



2022-2023  
Parent and Student Handbook

High Point Friends School  
800-A Quaker Lane  
High Point, North Carolina  
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## Table of Contents

<b>Purposes and Use of this Handbook</b>	<b>4</b>
<b>High Point Friends School Mission Statement</b>	<b>4</b>
<b>High Point Friends School Vision Statement</b>	<b>4</b>
<b>An Introduction to High Point Friends School</b>	<b>4</b>
<b>Culture and Inclusion</b>	<b>5</b>
<b>Our Philosophy on Education</b>	<b>5</b>
<b>Contact Information for School Administration and Staff</b>	<b>6</b>
<b>Board of Trustees</b>	<b>7</b>
<b>Board of Trustees Directory</b>	<b>7</b>
<b>High Point Friends School Administrative Team</b>	<b>9</b>
<b>Attendance</b>	<b>10</b>
<b>Drop-off and Pick-up</b>	<b>12</b>
<b>Inclement Weather</b>	<b>13</b>
<b>Birthday Celebrations</b>	<b>13</b>
<b>Falcon Family Connection</b>	<b>14</b>
<b>Contacting the School</b>	<b>14</b>
<b>Electronic Communication with Students</b>	<b>15</b>
<b>Evaluations and Parent/ Teacher Conferences</b>	<b>15</b>
<b>Visitors to the School</b>	<b>15</b>
<b>Lunch</b>	<b>16</b>
<b>Allergies</b>	<b>16</b>
<b>All School Meeting for Worship</b>	<b>16</b>
<b>Medical Policies</b>	<b>17</b>
<b>Safety and Crisis Management Plan</b>	<b>18</b>
<b>Re-enrollment Contracts for New Students</b>	<b>18</b>

<b>Academic Curriculum</b>	<b>19</b>
<b>Students with Learning Needs</b>	<b>20</b>
<b>Dress Code</b>	<b>21</b>
<b>Social Curriculum</b>	<b>21</b>
<b>Field Trips</b>	<b>21</b>
<b>Lunches/Snacks</b>	<b>22</b>
<b>Behavioral Expectations for Our School Community</b>	<b>22</b>
<b>Bullying Policy</b>	<b>24</b>
<b>Drug, Alcohol, Tobacco, and Weapons Policy</b>	<b>25</b>
<b>Technology</b>	<b>25</b>
<b>Financial Policies</b>	<b>28</b>
<b>Covid- 19 Addendum</b>	<b>29</b>

### **Purposes and Use of this Handbook**

The purpose of the Parent/Student Handbook is to provide to all parents, students, members of the faculty and staff, and those inquiring about High Point Friends School, a concise presentation of the mission, philosophy, policies, and practices of High Point Friends School. The policies presented in this document are in effect with the opening of the current school year. We realize that a Handbook cannot cover every issue that may arise. In cases of disagreement about a particular interpretation, the Head of the School, followed by the Board of Trustees will render decisions that they deem fair to both the student and the school. The Board of Trustees of High Point Friends School reserves the right to establish new policies and to modify existing policies contained herein upon written notice to all parents and students by the Head of School. "Parents," as used in this handbook and other school printed materials, also refers to guardians or other persons in whose care the child has been placed.

### **High Point Friends School Mission Statement**

High Point Friends School, grounded in the Quaker belief that there is "that of God in everyone", seeks to nurture the mind, body, and spirit of all children, empowering our community to contribute responsibly to an ever-changing world.

### **High Point Friends School Vision Statement**

Guided by the Quaker principles of Simplicity, Peace, Integrity, Community, Equality, and Stewardship, we nurture that of God in every person through individual reflection, hands-on learning, and community service.

### **An Introduction to High Point Friends School**

Welcome to High Point Friends School. Our school was established in 1963 with the purpose of providing a Friends Education to inspire students to reach their full potential in a safe and nurturing environment by using the principles of Quakerism to instill a moral compass. We believe that each person has the capacity for goodness and a responsibility to attain that goodness.

As educators in the 21<sup>st</sup> century, we are charged with preparing students to become citizens of the world and stewards of the environment. High Point Friends School is a leader in education. We believe the best preparation for our students is to develop the whole child. Our teachers are more than conduits of information; they are a community of educators who believe that students flourish when they are in collaborative relationships that foster trust, tolerance, appreciation and respect. In addition to collaborating with peers, our students are digital citizens using technology to bring the world into the classroom allowing them to make real and relevant connections to the world.

High Point Friends School transforms young minds while creating an active student body through the tenets of simplicity, peace, integrity, community, equality and stewardship. These

tenets are known as Quaker Testimonies and they are essential in developing student leaders who will serve as role models committed to becoming lifelong learners and the agents of change in a global society.

### **Culture and Inclusion**

Central to the Christian faith of Quakers is the belief that there is that of God in every person. Friends encourage everyone to follow the Inner Light within us all. The inherent goodness and equality of every person is a central tenet of the Quaker faith.

As all persons are born with the Light of God (Christ) within them. Quakers value all people equally, regardless of their economic, cultural, ethnic, or religious background. This belief has led Friends to assist in the abolition of slavery, women's rights, civil rights and much more, during historic times when such beliefs were considered illegal, unfashionable or heresy. In addition, Friends encourage every person to follow the teachings of Christ, with particular focus on Christian values of integrity, simplicity, tolerance, acceptance, understanding, and love. Historically, Quakers have emphasized peace and have enthusiastically provided shelter and assistance to those who are persecuted or mistreated by others.

High Point Friends School, guided by the Quaker principle of honoring that of God in each of us, admits students of any race, color, national and ethnic origin 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, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic or other school administered programs.

### **Our Philosophy on Education**

Quakers have always believed in "that of God" in every person and in an "Inner Light," beliefs which express faith in the potential for growth and learning within each individual.

At High Point Friends School, we provide an environment that encourages growth, respects individual differences, and fosters the development of moral and ethical values. Students are challenged to recognize and appreciate their own potential, to respect the potential of others, to value and respect others' opinions, and to feel free to express their inner selves, thus building a strong self-image.

