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### Contact Information

Chapel Hill Early School	(919) 929-7080
Fax	(919) 929-3630
Durham Early School	(919) 286-7795
Fax	(919) 416-1071
Email	cfsdes@intrex.net
Main Campus: Business/School Office	(919) 383-6602
Hours of Operation: M-F 8:00 AM - 4:30 PM	
Sports Information Line	(919) 383-4844
Summer Programs (June-August)	(919) 383-6602, ext 267
(Sept-May)	(919) 384-9089

### Oft used extensions at the Main Campus:

Campus Early School	238	Middle School Staff Room	250
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## CFS School Office Staff and Head Teachers

Mike Hanas (Principal).....	252
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Carrie Huff (Upper School Head Teacher) .....	230
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Libby Pittman Pendergrast (Campus Early School Head Teacher) .....	238
Sue Caldwell (Chapel Hill Early School Head Teacher) .....	929-7080
Cesanne Berry (Durham Early School Head Teacher) .....	286-7795
Kathleen Davidson (Admissions Coordinator).....	240
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- Please use the school directory options to minimize calls to the office. If your call isn't answered right away, leave a message and we will return your call as soon as possible.
- Students and staff typically settle in at the beginning of the day and settle out at the end of the day; therefore it is best to call after the first 15 minutes and before the last 15 minutes of the school day. The most difficult time to get a message to your child is at the end of the day.
- If you are unable to reach your child in an emergency, please call Nancy (ext 220). We'll make every effort to get the message to her/him.

### Emergency Messages:

IF YOU NEED TO CONTACT YOUR CHILD IMMEDIATELY, TELL WHOMEVER ANSWERS THAT THE MESSAGE IS AN EMERGENCY. A STAFF MEMBER WILL TRY TO FIND YOUR CHILD AT ONCE.

## Friends Meetings

### Chapel Hill Friends Meeting

531 Raleigh Road, Chapel Hill (919) 929-5377 <http://www.rtpnet.org/chfm>

#### *Most Sundays:*

Meeting for Worship: 8:30 – 9:30 AM and 11:00 – 12:00 noon Nursery opens at 9:45 AM

Forum: 9:45 – 10:45 AM First Day School: 11:15 – 12:00 noon, pre-schoolers - teens

#### *3<sup>rd</sup> Sunday of each month:*

Meeting for Worship with Attention to Business: 8:30 – 10:45 AM

Meeting for Worship: 11:00 – 12:00 noon, nursery and First Day School

### Durham Friends Meeting

404 Alexander Avenue, Durham (919) 286-4958 [www.durhamfriends.org](http://www.durhamfriends.org)

#### *Sundays:*

Meeting for Worship 8:30 - 9:30 AM and 10:00 – 11:00 AM

Nursery and First Day School starting at 10:00 AM

# 2006 - 2007 Calendar

July 24, Monday	Physical/Sports/Emergency Information Forms Due
July 31, Monday	Upper School Sports Practices Begin (MS Sports start 8/31)
August 11, Friday	Summer Programs End (CHES location ends July 29)
August 16, Wednesday	New Staff Orientation
August 21-25, Mon – Fri	Staff Work Week (Staff Retreat August 20-22)
August 27, Sunday	All School Community Picnic and Meeting for Worship
August 28, Monday	Staff Workday
August 28, Monday	US and MS Orientation Day
August 29, Tuesday	SCHOOL BEGINS – Noon Dismissal (ES – Special conditions for first week)
September 4, Monday	School Closed – Labor Day
September 14, Thursday	Campus Early School Back to School Night
September 22, Friday	Noon Dismissal – Staff Development
September 26, Tuesday	Durham Early School Back to School Night
September 28, Thursday	Lower School Back to School Night
October 2, Monday	Fall Weekend - School Closed
October 3, Tuesday	Middle School Back to School Night
October 5, Thursday	Chapel Hill Early School Back to School Night
October 5, Thursday	Upper School Back to School Night
October 18, Wednesday	School Closed - Staff Workday
October 19 & 20, Thurs & Fri	School Closed – Parent Teacher Conferences
November 10, Friday	ES Closed – Staff Workday
November 13, Monday	US Closed – Staff Workday
November 22, Wednesday	School Closes at Noon
November 23 & 24, Thurs & Fri	School Closed for Thanksgiving Break
November 27, Monday	School Resumes
December 18, Monday	School Closed for Winter Break
January 2, Tuesday	School Closed – Staff Development/Staff Workday
January 3, Wednesday	School Resumes
January 15, Monday	Martin Luther King Jr. Celebration–Noon Dismissal (ES – Special conditions apply)
January 31, Wednesday	Noon Dismissal – Staff Development
February 12, Monday	RE-ENROLLMENTS DUE
February 16, Friday	MS/US Staff Workday ( <b>ES, LS Open</b> )
February 21, Wednesday	School Closed – Staff Workday
February 22 & 23, Thurs & Fri	School Closed – Parent Teacher Conferences
March 13, Tuesday	Noon Dismissal – Staff Development
March 30, Friday	School Closes at Noon – Spring Break
April 9, Monday	School Resumes
May 4, Friday	ES, LS, MS Closed – Staff Workday ( <b>US Open</b> )
May 7, Monday	ES Closed – Parent Teacher Conferences ( <b>US, MS, LS Open</b> )
May 28, Monday	School Closed - Memorial Day
June 8, Friday	School Year Ends at Noon
June 9, Saturday	Graduation – 10:30 AM
June 11-15, Mon – Fri	Staff Work Week
June 18, Monday	Summer Programs Begin

