

"In thy face I see the map of honour, truth and loyalty."

GILMAN

UPPER SCHOOL



2022-2023

Student/Parent Handbook

GILMAN UPPER SCHOOL STUDENT-PARENT HANDBOOK

Dear Students and Parents,

The ability of any community to survive and thrive depends on its members' willingness to adhere to a collection of guiding principles and behaviors. The best, strongest communities balance the celebration of individuality with a deep respect for the common good, and Gilman is such a place. This Student Handbook represents an effort to explain our traditions and expectations for all areas of school life. We ask that you read it carefully and that you take to heart the guidelines set forth in its pages. We hope that, by living up to these expectations, everyone's year will be that much more enjoyable and worthwhile.

It should come as no surprise that our guiding principles are firmly rooted in the Gilman Five — Honor, Integrity, Respect, Humility, and Excellence. They also draw on a healthy dose of common sense. More than anything, abiding by the specific rules and general spirit of this handbook demands from each of us a few basic traits: an appreciation for the fact that any strong community is built on honor and trust, an awareness of one's surroundings, and the ability to do the right thing at all times. (Note that the last of these traits results from the first two.) Of course, as Upper School students, the entire school is looking to you to set the right example, and I have all confidence that you will rise to that challenge.

It is my pleasure to welcome everyone to the new school year, and I extend a special welcome to our new students and families. I am looking forward to a truly wonderful year.

Sincerely,



Henry P. A. Smyth
Head of School

“The true measure of any school is the quality of character of its members.”

—Redmond C. S. Finney

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COVID-19 HANDBOOK ADDENDUM

ABOUT THIS ADDENDUM

COVID-19 has been declared a worldwide pandemic by the World Health Organization. While the country has made progress in combating COVID-19, the pandemic is not behind us. Breakthrough infections and the emergence of new variants remind us that we must remain vigilant and take precautions to keep our community safe. All members of the Gilman community have a shared responsibility to support and comply with policies and protocols to protect the health and safety of our community.

Accordingly, this COVID-19 Handbook Addendum sets forth policies that are specifically applicable for attendance at Gilman during the 2022-2023 school year. The policies set forth in this addendum are intended to either supplement or supersede the School's existing policies as listed in the Gilman Parent/Student Handbook. If a policy in the Parent/Student Handbook conflicts with a policy in this addendum, the policies in this addendum shall govern.

The purpose of this Addendum is to outline the preventative measures to which students and their families must adhere.

This COVID-19 Handbook Addendum may be revised or updated from time to time, as necessary or appropriate. This COVID-19 Handbook Addendum supersedes the policies and protocols previously issued by the School. They will be in effect, as revised from time to time, from August 1, 2022, until otherwise rescinded or modified by the School.

Parents and students are expected to read, understand, and adhere to the policies contained in this COVID-19 Handbook Addendum. Parents or students who have questions about this COVID-19 Handbook Addendum should contact their son's division head or the school nurse.

MODIFICATIONS TO THE SCHOOL'S PROGRAMS, CURRICULUM, AND ACTIVITIES

Due to COVID-19, circumstances may require that the policies, practices, and procedures described in the Handbook change from time to time. The School reserves the right to modify or change any or all such policies, practices, and procedures in whole or in part, at any time, with or without notice. The School will make every attempt to give timely notice of substantive changes in policy. Should events which are beyond the School's reasonable control and which occur without its fault or negligence necessitate a closure, delay, or modification of its educational programs and activities, the family's obligations as outlined in this Handbook, as set forth in the Enrollment Agreement, and/or as otherwise established by the School shall continue. The School shall not be liable for any failure, delay, or modification of its programs or activities. The School reserves the right to make modifications to the school year as necessary to account for any time lost due to any closure or delay, including without limitation the following: extending the school year for a period of time equal to the time lost due to any delay; conducting classes via distance-learning; and/or scheduling weekend classes. Possible events which could necessitate closure, delay, or modification as described above include, but are not limited to, acts of nature, fire, pandemic, U.S. Government restrictions, wars, and insurrections.

Due to the COVID-19 pandemic, the School may make modifications as necessary to promote health and safety, including bus and carpool, arrival and dismissal times, lunch and snacks, after-school care and activities, interscholastic sports, clubs, and tutoring. On-campus volunteer opportunities, as well as classroom parties, assemblies, large gatherings, and other in-school events may also be limited or canceled at the School's discretion to help prevent the spread of COVID-19 on campus. The School will provide as much advance notice of such changes to parents as possible. In enrolling their child at the School, parents represent that their decision is not contingent upon any particular program, curriculum, employee, or enrollment level, and understand that the

School retains the right to change the School’s programs, curriculum, or workforce at its discretion.

STUDENT ATTENDANCE

Unless otherwise directed by the division head or the Head of School, the School’s normal attendance requirements and absence notification procedures shall continue to apply at all times during the 2022-2023 school year, including during any periods of distance learning.

HEALTH AND SAFETY STANDARDS

All members of the School community are expected to help in reducing and preventing the spread of COVID-19 and all communicable diseases at the School by complying with the guidance listed in this policy in order to protect themselves, their fellow students, and the School’s employees. The School may, in its sole discretion, issue additional guidance to address specific circumstances or for other reasons. The School may, in its sole discretion, issue additional health and safety standards to address specific circumstances, which may supersede this guidance. Please visit gilman.edu for current procedures and protocols.

- **COVID-19 Vaccination: The School strongly encourages all students who are eligible to receive the COVID-19 vaccine.** Vaccination will enable the School to significantly mitigate the risk of spreading COVID-19 on campus. Students who have been vaccinated should provide proof of vaccination to the school nurse. The School reserves the right to require all eligible students to be fully vaccinated against COVID-19. Please note that, if and when a COVID-19 vaccine receives standard FDA authorization, there is a greater likelihood that the School will require eligible students to receive the COVID-19 vaccine.
- **Students Who Show Symptoms While on Campus:** The School may periodically check the temperature of students on campus. If a student presents with a temperature or other symptoms of COVID-19 while on campus, the student will be isolated, the contact on record will be notified, and the student must be picked up within 60 minutes of being notified.
- **WHILE ON CAMPUS**
 - *Practice Proper Hygiene:* Students must wash hands frequently throughout the day, for at least twenty seconds, including before and after meals and after using the restroom. In addition, the School will ensure that there is hand sanitizer, paper towels, tissues, and other supplies available throughout the buildings. Students are expected to cover their mouth and nose with a tissue when coughing or sneezing, or cough or sneeze

into their elbow. Students are expected to avoid touching their eyes, nose, or mouth.

- *Flu Shots:* All students attending on-campus classes during the 2022-2023 school year are strongly encouraged to receive a flu shot.
- *Legally Mandated Vaccines:* All students must receive all vaccinations required under state law, unless they have documentation of a medical exemption signed by their health care provider.
- *Medical Forms and Emergency Contacts:* Parents must complete and submit all required student medical forms prior to the first day of school. Parents must provide at least two (2) emergency contacts who are able to pick up their child(ren) from the School within one (1) hour of receiving a call from the School.
- **Stay Home If Ill:** Students are expected to follow the guidance of their healthcare provider and/or federal, state, and local health agencies if they are ill or have been exposed to COVID-19. The school nurse should also be notified.
- **Right of the School to Require Additional Testing:** If the School is concerned about the health of a student, or if the School is concerned that other elements of this policy have not been followed, the School reserves the right to require the student, at the school nurse’s discretion, to get either a COVID-19 PCR test or a rapid antigen test and provide proof of a negative result before returning to campus.

PRIVACY

The School respects the right to privacy of any student who has a communicable disease, including COVID-19. All student records or information regarding communicable diseases will be confidentially maintained by the school nurse. The student’s medical condition will be disclosed only to the extent necessary to minimize the health risks to classmates, employees, and the greater School community.

ASSUMPTION OF RISK

The School has implemented reasonable preventative protocols, policies and procedures designed to reduce the spread of COVID-19. Students and their families are expected to adhere to these protocols in order to reduce the risks of contracting or spreading the virus at the School.

Despite safety policies and other measures in place to mitigate the risk of transmission of COVID-19 on campus, there are inherent risks that students and/or their families may become infected with COVID-19 due to the student’s participation in in-person classes at the School. These risks include, but are not limited

to, the following: exposure to COVID-19, becoming infected with COVID-19, or becoming a symptomatic or asymptomatic carrier of the virus. It is possible that a student is already an asymptomatic carrier of the virus before and that the student may infect other students, employees, or other individuals at the School as a result of their attendance. Any person who receives a positive diagnosis of COVID-19, including a student or their family member, may encounter extended quarantine/self-isolation, additional tests, medical care, hospitalization, other potential complications, and the risk of death. By allowing their child(ren) to come to campus for any reason, parents understand, acknowledge, and voluntarily assume these risks on behalf of themselves and the student(s).

GILMAN SCHOOL STUDENT PARTICIPATION IN DISTANCE LEARNING POLICY

The School is endeavoring to hold all classes on campus during 2022-2023 school year. Should the School be required to hold classes remotely via distance learning or should students need to participate in distance learning due to prolonged COVID-19 illness or exposure, Gilman School will be utilizing several platforms, including Zoom, Seesaw, the Google Suite, and the learning management system Canvas to conduct lessons remotely. Students will participate virtually in their classes, communicate with classmates, teachers, and other School employees, and receive other support services they ordinarily receive from the School, including individual and group meetings with teachers and advisors, as well as other forms of academic support. Most students will have access to these platforms by using their school-issued email addresses. Younger students may have access through a parent's or guardian's email address. We anticipate that the majority of distance learning will take place during the school day, though acknowledge that there may be exceptions to this timeframe.