### Contact Information for School Administration and Staff

Dr. Heather Hayton- Interim Head of School	<a href="mailto:hhayton@hpfs.org">hhayton@hpfs.org</a>
Pam Horn - Assistant Head of School Early School Director	<a href="mailto:phorn@hpfs.org">phorn@hpfs.org</a>
Karen Holt - Director of Finance	<a href="mailto:kholt@hpfs.org">kholt@hpfs.org</a>
Martha Smith -Director of Communications Facilities/Maintenance	<a href="mailto:msmith@hpfs.org">msmith@hpfs.org</a>
Terry Aiken - Director of Student Life Middle School Parent Liaison	<a href="mailto:taiken@hpfs.org">taiken@hpfs.org</a>
Saja Montague - Director of Admissions Advancement/Development	<a href="mailto:smontague@hpfs.org">smontague@hpfs.org</a>
Diane Osterholt - Office Manager	<a href="mailto:dosterholt@hpfs.org">dosterholt@hpfs.org</a>
Angie Smith - Director of IT Enrollment Manager	<a href="mailto:asmith@hpfs.org">asmith@hpfs.org</a>
Ashlee Adams - PreK Lead Teacher	<a href="mailto:aadams@hpfs.org">aadams@hpfs.org</a>
Andria Auman - 1st Grade Teacher	<a href="mailto:aauman@hpfs.org">aauman@hpfs.org</a>
Kelly Barrett - Middle School Social Studies	<a href="mailto:kbarrett@hpfs.org">kbarrett@hpfs.org</a>
Jessica Beaumont - Art Teacher	<a href="mailto:jbeaumont@hpfs.org">jbeaumont@hpfs.org</a>
Connie Butterfield - 4th Grade Teacher	<a href="mailto:cbutterfield@hpfs.org">cbutterfield@hpfs.org</a>
Allie Cartwright - 2s Lead Teacher	<a href="mailto:acartwright@hpfs.org">acartwright@hpfs.org</a>
Jane Coats - 3s Assistant Teacher Director of Before/Aftercare	<a href="mailto:jcoats@hpfs.org">jcoats@hpfs.org</a>
Dana Fuller - 2s Lead Teacher	<a href="mailto:dfuller@hpfs.org">dfuller@hpfs.org</a>
Kim Hutcherson - Reading Specialist	<a href="mailto:khutcherson@hpfs.org">khutcherson@hpfs.org</a>
Luke Hunsucker - Middle School Math	<a href="mailto:lhunsucker@hpfs.org">lhunsucker@hpfs.org</a>
Angela Lane - PreK Assistant Teacher	<a href="mailto:alane@hpfs.org">alane@hpfs.org</a>
Wendy Mattocks - Early School Spanish Social Emotional Learning Director of Quaker Studies	<a href="mailto:wmattocks@hpfs.org">wmattocks@hpfs.org</a>
Katie Pallaci - Kindergarten Teacher	<a href="mailto:kpallaci@hpfs.org">kpallaci@hpfs.org</a>
Beth Richmond - 2s Lead Teacher	<a href="mailto:brichmond@hpfs.org">brichmond@hpfs.org</a>
Ana Rocha - 2s Assistant	<a href="mailto:arocha@hpfs.org">arocha@hpfs.org</a>
Yaretzy Segura - Toddlers Assistant	<a href="mailto:ysegura@hpfs.org">ysegura@hpfs.org</a>
Holly Smithson - 3s Lead Teacher	<a href="mailto:hsmithson@hpfs.org">hsmithson@hpfs.org</a>
Antwane Southern - PreK Lead Teacher	<a href="mailto:asouthern@hpfs.org">asouthern@hpfs.org</a>
Penneisha Steciw - Kindergarten Assistant	<a href="mailto:psteciw@hpfs.org">psteciw@hpfs.org</a>
Ashley Vodochodsky - 3rd Grade Teacher Lower School Parent Liaison	<a href="mailto:avodochodsky@hpfs.org">avodochodsky@hpfs.org</a>
Mario Watson - Athletic Director/PE	<a href="mailto:mwatson@hpfs.org">mwatson@hpfs.org</a>
Laura Wells - Middle School Language Arts	<a href="mailto:lwells@hpfs.org">lwells@hpfs.org</a>
Sandy Young - Middle School Science	<a href="mailto:syoung@hpfs.org">syoung@hpfs.org</a>

High Point Friends School

[Communications@hpfs.org](mailto:Communications@hpfs.org)**Board of Trustees**

The High Point Friends School Board of Trustees exists to develop plans, to establish policies and to make decisions that will ensure the vitality, financial stability, and academic excellence of HPFS for current and future generations of students. The Board of Trustees is composed of 15 members, 40% of whom must be members of High Point Friends Meeting.

Trustee Responsibilities:

- Support the school's mission and philosophy
- Understand and accept fiduciary responsibility
- Attend and prepare for meetings and official functions
- Give financial support
- Understand and respect the line between board and administration
- Respect confidentiality of board work
- Be a resource for the Board and the Head of School
- Help select, empower, and evaluate the Head of School
- Represent the school
- Be an active volunteer on campus where possible

**Board of Trustees Directory**

July 1, 2022~ June 30, 2023

Stephanie Strawn (Kevin)	500 Dorado Drive, High Point, NC 27265 C: 843-696-9649 <a href="mailto:sstrawn73@gmail.com">sstrawn73@gmail.com</a>
Kaye Bonnick (Clerk) (Bertrand)	3832 Lillie Street, High Point, NC 27265 H: 336-887-8002    C: 36-471-9641 <a href="mailto:kabonnick@yahoo.com">kabonnick@yahoo.com</a>
Phillip Fulton	Cell: (336) 687-3445 Email: <a href="mailto:mrphillip40@gmail.com">mrphillip40@gmail.com</a>
Benjamin Briggs	<a href="mailto:bbriggs@preservationgreensboro.org">bbriggs@preservationgreensboro.org</a>
Andy Stern (Judy)	524 Miltwood Dr, Greensboro, NC 27455-2708 H: 336-282-0532 C: 336-707-4930 <a href="mailto:westwingboy@hotmail.com">westwingboy@hotmail.com</a>

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(Gary)

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Carl Wright

(Caryn)

1312 Long Street High Point, NC 27262.2569

H: 336-884 8217 C: 336-689-4506

[carl.r.wright@gmail.com](mailto:carl.r.wright@gmail.com)

### High Point Friends School Administrative Team

The administrative team at High Point Friends School works collaboratively to support our teachers, students, and their families in order to advance the mission of the school. In order to efficiently answer your questions and effectively address any concerns, all matters related to classroom instruction and interactions should be first brought to the teacher's attention. If the teacher is unable to answer your questions or satisfactorily address any concerns, please contact a member of the administrative team to assist. The following organizational chart is provided as a reference as to who to contact for various matters.