**Religious Holidays:** We recognize and want to support CFS families and staff who observe various religious holidays. Teachers do their best to accommodate students who miss school for such occasions.

**Inclement Weather:** In the case of bad weather, we support parental decisions to pick up early/keep your child at home. Road conditions vary widely in our area.

## **Policies and Practices**

### **School Year 2006-2007**

**ABSENCE/TARDINESS:** The School assumes that students will be consistent in their attendance and will not tolerate a student's habitual tardiness or absence. Children who are feverish, in an infectious stage of an illness, or with head lice or nits must be kept at home. (See LICE POLICY.) Please notify your child's teacher/advisor in advance if your child will be absent due to planned activities such as dental or medical appointments or family outings.

**ADDRESSES:** A list of student and parent names, addresses, telephone numbers and emails is included in this handbook. You'll find it indispensable for carpooling, your child's social life, your involvement with school life, and more. Please do your part – keep the office up to date on your listing. The school list is private information. CFS does not share it with anyone else. The information should not be used for any mailings or solicitations not directly related to the School community or related events.

**ADMISSIONS POLICY:** Since its beginning, Carolina Friends School has sought to build and maintain a student body fully representative of the surrounding community. We actively seek young people of diverse races, nationalities, creeds, family structures, and social and economic backgrounds. We look for students from families sympathetic to Quaker philosophy and to the educational goals of the School. In reviewing applications, we consider each student's potential to benefit from and contribute to the School.

Applications for all levels should be made through the Admissions Office on the main campus. For first consideration Early School applications should be received by January 4th and applications for other units by January 15<sup>th</sup>, but we welcome applications at any time. The admissions process normally includes a main campus tour (offered weekly throughout the school year and scheduled by the Admissions Secretary), an interview with a member of the Admissions Committee (either the unit Head Teacher or the Admissions Coordinator), and (except in the case of Early School applicants) a student visit (if application is being made to a class for which openings are anticipated). Admissions decisions are made by the unit Head Teachers in collaboration with the Admissions Coordinator, and are announced in February for the Early Schools and in March for all other units. For information about admissions, contact Natalia Silva, Admissions Secretary, at extension 221 or Kathleen Davidson, Admissions Coordinator, at extension 240. (See also RE-ENROLLMENT)

**AFTER HOURS:** Extended-day programs are available in the Chapel Hill and Durham Early Schools. Check these units for more information. Assuming sufficient enrollment, AfterHours programs are provided in the Lower and Middle Schools from the close of the school day to 5:45 PM each full day of school. Adult supervision and age appropriate activities are provided. \$10 registration (one time fee). Use as needed. Monthly billing. Coordinated by Susan Wells, ext. 246.

