wang library without a tutor, parent, teacher or older MS or US sibling.

## M. After School Program

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

The After School Care program gives students an opportunity to continue the socialization aspects of their day by engaging in activities, and they will also have the option to complete their daily homework with the help of responsible adults. On good weather days, they will have outdoor time. The After School Program will run each day that Lower School classes are in session from 3:30- 6:00 p.m. As with the Enrichment Program, the students will be dismissed from their classrooms at the end of the regular school day, and escorted to the areas where the program will be running. We have added a drop-in guideline for emergency After School Care. Please call Carline Folkes at 516-393-4245, if you want to exercise this option.

During After School Care, students will choose which “activities” they will participate in each day and the activities will be scheduled and planned in advance according to highest levels of interest. Examples of choices include: arts and crafts, fun with lanyards, play dough, cooking/baking and outdoor time on the playground. Additionally, homework help is also offered. The After School Care Program will run in close collaboration with the exciting Enrichment Program. Students can do either or both programs. Families will be notified ahead of time in the event a rare occurrence changes this time frame.

## **N. Lower School Enrichment Program**

The Lower School Enrichment Program runs from Monday through Thursday in the fall and again in the spring and offers a wide variety of programs such as: chess, debate, yoga, science, arts and more. These programs are taught by experienced Friends faculty and professional instructors. The sessions are designed to broaden students experience, deepen their understanding of certain subjects and/or develop specific skill sets. To accommodate the varied learning levels, there are three sections: K-1st, 2nd-3rd, and 4th-5th.

Enrichment programs are Monday-Thursday from 3:30-4:30. All participating students are escorted from their classrooms directly to the enrichment studios/classrooms at dismissal. Snacks and water are provided.

All students must be enrolled to attend enrichment. The number of students per session is limited. To ensure all students access to the programs, each individual student will be limited to generally two programs during the fall and spring sessions (i.e. Chess K-2 and Story Theater). Enrollment will be done via email and programs will close as they reach their enrollment maximums. There will be no exceptions made. Please note that sessions may be offered again in the future. Confirmations will be sent out to the email address used to register. Classes may be canceled due to insufficient enrollment.

**Note: When there is an emergency closing or early dismissal day, neither program will be in session.**

*Behavior expectations for after school programs match the expectations listed under Lower School Behavior in this document, see section G.*

## **P. Birthday Party Suggestions**

- Please mail or email all invitations instead of having your child give them out in the classroom.
- Please consider inviting the entire class or a small group of friends to mixed gender parties. If your party is single gender, please invite everyone of that gender.

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.



- 
- Avoid gathering the partygoers after school for transport to the party. Even though this may be easier, it is much better to have the children arrive at the party on their own.
  - Children should not bring sleeping bags or other items to school that signal to others they have been invited to a party. This can cause distractions and hurt feelings.
  - Please refrain from posting, or letting your child post, pictures from the party on social media if the entire class was not invited to the party. (It is very easy to feel left out when you see others celebrating.) Some families may also request their child's picture not be posted.

**Please note: Classroom teachers and students have a specific way of celebrating birthdays in the classrooms. (Please reach out to your child's teacher for more information.) Once a month the kitchen provides a celebratory snack. Summer birthdays are celebrated in June.**

### **Q. Cell Phones**

Friends Academy respects that families have differing views regarding their child and the possession and use of a cell phone. Cell phones can be distracting for a variety of reasons which is why cell phones, including Apple watches that function like cell phones, are not permitted to be used during the school day. These items must be kept in the child's backpack or they will be collected by a teacher. If necessary, the device may be collected by the Lower School Principal. If a child brings a phone to school, FA is not responsible for the loss or damage of the phone. Please refrain from texting or calling your child on his/her cell phone dur-

---

ing the day. Any necessary communication should be directed to the Lower School Administrative Assistant, Gail Lucidi, at extension 230.

## **XVIII. Middle School Guidelines**

### **A. Absence, Lateness and Early Dismissal**

Please review the statement about attendance in the General Attendance Guidelines section as this applies to all Middle School students. It is particularly important to be aware of what constitutes an excused absence or lateness to school. Unexcused absences due to extended family vacations outside of the regular school calendar may cause a student to miss important class discussions and assessments and ultimately may affect the student's semester grade. Parents need to recognize that late arrivals and early dismissals from school interrupt the student's routine and puts the student at risk for missing important class work, assessments, and announcements.

#### **1. Absence Reporting Procedure**

Parents are expected to notify the Middle School Office by email ([msattendance@fa.org](mailto:msattendance@fa.org)) or phone (516-393-4239) by 8:30 am the reason for the absence. If parents do not contact the office, the school will call home to get a reason for absence by the end of the school day. Students who are absent from school are responsible for making up homework, quizzes, or tests that were missed. Students may check the school website or call a classmate for information regarding assignments. Upon returning to school, the student is expected to speak to each teacher to determine what needs to be made up and the time frame. The school nurse must be contacted if the student will be absent due to illness for more than a few days and also call the Middle School office. For extended illness, the office or advisor can assist in collecting any materials that would need to be sent home to assist the student.

#### **2. Lateness Reporting Procedure**

Students should arrive on time to school ready to participate in the school day. A student arriving late to school must sign in at the Middle School office and receive a late pass to class. Unless the lateness is due to a late bus, the student should have a written note explaining the lateness or the parent must e mail the office with an explanation. A student who arrives late to school by car without a valid reason (note, email or phone call from parent) is considered unexcused.

#### **3. Early Dismissal Procedure**

Students who need to leave school before regular dismissal at 3:20 p.m. must bring a note or have their parents send an email to the Middle School office explaining the reason and noting the pick-up time. The parent must meet the student in the Middle School lobby and sign him/her out in the office. Routine medical appointments should be arranged whenever possible for after school or on scheduled vacations. In all situations, permission for early dismissal due to sickness must be approved by the school nurse. If a parent must inform their child about an unanticipated early dismissal, communication must occur before 2 pm that day

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

to insure the message regarding dismissal plans is communicated to the student.

#### 4. Excessive and Unexcused Absences and Latenesses

As stated in the General Guidelines, absence for illness, a family emergency or for a religious observance is excused. Any missed work or assessments during this time can be made up without penalty. If a student is going to be absent for other reasons, parents should inform the Principal prior to the absence. Students must speak to teachers in advance of an unexcused absence and make arrangements to make up work. Teachers should not be expected to prepare work packets in advance or provide extra help for missed work. The teachers will inform the student of any missed assessment during the absence and the student should expect to take it immediately upon return.

Patterns of lateness, absenteeism or early dismissal can result in an intervention by the school to correct the behavior. Student attendance is tracked through the Friends Academy database. If a student is frequently late, absent, or removed from school early, whether excused or not, they will be identified by the student's advisor. The Middle School Principal will send a letter to the parents alerting them of excessive absences or latenesses to school. A conference may also be called with parents to better understand the situation from all points of view.

### B. Middle School Dress Code

The dress code reflects our respect for the traditions and mission of the school. All clothing should be clean, comfortable, and appropriate. Our Quaker mission asks that we honor the equality and dignity of every community member. As Quakers believe in leading lives of material simplicity and peace, we ask that community members please refrain from wearing either overtly expensive items (including clothing or jewelry drawing attention to expense, brand names, or slogans) or any clothing that symbolizes or advocates for violence in any form. We hope following the guidelines below and keeping dress code in perspective can help guide us in avoiding distraction from what is truly important.

#### 1. Daily Dress Code

**Acceptable Pants:** dress or casual dress pants, chinos, khakis, or colored denim (not blue).

*Not acceptable:* Blue jeans, sweatpants, exercise or spandex pants, shorts, overalls, or leggings worn without a dress over them.

**Acceptable Shirts or Tops:** dress shirts with or without collars, polo shirts, rugby shirts, blouses, turtlenecks, and sweaters/sweater-vests. Shirts and tops can be long sleeve, short sleeve or sleeveless. Solid or patterned designs are acceptable. Shirts should also be of appropriate fit and length. If desired, suit jackets and sport coats are also acceptable.

*Not acceptable:* Tank tops, spaghetti-strapped tops, "cold shoulder cutouts", cropped tops, halter tops, t-shirts, plunging necklines, baggy shirts, and casual hooded or brand name sweatshirts.

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

**Acceptable dresses or skirts:** All items should be chosen with attention to the appropriate fit, length, and coverage to avoid exposing undergarments during their daily activities. Skirts and dresses may not be above the knee, without appropriate leggings worn underneath. Crew neck or collared dresses are acceptable with long or short sleeves or sleeveless.

*Not acceptable:* Mini-skirts, mini-dresses or dresses/skirts that have spaghetti-strapped tops, “cold shoulder cutouts”, cropped tops, halter tops, or plunging neck lines that reveal undergarments.

**Acceptable footwear:** All walking shoes, sneakers, casual dress shoes, boots, and flats can be worn as footwear.

*Not Acceptable:* High heels, sandals, flip-flops and slippers are not acceptable. (Snow or rain boots in inclement weather are fine).

**Headwear:** Hats and tops with hoods are not appropriate in school buildings, though head coverings required for religious purposes or to honor cultural tradition are allowed.

## 2. Special Dress Code

**Special Event Dress** - 8th grade Moving Up Final Meeting for Worship in June - faculty and students should wear formal apparel: jackets, ties, dress pants and dress shoes; semi-formal dresses or pant-suits and dress shoes. For regular weekly meeting for worship, jackets are optional.

**Warm-Weather Dress code** will be announced by Administrators, as needed. Typically, warm weather dress code is honored in September and May/June. Warm-weather guidelines include allowances for dress shorts of modest length (not cargo shorts) and short or long sleeve dress shirts or collared short-sleeve polo-style shirts. Athletic sneakers or sandals with backs are acceptable.

**Dress Down Days** are typically the first Friday of the month or as announced by the Principal. In keeping with the core tenets of the dress code policy, students must keep in mind that simplicity and modesty must continue to inform choice in dress. All clothing choices should be clean, comfortable, and appropriate.

- **Acceptable clothing:** Leggings with a shirt that reaches at least to the top of the thigh, blue jeans, tee shirts (with acceptable language or message), sweatshirts, modest length shorts (mid-thigh or longer).
- **Unacceptable clothing:** military style clothing, spandex, ripped clothing

## C. Transportation

Car pickup for Grade 6 is at 3:20 p.m. in front of the Middle School. Car pickup for Grades 7 and 8 is at 3:30 p.m. in front of the Middle School. Middle School students who have

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

a Lower School sibling must report to the Lower School parking lot for pick up.

Parents are not permitted to pick up students on Duck Pond Road.

All buses leave from in front of the Dolan Center promptly at 3:35 p.m. every day.

Students who miss the bus must inform the Middle School teacher on duty and return directly to the Middle School office to contact the parent to arrange to be picked up at the Middle School. Students wishing to go home with another student on the district-provided bus must get permission from both families, the school and the bus driver, district or bus company. The school alone cannot give permission to ride another student's bus.\*\*

**\*\*Most districts do not allow this.**

## D. Supervision

### 1. After School Guidelines

The School takes the supervision and safety of each child as a primary responsibility in our work each day. Middle School students are supervised after 3:20pm by a teacher or coach only in organized after-school activities (i.e. extra help, athletics, clubs). Students are permitted to attend Upper School athletic events or do homework in the library without direct supervision; however, students who do so are expected to follow set protocols (see below) to ensure their whereabouts on campus is known and that there is clarity about when and how each student will go home. Students should not be on campus later than 5:30pm on a typical day. If there is a special Middle School evening event, students who live a distance can sign up for “stay through” supervision (details below).

Any student staying to watch an athletic event or do homework in the library is required to use the sign-in board outside the Middle School principal's office, stating their location on campus, purpose, and pick-up time. The Library is open Mon-Thurs until 5:30 p.m., and until 4 p.m. on Friday. Students planning to use the library must sign in again at the library's main desk by 3:45 p.m. Upon arrival, students should settle down to work and stay in the building until they are ready to leave campus, whether being picked up by a parent or walking to the bus area. All school guidelines and rules regarding student behavior remain in effect. Students are expected to communicate their after-school plans with a parent before leaving home in the morning. Students are never permitted to leave campus unsupervised after school. Students who do not comply with this policy will receive a disciplinary consequence.

