

# FRIENDS SCHOOL OF MINNESOTA FAMILY HANDBOOK

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2023-2024



Friends  
School  
OF MINNESOTA

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(Revised Jul 2023)

# Family Handbook 2023-2024

The information provided in this handbook is designed to communicate general yet necessary information and guidelines that are in place at Friends School of Minnesota (FSMN). As a result, it does not cover, nor can it cover every possible situation, but it does communicate information that over the years has proven helpful to families and students.

## Hours of Operation

School Office Hours

Monday through Friday from 8:00 AM to 4:00 PM unless otherwise communicated.

## Academic School Day

School day is 8:30 AM to 3:00 PM.

Drop off time is between 8:15-8:30 AM.

Pick-up time is between 3:00-3:20 PM.

## Extended Day Hours

7:30 AM to 8:15 AM and 3:05 PM to 6:00 PM. (See Extended Day section for more information.)

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## Lunch and Recess

Students have the option to purchase hot lunch or bring their lunch. All students should pack a snack. We will not heat or refrigerate lunches. Pizza day is on Fridays. Lunch orders are made through FACTS. You can email questions about our lunch program to [lunch@fsmn.org](mailto:lunch@fsmn.org)

Students are expected to follow the directions of the lunchroom and recess supervisors every day to ensure appropriate order and safety.

## Snow Days and Weather Emergencies

FSMN follows the decisions of the St. Paul Public Schools (SPPS) regarding building closures. We may choose to provide at-home learning rather than canceling school. If SPPS are closed, our building will be closed. Local media outlets are the best places to find announcements regarding SPPS closures. We also send notices via email and text, and we update our website's homepage.

## Academics

### Placement

Classroom placement decisions involve creating a balance of diverse academic abilities, social dynamics, and individual student needs. Placement is a professional decision made by the FSMN staff based on the academic and social well-being of all students involved.

### Homework Guidelines

Homework helps students develop individual study habits and serves as a bridge between home and school, allowing families to be involved in their student's academic growth. We also honor a child's need to play, enjoy other activities and have family time, so we seek to not overburden students.

The amount of homework will generally fit within these guidelines:

Grade	Time spent on homework*	Frequency
Kindergarten	5 minutes per day	1 - 2 times per week
Grades 1-2	10-20 minutes per day	2 - 3 times per week
Grades 3-4	20-30 minutes per day	3 - 4 times per week
Grades 5-6	1 hour per day	Subjects will vary each day
Grades 7-8	1.5-2 hours per day	Subjects will vary each day

\*FSMN also recommends 20-30 minutes of reading time each day.

## Understanding the Whole Child

Our core commitment is to know and understand each student as a learner and a whole person. We use portfolios, performances, tests, observation, written work, self-assessment, and reflection to assess student learning. We use a combination of informal communication, narrative reporting, and benchmarking to report this understanding. Additionally, conferences are held in October and March.

## Lower School (K-4) Narrative Reports

In K-4, FSMN uses narrative reports (sent home in February and June) to communicate students' progress to their families. Math teachers also use benchmarks in lower school.

## Middle School (5-8) Narrative and Benchmarks Reports

In middle school, families will receive narrative reports and benchmark progress reports for humanities, math, science, and Spanish at the end of each semester. Benchmark reports will also be sent home at the end of quarter one and quarter three. Benchmark progress reports are based on student work, including but not limited to: written assignments, projects, unit tests, small and large group discussions, group work, student self-assessments and reflections, and informal observations and conversations with students. The collected work is used to measure each student's proficiency and progress in particular skills and content knowledge.

Middle school teachers also use quality standards to assess student work. This includes things such as timely completion of assignments and recognition of a student's best effort and work quality overall.

## Additional Academic Support

FSMN offers limited support services for students with diagnosed learning differences. In consultation with families, we can provide a variety of accommodations and will consider appropriate modifications to course requirements on a case-by-case basis. Families of students who qualify may have the option of pursuing support services through the Saint Paul Public Schools (SPPS).