**ANNUAL FUND:** Because tuition pays only 87% of our School's annual expenses, we need to raise funds every year to help make up the remaining 13%. Even though we are in the midst of a capital campaign, we still need to raise \$170,000 to help fund CFS' annual expenses. Following our tradition at CFS, we will roll the annual fund into capital campaign to avoid asking for support for two campaigns. Our goal again this year is for 80% of parent families to give. (See also CONTRIBUTING TO CFS and DEVELOPMENT OFFICE.)

**CARPOOLING:** If you are interested in carpooling, Natalia Silva in the admissions office can run a list of other CFS families in your zip code area. Parent Meeting will have a sign-up list at the Back-to-School Picnic for families to network for carpooling.

**COMMUNICATING CONCERNS:** If you are concerned about your child's experience at CFS, you are strongly encouraged to communicate first with the staff member(s) directly involved, normally a child's advisor/teacher. CFS staff members enjoy very limited access to phones and computers during the school day, so it is best to ask for preferred contact mechanisms and times early in the year. If you can't resolve your concern with the advisor or teacher, talk to the Head Teacher of your child's unit. Your final contact is the Principal. If you have interests or concerns of a broader nature, discussions with staff or parent meeting conveners may help to clarify the best route or alternative to take for addressing this concern or issue.

**CONTRIBUTING TO CFS:** CFS is here for our children because of the generous gifts of thousands of parents who have come before us. So, we ask all parents to continue the CFS tradition of giving by contributing the amount they feel called upon and able to give. Your support is essential. Your support raises the percentage of parent contributors, a fact that matters to us as well as to foundations when making funding decisions. Contributions can be given by cash, check, shares of stocks or mutual funds, and bequests. Contributions to CFS are tax deductible. (See also DEVELOPMENT OFFICE)

**COUNSELING & DIAGNOSTIC TESTING:** In the Early, Lower, and Middle Schools, individual teachers in consultation with the Head Teacher handle all counseling. Referrals are made for additional professional consultation when appropriate. The Upper School employs 2 full-time counselors who work with students; one on post-secondary school planning and college counseling, and one who addresses social, emotional, and learning needs. These counselors also work with students and parents as needed. Although standardized tests are not administered on a regular basis at CFS, the School may request diagnostic testing when needed for individual students. (See also STUDENTS WITH SPECIAL NEEDS and TUTORING.)

**DIVERSITY:** As a reflection of its calling and philosophy, CFS seeks to be a community that reflects and honors diversity of race and ethnicity, religion, family structure, sexual orientation, physical ability, chosen life work, and economic means. This commitment is reflected in the School's admissions policies and practices. Socio-economic diversity is fostered by efforts to keep tuition as low as possible and by granting tuition assistance. In 1991 a special tuition aid endowment was created to support diversity at CFS. (See also TUITION AID.)

**DRESS POLICY:** The School asks that students wear clothes that are "clean, comfortable, and appropriate." In winter, "appropriate" means warm and woolly because most students spend time outdoors during the day. Always dress your young ones for the weather because most of them will choose to play outdoors. Please remember to put names on your children's clothing.

**DRUGS/ALCOHOL POLICY:** The Upper School and the Middle School have specific policies, please see their respective handbooks. (See also SMOKE-FREE CAMPUS.)

**ENDOWMENTS:** Donations to endowments become part of permanent funds that are invested to yield income to support CFS year in and year out. Endowment income supports teacher salaries, tuition aid, and other worthwhile goals. The CFS Board's goal for the Next Step Campaign is to "increase endowments significantly" to provide "additional income to the operating budget each year." John or Matt can explain how you can create a new endowment, name an endowment, or give to an existing one. (See also CAPITAL CAMPAIGNS.)

**EVALUATION:** Student evaluation at CFS is constant and thorough and is not reduced to letter grades. Lower, Middle, and Upper School parents have two conferences each year for each child and receive written end-of-term and end-of-year reports. Early School parents have three conferences per year. In Upper School, where students receive either "credit" or "no credit" for each course they take, midterm notices to parents are sent: 1) to warn of failing work in a course, and 2) to tell of unusually good work. (See also PARENT/TEACHER CONFERENCES.)

**FIELD TRIPS:** As a parent, you sign a basic permission form for your child at the beginning of each school year. You may withhold permission for any specific trip; however, please talk to the particular teacher or Head Teacher first. The School requires that a seat belt be provided for each student and that, for insurance reasons, students may not drive other students on field trips. If you're not feeling well enough informed about a trip, please ask!

