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# Head of School and Board of Trustees

Head of School - Benjamin Kennedy

## Board of Trustees

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# Statement of Mission and Philosophy

Friends Academy is a coeducational, independent day school serving students in early childhood through grade eight.

**The mission of Friends Academy is to provide each student with an educational foundation that will instill the academic knowledge, skills, and understanding; responsible citizenship; respect for diversity and differences; and sense of well-being needed for a lifetime of learning and personal growth.**

This mission is based on the beliefs that:

- academic knowledge, skills, and understanding include the areas of English, mathematics, natural and social sciences, world languages, and the arts and the skills of reading, reasoning, computing, investigating, writing, speaking, problem-solving; and creating;
- responsible citizenship includes honesty, commitment, and respect for others, the environment, and the community;
- respect for diversity and differences involves building a community and creating programs and curriculum that are attentive to issues of learning, race, ethnicity, family configuration, sexual orientation, gender, religion, and economic status; and
- a sense of well-being is nurtured through the development of self-esteem, self-confidence, and healthy social interactions.

We believe the goals of this mission are best met by:

- achieving academic excellence by challenging students at an appropriate level;
- nurturing development within a school community environment;
- stimulating curiosity and desire to learn;
- offering a wide range of individual and collaborative learning activities;
- providing opportunities for service to others; and
- working in partnership with families.

Accomplishing the mission of Friends Academy is the shared responsibility of the whole school community. For that reason Friends expects of all students, teachers, staff, trustees and families a dedication to academic excellence, a willingness to work energetically and cooperatively toward common goals in all activities, a respect both for themselves and for the individual differences of others, and a determination to reach beyond merely comfortable limits of knowledge and experience.

## Statement of Philosophy of Teaching and Learning

Friends Academy is a child-centered school that emphasizes a balanced approach to developing the intellectual, social, physical, and artistic growth in each child. We offer a rigorous, progressive education, which embraces a culture of diverse learning and expression, honoring each member's unique contribution to the larger community. Lower School provides an

education rooted in solid academics defined by active, experiential, inquiry-based learning. Middle School builds upon this foundation to support the developmental growth and independence of our adolescents. Our teachers cultivate joyful, informed, inspired learners equipped with the ability and inclination to be courageous, empathetic, and reflective citizens of their community.

- We foster a nurturing environment where children feel safe, where their individuality is celebrated, and where they are encouraged to take risks.
- We teach for understanding in order to develop flexible thinkers who are able to actively and skillfully reflect upon what they have learned and apply it in new situations.
- We blend innovative research-based teaching practices with fundamental skill development, creating a curriculum where children and teachers co-construct their educational journey.
- We subscribe to the principles of global citizenry, and are committed to promoting social justice and service learning in our community.
- We recognize that each child enriches our community with their unique skills, perspectives, learning styles, and experiences.
- We believe in an education that empowers children to become independent thinkers who can transform ideas into meaningful action.

## The FA Bees

In order to breathe meaning into these core values, Friends Academy asks students, faculty, and staff to practice the FA Bees. In this way, everyone is expected to “let your life speak,” a phrase the Quakers who founded Friends Academy in 1810 might well have used.

Be honest

Be respectful

Be responsible

Be kind

Be compassionate

Be inclusive

Be curious

Be engaged

Be resilient

Be generous

Be joyful

Be FRIENDS

# Policies and Guidelines

## Fairness Policy

The school community, which aspires to respect individual differences, believes each member has the right to participate fully in school life without harassment. Demeaning statements or materials, uninvited physical advances, teasing, hazing or threats undermine a community that promotes mutual emotional, physical, and intellectual respect. The school will not tolerate behavior that is disrespectful of the race, learning diversity, religion, national or ethnic origin, gender, age, sexual orientation, or gender identity of others. Students at Friends are expected to behave as community members, displaying the best possible citizenship at all times.

Violations of the Fairness Policy at Friends Academy will immediately involve the disciplinary process as described below.

## Nondiscrimination Policy

Friends Academy welcomes students of any race, religion, national or ethnic origin, gender, age, sexual orientation, or gender identity to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, national or ethnic origin, gender, age, sexual orientation, or gender identity in the administration of its educational policies, employment practices, admissions policies, tuition assistance program, or other school administered programs.

## Bullying

Friends Academy does not tolerate bullying or cyberbullying. It defines “bullying” as the severe and repeated use by one or more students of a written, verbal, or electronic expression, or a physical act of gesture, or any combination thereof, directed at another student that has the effect of causing physical or emotional harm to the other student or damage to the other student’s property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school.

Bullying at Friends Academy will immediately involve the disciplinary process as described below. A copy of Friends Academy’s Bullying Prevention And Intervention Plan is available in the Business Office during regular school hours.

## Discipline at Friends Academy

Discipline at Friends Academy is philosophically consistent with positive discipline and restorative justice. Our goal is always to develop social and emotional skills of students so that they may be productive members of the school community. When conflicts or misbehavior

arises, we examine the root causes of student behavior and clarify expectations around behavior at school. We may talk to students about the choices that led to an incident and make sure that they fully understand the impact of those choices. The goal is always to help students learn, grow, and repair relationships.

Learning requires making mistakes, and learning to be a member of a community often includes making mistakes in the community. Our responsibility as adults is to guide students through these moments. The adult most immediately involved, usually the classroom teacher or the advisor, may begin with a conversation with the student. More serious matters involve the appropriate administrator who, depending of the seriousness or frequency of the offense, may include the Head of School in the process. We always communicate with families around serious incidents.

Consequences could include a loss of privilege, an assignment related to the incident, or a meditation. The most serious offenses - such as violent or abusive behavior, possession of illegal substances or weapons at any school function, cheating, bullying, plagiarism, or willful destruction or defacing of school property - and repeated minor offenses may result in suspension or expulsion.

The emphasis, regardless of the adults and consequences involved, is on helping the student to understand the impact of their actions, repairing harm when possible, and developing strategies to avoid such behavior in the future.

## Technology Responsible Use Agreement (RUA)

The Friends Academy Responsible Use Agreement applies to all users who access the school's network or equipment using school-owned or personally-owned equipment, including wireless devices. The technology resources at Friends Academy are provided to support the educational and administrative activities of the school and should be used for those purposes only. The resources include networking, hardware and software, the internet, e-mail, telephone equipment, iPods, iPads, digital cameras, and voicemail.

Use of technology resources must be legal and ethical. Use must be consistent with the school's mission, guiding principles, policies, and expectations for behavior as reflected in the general qualities of learning, respect, responsibility, honesty, and safety. The school's Responsible Use Agreement is intended to be implemented in a context appropriate to the students' developmental levels.

*Communication.* Policies for acceptable use of technology at Friends are presented and discussed with students throughout the school year and are published each year in this *Handbook*.

*Supervision.* When at school and/or in school-related activities, students may use technology only with the permission of the teacher who is supervising.

*Internet use.* Personal Internet communication should be used only for educational purposes at school and while participating in school-related activities. Internet access for Lower School students will be limited to sites that have been approved by faculty. If any student encounters inappropriate sites or messages, he or she should exit the site and immediately notify the supervising teacher.

*Honesty and responsibility.* The importance of academic integrity, including avoiding plagiarism and honoring copyright laws, applies to the use of electronic media. Students must not claim as their own any work that is found online or any other student's work. All sources and sites that are used in research must be cited. No one should share passwords within the school network nor change or install any software without school permission. At all times, students must remember that they represent the school community and that their behavior online can be monitored.

*Treatment of others.* Our technology is a shared resource and should be shown respect by all users. Proper etiquette requires that no user interfere with the work of others. Cyber-bullying will not be tolerated by Friends Academy and appropriate disciplinary action will be taken.

*Treatment of equipment.* The technology equipment, network, and software are used by all students and should be treated with care and consideration. Any willful destruction of hardware, interference with the operation of the network, or use of corrupting software will not be tolerated.

*The technology disciplinary process.* Students who neglect their responsibilities in the use of technology, as in other areas of the school, will face a response that could range from a talk with the teacher involved to loss of privilege, suspension, or expulsion.

As stated earlier, the disciplinary process at Friends begins locally with the teacher or adult most immediately involved, usually the classroom teacher. More serious matters involve the Division Head who, depending upon the gravity or frequency of the offense, may include the Head of School in the process. The emphasis, regardless of the adults involved, is to help the student to understand the harmful consequences of her or his actions and to develop strategies to avoid such behavior in the future.

## Middle School Dress Code

The Friends Academy Dress Code is intended to allow for individual choice and expression, while being mindful that this choice and expression exist within an educational community of adults and children.

We move through different physical spaces every day, each with its own set of expectations. Our goal is for students to learn to make decisions independently about what is appropriate for a given situation. With that in mind, we provide the following guidelines around dress at most activities at Friends Academy:

Dress Code	Contexts	Clothing Guidelines
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Dress Up	Performances, formal school events	Dress pants, shirts with collars, ties (optional), dresses, skirts, blouses, no jeans or sweatshirts
Academic Dress	Classroom activities, field trips	Clean clothing, neat in appearance, no athletic wear or rips
Dress Down	Official dress down days, PE class	Athletic wear, athletic shorts, athletic socks, sneakers, sweatpants, or other casual clothing

At all times, dress should be appropriate for the weather and the work of school. For example, students often need closed-toe flats or sneakers to go outdoors for science class. In addition, we ask that all individuals make choices about what they wear while being mindful that their dress can impact those around them. Clothing should not contain messages that are inappropriate for a school environment with young children or offensive to a marginalized group of people.

In recognizing the gendered nature of dress codes around exposure of skin, we simply require that clothing covers private parts of the body. Private undergarments should also remain underneath outer clothing.

We will work closely with your children in school to review the dress code. Thank you for supporting students in choosing appropriate clothing for the many activities they participate in at Friends Academy.

## Attendance

Early arrival starts at 7:30. At 7:55, students are dismissed to homerooms and advisories. Students will be marked absent at 8:05. Days absent and/or tardy are recorded on progress reports and transcripts. If a child will be late to school or absent (due to illness), families should notify the school office as early as possible.

Starting the day promptly is important. A pattern of tardy arrivals undermines efforts to establish good organizational habits. In the Middle School, students who are tardy on a regular basis will have a conference with their Advisor or Division Head to make a plan. Please note, attendance and tardiness are a part of your child's academic record and will be shared with secondary schools.

From time to time, a child may be absent for reasons other than illness. We ask families to contact us well in advance if their child is going to be absent for a special reason. Students are responsible for making up any missed work. Families are strongly urged to limit vacations and special trips to the school's vacations because classroom learning experiences cannot be replicated.

*Physical Education (P.E.).* Physical activity is important for good health and development. Unless ill, all students are expected to participate in Physical Education. In order to be excused

from P.E., a student must have a note written by a family member stating the reason for the excuse. Students in grades six through eight who are injured or ill for longer than a week need a note from their physician and may be required to attend P.E. class as an observer. Students who have a note from a family member or physician excusing them from P.E. may not participate in the after-school athletic program for the day.

*Early Release.* Students are not released early for outside tutoring or extra-curricular activities except for varsity sports and religious education classes.

## Illness and Medication

A student who becomes ill during the day should first notify their teacher, who will then send the student to the school nurse. The school nurse will decide whether to return the student to class, offer a short rest in the infirmary, or call a family member to take the child home. All students going home sick must first see the nurse for a medical evaluation.

The school cannot offer full-day sick care. Families must make arrangements to have their sick students taken home. In the school registration process, each family must provide the name of an adult who will be responsible for the child if a family member cannot be reached in the case of illness or other emergency. It is critical that families keep the school informed of any changes in emergency contact arrangements. Note, no student should be at school, or return to school, unless their temperature is 99.9 or less without medication, and no vomiting has occurred within 24 hours.

If neither family members nor the emergency contact person can be reached, the school nurse will act in what they consider to be the best interest of the child, including sending the student to the emergency room for treatment or further diagnosis as needed.

Infectious disease control measures that are practiced include compliance with state immunization requirements for school entry, the use of universal precautions, and the use of illness stop-spread prevention guidelines, which may involve temporary exclusion of a student from school. Communicable diseases or conditions that warrant exclusion include, but are not limited to lice, varicella (chickenpox) disease, strep throat, conjunctivitis, and the flu. If your student is diagnosed with any communicable disease, please call to inform the school nurse.

All medications, including over-the-counter medications, brought to school by students should be delivered to the school nurse. Medicines should be delivered to the nurse in a container labeled by a pharmacy or manufacturer. Students with asthma who must carry their medications with them should first bring their medications to the school nurse for an evaluation of self-administration of the medications in the school setting. If any medication is prescribed for a period greater than 10 days, a medication order form and parental consent form must be completed before the medication will be given at school.

## Health Examination

Friends Academy does not conduct or require the health examinations (vision and hearing) that the state of Massachusetts requires for all public school students. We recommend that you consult with your healthcare provider, your local school committee, or your local board of health for information about these examinations.

## Allergy Aware Guidelines

No peanut or nut products are offered or used for any purpose by the school. This includes all food provided at after-school programs, athletic programs, and school events. While students may bring peanuts and nut products for their own personal consumption, we ask that any foods brought to school intended to be shared, for special events such as birthdays or holidays, for instance, be free of peanuts and nut products.

It is the family's responsibility to inform the school about any allergies so that an individualized plan can be cooperatively developed. When a student allergy is known, all teachers will be made aware of the student's allergy, taught the signs and symptoms of anaphylaxis, and trained in epi-pen administration. Classmates and room parents of the child's class will be made aware of the allergy.

The school discourages the trading or sharing of food, utensils, or food containers. With an identified allergy, there will be a peanut/nut free table designated in the classroom or all students will remain at their own desks. Students with safe lunches will rotate to sit with the student if a separate table is used. Hand washing before and after meals is required.

## Pet Policy

Students and families are not allowed to bring pets into the building. At sporting events, animals should remain on leashes. At times, animals will be used as part of the curriculum. Curricular related visits are allowed but must be cleared by the Business Office.

## Photographs/Video Recording

Unless otherwise specified, Friends Academy reserves the right to use photography and video recording of our students, families, Faculty and Staff for marketing and communications purposes. Parents, guardians and families should request permission prior to photographing or video recording students, Faculty and/or Staff. Doing so without permission is prohibited. Friends Academy has a SmugMug account. If a family member is interested in downloading any photos or purchasing prints, they may do so by visiting the Friends Academy SmugMug webpage or by contacting the Director of Marketing and Communications.

## Field Trips

Field trips are designed by teachers to directly supplement the curriculum. They take place during the hours of the school day. Families will be notified of all trips that require early drop-off or late pick-up. Off campus, students are expected to behave in the same respectful manner as in school. If parent chaperones are necessary for Lower School trips, an appropriate number will be invited by the teachers. Family members who chaperone are asked to not bring siblings.

## Dances

Each year, the Middle School holds two or three Friday evening dances. Usually a nominal fee is charged to defray the cost of the D.J. All students and guests must remain in designated areas within the school building. The dress code will be announced by the planning committee ahead of time and is usually along a specific theme. Appropriate behavior will be expected of all students and guests. Alcohol, tobacco, and drugs are strictly forbidden for students. Only enrolled Friends Academy students may attend. Families of students not abiding by the school's expectations will be asked to pick up their students immediately. Family members are asked to pick up their dancers promptly at the end of each dance.

## Invitations

We encourage students to invite their entire class or all students of one gender to social events outside of school. If it is not possible to include an entire class, or just all students of one gender, at an off-campus event, the invitations must be distributed outside of school. Valentines and gifts should be delivered with the same guidelines.

## Homework

Students in Kindergarten have occasional week-long homework assignments. Students in grades one through five usually will have homework Monday through Thursday evenings. Students in grades six through eight usually will have homework Monday through Friday evenings. Homework is usually not assigned over vacations or on the eves of holidays.

The following homework times will vary according to the pace the child sets while doing it. Since these are guidelines for an average student on an average night, variations may occur. Students in grades one and two will need to spend approximately 15-20 minutes each evening; students in grades three and four, 20-40 minutes; students in grade five, 30-60 minutes. Students in grade six usually will spend 60-90 minutes daily, and grades seven and eight normally will spend 2 hours daily. Study halls and flex periods are offered most days of the week for homework completion. A Homework Club is also available after school three days of the week. If students are regularly spending longer on homework each day, families should let teachers and Advisors know.

In the Sally Borden Program, Lower School students can expect 30-45 minutes of homework; Middle School students from 1 to 1½ hours per night.

## Recess

In good weather, all students are expected to go outside during recess. Weather appropriate clothing is expected. For example, many students wear snow pants and snow boots in cold weather.

## Support Services

Support services begin with the classroom teacher who may provide additional one-on-one direction or an alternative approach within the classroom. Teachers, specialists, Advisors, and the Division Heads may also confer to discuss students who present concerns. When students require more individualized attention than can be provided in the classroom, they will be referred for support services. The Division Heads coordinate in-house assessments and interpretation of student needs, followed by implementation of the resulting plan. Families are responsible for additional costs.

In some cases, additional information about a child's learning needs is requested. After deliberating, the Division Head and teacher may suggest that a professional evaluation be done outside the school. Families assume any costs for outside evaluations (may be covered by family health plans). Careful consideration is given to the educational recommendations of the evaluation, and effort is made to accommodate the child's learning needs within our program.

The school also has a relationship with a school psychologist, a speech and language specialist, an occupational therapist, a consulting pediatrician, and other support professionals.

## Re-enrollment

The admission process is designed to ensure that each child admitted to Friends Academy is placed in a productive and appropriate learning environment. Promotion to the next grade level depends on successful completion of the academic year. Occasionally, after a period of time, it becomes apparent that Friends Academy is not a suitable match for a particular student.

"Counseling out" happens rarely and only after every other avenue of intervention available at Friends Academy is tried in an effort to help the child attain success in this environment.

Friends believes that a positive and constructive working relationship between the school and a student's parent/guardian is essential to the accomplishment of the school's educational mission. Accordingly, the school reserves the right not to renew a student's enrollment contract if the school reasonably concludes that the actions of the parent/guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with Friends' accomplishment of its educational purpose.

## Release of Records

Friends Academy will release records for a current student upon written and signed request from a family member and/or the new school a student will be attending. The records that will be released are any records that were provided by the family member during the admissions process. All release for records requests should be sent to the Academic Secretary.

## HIV Policy

A policy exists regarding the school's accommodation of an HIV-positive member of the school community. This policy is available from the school nurse.

## Sexual Harassment Policy

A policy exists regarding the school's response to a complaint of sexual harassment. This policy is available from the Business Office.

## Crisis Management Policies

Policies exist regarding the school's response to any crisis. The policies are available from the Business Office.

## Asbestos Policy

A copy of Friends Academy's Asbestos Management Plan is available in the Business Office during regular school hours. Friends Academy continues to update and improve the AHERA Asbestos Management Plans. Any inquiries regarding the management of asbestos containing materials in our school should be directed to our AHERA Designated Person, Katherine Furtado, who can be reached at 1088 Tucker Road, N. Dartmouth, MA 02747, and at [kfurtado@friendsacademy1810.org](mailto:kfurtado@friendsacademy1810.org) and by phone at 508-999-1356 ext.1104. General Information

## Cancellation of School

If for any reason school must be canceled, an emergency alert will be sent via email, text, and phone message by 6:00 am. Notification will also occur on the school website, [www.friendsacademy1810.org](http://www.friendsacademy1810.org), by 6:00 a.m. A message will also be left on the school voice mail system. It will not be necessary to contact the school staff.

School will not normally be canceled during the day because of inclement weather. Family members are encouraged to pick up their children early if they feel that driving has become dangerous.

## Arrival and Dismissal Procedures

Early arrival starts at 7:30. At 7:55, students are dismissed to homerooms. Students will be marked absent at 8:05. Homeroom and advisory begin at 8:05 a.m., and all students must be in their classrooms at this time. We ask that families plan to have children arrive promptly.

Should arrival between 7:30 and 7:55 a.m. be necessary, students must be supervised. Early Childhood students arriving before 7:55 a.m. report to the Farmhouse; students in kindergarten through grade three report to an assigned lower school classroom; and students in grades four through eight, to the gymnasium or library (if they prefer a quieter environment). Students may not arrive before 7:30 a.m., because supervision is not available.

The entrance to the campus is at the north driveway on Tucker Road. All drivers enter the school property at this entrance. Traffic flows in a one-way pattern through the campus to the exit at the south driveway. For obvious safety reasons, drivers may not turn around or drive across the lawn.

Drivers delivering children to the Farmhouse should park and escort their children to the Farmhouse. Drivers delivering children to kindergarten through grade eight drop children at the Read or Bullard Entrances.

Dismissal begins at 3:05 p.m., except on Wednesdays, when it begins at 2:10 p.m. Early Childhood students are dismissed from the Farmhouse, and students in kindergarten through grade eight are dismissed from the Bullard Entrance. When arriving, always turn right as you enter, and proceed through the lower parking lot. Also, please form two lines by the Farmhouse to avoid congestion back onto Tucker Road. If you need to come into the building to pick up your child, please park in the parking lot and enter through the Read Entrance. Please do not park at the main entrance or in the designated visitor spaces.

Students who remain after dismissal must be in a supervised after-school event, such as athletics or drama, or they must join the After-School Program. Families will be billed for the time their children spend in the After-School Program.

All families are asked to fill out the Pick-up Authorization Form (located on the Family Portal via the FA website). On the rare occasion that it is necessary to pick up a child early or there is a change in a child's regular transportation, the homeroom teacher and main office must be notified. The student must be picked up at the office for an early dismissal, and the office must be notified when the student is leaving. Children may not wait outside.

## Parking

Parking in front of the Herring Building is reserved for visitors only. If you need to come into the building to pick up your child, please park in the parking lot and enter through the Read

Entrance. At dismissal, please do not park at the main entrance or in the designated visitor spaces.

## Student Government

The Middle School students (grades six through eight) annually elect co-presidents from Grade 8 to Student Government. Co-presidents and volunteers plan events that will contribute to the enhancement of Middle School spirit and life at Friends Academy, including organizing social events and dances. Faculty advisors work with the Student Government and facilitate regular reporting of their activities. Other leadership opportunities are also available, such as Student Leaders, who assist in representing the school at Admissions events.

## Faculty Room

The faculty room is a space reserved for faculty. Families and students are asked to respect the privacy of this location.

## Lunchtime and Recess Food

Lunch and recess provide important breaks for students. Because the school does not have a cafeteria, all students are expected to bring their lunches from home. On some days, a meal is available for purchase through the school. Jelly sandwiches are provided on an emergency basis for those who have forgotten their lunches. Candy, soda, and energy drinks should not be brought to school. All food intended to be shared should be free of nuts and nut products. (See peanut and nut guidelines, page 11.)

Students eat by grade in their homerooms or classrooms. They are encouraged to socialize in healthy and appropriate ways while eating. The school discourages the trading or sharing of foods, utensils, and containers. Hand washing before and after meals is expected.

## Phone & Electronic Device Policy

All communication between students and families during the school day should go through the main or Division Head office. Calls because of illness should be made from the Nurse's Office under the supervision of the school nurse.

Middle School students should be mindful and present in class. To this end, they must keep cell phones and other small electronic devices, such as smart watches, turned off and in their backpacks. Cell phones are prohibited in the Lower School. If, for some reason, a Lower School student must have an electronic device at school, the device must be given to the classroom teacher for safekeeping. If a device is used during school time, including the After-School Program or athletic games, it will be taken and given to an administrator. The device will later be returned to the family. It is highly recommended that students leave all personal electronics at home. Friends Academy is not responsible for lost or damaged personal electronic devices.

## Library

The resources and services of the library are for the benefit of all students.

Students are allowed to check out up to four books at one time for a two-week loan period and an additional renewal period thereafter. Since students in Early Childhood through grade five have a regular library period, it is requested that their books be returned weekly.

Overdue books that are not returned will be considered lost and will be billed as of the last day of school in June.

## Friends Academy Events

A variety of family-friendly events are offered throughout the year for members of the Friends Academy community to support programs, socialize, and develop friendships with one another. For an overview of school events please visit <https://www.friendsacademy1810.org/events-news/school-events-overview/>, or visit the school calendar and the Heads Up for announcements.

## Communications

A good home-school partnership is sustained through open and effective communication. When family members have a question or concern, they should contact the appropriate person at Friends. When deciding whom to contact, one should begin “locally.” Classroom issues should be directed first to the classroom teacher or Advisor; issues of school-wide or division-wide curricula or program to the Division Head; tuition and payment concerns to the business office; and issues of school practice and policy to the Head of School. We welcome input and urge families to contact us as the need arises. As part of our commitment to the home-school partnership, communications will be responded to by the end of the next school day.

## Evaluating and Reporting Student Progress

*Early Childhood.* Conferences are held in November and April, with a written report in June.

*Lower School.* Student-led conferences are held in November and February with optional parent-teacher conferences in April. Progress reports are sent in December, February and June. Students are expected to attend all conferences.

*Middle School.* The Middle School year is divided into two semesters. Progress Reports are sent home at the interim (midpoint) and end of each semester: November, January, April, and June. Student-Led Conferences are held in November and February. At these

conferences, students discuss their goals for the year and present work to their families and Advisors. In April, families and Advisors have the option to conference again as needed.

In the Middle School, students receive letter grades, ranging from A to F. D- (60 or above) constitutes a passing grade. In order to be on the Friends Academy Academic Honor Roll, students in grades six through eight must have at least a 90% average for all subjects, with no grade below a B-. For the purpose of calculating honor roll, grades are weighted, depending on the number of times the class meets each week. Numerical equivalents for the letter grades are as follows:

A	=	95	B	=	85
A -	=	92	B -	=	82
B +	=	87			

## Middle School Academic Warning & Probation Policy

### **Academic Warning**

(Below a "C-" in one class)

Teachers inform students when their grade falls below a "C-"

Teachers inform parents and the student of the Academic Warning

Teachers inform students of any missing assignments or make up work

Students are encouraged to make appointments with teachers to meet about improving grades

Student progress will be reviewed one week after a student is given an Academic Warning. If the student has not improved to a minimum grade of "C", they will be moved to Academic Probation

### **Academic Probation**

(Below a "C-" in more than one class or Academic Warning requirements have not been met)

An Administrator fills out an Academic Probation form after consulting appropriate teacher(s). The completed form is shared with the student, parents, Advisor, teacher and is added to the student's file

Students are required to attend Study Hall on Monday, Tuesday, and Thursday afternoons

School related activities are suspended including sports and play-related activities

An Administrator follows up with appropriate teacher and communicates with parents

Student progress will be reviewed one academic week (5 school days) after being placed on Academic Probation to determine whether the probation needs to continue for another week or can be ended.

## Website

The Friends Academy website is full of current information and is updated frequently. All school forms, current articles, and the calendar can be found online. Please check our website at: [www.friendsacademy1810.org](http://www.friendsacademy1810.org).

## Heads Up

This weekly email is sent to current families and includes updates and information on events that are both school-wide and division specific. This email is the foundation for general information from the school and should be referenced regularly.

## Blue & Gray

Published each year and distributed to the school community, the *Blue & Gray* features school-related articles and alumni/ae news.

## Amicus

Pronounced a-MEE-kus, the yearbook is published by Middle School students with their faculty advisors. It includes photos of all students by grade level. The *Amicus* is distributed to all students near the close of school at the yearbook dedication and may be autographed by students and teachers.

## Room Parents

*Lower School:* Room parents help support grade level needs as determined by classroom teacher. Room parents also help support classroom teachers with parties and events that happen throughout the year. Classroom teachers will be in charge of communicating information regarding room parents with families.

*Middle School:* A committee of eighth grade parents help plan the class dinner held each June prior to Class Day. Eighth grade parents interested in working on the class dinner committee should contact the Head of Middle School.

Please note that room parents and class representatives must not engage independently in fundraising for classroom projects, faculty gifts or outside causes. On the rare occasion when funds are collected for a curriculum related project, approval from and coordination with the Development Office is required.

## Mid-Day Announcements and Messages

During the lunch period, announcements are made over the school's public address system. Family members who need to get a message to their child are asked to call the school office before noon, and the student will receive the message during the lunch period.

## Programs Beyond the School Day

### Extracurricular Activities

Extracurricular activities include athletics, drama, clubs, and enrichment classes. Pick-up times for these events are communicated ahead of time and displayed on our public Google Calendar. Students are responsible for informing their family members of these times so that transportation can be arranged. Faculty make every attempt to adhere closely to these pick-up times, and family members are requested to arrive on time to transport their children.

We welcome and encourage all students and family members to attend our home games. Students who remain after school to watch sports events or who come to evening performances at school are expected to be watching the game or performance. All students must be supervised by an adult. Students are expected to remain at the game/performance site, and their behavior is expected to be consistent with Friends Academy standards.

### Athletics

The interscholastic athletic program is open to all Middle School students, as well as fifth grade students as space allows. Participation is completely voluntary. Sports include soccer, field hockey, cross-country, basketball, track, and lacrosse. The program provides students with opportunities to develop an interest in sports, strengthen their athletic skills, build self-confidence, and develop their social skills. Participating in the interscholastic athletic program requires a commitment to attending practices and games.

Students are placed on either the junior varsity, swing, or varsity teams, depending on their age, skill level, attitude, and number of participants.

### After School Program

The After School Program at Friends Academy operates from the end of the academic day until 5:30 p.m. throughout the school year and is open to any student in the school. The philosophy of the program is to provide a neighborhood environment for the students and offer a variety of activities that suits each individual's needs on any given day. Students may do so for the year or on a daily basis and will be charged accordingly. Students do not have to be registered before attending the After School Program, but pre-registration comes with a discounted hourly rate.

Students in the Middle School and all those in the Sally Borden Program may choose to extend their day in school at Homework Club from 3:15 to 4:00 p.m. on Monday, Tuesday, and Thursday. Students go to a homeroom and, under the supervision of one of the teachers, begin their homework. If there are any questions that arise, students can get the help that they need.

All students who are in Homework Club can go to the After-School Program at 4:00 until their family members arrive to pick them up. Both programs operate throughout the school year and are open, at an additional cost, to any student.

## Summer Programs

Summer programs at Friends Academy include: Little Friends, a program for preschool age children; Summer Friends, an enrichment program for children entering kindergarten through grade three; Adventure Friends, an outdoor program for grades four through six; and various multi-grade sports clinics, including soccer, basketball, and outdoor games. Friends also offers a six-week Orton Gillingham program, and intensive math and writing programs. Crafting, art, and computer classes are also available. Information about these and any additional summer offerings can be found in school newsletters and on the school's website at [www.friendsacademy1810.org](http://www.friendsacademy1810.org).

## Ways of Giving

### Friends Academy Fund

Every year the school asks current and former parents, grandparents, alumni/ae, and friends to make a contribution to the Friends Academy Fund. Gifts to this Fund go directly to academic programs, faculty salaries, curriculum enhancement, and many other items that enrich a student's experience at Friends Academy. In the fall, family members will receive a letter requesting participation in this important initiative.

### Family Friendly Fundraiser

Each February, Friends Academy hosts a family friendly fundraiser that raises monies for a specific capital project for the school.

### Spring Swing

In May, we host a golf tournament. All proceeds go directly to tuition assistance.

### Other Ways of Giving

For information regarding gifts of securities, estate planning/bequests, or gifts-in-kind, please contact our Director of Development.

# Faculty & Staff Directory

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