<b>Classroom and Specialist Teachers</b>	
The teacher should be the first point of contact for all inquiries related to classroom instruction and management, and classroom specific events. Contact information for individual teachers can be found on page 6.	
<b>Division Directors/Liaisons</b> ~ The following division directors/liaisons are available to help with problems related to their section when the teacher is unable.	
<b>Pam Horn, Early School Director</b>	For inquiries related to Early School (Toddlers - K) please contact Pam at <a href="mailto:phorn@hpfs.org">phorn@hpfs.org</a> .
<b>Ashley Vodochodsky, Lower School Liaison</b>	For inquiries related to lower school (1-4), please contact Ashley at <a href="mailto:avodochodsky@hpfs.org">avodochodsky@hpfs.org</a>
<b>Terry Aiken, Middle School Liaison</b>	For inquiries related to Middle School (5-8) please contact Terry at <a href="mailto:taiken@hpfs.org">taiken@hpfs.org</a>
<b>Administrative Team</b> ~ The following members of the administrative team are available to assist with more specific concerns within their field.	
<b>Dr. Heather Hayton</b> Interim Head of School	For all other concerns, or if you are unable to find a resolution with one of the above mentioned team members, please contact Heather at <a href="mailto:hhayton@hpfs.org">hhayton@hpfs.org</a>
<b>Pam Horn</b> Assistant Head of School/Early School Director	For inquiries related to Early School or general school inquiries, please contact Pam at <a href="mailto:phorn@hpfs.org">phorn@hpfs.org</a> .
<b>Karen Holt</b> Director of Finance	For all questions regarding financial matters, please contact Karen at <a href="mailto:kholt@hpfs.org">kholt@hpfs.org</a>

<p><b>Angie Smith</b> Director of Information Technology/Enrollment Manager</p> <p><b>Diane Osterholt</b> Office Manager</p>	<p><a href="mailto:asmith@hpfs.org">asmith@hpfs.org</a></p> <p>For inquiries related to general information on all school events, please contact Diane at <a href="mailto:dosterholt@hpfs.org">dosterholt@hpfs.org</a>. Diane also serves as our front desk receptionist and is able to direct your calls or questions to the appropriate person if you are unsure of where to start.</p>
<p><b>Martha Smith</b> Director of Communications/Facilities</p>	<p>For inquiries related to school correspondence, lunch orders, facilities or general school related questions, please contact Martha at <a href="mailto:msmith@hpfs.org">msmith@hpfs.org</a>.</p>
<p><b>Saja Montague</b> Director of Admissions/ Advancement &amp; Development</p>	<p>For any new student inquiries and suggestions or questions related to the development or advancement of High Point Friends School, please contact Saja at <a href="mailto:smontague@hpfs.org">smontague@hpfs.org</a></p>
<p><b>Terry Aiken</b> Director of Student Life, Middle School Liaison</p>	<p>For inquiries related to Middle school or your child's social and emotional growth or for guidance on seeking outside resources, please contact Terry at <a href="mailto:taiken@hpfs.org">taiken@hpfs.org</a>.</p>

### Attendance

A vital part of our instructional program is interaction between students. Morning meeting and a variety of problem-solving and group process activities are fundamental to the Quaker instructional process. A student who misses all or part of a school day due to tardiness or sickness misses discussions and/or experiences which cannot be "made up." Although we do not want students coming to school when they are ill, parents should make every effort to get their child(ren) to school on time every instructional day. Please plan trips, vacations, etc., so that instructional time is not lost.

Arriving at school on time is critical for your student's success. Morning meeting is also very important. All children need time in the morning to get ready for the school day; some need more than others. It is a time for both morning devotions and centering and to organize lockers, binders and school supplies; it is also utilized to meet with other students or teachers or just

time to settle in before the start of the day.

**Excused Absences:** An excused absence is any absence caused by illness, family emergency, doctor's appointment or death in the immediate family. Admissions visits for 8th graders to other schools and absences due to impending relocation visits are also excused. Days missed for family travel or vacation are unexcused absences. Students who are absent for more than 20 school days must have medical documentation for continued absences to be excused.

**Unexcused Absences:** Family vacations, "rest and relaxation," or any absence for which a note has not been submitted within three (3) days.

**Performances:** Performances, whether during the school day or in the evening, are considered part of the instructional program. Participation is required and a performance grade is earned.

**Middle School:** Middle School students who do not participate in scheduled overnight field trips are counted absent on the days of the field trip and must remain under parental supervision. Middle School students are responsible for checking with their teachers for assignments/missed work during the time of their absence. See Middle School Make-up policy on page 18.

**Tardiness/ Full Day Attendance:** Middle school students are to be in their classrooms by 8:15 am. Students who arrive after 8:15 am are considered tardy and should come to the office for a tardy slip. Kindergarten and Lower School students must be in their classrooms by 8:30 am. Lower School students that arrive after 8:35 am are considered tardy and must come by the front office for a tardy slip for class. Students who are tardy to school disrupt morning activities upon arrival in their classroom and have missed part of the instructional day. Five unexcused tardies are equivalent to one unexcused absence. When tardies or absences become excessive or begin to impact a student's progress, guardians will be contacted by the division director to outline a plan of improvement.

To be considered "present" a student must be in attendance at least  $\frac{1}{2}$  the school day. Lower school students must be present until 11:45 am to be counted present for a full day. Middle School students must be present until 11:45 am to be counted present for a full day.

**Before and After School Care:** The hours for Before School Care are 7:15 am to 8:15 am. After School Care hours are from 3:00 pm - 6:00 pm. Students are given the opportunity to do homework, have recreational time (indoors and outdoors), and have a snack provided by HPFS.

Before School Care Locations:

All students will report to the Meeting Early School building

After School Care Locations:

All students will report to the Meeting Early School building

The following are the rates for Before and After Care:

Drop In Rates:

\$7.50 per hour (Paid only in full hour increments)

\$6.50 per hour for multiple children after the first child

Annual Enrollment

Before and After Care \$2,650.00

(This option requires a full year commitment and is nonrefundable)

**Please be reminded that aftercare ends promptly at 6:00pm and all students must be picked up by this time.**

**For families that are on annual enrollment, any time your child is in aftercare after 6:00pm you will be charged an additional late fee of \$2.00 per minute. This charge will be billed to your account on a monthly basis.**

**For families that are drop-ins, any time your child is in aftercare after 6:00pm you will be charged proportionally for that time at the hourly rate of \$7.50/\$6.50. You will also incur an additional late fee of \$2.00 per minute. These fees will be charged to your account on a monthly basis.**

**Please make every effort to arrive on time or contact us if there is an emergency.**

**To reach Before Care before 8:00am call Jane Coats 336-688-9890. After 4:00pm please call 336-886-5516, ext. 299.**

**Childcare is not available on days we are delayed or dismissed early due to Inclement Weather.**

Drop-off and Pick-up

Drop-Off

Drop-off for Middle School is from 7:55 a.m. until 8:10 a.m. at the Middle School circle adjacent to the Kingrey Center (Council Street entrance). The school day for Middle School begins at 8:15 a.m. Kindergarten and Lower School begins at 8:30 a.m. (students are considered tardy at 8:35a.m.). Drop-off for Half-day and Full-day Early School begins at 8:30 a.m. (any student arriving after 8:50 a.m. must enter through the front door of the main building).

