



The Crowden School

Where music changes everything

Family Handbook 2022-23

The Crowden School Family Handbook serves as your guide to the school day, including important policies and procedures. We're excited to have you as part of our community.

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The Crowden School Community

The Crowden School (“TCS,” “Crowden,” or “the School”) is divided into the Lower School (grades three through five) and the Upper School (grades six through eight).

All parents/guardians and students are expected to abide by the policies and procedures as stated in this Family Handbook (“Handbook”). The Family Handbook may be modified at any time by the School, in its sole discretion and with or without notice. Please refer to our website, www.crowdenschool.org, for general information.

School Ethics

- The Crowden School follows these selected Principles of Good Practice as established by the National Association of Independent Schools (NAIS):
- To respect, affirm, and defend the dignity and worth of each member of the School community
- To establish, publish, implement, and monitor policies that promote equity and justice in the life of the School
- To support the ongoing education of the Board, parents/guardians, and all school personnel
- To value each and every child, recognizing and teaching to their learning style, ability and life experience
- To adhere to local, state, and federal laws and regulations that promote equity
- To develop in our students a sense of responsibility for equity and justice in the broader community

Non-Discrimination Statement

The Crowden School does not discriminate in its policies, activities, academic and co-curricular programs, tuition assistance programs, or employment practices on the basis of race, color, ancestry, national or ethnic origin, age, religion, sexual orientation, gender, physical or mental disability, genetic information or characteristics, marital status, military or veteran status, or any basis protected by law.

Building Hours/Facilities

MAIN OFFICE AND PHONE HOURS

7:45am–6:00pm Monday through Friday.

Additionally, the building is open after school and in the evenings and weekends for scheduled lessons, rehearsals, concerts, and other events.

We share our building with hundreds of private students, renters, and visitors. Care and respect for communal space is essential to our day-to-day schedule.

All members of the community are expected to take responsibility for cleaning up after themselves and treat equipment, grounds, and our heritage building respectfully so that they remain in good condition. Any member of the community who defaces, damages, or destroys school property will be required to repair or replace the damaged item and will also face disciplinary action.

Parking and Traffic Safety

TCS parking-lot spaces are reserved for staff and faculty. There is ample parking in the neighborhood. Beware of parking restrictions in front of TCS and the neighboring Ruth Acty School, and note the signs designating street-sweeping days.

Please use the green-curbed bay in front of the School when dropping off or picking up students. Adults who park on the opposite side of the street must accompany students across the street using the crosswalks.

Out of consideration for our neighbors, please avoid parking—even temporarily—in such a way as to disturb families in the vicinity. This includes parking in illegal areas, driveways, or in any way that inconveniences or obstructs the neighbors.

Double parking and U-turns in front of the building are illegal and dangerous; do not double park as that impacts school bus safety during morning drop-off and afternoon pick-up times.

Please note that Rose Street and surrounding areas are regularly patrolled by Berkeley traffic and parking officials. Families are responsible for resolving any parking fines incurred.

Visitor Check-in Procedure

To ensure building security and student safety during the School day, all parents/guardians and visitors must check in at the front desk during school hours and sign a registration book indicating purpose of visit, time of entry, and time of departure.

All visitors who require access to school grounds beyond the lobby, including parents/guardians, must wear visitor tags visibly. Visitors may not enter classes when they are in session, except by prior arrangement with the teacher.

The School Day

Schedule

The School day runs from 8:00am–3:30pm Monday through Friday. 3rd Graders are dismissed at 2:50pm each day.

Arrival and Attendance

Students may enter the building at 7:40 by the Rose Street entrance. Parents/guardians are responsible for their child's safe arrival at school. Please do not leave your child unattended before 7:40am.

Upon arrival students are expected to:

- Check in with front desk personnel taking attendance.
- Check in cell phones. [see Cell Phone and Electronic Equipment Policy, p. 17]
- Be seated in the auditorium.

A bell is rung at 7:55am and another at 8:00am to signal the start of the day. All students are expected to be present in the auditorium before going to first period classes.

Attendance is a standard component of music and academic classes and is considered part of a student's overall grade. Tardy students will be responsible for catching up on missed material, and may not be allowed to participate in class activities or ensemble performances at the School's sole discretion.

Persistent tardiness jeopardizes the progress of the entire group, and may result in inadequate preparation for activities and performances. Attendance and punctuality are key considerations in students' ensemble assignments. After three tardies, parents/guardians will receive a warning letter that must be signed and returned. Persistent tardiness will be addressed by the Director of Music and Principal, and may result in further disciplinary action.

Parents and students should refrain from scheduling appointments during the School day that affect a student's attendance in class.

Reporting Absences and Tardies

Parents/guardians are required to report student absences by phone (510-559-6910) or email (frontdesk@crowden.org) before 8:00am on the day of absence. The front desk notifies faculty and staff of planned absences through a daily email and notes on the whiteboard in the front hallway.

Notification of unexpected tardiness is appreciated so that classes and ensembles can continue as scheduled.

Ample vacation time is provided in the School calendar. Parents/guardians should not take children out of school unless it is unavoidable. Unnecessary absences may cause a child to fall behind in their work, and teachers should not be expected to prepare assignments ahead of time for a non-essential absence.

Textbooks, Supplies, Required Materials

Crowden supplies textbooks, workbooks, music folder, manuscript paper, calculator, and spiral notebooks. In general, families provide their children with instruments and instrument cases, binders, dividers, graph and binder papers, pencils, highlighters, music stands (labeled with the student's name, please), a mute, rosin, and soft cloths (for string instruments), and other supplies. Students are encouraged to carry their music and music equipment (rock stops, shoulder rests, etc.) in a separate tote bag so that these items are tracked easily.

Students should come to school prepared with the materials they need and are required to bring necessary materials and supplies to every class period. Failure to bring proper materials wastes valuable class time and may be subject to discipline.

Storing Personal Property

Each student is provided a space to store personal belongings, lunches, and instruments. Backpacks should never block doorways. Keeping the School tidy is everyone's responsibility. Students are expected to store and take home backpacks, lunches, instruments, and other materials daily and not leave them in common areas.

Lunch and Recess

Breaks are scheduled after every two class periods. Lunch is scheduled from 11:40am–12:15pm.

Students bring their own lunches, utensils, drinks, and snacks to school; Crowden does not provide disposable items so please make sure food is brought in appropriate, microwave-safe, reusable containers. All student lunches and snacks should be clearly labeled. Microwave ovens are available for student use. TCS discourages the consumption of candy and sodas during the School day and asks that parents/guardians make healthy choices in terms of food brought to school parties and events. Food should be nutritious and served in appropriate quantities to avoid waste. For safety, food should be stored in a thermos or with a cold pack. We ask you to monitor your child's food needs and modify amounts accordingly.

To maintain a clean campus, students may not eat in the classrooms or on carpeted areas during the School day.

Students are not permitted to enter the kitchen/staff room during school hours unless accompanied by an adult.

Passing Periods

The School provides a five-minute passing period between classes so that students may consistently arrive on time. Students are considered tardy if they are not present at the start of class.

Dismissal

3rd grade students are dismissed at 2:50pm from the Ada Street gate in the back of the campus. All other students are dismissed at 3:30pm from the Rose Street entrance, where a faculty or staff member will wait with them until 3:45pm. Students who have written parent/guardian permission on file may leave school at the end of the day without an adult. Permission to leave must be renewed each year. After 3:45, any child who has not been picked up will be signed into Aftercare and escorted to the Aftercare room. At no time is any child permitted to wait unsupervised in front of the School. Students who leave TCS after dismissal at the end of the School day may only return that same day if accompanied by an adult.

Early Release from School

Parents/guardians must notify the front desk by email (frontdesk@crowden.org) at least 24 hours in advance if students need to leave school early. As a courtesy, we ask that you inform the teacher(s) of any class that your child will miss. We understand that medical appointments may come up. However, last-minute notification of early dismissal is disruptive to students and classes and should be avoided.