Late buses begin arriving at approximately 5:00 p.m. It is the responsibility of the parent to ensure that their district provides late bus pick-up service. Students taking the late bus should report to the Dolan Center. A Friends Academy teacher supervises late bus pick-up at the Dolan Center. Students who are being picked up by car may wait either in the Dolan Center or in the lobby of Frost Hall. Both locations have an adult supervisor present. **Students must be picked up no later\* than 5:30 p.m. from these locations. If for any reason a student cannot be picked up by 5:30 p.m., the parents must contact the Middle School Principal.** (\*Occasionally students have late theater rehearsals or athletic games that extend beyond this time. Parents will be informed by the supervising teacher/coach.)

### 2. Stay-Through

On several occasions throughout the school year, “stay-through supervision” will be pro-

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

vided for students who live a significant distance from Friends or who participate in another school-sponsored activity prior to an evening event. Students are informed during Monday morning assembly about a potential stay-through evening (i.e. music concert, theater performance, sports night). A Middle School teacher is assigned to supervise stay-through students and order pizza for dinner. (Students who cannot eat pizza are expected to bring their own dinner from home.)

They are to adhere to the following procedure:

- The parent must email Marian Tobia (marian\_tobia@fa.org) and let her know the student intends to stay-through.
- Students must sign up on the GoogleDoc sent by the principal in advance of the stay-through.
- Students must report to the stay-through teachers on the day at 3:30 p.m. for attendance and instructions.

Students are expected to abide by these rules. If a student is found on-campus during a stay-through evening without permission from home, parents will be contacted immediately. Students who live close to the school are encouraged to invite a friend who lives a distance from the school to their home on these occasions. Arrangements to do this must occur prior to the stay-through evening, and the student's parents must be informed of the plans. Students are not permitted to leave campus during stay-through. If there needs to be a change in the arrangements, the parent must contact the Principal.

## **E. Lunch**

All students have a choice of hot lunch, sandwiches, salad bar, soup and assorted side offerings in the dining Commons. The dining Commons is also open before school for students wishing to buy a snack or breakfast before classes begin. Occasionally, students will go off campus for lunch with their advisory group. Parents will receive notification of this and will be asked to sign a permission slip. Students are not permitted to purchase snacks at times other than those designated.

## **F. Academic Program**

The Middle School program has been carefully constructed to provide a curriculum that meets the needs of the rapid physical, intellectual, social and emotional growth of early adolescence. The school community is built on trust and mutual respect. Each grade level in the Middle School is guided by a team of teachers who work together to provide a stable and supportive atmosphere. The academic program emphasizes the development of good organizational and study skills, a respect for diverse learning styles, experience in cooperative learning, and the acquisition of interdisciplinary skills. Most importantly, students are encouraged to wonder and take academic risks in a safe nurturing environment.

### **1. Homework**

In addition to the statements about homework in the General Guidelines section (IX), please note that in Middle School students should expect approximately 60 minutes of homework in grade 6, 70 minutes in grade 7 and 80 minutes in grade 8. This time frame does not include independent reading. The purpose of homework is to provide students with an oppor-

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

tunity to practice newly-acquired skills, to prepare students for a subsequent class meeting, and to extend student learning beyond the classroom through individual and creative endeavors. Parents should help establish a routine and make certain there is a quiet, well-lit place for students to study. Parents may help students get started by reading directions together or discussing a writing assignment but should avoid becoming too involved. Students need to learn to work independently, to “self-start” and, at times, to work through material slowly and with considerable effort. Parents who are concerned about a student should write the teacher a note or make an appointment to pursue solutions.

Homework should be directly related to the classroom instruction and consist of clear, purposeful, and engaging activities that are age appropriate. Homework assignments will be evaluated or reviewed in class so students receive feedback on their work. Homework is posted each day on the student/parent portal. Students are also expected to use their planbooks as this provides them the practice needed to enter daily and long range homework assignments, upcoming tests, and other obligations such as athletic or theater rehearsals or other after school commitments. Some long-range projects may be assigned that have as part of their goal the development of planning, foresight, and time management. These projects should be done over time rather than in a frantic push the night before. Independent reading is seen as a long-term assignment.

Homework for weekends and vacations should be the equivalent of one night’s homework. Students should not be assigned projects, papers or lengthy assignments just before the vacation to be due the day or two after the vacation. Students are encouraged to use vacation time to read.

## **2. Extra Help**

Extra help is available to all Middle School students, either by groups or individually, and is considered an invaluable way for students to formulate questions and develop their skills in determining what they do or do not understand. Generally, group help is offered during and after school. Each grade level has group help built into its weekly schedule. Students desiring individual extra help must arrange a time with their teacher before or after school. Through these sessions, teachers will better understand their student’s specific strengths and areas needing support.

## **3. Grade Reports to Families**

Unofficial mid-semester grades (not recorded on final transcripts) and brief comments for each course are posted in MyBackPack in November and March. Final semester grades are posted in MyBackPack at the end of January and in June along with course comments for students receiving a grade lower than a C.” Advisors work with their advisees to set goals, review grades and comments and revise goals as needed. Parents are asked to have conversations with their child about their progress. In mid-November, after receipt of mid-semester grades and comments, all parents are invited to meet with their child’s advisor to discuss academic, social, and behavioral goals and progress to date.

After mid first semester, end of first semester and after mid second semester, Middle School advisors discuss their advisees’ academic, social, and behavioral growth. Together, the

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

team of teachers determines if the student is not progressing at the expected level. The advisor will invite the parents in to meet with the teachers and the principal to discuss the specific concerns and plan a course of action going forward to support the child. The advisor will continue to communicate with the parents regarding the child's progress associated with the plan.

#### 4. Grading

Students beginning in Grade 6 receive grades on their quizzes, tests, projects, and on the report card.

##### QUANTITATIVE AND QUALITATIVE DEFINITION OF GRADES

A+ (97-100%)	Performance demonstrating excellent understanding and application of concepts, high skill level, thorough assimilation of detail, originality of thought, and keen insight into the subject.
A (93-96%)	
A- (90-92%)	
B+ (87-89%)	Performance demonstrating good understanding and application of concepts, good acquisition of skills, accurate application of details, and some original insight into the subject.
B (83-86%)	
B- (80-82%)	
C+ (77-79%)	Performance demonstrating basic understanding of the fundamental concepts of the subject and a consistent attempt to apply the details and skills taught. In spite of occasional conceptual misunderstanding, or flawed or incomplete knowledge, the performance indicates satisfactory preparation to advance to the next level.
C (73-76%)	
C- (70-72%)	
D (65-69%)	
F (below 65%)	Performance that fails to demonstrate understanding of the fundamental concepts of the subject and/or performance that indicates pronounced lack of knowledge or skill. Achievement is inadequate to allow the student to advance to the next level.
INC	An "INCOMPLETE" will be given when the missing work in question is deemed by the teacher to be an essential component in the term or course. (See below)
P	Indicates a "passing" or "having participated" grade.

#### Guidelines on Incompletes

An "Incomplete" will be given when the missing work in question is deemed by the teacher to be an essential component in the course. In the case of extenuating circumstances

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.



---

(extended illness, family emergency, etc.), the teacher and student, in consultation with the Middle School Principal, will determine the deadline for completing the work. No penalty in grading would be applied in this case. If a student has not turned in work and it is determined that there were no extenuating circumstances, the student is expected to complete the work within one week of the end of the grading period. A penalty in grading may be applied. An Incomplete will remain on the transcript until the work is turned in. Once the work is turned in, the teacher will calculate the grade for the course and the Incomplete will be changed.

### **Failure of a course**

If a student receives a failing grade at the end of the year in a course, that student must either attend summer school or receive an approved number of hours of tutoring in that subject area.

### **Academic Warning**

Students who receive poor or failing grades (C- or below) at the end of the semester in two or more courses may be placed on academic warning. Students who pass all their courses but maintain a consistent profile of performance below grade level or who have demonstrated over time consistent problems getting work turned in on time may also be put on academic warning. Placing a student on “academic warning” is an indication that the school is intending to develop a plan of action in discussion with the parents to support the student. After a period of time if the student demonstrates consistent improvement then he or she will be taken off academic warning. However, if the student does not modify their academic performance, enrollment may be withheld until the end of the year when final grades are released. When a student is placed on academic warning, the Middle School Principal will provide timely written communication to parents.

### **Referral process for academic concerns**

Upon identifying a student with an academic concern, the team of teachers may institute a number of support systems to try and provide the structure and routine necessary for a successful Middle School experience. The parents are invited in to discuss a suggested preliminary intervention action plan.

If the concern is not addressed after instituting the preliminary plan, the team, in cooperation with the learning specialist, school psychologist and principal may increase the measures of support within the school. This may include: mandated attendance at extra help, participation in the after school homework program, classroom accommodations, weekly parent feedback or a student contract.

Following the first two steps, if the student continues to struggle, the team of teachers, in cooperation with parents, learning specialist, school psychologist and school principal may institute a more formally scheduled plan of support. This may include: scheduled times to meet with the school learning specialist, in house testing accommodations, the initiation of informal or private screenings to inform areas of support.

After the steps listed above have been adequately explored and the student continues to struggle, the plan of action moving forward would involve formalized evaluation of the student

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

which might include the involvement of the local school district to provide support services or accommodations. The school psychologist, learning specialist and/or principal would meet with parents to explain the evaluation process.

### **Communication**

Open communication regarding student academic progress is encouraged between classroom teachers, advisors, students, and parents. A teacher or an advisor may email or call parents to inform them of any concerns and parents are also encouraged to communicate with the classroom teacher or advisor if there are any questions or concerns. Email is the preferred form of initial communication with a teacher. Email should be used to elicit responses to brief questions. Should the question be more substantive regarding student academic or social matters, the email should be used to establish a mutually convenient time for parent and teacher to speak by phone. All communication, either via email or by phone, should reflect the FA fundamental standard of kindness and respect.

For matters large and small, the proper channel to raise a concern or ask a question is to go to the most direct level first, that is, to the teacher, advisor, or coach most closely related to the issue and capable of addressing it. If not satisfied at that juncture, a parent should seek out the next level (division head, or other administrator). Faculty will make every effort to respond to emails or calls within a reasonable amount of time unless unavoidable circumstances make timely replies impossible; for example, calls that immediately precede a weekend, school holiday, or teacher absences.

## **G. Student Support Services**

### **1. Advising**

All students are assigned an advisor who provides basic guidance and advice on academic and social issues. During the school year, the advisors check on their advisees' progress and make contact with parents when an issue arises or a conference is needed. As advocates for their advisees, the advisors work in partnership with the parents to resolve difficulties that a student may encounter and to celebrate each advisee's positive growth and achievement. The team of advisors meets regularly to review advisee progress. Advisors meet with their group of 10 to 12 advisees every morning at 8:05 a.m., in the afternoon before bus dismissal, and during a regularly scheduled period each week. Individual advisor/advisee meetings are scheduled on an as-needed basis.

For very specific academic concerns, the advisor may encourage the parent to speak directly with the teacher or arrange for the parent to meet with the teacher(s) to develop a plan of action to support the student. Along with the advisor and team of teachers, the school psychologist, the learning specialist, and school Principal provide academic and social emotional advising support for students and families. *(Please refer to all-school guidelines, section VI.)*

### **2. ACES (Academic Coaching for Educational Success)**

Additional learning support services are provided to students through the ACES program. (Please read carefully the section VI on "Student Support Services" to understand the goals of the program.) In the Middle School, students who have demonstrated need, (through

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

the referral process outlined in the previous section), but do not necessarily qualify for support through their local school district, can be scheduled to work with the learning specialist. The Middle School also supports a supervised after school “Homework Club” on Monday-Thursday. Students who struggle to complete homework and also demonstrate weak executive functioning skills are referred to the Homework Club by the team as a form of academic support.