Families of incoming students and/or students with newly identified learning differences will be invited to meet with the Learning Specialist and/or the Assistant Head of School during the summer before the school year begins. Teachers, teaching assistants, the Literacy Specialist or the Math Specialist may also be invited to attend these meetings. The purpose of these meetings is as follows:

- To review agreed on accommodations and modifications and ensure that the channels of communication are clear
- To potentially draft a FSMN Learning Support Plan that will be shared with families

Plans are placed in the student's file and shared with all teachers involved with the student.

## Standardized Testing

Students in grades 6-8 take the Educational Records Bureau Comprehensive Testing Program (ERB) tests each spring. These standardized achievement and aptitude tests are given to middle school students in the spring to achieve these outcomes:

- Enable students to improve their test-taking skills

- Help FSMN assess individual student learning
- Provide information to FSMN about our academic program

This is an opportunity for the students to practice taking standardized tests before they become “high stakes” for students (such as high school entrance exams). Results are sent home in late June.

## Library

### Access

Students from kindergarten through fourth grade have scheduled library classes once a week. Starting in fifth grade, students use the library individually or in groups as needed to choose books related to classwork, to find books for recreational reading, or to do research.

### Checkout

Two books may be checked out at a time for a period of three weeks. Books can also be renewed on request at the library or on the library website.

Students and families will be notified of any overdue materials. Families will be charged for books not returned by the last day of school.

### Website

All students have access to research materials, ebooks, and the school library catalog on the [library website](#). They can also place holds, renew books, and write reviews of books they have read.

### Library Go

Through St. Paul Public Library’s Library Go program, all FSMN students are able to check out books, ebooks, and audiobooks, and access homework centers and other online programs at no cost. For more information please visit <http://sppl.org/Library-Go/>.

## General Guidelines for Student Conduct

### Behavioral Expectations

Part of our mission is to help children learn to balance personal freedom and communal responsibility. We aim to help children develop a strong sense of empathy and growing awareness of how their choices affect others. These principles are the core of our relationships at FSMN.

It is important to recognize that the school’s conflict resolution program is distinct from the school’s discipline policy. Conflict resolution most often involves different perspectives and expectations within a community, while discipline has to do with clear infractions of established norms of behavior.

Teachers and staff will explain behavioral expectations to their students and to those they are supervising.

#### All-School Rules at FSMN:

1. **Respect yourself. Respect other people. Respect your surroundings.**
2. **Use words to solve problems.**
3. **Take responsibility for yourself and your actions.**
4. **Follow directions of adults at school.**

## Peaceful Play

The Quaker testimony of Peace is woven throughout the formal and informal curricula at Friends School of MN. Acting out violence, physically or verbally, runs counter to our core values. We are committed to promoting peaceful, collaborative play which engages student's ideas and interests; free play is an invaluable opportunity to build social emotional skills, to practice empathy and conflict resolution, and to embody learning. All learning happens in the context of relationships, and the normalizing of violence undermines the relationships that make up the fabric of our school community. We resist the normalizing of violence in any manifestation. We recognize our responsibility to address the epidemic of violence in our society by actively promoting peaceful play and actively addressing play that involves violent themes.

### Ask for parents/caregivers:

- **Partner with us in communicating to their student(s) our FSMN values regarding peace and respectful play.**
- **Discuss with their student(s) the importance of consent regarding peer interactions.**
- **We ask families to consider any factors that normalize violence; technology and particularly video games are examples.**
- **We realize and respect that every family has a unique relationship with technology and its content. We ask for family partnership in reinforcing the school philosophy of peace in play and in all interactions while at school.**
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## Dress Code

Students dress informally at FSMN, although the following guidelines are in place:

- Students must always wear a shirt and shoes.
- Rubber-soled shoes that completely encase the foot must be worn during recess and physical education. Otherwise students will be asked to find a non-physical activity during those times.
- Consistent with our Quaker values, students are not to bring any "war toys" or wear military style clothing (e.g. camouflage) or clothing with slogans/pictures that are insensitive to the inclusive, non-violent culture of FSMN.

In the event that a student is in violation of the dress code, we will gently remind them that they are not in trouble but ask them to wear clothing within the above guidelines. Should there be further problems with dress code, the Assistant Head of School or Head of School will contact families.

## Discipline

In the spirit of our mission of helping children to balance personal freedom and communal responsibility, we try a number of strategies to help students learn and grow while addressing behavior.

### Discipline: Suspension

Students who seriously violate school rules, regulations, or demonstrate unacceptable conduct may be suspended from school. Typically, a student will be suspended by the Head of School for the following reasons:

- The student's return to the classroom would undermine or impair safety and/or the school environment.
- To give immediate feedback that a particular behavior is unacceptable.

Unacceptable conduct includes, but is not limited to the following:



- Substantial physical harm of another community member, whether provoked or unprovoked
- Threatening/abusive language or physical aggression directed toward another community member
- Serious damage to property
- Conduct which substantially impairs the school environment
- Leaving school grounds without permission

Suspension from school also results in the student being unable to participate in all after-school activities. Before a student is readmitted to school, a reinstatement conference must be held with the child, family, and a designated administrator to outline a plan to address the behavior that led to the suspension. In addition, a conflict resolution conference is often arranged between the appropriate parties.

FSMN reserves the right to determine whether immediate suspension is necessary. The Head of School uses discretion in determining when and under what circumstances such action is appropriate.

#### Discipline: Expulsion

Expulsion occurs at the sole discretion of the Head of School. Expulsion will be considered if:

- The student is involved in an extreme infraction of school rules and policies
- Multiple attempts by the school to help prevent repeated infractions have been unsuccessful
- Other circumstances require its consideration in the opinion of the Head of School

## Student Non-Return Policy

It is sometimes necessary for a student to leave FSMN after the close of the academic year. If the school cannot meet the academic or behavioral needs of a student, and/or a student's behavior has an undue negative effect on other children or the school in general, the revocation of enrollment might be initiated by the Head of School.

## Conflict Resolution

FSMN's Conflict Resolution Program has been in operation since the school opened in 1988. Drawing on the Quaker commitment to nonviolence and equality, staff developed the program to help students and all community members learn how to create peace in our community. The program uses three elements that are integrated into the daily life of the school:

- **Conferences** - meetings to address misunderstandings and conflicts between two or more individuals. One half-hour is set aside each day for conferences.
- **Group gatherings** - meetings to address issues affecting an entire group. Individual classrooms have regular group gatherings which focus on community problem solving.
- **Modeling by adults** - integral to the program. When the entire community is using the same program, it permeates the behavioral and ethical life of the school.

Conflicts are best handled by those directly involved. For example, if your student is upset with another student, the two students need to talk. Please encourage your student to make use of this process when conflict arises.

FSMN staff is trained annually by our Conflict Resolution Coordinator to guide these processes.

## Arrival and Dismissal Information

FSMN takes very seriously its responsibility to provide for the safe arrival and dismissal of our students.

### Arrival

- Students should be dropped off no later than 8:25 AM so they can be in classrooms and ready for an 8:30 AM start.
- Unless students are in Extended Day or are participating in a before-school activity, they may not be dropped off at the school before 8:15 AM.
- Students arriving before 8:15 AM and not enrolled in the Extended Day program will be brought to Extended Day and the family will be billed at the drop-in rate.
- Students may go to their lockers/cubbies or classrooms at 8:15 AM.
- Students should enter through the front door unless enrolled in Extended Day.
- Students who bike must park and lock their bikes in the bike rack.

### Drop-Off Zones

The bus lane in front of the school on Englewood and the carpool lane on the side of the school on Albert are only to be used by families whose students can leave the vehicle without adult assistance. The driver should remain in the vehicle and exit the drop-off zone as soon as their student has safely exited to make space for other drop-off zone users.

**Students SHOULD NOT be dropped off in a manner that results in their needing to cross any traffic lanes unaccompanied.**

If you plan to park your car and accompany your student into FSMN, you may park on any public street, but please *do not* park in the following locations:

- The bus zone directly in front of the school on the north side of Englewood Ave.
- The car drop-off zone on the east side of Albert between Englewood Ave. and the school parking lot
- The school parking lot
- Please avoid blocking our neighbors' sidewalk access to the street.

### Dismissal

Families are asked each year to complete a Dismissal Transportation Plan form for each student. It outlines how students will return home each day and helps FSMN ensure student safety.

### Carpool Line

Line up along the east side of Albert Street and go north toward the school parking lot. This line wraps around the front of the school on to Englewood to avoid blocking the intersection. Please make use of the bus lane to avoid blocking the westbound lane of Englewood. A family may use the carpool lane regardless of whether or not they are participating in a carpool.

A staff person with a walkie-talkie will meet your car before you reach the parking lot entrance. Drivers tell the staff person who they are picking up.

**Families not using the carpool lane as described here, should pick up using the front entrance.**

### **Front Entrance:**

Families not using the carpool lane as outlined above should pick up their student using the front entrance.

- Students in grades K-2 are picked up at their classrooms.
- Students in grades 3-8 meet their families in the front lobby.

### **Students Who Walk or Bike Home**

Students who have permission to walk or bike home alone may leave the school at the end of the school day. FSMN does not provide crossing guards nor other support for students walking or biking.

Students who walk or bike home are to observe the following guidelines:

- They may not stay on school grounds unless they are participating in Extended Day or a planned activity.
- They may not return to the school or school grounds by themselves, including the playground, after they have left for the day.

## **Changing Dismissal Plans**

If your regular dismissal plan changes in any way on any day, you must contact the front office by 2:15 PM so that faculty and students can be appropriately informed. Notification must be from a parent/guardian, not a student, either by phone or email. If we are not contacted by a student's family prior to 2:15 PM, the student will be dismissed according to their regular dismissal plan.

## **Early Departure**

If you pick up your student prior to the end of the regular school day, please notify your student's teacher/advisor and sign out in the front office. Please inform us of this change through the front office and not via your student's personal device (e.g. smart-phone).

## **After School Facilities Use**

The school grounds (including the playground) are used exclusively by Extended Day from 3:15-6:00.

## **Attendance**

FSMN and families both want what is best for students. This includes regular attendance.

We value each student and want to see them here every day learning and growing. We know it is important for students to have regular attendance in school. Late arrivals and absences potentially disrupt social learning, community building, and academic learning opportunities. We encourage families to plan travel, appointments and other obligations outside of school hours or during vacation time.

- Please contact the front office before 8:25 AM if your student will be absent or late.
- For any planned absences, the family should contact the homeroom teacher/advisor and the front office. They also should make arrangements with the teacher about what they will miss. We recommend that this task be completed 2-3 days (or more) in advance of the absence.
- Parent/teacher conferences missed due to family travel will not be rescheduled
- Excused absences include illness, medical appointments, religious observance, and emergencies. Any absence for which families do not notify the school office is unexcused. In some cases the school may require documentation to excuse an absence.
- It is the school's discretion to designate an absence as excused or unexcused.
- An illness that lasts longer than three days might require a health provider's letter before students can return to school.

The following protocols are in effect regarding attendance problems:

- After multiple absences, the Assistant Head of School will reach out to the family to address the concern and offer support
- If attendance continues to be an issue, a conference will be scheduled with the family and a designated administrator.
- Referral to Ramsey County Truancy Officials is possible. Students at FSMN are still subject to mandatory attendance laws in the state of Minnesota.

Attendance on Field Trips:

- If a family chooses not to send their child on a field trip (including overnights), the school **will not** provide alternative programming or in-building supervision.

## Extended Day

Our Extended Day program enables us to provide childcare before and after the school day. All FSMN school rules also apply to Extended Day. There are two important things families can do to make Extended Day run smoothly for everybody:

- Always sign your student in and/or out. This ensures your student's safety.
- Once you have picked up your student, please leave in a timely manner.

Families can sign a contract for regular Extended Day care and can access that information from the Extended Day Director.