The education provided by the School through distance learning is considered a continuation of the School's educational program. The rules and responsibilities of the student are the same as if the student was participating in learning on-campus. Students are expected to attend scheduled online meetings in a timely manner, prepare in advance for the lesson and participate in a meaningful and respectful manner. Tests, assignments, and other assessments that may be performed will count towards a student's grade in the same manner as if it had occurred when distance learning was not in effect. As applies at all times, students are expected to do their own work in

compliance with the School's rules related to cheating, plagiarism or other violations of the School's Honor Code.

The School's Student and Parent Handbooks, including but not limited to the acceptable use policy, privacy policy, and other policies and procedures related to electronic communications, shall apply to your child's participation in distance-learning classes. You understand and acknowledge that all of the School's policies and procedures apply to students while participating in distance learning, you will communicate these responsibilities to your child(ren), and you will ensure that your child(ren) complies with all School policies while participating in distance learning.

Distance learning will be conducted both asynchronously and synchronously (through live instruction). Interactions through online platforms may be recorded by your child's teacher for educational purposes and may be shared with other students or employees of the School. As a result, your child's image, likeness, or voice may be recorded while he (or she, in the case of our Upper School coordination program) is participating in distance learning via Zoom.

Recording of the class or other online interactions with a student or students may not be recorded in any manner by anyone other than a representative of the School without permission in writing from a division head or the Head of School. Failure to comply with this restriction may result in disciplinary action of the student regardless of who made the recording, including but not limited to removal from the School.

Parents understand that distance learning classrooms are designed to mimic the in-person classroom environment in a virtual setting to the extent possible. While we understand students may be in shared spaces while engaging in distance learning, parents and other students or adults in the household should refrain from joining or auditing classes unless invited or with prior approval by the teacher.

In limited circumstances, one-on-one video communication may take place when a group meeting or email is not sufficient. All video communications must take place during regular school hours using the online platforms provided by the School and should be scheduled in advance whenever possible. These meetings will not be recorded and will take place with prior email notification to the student's parent(s)/guardian(s).

In summary,

- Policies and procedures in the Student and Parent Handbooks continue to be in effect, including but not limited to:

- Expectations for academic honesty, including the Honor Code as stated in each division's student handbook,
- Acceptable use and privacy policies, and
- Bullying and harassment policy.
- Group and one-on-one consultations will continue to occur between students and teachers, advisors, learning specialists, counselors, deans, and administrators during regular school hours.
- Teachers/Administrators may record classes (not advisory sessions or 1:1 meetings) to facilitate the review of direct instruction for students who are absent or who need reinforcement.
- Students should not record classes or meetings.

While minimal, there may be risks related to the use of online platforms. You may review the Privacy Policy and Terms of Use for Zoom. It is important that parents/guardians recognize and accept those risks as we continue with distance learning. Your child's participation in school starting on the first day of the 2022-2023 academic year, Wednesday, August 31, 2022 (with orientation days starting on Monday, August 29, 2022), serves as your acknowledgment and understanding of the distance learning program and agreement to the terms and conditions of the program and the obligation to comply with the policies as described in this policy.

PHILOSOPHY AND OBJECTIVES

SCHOOL MISSION

Gilman is a diverse community dedicated to educating boys in mind, body, and spirit through particular emphasis upon academic excellence, athletic participation, and aesthetic appreciation. Gilman seeks to produce men of character and integrity who have the skills and ability to make a positive contribution to the communities in which they live and work.

PHILOSOPHY AND OBJECTIVES

Gilman's commitment to the development of mind, body, and spirit emphasizes the central importance of educating the whole boy in every facet of his personality. Gilman's rigorous academic program is founded on a core curriculum designed to emphasize the value of a strong work ethic, critical thinking skills, effective oral and written communication, active engagement in the arts, and lifelong enjoyment of intellectual pursuits. Our required athletic program is based on the belief that through the cultivation of physical vigor and wellness, boys learn the value and meaning teamwork, resilience, competitive spirit, humility, tolerance and sportsmanship. The school also nourishes and affirms the fundamental importance of spirituality, not merely in the abstract, academic sense, but also in observance and practice, for the formation of an integrated personality.

Above all else, Gilman School seeks to help boys grow into men of character. We believe that the qualities of honor, leadership, dedication, and service to others must be emphasized and reinforced through all aspects of the school community. To that end Gilman adheres to a comprehensive honor code, a service learning program, and a commitment to diversity in all of its forms.

CODE OF ETHICS

Adherence to a code of ethics based upon sound moral values, respect for others and their rights, and commitment to the development of the best that is within us have never been more important. In the spirit of these basic thoughts, it is important at the very outset of reading this Handbook for each of us to reflect upon the basic philosophy and objectives to which the School aspires.

The following principles are taken directly from the Gilman Philosophy as approved by the Faculty and Board of Trustees:

1. Gilman is dedicated to helping students prepare themselves for a life of involvement and service.
2. Gilman encourages a self-motivating interest in learning, and its curriculum is designed to help students acquire the skills and knowledge necessary to think rationally, critically, and independently.
3. The importance of character, integrity, self-respect, and concern for others is considered of central importance.
4. Gilman believes in the spiritual and ethical values of the Jewish and Christian traditions but welcomes members of all religions and subscribes to a belief in God and the dignity and worth of each individual.
5. Through a diverse student body, faculty, and staff, Gilman wishes to expose its students to broad intellectual and cultural opportunities and to promote positive human relationships and an understanding and appreciation of people of different races, backgrounds, religions, talents, and gender.
6. Extracurricular activities are designed to promote a variety of opportunities for self-expression, development of responsibility, further cultivation of aesthetic tastes, and accomplishment.
7. Gilman's athletic program is designed to promote physical fitness and enjoyment, self-discipline, and above all, principles of fair play.

SCHOOL HISTORY

The School was established in 1897 and is said to be the first country day school in the United States. It grew from the idea of a Baltimore mother, Mrs. Francis King Carey, who gained the support and advice of many distinguished citizens of Maryland.

Mrs. Carey believed that there was need in the city for a school which would be as strong academically as any of the famous boarding schools and which would also provide every boy with opportunities for healthful participation in sports in a country atmosphere. By such a program the boys would have all the advantage of living at home. From its founding to the present, the School has followed this full-day program of classes, study activities, and sports for every boy during the afternoon period.

At first the School was known as "The Country Day School for Boys." It was located at Homewood in the historic Carroll mansion on land that is now part of the Johns Hopkins University campus. After the University acquired the property, the trustees foresaw that it would not be practical to continue in rented facilities. They set about searching for a site that could be bought, and in 1909 moved the school to its present spacious location on the corner of Northern Parkway and Roland Avenue. In December of that year the name of the School became "The Gilman Country School for Boys" in honor of Dr. Daniel Coit Gilman, the first president of Johns Hopkins University. Dr. Gilman was neither a founder nor a trustee, but he was greatly interested in the School and gave invaluable advice to Mrs. Carey and the Founders. In 1951 the name was shortened to simply "Gilman School." In 1947, Bradford Jacobs, of the class of 1938, a distinguished editor for the Baltimore Sun, wrote a history of the School entitled *Gilman Walls Will Echo* which is available in the library.

A centennial history of Gilman School, *Gilman Voices* edited by Patrick Smithwick, class of 1969, is also available in the library.

Under the direction of the Department of Libraries, the Gilman Archives provides the School with an interesting and informative link to its rich past. The Archives was established permanently in September, 1974, and is located in Carey Hall. The goal of the Archives is to organize all memorabilia in such a way that present and future Gilman generations may find what they want easily and quickly. Included in the Archives are photographs, both academic and athletic, newspaper clippings concerning the School and its alumni, documentary and historical material, and past and present copies of school publications including the School's newspaper, literary magazine, and yearbook.

If anyone has an item that has any connection with Gilman's past or present, no matter how trivial it may seem, please donate it to the Archives. The item may be an important artifact of great significance to the School. The Archives is open during school hours and invites any member of the Gilman community to stop by and enjoy a glimpse into Gilman's past.

ACADEMICS

ACADEMIC POLICIES

I. WRITTEN POLICIES AND PROCEDURES PERTAINING TO GRADUATION.

A. The granting of credits for programs other than those offered during the regular school day and year.

Policy Statement: *A student must obtain prior approval from the school before he may receive credit for programs other than those offered during the regular school day and year.*

B. The granting of **credit for courses** taken in grade 8.

Policy Statement: *Gilman does not grant credit for high school level courses taken before the ninth grade.*

C. Early College Entrance

Policy Statement: *In the event that a student elects to enter college before completing all Gilman graduation requirements, he may receive his Gilman diploma upon successful completion of his first year in college, provided that among his college courses are those that fulfill the School's requirements for graduation. Students must receive permission from the school before pursuing this option.*

II. WRITTEN POLICIES AND PROCEDURES REGARDING THE PROGRESSION OF PUPILS.

Policy Statement: *Students are expected to complete their total program satisfactorily each year. In the event of failures (grades below 70) or incomplete grades, however, students are required to make up the work in an approved summer program or to repeat the course.*

Academic Probation: Students work closely with their teachers and their advisors as they manage the rigorous academic expectations of the Upper School. If/when students struggle academically, progress reports and other communications will describe the supportive measures in place and the changes necessary to remedy the situation. If required, the Student Support Team, beginning with the respective Form Chair, will meet with the family to clarify concerns and articulate an action plan. The Upper School Head will review first semester grades in January, and students will be placed on Academic Probation at

her/his discretion. Low achievement and/or an inability to demonstrate improvement may result in a decision to withhold a student's reenrollment contract; this decision, conveyed in a letter from the US Head, will include specific stipulations for continued enrollment and advancement to the next grade.