Lower School students may be dropped off at the circle in front of the Kingrey center beginning at 8:15 a.m. and proceed to their classroom. All Lower School students who arrive prior to 8:10 a.m. must be dropped off at before-care for an additional fee. Only Lower School students who have a Middle School sibling may be dropped off at the Middle School circle adjacent to the Kingrey Center (Council Street entrance) at 7:55 a.m. with their MS sibling.

Early School students may enter their classroom beginning at 8:30 a.m. at a designated entrance. Only Early School students who have a Lower School sibling may be dropped off at the circle in front of the Kingrey Center with their LS sibling at 8:15 a.m. (the Early School student will be escorted to their classroom). All Early School students who arrive before 8:10 a.m. must be dropped off at before-care for an additional fee.

### **Pick-Up**

5th grade and Middle School (grades 6-8) dismiss at 3:15 at the Middle School circle adjacent to the Kingrey Center (Council Street entrance). Lower School students who have a Middle School sibling, if parents wish, will be escorted to and supervised in the Kingrey Center until Middle School dismissal. At that time, parents will pick up both their Middle School student(s) and Lower School siblings at the Middle School pick-up location. If your child departs from school other than through the car rider line (i.e. walking or riding a bike), please send in a written note to the school authorizing them to do so.

Kindergarten-4th grade dismisses at 3:00 at the Lower School circle near the Kingrey Center. Early School students who have a Lower School sibling, if parents wish, will be escorted to and supervised at the Lower School circle. At that time, parents will pick up both their Early School student(s) and Lower School siblings at the Lower School pick-up location.

Early School students (Full-day) dismiss at 3:00 from their designated classroom doors. Early School students (Half-day) dismiss at 12:00 from their designated classroom doors.

**In the morning, it is important for parents to let the child come into the classroom alone;** this encourages independence and self-reliance for each student. At dismissal time, the same procedure should be followed; instead of parents coming into the classroom or school to pick up their children, students should be allowed to meet parents (or parent designees authorized to pick up the child) outside the building according to pick-up policies to be shared with parents prior to the beginning of school. A smooth arrival/dismissal process will ensure the safety and security of each child.

If you need to see a teacher or someone in the school office, please pick up your child outside and bring them in with you for the visit. Children are permitted to play on the amphitheater

playground or other parts of the school grounds after school only when supervised by an adult and not in use by the after-care program.

**Early Pick-up:** It is preferable that doctor's appointments, dental visits, etc. be arranged for after school hours. When this is not possible, the parent or authorized adult picking up the student must come to the school office to sign the early dismissal book. Students will be called to the front office upon their parents or parents' authorized representative arrival. **Students will not be permitted to leave school without following these procedures.** Please do not ask your child to meet you outside, as he/she will be unable to do so. When a student excused for a medical or dental appointment returns to school afterward, he/she is to be checked back in at the school office by an adult immediately upon returning to school.

### Inclement Weather

Announcements relating to school closings or delays at High Point Friends School due to inclement weather will be shared via our BRIGHT ARROW notification system. These announcements will be made as early as possible.

Please be cognizant of inclement weather that begins during our school day and check for an announcement of school closings via our BRIGHT ARROW notification system. If you have trouble traveling to pick up your child, please contact the school as soon as possible to advise us of your plans so that we can reassure your child of your arrival.

**There will be no Before or After School Care on school days with delays or when school is dismissed early because of weather. Child care is not provided when school is delayed, released early or closed due to inclement weather.**

### Birthday Celebrations

Parents may bring or send light refreshments to school to celebrate a child's birthday or half-birthday. A half-birthday celebration is for students whose birthday falls during the summer when school is closed. For example, a child whose birthday is July 15 may celebrate his/her birthday at school on January 15. The classroom teacher will decide when the appropriate time is for refreshments. Larger celebrations are discouraged because they detract from academic time. Parents are asked not to transport only some of the students in a class to an off-campus party at dismissal. Everyone must be considerate of the feelings of those students not invited to participate.

### Falcon Family Connection

The Falcon Family Connection (FFC) serves the mission of HPFS through partnership with the School. All activities of the FFC should be strongly influenced by the practices and testimonies

of the Religious Society of Friends. The Falcon Family Connection is under the umbrella of the HPFS Board of Trustees.

The FFC helps the school as follows:

- Supports the students at HPFS by volunteering in classes and supporting teachers
- Supports the school and its strategic and operational goals financially and in other ways that may be requested by the Head of School
- Provides fellowship opportunities for the parents, staff, and overall school community

### Contacting the School

The HPFS telephone number is (336) 886-5516. The office is open from 7:50 - 4:00 during the regular school year and Monday-Thursday 9-3 during the summer. Students should come to school prepared and are encouraged to not call home about homework or other forgotten items. Parents should assist the child in carefully checking to see that such items are organized in the evening and ready to be brought to school. Parents may leave a message for a student or teacher, but neither student nor teacher will be called to the telephone during the school day except in case of an absolute emergency. Parents will not be permitted to visit the classroom during instructional time unless this has been pre-arranged with the teacher. This disrupts teaching/learning time, and the school day needs to be protected in the interest of student learning and achievement.

If you, as a parent, want to permit your child to bring a classmate home after school, this must be arranged by both sets of parents prior to the school day. If a child is to ride home with another child for this or any other reason, a note must be sent to the classroom teacher giving permission for this dismissal procedure. **A telephone call to the school is not sufficient, as the school has a legal responsibility to confirm in writing that parental permission has been given for a child to be transported home by any means other than the dismissal procedure noted and signed by parents at the beginning of the school year. You may email Diane Osterholt at [dosterholt@hpfs.org](mailto:dosterholt@hpfs.org) with additional dismissal permissions for your child.** Disappointment for students who are not allowed to go home with someone else because written parental permission has not been given can be avoided by careful adherence to the above described procedure.

### Electronic Communication with Students

It is school policy that staff refrain from social texting or tweeting with students unless given written permission by a parent. **HPFS Employees are not permitted to accept friend requests on any personal social media sites from current HPFS students** to maintain a professional separation between staff members and students. It is also recommended that employees not accept friend requests from **parents of students**.

### Evaluations and Parent/ Teacher Conferences

Open and direct communication between home and school is key to a positive experience for every child. We encourage ongoing assessment of students and the sharing of that information with families. Beginning in middle school, parents may access their child's grades at any time using our online Blackbaud program. While interim reports are not issued in middle school, students will continue to receive a report card after each grading period. A conference for each student will be scheduled following the first nine week grading period. Other conferences may be requested by parents or teachers at any time. Parents are also encouraged to email teachers with any concerns which can be handled quickly through that format.

Occasionally, guardians may wish to seek outside services and evaluations that require input and documentation from the student's teacher(s). In this instance, where a guardian requests that a teacher complete any forms or documentation for a psychologist, psychiatrist, therapist, doctor, school, or any other outside provider, the completed information is only to be sent directly to the provider via the postal service. Guardians are asked to provide, along with the forms, an addressed, stamped envelope for the forms to be delivered. Teachers will complete the requested forms and documentation in a timely manner and inform the guardian when the information has been mailed.

### Visitors to the School

ALL VISITORS TO HPFS MUST CHECK IN AT THE SCHOOL OFFICE. Parents and others interested in the school are welcome, but must sign in at the front office. If you have items that need to be delivered to a student, please leave them with someone in the office and they will take them to your child at an appropriate time so as to not disturb classroom instruction.

### Lunch

Lower School Lunch is from 11:30- 12:00 and Middle School lunch is from 12:00-12:30 (Times may vary - please check with your child's teacher). You are invited to join your student for lunch at times throughout the year, however these visits must be coordinated in advance and approved through your student's teacher. Some classes may choose to eat outside during nice weather at the amphitheater (the big green steps in the front of the school). The following policies are in place in order to maintain a peaceful, safe space for our students and families.

- In Lower School- At the beginning of lunch, we observe a period of silence and centering. Please help us in encouraging this practice when you come to visit.
- Visitor's table ~ Visitors that are joining students for lunch will sit with their child(ren) at the visitor's table. This allows visitors to have special time with their child.
- **All visitors wishing to have lunch with a student must reserve a time at least 24 hours in advance before visiting and sign in upon arrival in the dining hall.**

## Allergies

At High Point Friends School, the safety and well-being of our students is our top priority. In order to ensure each child's safety, we address their unique needs on an individual basis. We ask that all parents of children with food allergies communicate their needs to their child's teacher before the start of school.

We have several students with severe nut allergies and therefore have a "nut-free" table in the cafeteria. Some classes choose to simply ban all products containing nuts when they have a severely allergic student in their classroom. If your child has a lunch that is free of any products containing nuts, they are welcome to sit at that table with their friends that may have allergies. Students with allergies are encouraged to invite friends to eat at the "nut-free" table with them.

## All School Meeting for Worship

Students (K - 8th grade) attend All School Meeting for Worship in the Worship Room at High Point Friends Meeting once a month. Parents are welcome and encouraged to attend these worship services and to bring siblings and other family members. The services begin at 9:00am. The dates for these programs will be shared at the start of each school year.

## Medical Policies

In the case of contagious illnesses, parents are expected to keep their children at home until the contagious period of an illness is over and have provided an "ok to return to school" note from a physician. Parents should inform the school about the illness, what type it is, and any specific information about when the child was infected. This enables the teachers to pass pertinent information to families of other class members so that parents can be on the alert for similar symptoms.

If your child is running a fever of more than 99.1 degrees, has a rash, has irritated red eyes with discharge, has a sore throat or has vomited, he/she may not be sent to school until a doctor has determined that a contagious illness is not involved. The school may request documentation of this determination. **Any child who has been sick must be fever-free (without the aid of medication) or free from gastrointestinal symptoms for 24 hours prior to returning to school.** For COVID protocol, please see specific addendum. Parents will be called to pick up children who have a fever or who are vomiting during the school day.

**Immunizations:** All students are required by NC State law to have current and up to date immunization records on file with the school. Current legal immunization requirements state that five and six-year-old students must also present a kindergarten health assessment by the first day of school. The law allows other students 30 calendar days from the first day of school to produce a satisfactory certificate of immunization. In addition, the law requires that, beginning the 31st calendar day, the student be suspended from school until proof of immunization is

presented.

The following are legally required immunizations:

- ALL Early School: Must provide up to date immunization records according to NC State laws
- By the start of Kindergarten: 5 DPT (diphtheria/pertussis/tetanus) shots; 4 oral polio vaccine doses; 1 measles (rubella ) shot 1 mumps shot (Measles, mumps, and rubella are usually give as one immunization.); Varicella (2nd dose before entering school for the 1st time)
- By the start of 7th Grade: The following new regulation is effective for students 12 years of age or before entering 7th grade:
  - A booster dose of tetanus/diphtheria/pertussis is required if five or more years have passed since the last dose of tetanus diphtheria toxoid; Meningococcal Conjugate vaccine (MCV) - 2 doses

**Medication:** No medication of any kind (not even cough drops) is administered without the school's medication consent form signed by the parents. ALL prescription medications require the medication form signed by both the parent AND the physician for the current school year.

Students who must take prescription medication at school must leave the medication and written instructions with the Front Office or the child's teacher. The medicine must be clearly prescribed for the student taking it. Students will be permitted to go to the office at the times the medication must be given. Students may not carry any medication with them while at school, not even cough drops (unless illness is severe enough to warrant the child needing medication immediately i.e. Epi Pens, Inhalers). Medications must be left in the front office. With the school's medication permission form signed by the parent, students can be given certain non-prescription medications during school hours after returning from an illness.

**In no case will students be allowed to take over-the-counter or prescription medications without the specific signed and dated consent form. No medications are provided by the school.**

### Safety and Crisis Management Plan

Safety and security of our students, staff, and property are major concerns to both parents and the school. Various elements of fire and other safety programs are included in the curriculum. Fire drills are held monthly and other types of drills are held periodically. Visitors to the classroom or school must come to the office entrance and register on the "Visitors" or "Volunteers" sheets in the reception area of the office.

HPFS has a comprehensive plan that deals with fire, bomb threats, storms, tornados, severe accidents, classroom lockdowns, chemical spills, and campus evacuations. Plans are posted in

each classroom and administrative office. High Point Friends School stays in compliance with the EPA's Asbestos Hazard Emergency Response Act of 1986 (AHERA) and its corresponding regulation entitled the "Asbestos-Containing Materials in School Rule." Statements from the architects and/or builders of campus buildings are on file attesting to the fact that no materials or products containing asbestos were specified or installed in the buildings. These statements can be found in the school's Management Plan in the Head of School's office.

### Re-enrollment Contracts for New Students

Each staff member evaluates his/her students and makes recommendations to the Head of School for the ensuing year. Early re-enrollment (for current families) occurs during the month of February for the upcoming school year. A non-refundable deposit is due at the time of re-enrollment and is applied to tuition. Open enrollment for new students begins March 1.

### Academic curriculum

**Accreditation:** High Point Friends School is fully accredited by both the Southern Association of Independent Schools (SAIS) and the Southern Association of Colleges and Schools (Advanced ED) and is a member of the Friends Council on Education. The school was re-accredited in April, 2019.

**Curriculum:** Our curriculum emphasizes creativity, hands-on learning, problem solving, use of technology, academic excellence, and the nurturing of each individual within the school. High Point Friends School emphasizes the value of community, and opportunities are given for children to participate in service learning activities which builds social awareness.