**FIREARMS:** The use or possession on campus of any firearms by students, staff, parents or anyone else is strictly prohibited. Violation by students may result in dismissal; violation by others may lead to legal action.

**FIRST AID:** Some staff members in each unit have first aid training. They apply first aid when they consider it necessary and appropriate. When an injured student needs immediate medical attention, he/she is taken to the local emergency room by the Rescue Squad. The School makes every effort to contact parents (or the emergency contact person designated on the emergency form) at once.

**FIRST NAME BASIS:** At CFS, we call each other by our first names. This practice stems from a long held Quaker belief that all people are "spiritual equals" and that traditional titles can distort this equality.

**GRADUATION:** CFS graduation takes place on the main campus on the weekend after school closes in June, alternating between Saturday and Sunday. Graduates gather with families, friends, and staff to celebrate their passage into life after CFS. The format of the graduation is a Friends Meeting for Worship, in which those who feel led to share messages do so out of a gathered silence. Diplomas are awarded “with our love and blessing.” This year’s Meeting for Graduation occurs on Saturday, June 9.

**HARRIS TEETER CFS #:** Tell the cashier the number 3402 one time; he/she will enter it onto your VIC card, and a percentage of certain HT items you purchase will be credited towards CFS throughout the school year. If you shop at different HT stores, you must do this at each store one time at the beginning of each school year! Also, consider using certificates at other local stores (Whole Foods, Food Lion, Weaver Street) to help our school earn 5 to 6% of your grocery bill. Certificates are for sale at the Center or through a parent representative.

**HEALTH RECORDS:** A physical examination is required by the School prior to entering CFS for the first time and upon entering 1st, 5th and 9th grades. All Middle and Upper School students who participate in after-school sports must have a yearly physical. Additional information concerning your child’s health situation may be given to your child’s teacher/advisor as you see fit.

The State of North Carolina requires that every school keep on file a certificate of immunization for each of its students. A copy of the State’s regulations regarding immunization can be obtained from the School Office.

**LICE POLICY:** Screenings: Parents of Early Schoolers should refer to the Early School Handbook. Lower School screens each child for lice every week. More frequent screenings will be scheduled when cases of head lice are found or reported. CFS requests that parents screen at home regularly and report any head lice found to the school. Staff may also ask for parent volunteers to help screen at school to limit the impact of screenings on teaching time. When possible, parents will be informed in advance about screenings. CFS will send home any students found to have either live lice or nits (lice eggs). Treatment information will be provided. Students will be checked again upon their return to school.

**LOST AND FOUND:** Each unit of the School, the gym, and the Center operates an informal Lost and Found service. Encourage your children to look first in these areas and to ask for help from teachers in locating missing items. Then check through the Lost and Found yourself when you can. Items not claimed by the end of the school year are given away.

**MEDICATIONS:** Parents of younger children often ask teachers to administer medicines during the school day. Please limit these requests to essential cases and remember to send a signed and dated note (even for Tylenol) for each request. Parents of Early Schoolers should refer to the Early School Handbook.

**NETWORK USE POLICY:** The Carolina Friends School Network (CFSNet) is maintained for the use of the school’s students and staff. The Carolina Friends School Technology Team issues accounts. The CFS Network Use Policy addresses the use of school information systems and states guidelines for respecting privacy, property, academic work, ownership, appropriate behavior, and other people. The full text of the AUP is available online at [www.cfsnc.org](http://www.cfsnc.org).

**NEXT STEP CAPITAL CAMPAIGN:** This is the second year of the Next Step Capital Campaign, a \$4,000,000 campaign which will run through June of 2008. 75% of the money will boost staff salaries and add to tuition aid by building these endowments. 12% will pay for the new Upper School Multipurpose Building and a like amount will support our usual Annual Fund amount of \$170,000 a year. The Annual Fund and tuition pay for most day-to-day expenses. However, special projects such as increasing endowments and constructing buildings are funded by capital campaigns to avoid jarring tuition increases. Capital projects arise from the Board’s long-range plans and capital campaigns are approved by the Board. (See ENDOWMENTS)

**NOON MEAL:** Each child brings her/his own. While CFS endorses well-balanced and nutritional meals, parents and students have very diverse views on nutrition. Therefore, each child’s lunch and eating habits are the responsibility of his/her parents. The Upper School has snack machines and a student store. The Middle School has a student store. Parents of Early Schoolers should refer to the Early School Handbook.

**ORGANIZATIONAL AFFILIATIONS:** CFS enjoys membership in the Friends Council on Education (FCE), the North Carolina Association of Independent Schools (NCAIS), and the National Association for the Education of Young Children (NAEYC), and is a fully accredited member of the Southern Association of Independent Schools (SAIS).

**PARENT-TEACHER CONFERENCES:** Formally scheduled parent-teacher conferences are held twice each year, three times in Early School (see calendar). In the conferences information is shared on the student's social, emotional, and academic growth. The conferences are considered an essential part of your child's education. You may ask for an additional conference as needed, and your child's teacher will initiate one if she/he feels the need. (See also EVALUATION.)

**PARENT VISITS:** Parents are invited and encouraged to visit the School during school hours. Grandparents are also welcome. Visits from outsiders do change the dynamics of the class, so please schedule your visits in advance with either the classroom teacher or the Head Teacher, but do come. (See also VISITORS TO SCHOOL.)

**RE-ENROLLMENT:** Each year current families receive re-enrollment packets with contracts that are due in mid-February. Current students are given priority in enrollment with the following exceptions:

- Students whose academic performance or behavioral problems lead staff to decide that re-enrollment is not in the best interest of the student or the School, and
- Students who are completing one unit and for whom the next unit is not considered appropriate.

Such decisions always involve conversations with parents. Rarely is a student not invited back without long-term notice. In order for parents to have information about the next unit, each unit offers a "Risers' Night," and the Admissions Coordinator arranges small tours for parents whose children would be moving on to another unit. Please arrange these tours as early in the school year as possible. (See also ADMISSIONS and STUDENTS WITH SPECIAL NEEDS.)

**SAFETY:** Please note that the speed limit on most of the campus is 14 mph. The speed limit lowers to 7mph as you turn into the Upper School area. Additionally, we have increased the number of cross walks, and ask that drivers always yield to pedestrians, even when they are not in cross walks. In particular, the afternoon pick up time brings a large number of cars to the campus during a very short time period, during which we ask the following: If you are able to remain in your vehicle, please pick up along the side walk area that runs in front of Lower School and the Center. If you wish to park and get out of your car, please use one of the parking spaces, (i.e. not the grass or dirt areas). Please do not park along an area that has a yellow line. If you are hard pressed to find a space, know that more spaces will be available in front of the gym this year. Thank you for helping to keep this campus pedestrian friendly and safe.

NOTE: Upper School students should refrain from parking in front of the gym between 8 am and 5 pm.

## **SCHOOL HOURS:**

### **EARLY SCHOOLS:**

- Half-day program 8:30 am\* - 12:30 pm
  - Full-day program 8:30 am\* - 3:15 pm (3:30 pm CES)
  - Extended-day program 8:30 am\* - 5:15 pm (DES and CHES only)
- \* Durham Early School begins at 8:15; Campus ES and CHES begin at 8:30.

**LOWER SCHOOL** 8:45 am - 3:00 pm

**MIDDLE & UPPER SCHOOL** 8:30 am - 3:15 pm

NOTE: Lower School students should be picked up by 3:15. Lower School children not picked up by 3:20 will be taken to the Lower School After Hours program. Middle and Upper School students should be picked up by 3:45. If a Middle School student is not picked up, he/she should go to the Middle School AfterHours program. Because of safety and liability issues, students may not remain unsupervised on campus.

**SEXUALITY EDUCATION POLICY:** The Upper School and the Middle School have specific policies, please see their respective handbooks.

**SMOKE-FREE CAMPUS:** Smoking is prohibited on or in the vicinity of the Carolina Friends School Campus (including the surrounding woods and neighboring roadways). (See also DRUGS/ALCOHOL POLICY.)

**SPORTS:** Middle and Upper School students have the opportunity to participate in an interscholastic athletic program. The following sports are currently offered:

**FALL**

Cross-Country (Boys and Girls)  
Soccer (Boys)  
Volleyball (Girls)

**WINTER**

Basketball (Boys and Girls)  
Swimming (Boys and Girls)  
Ultimate Frisbee

**SPRING**

Baseball (Boys)  
Soccer (Girls)  
Tennis (Boys)

A completed “Interscholastic Sports Permission / Emergency Notification / Physical Form” is required prior to participation. Directions to away events are included in the back of this directory. For information about the current day’s athletic schedule, call the CFS Sports Information Line (383-4844). Please see the CFS website for a more detailed picture of the program.

**STUDENT RECORDS:** You have the right of access to your child’s entire cumulative record kept by the School. (Children do not have access to these records while they are minors.) Ask the appropriate Head Teacher. Access is available to both parents regardless of their present marital status unless the School is otherwise directed by a court order. Only you and staff with a need to know have access; no one else is given this information.

**SUMMER PROGRAMS:** Day camps and workshops are offered for ages 4 – 15 in a wide variety of topics, such as computers, nature study, writing, art, cooking, comedy camps, papermaking, watercolor/drawing, weaving/fabric creations, theatre, mosaics, wax, sports (volleyball, basketball, soccer), comic design, clay works, fort building, river exploration, and outdoor art. In addition to the workshops, one camp for ages 6-8 (Kidspace) is offered with different themes each week. These campers swim at Camp New Hope and may take field trips connected to the camp’s weekly theme. Summer early school programs for ages 4 - 6 take place at Chapel Hill Early School. All programs are one to two-week sessions from mid-June to early August. Camp hours are from 9 AM to 3 PM Monday through Friday with early care available at 8 AM and extended day until 5:30 PM. (Early School hours are 8:30 - 3 with extended day until 5:30). A snack bar in the gym foyer offers drinks and snacks. Camp fees range from \$165 - \$270 per week.

CFS teachers and others connected to and familiar with the CFS philosophy lead the programs. Although many campers are CFS students, over two-thirds of the participants come from surrounding communities as well as from throughout the United States. We frequently have international students who join us as well. Last year over 852 students enrolled in the Summer Programs. Registrations start in early February and the brochure is available on line at our website: [www.cfsnc.org](http://www.cfsnc.org) Brochures are mailed on request. For more information, contact Chris Firpo at 384-9089 or visit the website to see what we offered in 2004. We will post new listings in mid-January.

**TOY POLICY, LOWER SCHOOL:** Students may bring toys or collectibles to Lower School only on their sharing days. After sharing time, toys must be put away until the end of the day. Electronic toys, games, or tape or CD players must be given to the teacher following sharing time and will be returned to the student at the end of the day. A small stuffed toy that provides comfort to a child may be brought to school any day, provided it does not interfere with the child’s participation in lessons and activities.

**TUITION:** Tuition and fees cover 87% of the cost of educating a child at CFS. The Annual Fund, endowment income, interest, and auxiliary programs finance the remaining 13%. Tuition and fees do not cover other expenses, such as new buildings and renovations.

**TUITION AID: (Note change in timeline for tuition aid.)** Admissions decisions are made without regard to a family’s ability to pay for the costs of enrolling a child at CFS. Over 20% of CFS students receive tuition aid. Grants for one year are based on information provided by parents on confidential written applications, which are reviewed by the Tuition Aid Committee. This committee consists of the Assistant Principal and the Admissions Coordinator, in occasional consultation with the Principal. **Tuition aid application packets will be mailed in October to re-enrolling families, who are asked to apply for aid by December 1.** Applications submitted on time are considered as a group, and families are notified as close to re-enrollment as possible. Late applications are considered with those received from new families, and these families are notified before the end of the school year if at all possible. Families are encouraged to apply early for assistance, so that the committee has an accurate view of the financial need of all families who will be applying. Due to limited funds, late application for tuition aid can affect the amount of grants. (See also DIVERSITY.)

**UPDATE:** Parent Meeting publishes UPDATE monthly throughout the school year. It is a principal means of communicating within the school community about upcoming events, as well as sharing reports about committee activities, relevant policies and procedures, carpooling, information about tutors, and more. The deadline for submitting copy to UPDATE is included in each edition of the publication. Parents are urged to use UPDATE as a way of sharing information of interest to the entire school community. Emailing copy is the most efficient process, however hard copy can be left with Nancy in the Center office.

**VALUABLES AT SCHOOL:** Valuables do not belong at school — and this includes child-defined valuables (e.g., favorite teddy bear, toy too precious to share), money, or any special item of an irreplaceable nature. If your child must bring valuables to school, have her/him ask a teacher to hold them until dismissal time. In the Upper School lockers are available for use. Students must provide their own locks.

**VIOLENCE:** Violence to persons or property is neither accepted nor condoned by CFS, and is viewed as grounds for separation from the School. There is no standard definition of “a violent act by a child,” however. The School makes an effort to eliminate both the fact of and the need for violent behavior or words among people. CFS staff joins with your efforts to achieve this crucial educational effort, and we are open to your counsel concerning this task. (See also WAR TOYS.)

**VISITORS TO SCHOOL:** Friends and relatives are welcome if prior permission of the Head Teacher is obtained. (See also PARENT VISITS.)

**VISITS TO FRIENDS’ HOMES AFTER SCHOOL:** If your young child is planning to visit a friend’s home directly from school, please send a note to tell his/her teacher in advance. A note is also necessary to alert the teacher to any unusual car pool arrangement. Lower Schoolers may not make phone calls from school to arrange after school visits.

**WEATHER-RELATED CANCELLATIONS:** In the case of weather-related school closings, the CFS website will be used to communicate school opening/closing information. Information will also be recorded on the School Inclement Weather Line (dial 383-6602, and press 8). Announcements will also be made over radio stations WCHL (1360 AM) and WUNC (91.5) in Chapel Hill, and over WDNC (620 AM) in Durham. CFS also contacts Channels 11 (WTVD) in Durham and 5 (WRAL) in Raleigh.

Every attempt is made to open school every day as planned. However, parents should know that the conditions on local county roads often differ from those in town. The country road conditions dictate our closings.

**PLEASE NOTE THE FOLLOWING:**

- The decision to open or close school is made in the morning by 7:00 AM unless conditions are utterly clear the night before. As soon as a decision is made, it will be publicized. Please do not call the school or staff for an earlier decision.
- Local radio stations often are swamped by announcements and may miss us from time to time. Please try the CFS website, the CFS Inclement Weather Line, and a variety of stations, before concluding that the announcement is not on the air.
- If bad weather sets in during the school day, feel free to pick up your children at your discretion. You needn’t call first. Please make PRIOR arrangements with your children and their drivers concerning same-day school closings. Remind Upper School students who drive carpools to make plans with their riders ahead of time in case of early dismissal of school.

# Glossary

**ADVISORS:** In the Middle and Upper Schools, each student works closely with an advisor throughout the year. The advisor serves as the student's counselor on courses, keeper of the student's record, mentor, friend, and homeroom teacher. The advisor is the first point of contact for parents.

**BACK-TO-SCHOOL NIGHTS:** These annual events provide parents an opportunity to meet other parents, get to know teachers, see classrooms, and learn about the academic program. Main Campus Back-to-School Nights are scheduled for 9/14 at Campus Early School, 9/28 at Lower School, 9/26 at Durham Early School, 10/3 at Middle School, 10/5 Chapel Hill Early School, 10/5 at Upper School. This event is for parents only!

**BOARD OF TRUSTEES:** The Board of Trustees has the ultimate responsibility for the School. As an independent corporation, the Board holds title to the School's assets and sees that the School is adequately financed and appropriately run. The Board sets broad policies about the School's purposes and operation, hires the Principal, and delegates to her/him the authority to hire staff. The Principal and staff develop the curriculum and manage the daily operation of the School.

The Board is composed of up to seven members appointed by and from each of the Friends Meetings in Durham and Chapel Hill and seven other co-opted members appointed by the Board. The co-conveners of Parent Meeting represent that organization's perspectives and activities at Board meetings. Board organization includes five standing committees: School Life (includes students, staff and parents), Development, Business, Governance, and an Executive Committee. Board meetings are open meetings. Typically they are held on the third Tuesday of each month during the school year at 7:00 pm in the Center Building.

**BUSINESS OFFICE:** