



The Crowden School

Where music changes everything

Student-Family Handbook 2025-2026

1475 Rose Street
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510.559.6910
www.crowden.org

Revised Aug. 2025

I. 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 Student-Family Handbook ("Handbook"). The Student-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.

Mission

Students, teachers, and musicians at Crowden create a dynamic, inclusive learning community rooted in collaborative musical and educational experiences.

Values

- We instill students with self-confidence, adaptability, maturity, critical thinking, and perspective to sustain their continued development and personal fulfillment throughout their lives.
- We value quality musical training and performance in balance with scholarly education as a core educational development of a whole person.
- We foster creative, problem solving, compassionate young people with integrity and a sense of responsibility, who enrich their communities.
- We develop collaborative classrooms and School community where each staff member, student, and family take responsibility for the collective success and well-being of all.

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.

II. Getting to/Leaving School

SCHOOL HOURS GRADES 3-8 8:00am–3:30pm; **Kindergarten** 8:45-2:30 Monday through Friday.

Arrival

Kindergarten

- Drop off is 8:30-8:45 through the Ada Street Gate. **Attendance check in with the teacher.**
- Kindergarten students go directly to their classroom.

Grades 3-8

- Enter the building no earlier than 7:40 am at the Rose Street entrance.
- Upon arrival students should check in with front desk personnel taking attendance, check in cell phones, and be seated in the auditorium. **Students in grades 3-8 are expected to be ready for morning announcements by the 8:00 bell.**

Crowden does not provide before-School care. Parents/guardians are responsible for their child's safe arrival at School. Please do not leave your child unattended before the building is open.

Dismissal

Kindergarten

- Dismissal is at 2:30 at the Ada St. Gate.

Grades 3-8

- Students in grades 3-8 are dismissed at 3:30pm from the Rose Street entrance, where a faculty or staff member will wait with them until 3:45pm.

Dismissal at TCS is a safe, orderly, and calm routine designed to ensure all students transition from school to home smoothly and securely. Students are expected to follow directions, move carefully, and wait patiently in designated areas. Maintaining a peaceful end to the day helps reinforce our shared values of respect and care for the community.

Loitering in the hallway or in any other part of the building at dismissal time is not permitted.

Crowden has a closed-campus policy that restricts students from leaving campus without permission.

Aftercare

The after-School program, known simply as “Aftercare,” begins just after dismissal time and ends at 6:00pm. The Aftercare Supervisor oversees homework and supervised recreation during the after-School hours. Healthy snacks are provided. Students are expected to follow School rules and may not be permitted to take part in Aftercare if those are not respected.

Kindergarten

Grades 3-8

<ul style="list-style-type: none">➤ Aftercare begins at 2:30 in the Hut.➤ Kindergarteners join the other grades at 3:45 in the Lower Courtyard.	<ul style="list-style-type: none">➤ Students in grades 3-8 are accompanied at 3:45 from the Rose Street steps to the Lower Courtyard for Aftercare.
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Please note: Students who leave campus and return for lessons may not sign into Aftercare.

Aftercare Charges & Sign-Out Procedures

The daily charge for Aftercare is \$20.00 a day. 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 Clarity payment program. Students must be signed out from the Aftercare room by an adult.

Parking and Traffic Safety

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

Use the green-curbed bay in front of Crowden 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, parking on the red curb, 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.

Pick-Up Authorization/Permission to Leave

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.

Students who have written parent/guardian permission on file may leave School at the end of the day without an adult. **Students who leave Crowden after dismissal at the end of the School day may only return that same day if accompanied by an adult.** At no time is any child permitted to wait unsupervised in front of the School.

Because the safety of each student is paramount, leaving campus any time between drop-off and pick-up is a serious infraction as it involves safety issues. The consequences for leaving the School grounds may result in suspension or dismissal.

Attendance

Attendance is essential for the academic, musical, and social growth of all students. If a student cannot attend School for any reason, the family is expected to communicate that to the School in a timely manner.

ABSENCE & TARDINESS

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. If leaving a voicemail, please clearly state your student's name, the reason for their absence, and when they will arrive if they are coming to School late. The front desk notifies faculty and staff of absences each day. Careful accounting of students is critical for student safety. Absences and tardies are recorded on report cards and transcripts.

Notification of unexpected tardiness is appreciated so that classes and ensembles can continue as scheduled. The School calendar provides for regular vacation periods throughout the year. Parents/guardians should refrain from taking students out of School outside of planned vacation weeks unless it is unavoidable, and are responsible for informing teachers of any planned longer absence.

It is important to note that faculty are not expected to create specialized packets of curriculum or to re-teach missed lessons for a student who is absent for an extended period of time. Students are responsible for checking in with their teachers about missed work during an absence.

Persistent tardiness will be addressed by the Head of School or Music Director. Regardless of the reason, if a student is absent for 20 days or more within a School year, the family may be required to meet with the Head of School.

APPOINTMENTS DURING THE SCHOOL DAY

We encourage you to make every effort to schedule appointments after School hours. When that is not possible and you must pick up your student during the day, please notify the front desk at least 24 hours in advance of the appointment.

To minimize classroom disruption, please do not pick up your child from the classroom. School staff will escort your student to the front desk.

Please sign your student out from the School before their departure and sign your student back in at the front desk when they return. If your student will not be returning to School, please notify after-School private lessons that they will not attend that day.

Please note: Your child will only be released to a previously designated guardian or person named on Child Pick Up Authorization Form or with explicit written permission. Please inform the person picking up your child that they should be prepared to show their identification when signing out your child.

PARENTS AND GUARDIANS OUT OF TOWN

If you will be out of town for a period of time and your child will be staying with friends or other family, please notify the Front Desk of these arrangements and temporary contact information. In such instances, the School must know whom to contact in case of an emergency.

III. During the School Day

TEXTBOOKS, SUPPLIES, REQUIRED MATERIALS

Crowden supplies textbooks, workbooks, folders/binders, notebooks, and other classroom supplies. Families must provide the student's instrument, rock stop, shoulder rest, strings, etc. and may be asked to provide additional items upon request of a teacher. 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. Students are encouraged to choose a sturdy backpack to transport their belongings between home and School and should come to School prepared with the materials they need for each class.

STORING PERSONAL PROPERTY

Each student is provided a space to store personal belongings, lunches, and instruments. Cell phones are stored at the front desk during the School day. Students are expected to store and take home backpacks, lunches, instruments, and personal items daily and not leave them in common areas. *Searching through and/or leaving and/or removing items from another student's cubby or backpack are a violation of personal privacy and a sign of disrespect and therefore, not allowed.*

LOST & 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.**

DAILY SCHEDULE

Daily schedules are distributed to students, posted on campus, and available electronically on the School website. Each teaching period is followed by a passing period, so that students may consistently arrive on time for the next class. Breaks are scheduled after every two class periods.

LUNCH & RECESS

Lunch is scheduled from 11:40 am–12:15pm.

Students bring their own lunches, utensils, drinks, and snacks to School; Crowden does not provide disposable items. Microwave ovens are available for student use. Nutritious foods allow students to sustain energy throughout the day. We discourage the consumption of candy and sodas. 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. Students are encouraged to bring a refillable water bottle to School every day.

If you need to drop off a forgotten lunch (or other student item) during the day, please label it clearly and deliver it to the front desk for your child to pick up.

LUNCH/RECESS GUIDELINES

Students eat outside on the picnic tables for most of the year. Breaks and lunch periods are held indoors on inclement weather days. During lunchtime, students will need to adhere to the following rules:

- Stay within eyesight of the supervising adult; ask permission to leave the area for any reason. Students may not be on the turf or upper courtyard unless there is adult supervision.
- Students are not permitted to enter the kitchen/staff room during School hours unless accompanied by an adult.
- Walk in all areas except the turf and grass; do not run or jump on the stairs.
- When the bell rings to signify that lunch has ended, students should: clean up their lunch space, pack up, and throw away items in the appropriate bins for garbage, recycling, and compost.

To maintain a clean campus, students may not eat in the classrooms or on carpeted areas. *If a student requires food or drinks during class for medical reasons, this information must be on the student's Emergency Information and Consent Form on file with the Front Desk. The student will be allowed to make arrangements with their teachers to eat or drink when needed.* As part of our collective responsibility for our community spaces, all students are expected to help clean up the general lunch area.

RECESS: A TIME TO RESET

In addition to its recreational purpose, recess may also be used as a time to support students in social-emotional growth and conflict resolution. As part of the school's discipline and restorative practices framework, students may occasionally be asked to use part of recess to engage in restorative processes. These may include:

- Participating in peer or adult-facilitated conversations to repair harm
- Reflecting on choices and their impact on the community
- Rebuilding trust through guided restorative activities

The goal of these practices is not to punish but to help students reflect, take responsibility, and reintegrate positively into the school community. Whenever possible, restorative conversations are brief and scheduled to allow students to return to active play once the process is complete. Our school is committed to maintaining recess as a meaningful and supportive part of the school day for all students.

Phone Use

MESSAGES TO STUDENTS

The front desk will give messages to students during the course of the School day 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 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.

Photocopier Use

Students may not use copiers without express permission from faculty or staff members. Parent and guardian use are limited to School events and should be pre-scheduled with front office personnel for availability and sufficiency of supplies.

IV. Engagement with Learning

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. Partnership between teachers and parents/guardians is an essential part of the learning experience at Crowden.

PARTNERS IN LEARNING

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 check paper and electronic planners daily, complete and return assignments in a timely manner, and communicate issues that interfere with practice and homework to teachers and parents/guardians.

It is **the responsibility of parents/guardians** to provide a designated space for homework and practice at home, manage extracurricular commitments in balance with practice/homework needs, and to partner with teachers should homework or music practice issues arise.

BUILDING LEARNING SKILLS

An essential part of the learning process is learning how to manage assignments independently and take responsibility for one's own learning goals. Students hone valuable time-management skills and build confidence, responsibility, and independence by communicating with teachers regularly about their understanding. Advisory teachers help to oversee this process in each grade.

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.

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.

Academic and music faculty members coordinate homework and practice loads to avoid overburdening students on concert weeks.

Academic Honesty

Academic honesty is integral to the Crowden School. Students learn the difference between an honest exchange of ideas and academic dishonesty including plagiarism, **including use of AI (Chat GPT, etc.)**. 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.

Assignments

Teachers post assignments electronically and on classroom white boards. Paper planners are provided to all students. Login instructions and passwords are distributed to parents/guardians and students at the beginning of each year so they can also monitor student assignments and progress.

HOMEWORK GUIDELINES

Homework 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.

Note that at the beginning of the year and after holidays some students take longer to adjust to new or changing schedules.

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 communicate with their teachers if issues arise.
- **Do** establish limits around screen and bedtime and regular routines for homework and practice.
- **Don't** complete homework assignments for students.
- **Don't** insist on 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/practice; we're all on the same learning team!

Grading and Assessments

The academic School year is divided into three trimesters: fall, winter, and spring. Family-Teacher Conferences are held twice a year. Grades and comments are posted at the

end of each trimester. Grades at Crowden reflect a balance of classwork, homework/practice , tests/quizzes, projects, and participation.

Standardized tests are administered to students in the middle 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 volunteer opportunities.

Family-Teacher Conferences

Family-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 year.

Parents/guardians meet with teachers for a brief period; the School counselor is also available for conferences. Conference sign-ups are made electronically and are typically available at least two weeks in advance.

Field Trips

Field trips enrich subject curricula and the School experience. Most field trips occur within the normal academic day, but occasionally trips begin or end outside of School time.

Participation in field trips is considered a privilege. In order to ensure the safety and well-being of all participants, students are expected to demonstrate responsible behavior both leading up to, during, and following the trip. This includes adhering to school rules, listening to adult directions, and treating others with respect. The school may limit or revoke a student's participation in a field trip if there are ongoing behavioral or safety concerns. In such cases, families will be notified in advance. Our goal is to ensure that all students can take part in enriching, safe, and successful field trip experiences as part of their broader educational journey.

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 may be needed 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. 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.

Musical Expectations and Guidelines

Required Private Lessons

Students in grades 3-8 are required to study their major instrument(s) with their own teachers outside of School. If desired, Crowden can recommend teachers for private lessons. Crowden 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. Students are responsible for stowing instruments safely out of harm's way during the day, at off-site concerts, and during concerts. 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 family. Instrument insurance verification is part of the School forms packet and should be reviewed annually.

Borrowing Instruments

Crowden has some instruments available to enrolled students and will loan them on a case by case basis. 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 parent/guardian signature signifying assumption of financial responsibility before removal from campus.

Performances

School concerts take place periodically throughout the year. Most concerts take place in the evening beginning at 6:30pm, with a 6:00pm call time for participants. Crowden requests that students go home after School on concert days and eat dinner before performing. Evening concerts are usually followed by potluck receptions. Student attendance is required for School concerts, as specified by the Director of Music.

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.

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. 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. A collection of gently worn recycled concert wear is available to students before concerts.

Attire for solo performances must adhere to the School dress code.

Behavior Expectations for Concerts

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

- Listen attentively, giving full attention to performers. Clapping and cheering are encouraged. Distracting behavior and conversation are inappropriate while pieces are in progress.
- Remain seated while unless expressly directed to prepare for an onstage performance. Do not leave mid-performance as this is disruptive to the performance.
- Help put away chairs after a School performance.

V. Community Expectations

Good citizenship is an integral part of The Crowden School's educational philosophy and an essential component of our community. Crowden students, faculty, staff, parents/guardians are expected to abide by these basic principles of conduct:

- Be Safe
- Be Respectful
- Be Responsible

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.

Family-School Partnership

While students are primarily responsible for their own adherence to the School rules, parents/guardians, 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 a commitment to fostering harmonious relationships in our School community. Some community behavior expectations include but are not limited to:

- modeling courtesy, caring, and respect
- working as partners with teachers and staff in the problem-solving processes
- participating actively as members of the School community.
- supporting the expectations for children's productive, responsible behavior at School.
- avoiding any activity that may be considered offensive or counterproductive.

When Expectations Are Not Met

TEACHING OPPORTUNITIES

In learning how to wield their growing independence, it is natural and expected that students will experiment with boundaries. When this results 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.

MEDIATION AND CONFLICT RESOLUTION AT TCS

At School we believe that conflict is a natural part of life and an opportunity for learning and growth. Our mediation program is designed to help students build the skills they need to understand their own emotions, recognize others' perspectives, and resolve

disagreements in peaceful, constructive ways. Mediation involves a trained adult guiding students through structured conversations to identify the root of a conflict, express feelings respectfully, and work collaboratively toward a fair solution. This process encourages empathy, critical thinking, and self-reflection, which supports students in developing healthier relationships and a stronger sense of community.

Mediation at School follows a clear process that includes setting ground rules, discussing the impact of the conflict, and co-creating a resolution plan. Over time, students gain lifelong tools for communication, emotional regulation, and collaboration. Our ultimate goal is to foster a school culture in which students view conflict as a chance to grow and repair, rather than as a source of division.

Depending on the circumstances, moderated conversations with teachers, Dean of Students, the School counselor, Head of School, or Director of Music will take place. Parents are not always notified of the first incident 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.

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

Crowden reserves the right to suspend, expel, or otherwise remove a student from the School, or decline to re-enroll the student, if the Head of School concludes, in their sole discretion, that the actions of the student's parents/guardians 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.

Policy Against Bullying

Crowden believes that all students should have a safe and inclusive School environment. Bullying is inconsistent with the values and principles of the School and is not tolerated.

SCOPE

This policy covers conduct that occurs both on and off 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.

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 any teacher or staff member.

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 Head of School 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.

Crowden 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. Crowden 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).

VI. School Health and Safety

ILLNESS/INJURY

All Crowden staff and faculty working with students are required to complete First Aid/CPR training. Crowden does not have a designated health professional on campus. Teachers monitor student wellness throughout the day. If a student feels ill or becomes injured, they will be directed to the front desk to determine what action is required. Minor issues (bandaids, ice-packs, etc.) are generally not reported home. If a student requires medication of any kind (Ibuprofen and Acetaminophen included), a faculty or staff member will consult the Medication Permissions list and parents/guardians will be informed. Head or neck injuries of any kind, are treated seriously with an immediate call home.

ACCIDENT/INCIDENT REPORT

An accident/incident report is filled out by the supervising adult any time a student is injured. Parents/guardians receive a copy and another is kept in the student's file.

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.

Immunizations and Health Information

IMMUNIZATIONS

All students enrolled at Crowden 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. Crowden must have updated medical record information on file for each student.

MEDICAL INSURANCE

Crowden does not carry medical insurance for families and requires every student to carry their own.

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 School hours, 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

Crowden 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. Crowden 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.

Crowden 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 community may be informed without disclosing an individual's identity.

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 campus 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.

Child Custody

Unless informed in writing to the contrary, Crowden assumes that parents/guardians have equal legal rights in regard to the custody of any student. Crowden 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, Crowden recognizes that certain court orders impact the child's educational experience. For that reason, parents are required 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.

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, Crowden may terminate the student's enrollment or ban one or both parents from entering campus or participating in School-sponsored events.

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.

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.

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 Crowden.

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 believed 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.

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.

Any failure to abide by Crowden's Health and Safety guidelines will result in discipline up to and including expulsion.

VII. Building Hours/Facilities

MAIN OFFICE AND PHONE HOURS

7:30am–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 community events.

We share our building with hundreds of private students, renters, and visitors. Care and respect for communal space is essential to Crowden's vitality. All members of the community are expected to be proactive stewards through respectful care of space, equipment, grounds, and our heritage building.

Visitor Check-in Procedure

To ensure building security and student safety, 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.

Campus Safety

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.

CLOSED CAMPUS

Students are required to remain on campus the entire School day unless released to a parent or guardian or a designated adult. Students may not leave between pick up and drop off unless a staff/faculty member, parent or guardian, or athletics coach accompanies them.

FIRE AND EARTHQUAKE DRILLS

Practice drills are held periodically throughout the year. Students are trained to duck and cover for an earthquake and to evacuate the building in the event of a fire and assemble with their teachers on the front lawn.

EMERGENCY BACKPACKS

All students are asked to bring in a standard-size backpack of emergency items 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 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.

VIII. Communications

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

Email

Email is the best way for parents/guardians to contact faculty with individual questions or concerns. Crowden 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, or changes in operations. 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.

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 student contact information to any person, or permit any person to examine or make copies of this information.

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.

TCS Weekly Newsletter: Crowden Notes

The weekly newsletter includes information on all aspects of School life: upcoming concerts, rehearsals, field trips, fundraisers, special events, birthdays, and more. The weekly newsletters are archived on a password protected page: www.crowden.org/tcs-news-archive. Please contact the front desk for password assistance.

ABC List of 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

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. 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.

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 on Campus

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 Crowden 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.

School Chromebooks and laptops 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. Crowden cannot assume responsibility for personal electronic items that are broken, lost, or stolen.

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 others 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.

Dress Code

We support students' self-expression through their choice of clothes for School. At Crowden, we value and engage in learning, leadership, and community every day, and we expect students' attire to represent these priorities. Clothing must not limit physical activity, show underwear or private parts, or advertise alcohol, cigarettes, illegal substances, violence, offensive language or behavior.

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.

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.

A. 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.

B. 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 Head of School 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 Head of School 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.

C. 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.

D. 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.

E. 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.

F. 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.

G. 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.

H. REMEDIAL AND DISCIPLINARY ACTION

I 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.