The curriculum at HPFS emphasizes hands-on learning, problem-solving, and the use of technology. Middle School offers qualified students an accelerated math program which leads to Geometry/Math II in the 8th grade. Students not enrolled in the accelerated math program end with Algebra I in the 8th grade. Beginning in 2012-2013, the Science curriculum began incorporating the STEM (Science, Technology, Engineering, Math) approach in grades 6-8 in order to better prepare students for our changing economy and job markets.

#### **Grading Scale:**

A	90—100	Advanced/Goes Beyond
B	80—89	Proficient/Meets Expectations
C	70—79	Partially Proficient/Making Progress
D	60—69	Novice/Little or no progress

**Homework Policies:** Daily homework is intended to complement the school program.

Beginning in Kindergarten, homework should require no more than 30 minutes per day increasing to 45-60 minutes in 4th grade. It will not be unusual for Middle School students to have up to 1.5 hours of homework although the amount of homework on a given day will vary.

**Middle School Make-up Work Policy:**

Our first priority is that your child be well and healthy. Should your child feel well enough to begin make-up work, but is not yet able to return to school, please follow the guidelines:

On the second day of the student's absence, the parent/guardian may request make-up work by emailing individual teachers or coordinating with the MS Liaison. Make-up work may be picked up at the front office no earlier than 12:00pm on or after the second consecutive absence. In case a student has missed several consecutive days of school due to an illness or family emergency, certain assignments may be modified and/or dropped depending on the circumstances.

**Standardized Testing:** The Educational Records Bureau's Comprehensive Testing Program (CTP) will be administered to students in grades 3-8 each May. The scores from this test will be included in each student's permanent academic record maintained at the school. Individual score profiles will be provided to parents for their records.

**Tutoring:** There may be times when a student can benefit from individual tutoring. The school maintains a list of qualified tutors whom parents may contact to discuss additional services. Tutoring may be done on or off-site. Tutors charge individual families a fee for this service.

**Teacher Expectations:** The classroom teacher will inform parents in writing at the beginning of each school year of the classroom guidelines and expectations. Expectations for children's productivity and behavior will be clearly articulated to the children and parents, including consequences if those expectations are not met.

**High Point Friends Library:** HPFS has established an expansive collection of children's books for all levels. Students in all grade levels benefit from this resource. Kindergarteners through fourth graders have a designated media enrichment class in which they visit the library weekly and are given the opportunity to borrow a book. Parents are asked to help the school maintain its collection by encouraging their children to take extra care of the books and return them on time.

The High Point Public Library also serves as a resource for the school. The library provides us with books for general reading as well as with collections that support specific areas of the curriculum.

### Students with Learning Needs

Learning Styles, Learning Differences, Counseling and Diagnostic Evaluation: The faculty at HPFS recognizes that students learn differently. Teachers seek to understand each student's learning style and make an effort to present material in a variety of ways in order to maximize the strengths of all learners. Hands-on activities and cooperative projects utilize multiple senses and address a variety of learning styles and are staples of the HPFS program.

In order to ensure every student's learning needs are able to be met, parents are asked to share whatever assessment information they possess with the school. Failure to disclose information related to special needs before admission can result in the required withdrawal of the student and forfeiture of tuition.

In the event that HPFS faculty observe behaviors after admission that are indicative of a developmental delay, learning difference, behavioral or emotional problem, or other special need, the Head of School may recommend or require that the student be given a diagnostic evaluation by specialists at the parent's/guardian's expense. (Parents may also request an evaluation through the Exceptional Children's staff at their home public school). In order to remain enrolled at HPFS, the results of this evaluation must be shared with the faculty in order to enable the faculty to best meet the student's needs. As with all student records, the results of developmental assessments will be kept confidential.

### Dress Code

HPFS has no formal dress code or uniform requirements, but we expect clothing worn by students to reflect good taste and decorum and be age appropriate. Modest dress is expected of all our students with no undergarments exposed. Proper footwear (ie. sneakers) is strongly encouraged for our Early School through 4th grade as there is daily time on the playground and in PE classes. Teachers cannot be responsible for the daily changing of footwear for our younger students. Middle school (5th-8th) students are also asked to use good judgment in choosing their school attire and have the necessary footwear for their PE and outdoor activities.

Parents are asked to keep in mind that nonviolence is a key belief in Quakerism and Quaker education. Therefore, we ask that products or clothing depicting violent themes, inappropriate behavior or fighting not be purchased for use at HPFS. Parents are asked to assist children in buying clothing items for school wear that do not depict or encourage violence or inappropriate behavior in any form.

## Social Curriculum

The development of a healthy person includes physical, social, emotional, intellectual, and spiritual growth. We strive to nurture a child in each of these aspects of development.

Children are capable of acting responsibly in all areas of life. They need to learn to develop their own sense of values and, with the help of the teacher and other adults, to be responsible for their own learning. Every day, in every subject area, the Quaker values of Simplicity, Peace, Integrity, Community, Equality and Stewardship (SPICES) are developed in students, ultimately allowing each child to develop a personal standard of values, and attitude toward learning. The key to all learning is individual growth, and Quaker values lead to and enhance this type of growth.

## Field Trips

Students go on several field trips during the school year. Teachers will send home detailed information prior to each scheduled trip. The trips are designed to correlate with focus areas of our academic or social curriculum. Students enjoy seeing or hearing about concepts they have learned actually being put to use in a setting outside the school. Some field trips including overnight trips may require additional financial support from families to cover transportation and/or other costs. Parents do not serve as chaperones for Middle School field trips unless specifically requested to do so by the Middle School Director. It is the expectation that all Middle School students participate in the overnight field trips. Those not participating must remain at home and are counted absent from school.

## Lunches/Snacks

HPFS does not have a full-service dining facility on campus. However, full day students are offered the option of ordering, on a monthly basis, a catered meal for lunch. The catered meal can be ordered for the month ahead for all or any school days in that month. Orders are now placed online via Hot Lunch Online (<https://hpfs.h1.hotlunchonline.net/>). **Ordering and payment for lunches must be made by the stated deadline.** Lunches cannot be ordered or altered once the deadline has passed. Students choosing not to participate in the catered lunch option must bring their own lunch to school. Parents are encouraged to send well-balanced, nutritious meals and snacks. Our 5th grade and Middle School students will have lunch at 12:00pm -12:30pm. Our Full Day Early School and Lower School students (Toddlers - 4th Grade) will have lunch at 11:30am - 12:00pm. Lunch times could vary...please check with your teacher.

### **Early School Students:**

Helping children learn how to get along with other children and following the directions of an adult other than their parent is a key component of the Early School experience. High Point Friends School is committed to providing a caring, positive approach regarding behavior

management and discipline. The teacher will focus on the positive behaviors and reinforce these behaviors as often as possible. Coaching and modeling of appropriate behaviors will also be utilized in each classroom. Children will be encouraged to use their words when resolving a problem with a classmate. Redirecting behavior as possible or separating a child to the “thinking chair” are other strategies used in the classrooms.

Disruptive behavior distracts from the full benefit of the early school program. Behaviors such as hitting, biting, kicking, and spitting are considered disruptive behaviors. An incident report will be completed to document the inappropriate behavior and shared with the parents. Should the behavior be disruptive and/or dangerous, it may be necessary for the child to be sent home for a specified amount of time. If the child has difficulty managing his/her behavior on a recurring basis, the parent of the child will be asked to meet with the child’s teacher and the Early School Director to create an individual behavior plan. Should the behavior not improve with the behavior plan, it may be necessary for the child to be removed from the Early School program.

### **Lower School through Middle School:**

Lower School through Middle School utilizes “Student Centered Reflection” to encourage responsible citizenship and positive social interactions. High Point Friends School is committed to educating the whole child. The community and spiritual aspects of life are recognized as essential components of Friends education. We strive to promote awareness and empathy among our students so that they become actively involved in making their community and the world a better place. Our hope for our students is that they discover the joy of lifelong learning and contributing responsibly to their community.

High Point Friends School is committed to maintaining a safe, supportive environment for everyone in our community. Every member is expected to act with integrity in accordance with the principles of responsibility and respect. The focus of our student behavior system is on teaching sound decision making and promoting positive behavior, not on punishing wrongdoers. We highly value truthfulness, taking responsibility for one’s actions, and learning from one’s mistakes. Our vision is of a caring community of self-disciplined students whose words and actions consistently reflect the Quaker values of our school.

Each teacher has a positive reward system to encourage and reward appropriate behavior. Many of the lower school teachers use the “DOJO” system for building and tracking positive points.

There are times when consequences must be used to help our students learn from their mistakes, therefore, we utilize “student centered reflection” that encourages students to reflect on their behavior and the impact of their actions. The following plan is implemented in all classrooms:

If a student's inappropriate behavior or actions disrupt the class, a warning will be given. If the student needs a second reminder/warning, the student will be sent to a designated area in the classroom to reflect on their actions.

Guiding Queries which may be used for helping students make the right decisions (These queries may be put in picture form or simpler language for our younger students):

- Are my words and actions safe for myself and others?
- Are my words and actions helping to create a supportive environment where others feel comfortable and accepted?
- Are my words and actions showing care and respect for myself and others?
- Are my words and actions showing care and respect for the physical environment?
- Am I being honest with myself and others?
- Am I taking responsibility for my behavior?
- Have I learned from my mistakes?

It is expected that the student will return to the group/class ready to positively join the group. However, should the student continue with inappropriate behavior or actions that are disruptive, teacher discretion will be used to determine the appropriate consequence. Should the student need to be sent to the Division Director, Assistant Head of School, or Head of School, the administrator will help the student reflect on his/her actions and the parent will be notified. The administrator and parent will confer to determine if the student should go home and process the events with family.

Working together as a community, we will achieve our vision of building a caring community of self-disciplined students whose words and actions consistently reflect the Quaker values of our school.

### **Bullying Policy**

At High Point Friends School, we adhere to a code of conduct that promotes responsible behavior and choices and work towards prevention of bullying behaviors. Bullying behaviors are categorized as follows:

- Psychological bullying
- Verbal bullying
- Physical bullying
- Cyber-bullying including disrespectful postings (**Students are accountable for all inappropriate social media postings 24/7 on and off campus**)
- Sexual bullying or sexual harassment

Should there be incidents of bullying or harassment, it is the responsibility of the High Point Friends community member(s) to report this behavior. Students should report such incidents to a parent, teacher, advisor, coach, or administrator. Adults who receive this information should

make certain that the appropriate administrator (Division Director, Assistant Head of School, or Head of School) is informed.

Consequences involving intervention by the Administration may be necessary for the following additional behaviors:

- Use of physical force or fighting
- Inappropriate language (cursing, terms of disrespect)
- Disrespectful behavior towards teachers or staff members: defiance, talking back, refusal to follow directions
- Biting or hitting another student or a staff member
- Spitting
- Throwing objects (food, rocks, books or any object that could harm a student or staff member)
- Sexual or verbal harassment
- An accumulation of misbehaviors and/or teacher referrals to the Head's/Designee's office.

The Head/Designee will determine the consequences for the student after consulting with the student and teacher. Depending upon the severity of the misbehavior, the Head/Designee may assign in-school or out-of-school suspension or expulsion. Decisions for the course of action will be made to meet the needs of the student and the High Point Friends community. Should a criminal offense be reported to the school office (whether on or off campus), High Point Friends School will take responsibility for reporting the offense to the proper community authorities as needed.

These behavior policies are applicable school-wide, including Early School, Lower School, Middle School, Before and After School Care, and on any school-related activity on or off campus.

### **Drug, Alcohol, Tobacco, and Weapons Policy**

All members of our school community—adults as well as children, are expected to be drug, alcohol, and tobacco free while participating in any school events on or off campus.

Our weapons policy in accordance with state law prohibits the carrying of any weapons by children or adults on to school grounds or to school events on or off campus. Children need to be made aware that knives and other pointed instruments, which may seem harmless to them, can be potentially dangerous to others and will not be tolerated in school.

### **Technology**

Let Your Life Speak - In Person & Online

**Responsible Use Policy:**

The members of the High Point Friends School Community strive to attain the Quaker ideal of seeing “that of God in everyone.” Personal integrity and academic honesty are fundamental principles that must be upheld by all members of the High Point Friends School community in order to create an atmosphere in which trust, scholarship, and friendship may flourish.

In the world of technology, these ideals still apply whether you are on or off campus or using a school or personal device. The School expects that your behavior in the electronic world will reflect the HPFS Behavioral Expectations for our school community that you use face-to-face with others.

High Point Friends School embraces the use of technology for education. There are many exciting new applications of technology offered to enhance the learning process every year. However, students should be mindful of safety considerations when using technology at school and especially when away from school. All HPFS Middle School students will have a google account that is used in their classes and for homework. During non-school hours, many students use cell phones for various forms of communication, including the Internet.

HPFS utilizes Google Workspace for Education as our communication platform for parents and students. GWFEE complies with federal privacy laws (these do not apply to us because we do not receive federal funds, but we find them instructive), is compliant with ISO Standards for protecting personally identifying information, and received a passing score in a recent Common Sense Media Privacy Program report. Google has also signed the Student Privacy Pledge introduced by the Future of Privacy Forum and GAFE is used by public and private K-12 schools across North Carolina and the United States, including Guilford County Schools.

Link [here for more information about Google's Privacy Policy](#) for these applications.

Parents and students need to be aware of basic safety considerations whenever they are using computers and cell phones:

- Protect all logins and passwords, sharing them only with parents.
- Ensure that all Internet access is filtered and that all social networks are appropriate to the age of the student and are set to private.
- E-mail, chat, text, IM, and network only with people you know.
- Never divulge personally identifying information, including your name, phone number, or address, to an unknown site or person.
- Keep all content appropriate, including text, photos, and videos.
- Alert a parent or teacher if anything inappropriate takes place while using technology.
- Students should be aware that almost everything they do online can be found and could be revealed in the future, with possible damage to their reputations, high school and college admissions, and even careers.

The use of technology by High Point Friends School students should be for educational purposes. Along with opportunities provided by technology, comes the obligation of using it in an appropriate, responsible manner. The use of technology should be ethical; reflect honesty; demonstrate respect for intellectual property; and guarantee the individual's rights to privacy and freedom from intimidation, harassment, and annoyance.

Every effort will be made to educate the student body in the appropriate use of technology. It is the responsibility of all members of the High Point Friends School Community to be knowledgeable of and observe these policies and guidelines:

- While on campus, all wireless devices must be logged on the HP Friends network; do not use cellular data on campus.
- Laptops may only be used with direct teacher supervision in class; they may not be used during break or lunch.
- **All wireless devices, including cell phones, must be kept in your locker, unless your teacher has approved them for use in the classroom.**
- You are expected to follow the provisions stated in this Responsible Use Policy. This includes on and off-campus use of computers related to High Point Friends School.

#### **Misuse and Unacceptable Use:**

- Misuse of technology (computers, printers, phones, network, etc.) in any form will result in consequences and/or disciplinary action.
- Misuse of technology off-campus that impacts school life on campus may result in disciplinary action.
- Significant violations including damaging equipment, accessing areas of the network that are not for student use, accessing or creating websites that contain pornography or inappropriate language are unacceptable. If involved in such violations, consistent with the HPFS Behavioral Expectations for our school community, disciplinary action will be taken.

The primary purpose of the HPFS Network is to support students and teachers in the process of teaching and learning. Any violation of the principles and policies in this document may result in disciplinary action (including suspension or expulsion) and possible legal action.

The School's Network, which provides a wide range of computing resources, including software, hardware, email and Internet access, is the property of the High Point Friends School. Privacy and security of files and electronic communication are not guaranteed and should not be assumed. The Network Administrator, the School's Administration, and designated staff reserve the right to access a user's mailbox and files stored on or processed through the HPFS Network

in order to help maintain the system's functionality, for compliance with legal requirements, and as otherwise required for the well-being of the school.

### **Financial Policies**

Family accounts from the prior year must be brought current within 30 days of the start of the new school year. If the account is not current within the 30 day period, student(s) suspension from school and/or Before and After School Care will occur until the account is settled.

**Insufficient funds:** A \$30.00 fee is imposed for each check, draft, or credit card payment returned due to insufficient funds.

**Tuition:** Tuition payments are drafted through the Blackbaud Tuition Management System on the fifth or the fifteenth of each month (if that day is on a weekend or bank holiday, on the next business day). There is no fee for ACH drafts, however, if you set up your payment through credit card, there is a 3% credit card fee. Blackbaud Tuition Management System will charge a \$50 late fee to payments not collected by the payment date selected by the family upon enrollment.

If a family's draft, check, or credit card payment is returned for nonsufficient funds more than two times during the school year, we can no longer accept personal or business checks nor can we draft your bank account on file for payments. You must submit payments by cash or by bank certified check by the fifth of the month. In addition, your account balance cannot be greater than one month behind in order for your students to remain enrolled at High Point Friends School.

Student transcripts and cumulative files will not be released until the account is paid in full.

### Covid- 19 Addendum

High Point Friends School's previously established illness policy as stated in this parent/ student handbook will remain in place. This policy states:

In the case of contagious illnesses, parents are expected to keep their children at home until the contagious period of an illness is over and have provided an "ok to return to school" note from a physician. Parents should inform the school about the illness, what type it is, and any specific information about when the child was infected. This enables the teachers to pass pertinent information to families of other class members so that parents can be on the alert for similar symptoms.

If your child is running a fever of 99.1 degrees or more, has a rash, has irritated red eyes with discharge, has a sore throat or has vomited, he/she may not be sent to school until a doctor has determined that a contagious illness is not involved. The school may request documentation of this determination. Any child who has been sick must be fever-free (without the aid of medication) or free from gastrointestinal symptoms for 24 hours prior to returning to school. Parents will be called to pick up children who have a fever or who are vomiting during the school day.

In addition, the school will follow the protocols provided by the **CDC** and the NC Department of Health and Human Services.

On August 11, 2022, CDC made the following updates

<https://www.cdc.gov/media/releases/2022/p0811-covid-guidance.html>

- Recommending that instead of quarantining if you were exposed to COVID-19, you wear a high-quality mask for 10 days and get tested on day 5.
- Reiterating that regardless of vaccination status, you should isolate yourself from others when you have COVID-19.
  - You should also isolate yourself if you are sick and suspect that you have COVID-19 but do not yet have test results.
    - If your results are positive, follow CDC's full isolation recommendations.
    - If your results are negative, you can end your isolation.
- Recommending that if you test positive for COVID-19, you stay home for at least 5 days and isolate yourself from others in your home. You are likely most infectious during these first 5 days. Wear a high-quality mask when you must be around others at home and in public.
  - If after 5 days you are fever-free for 24 hours without the use of medication, and your symptoms are improving, or you never had symptoms, you may end isolation after day 5.

- Regardless of when you end isolation, avoid being around people who are more likely to get very sick from COVID-19 until at least day 11.
- You should wear a high-quality mask through day 10.
- Recommending that if you had [moderate illness](#)
- (if you experienced shortness of breath or had difficulty breathing) or [severe illness](#)
- (you were hospitalized) due to COVID-19 or you have a weakened immune system, you need to be isolated through day 10.
- Recommending that if you had [severe illness](#)
- or have a weakened immune system, consult your doctor before ending isolation. Ending isolation without a viral test may not be an option for you. If you are unsure if your symptoms are moderate or severe or if you have a weakened immune system, talk to a healthcare provider for further guidance.
- Clarifying that after you have ended isolation, if your COVID-19 symptoms worsen, restart your isolation at day 0. Talk to a healthcare provider if you have questions about your symptoms or when to end isolation.
- Recommending screening testing of asymptomatic people without known exposures will no longer be recommended in most community settings.
- Emphasizing that physical distance is just one component of how to protect yourself and others. It is important to consider the risk in a particular setting, including local COVID-19 Community Levels and the important role of ventilation, when assessing the need to maintain physical distance.