Parents/guardians requesting early pick up of a child prior to the scheduled dismissal must sign them out in the binder at the front desk; a staff member will retrieve the child from class. All releases are made at the front desk. At no time will any child be released to anyone at the classroom door. Children are not permitted to wait unsupervised for early pickup.

Pick-Up Authorization

If anyone other than the child's parent or legal guardian is to pick up the child, the parent/guardian must authorize this action in writing. The written note should include the authorized person's name, phone number, and relationship to the child.

Aftercare

The after-school program, known simply as "Aftercare," begins just after dismissal time (2:50pm for third grade, 3:45pm for grades 4–8) and ends at 6:00pm. Students who are not enrolled in Aftercare must leave the School grounds by their designated dismissal time or they will be automatically signed into Aftercare and will be charged based on the rates given below.

Aftercare takes place in the Library. The Aftercare Supervisor oversees homework and supervised recreation during the after-school hours. Healthy snacks are provided. Students

are expected to follow appropriate school behavior standards, and may not be permitted to take part in Aftercare if those are not respected.

AFTERCARE CHARGES & SIGN-OUT PROCEDURES

The daily charge for Aftercare is \$15.00 for students picked up by 5:00pm; \$20.00 if picked up by 6:00pm. Students who leave for and return from a Crowden lesson pay \$15.00 regardless of the time they are picked up. All students must be picked up by 6:00pm or parents/guardians will be charged \$8.00 per minute for every minute they are late in retrieving their child. Monthly billing statements are sent through our FACTS payment program.

Campus Safety/Emergency Preparedness/Supervision

Safety and security are everyone's responsibility. Students, faculty, staff, and parents/guardians are requested to report violations promptly to the administrator in charge. The building is equipped with an electronic security system. The front door and back gates are locked and monitored throughout the day. In the event of an unauthorized person on campus, the Berkeley Police Department may be notified.

FIRE AND EARTHQUAKE DRILLS

Practice drills are held at the School periodically throughout the year. Students are trained to duck and cover and to evacuate the buildings and assemble with their teachers on the lawn.

EARTHQUAKE PREPAREDNESS

On the first day of school, each student should bring their own personal Earthquake Kit in a standard-size backpack labeled on the outside with the child's first and last name. If your child has a prescription medicine in the backpack, please place a large "P" next to their name. Emergency Backpacks are due on the first day of school. These backpacks are stored in a shed outside of the School building, along with a supply of food and emergency equipment, and will be distributed in the event of an actual emergency.

SUPERVISION

Students are not allowed to leave school property without adult supervision at any time during school hours. Students should remain within eye contact of adults during the School day and notify adults about their location on the premises. At no time are students to be onstage, backstage, in the kitchen, or in classrooms without adult supervision.

Lost and Found

A lost and found area is located near the front hallway restrooms. Smaller items (eyeglasses, keys, etc.) and unclaimed sheet music are typically held at the front desk. Unclaimed items are periodically donated to charity throughout the year. Families are asked to label all items with their child's name so that students can easily identify their belongings in the lost and found.

Communications

Clear and frequent communication among Crowden students, parents/guardians, faculty, private teachers, and administration is crucial. The staff, faculty, and administration at the Crowden School value effective communication between home and school. So that you receive information in a timely manner, please use the following guidelines:

Front Desk (frontdesk@crowden.org): Emergencies, reporting absences, courtesy calls for tardy arrivals, last-minute changes to student pick-up schedules, school forms, field trips, volunteering, and general school life matters.

Teachers: Matters directly related to individual classes including materials, routines, curriculum, assignments, activities, student progress.

School Counselor, Monica Frame (mframe@crowden.org): Individual student or family issues, social difficulties between students, or other emotional concerns.

Principal, Marion Atherton (matherton@crowden.org): Questions regarding academic curriculum or school program, Thinkwave, student concerns or questions including learning issues and special needs.

Director of Music, Eugene Sor (esor@crowden.org): Questions regarding music curriculum, placements, practice, student concerns or questions including learning issues or special needs.

Parent Volunteer Coordinator, Naomi Marks (crowdenvolunteercoordinator@gmail.com): Volunteering opportunities or requests, Signup.com and volunteer hours, room parents.

Finance Office, Maria Danielson (mdanielson@crowden.org): Matters relating to invoices and payments.

Communications Director, Jen Strauss (press@crowden.org): Student news and photo submissions, questions about the newsletter or website.

Community Programs Assistant, Lark Sealine (communityed@crowden.org): Community programs classes and registration.

Families should not contact faculty and staff members on private home or cell phone numbers or through text messages, but instead should send an email.

Primary means of (and resources for) communications include:

Email

Email is the best way for parents/guardians to contact faculty with individual questions or concerns. TCS is committed to protecting the privacy of our families. We try to limit mass email communications to important news, updates to or changes of information, and concert announcements.

Faculty and staff can all be contacted by first initial and last name (lowercase; no spaces) @ crowden.org. Due to varying teaching schedules, it may take two business days to respond.

School Messenger

Crowden uses the notification system SchoolMessenger, which allows us to contact our school population quickly and efficiently when time-sensitive communication is warranted. In addition to sending mass alerts in case of an emergency, we use this system for urgent announcements, school closure alerts, changes in operations, and COVID-19 procedures. Notifications can be sent both during and outside of school hours by email, phone, or text message. You can control your preferences for non-emergency alerts using a free SchoolMessenger app which can be found in most phones' App Stores.

In order for you to receive text notifications from SchoolMessenger, regulations require that you "opt-in" to the system. You have already received a text message asking you to opt-in, but you can opt-in at any time by texting "Y" to this number: 67587.

Phone Guidelines

MESSAGES TO FACULTY AND STAFF

The front desk receives and distributes all phone messages. Please note that faculty and staff schedules vary, and messages may not be received immediately. The front desk reception can answer many general questions, but cannot offer specific information about classes or other administrative matters.

The best way to get the information you need is to contact the specific individuals by email.

MESSAGES TO STUDENTS

The front desk will give messages to students during the course of the School day and post last-minute updates for students on the whiteboard in the hallway, but will not pass on information about homework assignments or after-school social arrangements. We ask parents/guardians to reserve sending messages for emergencies only.

STUDENT PHONE USE

Students are discouraged from making unnecessary phone calls during the school day. Students may use the front desk telephone for non-urgent matters at the discretion of and with permission from Crowden faculty or staff. No student is allowed to use the phone unless there is an adult at the desk. Messages for students must be phoned through the front desk (See Cell Phone and Electronic Equipment Policy, p. 17 for further guidelines).

Board Postings

The whiteboard in the hallway posts daily information regarding student attendance, early departures, and special reminders. Room, class, and rehearsal schedules are typically posted on the TCS board on the wall opposite the kitchen.

Bulletin boards dedicated to community programs, TCS, and broader community events are located in the main lobby. If you would like to post a flyer for an outside organization or

concert on the Community Events board, please submit it to the front desk for approval. Only approved materials will be posted.

Directories

Families may specify what contact information, if any, Crowden should publish in the directory. Each year families receive an intake form to update contact information along with a Do Not Publish (DNP) option. Contact information requested as “Do Not Publish” is not included in the family directory. Crowden will not release any contact information to members of the outside community. The information in the directory, as well as administrative and staff contact information, should be considered confidential and not for public use. Families may not disclose any TCS student contact information to any person, or permit any person to examine or make copies of this information.

Website

Crowden’s website, www.crowden.org, is also a great source of information on special events, calendars and schedules, supporting Crowden, community programs, our talented faculty, and so much more.

The TCS parent page, www.crowden.org/current-parents, provides handy links to Signup.com, Thinkwave, downloadable forms, and many other parent resources.