Students are also welcome to attend as a drop-in, space permitting. Please call the front office for availability and to register your student at least one day before drop-in service is required. Some situations when you may use Extended Day on a drop-in basis include:

- Serving on a school committee (except for PIC) which is on a first-come, first-served basis
- Volunteering for FSMN
- Unexpected changes in regular dismissal plan

Please note: fees apply, contingent upon circumstance, tuition aid, etc.

## Childcare at FSMN for School Events

### Guidelines for FSMN Events Offering Organized Childcare

An FSMN employee involved with an event offering childcare is responsible for ensuring that the following guidelines are followed:

- Families should pre-register for childcare space.
- All events with childcare will have a designated coordinator—staff member or parent.
- All childcare providers must be at least eighteen years of age; younger teenagers are assistants only.
- Childcare is usually available only for FSMN students.
- Childcare may occasionally be available for non-FSMN siblings with approval of a designated coordinator.
- Childcare is never provided for non-student, non-siblings.
- Childcare personnel hired by the school will have undergone a criminal background check as required by state law.

## Guidelines for Supervision of Students Who Are Not Attending Organized Childcare at FSMN Events

- FSMN students may attend events when accompanied by a parent/guardian or responsible adult.
- Students must remain in supervised areas. If not in a supervised childcare area, students must be with a parent/guardian or responsible adult.
- Students may not leave the building unless supervised by a parent/guardian or responsible adult.

## Sporting Events

Students who are not in Extended Day may watch middle school league games after school if they are accompanied by an adult. Families may also utilize the drop-in policy of Extended Day to allow students to watch games. Unaccompanied students will be added to Extended Day care and billed at the appropriate rate.

## Extracurricular Activities

FSMN offers a variety of extracurricular activities open to students. Registration forms for these activities are available in the front office and on our FACTS ParentsWeb system under Resource Documents.

## Sports

FSMN typically offers soccer in the fall, basketball in the winter, and volleyball in the spring. All sports are coeducational. The goals of our sports program include the following:

- To teach teamwork, commitment, and fitness
- To teach lifelong skills
- To foster development of self-discipline, cooperation, sportsmanship, mutual respect, and self-image

All students have equal opportunities to participate. Joining a team involves personal commitment, including practice. If a student must miss a practice/game, they should let the coach know as soon as possible.

FSMN sports expectations:

- We expect coaches, players, and families to demonstrate good sportsmanship by supporting our teams and being courteous and respectful to all players, referees, and coaches.
- Families are important role models in acknowledging effort and being respectful of players and referees on all teams.
- FSMN does not tolerate derogatory comments toward any student athletes of either team as well as comments directed to or about an official or coach.

Students and families are encouraged to communicate directly with coaches on sports-related issues. The athletic director is also a source of information about sports. Schedules and game location directions will be given directly to participants during each season.

FSMN is part of the League of Independent Sports Teams (LIST), which includes similar-sized schools with a comparable approach to sports. We usually schedule one game per week with other co-ed teams. Whenever possible, the school will transport students to away games using FSMN buses. Vehicle malfunction or unavailability of licensed drivers may require families to transport their own students. If this should happen, families will be notified. FSMN, however, does not coordinate transportation between

families and will not commission parents/guardians to be drivers of our students.

## Clubs

A variety of clubs are offered every year. Any middle school student who is interested in starting a club may talk to their advisor or the activities director. If a staff person is willing to serve as sponsor and if there is sufficient student interest, new clubs can be created.

## Illness, Injury, and Medication

Students who become sick or injured during regular school hours are referred to the front office for treatment. The front office staff are first-aid certified, as are most of the school teaching staff. FSMN also has an SPPS nurse who is onsite one day per week, and is available by phone or email during school hours when not onsite.

## Medical Information and Documentation

The front office will request medical information in late summer so we can prepare medical reference materials for your student's teachers and for the front office. You will be asked to provide:

- Information on any medical conditions, allergies, or dietary restrictions based on a medical condition that may require treatment or intervention at school
- Permission to dispense prescription medications, signed by a medical professional, if your student needs access to a prescription medication at school
- Permission to dispense over-the-counter medications, including acetaminophen (such as Tylenol), ibuprofen (such as Advil), and diphenhydramine (such as Benadryl), signed by you
- Contact information to be used in case of emergency

The front office will put this information into your personal and medical database in FACTS. Front office staff and the SPPS nurse will keep your student's information up to date and will record medical events and medication given while at school.

## Medical Care

### Daily Care

Front office staff and the SPPS nurse (if onsite) provide regular comfort and medical care to children for mundane needs, including taking a student's temperature, giving vaseline for chapped lips, cleaning small cuts and scrapes and providing bandaids, and applying ice packs for minor bumps and sprains during active play. We will notify you if it looks like your student may have an emerging problem that could need additional care outside of school.

### Injuries and Illness

Sometimes students need extra care and attention when they are coming down with something or have an injury that requires evaluation. If your student experiences any of the following, we will record it in FACTS and let you know by phone or email:

- Requests medication, whether OTC or prescription
- Has a low-grade fever above their normal range
- Is injured during active play and needs rest and ice to resume activities

We respect your time and want to maximize your student's school time. We will first try to support and treat

your student with the options that are available to us to help them finish the day at school. Occasionally, we will ask you for an emergency contact person to pick up your student if they are too sick or injured to be at school.

### COVID Considerations

At the time of this writing, we are laying down all previous COVID protocols.

Going forward, COVID will be handled in the same fashion as STREP, Flu, and lice. If a student tests positive for COVID, the family is expected to follow current guidelines, and we ask that the school be informed. If the school is informed that a student has tested positive for COVID, this information will be shared with the cohort, but no additional school protocols will be activated.

Masks will always remain optional and welcome, but will not be provided by the school.

### When the Student Must Go Home

A student must go home if any of the following are present:

- A fever of 100 degrees or greater (the student may return to school after 24 hours without a fever of 100 or greater and no fever-reducing medication)
- Vomiting or diarrhea during school (the student may return to school after 24 hours without further incident)
- A rash that may be caused by a disease
- A known, highly communicable disease such as strep, measles, chicken pox, etc. (the student may return to school 24 hours after being on an antibiotic if diagnosed with strep)

### Reporting an Absence

If your student is staying home sick, you must notify the front office for attendance purposes and to ensure that your student is accounted for. Please call or email the school and provide the reason for the absence.

If your student is experiencing a communicable disease such as COVID, Influenza A or B, or strep, the school may choose to notify other families via email, while keeping the identity of the sick student confidential.

### Illness and Accidents Requiring Immediate Medical Care

Students sometimes experience illness or injury requiring immediate medical care, such as a possible broken bone, possible concussion, or severe allergic reaction. Our response for such cases includes:

- Calling 911 if warranted
- Treating the child immediately based on appropriate instructions and medication at the school (e.g., dispense asthma or allergy medication)
- Calling parents/guardians, and if unavailable, call emergency contacts
- Informing the Head of School, or Assistant Head if the HOS is unavailable
- Recording all information on an Accident Report form

In practice, these “steps” typically happen simultaneously. Someone will call families (or their emergency contacts if we can't reach the family) while one or more staff members stays with, supports, and treats the child.

The school carries an insurance policy for injuries that happen on school property that may provide coverage for copays and deductibles. You can discuss this option with the Business Office.

## Medications

FSMN follows the medication policy of SPPS. Prescription and nonprescription medications required by a student should be administered by a parent/guardian at home when possible. When needed, FSMN staff may assist in the administration of medications during school hours, subject to instructions and the following guidelines:

- A signed permission form must be on file for the school to dispense OTC and prescription medications.
- Prescription and OTC medications must be in the original container with the student's name on the label.
- Written instructions must be provided.
- Expired medications will be returned to families for disposal.

### Documentation and Notification

Whenever students are given OTC or prescription medications, the date/time and dosage will be recorded in the FACTS database, as well as the circumstances leading to the decision to provide medication. Families will be notified by email, or called if further care may be needed.

### **Self-Carrying & Self-Administering Medications**

Middle school students may self-carry and self-administer medications when prearranged and approved by the family, a medical professional, and the Head of School. Examples of medications that may be self-carried and self-administered include asthma inhalers and insulin for diabetes management.

## Safety and Security

The following safety and security measures are in effect.

### Building Access

The front entrance is the primary entrance for families between 8:15 AM and 4:00 PM and is monitored by Front Office staff.

- The back door is accessible between 7:30 - 8:15 AM and between 3:00-6:00 PM for Extended Day students only.
- During the school day, the back door is locked and code disabled. Codes may not be given to non-family members/guardians/caregivers.

### Sports access

- Utilize the back door only between 3:15-6:30 PM.
- An FSMN staff person will be present during those hours to greet guests, control access to main building, and monitor the area for safety.
- The doors between the gym area and other parts of the building will be locked during sporting events.

No doors may be propped open (unattended) at any time.



## Safety Drills

In accordance with state laws, FSMN will annually conduct the following safety drills:

- Five fire drills
- Five building security drills
- One severe weather drill

## Weapons

The possession or use of handguns or other weapons while on FSMN property is strictly prohibited. Please report any suspected violations to a school representative. If you believe someone's safety is immediately at risk, call 911 or seek other emergency help.

## Transportation & Field Trips

Students typically ride in school buses to attend field trips. Licensed bus drivers and approved staff drivers may transport students in the FSMN bus. Students in kindergarten, first, and second grades must ride in booster seats on the FSMN bus during field trips.

Students are expected to follow school rules and the rules of the establishment on all field trips. Students who demonstrate difficulty with following established expectations may be removed from the current trip and will be required to stay home on the subsequent field trip.

## Visitor Policies and Procedures

### Non-Alumni Minor

Non-alumni minor visitors may visit classrooms for one day if the following conditions are met:

- Requests are made to the teacher/advisor and submitted to the Assistant Head of School one school week in advance
- The visitor is appropriate for the grade being visited (pre-school visitors are not allowed)
- Emergency phone numbers are provided for the visitor
- The visit is not being used to preview the school for application for admission
- Non-alumni minors may not accompany students on field trips

FSMN reserves the right to decline any visitor.

### Alumni

Alumni and former students may visit middle school classrooms during the advisory period, lunch or recess after checking in at the front office. Alumni must contact the Assistant Head of School in advance to schedule a visit during school hours. FSMN reserves the right to decline a visit if it will interfere with the learning process or other scheduled events.

### Adult and Minor Visitors

We seek to maintain a welcoming climate that is safe for everyone. Therefore:

- Visitor procedures are posted at entrances.
- Visitors must sign in and out in the visitor log in the front office.
- Visitors must wear "Visitor" ID badges while in the building.
- Contractors and vendors are required to check in at the front office and to wear visible IDs and/or Visitor ID badges while in the building.
- Staff will monitor visitors to be sure ID badges are visible. If badges are not visible, faculty and staff

are expected to politely ask the visitor to sign in.

### Parent Visits

We value parent involvement at FSMN. We are not, however, able to accommodate drop-in visits by family members. The school will communicate with families about great ways to be involved in school life (such as reading with students during D.E.A.R. time, committee participation or helping with an open lab activity).

### Pets

Only service animals are permitted in the building and on school property. For issues of allergies and safety, please keep all other pets inside your car.

## Smoke-Free Environment

FSMN's building and grounds are smoke-free.

## Harassment

FSMN does not tolerate harassment in any form, including unwelcome conduct based on a person's race, color, creed, religion, national origin, sex, sexual orientation, gender identity and/or expression, disability, age, marital status, or status with regard to public assistance. A copy of FSMN policies and procedures is kept on file in the Head of School's office and is available for review there. Suspected incidents of harassment should be reported to the Head of School.

## Movie Selection and Guidance

FSMN recognizes the value that film can bring to learning. We also recognize the need to be thoughtful about its use. As a result, the following protocols are in place:

- Teachers/staff will preview all materials to be shown to students.
- In addition to the preview, staff will reference reviews, using a reputable screening tool like commonsensemedia.org.
- Families will be notified (no less than one week ahead of time) about the movie options, including a description and links to reviews of material.
- An alternative option to watching the film will always be provided.
- Time will be allowed for post-viewing student/adult feedback.
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Materials that are relatively straightforward, such as the science kit videos, PBS materials and music performances, will be shown in the classroom without parent notification.

## Technology Policies and Practices

### School-Wide

All FSMN technology used at school or at home will be used in a responsible, respectful manner. Students will bring any questions or concerns about appropriate use to an adult. All student activity on any technology used at FSMN can and may be monitored and/or reviewed by an adult.

Students in grades K-8 and their families sign the [Technology Use Policy](#) early in the school year.

All personal, portable technology, including but not limited to, cameras, cell phones, music devices, and video game devices, will remain turned off and inside of backpacks while at school (including Extended Day)

unless otherwise directed by an adult.

The internet will be used for educational purposes only. It will not be used for the following:

- To give out personal information
- To conduct financial transactions
- To meet someone online
- To conduct non-educational communication
- To play Internet computer games unless proposed by a teacher for educational purposes
- To visit inappropriate websites

Students should immediately report to school personnel if they encounter a person and/or site who attempts to meet them outside of school, asks for personal information, or makes them feel uncomfortable for any reason. FSMN provides access to a student network. This network filters internet content for the purposes of child safety. If you have questions about this, please contact the Assistant Head of School.

## Middle School Technology Philosophy and Policy

Technology is an essential tool for education at FSMN, and we recognize the need to limit its use to ensure our students can engage with each other and the non-digital world around them. To this end, each class utilizes technology in areas which require it and limit technology in areas that do not. We also have general technology policies that apply throughout our middle school.

### General Policies

- School Chromebooks do not belong to students. They are tools provided by the school that can and will be confiscated if these policies are violated.
- Students may not change the appearance of chromebooks, including stickers, scratches, and other marks.
- Students must come to school with a fully charged chromebook.
- While at school, Chromebooks and other technology may only be taken out or used at the direction of the teacher.
- Students may only access websites that directly relate to curriculum or teacher instructions. All other tabs, even those from earlier classes, must be closed. This policy is in place to minimize distractions during class.
- Technology is not to be used during the following times, though some exceptions can be made by teachers in the interest of assigned academic work and group games.
  - Welcome time before Advisory
  - Community Building during Advisory
  - Passing Time
  - After school activities & functions

### Natural Consequences for Policy Violations

Inappropriate use of school technology necessitates natural consequences to ensure learning.

- If a student arrives at school with an uncharged chromebook, they must charge it during advisory time, utilize a backup that does not leave its classroom, or go without.
- If a student misuses technology in school, they will receive one redirection per class. If that student misuses technology again in class, their chromebook will be confiscated until the end of the day. If chromebook use is absolutely necessary for success in class, their chromebook will instead be subject to close monitoring and/or a focus session that confines the sites the device can visit.

Regardless, families will be notified.

- If a student's chromebook is confiscated or restricted three times in a month, the chromebook will not be returned until a scheduled meeting with family takes place.
- Repeated violations of this technology policy may be subject to more stringent consequences.

## Cell Phone Use

Using cell phones for any reason during the school day and carpool/bus loading time (8:30 AM-3:15 PM) is prohibited. Cell phones and/or electronic handheld games must be turned off and kept in backpacks while on school property. Sighted cell phones will be confiscated and returned at the end of the day. Families will be notified. We request that families support this policy by communicating with their students through the front office between the hours of 8:15 AM and 3:15 PM. This is not a burden for the front office, and it helps to support the clarity of communication.

Continuing issues with this policy may result in the following:

- A conference between administration, the student, and their family
- The student being told to either leave their device at home or turn it into the office while they are in school

## Crisis Action Plan

FSMN has a Crisis Action Plan. Contact the Head of School with questions.

Updated July 2023