### 3. Computer Use at Home

Students in grades 6, 7 and 8 will be issued a school-purchased Chromebook for educational use. This device will be assigned to the students at the beginning of the year, and returned at its conclusion. Students are expected to bring their Chromebook to school every day fully charged and ready for classroom use. Parents are responsible for providing a wireless internet signal for home use and are responsible for loss or excessive damage to the device. In addition to the Chromebooks, the MS maintains its own computer lab which is available to students throughout the day. In all situations, students are responsible for adhering to the Friends Academy technology use guidelines. (*Refer to the Friends Academy Guidelines on Academic Honesty, Appendix A and Guidelines on Technology Use, Appendix D.*)

### 4. Cell Phone Use at School

During the school day, from 7:45 a.m. – 3:20 p.m., we expect Middle School students to be focused on the challenges of their classes and activities. We therefore do not allow use of cell phones during the academic day. Upon arrival at school, students are expected to silence their cell phones and place them in their backpacks/book bags, or other teacher-designated location. If a parent needs to communicate an essential message to a student during the academic day, he or she should contact the Middle School office by email (marian\_tobia@fa.org) or by phone (516-393-4239) not later than 1:00 p.m. **Parents are asked to refrain from texting messages to their children during the school day.** It is highly recommended that the parent and student discuss after school and/or pick-up arrangements in the morning before arriving at school as it is difficult to deliver messages to students when they have left the Middle School building and are in the theater or the gym at the end of the school day. School phones are available to our students for necessary communication and may be used with adult permission. If a student is found using their phone during the day, it is confiscated and given to the principal and may be picked up at end of day and the student will receive a disciplinary consequence.

## H. Standardized Testing

The Educational Records Bureau (ERB) CTP V assessment is given to all students in Grades 6 through 8 in the spring. The results of these tests are mailed home and, if desired, parents may request a follow up discussion with the Principal.

## I. Behavioral Expectations

We assume that students intend to do their best in all areas of school life. Students and their parents are expected to willingly support and adhere to the philosophy, mission, and

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

Fundamental Standards (See Section V) of the school and to the school's standards of behavior and citizenship. Students are supported in understanding the norms of the community through the advising program, advisor and teacher interactions, interventions, and conversations.

Our discipline system is intended to help students understand how their choices can impact others and our community. The goal is learning and growth. Through discussion, the advisor or teacher helps the child identify their mistake, understand the harm that poor decisions create and examine how they can make reparations through reflection, conversation, and serving an appropriate, logical and timely consequence to allow for learning. Parents are an essential partner in all disciplinary matters.

Friends Academy will consider *intent, context, impact, relationships, and pathways forward* when determining fair and equitable consequences with the purpose to evoke learning, growth, and better future decision-making. A student's age, overall record, truthfulness, and general attitude will also affect the school's response to any disciplinary situation. Additionally, the willingness of the student and his or her family to abide by the consequences set by the school will contribute to the school's assessment of whether the student may remain at Friends Academy. A student who violates a Fundamental Standard must be sure to maintain his or her good standing at Friends Academy thereafter. The school will continue to review the student's overall disciplinary record in determining whether continued enrollment is appropriate. In all cases, the school reserves the right to assess the seriousness or impropriety of any behavior and determine the appropriate disciplinary response.

**1. Minor Offenses** are generally handled by a student's advisor and/ or the Student Life grade level Dean by implementing logical and timely consequences following a conversation to understand a student's intention and self-awareness. Minor offenses are tracked by the Student Life Dean and reviewed throughout the year. Emerging patterns may call for a round table or other type of comprehensive support. Students who do not respond to interventions put themselves at risk for more serious consequences, including disciplinary status, which can put their placement at Friends Academy at risk.

**2. Major Offenses** include those in which a student violates a Fundamental Standard of the school, particularly related to integrity and empathy (See Section V). Failure to abide by the Fundamental Standards including, but not limited to, bullying or cyberbullying, lack of respect for peers, teachers\*, or property, disrespectful or derogatory language, repeated disruptive behavior, dishonesty, cheating, plagiarism, stealing, fighting, vandalism, use of weapons, drugs, alcohol, smoking or vaping will result in immediate communication between the student, advisor, the Principal, and parents. Depending on the circumstances and the offense, the concern may be referred to the appropriate grade-level team of teachers to determine consequences or reviewed by a Council composed of the Principal, the Directors of Academic and Student Affairs, Director of Counseling to recommend consequences. Consequences may include a change to Disciplinary Status, a Day of Reflection (In or Out of School), Suspension, Dismissal or other response deemed appropriate. In all disciplinary recommendations pertaining to ma-

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

for offenses, the Director of Students Affairs and Head of School review the recommendations and approve or modify as needed.

*\*In all cases involving drugs, vaping, alcohol, or weapons, the school reserves the right to require that the student submit to professional evaluation to determine whether treatment or participation in an abuse assistance and awareness program is necessary. Such evaluation will come from a certified professional approved by the school. The Director of Student Affairs and the Head of School along with the Principal review the case, findings, and determine follow up disciplinary action.*

Examples of Consequences:

- Teacher-student conference
- Round Table discussion
- In-class disciplinary action including removal from class
- Parent/Advisory contact
- Counselor-student conference
- Loss of community lunchtime/ recess privileges
- In-school Day of Reflection/ Suspension
- Out of school Suspension\*\*\*
- Removal from Class Trips
- Disciplinary Warning\* or Probation\*\* (in accord with a disciplinary action plan)
- Expulsion\*\*\*

\*Disciplinary Warning: A student would be placed on disciplinary warning, and parents notified in writing, for disregard of community norms, either through an egregious act or through an established low level pattern of behavior. Disciplinary Warning is seen as both a motivation to improve behavior and a possible indication that a student's status at the School may be in jeopardy.

\*\*Disciplinary Probation: A student would be placed on disciplinary probation when, in the opinion of the Student Life Team, s/he has not met the minimum behavioral requirements expected of them through the FA "Fundamental Standards." Disciplinary probation is seen as both a motivation to improve behavior and a clear indication that a student's status at the School is in jeopardy.

\*\*\*Suspension and Expulsion: Separation from the FA Community, either temporarily or permanently, occurs when a student's decision(s) has created a single pathway forward, whereby the student and the community benefits from separation. The Director of Student Affairs, after consultation with the relevant student life team members and Principal, will make a recommendation to the Head of School, who will ultimately make a decision in these cases.

Please refer to the Appendices at the end of the Handbook to review guidelines for the following:

A – Academic Honesty

B – Hazing, Bullying and Harassment

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

C – Derogatory and Offensive Use of Language

D – Appropriate Use of Technology (including Social Media)

### **3. Dress Code Expectations**

The advisors check for dress code compliance each morning so that dress code infractions can be addressed immediately. If a student is “out of code,” the advisor gives the student a warning for the first offense and the student is asked to correct the problem, and the advisor may call home inform a parent. Continued violations can result in parent communication and change in disciplinary status.

## **J. School Trips**

Outdoor Education, the community service program, and special cultural events involves trips to locations off-campus. Whenever students leave campus, whether for a few hours or for a three day Outdoor Education experience, parents are asked to sign a permission slip which will include the date(s), times of departure and return, destination, and purpose of the excursion. If a student forgets to return the permission slip by the day of the trip, the student will remain at school.

The required 6th, 7th and 8th grade trips provide an academic and social experience in an outdoor education environment. These trips also provide an opportunity for the many new entering students to meet new friends and transition socially to their class. Parents are invited to attend an orientation for each trip to learn about the program, supervision, and all related trip details. Annual trips to well established YMCA camps include the Grade 6 fall trip to Ashoken, the Grade 7 fall trip to Greenkill, and the Grade 8 winter trip to Frost Valley. These

---

trips are part of the school's academic program and all students are expected to attend. If there are any concerns or questions, the parent should contact the advisor or principal.

## **XIX. Upper School Guidelines**

### **A. Daily attendance and absences**

The school day begins at 8:05 a.m. and ends at 3:10 p.m. Students missing all or part of the day must follow school procedures for absence or leaving school early. Leaving school early without permission is a violation of school rules and will result in disciplinary consequences. All students are expected to arrive promptly at 7:55 a.m. and to meet all scheduled appointments. Students are issued key cards and must swipe them at morning meeting or when they arrive to signify they are on campus. Class meetings or science labs begin promptly at 8:05 a.m. and all students are required to attend. Our system (using access cards to identify if a student is present or leaving) allows us to alert students and families when a student has not checked in using the access card.

#### **1. Lateness**

Students “tap in” with their access cards to register their attendance at 8:05 a.m. in designated locations as soon as they arrive -- at class meetings, advisories, morning science labs etc. Should students tap in after 8:05 a.m., they are technically late and a conversation will ensue. After 8:15 a.m. students will need to check in with the Upper School administrative assistant in the Upper School Office (room 302) before going to class.

#### **2. Absences and Early Departure**

If a student is absent, a parent is expected to email [usattendance@fa.org](mailto:usattendance@fa.org) or call 516-393-4296 no later than 8:30 a.m. Parent(s) should report their name, their child's name and grade, and the specific reason for the absence, tardiness, or (if leaving early) an early dismissal.

In keeping with the principles of the school, we would expect direct and honest communication from the parent. Students who are absent from school must submit a written excuse (either a note or an email), signed by a parent/legal guardian, within three days of the student's return to school or their school attendance record will permanently reflect an unexcused absence after this time. (The excuse should indicate the reason for and the date(s) of the absence. Please also note that phone calls to the school notifying staff of a student's absence that day do NOT replace the need for a written note when the child returns.) If the prolonged absence is for medical reasons, parents will also need to send a medical note to the school Nurse, Frances Dawes ([frances\\_dawes@fa.org](mailto:frances_dawes@fa.org)).

#### **3. Class Attendance**

Class attendance is essential for any course. The Grade Level Dean of Students will send a letter to the parents alerting them of excessive absences from school and/or a course. A conference may also be called with parents, student, advisor, and teacher(s) to better understand the situation from all points of view.

#### **4. Denial of Course Credit**

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

Students may not be awarded course credit in a class if they miss more than twenty percent of class time due to excused or unexcused absences, tardiness, or early departures. Class attendance is taken on a period-by-period basis. The student and parents will receive a written warning notification from the principal prior to reaching the twenty percent.

## **B. Upper School Dress Code**

The dress code reflects our respect for the traditions and mission of the school. All clothing should be clean, comfortable, and appropriate. Our Quaker mission asks that we honor the equality and dignity of every community member. As Quakers believe in leading lives of material simplicity and peace, we ask that community members please refrain from wearing either overtly expensive items (including clothing or jewelry drawing attention to expense, brand names, or slogans) or any clothing that symbolizes or advocates for violence in any form. We hope following the guidelines below and keeping dress code in perspective can help guide us in avoiding distraction from what is truly important.

### **Standard Dress Code during regular school hours:**

Boys should wear ties with collared dress shirts, suitable pants with a belt and casual shoes; girls should dress in a comparably neat and presentable way, with each student following the guidelines below:

#### **1. Daily Dress Code**

**Acceptable Pants:** Dress or casual dress pants, chinos, khakis, or colored denim (not blue).

*Not acceptable:* Blue jeans, sweatpants, exercise pants, shorts, overalls, or pants that are frayed or ripped; **Special Note:** Spandex pants or leggings must only be worn under a dress or skirt.

**Acceptable Shirts or Tops:** Dress shirts with or without collars, blouses and tunics, sweaters/sweater-vests, and turtlenecks. If desired, suit jackets and sport coats are also acceptable.

*Not acceptable:* Polo shirts, tank tops, spaghetti-strapped tops, cropped tops, halter tops, T-shirts, sweatshirts, rugby shirts, or tops with plunging necklines that reveal Undergarments.

**Acceptable dresses or skirts:** All items should be chosen with attention to the appropriate fit, length, and coverage to avoid exposing undergarments during their daily activities. Skirts and dresses should not be above the knee, without appropriate leggings worn underneath.

*Not acceptable:* Mini-skirts, mini-dresses, or spaghetti-strapped or cropped tops with plunging necklines that reveal undergarments.

**Acceptable footwear:** All walking shoes, casual dress shoes, boots, and flats can be worn as footwear.

*Not Acceptable:* Sneakers or running shoes with logos are not acceptable. High heels,



---

flip-flops and slippers are not acceptable and are also not safe. (Snow or rain boots in inclement weather are fine).

**Headwear:** Hats and tops with hoods are not appropriate in school buildings, though head coverings required for religious purposes or to honor cultural traditions are allowed.

## 2. Special Dress Codes

**Special Event Dress** - days (ie: Fourth Day honors ceremony), announced in advance, when faculty and students should wear formal apparel: jackets, ties, dress pants and dress shoes; semi-formal dresses or pant-suits and dress shoes. For regular weekly Meeting for Worship, jackets are optional.