III. WRITTEN POLICIES AND PROCEDURES ON PROTECTING THE RIGHT OF PRIVACY OF PUPILS AND THEIR PARENTS AND GUIDELINES TO, AND RELEASE OF, RECORDS OF INDIVIDUAL PUPILS.

Policy Statement: *Pupils' records are available for examination by parents, by guardians, or by students who have reached their eighteenth birthday. Requests to examine records should be made in writing and addressed to the Headmaster. A log of all requests will be maintained by the School. Release of pupil records will be made only on the written consent of eligible parties.*

IV. WRITTEN POLICIES AND PROCEDURES FOR ISSUING TRANSCRIPTS OF PERFORMANCE INFORMATION.

Policy Statement: *When a pupil withdraws from School for any reason, a transcript of information relating to his performance shall be provided by the Headmaster or by one of his designated assistants upon the request and permission of a parent or guardian or of a student once he has reached his eighteenth birthday.*

FOUR-YEAR REQUIREMENTS

Every spring the advisors of ninth to eleventh graders will meet with each student to discuss individual schedules of courses for future years at Gilman. These meetings ensure that students, parents, and advisors agree on the required and elective courses for each individual.

Basic minimum requirements are:

- 4 years of English
- 3 years of Mathematics*
- 3 years of approved Foreign Language
- 2 years of Laboratory Science*
- World Cultures, European History, and United States History
- Art & Music History
- Athletics each season^o
- 50 Hours of Approved Community Service**
- Minimum of 6 courses (credits) per semester for freshmen and sophomores; minimum of five courses per semester for juniors and seniors.

**In order to satisfy the State of Maryland graduation requirements, students must take a total of six credits of math and science combined.*

ⁿStudents taking two languages for three years are exempted from the art and music requirement.

^oSeniors are required to take a minimum of two seasons of athletics.

***The community service requirement must be completed before the start of senior year.*

GRADING SCALE

90-100	Outstanding Performance
85-89	Superior Performance
80-84	Solid Performance
70-79	Satisfactory Performance
69 and below	Unsatisfactory Performance/Failure

STATEMENT ON CURRICULUM

Gilman is a community in which teachers are trusted to present information that will promote personal and academic growth in their students and that will promote mastery of various subject matter. Likewise, students are trusted to consider thoughtfully the information presented to them. Gilman teachers choose material that they deem

appropriate and that possesses educational merit. Through the examination of texts the school hopes to nurture

- Growth of students' factual knowledge, literary appreciation, aesthetic values and ethical standards
- Development, under guidance, of critical analytical skills through exposure to differing sides of issues.
- Exploration of the possibilities of various theories, themes and genres.

DROP/ADD POLICY

The latest date to change a course is the first day of the second 10-day cycle. When dropping a course, a student must remain in that class until he has received official notification of the change (i.e., a new schedule in his mailbox). Permission to add or drop courses must be obtained from the Head of Upper School and the Registrar.

Drop/Add is five days after the start of each semester:

1st Semester: Thursday, September 8

2nd Semester: Monday, January 23

HOMEWORK

A primary purpose of homework is to develop a student's power to think. To the extent that he relies on another person's thinking to do his homework, he is hampering his own development.

If, after conscientious effort to do his homework himself, he feels greatly in need of help, he may receive it, but remember that a small amount of help from an experienced teacher will frequently be enough.

Outright copying of another student's work, in whole or in part, with the intention of submitting the copied material as a student's own is a violation of the honor code. Teachers may permit students to seek help on homework, but students should never simply copy the work of others. Teachers may assign certain homework on which no assistance may be obtained. The conditions under which this is done will be clearly outlined by the teacher.

Comments made here about how to do homework are not intended to make students feel that they should work in a vacuum. On the contrary, general discussion of any course, and general reading connected with it, is encouraged. Students with questions about homework policies should check with their classroom teachers.

In general, teachers will take the regularity and quality of homework preparation into account as they determine the student's grade for the course.

The school maintains a test policy that states that students are required to take no more than two tests on one day.

If a student finds that he has more than two tests on a given day, he should take the two that were assigned first and coordinate a time with the third teacher for a make-up date.

POLICY REGARDING SCHOOL WORK ON RELIGIOUS HOLIDAYS

There are some religious holidays on which school remains in session. On these days teachers are to be sensitive to those boys who celebrate these holidays, and no homework, tests or quizzes should be assigned. We will also make every effort to notify teachers and coaches of fasting practices related to religious holidays. Students are asked to notify teachers when religious obligations will prohibit the completion of academic work.

COMMUNICATIONS WITH NON-CUSTODIAL PARENTS

Gilman's first obligation is to its students. Regardless of whether a child's parents are married, separated, or divorced, we believe that a healthy partnership with both parents is in the boy's best interest. In cases of separation or divorce, we continue to communicate with both parents unless we are presented with a court order barring one parent from associating with his or her child. This means that both parents will receive report cards, interim reports, and general mailings, regardless of who is paying the bills. It is the responsibility of each parent to make sure the School has his or her current address, phone numbers, and email addresses.

When an important issue necessitates short notice, we will attempt to reach both parents. The school wishes to stay out of marital conflicts and settlements; we ask parents not to pull teachers or administrators into the middle of such disputes.

Some situations warrant calling or writing the custodial parent only. They include, but are not limited to, calls that a boy is feeling sick, routine announcements (field trips, homework assignments, special dress requirements, etc.), and special requests. We will use our judgment about which kinds of issues both parents want and need to know.

To strengthen communication, we ask that both parents provide the Upper School office with their home and work email addresses as well as phone numbers.

BEHAVIOR POLICIES CODE OF CONDUCT

HONOR

Since the school's inception in 1897, the importance of honor and integrity has served as a foundation of the Gilman community. Honor is the most important quality in a person's character. The successful day to day life of the school community depends on the trust and mutual respect fostered by honorable conduct. The School has established an Honor Code forbidding lying, cheating or stealing to help guide members of the school community in their daily actions. This code is published separately from the student Handbook and is distributed to each student at the beginning of the school year.

An Honor Code is basic to the respect and goodwill under which the School operates from day to day. It is our duty and responsibility to celebrate and uphold the Honor Code and to conduct ourselves in accordance with its principles and ideals. The School expects nothing less from the members of the Gilman community.

All members of the Gilman community are expected to conduct themselves with honor, and each student is expected to write and sign the following pledge after each graded assignment: *"As a gentleman, I have acted honorably on this assessment."*

THE HONOR COMMITTEE

The Honor Committee is responsible for promoting and enforcing the Honor Code. This group of students and faculty convenes when necessary to determine if someone has violated the tenets of the Honor Code and what would be an appropriate disciplinary response. The Honor Committee comprises the following:

Faculty

- Chair: Mr. Kevin Hudson
- Faculty Representative: Ms. Clare Lincoln
- Form Chair of student(s) coming before committee
- Head of Upper School will be an observer of proceedings

Students

- See page 24 for a list of students.

COMMUNITY OF INCLUSION AND EQUITY

Gilman, as a school, has, for several generations, taken the lead on matters of diversity, inclusion and equity. We continue to build on that legacy through our steadfast commitment to diversity, inclusion and equity programs and initiatives on local, state and national levels. Gilman does not exist in a vacuum but rather is integrally connected to the Baltimore metropolitan area, and through our vigorous efforts to serve the greater community, we seek to break down barriers that cause conflict and injustice, and to equip our students with the tools to help them become better citizens. Gilman is committed to ensuring that a robust educational experience is afforded to all students regardless of any cultural or social identifier. Our commitment to diversity and inclusion is founded upon the belief that our community is strengthened by the vibrant exchange that occurs when individuals of different backgrounds, abilities, and heritages share their various perspectives with each other. The school has established a commitment to dismantling systems of white privilege, racism, and injustice in all of its forms. Gilman will begin specific anti-racist efforts to put action behind our statements of solidarity.

ANTI-RACISM STATEMENT

We, the members of Gilman School, condemn racism in every form. Whether it be systemic or interpersonal racism, Gilman School rejects any and all racist thoughts, words, actions, and policies. We recognize that being not racist is insufficient, and we are dedicating ourselves to building an actively anti-racist institution. We stand in solidarity with the students of color in our community. In order to fully commit to anti-racism, we must acknowledge the history of our school. At its inception, Gilman was a place of wrongful exclusion. Gilman is inextricably linked to the histories of the United States, Baltimore, and Roland Park, marked by a legacy of white supremacy and injustice. We are taking ownership of that legacy in order to create an anti-racist culture that will prepare our boys to thrive in the world. Silence in the face of bias, oppression, and racism is unacceptable. Moving forward, Gilman will work diligently to create an anti-racist atmosphere through curriculum, policies, and practices. We are committed to taking the necessary steps to make sure that students of color feel safe, heard, respected, and valued in all aspects of our school. We are committed to ensuring that being anti-racist is a fundamental part of what it means to be Gilman.

A diverse and inclusive school is essential to the success of our mission. It is our duty and responsibility to commit ourselves towards actively building a culture of anti-racism, inclusion, and equity, especially for marginalized groups. All members of the Gilman community are expected to work together to create a culture of justice and equity.

COMMUNITY, INCLUSION, AND EQUITY STUDENT COUNCIL

The CIE Student Council's responsibilities are two-fold. First and foremost, the committee is dedicated to education and promotion of the ideas surrounding community, inclusion, and equity including but not limited to anti-racism and general anti-hatred education. The role of the CIE Student Council is to create cross-cultural understanding and competence within the student body in order to be an inclusive, accepting, and diverse learning environment, and to prepare Gilman students for an increasingly diverse and interconnected world. The CIE Student Council works to build trust and understanding between individual members of the Gilman community; it calls attention to and articulates the significance of cultural injustices, both interpersonal and systemic, that take place both amongst members of the School community and beyond; and it coordinates and facilitates discussion events, speaker appearances, and other events to promote informed dialogue among the members of the Gilman School community. Diversity is not solely limited to the

number of under-represented students that attend the school, but rather, it is the creation of an educational setting which allows for academic and personal growth gained from engaging with a heterogeneous school community.

This group of students and faculty convenes when necessary to determine if someone has violated the tenets of Gilman's core values and commitment to being an inclusive community and make recommendations as to what would be an appropriate response. The CIE Council comprises of the following:

Faculty:

Chair: Mr. Joe Valentine-White

Students:

Chair(s) of the CIE Council

President(s)/Chair(s) of each affinity group (who make up the CIE Student Council)

COMMON PRINCIPLES OF COURTESY AND GOOD MANNERS

1. **Treat other people with respect**, regardless of their age, sex, race, station in life, point of view, or sexual orientation, and be sensitive to their needs. When opportunities present themselves, render specific assistance, open doors, offer chairs, and speak courteously and in a manner which conveys generosity of spirit.
2. **Refrain from vulgarity, arrogance, and braggadocio.** Let your actions, your industry, and your service proclaim the person that you really are.
3. **Protect and respect property**, both that of others and your own. There is not property, private or public, which does not warrant your protection and respect. Vandalism will not be tolerated.
4. **Convey sensitivity, respect, and consideration** by your outward demeanor and appearance. Take pride and be neat in your personal appearance; refrain from slouching in chairs in public places; avoid placing feet on furniture and tilting chairs against walls.
5. **Live up to and obey community rules.** Always remember that rules enhance freedom rather than take it away.
6. **Have the courage of your personal convictions but remember that no one is ever perfectly right.** Do not allow your own sense of what you believe is right to be compromised or changed by group pressure, but always be willing to listen.
7. **Be prompt in attendance at classes and in meeting all other school appointments.** Although prompt attendance at classes and other appointments is treated as an obligation, it is also a matter of simple courtesy and consideration.

8. **Maintain proper decorum** by refraining from chewing gum, removing hats in buildings, not eating in classrooms and assuming an appearance in keeping with a traditional academic setting as defined by the school's dress code.

UPPER SCHOOL DISCIPLINARY SYSTEM

The Upper School Disciplinary system emphasizes **consistency** in its approach, **clarity** in what is expected of all Upper School students, and **communication** between the School and the home. Although punitive measures are not necessarily part of the system, the goal of the program is one of prevention and education. A major component of the system is communication between the School and the home, for it is only through such mutual effort that discipline can be enforced and maintained. We hope through these clear and measured responses to infractions that we can avoid major disciplinary matters. Gilman School is not interested in intruding upon private family matters and does not presume to instruct the community about personal habit and practices within the family. But Gilman reserves the right to take disciplinary measures if inappropriate off campus behavior is discovered.

GILMAN POLICY REGARDING ALCOHOL AND OTHER DRUG USE

Gilman views any use of alcohol and other illegal drugs (hereinafter "drugs") as detrimental to the physical, mental, emotional, and spiritual health of its students. The School's rules regarding these illegal substances fall under the framework of the Disciplinary System as described in the Student/Parent Handbook. Students must be aware that illegal substance use compromises a person's integrity and his moral and ethical well-being just as much as it endangers his physical, mental, and emotional health. Violations of the rules below carry severe disciplinary penalties; at the same time, the School will help students with problems of substance abuse and chemical dependency which Gilman recognizes as a medical disease.

1. Parents and students may approach the School through faculty advisors, counselors, and administrators to seek help for a problem with drugs with the understanding that such conversations will be held in confidence and without risk of disciplinary action. The School will support any student who comes forward on his own and will assist him in the way which is thought to be most beneficial to the well-being of both the student and the School.
2. Any student who **sells, distributes, or attempts to distribute** alcohol or drugs on school property, at a Gilman activity off-campus (such as dances, school

sanctioned trips, athletic events, and the like), or at the campus of another school will be removed from school. Prohibited substances include alcohol, misused prescription drugs, all illegal drugs, so-called designer drugs, and inhalants such as nitrates, nitrous oxide, and solvents.

3. Any Gilman student **in possession of or under the influence of** drugs or alcohol on the Gilman campus or the campus of another school, will be subject to disciplinary measure. Additionally, the student will undergo mandatory substance abuse evaluation by a health professional and may be asked to submit to drug testing as a condition of reenrollment. Any drug or alcohol violation may result in expulsion.
4. The use or possession (first offense) of tobacco products, Electronic Nicotine Delivery Systems and vaping products and accessories will result in disciplinary warning and possible disciplinary action. The student's parents will be called immediately and a formal letter mailed home. The student will not be allowed to participate in any athletic or extracurricular activity until further notice.

A second offense may result in suspension from school and the student will be required to meet with the School Counselor who will coordinate a substance abuse evaluation that must be scheduled before the student returns to school.

5. In order to ensure that contraband, drugs, weapons and other unauthorized or illegal substances or materials, do not enter School premises or vehicles, and to further ensure that files, equipment, and other property of the School are not being removed from School premises without authorization, the School reserves the right, in its sole discretion, to question, inspect, and search any student or other person before they enter or leave School property or vehicles. This policy also applies to any student while participating in a School activity, whether or not on School premises or using School vehicles. All vehicles, lockers, backpacks, messenger bags, containers, brief cases, purses, and other personal belongings of students are subject to inspection and search by the School or its designated representatives at any time while a student is on School premises or participating in a School activity. Students may be provided a locker. Both lockers and locks are and remain at all times the property of the School. Lockers and locks may be inspected by the School periodically without notice. Locks other than those provide by the School will be removed. The School retains the right to remove from any locker all contraband, chemical substances, weapons or other materials or objects that could endanger safety, health, property or security, in the School's sole judgment. These procedures are necessary for the safety, health and security of everyone at the School and the protection of members of the School community. Compliance with these rules is a condition of continued enrollment at the School.
6. While these rules apply to conduct on the school premises, at Gilman activities, or at other schools, it should be understood that the School is also concerned

with the behavior at non-Gilman sponsored events or social activities that have a Gilman affiliation as the primary basis for attendance. Alcohol or drug use at such occasions as team, cast, prom and class parties can result in the same sanctions as if it were at an official Gilman activity.

7. Gilman School is not interested in intruding upon private family matters and does not presume to instruct the community about personal habits and practices within the family. **But Gilman reserves the right to take disciplinary measures in the event that inappropriate off-campus behavior is brought to the School's attention.**
8. Parents are reminded that providing for illegal student use of drugs and alcohol can result in criminal penalties and civil suits. It is a violation of the enrollment contract for parents to provide drugs and alcohol to student guests in their homes.
9. Whenever a student is disciplined for the above violations, a member of the faculty or staff will meet with the student and assist the student and parents/guardians in understanding the opportunities for education, counseling, and medical treatment resources at Gilman and in the community.

GILMAN POLICY ON SEXUAL HARASSMENT

Sexual harassment is not tolerated at Gilman School. It is the school's policy that no member of the community—faculty, staff, or student—may sexually harass another.

Sexual harassment is defined by inappropriate attention to an individual's gender and has the purpose or effect of unreasonably interfering with (that individual's) work performance or creating an intimidating, hostile, or offensive atmosphere.

Sexual harassment falls into two categories, verbal and physical.

Verbal harassment may include:

- sexual innuendos and comments and suggestive remarks about one's clothing, body or sexual activities
- suggestive or insulting sounds
- personally offensive humor or jokes about sex
- sexual propositions, invitations, or other pressure for sex
- implied or overt threats
- comments in writing and/or drawn images of a sexual nature.

Physical harassment may include:

- patting, pinching, and other inappropriate touching or feeling

- obscene gestures
- deliberate brushing against the body
- attempted or actual kissing or fondling
- sexual assault

Any person who feels that he or she has been the victim of sexual harassment can be confident that the complaint will be examined in a supportive and confidential manner. Individuals may take any of the following steps toward resolution:

1. Reporting the incident(s) to the Director of Human Resources
2. Reporting the incident(s) to their faculty advisor
3. Reporting the incident(s) to any faculty member
4. Reporting the incident(s) to a class officer
5. Reporting the incident(s) directly to the Dean of Students.

Minor incidents will be adjudicated by the Dean of Students. More serious complaints will be adjudicated by the Headmaster, Head of Upper School, Dean of Students, or the Judiciary Committee, and may result in suspension or expulsion.

GILMAN SCHOOL ACCEPTABLE USE POLICY

Use of the Gilman School's electronic resources is to support School business and its mission of education and service. It is a privilege, not a right. The School expects that student behavior in the electronic world will reflect the same standards of honesty, respect, and consideration that students use in face-to-face communications with others and that they accept the responsibility for maintaining the integrity of all aspects of the School's electronic resources.

- Each user is responsible for all uses and contents of his computer. Giving out personal passwords, access codes or log-in procedures as well as misrepresenting one's identity in electronic communications is not permitted. Computer and email account passwords are confidential; providing your user name and password to anyone, and allowing them to access the School's network or databases in your name, is prohibited.
- The school does not monitor the use of the network or the contents of email as a routine matter. However, such monitoring may occur when required to protect the integrity of the system or to comply with legal obligations. The school reserves the right to access a user's mailbox and files stored on or processed through the School's network in order to help maintain the system's functionality, for compliance with legal requirements and as otherwise required for the wellbeing of the school.
- Unauthorized copying, removing or distributing software violates copyright laws and software

license agreements and is prohibited. Installing, modifying, manipulating or otherwise tampering with applications, files and data on the network, or any attempt thereof, is not permitted. The use of any application that bypasses Gilman’s content filter and firewall is not permitted on the Gilman network, especially any proxy server applications.

- Since the Internet and other accessible networks are open systems, the School cannot guarantee privacy or security of any information or data on the network, therefore users should not put anything on the network that they would not want others to see or read. Users are reminded that all electronic interactions leave a permanent footprint that reflects the nature of one’s activities and character.
- Students should not share personal information online, including pictures, names, addresses, cell or phone numbers, and many other less obvious items, such as school or sports team information, ethnic background, or even their favorite shopping locations. Photographs are of particular concern, as they can inadvertently reveal a great deal of personal information: street signs, license plates, school name on uniforms, and other items all provide clues to the physical location of the student. No one may use the School’s electronic resources to post images of or information about another individual without that person’s knowledge and consent.
- No one may use the School’s electronic resources for obscene, annoying, threatening or abusive purposes. Users should not access and may not transmit materials containing pornography, gender bias, racial bias, intimidation or other inappropriate information. They may not post false or defamatory information about a person or organization. Users will not repost or forward a message that was sent to them privately without the permission of the sender.
- Beyond the Gilman network, students are expected to exercise responsible, appropriate, and respectable behavior online. When a student presents himself publicly (such as on a social networking website), he must know that any inappropriate behavior, references or photographs (including but not limited to alcohol or drug use and sexual behavior) and/or inappropriate use of language (including but not limited to foul, profane, and/or derogatory) is in violation of School rules. In keeping with the School’s policies regarding off-campus behavior, student activity on the internet and on social networking websites should not reflect negatively on fellow students, teachers, or on Gilman School.
- **Any violation of Gilman’s Acceptable Use Policy may be subject to disciplinary measures.**

RULES AND REGULATIONS

Since one of the principal objectives of Gilman is to develop people who are naturally motivated to be responsible, self-disciplined, and concerned for others, the number of rules and regulations are kept to a minimum.

The ultimate rules and guides of conduct must always be the students’ concern for others and their sense of responsibility to family, school, and community. The attempt is to create an attitude of cooperation that allows for an atmosphere of mutual trust and understanding. Although the School is responsible for and concerned with conduct while Gilman students are under the School’s direct supervision and jurisdiction, students must understand that off-campus behavior also reflects upon them as individuals as well as upon the School. The School reserves the right to take disciplinary measures in the event that any inappropriate off-campus behavior by one of its students is brought to the School’s attention.

Firearms, Explosives, and Knives: If a student brings a potentially lethal weapon to school without prior permission, he will be subject to disciplinary measures and may be expelled.

Fighting: Any student involved in a physical altercation will be subject to disciplinary measures and may be brought before the Judiciary Committee.

Vandalism: Vandalism by our students is a practice we shall not tolerate whether on our grounds or on someone else’s property. Vandalism means intentionally wasting material as well as destruction of property. Acts of vandalism will be subject to disciplinary measures.

Harassment/Inappropriate Language: All students at Gilman are to understand that considerate behavior is expected of them at all times. Vulgar or disrespectful language — especially slurs that target students for a race, religion, gender identity, sexuality, or any other identity — will not be tolerated nor will physical, verbal, or written harassment. The School reserves the right to take appropriate action, which may include disciplinary measures, in the case of any student guilty of misconduct in this respect. (see “Gilman Policy on Sexual Harassment” and “Guidelines for Use of Technology”)

Card Playing/Gambling: There will be no card playing or gambling of any sort on the School grounds at any time.

Smoking, Vaping, and Chewing Tobacco: Because the School endorses the current medical opinion that smoking, chewing of tobacco, and vaping are health hazards, students may neither smoke, chew tobacco or vape on the school grounds or at any time when they are formally under the School’s jurisdiction. Smoking or the use of vaping products will result in discipline measures. Gilman’s campus is smoke free.

Parking Lots: Students are not permitted to visit or loiter in the parking lots during the school day unless given permission by one of the Deans for an authorized appointment. Violations will result in a detention.

Fundraising: Any fundraising or selling of food/merchandise must be approved by the administration and all profits will be donated to the designated charity or class fund.

Rules and guidelines which apply to Gilman students on campus also apply when students are on campuses of Bryn Mawr and Roland Park Country schools

DRESS REGULATIONS

An Upper School student will wear the following from time of arrival to 3:35 p.m.:

- All apparel must be appropriate for a formal, academic setting; clothing must be neat and in good repair. In all matters of the dress code, the Deans of Students will be the ultimate arbiters of school apparel.
- A shirt designed to be worn with a tie, tucked in at the waist. Flannel, work, denim, and Hawaiian shirts are not permitted.
- A tie fastened properly and pulled up, and visible.
- Sweaters, Gilman crewneck or Gilman jackets. Please visit the school store to purchase approved Gilman crewneck or 3/4 zip outerwear. Gilman logo or plain blue, grey, or white crewneck sweatshirts and quarter zips are allowed. Crewnecks or quarter zips that are not blue, grey, or white are not permitted. Full zippered sweatshirts are not permitted. No hooded sweatshirt of any kind will be permitted.
- Long dress pants, other than denim jeans, cargo or carpenter pants, of any color, in neat, clean, and good repair, with either a belt or suspenders.
- Dress shoes (i.e. Sperrys) or Lifestyle Shoes that are black, brown or dark blue, neat, clean, and in good repair, laced, tied, snapped, or fastened consistent with their intended design, and socks must be worn. Comfort casual shoes are not permitted. Athletic shoes are not permitted at any time, unless the student has a note from the nurse, trainer, or a doctor. Boots are permitted only during inclement weather. Flip-flops or sandals are not permitted at any time.
- Hairstyles are an important expression of personal identity; they should not, however, disrupt a student's educational experience or that of others. A student's face and eyes should be visible to teachers and classmates. The Upper School Deans will communicate directly with students and parents/guardians if and when concerns arise.
- Facial hair is not permitted except for religious or health reasons. Students failing to abide by this policy will be asked to shave at school. Any exceptions for health reasons must be verified by a note from a physician.
- None of the following is permitted: sandals, sunglasses, headgear (except for religious reasons).

- Spring Dress Code includes the following: collared shirt with long or short sleeves (no Hawaiian shirts or sports jerseys); regular dress code pants and belt (no shorts or cargo pants); sneakers and comfort casual shoes (no sandals or flip-flops), socks. Hooded sweatshirts are not allowed.
- "Dress Down" Dress Code should follow the Spring Dress Code unless otherwise noted. Occasionally throughout the year themed "dress down" days will be considered - school appropriate dress is still expected. Clothing should be in good repair.

NOTES

- Students must remain in the appropriate attire while attending class at Bryn Mawr and Roland Park.
- Any student failing to meet the dress code will be sent to the Dean's Office and will not be permitted into classes unless he meets the dress requirements or has permission from the Dean.
- During the school year a blazer might be added to the regular dress code. The expected dress code will be determined by the Upper School Head in conjunction with the Deans and communicated to the student body.
- In all matters of the dress code, the Dean of Students, in consultation with the faculty and administration, will be the ultimate arbiter.

ABSENCES/LATENESS

The school is obligated to keep accurate records of student attendance. Upon arrival all Upper School students should scan or sign in using the ipad technology located throughout the buildings. If a student is to be absent because of illness or family circumstances or if he is to be late or excused early, a parent must notify the Dean of Students Office by phone or email before first period of the day(s) in question.

LATENESS

Lateness to class can greatly affect a student's overall performance in school. Consequently, latenesses, whether excused or unexcused, will be monitored carefully. If a student is late, unexcused, on more than three occasions per quarter, he will serve a detention. Habitual lateness may result in the issuing of demerits and possible appearance before the Judiciary Committee.

Lateness during the school day will be handled in the same manner as morning lateness. If a student does not have a first period class, he must sign in at the Dean's Office by 8 a.m. to avoid being late.

In order to be eligible to practice or play in games or to practice or perform in plays and/or concerts, a student must attend classes and be in school by 10 a.m. with a note explaining his lateness; otherwise, he will be marked absent for that day and be declared ineligible for extracurricular activities.

EXCESSIVE ABSENCE FROM CLASS

Gilman students missing more than 20 percent of the classes in a given course will have those absences reviewed by the Advisory Committee before credit will be assigned in the course. In order to receive credit for a course, students must attend 80 percent of the classes.

FAILURE TO ATTEND CLASS, ASSEMBLY, OR STUDY HALL

Any class intentionally missed represents a serious infraction. If a student willingly cuts class, assembly or study hall, he will be subject to an escalating series of responses from the school and will place himself in academic jeopardy. These responses are as follows:

First Cut

1 demerit and three hours of detention.

Second Cut

2 demerits and six hours of detention with a possible appearance before the Judiciary Committee.

Third Cut

The third cut may result in an appearance before the Judiciary Committee.

Students who take an Advanced Placement Exam are not excused from classes except during the time exams are being given. Students who take an AP exam given in the morning (8 a.m.) are expected to report to their afternoon classes by 12:30. Students who take an afternoon AP (12:30) are expected to attend their morning classes.

