

Middle School Handbook 2021-2022



Garrison Forest School

**MIDDLE SCHOOL HANDBOOK
2021-2022**

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INTRODUCTION

The Middle School program at Garrison Forest School is designed to meet the academic and developmental needs of girls in early adolescence by providing both structure and diversity. Girls of this age are full of vitality and emerging independence. The program encourages students to grow and learn in a setting where the individual is challenged and supported.

The goal of the Middle School is to prepare students for the Upper School by strengthening fundamental skills, furthering the love of learning, increasing awareness of self and of community, encouraging responsibility and decision making, and fostering spiritual and moral values. With numerous opportunities to achieve and excel in a warm supportive atmosphere, the girls gain the self-confidence that they will need to be productive citizens.

Garrison Forest's motto, *Esse Quam Videri*, "To be rather to seem," summarizes well the school's expectations that every girl be herself. We are a school of different individuals, and we value each girl for her diversity -- for the special strengths and interest she brings to our community. Most importantly, we value her honesty and integrity -- in thought, word, and deed. Although we have no formal Honor Code, the principles of honor are inherent and implicit in the single statement,

Esse Quam Videri.

MISSION AND PHILOSOPHY OF THE GARRISON FOREST SCHOOL

At Garrison Forest School we prepare our students in and out of the classroom to thrive in a complex, changing world by:

Challenging them to strive for academic excellence and to grow into informed, independent, and creative thinkers;

Cultivating an authentic and resilient sense of self, grounded in respect and integrity;

Creating a diverse and inclusive community built on a spirit of caring;

Inspiring young women to lead and to serve with passion, purpose, and joy.

Our motto informs our mission: *Esse Quam Videri*, “*To be rather than to seem.*”

STATEMENT OF RESPECT

The Garrison Forest School community is deeply committed to equity, honesty, kindness, and respect as part of the educational experience. To this end, we:

strive to celebrate diversity both within our community and our curriculum;
are concerned for the well-being of all people;
seek to build the self-esteem of all people;
aspire to promote the understanding among all people.

We recognize the dignity and worth of all individuals. To protect their rights, we confront bias, prejudice and discrimination. Garrison Forest does not condone any behavior, which is inconsistent with these tenets. We believe it is unacceptable for our spoken and written language and behavior to demean anyone's physical characteristics, as well as anyone's ethnic, gender, personal, racial, religious, or sexual identities. We expect individuals to take responsibility for their words and deeds and to respect all people.

GARRISON FOREST CORE VALUES

Our Motto matters. *Esse Quam Videri*, “To Be Rather Than To Seem,” has inspired our community since Garrison Forest School’s founding in 1910. These five Core Values, created and adopted by the GFS community in 2015, guide how we teach and learn, connect and collaborate, serve and succeed.

Underscoring our Mission and Statement of Respect, these five values are a road map for every member of our community, adult and child, to be our best selves. The division-wide faculty and staff Core Values Committee develops age-appropriate curricular and co-curricular programming around the Core Values.

Be Authentic.

Take pride in your unique personality, spirit and character.

Take responsibility for your words and actions.

Be honest and fair with yourself and others.

Be Brave.

Have the courage to think and act independently.

Take risks and persevere when facing challenges.

Advocate for yourself and others.

Be Compassionate.

Understand others’ circumstances and viewpoints.

Accept others’ differences and celebrate their contributions.

Promote a peaceful, caring and safe community.

Be Curious.

Get excited about new ideas, places and people.

Create and innovate.

Ask questions and participate fully in your education.

Be Spirited.

Show passion and joy in school, play and all endeavors.

Connect and collaborate.

Congratulate and celebrate others’ successes

GENERAL CIVILITY

GFS takes seriously its mission, philosophy and statement of respect as articulated at the beginning of this handbook. All students, parents, guardians and other student representatives are expected to engage with GFS employees in a manner that conforms to the values of GFS. This includes interacting with all GFS employees in a respectful and civil manner during conferences, school events and in any other communications. Students, parents, guardians and other student representatives are prohibited from raising their voices, yelling, becoming aggressive verbally or physically, threatening, bullying, belittling, or engaging in any other similar behavior during interactions with GFS employees, on GFS property, or during GFS sponsored activities. Should any issues arise under this general civility policy, they will be addressed by the Division Head.

OBJECTIVES OF GARRISON FOREST SCHOOL

- To create enthusiasm for learning as an ongoing process through:
viewing ourselves as members of an intellectual community where students share in the pursuit of knowledge and understanding with teachers whose own enthusiasm acts as a model.
- To afford students the opportunity to develop full academic potential through:
small classes, which provide opportunities for participation and leadership.
teaching approaches in each class designed to challenge students on different levels and to meet the needs of different learning styles.
Upper and Middle School advisor systems and Lower Division Homerooms that support each student's growth.
divisional academic resource centers and teacher availability for academic support.
grade level and divisional faculty meetings to discuss students' needs.
formal and informal student assessments.
- To prepare students for further formal education through:
emphasis on core subjects beginning in Kindergarten: English/Reading, foreign languages, history and Social Studies, mathematics, science, fine arts, and physical education.
emphasis on basic skills: mathematics; language and writing; and critical thinking - including analyzing, predicting, and generalizing.
a balance of competitive and cooperative learning experiences.
beginning in First grade, preparation for standardized tests and a co-curricular program; including in the Upper School: college counseling, Advanced Placement programs, and career days.
- To teach thought processes and self-expression, both logical and creative, by:
encouraging students to question, to take risks, and to think independently and critically in both written and oral work.
- To foster a sense of self-esteem and confidence through:
opportunities to grow from participation and leadership in age-appropriate areas of school life, including academic, artistic, athletic, service, social, club, and activity programs.
- To promote an awareness of intellectual, cultural, and aesthetic traditions through:
outside speakers, speeches, assemblies, field trips, and special activities.
the academic program and curriculum at each level.
the Middle and Upper School activities program and, in the Upper School, Sojourns and Independent Senior Projects.
- To encourage concern for and service to the School and to the outside community through:
the academic program, assemblies, outside speakers, speeches, field trips, and service projects.

in the Upper and Middle Schools: student government, the work program, student tutoring, the Residential Life program prefect system, Service League, and Sojourns.

To cultivate a system of ethical values based on honor and integrity through:

the “teachable moments” that arise.

personal counseling, assemblies, and, in Upper and Middle Schools, Sojourns and the student government system.

the counseling and decision-making curricula.

expectations for student conduct, school policies and rules, and discipline policies.

our daily interactions with one another.

To encourage respect for others and an appreciation of diversity through:

the interactions of all members of the school community.

an admission policy that seeks a range of racial and cultural backgrounds, including an Upper and Middle School boarding program that seeks a wide geographical range of students.

commitment to financial aid beginning in Kindergarten.

The School’s Statement of Respect.

To support faculty growth as educators and as individuals through:

new-teacher training, tuition reimbursement, leaves of absence, conference and workshop attendance, and in-service programs.

faculty development grants, including Dodge Foundation Grants, Talcott Grant, Chandler Faculty Awards, summer sabbaticals, and technology training.

the encouragement of innovation in and outside the classroom.

To provide a productive atmosphere for faculty, staff and administrators through:

mutual respect, a sense of teamwork, and a high degree of academic commitment.

To incorporate the school motto "Esse quam videri" ("To be rather than to seem") into all aspects of our lives.

MIDDLE SCHOOL PRINCIPLES OF GOOD PRACTICE

Recognizing that Middle School students experience a variety of significant developmental changes during their time in this division, the Middle School responds to and provides for the unique needs and characteristics of our students. Therefore, the Middle School:

- Affirms the dignity of each individual and promotes equity and justice
- Ensures that Middle School educators and all personnel who interact with Middle School students have a thorough understanding of the patterns of physical, intellectual, social, and emotional growth of our students
- Actively engages parents as partners in recognizing the implications of the significant changes affecting Middle School children
- Works to ensure a smooth transition experience for students and parents entering and leaving the Middle School years
- Provides programs that support each student's need to develop a distinct self-concept and to be recognized as an individual and as a member of a group
- Creates an environment that fosters respect, understanding, and acceptance of differences
- Helps students learn to make responsible choices and understand the consequences of their actions
- Creates opportunities for students to develop a sense of belonging to and responsibility for the multiple communities in which they participate

ALMA MATER

Hail, Gladdening Light.
Our lamp of wisdom, Hail!
Shine with a radiance
Which can never fail.
Illumined by thy rays
May thus our motto gleam
And show our desire
"To be and not to seem."

Polished and fitted true,
May each to each stand fast,
Firm as the stones
In temple corners cast.
Strong and enduring be
Our love and loyalty
For school and for comrades
And for victory.

ACADEMIC LIFE

STATEMENT OF MIDDLE SCHOOL GRADING PHILOSOPHY

1. Keeping the value of grades in perspective is critical at the Middle School level. Middle School students still exhibit their childhood enthusiasm for learning for its own sake but are beginning to experience the pressures that Upper School students feel knowing that academic performance can open or close doors of opportunity in their futures. The attitudes that the adults around them display towards learning and grades will determine whether our students retain a life-long love of learning that will enrich their lives or instead view their academic careers as trials to be endured.
2. Grades should be considered a useful indicator of academic progress, not the end product of or the reason for an education.
3. Letter grades are an assessment of performance, not effort and process. Process grades reflect students' engagement, preparedness and homework.
4. Parents should be encouraged to show interest in learning first and foremost and, only secondarily, in grades. They can show an interest by asking questions about schoolwork, by pointing out the relevance of school to real life, and by discussing new information and ideas with their daughters. The strongest motivation for academic excellence is provided by a home environment that places a high value on mental endeavors, not grades.
5. Parents should recognize that a grade of C is intended to show a satisfactory performance, that a B reflects work that is even better than satisfactory, and that an A indicates excellent work. There should be no shame attached to a grade of C. As A's become commonplace, an assessment of excellence loses all meaning.
6. While grades below C may be considered a valid cause for concern, they can also be considered a learning experience for students about the value of adequate preparation or the need to maintain good study habits.

ACADEMIC HONESTY

Honesty is a basic standard of conduct in our community. It is expected in the Middle School that a student's work is her own. By our definition, **Academic Dishonesty** includes:

- copying homework from another student
- sharing answers to any graded work such as homework, quizzes, tests, essays, projects, etc.
- sharing test questions with a peer who has not yet taken a test
- passing along a graded test from a previous year
- passing on from a previous year completed workbooks, lab reports, and textbooks with answers or translations written in them
- plagiarism
- recycling work done previously for another class

The concept of **Academic Honesty** extends to all work that a student produces. Unless a teacher has granted permission to seek outside help, it is assumed that a student has completed her assignment, test, or quiz independently. Representing work as one's own when it is done by family, friends, or tutors is dishonesty

PLAGIARISM

Plagiarism, defined in *Webster's New Collegiate Dictionary* as: "to steal and pass off (the ideas or words of another) as one's own: use (a created production) without crediting the source: to commit literary theft: present as new and original an idea or product derived from an existing source" will not be tolerated in any course in the Middle School. Every student will be taught, and is then expected to know and use proper documentation for ideas and work that is not their own. Special attention will be paid to the use of Internet resources. When in doubt, a student is to consult with a teacher.

CONSEQUENCES FOR ACADEMIC DISHONESTY/PLAGIARISM

Should a student submit, as her own, work that has been plagiarized, the following process will be initiated. In general, after verification by the teacher and review by the Head of the Middle School and the Dean of Students, an immediate meeting with the Head of the Middle School, Dean of Students, advisor, and classroom teacher will be scheduled. The offending student will be required to take part in an honor board hearing to determine the consequences of the student's actions. Typically, a second offense will result in more severe consequences including immediate suspension. The Head of School and Head of the Middle School reserve the right to resolve all issues of academic dishonesty and/or plagiarism in ways deemed appropriate for Middle Schools students. All incidents of cheating as listed above will be handled in a similar manner.

GRADING SYSTEM

Grades are sent home at the end of each semester. Comments on student progress are included at the end of each quarter along with report cards.

<u>Excellent</u>	<u>Very Good</u>	<u>Satisfactory</u>	<u>Passing</u>	<u>Failing</u>
A+= 97-100	B+ = 87-89	C+ = 77-79	D+ = 67-69	F = below 60
A = 94-96	B = 84-86	C = 74-76	D = 64-66	
A- = 90-93	B- = 80-83	C- = 70-73	D- = 60-63	

Grades are calculated for the year according to the following formula:

6th & 7th Grade Final Grade = Semester 1 (50%) + Semester 2 (50%)

8th Grade Final Grade = Semester 1 (45%) + Semester 2 (45%) + Exam (10%)

Students are expected to complete their total program satisfactorily each year. In the event of a semester grade below a 60, or an incomplete grade, the student will be required to do additional work to be determined by the School. It may be necessary for the student to work with a tutor, to make up the work in an approved summer program, or to repeat the course. No student may be promoted to the next level of a subject until her failure and/or incomplete grade(s) is resolved.

MIDDLE SCHOOL ACADEMIC WARNING

A student may be placed on Academic Warning by the Head of the Middle School at any time during the school year, but in particular is reviewed at each of the marking periods with Progress Reports (1st & 3rd Quarter) and Report Cards (2nd & 4th Quarter). Students may be placed on Academic Warning if there is any combination of the following: one failing grade in any course, two or more grades below C-, or an average below 70. Academic Warning serves to notify the student and their family that their academic performance is inconsistent with the

standards and expectations of the Middle School program. A student remains on Academic Warning for as long as it takes to resolve the grades as indicated above. During this time, the School and the family will work collaboratively to put support plans in place to help the student achieve necessary progress. If a student is unable to improve and maintain appropriate academic standing, the student may not be able to continue at Garrison Forest School.

ACADEMIC NOTES

Throughout the year, a student may receive “Academic Notes” via email in classes to give students, parents, the advisor and the Academic Resource Coordinator updates on how students are progressing. Notes may highlight a particular skill that a student is struggling with or excelling in, or an update on a recent assessment. The note will require the student to respond with her plan of action and a parent response/acknowledgment will be required.

GET IT TOGETHER

Get-It-Together (GIT) occurs Monday-Friday from 3:10-3:25. All students must be in their designated advisory space and with their advisor for the entirety of the period. GIT is a time for advisors to check planners, check in with students and to assist in any routine areas in which a student may need.

CLASS ASSESSMENTS

Various assessments are given in each class that can range from tests, projects, labs and essays. All major assessments will be noted and dated on the Homework Page on Schoology. Shorter quizzes are not considered major assessments but will be noted and dated on the Homework Page. Students who receive below an 80 on a major assessment (test, project, lab, essays) are allowed to do corrections in order to receive up to an 80 after the student has met with the teacher to review what was missed.

FINAL EXAMS

Opportunities to demonstrate mastery of learned content in most subject areas will be provided for students through a variety of cumulative examinations and assessments at the end of each semester. These examinations will provide students with the opportunity to learn, review, and apply information as well as provide experience in study and test-taking strategies. Eighth Grade students will take formal exams in June which will be weighted 10% of their final grade. Teachers will review and teach study and test-taking strategies with their students. Providing extra help in this area may be necessary and can be scheduled during study halls or Help Sessions at the teacher’s discretion. The Academic Resource Coordinator is also available as a resource to students in preparing for exams and teachers may refer students to her as needed.

STANDARDIZED TESTING

Standardized tests are administered twice annually to Middle School students for the purpose of gaining additional insight and knowledge into the ability and performance levels of students. This information contributes to the effective guidance of students' learning. We use the NWEA Measures of Academic Progress test for math, reading comprehension and language use. Results are shared with families following the fall and spring tests.

ACCOMMODATIONS/EXTENDED TIME

Students may receive extended time on standardized tests and exams if there is a formal evaluation on file indicating that the student requires additional time on tests. It is up to individual teachers to determine how to accommodate students’ needs on classroom tests and assessments. Questions or concerns in this area should be directed to the Academic Resource Coordinator and the Head of the Middle School.

ACADEMIC RESOURCE CENTER

The Academic Resource Center (ARC) is open to all students and serves a two-fold purpose: to teach and reinforce the skills necessary for success at Garrison Forest and to offer opportunities for intellectual enrichment and challenge beyond the requirements of the regular classroom. Students can schedule time for instruction in reading strategies, note taking, essay writing, test taking, research paper writing, and organizational skills. Additionally, students may be referred informally to the ARC by advisors and other classroom teachers to work on specific skill areas.

The Upper School Academic Mentoring program offers free support in specific subjects for any Middle School student. Finding an Upper School Mentor can be set up through a student's teacher, advisor, or parent. Mentors meet with students on Friday mornings (8:00-8:45 a.m.) or after school (between 3:30-5:30 p.m.).

Additionally, the ARC Coordinator oversees individualized learning plans for students with documented learning differences who may need classroom accommodations. This includes working with classroom teachers, communicating with parents, and teaching students specific strategies in a specialized course called Echoes.

REQUESTS FOR ACCOMMODATIONS

GFS complies with the Americans with Disabilities Act (ADA) and all other federal, state and local laws regarding students with disabilities. GFS will provide reasonable accommodations to students with disabilities and will not discriminate against any student by excluding the student from fully participating in any student program in violation of the law. Requests for accommodations must be made to the Academic Resource Center (the "ARC"). Review of these requests is made on a case by case basis for each individual student. The ARC will decide which accommodations are to be offered in consultation with the parents, Faculty, and the Division Head and/or Head of School if appropriate. GFS requires documentation from a qualified healthcare provider including relevant test results supporting the request for accommodation. It is difficult for the school to honor informal requests for accommodation, so please be sure to follow this procedure.

HOMEWORK

Homework provides an opportunity to work independently, to plan time wisely and to develop self-discipline. The responsibility for knowing the day's assignment in each class **rests with the individual student**. Students who are absent are responsible for making arrangements with their teachers to make up work they have missed. The importance of a quiet, well-lit place to study at home and regular study hours are essential. The limiting of television and cell phone times during the week is especially important in promoting good study habits.

HOMEWORK PHILOSOPHY

In considering the rigorous nature of the Middle School program and the college preparatory mission of Garrison Forest School, we believe that homework should assist in students' individual growth toward positive self worth. The main *intent* is to help early adolescents learn to manage their time, to study, and to become self-disciplined, self-directed, independent learners. *Relevant* homework assignments help students with problem solving, thinking, and organizing skills. Homework becomes *ineffective* when turned into "busy work" with students going through motions, but internalizing very little.

Teachers will make full use of the planner as an organizational tool. Students are expected to copy all assignments correctly into their books and check Schoology regularly.

Teachers will make use of the Homework Page as appropriate at each grade level and post them to Schoology. This allows students an opportunity to organize time and to plan for evenings when they are not able to spend a large amount of time on their work.

The faculty recognizes the very full lives that our students lead and feels strongly that family time is essential in developing the whole child. Parents are urged to evaluate the extent and nature of extra curricular activities and to review plan books and assignment sheets in order to plan accordingly for family time. At the same time, faculty will be reasonable when assigning homework.

If needed by a student, a “buddy system” should be established in each class. Students know whom to call when they are absent in order to get an assignment. Referring to the weekly assignment sheet and/or Schoology is also necessary. **Parents should not call school to gather work.** If a prolonged absence is expected, plans should be made with teachers in advance and a Planned Absence form should be submitted. Students are responsible for speaking to teachers about missed work when they return from an absence.

Families should expect students to have between **1 ½ to 2 ½ hours** of homework nightly. This is dependent upon the grade level, organizational skills, and speed of each individual girl.

Parents should use their own discretion if the hour is late and assignments are not complete and should encourage their daughters to reach out to teachers via email with questions/concerns.

Weekend assignments will reflect the particular unit of study in each class and will often include time to catch up on reading and long term projects.

STUDY HALL

Several times during the schedule, as indicated on students’ schedules, students will go directly to an assigned room for a Study Hall period. Students may use this time to work with their peers, see teachers for additional help, or work independently.

ATTENDANCE/TARDINESS

The school day begins promptly at 8:00 a.m. and concludes at 3:25 p.m. On Fridays the school day begins at 9:00 a.m. and concludes at 3:25 p.m. All students must check-in between 7:30 and 7:55 a.m. in the Middle School Lobby (8:30 – 8:55 a.m. on Fridays) with the teacher on duty. Students arriving after 8:00 a.m. (9:00 a.m. on Fridays) **must check in** with the Administrative Assistant in the Middle School Office.

Punctuality is essential so that all students are able to prepare for the day by going to lockers and gathering supplies in a timely manner. There are many long vacations built into the school calendar. We ask that families plan extended trips during those designated periods of time. It is also asked that families adhere to the dismissal dates and times prior to those vacations.

PLANNED ABSENCE FORM

If a student knows in advance that she will be absent, parents or guardians must notify the office of the date and reason for the planned absence. It is the responsibility of the student to obtain a planned absence form and submit it to the Head of the Middle School or the Middle School Dean of Students upon completion. If the student has difficulty finding the form, they should reach out to the Academic Resource Coordinator. The student will have the form signed by each teacher, and gather work if possible in advance. It may be necessary for the student to complete missed work upon her return. In the case of a Science Lab, the student may have to forfeit the lab experience and fulfill the requirement of that lab with a different assignment. Students with a great deal of missed work may be expected to spend time in Extended Day, under supervision, completing outstanding assignments. Teachers are not obligated to provide additional help if an absence is unexcused.

EXCESSIVE ABSENCE

In cases of excessive absence, the school may withhold grades for a particular class. If a student is absent for more than 20% of a class, the Head of the Middle School, in consultation with the student’s teacher and advisor,

will determine how the student may complete the class and receive a grade. Students who miss more than 20% of a class, however, are at risk of not receiving credit for the course.

PHYSICAL EDUCATION EXEMPTIONS

If a student has an injury or medical issue that precludes her from participating in sports or PE class, that student must submit a doctor's note to the PE Teacher, Middle School Office, and/or Health Center for a P.E. exemption that will last longer than one week. If the student must miss more than one week of physical education class, she will be scheduled for a study hall in the Middle School Office during those times. If the restriction is one week or less, the parent may submit a signed note and the student must report to PE class. The PE teacher will decide if the student should observe class or return to the Middle School for a Study Hall. If a doctor's note is submitted to excuse a student from physical activities, then a doctor's note is also required in order for the student to return to class.

EARLY DISMISSAL

Parents must notify the Administrative Assistant in advance of an early dismissal at any time. Students departing early must inform their teachers and make arrangements to complete assignments. Parents (or the person they designate) must meet their daughter in the Middle School office and formally sign them out.

SNOW DAYS

In the event of snow or ice, families who opt into our text-messaging system will receive notification by text about delays or cancellations. This information will also be posted on our website, social media sites, and traditional media outlets such as WBAL (1090) and FM station WIYY (98 ROCK). We may open one hour late, two hours late, or not at all. One-hour late means that school will begin at 9:00 a.m., if two hours late then school will begin at 10:00 a.m. If no announcement is made, school will open on time. The message will be delivered at or around 6:00 a.m. or as soon as the decision is made.

EXTENDED DAY PROGRAM

Our Middle School offers Extended Day coverage for students that are not participating in sports but cannot be picked up directly after school at 3:25 p.m. Extended Day is a free program between 3:30-5:30 p.m. and students can choose which days to attend as a drop-in. During Extended Day, students have the options of using our Upper School Academic Mentoring Program (see above) studying quietly, watching an athletic game on campus, going to the dorm (by invitation only), using the Health Center (must have adult supervision), going to the O'Zone for a snack, checking out a book at the library, and participating in an outside activity directly outside of the Middle School. Students must sign-in and sign-out properly, and parents can reach the Extended Day Coordinator between 3:30-5:30 p.m. on our dedicated Extended Day phone-line: 410-559-3118 (note: this phone number is only for Extended Day and during those designated hours). Students who are not picked up by 5:30 p.m. must go to Alumnae Hall to ensure there is still adult supervision for late pick-ups.

ADVISORS

All Middle School students will be assigned an advisor over the summer. Advisors are assigned according to grade level and, in most cases, a student's advisor will also be one of her teachers. Advisors are available to help students with any academic, personal/social problems, or questions they may have. Parents should feel free to communicate with their child's advisor.

MORNING MEETINGS, COMMUNITY TIME, ASSEMBLIES

Middle School Morning Meeting occurs every Monday and Friday at 10:00 a.m. Students and faculty are expected to attend Morning Meetings which are important in establishing a positive tone for the day as well as

for making and receiving important announcements. Middle School Morning Meetings occur in the Middle School Auditorium. On Wednesday mornings, students and faculty will gather in the Auditorium for Community Time assemblies. Programs will be planned by both faculty and students with an aim to learn and share to build a deeper community. Special Assemblies are scheduled throughout the year. All students are expected to attend assemblies when it is an All-School assembly. Advisors will supervise students.

LIBRARY SERVICES AND PROCEDURES

The Elinor Purvis McLennan Library is intended for study and thought; consideration for others is of prime importance. The library serves Grades 6 through 12 and all Faculty and Staff. It is fully automated and has a variety of reading and research materials, both print and online. Library hours are Monday through Friday from 8:00 a.m. to 10:00 p.m.; Saturday from Noon until 6:00 p.m.; and Sunday from Noon until 10:00 p.m. The professional staff is available during the academic day. Students should see the library staff for any and all questions and needs they may have.

Collection: In addition to over 17,000 print items, the library has computer workstations with access to Online Databases, the GFS E-mail system and the Internet. Online Databases include two encyclopedias, poetry and map collections and five information databases. Selected links maintained by the Librarian connect students to research-related Web Sites. Text from the databases may be printed out on the library printer. Non-print items may also be borrowed.

Remote Access to Library Information: The Library Catalog and Online Databases are available through remote access using log-ins and passwords. The Library Catalog and Online Databases may be accessed from all buildings on campus

A Copy Machine is available for student use at no charge.

Borrowing Library Materials: All items must be checked out. Students are responsible for the materials they borrow. Most items circulate for four weeks. All items should be renewed if needed for a longer period. A student may put an item on hold if it has been borrowed by another student.

Reserves: Reserve materials are books and other items requested by Faculty to be temporarily placed on closed shelves for specific classes. These items are available during the academic day. Some may be used only in the library and others may circulate overnight. Reserve items should be returned to the library in the morning before the academic day begins.

Magazines and Newspapers: The library subscribes to over 70 magazines and 5 newspapers. Current issues are kept on shelves in the first floor fireplace area. Back issues of some magazines are kept in the magazine room. Indexes to the articles in magazines are found on the Index Table, and in Online Databases. Magazine articles may be copied. Many magazines and newspaper articles are available in full text from the Online Databases.

Overdue Fines: Overdue notices are placed in student mailboxes in the Middle and Upper Schools at the beginning of each week. Overdue fines are not refundable. Charges for lost items are refundable if the items are returned in good condition.

Rules: Food or drink (including water) is not allowed in the library. The use of listening devices of any kind is not permitted before 7:00 p.m. on school days. The rules that apply in the classroom apply in the library. Mutilation or theft of library materials is an Honor Board offense.

RESPONSIBLE USE POLICY

Introduction/Mission

At Garrison Forest School, we prepare students to thrive in a complex, changing world. Garrison Forest believes that the use of digital technology can enrich the teaching and learning experience through access to information, research, interpersonal communication, learning, and collaboration for all members of our community. Increasingly, technology is a medium for demonstrating knowledge, creating content, and is in itself, an essential tool for learning to code and build tools that are useful and fun. While we are committed to teaching our students to use digital tools and technology in the pursuit of learning and creating, we also believe it is equally important to develop an ethical and responsible sense when using these tools at school and in one's personal life.

Educational use and benefits

The hardware, software, and the network used in and through the School are the property of Garrison Forest School and they are for the educational and professional use of the Garrison Forest students, faculty and staff.

The computing resources made available through Garrison Forest School should be understood as an extension of the School's physical environment. Use of these resources entails the same privileges, obligations, and responsibilities that come with using any school facility. It should also be understood that the scope of this Responsible Use Policy (RUP) extends to the use of student-owned computers in our Upper School BYOL program and to all digital devices used within or outside the Garrison Forest School network as such use connects and/or impacts members of the Garrison Forest School community.

The network is the property of Garrison Forest School and there can be no expectation of full privacy. Access entails responsibility. Garrison Forest School reserves the right to check users' network activity and/or remove any files on the network without prior notification to system users.

Personal responsibility

Use of the equipment and resources, online and off, is guided by the same basic expectations of responsible behavior that guide student behavior in other areas of life at school. These guidelines apply as well to personal computers or mobile devices accessing GFS resources, including e-mail and productivity and learning applications.

We expect users to be mindful of their own privacy and security. Students should not share personal information, including home address or phone number, or the personal information of others, in online forums unless approved for a specific purpose, i.e. college applications. When students leave a public computer, they should be sure to quit any applications they are using and log out. Students are responsible for keeping their password private.

Interacting with people online should be no different than interacting face-to-face, as far as respect and kindness go. Students are responsible for what they post and what they do online. Parents and students must understand

clearly that most online interactions such as email, text messages, and personal profiles are public and permanent once they are posted or sent.

There is an expectation of honesty and academic integrity. Community members are expected to adhere to copyright rules and give credit where credit is due, including, though not limited to, digital media. Students should ask a teacher or a librarian for assistance if needed.

Parents are strongly encouraged to communicate frequently with their daughters about technology use and related issues, to monitor use, and to set appropriate guidelines. Young people have ready access to an array of apps and internet-based services, all of which can present ever-expanding challenges to their good judgment. There is no substitute for informed, ongoing parental monitoring and guidance.

Electronic Devices and Shared Resources

Middle School students are permitted to have their cell phones with them during the academic day, but phones must be out of sight during class time unless a teacher says otherwise. With the teacher's approval, students are permitted to use a tablet or e-reader device in place of an assigned text. Cell phones and other electronic devices (including laptops, tablets, gaming devices, Apple watches, etc.) are not permitted during the academic day, unless permission is given. School resources, specifically wi-fi access and bandwidth, are shared community resources and priority is placed on the academic and instructional use of these resources; as such, students are not permitted to download, stream, or view non-academic media during the academic day.

Unacceptable Use of Technology

The following uses of school-provided server space and Internet access, including those that occur on external cloud-based computers/networks and/or other electronic communication devices that have a direct and negative impact on individual members of the GFS community and/or the larger GFS community are not permitted.

- Receiving or transmitting information that contains material that explicitly or implicitly refers to sexual conduct, and is unrelated to class projects.

- Likewise, receiving or transmitting information that contains profane language or panders to bigotry, sexism, homophobia, or other forms of discrimination or defamation, and is unrelated to class projects.

- Transmitting or posting abusive or threatening language.

- Bullying.

- Using any user ID or password other than your own, allowing anyone else to use your user ID or password or accessing files other than your own.

- Violating any school policy, or any city, state, or federal statute.

- Using limited bandwidth for downloads or streams not related to academics during the academic day.

- Violating copyright or otherwise using the intellectual property of another individual or organization without permission and correct acknowledgement.

If students use the network in a dishonest, disrespectful or abusive manner, disciplinary action will be taken.

Limitation of Liability

Garrison Forest School makes no guarantee that the functions or the services provided by or through the GFS network will be error-free or without defect. The school will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or the quality of the information obtained through or stored on the system. The school will not be responsible for your exposure to "unacceptable" information nor is the school responsible for misinformation. The school will not

be responsible for financial obligations arising through the unauthorized use of the network. Garrison Forest is not liable for damage or theft of digital devices including laptops, Chromebooks, tablets, gaming devices etc.

PHYSICAL EDUCATION AND ATHLETICS

All Middle School students participate in a regularly scheduled gym class during the school day. Interscholastic team sports are offered in the afternoon in field hockey, cross-country, tennis, basketball, soccer, squash, softball and lacrosse. Any student who wishes to participate on a Middle School team may do so. Light Blue/Dark Blue athletic competitions are held throughout the year. (See Light Blue/Dark Blue Teams)

The focus of the Middle School Physical Education program is to introduce and develop fundamental game skills and strategies in a variety of individual and team sports. The Middle School curriculum places an emphasis on team activities with a wide variety of sports offered. Throughout the school year girls receive instruction and information in the following areas: badminton, basketball, field hockey, lacrosse, team handball, tennis, soccer, and softball. Fitness and wellness activities are incorporated into all classes.

The department places equal emphasis on positive effort, the acquisition of sport skills and understanding the importance of achieving lifetime fitness and wellness skills. Each girl will receive an effort grade, in addition to the Pass/Fail grade, which will reflect how diligently she has worked to improve.

Please refer to the Middle School Athletic Policy Student/Parent Handbook for further rules, regulations and specifics on interscholastic sports.

STUDENT LIFE

SCHOOL POLICY AND AGREEMENT

Students of Garrison Forest School are expected to assume a large measure of personal responsibility and self-discipline and must understand that any of the following may result in dismissal:

1. Dishonesty (stealing, cheating, plagiarism, lying)
2. Possession and/or use and/or distribution of alcohol and other drugs
3. Smoking cigarettes (or tobacco) on campus
4. Leaving campus without permission

No student is welcome who is not in sympathy with the aims of the School, or whose influence is deemed detrimental to the school's best interest. The school reserves the right to ask a parent or guardian to withdraw a student if her behavior on or off campus during the academic year or during vacation is contrary to the best interests of the school.

BALTIMORE INDEPENDENT SCHOOL COVENANT FOR SAFETY AND HEALTH

The Garrison Forest School administration, in collaboration with other Baltimore-area independent schools, has adopted the following policy regarding student health and safety:

We will continue to develop programmatic approaches to the use and abuse of alcohol and other drugs, including the creation and support of early intervention and peer and parent support efforts.

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

We will appreciate the difference and distinguish between disciplinary responses to violations of school rules and non-disciplinary responses to general concerns raised by students who may be struggling with the abuse of alcohol and other drugs.

We agree that violation of school rules on alcohol and other drugs will lead to sanctions of not less than suspension, and that return to school will usually include family and student commitment to evaluation, counseling and/or treatment.

We will support recovery even as we confront activity.

We believe that the safety and well-being of our students, being of paramount importance, is best promoted by a strong partnership between school and home. We expect active participation and supervision by parents in preventing the use of alcohol and other illegal drugs by adolescents.

We expect that parents will not serve, or allow to be served, alcohol or other illegal substances to other students.

Adopted July 2008

FORUM

All students and teachers of the Middle School are members of the Forum, the Middle School student government. Forum gives students the opportunity to develop leadership abilities and encourages active participation in and responsibility for school life. Forum meets regularly throughout the year with the Dean of Students. Forum is

composed of the following student leaders: Middle School President, Middle School Vice President, Honor Board Chair, Light Blue and Dark Blue team captains, and Class Officers from 7th and 8th grades. Forum members introduce the suggestions of their classmates to the Forum for discussion. Only students in good academic standing and with no honor code violations in the current academic year may be nominated for a school office in the next academic year. Nominations must be approved by the Middle School Faculty and Administration. Forum aims to provide a well-rounded leadership opportunity for Middle School students; therefore, students may hold the same office in Forum only once. Students with ideas for projects or initiatives may be invited to present their idea in Forum for discussion.

MERITS

Merit Slips are a form of student recognition by the teachers. Teachers may award a merit for an unsolicited good deed or a reflection of a Core Value demonstrated by a student. These slips promote school spirit by giving students Light/Dark blue credit for good deeds. Teachers complete the slip for the designated student online. A copy of the merit will be received by the student in her email inbox.

DEMERITS

Occasionally a student will not follow the rules of the school and, consequently will receive a demerit. A parent/guardian will be notified if a student has received three demerits. A student who receives **five** demerits during a semester will be assigned a detention or an Honor Board depending on the reasons for the demerits. The Head of the Middle School and the Dean of Students reserve the right to decide whether an accumulation of five demerits will result in a detention assignment or an Honor Board. Demerits reset at the end of the first semester. Should a student receive additional demerits for a similar offense in the same semester, she will receive a detention for each demerit thereafter.

DEMERIT OFFENSES

1. Being out of uniform.
2. Eating in buildings other than the lunchroom (unless given permission by a teacher)
3. Violating usage of facilities and resources
4. Failure to check in after morning arrival or during extended day.
5. Being late to class, Study Hall or other Garrison Forest affiliated after-school programs
6. Not fulfilling work program duty.
7. Cell phone violation.
8. Repeatedly leaving belongings in common spaces.
9. Misuse of email, technology or the internet
10. Not emailing a teacher acknowledging an alert after repeated reminders
11. Disruptive or impolite behavior
12. Use of profanity or inappropriate language
13. Dishonesty

HONOR BOARD

The Honor Board is composed of an elected chairperson, elected representatives of each class, Dean of Students and the Head of the Middle School. There are two scenarios that would warrant an Honor Board for a student. First, the Head of the Middle School and Dean of Students reserve the right to hold an Honor Board for a student that has accumulated 5 demerits in the first or second semester for repeated offenses that have already been addressed and discussed. Second, a student may have an Honor Board when a student's behavior seriously threatens the integrity of the community, such as situations of dishonesty, disrespectful or unacceptable actions. The Honor Board hears

each case individually, considers all factors and decides an appropriate consequence. Parents will be notified when their daughter is called to the Honor Board.

In the case of a serious infraction of the school's honor policy involving dishonesty, stealing, cheating, lying, plagiarism, smoking, use of drugs, or leaving the campus without permission, violation of a core value, a special meeting of the Honor Board may be called. Any student who has appeared before the Honor Board twice in a given year will be ineligible to hold a student leadership position the following year. Any current Middle School student leader, or newly elected leader, who appears before the Honor Board may be asked to step down from her office.

DISCIPLINARY WARNING:

A student may be placed on Disciplinary Warning by the Head of the School, Head of the Middle School or as the result of an Honor Board. Disciplinary Warning serves to notify the student and her family that her behavior is inconsistent with the standards and expectations of the Garrison Forest School community. A student remains on Disciplinary Warning for one calendar year. A student on Disciplinary Warning may be subjected to Disciplinary Probation, suspension, or possible dismissal if there is a breach of a major rule, if repeated minor violations occur, or if the student's negative behavior continues.

DISCIPLINARY PROBATION:

Disciplinary Probation places the student's privilege to remain at Garrison Forest School in jeopardy. When a student is placed on Disciplinary Probation, she is in serious danger of being required to leave the School if further conduct violations occur. If there is another breach of a major rule, if repeated minor violations occur, or if the student's negative behavior continues, the student may be required to leave the School. A student may be placed on Disciplinary Probation by agreement of the Head of School, the Head of the Middle School, or as the result of an Honor Board. A student is placed on Disciplinary Probation for the remainder of her career at Garrison Forest; however, after one calendar year, the student may submit a written petition for removal from Disciplinary Probation status. The petition should cite specific information which warrants an abridgement of probation status. The petition must be signed by the student and her advisor. A student on probation may not run for student leadership positions such as Forum.

GFS UNIFORM CODE

The Garrison Forest Middle School uniform tradition is intended to enhance school spirit and pride and allow students to focus on learning. The spirit in which a uniform is worn reflects the standards of the community. Girls are expected to wear clothes that are clean, neat and in good repair. Students may not wear sweat shirts or other clothing that has been cut or ripped, including cut or ripped Garrison Forest sweat shirts. Students are not permitted to color, deface, or alter any part of the uniform. All students are expected to own a properly fitting GFS kilt and must wear it on designated kilt days. If a student would like to request an exception so she can wear uniform pants instead, she must submit a request to the Dean of Students. Additionally, students need GFS shorts and a GFS PE t-shirt for PE, white socks and proper footwear (see below). Families have choices of how to complete the rest of the uniform. The list below indicates which items are acceptable under our uniform code, although please understand that not all items are required.

Available at the GFS School Store

GFS sweatshirts, sweaters and fleeces that are in uniform are sold in the School Store

GFS jackets/outerwear (optional; must be removed after entering school buildings)

Navy GFS shorts (required for PE; if shorts are worn under the kilt or tunic instead of tights they must be GFS shorts; skirt or tunic must cover the shorts)

GFS PE t-shirt (required for PE)

Available at Flynn O'Hara (see address below)

GFS plaid kilt (required; can also be purchased at Grizzly Gear on-campus)

Royal blue tunic with belt (optional; can also be purchased at Grizzly Gear on-campus)

Available At Any Retail Store

White polo shirt: plain, loose fitting with short or long sleeves (required; no visible insignias or labels are permitted; students may wear the polo shirts untucked if the shirt is no more than hip length and is properly hemmed)

White turtleneck shirt (optional; no mock turtlenecks allowed)

Students may wear plain, white tee shirts under their polo shirts, but the tee shirt may not be visible above the collar, below the sleeves or below the hem of the polo (optional)

Navy chino, poplin, twill, or corduroy full-length pants (no cargo pockets or zippers)

White, black or navy spandex under GFS shorts

White socks (must be visible above shoe line (required; can be crew or athletic cut)

Navy knee high socks

Navy or black tights (no tights in other colors, long underwear, sweatpants or wind pants)

*For the 2021-2022 school year, masks must be worn while on campus at all times. Students and families will be notified should this policy change.

For footwear, shoes and sneakers with laces are acceptable and considered in-uniform. All shoes and sneakers, such as running sneakers or boat shoes, must have laces. Students are not permitted to wear flip-flops, sandals, or boots with their uniform unless given special permission. Sweatpants can be worn with permission from the Middle School Dean of Students during the cold months.

All kilts and tunics can be purchased from GFS's uniform company, Flynn & O'Hara School Uniforms. They are located at:

PARKVILLE STORE

North Plaza Shopping Center

8868 Waltham Woods Road

Parkville, MD 21234

(410) 828-4709

More information can be found at: www.flynnohara.com

Families can also purchase gently used uniforms through Grizzly Gear on our GFS Campus organized by parent volunteers. Grizzly Gear has set hours on our Middle School page in our Parent section of our website and can also be visited by appointment.

GFS SCHOOL STORE

The School Store is located in Manor House. Open Monday through Friday, the School Store carries assigned class materials, school supplies, uniform items and school clothing, cards, and novelty items. After the opening of school, a Middle School student who wishes to make a School Store purchase that exceeds \$10 must have a written note of permission from her parent/guardian.

ONLINE BOOKSTORE

As a reminder, the GFS School Store does not sell textbooks. The Garrison Forest Virtual Bookstore uses MBS (<http://www.mbsdirect.net/index.php>).

OUTERWEAR

When outside academic buildings, students may wear winter coats. Students may not bring coats into classrooms; coats must be stored in lockers.

GRIZZLY GEAR

The Parent Association sells new and gently used uniforms through its store, Grizzly Gear, located in the basement of the Meadowood Residence Hall. Grizzly Gear stocks a variety of uniform and logo items, including kilts, tunics, sweatshirts, polo shirts and shorts. Grizzly Gear is run by volunteers and is open by appointment during the school year. Profits from the sales of Grizzly Gear merchandise directly benefits the GFS Parent Association. All donations of uniforms and accessories are greatly appreciated. Hours of operation can be found on the Middle School page under the Parent section of our website.

PHYSICAL EDUCATION UNIFORM

Students **must** wear GFS shorts and a t-shirt, along with tennis shoes.

RIDING

In addition to regularly scheduled gym classes, girls may take riding as a sport after school at an extra cost. Preparation for riding lessons must take place during the scheduled riding period.

CELEBRATIONS

We believe that birthdays are indeed special and encourage simple celebrations at school. If you wish to send a treat to school for your daughter's birthday, we ask that you plan to share the occasion with her advisory group only.

If you are planning a party outside of school, such as a birthday or another milestone celebration, please do not send invitations to school unless the entire class is invited. This will spare the feelings of those who may not be included. Additionally, we ask that students do not wear commemorative clothing items from these celebrations to school during out-of-uniform days in an effort to foster inclusivity during school hours (sweatshirts, t-shirts, headbands, etc.).

FOOD IN THE MIDDLE SCHOOL

Students must have permission from a teacher to eat in the Middle School. If students bring breakfast to eat at school prior to 8:00am, they must eat in the Dining Hall (students also have the option of buying breakfast in the Dining Hall). For liquids, only water is allowed in the Middle School building.

LUNCH

Lunch is served in Alumnae Hall (dining hall). Students may bring their own lunches or purchase food there using a lunch card. Food purchased on a lunch card will be billed to you by the Business Office on a monthly basis. Appropriate behavior is expected at all times. Students must remember that the entire school and school guests share the dining room. Therefore, students must remember to clean their tables and return dishes to the kitchen. Students must leave the Middle School building during the first half of lunch and are only allowed to eat **ONLY** in the Dining Hall or outside.

SNACK BAR – “O Zone”

The “O Zone” café/snack bar is located in the Student Center of Manor House. The “O Zone” café/snack bar accepts cash or students may charge purchases to their account. The regular operating schedule is posted in the Student Center. Specialty drinks, including Starbucks coffee drinks (Middle School students may only purchase decaffeinated drinks) are menu highlights, as are popular offerings including individual pizzas, bread bowl soups, salads, and gourmet cookies. Beverages and snacks also are available in vending machines. Food purchased at the Snack Bar must be eaten in Alumnae Hall or on Manor House porch. Students are not permitted to eat in the Manor House lobby, parlors, or sun porch. Students should enter/exit the O’Zone through the rear doors only (no cutting through the School Store is permitted). Middle School students may not congregate or use the facilities in the Student Activities Center at any time during the academic day.

LOCKERS

Every Middle School student will be assigned a locker for her personal use throughout the year. The lockers are large enough to accommodate all of the student's belongings. Therefore, students must keep all items in their lockers. Students may not deface, alter, or permanently mark the locker in any way. Students should only use pre-approved adhesive to affix pictures or items inside their lockers

STUDENT MAILBOXES

All messages from parents and faculty for Middle School students will be placed in the individual student’s mailbox outside the Middle School Office. Daily announcements and schedule changes can be found on the whiteboard above the student mailboxes. Students should check these areas throughout the day. Student messages for faculty should be given to the Administrative Assistant or another faculty member to be placed in the faculty mailbox in the Middle School Faculty Room.

LOST & FOUND

Students are responsible for their possessions. Borrowing of textbooks and gym clothes is strongly discouraged.

Students must clearly write their names in all their books, jackets, uniforms, and sporting equipment. Found items may be retrieved from the Lost and Found box in the Middle School at any time. Students may not open or remove another student's belongings. Lost and Found boxes are also located in the Upper School, the Library, the athletic department office, Manor House, and the stable.

LIGHT BLUE/DARK BLUE TEAMS

The School colors are Light Blue and Dark Blue. Consequently, every student in the Garrison Forest Middle School is a member of either the Light Blue or Dark Blue team. The purpose of these teams is to unite the school through friendly competition in all aspects of school life. The captain of each team draws names assigning membership to the teams. If a new student has a sister or mother who attended Garrison Forest, this student automatically will be a member of her relative's team.

CELL PHONES

Cell phones are not to be used in school during the school day unless given permission by a teacher for a class activity. If a student brings a cell phone to school, she must keep it turned off and locked in their locker during the academic day. Students found having or using these devices as a first offense, will earn a demerit. Any subsequent times that students are found having or using a cell phone during the school day will result in an additional demerit and the loss of the privilege to bring their cell phone to school for a certain period of time. There are ample telephones available for student use throughout the campus. Parents are asked to tell their daughters not to text them during the day. Cell phones and other mobile devices will not be allowed on any field trips, including our overnight trips. The goals and aims of each field trip are for students to be fully present and involved with their trip rather

than becoming too preoccupied with using their phones. In case of emergencies, parents should call the school or an administrator/faculty member on the trip. Every faculty member on the trip will have a cell phone to call parents as well.

WORK PROGRAM

Each Middle School student is assigned to an advisory work program. Each crew keeps an area of the school tidy and free of trash several weeks of the school year. Duties may include washing whiteboards, cleaning erasers, closing windows, straightening desks and chairs, and picking up trash. In this way, students contribute to the operation of the school and take pride in its appearance.

WALKING NEAR CAMPUS

Students may not walk on any road contiguous to the Garrison Forest School campus due to traffic. Exceptions are made only with parental permission and approval by the Dean.

RESIDENCE HALLS

Middle School students are not permitted to visit the dormitories during the school day. However, if invited by a boarding student, they are permitted to visit after school.

NURSES PASS

During the academic day, 8:00 a.m. to 3:25 p.m., Middle School students who become ill or are injured should inform a teacher, who will issue that student a **Nurses Pass** and then send her to the Health Center. Students are not allowed to go to the Health Center unless they have a **Nurses Pass** issued by a teacher. If a student reports to the Health Center without notifying a teacher or securing a pass she is considered unexcused. No student who becomes ill is to go to a dormitory or home without first reporting to the Health Center. The Health Center telephone number is 410-559-3200.

SCHOOL HEALTH SERVICES

The goal of the Garrison Forest School health services is to promote and protect student health. Registered nurses provide on site or on call coverage whenever school is open, and a school physician is always on call. The nurse on duty may be reached by calling the Health Center at 4105593200.

The nurses provide assessments, minor treatments and/or referrals for injuries, illnesses, and chronic health conditions for students. The Health Center is open for walk-in use by students from 8:00 a.m. until 7:30 p.m. Monday through Friday and as posted on weekends. The nurse on duty will treat the student and determine if she should return to class, go home, or remain in the Health Center. Except in emergency situations, students who leave the Health Center to go home due to illness or to go to health care appointments must sign out in the usual manner.

Parents and Students are expected to:

1. Refrain from being dishonest about health needs in order to avoid class or other obligations.
2. Keep all appointments with off-campus health care providers or give appropriate notice
3. Comply with the medication policy, pick up medications on time, and take medications as directed.
4. Accept responsibility for partnering with the Health Center and the school in promoting self health.
5. Failure to meet these expectations will result in intervention by the school, including possible disciplinary action.

Information for Day Students

A student should not be sent to school if she has been ill during the night or early in the morning. She should be fever free for twenty four hours before returning to school.

A student who must go home because of illness or injury must be picked up from school within a reasonable period of time. The parent/guardian must arrange transportation for the student from the school. If the care of a physician is necessary, the parent/guardian will be notified. In a potentially life threatening emergency, the day student will be taken to the school physician, the family physician, or to a hospital emergency room. Financial responsibility for healthcare rests with the parent or guardian.

Information for Boarding Students

Health Center on-call coverage is provided 24 hours a day when dormitories are open. A student who becomes ill after Health Center hours must report to the dormitory parent on duty. The dormitory parent will notify the nurse on call who will assess and manage the student's medical needs.

The school reserves the right to have a student evaluated and treated by a health care professional for medical, surgical, and/or psychological conditions as deemed necessary by the school. Parents/guardians will be informed when such care is needed and will be kept informed about the course of treatment. Financial responsibility for healthcare rests with the parent/guardian. As permitted by Maryland law, the school will provide access to gynecological care for students who request it without parental notification.

A student's home physician must provide a referral to a local physician if she requires specialized care at school. In many cases, the school physicians can provide followup care.

Boarding students must comply with the Medication Policy, which requires medication to be kept in the Health Center. Medications for the symptomatic relief of various common ailments are readily available through the Health Center. Parents and guardians should not send medications to school with students and should not encourage students to buy them for themselves at local pharmacies.

Medication Policy If a physician determines that it is necessary for a student to receive medication at school for long or short term administration, specific requirements must be met:

1. Written orders from the physician, nurse practitioner, or dentist must accompany all medication to be administered. A new order must be obtained at the beginning of each school year. **This includes inhalers and medications for attention deficit disorder.**
2. The written order must be dated and must identify the **medication, dosage, route, and time or specific circumstances** under which it should be given. Possible side effects should also be noted.
3. The parent or guardian must provide written permission for the medication to be given.
4. Any **change in the medication, dose, or time** the medication is to be given must be accompanied by a new written order and the parent's or guardian's permission.
5. The medication must be brought to school by the parent, guardian or other responsible person in an original pharmacy container, labeled with the name of the student, the name of the medication, the name of the prescribing practitioner, and appropriate directions for school staff.
6. This container will remain at school for the duration of the time the medication is to be given.
7. All medications, with the exception of certain asthma and allergy drugs, must be kept in the Health Center. Students must not carry prescribed or over the counter drugs in school for self-administration except under

the guidance of the school nurse. A student may carry an inhaler only with the written permission of her parent/guardian and prescribing practitioner.

8. Medications used in the treatment of attention deficit disorders must be given under the direct supervision of the school nurse.
9. If a student is found to possess medication not authorized by the Nursing Staff, the medication will be confiscated and held for the student in the Health Center.

The prescribing practitioner's order and parent/guardian's permission may be provided on the Medication Authorization Form available from the Health Center, but other forms may be used as long as all the necessary information is included.

Nurses may give students acetaminophen (like Tylenol), ibuprofen (like Motrin), antacid (like Tums), or throat lozenges for symptomatic relief and apply hydrocortisone cream or antibiotic ointment if parents/guardians provide annual written permission on the Health History and Physical Exam Form. No allergy shots or other injection medications will be given in the Health Center except for emergency medication; allergy treatments in the school physician's office may be arranged on request.

Health Records

The Health Center must have complete and accurate health and emergency information for each student to provide optimal school health care. Check the list below to determine which forms are required:

ALL STUDENTS must provide a Health Care Power of Attorney signed by both parents/guardians and by two witnesses. This form is valid for as long as the child is a student at GFS.

ALL STUDENTS must have current family data, including names, addresses, and home and work phone numbers of parents/guardians on file in the Health Center and in the Middle School Office. The Parent Information Form must also list names and phone numbers of other relatives or friends the school may contact if parents/guardians are unavailable in an emergency. It is essential to keep this information up to date; please inform the school office of any changes, including changes of doctors. If parents/guardians are traveling out of town and the student is left in the care of someone other than the listed emergency contact person, please notify the school office in writing.

ALL STUDENTS must provide a new Health History and Physical Exam Form, as well as a Maryland Immunization Certificate that documents that all required immunizations have been received prior to the first day of school.

ALL BOARDING STUDENTS must provide a new Health History and Physical Exam Form and new Dental Form annually. All boarding students must provide current, valid health insurance and prescription cards (or legible photocopies of both sides of the cards), and must be enrolled in a US-based health insurance company. If your child lacks coverage, the Business Office can provide information about a comprehensive insurance policy available to our students.

ALL STUDENTS PLANNING TO PLAY INTERSCHOLASTIC SPORTS must provide a Health History and Physical Exam Form reflecting a complete, current physical exam or sports physical before participating in tryouts.

ALL DAY AND BOARDING STUDENTS REQUIRING MEDICATION AT SCHOOL, INCLUDING SELF-ADMINISTERED INHALERS must provide a Medication Authorization Form. (See the Medication Policy for details.)

Immunizations

Please check the State of Maryland requirements to be sure your child is in compliance before the beginning of the school year. The immunization record must show the day, month, and year of each vaccination and must be signed by a physician or health department official. **No child will be admitted to school without providing proof of current required immunizations unless officially exempted for medical and religious reasons that satisfy Maryland law.** Consult with the school nurse, the Health Department, or your physician about the requirements and proper documentation for any exemptions. The State of Maryland requires that specific immunizations be given before entry into Kindergarten, regardless of the student's date of birth.

The decision to notify parents or other members of the school community about a medical condition is based on the likelihood of another student contracting the condition. When a contagious condition is reported, the school nurse will consult with the school physician and they will determine, based on their medical judgment, whether some or all students, parents, and staff should be notified. If notified, parents should consult with their health care providers for further information. In general, students are in close contact and should be aware of the need for good hygiene. Particularly in the younger grades, we will continue to reinforce this in school and assist the children as they practice hand washing and other preventive measures.

CONFIDENTIALITY AND THE MARYLAND STATE REPORTING POLICY

Some student/faculty communications are subject to state laws regarding confidentiality. According to Section 5-704 of the Family Law volume of the Annotated Code of the State of Maryland, any teacher or other professional employee of the School who has reason to believe that a child has been subjected to abuse or neglect must immediately inform the Head of School who will report to the appropriate authority. In complying with the mandate to report, the reporter is given immunity from criminal or civil penalties or liability when that person, in good faith, makes such a report. Such reports are confidential.

FIRE REGULATIONS

1. Student's should:
 - know where the fire alarm and exits are located in each building
 - Sound the alarm if you discover the fire
 - Students are not allowed to operate any fire extinguishers under any circumstances
2. Student's actions during a fire drill:
 - Walk quietly and quickly to the nearest exit, and leave the building
 - If time and safety permits, all windows and doors should be closed upon leaving the room
 - Line up by grade level in alphabetical order. Wait for instructions, and listen for roll call.

No one is to re-enter the building until the all clear has been given.

EVACUATION PLAN

Should an emergency arise, the School Crisis Management Team will convene to determine the appropriate course of action for each division. Following directives from that team, a plan has been established to disseminate and process information within the Middle School community.

FUNDRAISING POLICY

Garrison Forest School does not endorse fund-raising efforts undertaken by students or other individuals, which do not directly benefit the school or its programs. All fund-raising events/projects meant to benefit one club, class, or division must be approved by the Division Head and the Head of School. Team purchases of athletic wear must be approved by the Athletic Director. Other group purchases (e.g. Advisory group t-shirts) must be approved by the Head of the Middle School.

BOARD OF TRUSTEES

Garrison Forest School is governed by a Board of Trustees, which meets five times per year and consists of alumnae, current and past parents, and friends of the school. The Board sets policy, makes financial decisions, employs the Head, elects new Trustees, and keeps informed about all aspects of school life. The Board committees include School Life, Finance, Development, Buildings and Grounds, Educational Policy, and Trusteeship/Nominating Committees. Current Trustees are listed in the school directory. The Middle School Forum President and Vice President will serve as ex-officio members of the Trustee School Life Committee.

PARENT ASSOCIATION

The Garrison Forest Parent Association exists to support the educational choice parents have made for their children. The Parent Association's role is to strengthen the triangle that students, faculty, and parents share. It is committed to supporting the Development Program (annual, capital, and planned giving) created by the Board of Trustees.

Garrison Forest relies on the financial support of its parents, as well as alumnae, grandparents, faculty, staff, and friends through annual capital, and planned giving. Each year GFS parents play a major role in helping to meet the goals of the Annual Fund, which contributes almost 8% to the current operating budget.

The Parent Association sponsors fund-raising activities such as the Sally Foster wrapping paper sale and Grizzly Gear (the sale of used uniforms and other items) to support its own operating budget. Any additional Parent Association fund-raising projects or promotions must receive prior approval by the Development Committee of the Board of Trustees.

SOCIAL EVENTS/MIXERS

Garrison Forest School works with other independent schools to create an array of social events to which Garrison Forest students are invited. Guidelines for behavior, dress code, purchase of tickets, and advertisements are handled through the Middle School office.

In addition, Garrison Forest hosts several events here on campus throughout the year. The coordination and planning of these events are handled through the division with the assistance of members of the parent association, class parents, and the students themselves.

Garrison Forest students are not invited to all events hosted by other schools. Students must verify with the Middle School office or the Parent Association representatives before planning on attending another school's social event.

MIDDLE SCHOOL CALENDAR

AT-A-GLANCE

2021-2022

August 30	Middle School Orientation
August 31	Classes Begin
September 6	No Classes: Labor Day
September 7	No Classes: Rosh Hashanah
September 16	No Classes: Yom Kippur
October 22	No Late Start and Noon Dismissal: Faculty Professional Development
November 19	Parent Conferences (No Classes)
November 23	Thanksgiving Break: Dismissal at End of Academic Day
November 30	Classes Resume
December 17	No Late Start and Winter Break begins: Dismissal at Noon
January 3	Classes Resume
January 17	No Classes: Martin Luther King, Jr. Day
February 18	No Late Start and Noon Dismissal: Faculty Professional Development
February 21	No Classes: Presidents' Day
March 11	Spring Break: Dismissal at End of Academic Day
March 22	Classes Resume
April 1	No Late Start and Noon Dismissal: Faculty Professional Development
April 15	No Classes: Good Friday
April 29	Student-Led Conferences (No Classes)
May 30	No Classes: Memorial Day
June 1	Last Day of Classes for Middle School and Closing Exercises for Grade 8

THE ASSOCIATION OF INDEPENDENT MARYLAND SCHOOLS

The Association of Independent Maryland Schools (AIMS) is an association of more than 100 independent, college preparatory schools in Maryland and the District of Columbia, representing more than 40,000 students and more than 5,000 teachers, administrators, and staff. It was organized in 1967. AIMS works in cooperation with the Maryland State Department of Education and is a member of the Maryland chapter of the Council for American Private Education and the National Association of Independent Schools. The Garrison Forest School is a member of AIMS and adheres to the principles below that address relationships with parents and diversity in schools.

PARENTS

Working together, parents and school professionals exert a strong influence on children to become better educated; they also help them to mature by modeling adult working relationships based upon civility, honesty, and respect. In practice, the greatest impediment to effective teamwork between independent schools and parents grows out of misunderstandings about school decision-making processes: Who makes decisions in independent schools? How are those decisions made? Independent schools must communicate their procedures to parents, who, in turn, share the important responsibility to become informed members of the school community.

Parents and the Board of Trustees

In most independent schools, decision-making authority at the highest level resides in a volunteer Board of Trustees whose membership often includes current parents. The Board of Trustees does not intervene in the daily affairs of the school, such as curriculum development and hiring, evaluating, or firing of faculty and staff. Instead, the Board focuses on three areas critical to the success of any independent school: it selects, evaluates, and supports the Head of School, to whom it delegates authority to manage the school; it develops broad institutional policies that guide the Head in running the school; and it is accountable for the financial well-being of the school. In the conduct of its official business, the Board acts only as a whole; individual Trustees, including the Board Chair, have no authority to act unless specifically authorized to do so by the Board acting as a whole.

AIMS encourages parents who are interested in high-level decision making to stay informed about the work of the Board of Trustees by reading school publications, talking to the Head of the School, and attending appropriate meetings.

Parents with concerns about the school or with decisions made by the administration or faculty are encouraged to inquire about and follow the school's review process, but they should not expect the Board of Trustees to act as an appeals board. In a day school, trustees often interact with others within the school community and hear concerns about the daily operation of the school. As a matter of good practice, the trustee reports those concerns to the Head of School

Parents and Independent Schools

To be successful, every independent school needs and expects the cooperation of its parents, who must understand and embrace the school's mission, share its core values, and fully support its curriculum, faculty, and

staff. When joined by a common set of beliefs and purposes, the independent school and its parents form a powerful team with far-reaching positive effects on children and the entire school community.

Parents and the Faculty and Administration

Parents play an essential and positive role in the life of an independent school. Not only are parents advocates for their children, they also support the faculty and administration through extensive volunteer activities and events. The relationship between parents and the faculty and administration is formally governed by the school's written enrollment contract and handbook, in which its procedures are spelled out. When parents choose to enroll their child in an independent school, they agree to subscribe to its mission, follow its rules, and abide by its decisions. However, most teachers and administrators would agree that trust and mutual respect are the most essential underpinnings of effective working relationships with parents.

AIMS encourages parents to work productively with teachers and administrators by staying informed about their child and important events in the life of the school. Thoughtful questions and suggestions should be welcomed by the school. It is incumbent upon the school to provide parents with timely and pertinent information.

Parents best support a school climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator closest to the problem. Efforts by parents to lobby other parents will be viewed by the school as counterproductive.

While parents may not agree with every decision by the school, in most cases, the parent and school will find enough common ground to continue a mutually respectful relationship. In the extreme case, however, an impasse may be so severe that the parent cannot remain a constructive member of the community. In such cases, both the parent and the school should consider whether another school would be a better match for the family.

The Parents' Association and the School

The Parents' Association in an independent school provides a vital and much-appreciated service to school leadership and the entire school community. Because the Parents' Association is so important, and its volunteer activities potentially so wide-ranging, AIMS recommends the following steps to structure and clarify the Association's role.

The Board of Trustees, in consultation with the administration, should develop a set of written by-laws for the Association that make clear its procedures and role as a service organization

The by-laws should clearly state the Association's mission to support the decisions and policies of the Board and administration. The Parents' Association neither participates in policy-making by the school, nor functions as a lobbying group.

The finances of the Parents' Association should be supervised and regularly monitored by the school and should be part of the school's annual audit process.

The Head of School should be closely involved in the Association nominating process. Cooperation and teamwork between the Head of School and the officers of the Parents' Association are crucial to the health of the school community. It is appropriate that the Parents' Association advertise its activities and events. However, the

Association is not a public relations arm of the school and should play no role in the school's efforts to communicate about itself.