**Warm-Weather Dress code** goes into effect when high heat and humidity arrive.

Administrators will announce these days in advance. Warm-weather guidelines include allowances for shorts of modest length (not cargo shorts) and short or long sleeve dress shirts or collared short-sleeve polo-style shirts, with ties and jackets optional.

**Dress Down Days** All clothing choices should be clean, comfortable, and appropriate.

### Minor Dress Code Infractions

In cases when a student is found with a minor dress code violation (i.e: untucked shirts or dress that is too short) the student will be asked by adults to “fix” whatever is wrong. Violations will be tracked through Grade Level Deans and written warnings will be issued to the student.

### Major Dress Code Violation

Friends Academy views adherence to dress code as part of our community obligations, teaching students the importance of being respectful and responsible to rules and expectations. A student who chooses to attend school wearing clothing listed on our “not permitted” list is considered “out of code” and may result in a written warning to student (cc:d parents), inability to attend classes, and a change in disciplinary status.

- Students who are not in dress code in a given week will also lose the privilege to be in dress down attire for special occasions.

## C. Transportation

Students who have a sibling attending Friends Academy should be dropped off and picked up at the location designated for the youngest sibling. Car drop off or pick up is never permitted in front of the Dolan Center. This is reserved for buses only.

Students who participate in after school activities must arrange for late bus pick up directly with their district transportation office. A teacher is on duty to supervise late pick up. The teacher in the Dolan Center will remain on duty until the last late bus arrives. After this time, there is no supervision. Students who do not use late bus service are expected to be picked

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

up no later than 5:30 p.m. **Students are not permitted to leave campus without permission until after their last activity of the day.**

#### **D. Automobiles on Campus and Senior privileges**

Seniors at Friends Academy are expected to demonstrate maturity and responsibility. Therefore we trust our students and recognize their ability by abide to the school rules, Friends Academy will allow students, under certain conditions, to drive to and from school, park on campus, and walk off campus for lunch as part of our Senior Conditional Privilege Program. These two privileges apply only to senior students who qualify (see criteria below). One of these conditions is parental consent; we urge your careful consideration of the matter and that you review the school's expectations and conditions with your child. Only those students who have a signed permission slip on file will be allowed to drive to school and/or walk off campus to lunch. Parents may consent to both driving and off campus lunch, or to just one of these privileges, or not give consent to either. All of the school's fundamental rules for behavior apply to senior privileges.

#### **About Driving**

It is important for seniors and their parents to know that driving privileges are for driving to and from school only. While the school discourages parents from making doctor's appointments during the school day we accept that there may be circumstances that make that difficult. Therefore, your son or daughter must follow the school's protocol for leaving campus with permission. It is imperative for your child's safety that we are able to account for our students throughout the day. We also ask that allowed appointments not extend into an off campus lunch excursion. Conditional Privileges can and will be rescinded for students who violate school rules, protocols, or expectations. Therefore we strongly recommend parents develop a transportation plan in the event that your child's privilege is suspended or rescinded.

#### **1. Protocols for Leaving Campus During the School Day**

Seniors must sign out to leave campus during the day. Seniors will sign-out in the attendance office if they have an allowed appointment or are walking off campus for lunch or through the Nurse's office if they are not feeling well.

- **Illness** – students **must** see the nurse for evaluation before leaving campus. If the school nurse in consultation with a parent feels it would be best for the child to go home the nurse will notify the attendance office and send the child home
- **Permitted Appointments** – (medical appointment, DMV, funeral, college visit) – parent must call the attendance office prior to student leaving and upon their return the student **must submit documentation** to attendance office; otherwise absence will be considered unexcused and will result in a lunch detention.

#### **2. Driving and Parking on Campus**

##### **Criteria for requesting driving permission**

In order for students to receive permission to drive and park a car on campus they **MUST** be seventeen years old and hold a valid New York State Driver's License (Class D) and have

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

completed a **mandatory defensive driving course**. The defensive driving course must be DMV approved and a copy of the certificate of completion must be sent in along with the senior driving permission form before the opening of school. Students are not permitted to drive to school until they receive written permission through email. **Students who drive to school without proper permission or violate any of our driving rules will have their driving privileges rescinded.**

All student drivers must be covered by insurance. Students are not permitted to drive to Friends Academy with a junior license.

### 3. School Parking Lots

School Parking Lots are not security gated and we do not post a supervisor during the school day. Faculty and staff at times circulate through parking areas but only as part of their daily routines. While they are instructed to report behaviors or concerns to their building administrators we cannot assume cars are totally safe from vandalism or theft. We strongly suggest that students do not bring to school or keep in their cars large sums of money or expensive or highly personal items.

Seniors must park in designated parking lots and assigned spaces only, regardless of weather conditions or arrival time.

- Students are not permitted to go to the parking lots or their cars during the school day without permission from the Principal, Dean of Students or their Class Dean.
- The school does not monitor or supervise the use of cars during the school day.

### 4. Driving Rules

Senior status extends the privilege to drive and park at school but also carries with it a serious level of responsibility. We feel that our seniors, because of their age and experience, should be ready to accept this privilege. The school trusts that students will represent the school, their families and themselves well whenever they are using their cars on or off campus. **Violation of any of these driving rules or expectations will result in the immediate loss of privileges for one week.**

- Student drivers may only drive with one passenger in their car on campus at all times including evening and weekend Friends Academy events. Parents may submit written request for additional passengers.
- A senior reported driving recklessly **on or off** campus.
  - Using a Cell Phone – driving and using a cell phone to receive, make calls, without a hands-free device or texting is both a violation of our rules and against the law.
  - Exceeding the speed limit of **3-5 mph** in all school parking lots.
  - Ignoring directional markings or traffic signs on campus.
- **Track Parking Lot – Important Safety Rule: given the increased traffic during**

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

**Middle School after school pick up time, we do not open the parking lot gate until 3:30.**

- Seniors may not use cars to go off campus during the day or for lunch. We ask that students not extend an allowed appointment during the day to include a stop for lunch.
- Seniors are not to exceed 10 unexcused latenesses to school.

**Parents or students who choose not to sign driving permission forms must provide their children with another means of transportation to get to and from school.**

### **5. Walking Off Campus to Lunch**

The senior “walking” off campus lunch privilege carries with it a serious level of responsibility, but we feel that our seniors, because of their age and experience, should be ready to accept this responsibility. The school trusts that our students will represent the school, their families and themselves well while they are off campus. Seniors are strongly encouraged to be accompanied by at least one other senior. **Violation of expectations or rules will result in the immediate loss of lunch privileges for one week.**

#### **Expectations:**

- Senior must be in good academic and citizenship standing.
  - A senior with two grades of C- or below or two or more detentions will not be granted the privilege.
- Seniors must enter and Exit ONLY from MAIN ENTRANCE.

#### **Rules:**

- Seniors may not leave campus before 11:45am.
- Seniors must arrive back on campus by 1:40pm.
- Seniors must have a free block before or after the lunch block in order to walk to lunch
- **Seniors may only walk into Locust Valley.**
- Seniors are allowed to walk to lunch only. Students are not to use or get into a car (friends’ car, parents’ car, taxi, etc.), for any reason
- Students must manage their lunch time allotment well and not be late to class due to lunch privilege
- Seniors cannot walk to their own home or a friend’s house

### **6. Loss of Senior Privileges**

Parents and Students accept senior conditional privileges with the understanding that violation of rules, guidelines, protocols or expectations will result in loss of privileges. Response to the violation will depend on the level of seriousness and could include restorative conference, detention, days of reflection, change in disciplinary status or in the most serious cases a student meeting with the school’s Judicial Council. The 12th Grade Class Dean will notify parents whenever driving privileges are rescinded or suspended.

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

- **A Student who loses privileges will not have their privileges reinstated until they have scheduled and met with the Assistant Class Dean and Class Dean.**

- A Student who loses privileges for more than one week can request reinstatement after the second week by having their parent/s email the Class Dean a written request to have their status reviewed. The process to restore senior privileges will include a student conference with the Director of Student Affairs, Class Dean, and Advisor. Prior to the conference the Class Dean will email faculty requesting academic and behavioral endorsement from the student's teachers and the 12th grade advising team.

## **E. Juniors Driving During ISP**

Juniors are not permitted to drive to school. If a student or family has an extenuating circumstance they may submit a request to the Class Dean for review. The Class Dean will meet with the student and review the school rules and criteria for granting this privilege and make a recommendation based on student's citizenship and academic record. A student who has received a Day of Reflection or suspension will not be granted privilege or have it rescinded if they have already been granted driving privileges. Junior Drivers must adhere to all driving rules as stated under Driving and Parking on Campus. Juniors may not use cars to leave campus during the school day unless leaving school early through the Nurse's office.

When seniors begin off campus Independent Service Projects, we do extend driving privileges (driving to and from school only) to juniors who are legally licensed (Class D) and in good academic and citizenship standing. Students can request driving privileges from the Class Dean. The Class Dean will review each request with the 11th grade advising team and make a recommendation based on student's citizenship and academic record. A student who in their junior year has accumulated two detentions or earned a Day of Reflection or suspension will not be granted driving privileges. Junior Drivers must adhere to all driving rules as stated under Driving and Parking on Campus. Juniors may not use cars to leave campus during the school day unless leaving school early through the Nurse's office.

## **F. Lunch**

All students have a choice of hot lunch, sandwiches, salad bar, soup and assorted side offerings in the dining Commons. The dining Commons is also open before school for students wishing to buy a snack or breakfast before classes begin.

## **G. Academic Concerns**

### **1. Graduation Requirements**

Upper School students are expected to carry five courses. A student may take six courses if they have previously applied and been approved by their course counselor and in rare circumstances they can take four courses with specific approval of the Principal.

We expect students to complete all course work successfully. In the case of ninth, tenth, and eleventh graders, failure to do so may lead to placing the student on "academic warning" (see section 4) or dismissal from Friends Academy. In the case of seniors, failure to complete all course work successfully may delay or prevent the awarding of the diploma. The Indepen-

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

dent Service Project may also be canceled or delayed. It has been customary that a student failing more than one major academic course not be re-enrolled for the following year.

Minimum requirements for a diploma are the completion of sixteen full-credit courses plus designated courses in religion, health, physical education, community service, outdoor education, and the arts.

Students who leave at the end of their junior year to attend an accredited college may receive a diploma from Friends Academy upon presenting evidence of the successful completion of their first year in college, including a full year's course in English.

### **Minimum Requirements for Graduation:**

- **English (four years):** English 9; English 10; American Studies in grade 11; and two semesters of English in grade 12.
- **History and Social Studies (three years):** World History courses in both grades 9 and 10; American History or AP American History in grade 11. Electives are offered to seniors. Four years are recommended.
- **Mathematics (three years):** Algebra, Geometry and Algebra2/Trigonometry are required. For seniors not taking another math course, College Algebra is recommended. Four years are recommended.
- **Science (three years):** Three years of sciences are required. It is expected that students complete Biology, Chemistry, and Physics. Four years are recommended.
- **World Languages and Cultures:** Three consecutive years of one world language is required. Four or more years of one language are recommended.
- **Arts:** One full credit of courses in the arts is required. Two or more years are Recommended.
- **Technology:** All students are required to take either one Computer Science course OR one Digital Arts course.
- **Physical Education (four years):** All students are required to take the Physical Education classes unless they are playing on an interscholastic team. All dance classes count toward Physical Education credit.
- **Health (two semesters):** Health courses in grades 9 and 11 are required.
- **Quakerism Practice Core (a semester in each of the following):** Quakerism in grade 9, Service Learning in grade 10, and Senior Reflections in grade 12 are required courses. The following commitments are also required of all

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

students:

- o **YSOP:** As part of the culminating experience for the grade 10 course, 10th graders take part in an overnight service experience in Manhattan. If a student misses the trip in 10th grade, he/she must make it up in 11th grade.
- o **Work Program:** Every student is expected to take part in the daily work program on campus, cleaning classrooms and common areas.
- o **Weekly Quaker Meeting for Worship:** “The most important appointment of the week,” all students are expected to attend Meeting for Worship on Thursday.
- o **Service Learning:** At all grade levels, students are expected to do volunteer work at local agencies.

### **Independent Service Project (ISP)**

The Independent Service Project (ISP) is a graduation requirement, designed to offer seniors the opportunity to do something personally meaningful and at the same time offer service to others through the Quaker testimonies of integrity, modesty, simplicity, and equality.

Each student proposes a project of service, to be completed in the second half of May and early June. Students should anticipate a project that requires 25 hours of service a week for three weeks. It is important that students find a willing supervisor to oversee their efforts during the project, someone who will evaluate a student’s contributions at the end of the ISP. In early June, students present their ISP projects to the senior advising team, faculty members, and their fellow students. **The awarding of a diploma will be delayed for a senior who has not completed this requirement prior to graduation.**

### **Overnight Experiences**

**Outdoor Education Trip:** This required ninth grade trip provides a social experience in an outdoor education environment. Students participate in outdoor activities on a three-day trip with Friends Academy teachers. This trip also provides an opportunity for the many new entering students to meet new friends and begin to transition socially to their class.

**The Youth Service Opportunities Project (YSOP):** For this required tenth grade trip, students spend an afternoon and a full day in volunteer work helping people who are poor, hungry and homeless. Each trip has small groups of students together to serve homeless and hungry people in various settings. By spending time away from home without the distraction of friends, TV or family, participants can focus their attention on service to others. Students are chaperoned by Friends Academy faculty members.

**Washington, D.C. Trip:** This required eleventh grade trip provides the students an opportunity to connect what they are learning in their courses (American Literature and History) with a visit to the nation’s capital. The History and English departments developed a unique and exciting itinerary for the junior class. They have an opportunity to see a play, visit historic sites in D.C. and begin to do some on-site research for a required assignment. This trip also provides the opportunity for students to bond as a class.

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

**Senior Retreat:** Seniors spend one overnight and a full day at Camp DeWolfe in Wading River, L.I. within the first week of school in September. The senior class advisors plan activities and discussions to help seniors focus on their upcoming year. The students spend time reflecting on goals for their senior year and begin planning senior fundraising events. The retreat site has a beach, pool and fields to allow for recreation time as well. This trip serves as a bonding experience for the class and advisors.

## **2. Academic and College Counseling**

An Academic Counselor is available to students and their parents in the ninth, tenth, and eleventh grades. The counselor works in coordination with the college office, meets with students and parents to discuss course selection, reviews standardized tests (i.e. PSAT, SAT 2 tests), along with the Principal and class dean monitors the academic progress of the students and meets with students and their advisors to provide guidance and support as needed.

In January of the student's junior year, the academic counseling is shifted to the college counseling office. At this time, students begin to meet and plan for their senior year.

Friends Academy offers a comprehensive college counseling program to every student. The Director of College Counseling and Associate Director of College Counseling meet individually several times with families, beginning in January of the junior year. These meetings are used to develop a list of colleges, choose which SAT II tests to take, discuss teacher recommendations, transcripts, college essays, financial aid, athletic recruiting, summer plans, co-curricular opportunities, and senior courses.

In addition, juniors and their parents are encouraged to attend College Night in January, and the annual *Inside College Admissions* program in April. Seniors are in touch with their college counselor regularly all year long to work on their essays, refine their college lists, and review their applications, among other things. The full-time College Office Associate is also an important resource for families.

## **3. Advising**

In the Upper School all students are assigned an advisor who provides basic advice on academic and social issues. During the school year, the advisors check on their advisees' progress and make contact with parents when an issue arises or a conference is needed. As advocates for their advisees, the advisors work in partnership with the parents to resolve difficulties that a student may encounter and to celebrate each advisee's positive growth and achievement. Advisors meet with their small group of 7 to 9 advisees during morning periods throughout the week. These "advisory groups" are organized by grade-level and are overseen by a Class Dean for each grade level. Along with the Class Deans, Director of Student Affairs, School Psychologist, and Upper School Principal provide advising support for students and families.

For specific academic concerns, the teachers are the best place to start for guidance. In addition, students can make good use of our Peer Tutors, selected students who have done well in a specific subject matter, or through the Upper School learning specialists.

## **4. Course Selection and Drop/ Add Guidelines**

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.



---

In the winter, an Upper School Course of Study booklet is posted on the school website to all students who will be enrolled in Grades 9 through 12 the following fall. This booklet describes the courses available and provides a book list for each course. Students receive a recommended Course of Study from their advisors based on the recommendations of their current classroom teachers. After discussion with the Academic Counselor, (for grades 9 -11) or the College Counseling Office (for rising juniors and seniors), the student and parents, the recommended Course of Study is signed by student and parent and returned to the advisor by the indicated deadline. Students share a significant responsibility in the process of their education and are expected to honor the commitment they make to their classes in terms of preparation, contribution, attendance, and completion. Course credit is contingent upon the successful completion of all required work. A student may NOT drop a course simply because of lack of interest, poor attendance, or declining grade. The purpose of the drop/add guideline is to ensure that students are enrolled in classes at the appropriate levels. Courses may be changed, dropped, or added in the first three weeks of the course for term courses. Thereafter, any course dropped appears as a “DROP” on the transcript, with no credit awarded.

### **Adding or Dropping a Course; Procedure for Students:**

- Pick up a Drop/Add form (outside principal’s office) OR print one out from Upper School section of website under Academic Resources
- Record your name and the course(s) you would like to add or drop (be sure to put them under the correct heading).
- Have your parent(s) sign the form, indicating his/her permission and approval for you to make this change.
- Have a conversation with your teacher(s) regarding the request for a change. Be prepared to defend why this change makes sense for you. Ask your teacher(s) to sign the form, indicating his/her approval of the change. Your teacher may choose not to approve the change. This may be due to the nature of the change or because a class is already too large or too small. It is a teacher’s prerogative to make a decision that is best for you as a student and best for the class as a whole.
- If you have approval from both parent and teacher, arrange a time to have a conversation with the Academic Counselor (9-11) or your College Guidance Counselor (12). This is the final signature required to approve the schedule change.

If you are a senior, and if we have already sent your mid-year transcript to colleges, a copy of the transcript reflecting the dropped course (with no credit awarded) and a letter from the Director of College Counseling indicating the reason for the drop, may be sent to the colleges to which the student applied or received acceptance.

## **5. Quantitative and Qualitative Definition of Grades**

A+	(97-100%)	Performance demonstrating excellent understanding
A	(93-96%)	and application of concepts, high skill level, thorough
A-	(90-92%)	assimilation of detail, originality of thought, and keen insight

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

into the subject.

- |    |             |   |
|----|-------------|---|
| B+ | (87-89%)    | Performance demonstrating good understanding and application      |
| B  | (83-86%)    | of concepts, good acquisition of skills, accurate application of  |
| B- | (80-82%)    | details, and some original insight into the subject.              |
| C+ | (77-79%)    | Performance demonstrating basic understanding of the              |
| C  | (73-76%)    | fundamental concepts of the subject and a consistent attempt      |
| C- | (70-72%)    | to apply the details and skills taught. In spite of occasional    |
|    |             | conceptual misunderstanding, or flawed or incomplete              |
|    |             | knowledge, the performance indicates                              |
|    |             | satisfactory preparation to advance to the next level.            |
| D  | (65-69%)    | Performance demonstrating minimal understanding of the            |
|    |             | fundamental concepts and a partial acquisition of the details and |
|    |             | skills taught.  |
| F  | (below 65%) | Performance that fails to demonstrate understanding of the        |
|    |             | fundamental concepts of the subject and/or performance that       |
|    |             | indicates pronounced lack of knowledge or skill. Achievement is   |
|    |             | inadequate to allow the student to advance to the next level.     |

INC An “INCOMPLETE” will be given when the missing work in question is deemed by the teacher to be an essential component in the term or course. (See below)

P Indicates a “passing” or “having participated” grade.

*We do not rank in class nor do we compute grade point averages.*

### **Guidelines on Incompletes**

An “Incomplete” will be given when the missing work in question is deemed by the teacher to be an essential component in the course. In the case of extenuating circumstances (extended illness, family emergency, etc.), the teacher and student, in consultation with the Upper School Principal and the department convener, will determine the deadline for completing the work. No penalty in grading would be applied in this case. If a student has not turned in work and it is determined that there were no extenuating circumstances, the student is expected to complete the work within one week of the end of grading period. A penalty in grading will be applied. If a student does not complete the work within the expected time, the student will receive a failing grade on the missing work but is still expected to complete it. An Incomplete will remain on the transcript until the work is turned in. Once the work is turned in, the teacher will calculate the grade for the course and the Incomplete will be changed. If by the end of the school year, the work has still not been turned in, the student will receive an In-

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

complete for the course and will not be able to return to Friends for the following school year.

## **6. Referral Process for Students with Academic Concerns**

A student who is experiencing difficulty in a course is encouraged to speak with his/her classroom teacher and/or advisor to determine a plan of action (i.e. extra help) that will enable the student to address the concern. Any student who consistently performs below the “C” level in a course may be referred to the grade-level Class Deans and Academic Assistant Class Deans. Along with the Principal, Academic Counselor, and/or the school counselor or learning specialist, this “academic studies team” will more fully review the overall academic progress of the student and call a Round Table meeting to co-construct strategies with the student that will help the student to proactively meet his/her academic potential.

If the concern is not addressed after instituting the first steps, the academic studies team may recommend increasing the measures of support within the school. This may include: mandated attendance at extra help, a more structured daily schedule, meeting with the learning specialist and/or school counselor or classroom accommodations. The student’s advisor and/or the classroom teacher may be asked to provide weekly feedback on student progress to the parent. The parent would be notified of any increased measures of support.

Following the first two steps, if the student continues to struggle, the academic studies team may recommend informal testing done by the school counselor or learning specialist to inform areas of support.

After the steps listed above have been adequately explored and the student continues to struggle, the plan of action moving forward would involve formalized evaluation of the student which might include the involvement of the local school district to provide support services or accommodations.

## **7. Academic Warning**

A student whose semester and/or final grades reflect ongoing academic concern (two or more courses below the “C” level) will be placed on “academic warning”. Placing a student on academic warning is an indication that the school is intending to ask the parents and the student to work closely with the Principal and members of the academic studies team to develop a formal plan of action that will help the student to reach his/her potential. It is important that the student along with the parents be fully involved and committed to the plan. After a designated period of time, if the student demonstrates consistent motivation and improvement, then s/he will be taken off “academic warning”. However, if the student does not modify the academic performance and his/her academic work continues to decline, the student may be at risk for having re-enrollment withheld for the following school year.

## **8. Tutoring**

The process of becoming an independent learner is one of the most valuable journeys a student will take at Friends. We expect students will encounter different challenges in their courses. Working through these challenges and developing coping strategies is crucial for the intellectual and academic growth of the student. Students who are supported on a regular basis

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

through tutoring are denied the practice needed to develop important self-reliance skills. We would expect that students who are in need of academic support would seek this first from their classroom teacher or a teacher from the same department. Students who have missed work due to an extended absence from school due to illness may need the support of a short term tutor who would work cooperatively with the classroom teacher. In those cases where it is deemed that a student has demonstrated need for more support than what has been provided in extra help, the parent will be contacted by either the department head or principal to discuss possible tutoring options.

**Tutors and Writing** – The aim of the Friends Academy writing curriculum is to create independent writers. While students may get lessons on writing skills from tutors, parents, or other students, tutors and parents should not become part of the composition process – the writing itself – of a graded assignment. A parent, other student or tutor may help students get started on their assignments by reading directions, discussing requirements, serving as a sounding board for student ideas and posing questions, but the actual writing of the paper – the outlining and writing and hands-on revision of the paper – should be done in conference with the teacher. The classroom teacher is the single-most valuable resource in helping to develop independent writers. Every assignment submitted for academic credit must represent the individual student’s own work and not the work of a tutor, family member or friend. **Any and all tutors must inform and work closely with the student’s classroom teachers to ensure the integrity of the learning process and avoid plagiarism.**

## 9. Homework

The statements about Homework in the General Guidelines section (IX) apply to all Upper School students. While the amount of homework varies from grade to grade, parents should help establish a routine and make certain there is a quiet, well-lit place for students to study. Parents may help students get started by reading directions together or discussing a writing assignment but should avoid becoming too involved. Students need to learn to work independently, to “self-start” and, at times, to work through material slowly and with considerable effort. Parents who are concerned about a student should write the teacher a note or make an appointment to pursue solutions.

Please note that Upper School assignments generally increase in both time commitment and difficulty each year. A freshman can expect approximately 30 minutes of homework per subject per night. Many courses require projects and papers that challenge students to pull together large amounts of information. The habits of regular study, daily review, foresight, and organization are important to establish.

The purpose of homework is to provide students with an opportunity to practice newly acquired skills, to prepare students for a subsequent class meeting, and to extend student learning beyond the classroom through individual and creative endeavors. Homework should be directly related to the classroom instruction and consist of clear, purposeful, and engaging activities that are age and course level appropriate. Homework assignments will be evaluated or reviewed in class so students receive feedback on their work.

Assignments are expected to take students no more than an average 30 minutes/class/

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

night, but could be shorter. Long-term projects assigned in addition to daily homework assignments should be included in this time frame. AP and Honors courses will require longer homework assignments.

Teachers will post homework assignments, a weekly syllabus and dates of major assessments; papers, projects, and tests on the FA website teacher portal. Although at times assignments may need to be modified based on the progress of the class or unexpected schedule changes, generally students should always have advanced notification for all assignments.

To help distribute major assessments and tests more evenly for students, teachers and students follow a system where teachers will assign due dates and test dates at times in units when it is logical. Students will have a limit of 2 major assessments on a day. When assigning the dates, teachers will ask students if anyone already has 2 major assessments on that date (major assessments include full-period tests, and papers and projects worth the equivalent of a unit test). If there are students who already have that number, the date will need to be adjusted. Teachers who claim the date on a syllabus/assignment sheet/portal will have priority. In order to evenly spread out major assessments at the end of marking periods, testing weeks as we have done in the past will be assigned for the two weeks before the end of the marking period. Requirements of this system are a willingness to talk to students and listen to their concerns about what is already on their calendars; being flexible in our scheduling in order to modify assessment dates based on student feedback; and proctoring support for students who may need to take an assessment on a different day than their classmates.

Teachers are expected to provide, at minimum, one-week notice for a major assessment. Quizzes that don't require extensive preparation are not considered major assignments.

Homework for weekends and vacations should be the equivalent of one night's homework, except for AP courses which may give longer assignments. Students should not be assigned projects, papers or lengthy assignments just before the vacation to be due the day or two after the vacation. If necessary, teachers can assign the equivalent of one night's homework over the Christmas/Holiday, Winter, and Spring vacations. English, History and other reading assignments that may or need exceed this standard limit for this period should be approved by the head(s) of department.

Teachers should make clear to students expectations regarding what resources may be used to complete assignments, whether collaboration is acceptable, and how the work will be assessed. (*Please refer to the Statement on Academic Honesty.*)

## **10. Reports to Families**

Upper School courses are either a full-year or semester in length (with the exception of physical education and 11th grade health which are trimester length courses). Grades and comments are published online through our secure My Backpack at approximately the mid-point and end of each semester for all academic courses. Written comments in all academic courses are available with the mid-semester grades in November and March. Final grades and comments are written for all semester courses in January and at the end of the year. Academic course comments will also be written at the end of each grading period for students receiving grades lower than "C."

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

In addition, an Advisor comment is written by the student's advisor available through My Backpack with the March academic comment. The Advisor comment reflects progress on the student's academic goals, social growth, and citizenship.

The advisors conduct periodic discussions with their advisees to determine what clubs and activities they participate in as well as review progress on academic goals that have been set during the first semester. Advisors speak with their advisee's teachers and coaches to better understand the student's overall motivation and commitment to their academics as well as their contributions to the community. Advisor comments also provide a framework from which the college counselors may begin to know and work with students.

Email is the most efficient method of communication and faculty email addresses can be found on the FA portal. (See Guidelines in Communication below). Parents may also call the Upper School office (ext. 215) to leave a message for a teacher. On occasion, parents and the student will be invited to meet with all the teachers and advisor to review student academic progress and create a plan of action that will help the student meet his/her potential. Grade-level parent-teacher conference nights in late November where parents can meet briefly with classroom teachers are also a good vehicle for communication. This year we are also including a late February advisor-student conference day, with student-led conferences and parents joining advisors to review the year at the outset of the second semester, a time to think about growth and self-reflection as part of our four year program. Please refer to the school calendar to determine the dates for these conferences. We will send more details about each of these learning opportunities to build student understanding, community and partnership connections. Parents receive a mailing that explains how to sign up to meet with a teacher for a conference each time.

## **11. Communication**

Open communication regarding student academic progress is encouraged between classroom teachers, advisors, students, and parents. A teacher or an advisor may email or call parents to inform them of any concerns and parents are also encouraged to communicate with the classroom teacher or advisor if there are any questions or concerns.

Email is the preferred form of initial communication with a teacher. email should be used to elicit responses to brief questions. Should the question be more substantive regarding student academic or social matters, the email should be used to establish a mutually convenient time for parent and teacher to speak by phone. All communication, either via email or by phone, should reflect the FA fundamental standard of kindness and respect.

For matters large and small, the proper channel to raise a concern or ask a question is to go to the most direct level first, that is, to the teacher, advisor, or coach most closely related to the issue and capable of addressing it. If not satisfied at that juncture, a parent should seek out the next level (department head, division head, or other administrator).

Parents should not hesitate to send an email or leave a message for any faculty member (ext. 215) for quick responses to routine questions, updates, or needs, but note that email is not a good mode of communication for substantive matters regarding a student's academic or social progress, personal or telephone conference is preferred. Faculty will make every effort

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

to respond to emails or calls within a reasonable amount of time unless unavoidable circumstances make timely replies impossible; for example, calls that immediately precede a weekend, school holiday, or teacher absences.

## **12. ACES (Academic Coaching for Educational Success)**

Additional learning support services are provided to students through the ACES program. (Please read carefully the section VI on “Student Support Services” to understand the goals of the program.) In the Upper School, students who have demonstrated need, (through the referral process outlined in part 3 of this section), but do not necessarily qualify for support through their local school district, can be scheduled to work with the learning specialist one-on-one, or in small groups of no larger than three during an unscheduled block. The learning specialist is also available after-school on specified days for any student who would like to make an appointment for assistance.

## **13. Standardized Testing**

### **a. The PSAT (Preliminary Scholastic Aptitude Test)**

All sophomores and juniors take the PSAT at Friends Academy on a Wednesday morning in mid-October. The PSAT is a practice SAT test designed to predict students’ SAT scores and help them prepare for the SAT. Friends Academy automatically registers all sophomores and juniors for the PSAT; there is no need for them to register on their own. Each sophomore and junior is given a comprehensive bulletin in the fall that contains a practice PSAT examination and advice about how to take the test.

### **b. The SAT I Reasoning Test**

The SAT I is a general reasoning test required by most colleges. This test contains a math and critical reading section and the new SAT exam includes a writing section that includes multiple choice questions on grammar and usage, as well as a short student-written essay. A typical junior will take the SAT in March or May. We recommend that juniors take the SAT I for the first time in March, especially if they want to have the option of applying Early Decision to a college in the fall of their senior year. The May SAT date often conflicts with athletics and the spring play. It is also a time when some students are preparing for AP exams. Students can retake the SAT exams in October, November, and December of the senior year.

Juniors should consult with their college counselors regarding which test dates to sign up for. Colleges will see all of the scores a student receives. Schools usually count only the highest verbal and highest math score, even if they are from different test dates. Most students should take the SAT twice, once in the spring of the junior year and once in the fall of the senior year. Please refer to the *Friends Academy College Counseling Manual* for further details. To view the dates the SAT is offered and for registration, log on to [www.collegeboard.com](http://www.collegeboard.com) or pick up a registration bulletin in the college office. Please note that students will have an easier time finding a convenient place to take SATs if they register for them early.

### **c. The SAT Subject Tests**

The SAT II tests are a battery of one-hour tests designed to evaluate the knowledge a student has learned in a given subject and are usually required by the most selective colleges.

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

In light that the new SAT contains a new section similar to the Writing SAT II, most selective colleges will require 2 SAT II Subject Tests. These tests are optional at all other colleges. It is wise to take the relevant SAT II test in June of the year you are studying that course, since students are already preparing for the final exam in that subject area. The preparation for SAT IIs at this time is further strengthened by juniors' preparing for finals. Like the SAT I, SAT II scores cannot be withheld after the test has been taken.

Ninth graders who are earning an A level grade in Biology, and who do well on standardized tests, should discuss with their teacher the option of taking the Biology SAT II. Tenth graders enrolled in Sequential III Honors should consider taking the Math IC SAT II exam or the World History SAT II with the recommendation of their history teacher. Juniors enrolled in AP or non-AP American History who are looking at colleges that would require SAT II exams should consider registering for these exams. Juniors might consider taking, with recommendation of the teacher, SAT IIs in English literature, Math IC or IIC, World Language, or Physics. The closing registration date for the June SAT II date is late in April or early May. It is the responsibility of the students to register for the SAT II exams on-line at [www.collegeboard.com](http://www.collegeboard.com). Juniors should refer to the *Friends Academy College Counseling Manual* for further details or discuss with your college counselor. Friends Academy is not a test center for the SAT I or SAT II, so our students take these tests at a convenient local high school.

#### **d. THE ACT (American College Test)**

The ACT Test is developed and administered by a competitor of the College Board. This is an alternate test that can be substituted for both the New SAT I and SAT II tests when applying to colleges. The ACT emphasizes content over reasoning skills and contains four sections: Reading, Writing, Math, and Science (including some physics), and is often considered to be closer to the SAT II tests. It is a test commonly used by students enrolling in public universities in the Mid-West and West. The most selective colleges will accept either SAT or ACT tests when a student applies. Students who are more math/science oriented are encouraged to take the ACT in June of the junior year or September of the senior year. Results from ACT tests in the fall of the senior year cannot be released in time for students who are considering applying Early Decision. To register for the ACT, log on to [www.act.org](http://www.act.org).

#### **14. Student I.D. Cards**

Friends Academy photo identification cards are issued to every Upper School student. Photographs for the cards are taken in September of each year. These cards are required as ID for all testing outside the school such as SAT I & II, and for the campus store. They can also be used for student discounts at theaters, museums, and other events.

The school provides one card per year to each student. Lost or damaged cards can be replaced for a fee.

### **H. School Trips**

Outdoor Education, the community service program, and special cultural events mean trips to locations off-campus. Whenever students leave campus, whether for a few hours or for a three day Outdoor Education experience, parents are asked to sign a permission slip that

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.



---

includes the date(s), times of departure and return, destination, and purpose of the excursion. Trips that involve overnight stays also include a parent orientation meeting. Major trips that occur each year are the Ninth Grade Outdoor Education Trip to Great Hollow Wilderness School, the Tenth Grade Youth Service Opportunity Program overnight “work camp” trip to Friends Seminary on East 13th Street in Manhattan, the Eleventh Grade trip to Washington, D.C., and the Twelfth Grade’s Senior Retreat. Trips off campus are frequently accompanied by an additional charge. Parents will be billed accordingly.

## **I. Communication and Music Devices**

As a caring community we cannot permit devices such as cell phones and air pods/earbuds/headphones to distract us from living in the moment. Our public spaces are intended to foster community spirit and connection. During the academic day, from 8:05 a.m. to 3:20 p.m., the school expects students to focus on the challenges of their classes, engage in their activities and help maintain a school culture where we are open to each other and not distracted by cell phone or music devices usage. We have a moderate approach to cell phone use outside of classes, with designated zones in US buildings (Learning Commons/library, Dolan center). Cell phones are not permitted to be used in classrooms except with the teacher’s explicit permission.

*“Friends try to live lives in which activities and possessions do not get in the way of open and unencumbered communication with others and with one’s own spirituality.” –New York Yearly Meeting*

### **1. Cell Phone Policy**

- Permitted for school business (data purposes including checking email) in the library, and classrooms with teacher permission. Cell phones are not permitted for games, social media, texting, and other activities that are not educationally related.
- Phone calls are permitted in offices or classrooms with adult permission.

### **2. Music Devices (air pods, earbuds, headphones)**

- Permitted in the library and in classrooms with teacher permission.
- The expectation is that students will not wear headphones or earbuds (in use or not in use) in other spaces, including hallways, the Dolan Center and the quad.

## **J. Discipline System**

We expect students and their parents/guardians to willingly support and adhere to the philosophy, mission, and Fundamental Standards of the school. Parents/guardians are essential partners in all disciplinary matters.

Friends Academy seeks to nurture strong minds and kind hearts through the wisdom of the Quaker testimonies so that our students can make the world a better place through their good works. Ethical citizenship forms the foundation of all we do. As a member of the FA community, I strive to fulfill the mission of our school, and to:

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

**1. Live with integrity**, tell the truth, and act truthfully, regardless of what others may do or say, and encourage integrity in others. Students are expected to show integrity. Students are expected to be accountable for their choices.

Examples of violations (not all inclusive or of equal value):

- Theft, vandalism, or other abuse of school property
- Lying, covering the truth, cheating, plagiarism
- Misbehavior in class, including incessant disruption and improper language
- Possession or use of tobacco, alcohol, marijuana, or other non-prescription substances
- Disrespect in Meeting for Worship

**2. Treat everyone with kindness**, compassion, and respect, and cultivate kindness in others. Students are expected to respect individuals and their opinions. Students are expected to cooperate and collaborate as team players, both on and off the field. Students are expected to respect the classroom community and the overall learning environment of their classmates.

Examples of violations (not all inclusive or of equal value):

- Tardiness to class or unexcused absence from classes, study halls, lunch, Meeting for Worship, or athletics
- Running or making excessive noise in the hallways
- Violation of individual classroom rules and expectations
- Improper use of technology, including cell phones, as outlined by the required by the Acceptable Use Policy

**3. Employ empathy and peaceful resolution of conflict** as key lenses and tools through which to see and interact with the world.

Examples of violations (not all inclusive or of equal value):

- Use of disrespectful language towards or about another community member
- Physicality
- Use of technology – text, social media, etc as a hurtful or malicious tool

**4. Help to build an inclusive community** by standing up to prejudice, bullying, and intimidation and stepping in when others need help. Students are expected to identify and value the gifts, talents, and light in every member of the FA community.

Examples of violations (not all inclusive or of equal value):

- Bullying, in-person or online
- Intentional exclusive behavior towards an individual or a group of individuals
- Expressing opinions or making statements that are degrading or offensive to individuals or groups based on differences

---

**5. Care for our environment**, including our shared spaces and resources, and encourage others to do the same.

Examples of violations (not all inclusive or of equal value):

- Chewing gum
- Dress Code violation
- Improper behavior in the commons and lunchroom
- Creating disorder in shared community spaces

**Minor Offenses** are generally handled by a student's advisor and/or the Grade Level Dean of Students or Assistant Dean by implementing logical and timely consequences following a conversation to understand a student's intention and self-awareness. Minor offenses are tracked by the Grade Level Dean of Students and the Assistant Dean for Student Life and are reviewed throughout the year. Emerging patterns may call for a round table (a facilitated meeting used to empower the child with strategies to alter behavior moving forward with the support of caring adults), or other type of comprehensive support. Students who do not respond to interventions put themselves at risk for more serious consequences, including disciplinary status, which can put their placement at Friends Academy at risk.

**Violation of Respect – when a student is uncooperative or disrespectful to another member of the community,**

- He/she will be asked to leave class, activity, or common area, and sent to the grade-level Dean, the Director of Student Affairs or another administrator.
- Possible consequences of meeting with Director of Student Affairs:
  - o student returns to class/area following conference
  - o student remains in reflection for rest of school day
  - o student receives a day of reflection the next day
  - o in cases of repeated disruptive behavior in social areas (social space, commons, library), the student may have their privilege to use the area rescinded
  - o student's parents will be sent a confidential warning letter stating that a repeat of behavior may result in suspension or dismissal

### **Restorative Meeting**

Students who serve a Day of Reflection or a suspension may not return to classes until they have a Restorative Meeting. The goal of the Restorative Meeting is for the student to meet with representatives from the community and have an opportunity to take responsibility for their actions, reflect and speak to how and whom has been adversely affected by their behavior, lessons learned, possible ways for students to make restitution for their actions, which may include an apology to those harmed or affected. The elders in the meeting are responsible for making sure the student is heard, held accountable for their actions and be subject to the appropriate punishment according to the disciplinary procedures of our school. The elders will

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

typically include the Director of Student Affairs, Class Dean, Student Life Assistant Dean, student's advisor, and two student reps from Judicial Council. The Head Advisor may choose to ask a member of their team to stand in as an elder. In all cases the student will be required to submit a written reflection.

**Major Offenses** include those in which a student violates a Fundamental Standard of the school (See Section IV). A student found to have violated a Fundamental Standard of the school will be referred to the Director of Student Affairs who will determine next appropriate steps, which could include a referral to the Judicial Council. When a student is referred to the Judicial Council, he or she will be accompanied by his or her advisor or class dean. Students who appear before the Judicial Council will have an opportunity to make a statement regarding the circumstances of the infraction. The advisor or class dean may also speak on the student's behalf. In turn, the members of the Judicial Council will have an opportunity to ask questions about the student's behavior and to make statements regarding the impact of the infraction on the community. Further, the Judicial Council will recommend a penalty, which may include a restorative conference, a day of reflection, suspension, dismissal, or other responses the Council deems appropriate. The school reserves the right to make any suspension a matter of record reported to colleges.

All disciplinary recommendations pertaining to major offenses are presented to the Head of School, who will review and modify or approve the recommendations.

Examples of Additional Consequences:

- Teacher-student conference
- Facilitate a Round Table Meeting (used to empower the child with strategies to alter behavior moving forward with the support of caring adults).
- In-class disciplinary action including removal from class
- Parent/Advisory contact
- Counselor-student conference
- Loss of community free time
- In-school Day of Reflection or Suspension
- Out of school Suspension
- Disciplinary Warning\* or Probation\*\* (in accord with a disciplinary action plan)
- Expulsion

\*Disciplinary Warning: A student would be placed on disciplinary warning, and parents notified in writing, for disregard of community norms, either through an egregious act or through an established low level pattern of behavior. Disciplinary Warning is seen as both a motivation to improve behavior and a possible indication that a student's status at the School may be in jeopardy.

\*\*Disciplinary Probation: A student would be placed on disciplinary probation when, in the opinion of the Student Life Team, s/he has not met the minimum behavioral requirements

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

expected of them through the FA “Fundamental Standards.” Disciplinary probation is seen as both a motivation to improve behavior and a clear indication that a student’s status at the School is in jeopardy.

## **K. Counseling Response to Health**

### **Mental Health and Wellness**

Any student who may have concerns about his or her mental health and wellness may seek confidential help through the School Psychologist. The School Psychologist and other involved school personnel will maintain the confidentiality of conversations with students unless:

- 1) the student’s life is in danger
- 2) the information makes the school personnel accessory to an illegal action
- 3) the information indicates that the safety of another individual is at risk.

In some cases, the School Psychologist may require an evaluation of the student be conducted by a professional provider approved by the school. Based on the internal and external assessment and conversations, an action plan will be put into place. This may mean having ongoing outside support and/ or therapy to maintain functionality as a fully contributing member of the FA community.

### **Substance Abuse Issues**

Friends Academy is a Drug, Tobacco (in any form), E-cigarette, Vaporizing devices and Alcohol free school. Use and or possession of these substances/products/devices are prohibited anywhere on the campus or at student trips, events, or a function is a violation of school policy and may also constitute a crime.

Our policies are meant to ensure an environment free from addictive practices. The school understands that causes for substance use and addiction are varied and complicated. Therefore all school responses to such acts will contain steps designed to help students discontinue such harmful patterns of behavior.

### **Drug and Alcohol Policy**

Any student who is found in possession of or under the influence of drugs or alcohol will be immediately separated from the community for a period of no less than one week. As a condition of continued enrollment the student will:

- Serve a suspension for a minimum of five days.
- Immediately meet with a certified professional referred by our school psychologist.
- The student will be required to undergo appropriate medical tests designed to detect the use of drugs or alcohol, with results going confidentially to the school psychologist and the student’s family.
- Based on the evaluation and testing abide by an appropriate treatment plan that will include ongoing counseling and random testing paid for by the family.
- Student will be placed on Disciplinary Warning which means a second violation of

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

this policy would most likely result in dismissal.

**If a family chooses not to abide by our Drug and Alcohol Policy, it will result in the student's dismissal.**

**Tobacco policy – Includes all forms of Tobacco, E-cigarette, and Vaporizing substances and devices**

The school recognizes the addictive and detrimental nature of nicotine. Therefore any student found in possession or using **tobacco** will be given the following response:

- Immediate Day of Reflection.
- Parent conference
- Mandatory participation in a smoking education program or cessation program
- Discipline Warning or Probation stating that a repeat of this behavior would result

in student going before Judicial Council and a one week suspension. A third violation could result in dismissal.

### **Selling/Distributing/Buying**

A student found to be selling, distributing, buying, (giving away, offering or trading) alcohol/drugs, or anything passed off as drugs on the way to or from school, at school, before, during or after a school-sponsored event, the student will be dismissed immediately. The parents will be notified and the police may be contacted.

### **Safe Harbor Policy**

A student, who believes they may have an alcohol or drug problem, or any student or staff member who believes a student may have an alcohol or drug problem, may seek confidential help through the School Psychologist/Director of Counseling. The Safe Harbor Policy ensures access to support help without fear that the information shared in confidence will be used to pursue disciplinary action. The Director of Counseling and other involved school personnel will maintain the confidentiality of conversations with students unless:

- 1) the student's life is in danger
- 2) the information makes the school personnel accessory to an illegal action
- 3) the information indicates that the safety of another individual is at risk.

In all cases involving serious health risks the school psychologist will take the following steps:

- Immediately notify parents who will come in to school immediately to meet with the school psychologist and division principal.
- Student will be placed on medical leave for a period no less than three days and until the following has taken place:

1. Student must be evaluated by a certified professional referred by our school psychologist.

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

- 
2. The student will be required to undergo appropriate medical tests designed to detect the use of drugs or alcohol, with results going confidentially to the school psychologist and the student's family.
  3. Based on the evaluation and testing abide by an appropriate treatment plan that will include ongoing counseling and random testing paid for by the family.
  4. The family (including the student) must sign off to agree to abide by the prescribed treatment plan including submitting to periodic drug or other appropriate testing to be monitored by the Director of Counseling.

---

**A family that chooses not to cooperate by refusing to abide by our Drug and Alcohol Policy may result in the student's dismissal.**

## **APPENDIX A**

### **Academic Honesty Policy**

Students inevitably encounter difficult challenges in their courses. Working through these challenges, developing effective study skills, learning how to learn: these are without a doubt the most important lifelong habits a child can learn at Friends Academy. The following guidelines pertain to all courses.

### **Authorized Help**

At times students may ask for help on take-home assignments, including homework. Students and families must be aware of each teacher's specific guidelines pertaining to outside support. A student and family should speak to the teacher if they have questions or concerns about work, or if the student needs additional assistance. If the teacher, student and family feel it is necessary for the student to receive more intensive outside help, the agreed upon tutor(s) (including family members who help their children with their assignments) must maintain regular communication with the teacher about specific skills addressed.

### **Unauthorized help/ plagiarism**

Unauthorized help occurs when a person other than the student directs the composition or completion of the assignment. At no time may an assignment completed by someone other than the student be submitted. A note about editing: students may seek clarification of ideas; however, at no time should another person dictate prose or edit/correct work for the student. The complexity of ideas, style, syntax and vocabulary in a student's take-home work should be reasonably similar to a student's in-class work.

Definition of plagiarism: In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source ([wpacouncil.org](http://wpacouncil.org))

### **Cheating**

To cheat is to act dishonestly or unfairly in order to gain an advantage. This includes but is not limited to the following:

- Bringing in, having available, or using unauthorized material or electronic devices during an evaluation.
- Soliciting help from a fellow student during a quiz or exam.
- Looking at another student's paper during an exam.
- Copying evaluated homework.
- Collaborating with others on an assignment without the explicit permission

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.



---

from the teacher.

- Using any portion of someone's else's assignment and submitting it for credit.
- During an assessment, looking at one's own annotations in books without a teacher's permission.
- Making multiple submissions (submitting the same work to two instructors without their permission). This includes submitting the same work to instructors in different years.
- Fabricating or making up data, results, information, or numbers.
- Enabling academic dishonesty (helping others to violate a teacher's academic guidelines). Examples include, but are not limited to the following: sharing test questions or answers (without faculty permission), completing an assignment for someone else, providing written papers for others, and allowing or assisting others to copy answers.

**Failure to abide by this policy constitutes a violation of academic honesty.**

## APPENDIX B

### **Guidelines on Hazing, Bullying, and Harassment**

Friends Academy is committed to creating a school community where all members as well as visitors and guests are treated with kindness, respect, and courtesy. We take seriously our obligation to create an environment free from bullying, hazing, harassment or discrimination of any kind based on race, creed, religion, sex, age, marital status, national origin, sexual orientation, disability, veteran or citizenship status, genetic predisposition or carrier status or any other classification protected by law. Those who believe they have been subject to such harassment or discrimination should immediately inform the Head of School, Dean of Students, or any teacher or administrator to whom they feel comfortable reporting the matter. You are encouraged to report your concerns informally without fear of reprisal.

Hazing is requiring something of a specific group or individual, even if they consent to be a party to it, that results in humiliation, embarrassment, degradation, or placing a student or students at emotional or physical risk.

Bullying is the deliberate abuse of power by one or more students to inflict physical, verbal, or emotional harm to another student, including but not limited to poking, teasing, taunting, name-calling, cyberbullying, social exclusion, and rejection.

Harassment is verbal, physical or online conduct that denigrates or shows hostility or aversion towards an individual because of his or her on race, creed, religion, sex, age, marital status, national origin, sexual orientation, disability, veteran or citizenship status, genetic pre-

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

disposition or carrier status or any other classification protected by law, or that of persons with whom the individual associates. For example, racial harassment includes, but is not limited to, harassment based on an immutable characteristic associated with race (e.g., skin color or facial features).

It is not easy to define exactly what will constitute harassment based on race, color, creed, religion, gender, sexual orientation, marital status, national origin, age, handicap, disability or any other status or classification protected by law. Examples of behavior which violate these guidelines and may constitute harassing conduct include, but are not limited to:

- Epithets, slurs, quips, or negative stereotyping that relate to race, color, creed, religion, gender, national origin, sexual orientation, marital status, age, disability or other protected status or classification protected by law;
- Threatening, intimidating or hostile acts that relate to actual or perceived on the basis of race, color, creed, religion, religious practice gender, national origin, ethnic group sexual orientation, marital status, family composition age, economic circumstance, disability, school performance, physical characteristics, medical condition, or any other status or classification protected by law;
- Written or graphic material (including graffiti) that denigrates or shows hostility or aversion toward an individual or group because of religion, religious practice, race, color, creed, gender, national origin, ethnic group sexual orientation, marital status, family composition age, economic circumstance, disability, school performance, physical characteristics, medical condition, or any other status or classification protected by law and that is placed on walls, bulletin boards, or elsewhere, or circulated or displayed anywhere at Friends Academy; or
- “Jokes,” “pranks” or other forms of “humor” that are demeaning or hostile with regard to actual or perceived race, color, creed, religion, religious practice, gender, national origin, ethnic group, sexual orientation, marital status, family composition, age, economic circumstance, disability, school performance, physical characteristics, medical condition, or any other status or classification protected by law.

This type of behavior is unacceptable not only at Friends Academy, but also at any Friends Academy off-campus event.

It is also a violation of school guidelines for any student, faculty member, employee, or guest, male or female, to subject any other person to unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.

There is a variety of conduct which can be considered sexual harassment in certain circumstances. Such behavior includes, but is not limited to, sexually suggestive remarks, objects or pictures, verbal harassment or abuse of a sexual nature, gesturing, off-color jokes, subtle or direct propositions for sexual favors, touching, patting or pinching. Sexual harassment by any student, faculty member, employee, or guest, regardless of the form it may take, will not be tolerated.

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

Harassment also occurs when a teacher, student, or any other person affiliated with the school (1) treats a student differently than he or she treats other students solely on the basis of race, color, national origin, etc. or any other status or classification protected by law or (2) engages in harassing conduct so severe, pervasive or persistent that it interferes with or limits the ability of a student to participate in, or benefit from the services or activities provided by the school. Such harassment can be committed by a person, be it a teacher, student or any other person, regardless of whether that person is affiliated with the school.

Everyone is expected to comply with these guidelines and appropriate disciplinary action will be taken against any individual who violates these guidelines. Based upon the seriousness of the conduct, disciplinary action may include dismissal.

Friends Academy also assures you that you will have support in reporting any type of harassment, discrimination or related inappropriate behavior. If you experience or witness such conduct, you should take the following actions:

- (1) deal with the harassing or inappropriate conduct immediately, advising the person that you feel the behavior is inappropriate and that you want it to stop;
- (2) if you prefer not to discuss the matter with the person behaving in that manner, or if the person fails to stop this conduct when asked, you should report the incident immediately to the Head of School, Dean of Students, or any teacher or administrator to whom you feel comfortable reporting the matter.

Everyone has the responsibility of being aware of what is happening at the school, in school vehicles and at school functions. You are encouraged to report your concerns informally without fear of retaliation.

All unresolved complaints will be handled promptly and fairly. All complaints of discrimination or harassment, including sexual harassment, will be treated confidentially and will be investigated promptly and thoroughly. The names of individuals associated with the complaint and all information relating to the complaint will be held in confidence as much as possible to protect victims and witnesses against retaliation, as well as to protect those who may be wrongfully accused. Such confidentiality will be maintained except to the extent that disclosure is required to conduct an investigation to determine the validity of the alleged complaint. We encourage and expect you to utilize this internal complaint procedure to resolve complaints of harassment or discrimination.

## APPENDIX C

### **Derogatory and Offensive Use of Language Guidelines**

Derogatory language is comprised of words that tend or intend to detract, denigrate, disparage or belittle and can often be considered offensive. Often derogatory language includes slurs, stereotypes and/or negative references to ethnicity, race, sexual orientation, gender/gender identity, class, religion, body size/type or disability. Language that is used to denigrate, belittle, or offend;

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

considered hurtful toward any one person or group of people; or in any way adversely affects the school and/or members of the school community, whether spoken, written or shared using text mobile devices and/or social media (e.g. private or public messages or postings on social networking sites like Facebook, Twitter, Instagram, Snapchat, etc.), will not be tolerated. This includes reciting or singing published material (e.g. song lyrics) out loud that includes derogatory language.

Friends Academy will treat all suspected or confirmed violations of this policy as serious matters that deserve a prompt, firm and predictable response. As a community, we are committed to ongoing conversation and education about the evolution and use of language. However, hate speech of any kind will not be tolerated and violations will result in immediate disciplinary action, not excluding suspension or expulsion. This policy extends to and includes any such communication; image or illustration that is prepared or originates off school grounds and adversely impacts the educational environment at school. As such, Friends Academy exercises its right to discipline students for acts near or related to the school, when a student's conduct has a detrimental effect on the health, safety or welfare of the student, of other students, of the school or of school personnel.

## **APPENDIX D**

### **Guidelines on Technology Use**

Friends Academy provides access to a computer network and the Internet to promote educational excellence by facilitating information exchange within the community and between the school and the global community. The network supports students, faculty, and staff through access to a variety of technology resources. Student use and access levels vary by grade.

Network resources are intended to be used by students for academic and school business purposes ONLY and network users must abide by all school rules of conduct. Network users should have NO EXPECTATION OF PRIVACY. Friends Academy reserves the right to access or monitor correspondence and/or files without notice and at any time. Failure to follow the guidelines set forth in this policy will result in disciplinary response which could include the loss of network privileges, detentions, possible suspension from school, or, in severe cases, dismissal from Friends Academy.

Students must not access any obscene or pornographic material, violent material, bomb manufacturing materials, commercial solicitations, or other materials not within the prescribed curriculum. Friends Academy cannot guarantee what materials may be accessed by students. For this reason, no guarantee can be made that students will not be exposed to material that may be offensive to some individuals.

Please be advised that use of Friends Academy email, voicemail, fax machines, internet access or computer systems to send offensive or inappropriate messages, including, but not limited to discriminatory or suggestive messages such as racial slurs, is strictly prohibited.

### **Responsibilities of Network Users**

1. You are responsible for the use made of your network and email accounts. Set passwords that will protect your accounts from unauthorized use and will not be guessed easily. If you discover that someone has made unauthorized use of your account, you should change the password

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

and report the intrusion immediately to the Technology Department. Change your password on a regular basis. Faculty members should not delegate account use to their students or colleagues.

2. You must not engage in any criminal conduct through use of the network.

3. You must not engage in any form of “hacking” such as breaking into the privacy of another’s computer by impersonation, password stealing, or damaging another’s computer in any way.

4. You must not intentionally seek information about, browse, obtain copies of, or modify files belonging to other people, whether at Friends Academy or elsewhere, unless specifically authorized to do so by those individuals.

5. You must not create, send, or forward electronic chain letters or unnecessary multiple recipient email.

6. Messages, sentiments, and declarations sent as electronic mail or electronic publishing must meet the same standards for distribution or display as if they were physical documents. You are free to publish your opinions, but they must be clearly and accurately identified as coming from you, or, if you are acting as the authorized agent of a group recognized by Friends Academy, as coming from the group you are authorized to represent.

7. You must adhere to the rules of copyright. Network users must respect all copyright issues regarding software, information, and authorship. All material on the network should be assumed to be copyrighted. No material is to be downloaded for the purposes of duplication. (Refer to the Friends Academy Guidelines on Academic Honesty, Appendix A.)

8. If you create or maintain electronically stored information that is important to your work or to Friends Academy in general, you are responsible for making frequent backups of the information.

9. You must not attempt to decrypt or translate encrypted material, or obtain system privileges to which you are not entitled. Attempts to do any of these things will be considered serious transgressions.

10. If you encounter or observe a gap or weakness in system or network security, you must report the gap or weakness to the Technology Department. You must refrain from exploiting any such gaps or weaknesses in security.

11. You must be sensitive to the public nature of shared facilities and take care not to display on screens in such locations images, sounds, or messages that could create an atmosphere

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

of discomfort or harassment for others. You must also refrain from transmitting to others in any location inappropriate images, sounds, or messages that might reasonably be considered inappropriate.

12. You must avoid tying up computing resources for game playing or other trivial applications and printing excessive copies of documents, files, images, or data. You must refrain from using unwarranted or excessive amounts of storage. You must be sensitive to special needs for software and services available in only one location (e.g. scanning and video editing), and cede your place to those whose work requires the special items.

13. You must not prevent others from using shared resources by running unattended processes or placing signs or devices to “reserve” them without authorization. Your absence from a public computer or workstation should be no longer than warranted by a visit to the nearest restroom. A device unattended for more than ten minutes may be assumed to be available for use and any process running on that device terminated. You must not “lock” a workstation or computer in a way that restricts access to others.

14. You must not copy any programs or data that have been obtained under contracts or licenses by Friends Academy.

15. You should be aware that there are federal, state, and sometimes local laws that govern certain aspects of computer and telecommunications use. Members of the Friends Academy community are expected to respect these laws, as well as to observe and respect Friends Academy rules and regulations.

### **Personal Computers on Campus**

Students in grades 9 - 12 are required to bring personal computers (laptops, notebooks, or tablet computers) to campus for academic use. It is fully expected that use of personal computers on campus will follow all rules spelled out in the above guidelines and will be respectful of all students, faculty, staff, and the school’s Quaker principles. The decision to allow a student to use a computer during class is at the discretion of the classroom teacher.

### **Technology Use in the Library**

The Kumar-Wang Library is a place for academic study and interpersonal connection. Students using computers in the Library, those provided by the school or their own, are expected to use good judgement about both content and time management.

### **Use of Social Media**

Friends Academy respects the importance of online social media sites like Facebook, Twitter, Instagram, and others to students who use these sites as a means of communicating with friends. Nonetheless, students and parents must understand the public nature of these sites, and

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.

---

the responsibility and accountability that they, as site manager, must assume. They also must understand that their names are linked with Friends Academy, and as a result, the school may monitor the content of these sites because of the impact this can have on school accountability, public image, and student safety.

Friends Academy reserves the right to monitor social media for language and images that are not consistent with school guidelines and philosophy. Should a student have inappropriate material on his/her social media sites, the school will contact the parents and ask their help in removing the inappropriate material. It is also possible that the school may respond with a disciplinary response.

---

Updated August 2019

This document is for informational purposes only and is not to be construed as an employment agreement or contract. Friends Academy retains the right to amend or change policies or guidelines contained herein without prior notice.