UNEXCUSED ABSENCE FROM SCHOOL

Unexcused absences from School will result in the student meeting with the Judiciary Committee or the Honor Committee, depending on the circumstances surrounding the absence. In most cases suspension will be recommended and the student will be charged with a "cut" for every class missed on the day of his absence.

HEALTH CENTER AND INJURY AND SICKNESS PROCEDURES

The Gilman Health Center is open from 7:30 a.m. to 4 p.m. on school days. The Center is staffed with two Registered Nurses, one full-time and one part-time. The nurses, with the guidance of the School Physician, provide care for students who need first aid or those who experience illness during the school day.

Medications: The Health Center is stocked with basic over-the-counter medications which are dispensed using protocols developed by the School Physician and in accordance with the parental permission given on the Annual Health Forms. To ensure the safety of the students, all medication, whether over-the-counter, prescription (with the exception of inhalers and Epi-pens) or homeopathic, must be dispensed through the Health Center.

If possible, prescription medications should be given at home. In the event that a student needs to take a daily medication at school or keep medication at school in case of emergency, written permission must be obtained from his healthcare provider. Doctors may give written permission to students with life-threatening allergies or asthma to carry an Epi-pen or an inhaler with them during the day or keep the medication in a back pack or locker. If the student opts to carry an Epi-pen or inhaler, written permission must be on file in the Health Center. It is the student's and parents' responsibility to ensure that the medication has not expired and is available in case of emergency.

During the COVID-19 pandemic, we ask that you take extra precautions and err on the side of caution in keeping your child home when he is not feeling well.

Please see the School's website for the most up-to-date policies and procedures related to COVID-19.

WHEN TO KEEP A CHILD HOME FROM SCHOOL

The general rule of thumb is to keep your child home from school if his symptoms disrupt his ability to concentrate in class, distract classmates or teachers, and/or if he might be infectious to others. If a student comes to school with such symptoms, he will be sent to the Health Center for assessment and sent home.

Because of heightened concerns due to COVID-19, if your son has ONE of the following symptoms, please keep them home until symptoms have improved: fever at or above 100.0° (must remain home until 72 hours fever-

free without fever-reducing medication), chills, shivering, muscle pain, sore throat, headache, nausea, vomiting, diarrhea.

An article in the American Academy of Pediatrics Newsletter (2010) listed the following as general indications to keep a child home or take him to the doctor. **This does not replace the advice of your child's healthcare provider:**

- Persistent fever (temperature higher than 100.0° degrees when taken by mouth)
- Sore throat that lasts more than 48 hours, especially when accompanied by fever.
- A significant new rash; particularly when other symptoms are present
- Large amounts of discolored nasal drainage
- Severe ear pain
- Uncontrolled cough
- Diarrhea and/or vomiting
- Severe headache, especially with a fever

If you have questions or need clarification, please call the Health Center at ext 274 or email Edie Meacham RN or Cyndi Ross RN.

PERMISSIONS AND OFF-CAMPUS PRIVILEGES

All Upper School students are due at school at 8 a.m. and are not free to leave the campus unless they are excused by a school authority or are participating in an officially sponsored school program or field trip except in accordance with the following procedures:

9th and 10th Graders must remain on campus from arrival until the end of their athletic obligation. If a student is off campus without permission, he will receive a demerit. To request early dismissal, parents must call the office of the Deans of Students or submit a note and have the request approved by the Headmaster, the Upper School Head, or the Deans.

11th Graders must remain on campus from arrival until the end of their athletic obligation. They must remain in an academic building until 2 p.m. If a student is off campus without permission, he will receive a demerit. To request early dismissal, parents must call the office of the Deans of Students or submit a note and have the request approved by the Headmaster, the Upper School Head, or the Deans.

12th Graders may leave the campus at their discretion after 2nd period but must return to campus for Assembly. For safety, attendance, and accountability reasons, students are required to notify the Deans' Office when they leave and return. If it is necessary to leave before this time, seniors

must receive permission from the Headmaster, the Upper School Head, or the Dean of Students. In all cases, they must sign out in the book in the Dean of Students office when they leave and when they return. Students are urged not to make indiscriminate use of off-campus privileges. Individuals who abuse the permission or are judged to be making unproductive use of their time may have the privilege withdrawn and will be assigned a demerit. Those who drive are asked not to use their cars unnecessarily.

If a student is off campus without permission, he will face disciplinary action.

Gilman students should NOT visit other schools except on official business or unless permission is sought and obtained from the appropriate authorities at the school.

Attendance at interscholastic athletic contests or public auditorium performances and school programs constitutes legitimate purpose and falls within the bounds of "official business."

PARKING/AUTOMOBILES

Students who drive automobiles to school must register their cars in the Dean's Office and display the school parking sticker on their cars. Students are to park only in those areas designated for student parking. Students must refrain from hazardous driving of any kind. Failure to abide by these regulations and procedures will result in disciplinary action and/or in the revocation of driving privileges.

Gilman has limited parking facilities relative to the size of the School. Faculty and staff are asked to park in their assigned numbered space. Guests are asked to park in visitors parking. All students should park in the northeast lot off of Northern Parkway or on Roland Avenue, south of Northern Parkway, during the school day. Students should not park on school grounds during the school day from 8 a.m. - 5 p.m., on Roland Avenue north of Northern Parkway, or on neighborhood streets north of Northern Parkway. All must be careful to observe the parking regulations. *Boys who park in violation of the parking regulations will be subject to disciplinary measures.*

Boys may not loiter in the parking lot during free periods, lunch or between classes.

GILMAN STUDENTS DRIVING TO BRYN MAWR OR ROLAND PARK

Gilman students are not permitted to drive to or park at Bryn Mawr or Roland Park Country School.

Injured students wishing to have this privilege need to obtain permission from the Dean of Students.

TRI-SCHOOL BRIDGE POLICY

Bryn Mawr • Gilman • Roland Park Country School

Bridge Rules: The bridges are extensions of our three campuses. All School rules apply when using the bridges. All students must have a heightened awareness of the importance of safe behavior and high standards of personal conduct when using the bridges.

In order to move from one campus to another, all pedestrians must use the bridges.

Anytime a student leaves campus during the school day, the bridges must be used to cross Northern Parkway and Roland Avenue.

By Baltimore City ordinance, no signs, banners, or advertisements are to be placed on or hung from the bridges.

No object shall be kicked, thrown, dropped or dangled from the bridges.

Any student violating the Bridge Rules will be subject to disciplinary measures. Multiple violations will result in more severe penalties.

The standard rules of good conduct apply to all other aspects of using the bridges.

RESPONSE TO DISCIPLINARY INFRACTIONS

Any student who conscientiously follows the aforementioned “Rules and Regulations” and the School procedures as outlined in the Handbook should have no disciplinary problems at Gilman. The School prefers to concern itself more with the preventative rather than the punitive aspects of this problem, to emphasize the positive rather than the negative. Nevertheless, it is necessary to delineate the following disciplinary procedures.

DETENTION

For minor infractions such as repeated dress code violations, misbehavior in class, talking in assembly, lateness etc., a teacher will place a student in detention. This means that the student will report to a designated room to serve his detention. **Ninth and tenth grade detentions will be held during lunch.** Eleventh and

twelfth grade detentions will be held in the afternoon. There will be no excuses for missing mandatory Detention. Detention takes precedence over all personal, academic or athletic obligations. If a student fails to report to Detention, he will receive one demerit. Repeated detentions for the same offense or four detentions in a semester will result in a demerit and an escalation of the School’s response.

DEMERITS

For a more serious offense or repeated minor offenses, students will earn demerits. If a demerit is earned, a letter explaining the infraction and the School’s response to it will be sent home. In addition, students will be asked to serve their demerit on Wednesday mornings from 8 until 8:45 a.m. during our one hour delayed opening.

If a student accumulates a total of three demerits, he may appear before the Judiciary Committee; in such cases more severe disciplinary measures will be the normal consequence.

FORMAL WARNINGS

At times a student might be issued a Formal Warning for disciplinary reasons or for honor violations. A student who commits a major disciplinary infraction after being issued a prior Formal Warning may be referred to the Honor or Judiciary Committee.

In all cases when a student is given a Formal Warning, the parents and the advisor will be informed and a letter will be sent home clearly explaining the terms of the Warning.

In addition, Formal Warnings may result in the loss of individual privileges and at times will result in the temporary removal from class, community, and social events.

SUSPENSION

When a student commits a major infraction, the School might suspend him for a designated length of time. This is generally a response dictated by, but not limited to, the Honor Committee or the Judiciary Committee. If a student is suspended from school, during the time of this suspension, he is not allowed on campus, nor is he allowed to participate in any school-sponsored activities such as field trips, athletic contests, plays, concerts, etc. without special permission. The student will be responsible for all work missed during the time of his suspension.

He will be allowed to make up any missed tests or oral presentations. In addition, this suspension will become

a matter of school record, and will impact future disciplinary decisions, should another infraction occur during the student's tenure at Gilman. If the suspension occurs after the student has been admitted to college, Gilman and the student may have to notify that institution of the suspension. In such cases, a letter of explanation and support can be provided by the School, to demonstrate that the student learned from his mistake.

EXPULSION

For the most severe of infractions, the School will expel a student. In such an unfortunate event, the student will be directed to leave the community immediately and will have to make arrangements to attend another school. Parents/guardians will be responsible for any unpaid tuition, fees, or bills. The school will, of course, assist the family in placing the student in a new school and will forward any records and transcripts to other schools at the written request of the family.

JUDICIARY PROCEDURES

The Judiciary Committee meets when necessary as determined by the Dean of Students. If a discipline problem arises, a faculty member or student may submit directly to the Dean of Students the name of any Upper School student, with a brief description of the incident. The Dean of Students will see any student who has been reported for an infraction and then the student will be notified via his mailbox and/or his Advisor, either to appear for a hearing before the Judiciary Committee or to receive a demerit punishment. Both parents and Faculty Advisors will be notified promptly of all serious infractions and resulting disciplinary actions. In cases where suspension may result, the Judiciary Committee should be convened along with the student's advisor as well as the person who made the report; however, there may be cases where this procedure may be impractical. Judiciary and Honor Committees may be jointly convened when both honor and discipline are issues. The Headmaster may also determine, due to the nature of the violations, that the School will proceed without the assistance of either the Honor Committee or the Judiciary Committee.

These procedures are discretionary, not mandatory, for the School. **The School may dismiss or otherwise discipline any student when, in the opinion of the Administration, his interest or the School's interest will be best served by such action, without adherence to these or any other procedures.**

JUDICIARY COMMITTEE

The Dean of Student Life is in charge of the Upper School Judiciary Committee. The Committee has the following membership:

- Dean of Student Life: John O. Schmick
- Faculty representative: Johnnie Foreman
- President of the School
- Presidents of the III, IV, V and VI Forms
- The Form Chair of the offender
- Students appearing before the Judiciary Committee will be accompanied by their faculty advisor
- The Head of the Upper School will observe proceedings
- Two elected VI Form students

If a student is found guilty of a judiciary infraction, the committee will suggest ways in which he can restore standing in the community. Additional disciplinary measures may be decided by the Head of the Upper School.

If the Judiciary Committee determines that a student commits an infraction that violates the school's mission on community, inclusion, and equity, the boy may be required to meet with the Diversity Committee. Specific restorative measures may be required to be performed as recommended by the Diversity Council and approved by the Upper School Head.

STUDENT LIFE

STUDENT GOVERNMENT

To ensure that students can take part in the governance of the School, a student government has been in existence since the early days of the School. The Student Council, composed of all elected officers in the Upper School, is the active vehicle of this government.

Students interested in running for office must be in good standing, academically and socially. They must submit a letter of intent which includes nominating signatures of classmates and/or underclassmen. All candidates must be approved by their respective Form Chairs and by the administration. Students may be removed from Student Council for violations of community standards or breach of the school's code of conduct.

Interested students as well as members of the Student Council assist in the operation and betterment of the School through example and suggestion.

ADVISORS

To assist each boy in getting settled at School and to help him throughout his school career, a system of advisors has been established. Each new student will be assigned either a senior or an upperclassman as an advisor to aid him in becoming accustomed to School procedures and customs. Throughout his Gilman career each boy will have a faculty advisor to whom he can turn for advice on courses, scheduling, colleges, or anything the student wishes to discuss. Advisors serve as a key link between parents and the School as situations arise. Students generally keep the same advisor, but transfers are possible if a student gets along particularly well with another faculty member.

Each grade has a committee of grade advisors made up from the faculty. These advisors aid class activities and assist in matters that affect the grades as a whole.

CLASS OFFICERS 2022-2023

Upper School President	Ben Weinfeld
Seniors (Class of 2023)	
President	Brenner Enright
VP	Allan Gushue
Secretary	Bo Webster
Treasurer	David Polsky
Judiciary	Michel Morfaw and Sanjay Geevarghese
Juniors (Class of 2024)	
President	Jamie Howard
VP	Ryan Patel
Secretary/Treasurer	Samir Nazar
Sophomores (Class of 2025)	
President	Frank Siciliano
VP	Jacob Li
Sec/Tres	Charlie Gallagher

HONOR COMMITTEE 2022-2023

Class of 2023:

- Chase Spurrier
- Noah Parker
- Warry Calhoun
- Ben Weinfeld
- Haroon Malik

Class of 2024:

- Ryan Collins
- George Guyton
- Nedum Ebo

Class of 2025:

- Nate Cootauco
- George Khairallah

Class of 2026:

- TBD

DIVERSITY COUNCIL 2022-2023

The role of the Diversity Council to promote cross-cultural understanding and competence within the student body in order to create an inclusive, accepting, and diverse learning environment, and to prepare Gilman students for an increasingly diverse and interconnected world. The Council works to build trust and understanding between individual members of the Gilman community, to call attention to and articulate the significance of cultural injustices, both interpersonal and systemic, that take place both amongst members of the School community and beyond, and to coordinate and facilitate discussion events, speaker appearances, and other events to promote informed discussion among the members of the Gilman School community. Diversity is not solely limited to the number of minority students that attend the school, but rather, it is the creation of an educational setting which allows for academic and personal growth gained from engaging with a heterogeneous school community.

Faculty Leaders

- Joe Valentine-White
- Beth Knapp
- Sarah Miller

Students

- Noah Parker, President
- Louis Rosenthal, President
- Jeevan Khanuja, President
- Andrew Kang
- Silo Kim
- Marcus Walker
- Amir Arnold
- Tremont Henson
- Conrad Beam
- Chris Guerrero
- Sanjay Geevarghese
- David Polsky
- Owen Davidov
- Haroon Malik
- Yusuf Kanbour
- Jameson Maumenee
- Saraj Dhillon
- Arjun Narasimhan
- Devjeet Saluja

COMMUNITY SERVICE

Gilman School's philosophy states, "The School is dedicated to helping students prepare for college and for

a life of involvement and service." Thus, the program at Gilman, while stressing rigorous academic preparation, acknowledges that the ultimate preparation of the student is for humanitarian service. The Community Service Program provides the students the opportunity to experience involvement with and service to their fellow man.

The goals of the Community Service Program are as follows:

- To provide opportunities for the student to share his gifts and talents with and for others;
- To help the student become conscious of and sensitive to those in need;
- To help the student begin the process of evaluating his own values, perceptions, attitudes, and feelings towards those in need;
- To help the student realize the complexity of a problem or issue through interaction with a supervisor;
- To help the student to become more aware of the larger community of Baltimore;
- To provide the student with an opportunity to grow in ways which are not provided by classroom or athletic endeavors.

GUIDELINES OF THE COMMUNITY SERVICE PROGRAM

Every Gilman student is to perform community service as a requirement for graduation. This service must be:

- Performed outside of Gilman School in one activity or organization for a non-paying position or with an approved service program on campus.
- Completed during a 14-month period for a minimum of 50 hours
- Performed after January of the freshman year and completed by September 1 of the senior year. If a student has not completed his community service requirement by the start of senior year, he will be considered suspended and not be able to attend classes until the requirement is fulfilled.
- Performed for a disadvantaged community or individuals whose culture/circumstances are different from the student's. (As an example, students may fulfill the requirement working with their church to benefit another community not affiliated with the church. Students may not complete the service requirement by completing service directly for their church, synagogue, etc.)
- Evaluated and approved by the Director of Community Service, parent(s) and the organization prior to involvement

Completion of the service will require the student's written reflection on and reactions to the service

experience, as well as the agency's evaluation of the student and the student's evaluation of the agency.

A senior who does not complete his community service by the first day of school will not be allowed to attend school until all commitments are satisfied.

Student Responsibilities:

- Arrange a service project;
- Obtain necessary approval from parents, advisor, Director of Community Service and Agency Director of Volunteers;
- Submit the Commitment Form to the Director of Community Service before commencing the service project;
- Submit evaluation forms to the Director of Community Service to complete the requirement for graduation.

SCHOOL SPIRIT

Inherent in the term school spirit is the idea of pride. The School wishes to promote a feeling that whatever is worth doing is worth doing well. This type of pride should be thoroughly modest and be exemplified by a quiet determination to do one's best at all times. The School speaks for itself through students' actions, not students' words. If students always treat others as they would like to be treated, they will represent school spirit at its best.

BALTIMORE INDEPENDENT SCHOOLS COVENANT FOR SAFETY AND HEALTH

July 2009

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.**

PERSONAL PROPERTY AND SCHOOL PROPERTY

Respect for the rights and property of others is fundamental to the atmosphere of mutual trust at Gilman, and every student should refrain from borrowing without permission. Damaging property (vandalism), whether it be personal or school property, is violating the rights of others. All damage, even though accidental, should be acknowledged and amends made insofar as possible. Each student has a personal locker for the storage of clothes and books. In the event that personal property is lost or missing, it should be reported to the Dean of Students or the class officers. The School maintains a Lost and Found in the Dean of Students office. Any unclaimed personal property should be turned in to the Dean of Students office.

EXTRACURRICULAR ACTIVITIES

Students are urged to join clubs and participate in extracurricular activities in order to broaden their experience and make use of their abilities. In selecting activities it would be helpful for students to discuss the matter with their advisors. A meeting of all club leaders will be held in early September for grades 9, 10, and 11.

ASSEMBLY

All students are required to attend assemblies held in the Auditorium or Form Meetings held in designated locations. Assemblies are conducted on many different facets of the School community and cover a broad range of topics. Form Meetings are generally concerned with specific class matters. Students are required to sit in their assigned seats for all Assembly programs.

ATHLETICS

SPORTSMANSHIP

The following lines by Kipling express the essential quality of good sportsmanship for which we strive at Gilman:

“If you can meet with triumph and disaster

And treat those two impostors just the same...”

Sportsmanship extends to spectators as well as to players and to many aspects of school life which are not related to games. As a player you should never take unfair advantage of your opponent or deliberately violate the rules of the game. As a spectator or a player you should never question decisions except in an approved manner, and you should show proper respect for your opponents. There will also be many opportunities to display good sportsmanship outside of athletics. A good sport is a boy who does not make excuses for failure or neglect. If all students will cooperate for the good of their team, show good sportsmanship, and always strive to do their best, the goals of the Gilman athletic program will be met.

ATHLETICS

To receive credit for physical education, students must participate in athletics every season of their Upper School careers with two exceptions. A senior may take off one of three athletic seasons. If he chooses a season off, he must notify his advisor. Athletic participation includes being an active member of an interscholastic team as a player, statistician, or manager, involvement in our structures intramural program, or being granted off campus athletic privileges. This special permission is given rarely and only if the School's programs do not include the student's special interests. Athletics is an academic commitment. Therefore, all absences and latenesses will be treated as such.

The School reserves the right to withhold boys from School athletics based on School personnel's assessment of or concern about a medical or health issue. If deemed appropriate in particular circumstances, the School may, in its discretion, condition consideration to participate in School athletics on the signing of a HIPAA release to permit a student's medical provider(s) to consult with and/or to provide requested documentation to the School's consulting physician(s).

ATHLETICS

Our offerings are as follows:

FALL INTERSCHOLASTICS

- V & JV, & F/S Football
- V, JV, & F/S Soccer
- V & JV Cross Country
- V & JV Volleyball
- V & JV Water Polo

FALL INTRAMURALS

- Mountain Biking
- Fitness
- Flag Football
- Yoga
- Fall Hockey
- Rock Climbing
- Frisbee
- Tennis

WINTER INTERSCHOLASTICS

- V, JV, & F/S Basketball
- V & JV Squash
- V & JV Wrestling
- V & JV Swimming
- V & JV Ice Hockey
- V & JV Indoor Track

WINTER INTRAMURALS

- Field Hockey
- Basketball
- Fitness
- Winter Jogging
- Rock Climbing
- Theater Arts

SPRING INTERSCHOLASTICS

- V, JV, & F/S Lacrosse
- V & JV Baseball
- V & JV Tennis
- V & JV Golf
- V & JV Track

SPRING INTRAMURALS

- Bowling
- Lifeguard Training
- Water Polo
- Wiffle Ball
- Tech Theatre
- Ftness
- Frisbee
- Table Tennis
- Hiking

(Note: Intramural offerings are subject to change due to student interest and availability of coaches and facilities.)

ATHLETIC EXCUSES/ ABSENCES

Boys in Upper School athletics receive school credit and a grade on final report cards for their participation/attendance in the year's athletic program. Boys who fail to participate or attend the required number of meetings have the option of following several paths to successfully complete the year. In the interscholastic program, the coach and the Director of Athletics determine satisfactory participation. In the intramural program, the coach, the Director of Intramurals, and the Director of Athletics determine satisfactory completion of a season.

In the intramural program, there are two types of absences, excused absences (E) and unexcused absences (U).

- **Excused absence:** Boys who miss intramurals and are given an excused absence through the Dean's Office with a note from home or for health reasons through the School Nurse, may make up this time in one of three ways. They may meet with a teacher either before school, usually during the week from 7-8 a.m. Boys may chose to do their make-up on Fridays from 4-5 p.m. with the teacher who is responsible for Friday make-up time. Both of these "make-up" opportunities need to be arranged in person with the teacher prior to the day/time the boy desires to make up his athletic commitment. The third option is to complete his required athletic commitment in the period of time between seasons either before school or on Fridays as described above. Boys who have failed to meet these requirements will receive a failing grade for the year in athletics, will not receive credit for the course, and will need to attend a summer session to clear the failure. This is charged at the tutoring rate per hour.

- **Unexcused absence:** All unexcused absences will be treated through the School's discipline system (subject to detentions) as would a cut from any other school commitment. In athletics boys may have both E and U absences, but the difference is that U's cannot be made up.

Boys who attend school but are unable to participate in athletics due to sickness or injury, must check in with the training room staff and receive a daily satisfactory completion assessment or be excused from athletics from by the Head Trainer. Failure to do so will result in a boy receiving a U for unsatisfactory attendance for the day.

SCHEDULES AND PROCEDURES

EXAM GUIDELINES

Students & Parents — Please note the following guidelines that have been set for taking exams at Gilman School:

- Exams must be taken during the scheduled time slot on the day on which they are scheduled.
- In case of sickness or family emergency, parents must contact Kimberly Hammer in the Dean's Office at extension 268 as soon as possible and make arrangements for their son to take the missed exam during the next available time slot.
- If there is a conflict caused by exams given at the same time at Bryn Mawr or Roland Park, the off-campus exam takes precedence and the conflicting exam should be taken during a student's next available exam time slot.
- Students can only opt to skip an exam time if they are already scheduled for two exams on a given day. They must take the make-up exam during the next available time slot the following day.
- Students who become ill during an exam or during the exam day must be released by the school nurse before leaving and cannot return to take an exam later that same day.
- Students who miss a morning exam cannot come in to take later exams on the same day.
- All other requests for exam schedule modifications must be directed to the Head of the Upper School.
- Students who have not completed exams by the last exam day will need to take their exams on the first day of winter break.
- Students who qualify for extended time on exams will take their exams in a separate location at a designated time. Any modifications with the extended time must be approved by the Head of Upper School.
- Dress code for exams is casual but must be appropriate for an academic setting; clothing must be neat and in good repair.
- Lunch & Snacks – A modified lunch will be available to US students. All food must be eaten in the Dining Hall. Any boys eating snacks or bag lunches during breaks or after 12:15 should eat in the Annex area.

SCHEDULES FOR 2022-2023

DAILY SCHEDULE

8:00 a.m. - 9:20 a.m.	1st Period
9:20 a.m. - 9:40 a.m.	Passing Time
9:40 a.m. - 11:00 a.m.	2nd Period
11:00 a.m. - 11:20 a.m.	Passing Time
11:20 a.m. - 12:40 p.m.	3rd Period
12:40 p.m. - 1:20 p.m.	Lunch
1:20 p.m. - 1:45 p.m.	Community Time/Advisory/Form Meetings
2:00 p.m. - 2:45 p.m.	Afternoon Block #1
2:55 p.m. - 3:35 p.m.	Afternoon Block #2

WEDNESDAY SCHEDULE/ONE HOUR LATE

8:00 a.m. - 9:00 a.m.	Meetings/Faculty Time
9:00 a.m. - 10:00 a.m.	1st Period
10:00 a.m. - 10:20 a.m.	Passing Time
10:20 a.m. - 11:20 a.m.	2nd Period
11:20 a.m. - 11:40 a.m.	Passing Time
11:40 a.m. - 12:40 p.m.	3rd Period
12:40 p.m. - 1:20 p.m.	Lunch
1:20 p.m. - 1:45 p.m.	Community Time/Advisory/Form Meetings
2:00 p.m. - 2:45 p.m.	Afternoon Block #1
2:55 p.m. - 3:35 p.m.	Afternoon Block #2

TWO-HOUR DELAYED OPENING

10:00 a.m. - 10:45 a.m.	1st Period
10:45 a.m. - 11:00 a.m.	Passing Time
11:00 a.m. - 11:45 a.m.	2nd Period
11:45 a.m. - noon	Passing Time
noon - 12:45 p.m.	3rd Period
12:45 p.m. - 1:20 p.m.	Lunch
1:20 p.m. - 1:45 p.m.	Community Time/Advisory/Form Meetings
2:00 p.m. - 2:45 p.m.	Afternoon Block #1
2:55 p.m. - 3:35 p.m.	Afternoon Block #2

SCHOOL EMERGENCY PROCEDURES

FIRE

In the event of a fire, the following procedures will be followed:

- Signal: A series of short loud tones with strobe lights.
- Evacuation procedures: Close windows and doors and follow the exit procedures posted in each classroom and the hallways. Maintain silence at all times. Everyone is to remain quiet and orderly until the all clear is given.
- Assemble in indicated areas where attendance will be taken.
- Faculty will bring a class roster and take attendance outside.

SCHOOL INSPECTION

In the event of a bomb threat the following procedures will be followed:

- Signal: A series of short loud tones with strobe lights (the fire alarm) along with a repeated ringing beep or tone accompanied by a written message on the Alertus screens.
- Evacuation: Follow Fire Drill Routes as posted. Do not close doors and windows.
- Assemble in indicated areas as for a fire alarm.
- Faculty will bring a class roster and take attendance outside.
- General procedures:
 1. All students are to be quiet and orderly. They are to stay in their places until the all clear is given.
 2. Students and teachers should carry out with them backpacks and briefcases and drop them outside the building.
 3. Classroom teachers should visually search their classrooms checking for any objects that are not familiar. If such objects are noted, **do not attempt to remove them, but do report them to the authorities.**
 4. Each school secretary (or appropriate personnel) should bring a roster of faculty, students and staff for that particular division. The appropriate personnel should bring out sign-out books, absence lists and schedules of students and faculty.

SCHOOL LOCKDOWN

In the event an intruder comes on campus the following procedures will be followed:

- Signal: A repeated ringing beep or tone accompanied by a written message on the Alertus screens as well as a message broadcast on the Public Address System.
- Clear all hallways and common areas.

- All students, faculty and staff should go to the nearest classroom or office.
- Lock all doors, close windows and draw blinds or curtains.
- Stay on the floor away from windows and doors.
- Keep quiet.
- Remain calm until the “All Clear” has been issued by Security.



GILMAN SCHOOL
5407 Roland Avenue
Baltimore, Maryland 21210

gilman.edu