TCS Weekly Newsletter

The weekly newsletter, published every Thursday, is a vital means of communication between the School and TCS parents/guardians and students. Please read it carefully every week for important information on all aspects of TCS life: upcoming concerts, rehearsals, field trips, fundraisers, special events, birthdays, and more. We also love to highlight our students’ many and brilliant achievements in the weekly newsletters. Please submit a newsletter entry for any upcoming concerts, soccer tourney wins, acting debuts, or other news. To submit, just send an email to our Director of Communications at press@crowden.org. The deadline for weekly newsletter submissions is 11:00am the morning prior to publication.

The weekly newsletters are archived on a password protected page: www.crowden.org/tcs-news-archive. Please contact the front desk for password assistance.

Student Citizenship and Behavior

Good citizenship is an integral part of The Crowden School’s educational philosophy. Crowden students learn to be accountable for their actions and choices, to treat each other and their environment respectfully, to finish class and homework assignments, and to cooperate with faculty, staff, and administration. The School retains sole discretion in addressing student conduct issues.

Lower School (Grades 3–5)

Lower School students learn to be accountable for their actions and choices, to treat each other and their environment respectfully, to finish class and homework assignments, and to cooperate with faculty, staff, and administration. Lower School students are taught to take responsibility for their behavior and the well-being of their classes. As the students mature in Lower School, they begin to share responsibility for the welfare of the entire school community. If a student has difficulties meeting these expectations, or following these guidelines, parents generally will be informed and appropriate actions will be taken to resolve the problem.

Upper School (Grades 6–8)

Upper School students are expected to support The Crowden School mission. Upper School students act as role models for the Lower School students. Upper School students grow into their positions of leadership with greater responsibilities awarded to them as they move from sixth to eighth grade. They learn to share in and to take responsibility for the welfare of the School.

In service of these goals, Crowden School students are expected to abide by the School's basic principles of conduct:

- Be Safe
- Be Respectful
- Be Responsible

These principles form the basis of the School's Code of Conduct as outlined below.

Student Code of Conduct

It would not be possible to anticipate or list every example of conduct that is unacceptable. These examples are non-exhaustive, and are provided as guidance to students. In addition to abiding by all school policies, students are expected to exercise good judgment and conduct themselves in the spirit of Crowden's principles and values.

BE SAFE

- Keep your hands and bodies to yourself.
- Walk, don't run, in the hallways.
- Avoid rough play at all times (play fighting, wrestling, pushing, kicking, etc.).
- Use bats and hard balls only as directed during PE classes.
- Carry skateboards, scooters, razors, skates, or shoes with wheels while on campus. These items, if brought to school, must be carried onto the school grounds and taken to the student's classroom for storage.
- Remain on campus during school hours unless given specific permission to leave.

- Do not bring alcohol, tobacco, drugs, or illegal substances to school.
- Do not bring weapons or dangerous items, including pocket knives and lighters, to school.

BE RESPECTFUL

- Respect school rules as outlined in the *Family Handbook*.
- Be courteous, kind, and positive.
- Avoid negative remarks, name-calling, hurtful gestures and behavior.
- Do not distract others during classes or performances.
- Respond respectfully and courteously to instructions from adults in charge.
- Use appropriate language at all times. Profanity and name-calling are not permitted.
- Respect school property and the property of other people.
- Use equipment properly and appropriately as instructed.
- Do not discuss parties or distribute party invitations at school, unless the entire class is invited.
- Playground games are open to all students who are interested in participating.

Be Responsible

- Be in class on time and ready to learn.
- Take the initiative to solve problems positively.
- Take responsibility for decisions and actions.
- Clean crumbs, spills, trash, and messes in your area before you leave the lunch table.
- Make your best effort at all times.
- Engage earnestly in efforts to resolve conflicts.
- Apologize when appropriate and seek ways to make amends for mistakes.

Unacceptable behaviors that may lead to discipline include, but are not limited to:

- Classroom disturbances
- Classroom tardiness
- Failure to complete assignments or carry out directions
- Acts of unkindness
- Dress code violations
- Poor or insensitive choice of language

- Cutting class/school
- Inappropriate touching
- Violation of the School's Harassment/Discrimination/Retaliation Prevention Policy
- Forgery/lying/cheating
- Bullying or verbal abuse (see the Bullying Policy)
- Obscene or offensive language or gestures
- Disrespect towards teachers or administrators
- Fighting or violence of any kind
- Vandalism, defacing school property, or damage to another's possessions
- Theft
- Possession of weapons or dangerous objects
- Possession of alcohol, tobacco, or illicit substances
- Leaving campus without permission

Parent-School Partnership

While students are primarily responsible for their own adherence to the Code of Conduct, parents, teachers, and administrative staff also have important roles to play. Children look to the adults around them for cues and guidance about how to behave. Thus, the success of the students relies on parents and school staff to embody and support the principles outlined in Code of Conduct.

A positive and constructive working relationship between the School and a student's parent(s) or guardian(s), or other individuals interacting with the School and/or the School community by virtue of their relationship with a student, is essential to the fulfillment of the School's mission, educational objectives, and operations. For these reasons the contract between the School and families requires parents and other individuals interacting with the School and/or the School community by virtue of their relationship with a student to support the School's philosophy of education and its implementation and operation of the day-to-day School and classroom programs, as well as the School's community expectations and guidelines, as expressed in this policy and other policies and procedures.

Together, we strive for an environment in which every individual works in the spirit of community for the overall success of the school.

Parents are expected to:

- Model courtesy, trust, caring, and respect.
- Support their child(ren) in being in school, on time, and ready to learn.

- Participate actively as members of the school community.
- Be informed about school policies and events.
- Work as partners with the staff in the problem-solving processes.
- Support the expectations for children’s productive, responsible behavior at school.
- Avoid any activity that may be considered offensive or counterproductive. Consider immediately informing anyone exhibiting offensive or counterproductive behavior that the behavior is unwelcome.
- Discontinue conduct immediately if informed that the conduct is perceived as offensive or counterproductive.

The School reserves the right to suspend, expel, or otherwise remove a student from the School, or decline to re-enroll the student, if the Principal concludes, in their sole discretion, that the actions of the student’s parents, or other individuals interacting with the School and/or the School community by virtue of their relationship with the student, impede the School’s ability to meet its educational objectives or mission, disrupt School operations, are uncooperative, unreasonable, or unsupportive of the School, its administration, its faculty or staff, philosophy, rules, regulations, policies and standards, or make it difficult to have a positive or constructive relationship with the parents.

Possession of Dangerous Items

The possession of items that may be considered dangerous in any way is strictly forbidden. This includes, but is not limited to, laser pointers, guns, knives, and chains. Firecrackers or fireworks of any description, lighters, matches, or any flammable materials are not allowed on campus. Employees will immediately report any student infractions as applicable.

Behavior Expectations for Concerts, Guest Visits, School Events

Crowden School students are expected to show respect and appreciation in the following ways:

- Students who are audience members must be accompanied to concerts by an adult. They are expected to listen attentively, giving full attention to performers. Clapping and cheering are encouraged. Distracting behavior and conversation are inappropriate while pieces are in progress.
- Students remain seated unless expressly directed to prepare for an onstage performance. Audience seating arrangements may vary during concerts. Parents/guardians are requested to help supervise their child’s behavior and support good concert etiquette.

- It is very helpful if the audience can help put away chairs after a school performance.
- Glowing citizenship remarks and grades may be noted in grade reports for exemplary rehearsal and concert behavior, but inappropriate or rude behavior may result in lowered student citizenship grades and disciplinary action.

These rules of conduct apply any time a student is on campus, participating in or attending a school event on or off campus, officially representing the School, and traveling on school-authorized transportation.

If a student has difficulties meeting these expectations or following these guidelines, students may be subject to discipline.

Bullying

The School believes that all students should have a safe and inclusive school environment. Bullying is inconsistent with the values and principles of the School.

SCOPE

This policy covers conduct that occurs both on and off of the School campus, and includes use of technology that is not owned by the School. This policy applies to all students and prohibits other students, and any other member of the School community, including teachers, staff, parents, and volunteers from engaging in conduct towards students that is prohibited under this policy.

PROHIBITED CONDUCT

Bullying is defined by this policy as:

Any physical or verbal act or conduct, including communications made in writing or electronically (including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, online games, chat rooms, and posting on a social network), directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a student in reasonable fear of harm to that student's person or property;
- Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health;
- Causing a reasonable student to experience substantial interference with their academic performance; *or*
- Causing a reasonable student to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by the School.

While the education code defines bullying as conduct meeting the above requirements that is severe or pervasive, conduct need not be severe or pervasive in order for the School to determine that there has been a violation of this policy.

Examples of bullying may include, but are not limited to:

- Social exclusion;
- Threats and intimidation;
- Stalking;
- Direct physical contact, such as hitting or shoving, or attempting to make physical contact or inflict physical injury;
- Theft;
- Public humiliation;
- Destruction of property;
- Verbal or written insults, teasing, or name-calling;
- Creating a false profile on a social networking website, for the purpose of having one or more of the effects listed above.

STUDENT REPORTING

Students are encouraged to and should immediately report any incidents of bullying that they either observe or that are directed towards the student or others, to the Principal, or to any teacher or administrator.

INVESTIGATION

After the School receives an oral report or written complaint, or otherwise learns of an alleged potential violation of this policy, and also receives any clarification requested, the Principal or designee, will determine the appropriate course of action, which may include initiation of an investigation. If the School initiates an investigation, it will conduct the investigation, as it deems appropriate, in its sole discretion.

The School will make reasonable efforts to protect students' privacy and confidentiality. Information reported will be shared only on a need-to-know basis with School personnel directly involved in an investigation or to the extent necessary to conduct an investigation and/or to take effective corrective action and any appropriate remedial action including any interim support or protective measures.

INTERIM MEASURES

The School will provide appropriate interim support and reasonable protective measures, if and as needed based on the individual applicable circumstance during the pendency of any investigation. The School will determine the necessity and scope of any interim support or protective measures.

REMEDIAL AND DISCIPLINARY ACTION

Any student determined by the School, in its sole discretion, to have violated this policy will be subject to disciplinary action, up to and including expulsion. Any violation of this policy by a parent will be considered a violation of the School's parent behavior expectations, and may be grounds for expulsion of the offending parent's child(ren).

As a separate policy, harassment is also prohibited by the School's Harassment/Discrimination/Retaliation Prevention policy.

When Expectation Are Not Met

The following is a non-exhaustive list of possible consequences when expectations are not met. The School has sole discretion to determine what form of discipline is appropriate in any circumstance.

TEACHING OPPORTUNITIES

As children grow into adolescence, they gradually become more aware of their own agency in the world around them. In learning how to wield their growing independence, it is natural and expected that they will experiment with the boundaries of external rules.

When these experiments result in a violation of school rules, it creates an opportunity for that child to learn the decision-making and problem-solving skills that are a foundation for lifelong positive behavior.

Thus, when appropriate, The Crowden School uses incidents of misbehavior as teaching opportunities to support changes in behavior and to build the skills required for good citizenship (this does not, however, limit the School's ability to discipline students for violating any school rules or policies in this Handbook as the School sees fit).

Depending on the circumstances, these skills may include:

- To truthfully describe the problem in a clear and concise way
- To be able to view the problem from a personal and broader perspective
- To have empathy and compassion when appropriate
- To respect the personal space of others.
- To access and use strategies for problem resolution
- To access and use strategies to calm down prior to responding
- To make a decision to seek adult assistance when appropriate
- To be responsible and accountable for one's role in the problem
- To cease future behavior that caused or exacerbated the problem.
- To accept consequences as appropriate.

Parents are not always notified of the first problem since students are encouraged to take responsibility for their own actions and must learn to meet the rules and expectations of the school. We believe each student has the final responsibility for the consequences of their behavior. If a child exhibits unacceptable behavior at school on a continual basis, or if the action is severe, parents may be asked to help reinforce the rules of the school.

The consequences of undesirable behavior may also include, but is not limited to, probation, suspension, or expulsion. Probationary periods are assigned for defined periods of time and for specific purposes and are created with the input of faculty, and/or administration. The specifications of the probationary period may be written in a student contract.

PROBATION

Probationary periods are assigned for defined periods of time and for specific purposes and are agreed to by faculty, and/or administration. The specifications of the probationary period may be written in a student behavior contract.

SUSPENSION

Suspensions are generally of two types:

- In-School Suspension occurs when a student reports to the Main Office the day of the suspension and is assigned tasks that are considered appropriate by the faculty and administration. Parents/guardians will be notified in the case of an In-School Suspension.
- At-Home Suspension occurs when a student remains at home and does not come to school. Parents/guardians will be notified in the event of an At-Home Suspension and asked to take or keep the student home.

During a suspension, students do not attend classes or school activities. They are assigned an unexcused absence for each day they are suspended. Students are responsible for completing any work assigned during the suspension period and for turning it in punctually.

EXPULSION

The Principal, under their sole discretion, may expel a student for violation of conduct expectations or any of the School's policies.

General Expectations and Guidelines

Academic Honesty

Academic honesty is integral to the Crowden School. All students are expected to understand the difference between an honest exchange of ideas and academic dishonesty. This understanding exists to protect the integrity of each individual as well as the School community.

During all tests and quizzes, backpacks are propped against the walls and students are separated; talking or looking at another student's work is prohibited. Students found to have been dishonest may lose the grade on that piece of work and may be subject to other disciplinary action. It is also considered academic dishonesty when a student allows another person to copy work. Plagiarism, a form of academic dishonesty, is the copying of four or more words without attributing them to the original author. Students who

plagiarize material may be disciplined for academic dishonesty. This understanding exists to protect the integrity of each individual as well as the School community. The administration and faculty reserve the right to consider disciplinary action when any infraction involving academic dishonesty occurs.

Homework and Practice

LEARNING PHILOSOPHY

Our unique academic and music program strives to balance rigorous curricula with students' social and developmental readiness. Our small classes allow students to closely engage in ensemble learning with their peers under the expert guidance of their teachers and in partnership with parents/guardians.

PURPOSE OF DAILY PRACTICE

Daily academic and music practice are required elements of our program. Homework is designed to enrich the classroom experience, to help students achieve mastery of the given material, and to provide feedback. Assignments are given at the discretion of the teacher to preview new concepts, check for understanding, and review and expand understanding. Academic and music practice activities may involve short exercises, preparation for the next day's class, or preparation for long-term projects and concerts.

It is the responsibility of the teacher to assign relevant practice work which students can engage with independently, to post assignments consistently, to provide feedback in a timely manner, to monitor a student's ability to complete practice, and to follow up with parents/guardians should homework or music practice issues arise.

It is the responsibility of the students to use and check planner and Thinkwave daily, complete and return assignments by their due dates, read and clarify instructions, and ask teachers for help if needed.

It is the responsibility of parents/guardians to help students designate a well-lit, distraction-free place at home, manage extracurricular commitments in balance with practice/homework requirements, remind students to refer to planners and support tools as needed, and monitor issues that interfere with practice and homework.

Students may be asked to work on a portion of long-term assignments over a weekend. Individual teachers provide homework policies at the beginning of each year and reinforce as needed. Questions regarding homework policies should be directed to individual teachers. In general, homework is assigned daily, using the guidelines below.

Lower-School students learn how to write down homework assignments daily in their planners, complete them, and turn them in punctually. Learning how to manage homework independently allows students to develop greater confidence and responsibility for their own learning goals. Homework in the lower grades is assigned regularly and monitored by teachers carefully. Some teachers assign homework as part of what develops from the day's classroom discussions; others give weekly assignments. Long-term projects are assigned periodically. Lower-School students hone valuable time-management skills by using planners, and build confidence, responsibility, and independence by communicating

with teachers regularly about their understanding. While every student is different. Lower-School students should expect to spend 40–50 minutes on homework and 20–30 minutes on music practice per night.

Part of the Upper School experience is adjusting to specialized content-area teachers. Upper-School students are taught that each discipline may have different expectations for class participation and homework. Some teachers assign homework as part of what develops from the day's classroom discussions; others give weekly assignments. Long-term assignments are assigned periodically. Upper-School students are expected to keep track of deadlines using their planners and Thinkwave accounts and manage their homework schedules independently. Upper-School students should expect between 60–80 minutes of homework and 45–60 minutes of practice each night.

Note that at the beginning of the year and after holidays some students take longer to adjust to the demands of their new or changing schedules. Persistent difficulty understanding or completing homework assignments should be brought to the attention of the individual teacher, who can work with the student and make appropriate adjustments as needed.

DO'S AND DON'TS HOMEWORK GUIDELINES FOR PARENTS

- Do help students set up for success by setting up a distraction-free zone at home for homework and practice, stocked with necessary supplies.
- Do encourage students to read over instructions and use planner and support tools as needed.
- Do promote a growth mindset; encourage perseverance over perfection.
- Do allow students to work independently to the extent possible and encourage them to report issues to their teachers.
- Do establish limits around screen and bedtime and regular routines for homework and practice.
- Don't complete homework assignments for students.
- Don't require error-free results; mistakes are stepping stones.
- Don't continue homework/practice if the student is hungry, overtired, or ill.
- Don't panic over homework and practice; we're all on the same learning team!

Thinkwave

Teachers post assignments electronically using Thinkwave. Homework is also posted on white boards in classrooms. Paper planners are provided to all students, and students are taught to write down and track assignments independently. Teachers post grades, comments on end of semester reports on Thinkwave.

Login instructions and passwords are distributed to parents/guardians and students at the beginning of each year.

Grading and Assessments

The academic school year is divided into two semesters, fall and spring. Parent-Teacher Conferences are held twice a year. Progress reports and final grades are posted on Thinkwave in the middle and at the end of each semester. Grades at Crowden reflect a balance of classwork, homework, tests/quizzes, projects, and participation.

Parents/guardians are encouraged to monitor their child's grade results on Thinkwave.

Students who fail a course may be asked to repeat it, do summer work, or in other ways demonstrate successful mastery of the material.

Lower-School students take tests and quizzes as part of the evaluation of their progress in the core subjects. In addition to providing teachers with a means of evaluation, these tests and quizzes allow students to gain subject mastery and improve study skills.

Exams, tests, and quizzes are regularly assigned as part of the Upper-School academic program. Exam schedules are coordinated at the end of each semester. In general, teachers strive to limit tests and quizzes to no more than two a day. Quizzes do not carry the weight of a test, and usually assess completion and understanding of homework or class assignments. Tests may require more time for review and mastery. Students are expected to learn the difference between a quiz and a test in terms of the preparation time needed for each.

Beginning in fourth grade, standardized tests are administered to students in the spring of each year, with the results for individual students e-mailed to their parents/guardians.

Back-to-School Night

Back-to-School Night is a full orientation for parents/guardians, with overviews of academic programs, citizenship expectations, school policies, and parent participation hours.

Parent-Teacher Conferences

Parent-Teacher Conferences play a vital role in supporting the academic, musical, and social success of each student, and are scheduled in the middle of each semester. Parents/guardians meet with each teacher for a brief period; the School counselor is also available for conferences. Members of the music faculty hold conferences during the morning music periods. Conference sign-ups are made electronically and are typically available at least two weeks in advance.

If, after an initial conference with the teacher, additional discussion is necessary, a meeting should be arranged with either the Principal or Director of Music.

Field Trips

Field trips enrich subject curricula and the School experience. Students' safety is always of primary importance. Most field trips occur within the normal academic day, but occasionally trips begin or end outside of school time. Parents/guardians should read times carefully and arrange for timely delivery/pick up of students. Students will be reminded if

they need to bring a bag lunch, and/or wear weather-appropriate clothing and footwear. Students who are required to take medication during a field trip must have it on file according to our school policies.

PERMISSION SLIPS

All students must return a signed permission slip before participating in school field trips—no exceptions will be made. Requests to opt out of any school trip must be made in writing.

CHAPERONES/DRIVERS

A designated number of chaperones will be asked to accompany and supervise the students on each trip. Parents/guardians who would like to volunteer to supervise students on or off campus must read and sign the Chaperone Guide before doing so. The number of chaperones is determined by the faculty member in charge and depends on the nature of the trip and space availability. Unfortunately, chaperones' spouses or partners, children, or guests cannot necessarily be accommodated. Parent volunteers who transport students during the course of the School year must complete the driver information on the back of the permission slip. The front desk verifies automobile insurance forms before each trip.

Special Events

TCS students and families participate in quite a few special events throughout the year. In addition to student performances, our regular non-musical school events include the following:

Welcome Potluck is a strictly social event that enables new and returning students, parents/guardians, teachers, Board members, and staff to become acquainted.

Community Music Day is Crowden's largest public outreach event of the year, attracting more than 1,000 people annually. The entire Crowden School community is encouraged to contribute to this very fun day in many ways: students perform, staff our popular "Instrument Petting Zoo", and fundraise (usually with a bake sale); family members volunteer in a variety of ways.

The **Holiday Party** is celebrated just before Winter Break. We have an all-school potluck dinner, followed by an informal evening of music featuring some favorite Crowden musical traditions.

Photo Day happens once a year. All-school, class, and individual photos with instruments are taken. Families may order prints directly from the photographer. Students are required to wear concert dress for the all-school photo.

Graduation takes place after the last day of school. The sixth- and seventh-grade classes play music in honor of the graduates. In some years, the eighth-grade class also presents a performance as part of their culminating activities.

Crowden typically holds a community-wide **Spring Benefit Event** to raise much-needed funds for our artistic programs, student scholarships, and to fund specific needs of The Crowden School. The success of this event is very much dependent

upon the energy, dedication, time of our TCS families, who help by soliciting auction items and sponsors and by volunteering behind the scenes and at the event itself.

Counseling Services

The counselor conducts age- and gender-specific group sessions in order to help develop strong social skills, and to discuss or address specific matters as needed. The counselor also acts as The Crowden School's contact person for outside professionals (e.g. therapists and psychiatrists), provides observations about the child's functioning at school, and assists Crowden staff in understanding and implementing recommendations for special needs. Counseling for students is available on a drop-in basis for talking about troubles and worries, assisting with social issues, addressing behavioral problems, and addressing learning difficulties. Counseling for parents is available on a drop-in basis for discussing a family matter that may affect the student's school life, or as a resource for questions and concerns about social and psychological aspects of school life and child development.

Musical Expectations and Guidelines

Required Private Lessons

Students are required to study their major instrument(s) with their own teachers outside of School. If desired, the School can recommend teachers for private lessons. The School respects and supports the special relationship each student has with their chosen private teacher. Any changes in private instruction should promptly be reported to the Director of Music.

Instrument Care and Insurance

CARE

Instruments should be kept in good playing condition and kept in their cases when not in use. An extra set of strings should be carried in the instrument case at all times. Students are responsible for stowing instruments safely out of harm's way during the School day, at off-site concerts, and School concerts. String instrument cases are to be left under or on top of tables, away from doors and foot traffic. Instruments that are temporarily out of their cases should be placed in a secure fashion along the walls and away from foot traffic. Cello and bass endpins should be put inside the instruments when not in use. Piano and harpsichord lids must be carefully closed and covered after music classes.

INSURANCE

The Crowden School does not carry insurance for the loss of or damage to students' instruments. Loss of or damage to an instrument, whether accidental or otherwise, is the responsibility of the owner or user (or borrower, in the case of Crowden instruments). The student's insurance verification is part of the School forms packet and should be reviewed annually.

Borrowing Instruments

Crowden Music Center has instruments available to enrolled students; please contact the Director of Music with inquiries. Violin students in grades seven and eight will learn to play the viola during their studies at Crowden. Violas will be assigned to those who need them. Any borrowed instrument then becomes the responsibility of the student. Instruments must be signed out with a parental signature signifying assumption of financial responsibility before removal from campus.

Healthy Practice Habits

Careful home practice is crucial to the success of our musical endeavors at school; students both benefit from and contribute more fully to our music program if they are prepared for their coachings, rehearsals, and concerts. During class time, our music teachers specify how best to accomplish personal goals during home practice.

Healthy playing habits are of prime importance to all performers. We urge families and private teachers to communicate promptly with the School if a student exhibits any signs of strain or if there are concerns about their participation in school activities. Students are expected to practice daily. Specific practice time varies according to class assignments and concert cycles. As a general guideline, Lower-School students will typically be asked to practice at home for 20-30 minutes. Upper School students should work toward 40-60 minutes per day. We realize that preparation for school music classes needs to be balanced with homework and private music studies so that students are not overburdened. Academic and music faculty members coordinate homework and practice loads to avoid overburdening students before and after concerts.

Music Class Materials/Preparation

Materials for music classes include two sharpened number two pencils, a music stand (with the exception of bass players and pianists), neatly marked and taped music, music folder, a mute, an extra set of strings, and tissues if necessary. Cellists are also required to bring a rock stop. Students should have access to a metronome for home practice, but need not bring one to school. It is advisable for the student to keep extra copies of marked music in a safe place, in case of emergencies. A tote bag is highly recommended to carry music and supplies.

Performances

School Concerts take place periodically throughout the year. Evening concerts are usually followed by receptions in the Dalby room. Student attendance is required for School Concerts as specified in the newsletter.

Basically Baroque is a concert evening prior to the Junior Bach Festival auditions, and features chamber, choral, and orchestral works from (primarily) the eighteenth century, with a focus on J.S. Bach. This concert offers an opportunity for students who have studied figured bass or continue to demonstrate their skills.

Junior Bach Festival is an independently produced, off-campus event held in conjunction with J.S. Bach's birthday. It features student performers from all over Northern California who have successfully competed in professionally judged Festival auditions. Since the School's early years, TCS has contributed performing choral and instrumental ensembles to the Junior Bach Festival.

Solo Performances allow every student in the School the opportunity to perform a solo piece chosen by the student and their private teacher. We provide an accompanist and rehearsal time during regular music program hours.

Second Instrument Concert features the efforts of students who play an instrument in addition to their primary school instrument and who would like the opportunity to perform. Sign-up sheets are voluntary and available a few weeks in advance.

The **Spring Concert** is our big, end-of-the-year musical extravaganza, involving chamber music, the Upper- and Lower-School choruses, and orchestra. This concert is typically held off-site and is preceded by a morning rehearsal at the concert location in lieu of regular classes.

Rehearsal and Concert Expectations

DRESS REHEARSAL GUIDELINES

A dress rehearsal is a final run-through of music in concert order before a performance, and is usually held during regular school music hours. Concert clothing is not required at a dress rehearsal. Dress rehearsals are mandatory; if a student misses a dress rehearsal prior to any concert or performance, they may not be allowed to perform in the actual concert and the student's class grades may be lowered accordingly. Please avoid scheduling appointments, music lessons, or visits to high schools on dress rehearsal dates.

SCHOOL CONCERT GUIDELINES

Concert Attire

The general dress code for all performances is as follows:

- Black Crowden School sweatshirt in good condition with a white collared shirt
- Black skirt or neat black pants
- Black tights or socks
- Black closed-toe shoes

Crowden t-shirts are worn at the annual Spring Concert and for some school events.

Concert wear must be clean and without holes or rips. Open-toe shoes, sandals, and sneakers are not permitted.

New Crowden School sweatshirts and t-shirts are distributed at the beginning of each school year, provided that an order form has been returned with current size information.

Students who arrive for a concert inappropriately dressed will not be allowed to participate in the concert. Attire for solo performances must adhere to the School dress codes.

Call and Performance Times

Most concerts take place in the evening beginning at 6:30pm, with a 6:00pm call time for participants.

Warming Up

Student performers will be assigned warm-up rooms and instructions for each school concert. It is the student's responsibility to stow their instrument safely out of harm's way.

Being Prepared

Students will be held accountable for appropriate concert dress and for bringing their neatly marked, taped music to each rehearsal and concert. Failure to fulfill these responsibilities may be reflected in the student's music grades, and the student and/or the affected ensemble may not be permitted to perform.

Student Supervision

For your child's safety, all students, performers, and audience members must be accompanied by an adult when attending a school concert. Faculty must be informed if someone other than a parent/guardian plans to supervise your child during a concert.

School Policies

Acceptable Internet Use

Accessing electronic information resources is a privilege, and is conditioned upon the responsibility and proper conduct of its users. The internet connection at school is intended to support educational activities only. The purpose of The Crowden School's Acceptable Internet Use Policy and Family Agreement is to prevent unauthorized access and other unlawful activities by users online and prevent unauthorized disclosure of access to sensitive information. Students and parents/guardians are expected to review and sign the agreement each year.

The Crowden School uses measures to protect school computers and to block or filter detrimental content. Students may be asked to set up Google accounts for classroom assignments. Parents/guardians should be aware of the age restriction policies regarding personal accounts and put safety measures in place for careful monitoring. Families should direct specific questions about student accounts for classes to individual teachers. Students are expected to use the internet in a responsible manner.

STUDENT EMAILS

With students spending more time online, Crowden recognizes the need to encourage appropriate usage and ensure student safety by tailoring student permissions settings. Therefore, Crowden sets up Google Workspaces for all students so they can access email and Google Docs in a controlled environment. This email also allows students to access Crowden's gradebook, Thinkwave, with an account that linked (but separate to) their parents. Access to email is also necessary if there is ever a need to switch to remote learning.

Students cannot receive email from anyone outside of the @crowden.org domain. Likewise, students cannot email anyone outside the @crowden.org domain and student emails cannot be forwarded to non-school accounts. Students will not have access to instant messaging applications like Google Chat. We continue to monitor which applications are constructive to online learning and welcome parents' input when it comes to these permission settings.

We encourage parents/guardians to sign into their student account first before handing the password over to the student. We do this so that parents/guardians reset and maintain the password for the student and, thus, could access and monitor the student's account at any time. If you need help with a student account or need a password reset, please contact frontdesk@crowden.org.

Student accounts will be suspended after the end of their final academic term and eventually be deleted. If you wish to save any emails or documents, it should be downloaded to a personal computer.

Animals on Campus

Due to concerns about health, child safety, and campus cleanliness, pets must not be brought onto the School grounds. Service animals may be allowed subject to the School's Reasonable Accommodation policy.

Birthdays/Celebrations

If a student wishes to celebrate a birthday at school, parents/guardians should make arrangements in advance with the student's teacher. Any classroom activity planned for a birthday or other celebration should include the entire class.

Bicycles/Skateboards/Scooters/Skates/Unicycles on Campus

For the safety of everyone on campus, skateboards, bicycles, scooters, skates, and unicycles should not be used on campus or stored in the auditorium, classrooms, or hallways. Bicycles should be locked during the day on the racks provided and not against the fences. For security reasons, bicycles must not be left on school property overnight.

All students who leave TCS on a skateboard, bicycle, scooter, unicycle or skates must wear a helmet.

Cell Phones and Electronic Equipment

Except with teacher permission, students are not allowed to use mobile phones at school, at school events, or on school outings. Phones must be checked in at the front desk upon arrival each day. Therefore, please do not try to reach your child via their cell phone during school hours. If a student must make a phone call while at school, they must request permission from a supervising adult.

School iPads and Chromebooks are available for class use. Laptops from home may occasionally be used for instruction as specified by the teacher. Use of unauthorized electronic devices during instruction, lunch time, recess, or Aftercare is prohibited and will result in confiscation until the student is picked up or dismissed. Repeated infractions will be subject to further disciplinary action. The Crowden School cannot assume responsibility for personal electronic items that are broken, lost, or stolen.

Change of Contact Information

It is critical that school personnel are able to contact you at all times in case of illness or emergency. It is your responsibility to keep us informed of changes in work and/or home addresses, telephone numbers, and persons authorized to pick up your child. Please notify the front desk in writing whenever any contact information, including email address, needs to be updated.

Child Custody

Unless informed in writing to the contrary, the School will assume that parents/guardians have equal legal rights in regard to the custody of any student. The School requires all parents/guardians to keep the School informed about changes to a student's home location, family contact information, custody arrangements, or other changes that might impact the Student's educational experience.

Noncustodial parents generally retain the same rights as custodial parents, unless a court order restricts the rights of the non-custodial parent. These rights include but are not limited to accessing their child's pupil records, participating in school activities, receiving communications from the School, and visiting the child at school. Any custody-related court order binds the parties to the proceeding and not the School. However, the School recognizes that certain court orders impact the child's educational experience. For that reason, the School requires parents to notify the School of any applicable and relevant court orders that impact the child's educational experience, and to provide copies of such court orders when requested by the School.

When custody arrangements or disputes among the parents regarding the child's educational experience impede the School's ability to maintain a positive and constructive relationship with the parents, the School may terminate the student's enrollment or ban one or both parents from entering School property or participating in School-sponsored events.

Dating/Romance Guidelines

Although it is normal and healthy for middle school students to develop an interest in romance and sexuality, it is not appropriate for students to conduct romantic relationships during school time. Such behavior distracts both those involved and onlookers from their learning, and creates an uncomfortable social environment during recesses and breaks. Students are not allowed to kiss or engage in other forms of inappropriate physical affection on campus or during school-related events off campus. Students are expected to

know the difference between friendly and inappropriate hugs and to use good judgment, but ultimately that determination lies with the supervising adult, and students must obey given directives.

Dress Code and Demeanor

Clothing should be neat, clean and appropriate for a school setting. Skirts and shorts must be at least mid-thigh in length, and sagging pants are not permitted. Shoes should be worn at all times and should allow students to play safely in all playground activities. T-shirts and other clothing should not display words or drawings that are offensive, inappropriate, or in poor taste. Hats of any sort are NOT permitted to be worn inside the school building, including classrooms. Hats may be worn outside the School building. The administration reserves the right to determine whether student clothing is appropriate for school. Parents/guardians of students whose clothing is deemed inappropriate may be called to retrieve the student from school or to bring a change of clothes.

Drugs and Alcohol Policy

Any student possessing or using drugs or alcohol on the campus, or at any authorized school activity, is subject to immediate discipline, up to and including expulsion. This includes any student who uses drugs or alcohol off campus and returns to campus, or who is found to be using drugs or alcohol off campus at any time while representing TCS.

Illegal drugs include prescription drugs without a valid prescription and the use of prescription drugs not in compliance with a valid prescription. Illegal drugs also include marijuana and any other cannabis product, which may not be possessed, used or cultivated in or near schools.

A student that the School has reasonable cause to believe to be selling or providing any illegal drugs or alcohol to other students—either on or off campus—may be subject to immediate discipline up to and including expulsion.

If the School has reasonable suspicion to believe that a student is under the influence of drugs or alcohol, it may require that that student to submit to a drug and/or alcohol screening test. “Reasonable Suspicion” shall mean a belief based upon facts gathered from the totality of the circumstances that would cause a reasonable faculty member, administrator, or other employee to suspect that the student is under the influence of drugs or alcohol.

Parents will be required to pay for any fees associated with alcohol or drug testing. A failure to permit the School to receive information as to whether the student passed or failed a drug and/or alcohol test may be treated as a failure to comply with a drug and/or alcohol testing requirement.

Any failure to abide with the School’s Drug and Alcohol-Free School Policy will result in discipline up to and including expulsion.

Gum

Gum is not allowed on campus.

Harassment/Discrimination/Retaliation Prevention Policy

The Crowden School is committed to providing a learning environment that is free from harassment in any form, including sexual harassment, discrimination, and retaliation. This may include behavior that occurs off-campus or via social media, or other electronic communications, that impacts or affects the School community.

HARASSMENT

This policy prohibits harassment based on actual or perceived sex, race, color, religion, ancestry, national origin, sexual orientation, physical or mental disability, medical condition, marital status, gender identity, gender expression, age (40 and over), military and veteran status, or any other basis protected by federal, state or local law ("Protected Classifications"), as applicable, or association with an individual who has an actual or perceived protected classification. This policy prohibits both harassment by students and parents towards students and employees, and harassment by others in the community towards students and employees. Harassing conduct by students and/or parents will result in appropriate corrective action, and corrective action includes discipline up to and including suspension or expulsion from School. Harassment of students by employees will result in appropriate corrective action, up to and including termination of employment, and is addressed in a separate policy in the Employee Handbook.

Examples include, but are not limited to:

Examples of Harassment

Harassment can take many forms, and may include verbal, physical or visual conduct.

- Verbal, written, and visual harassment includes: making disparaging statements, telling jokes, using epithets, slurs, stereotypes, insults, or labels based on an individual's Protected Classification(s), threats of physical harm or statements designed to intimidate, abuse or humiliate another, whether communicated verbally, in writing, electronically or in posters, cartoons, drawings or gestures. This may include comments on appearance including dress or physical features, or dress consistent with gender identification, or stories and jokes, focusing on race, national origin, religion or other Protected Classifications identified below in this Policy.
- Physical harassment includes: intimidating conduct, such as touching of a person or a person's property, hazing, assault, grabbing, stalking, or blocking or impeding a person's movement.

Examples of Sexual Harassment

California Education Code section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of

a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.
- Sexually harassing conduct can occur between students of the same or different gender.
- Sexual harassment may include, but is not limited to:
 - Unwelcome verbal or written conduct, including by notes, letters, e-mails, text messages, social media postings, such as suggestive comments, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments, pestering for dates, making threats, spreading rumors about or rating others as to sexual activity or performance.
 - Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings, graffiti of a sexual nature, or use of obscene gestures or leering.
 - Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault, or interference with work or study directed at an individual because of the individual's sex, sexual orientation, gender, gender identity, or gender expression.
- Threats and demands or pressure to submit to sexual requests in order to keep academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

COMPLAINT PROCEDURE

Students and parents who believe that they have experienced, witnessed, or have relevant information about harassment should immediately report the matter to the School, either orally or in writing. Students and parents may report the matter to the Principal or their teacher. Alternatively, students and parents may choose to report harassment or retaliation to any other employee of the School with whom they are comfortable, such as a counselor, or coach, all of whom must report the matter to the Principal under this policy. While the School does not limit the time frame for reporting, immediate reporting is important as the School may not be able to investigate as thoroughly or consider as wide-

range of corrective actions the longer the time that has passed between the alleged misconduct and the report.

INTERIM MEASURES

The School may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstances, to protect against further acts of harassment or acts of retaliation, to provide a safe educational environment, and/or to protect the integrity of an investigation. The School will, in its sole judgment and discretion, determine the necessity and scope of any interim measures.

INVESTIGATION PROCESS

Upon receipt of a report of alleged harassment and any related initial inquiries, the School may request clarification and/or conduct an initial inquiry, to determine whether the oral report or written complaint alleges a potential violation of this policy. To request clarification and/or conduct an initial inquiry, the Principal, or their designee, may meet with the individual(s) who made the report and/or that was reportedly subjected to conduct that violates this policy.

If the School has determined that the report pertains to behavior that may be in violation of this policy, the School will undertake an investigation related to the reported conduct. Any investigation may be conducted by designated School personnel or by an outside investigator, in the School's sole discretion.

Students and parents are expected to cooperate in any investigation as needed. Any individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by the investigator or the Principal, as necessary in relation to any administrative or legal proceedings or as otherwise required by law. Any individual who discusses the content of an investigatory interview or who otherwise fails to cooperate with the investigation may be subject to corrective action.

CONFIDENTIALITY

Reports of harassment will be kept confidential, except as needed to conduct an investigation, to take interim measures, to take corrective action, to conduct ongoing monitoring, or as necessary in relation to any administrative or legal proceedings or as otherwise required by law.

DISCRIMINATION

Discrimination is treating an individual differently because of the individual's actual or perceived membership in a Protected Classification as defined in this policy, by taking an adverse action against or denying a benefit to that individual. Students or parents who believe they have experienced, witnessed, or are otherwise aware of discrimination by the School, should immediately report the matter using the same complaint procedure provided for in this policy under the above section on harassment and the above sections on interim measures, investigation and confidentiality for harassment reports, will also apply to reports of discrimination.

NO RETALIATION

The School prohibits retaliatory behavior against anyone who complains in good faith or participates in the complaint and/or investigation process pursuant to this policy, regardless of the outcome of the investigation. Retaliation constitutes a violation of this policy and may result in disciplinary or other corrective action. Retaliation includes, but is not limited to, taking sides against an individual, spreading rumors about or shunning or avoiding an individual, or making real or implied threats of intimidation towards an individual, because that individual reported harassment or discrimination or participated in an investigation related to a report of harassment or discrimination.

REMEDIAL AND DISCIPLINARY ACTION

The School will determine if the conduct violates School policy and if so, the appropriate corrective action. Any student determined to have violated this policy will be subject to disciplinary action, up to and including expulsion.

Immunizations and Health Information

IMMUNIZATIONS

All students enrolled at TCS must have an immunization card on file. The California Department of Health enforces its “no-shots, no-school” policy. Immunization records, or a valid medical exemption, must be provided for the following diseases: (1) Diphtheria (2) Haemophilus influenzae type b (3) Measles (4) Mumps (5) Pertussis (whooping cough) (6) Poliomyelitis (7) Rubella (8) Tetanus (9) Hepatitis B (10) Varicella (chickenpox) or (11) Any other disease deemed appropriate by the local Health Department. Updated medical information is requested every year; forms are distributed in June for the following school year.

New students and seventh graders must show proof of updated immunizations or they may not attend school. All students entering grades 7–12 must obtain the Tdap (Tetanus Toxoid, Reduced Diphtheria Toxoid, and Acellular Pertussis) vaccine booster.

As of January 2016, state law no longer allows for personal exemptions regarding immunizations. Please see www.shotsforschools.org for more information.

Immunizations Records constitute private medical information and will not be shared without written parental consent (or the student if 18 or over) except that the School retains the right to share information as needed with local health officials in case of exposure to a communicable disease or as otherwise required by law.

HEALTH INFORMATION

It is important to provide us with complete medical information and emergency contact information for your child’s safety and well-being. TCS must have on file the following information from families:

- Verification of medical insurance
- Yearly medical update form (contains information about allergies and medications)
- Emergency contact information

- Student immunization forms
- Written consent to administer medications

MEDICAL INSURANCE

The Crowden School does not carry medical insurance for families and requires every student to carry their own. The student's medical insurance verification form, yearly update form (with information about allergies, medications, etc.), the locator card, and the student's Immunization Form are kept on file.

MEDICINE ON CAMPUS

All medications must be kept in the main office. Students are not allowed to carry or store medication on campus at any time, with the exceptions of inhalers and EpiPens that are required for the treatment of allergy symptoms.

If a student requires prescription medication during the School day, it must be brought to school in the original container along with a doctor's note and a written consent from the parent/guardian. All medications must be clearly labeled with the child's name and clear instructions for quantity and time it should be taken.

Non-prescription medication (Advil, Tylenol, etc.) may be distributed for minor discomfort if written consent from the parent/guardian is on file.

COMMUNICABLE DISEASES POLICY

The School is required by law to report at once to the local Health Office the presence or suspected presence of any communicable disease. The School must also exclude from school any student or employee affected with a disease that is presumably communicable until that person's doctor has given written permission for them to return to School or until the expiration of the prescribed period of isolation for that particular disease. The School may prohibit a student or employee who has been in a quarantine area from returning to school until they have been cleared by the local health officer.

The School will require that a student who is suspected to have a communicable disease is immediately picked up by a parent, guardian, or other authorized individual and taken home. The School may choose to inform the School community that someone in the School community, without disclosing that person's identity, has been diagnosed with the communicable disease and recommend the parents and/or employees speak to their doctor if they have any concerns about exposure.

In the event that there is an epidemic in Berkeley or the State of California that relates to an outbreak of a communicable disease, including but not limited to measles, mumps, rubella, polio or whooping cough, and the Department of Health requires a student to remain away from the School because either that student has contracted one of those conditions, or has not been immunized against them, or cannot provide a written record of immunization against them, then that student must adhere to the Department's requirements and stay away from the School until the Department permits the student to return.

Parent Involvement and Volunteerism

The School relies on the generosity of its parent volunteers in nearly all facets of its operations. Parents are highly encouraged to assist in the education of their child(ren) by taking an active interest in their child(ren)'s School experience and getting to know classmates, teachers, and other parents through volunteer activities, class events and field trips throughout the School year. The School recognizes that a parent's ability to contribute time is impacted by many demands and encourages parents to contribute time at a personally meaningful level and in a way that best fits their individual schedules.

When volunteering at the School, especially in functions that require interaction and/or supervision of students, the School requires parents to be fully present and engage with students and their activities. The School requests that cell phones remain on silent and out of sight while parents are volunteering and that all parent volunteers refrain from using their cell phones except in the case of an emergency. If transporting students, the School requires that a parent driver not use a cell phone, even with a hands free device, and only use a cell phone in the case of an emergency.

Parent Volunteer Hours

The volunteer coordinator organizes parent participation opportunities through signup.com at the beginning of the year, and email communication for new opportunities that arise during the year. Numerous events and activities run on the energy and goodwill provided by our parents, who help with set-up, clean-up, receptions, photography and videography, and much more.

Photocopying

Copy machines are for staff and faculty use only. Students are not permitted to use the copy machines. Students should not send assignments electronically to the front desk for printing.

Required School Forms

School forms are distributed in June. All school forms are due back before the next year begins.

Smoking/Tobacco Use

Per California state law, smoking (including vaping) is prohibited for all persons under the age of 21, except those between the ages of 18 and 21 who are in active duty service in the military.

Smoking, including e-cigarettes and vaping, is also prohibited by California state law in all workplaces, including schools.

Consistent with the provisions of California state law and also in compliance with the School's own prohibitions against smoking on the School's campus and by all enrolled students, the following provisions apply:

- Students may not smoke/vape at or near the campus, or during school sponsored activities, even if such use takes place off campus. They also may not bring nicotine products to school and to school sponsored activities including school sponsored events off campus. This includes e-cigarettes/ "vaping" equipment.
- Any failure to abide with the School's no-tobacco/smoking policy may result in discipline up to and including expulsion.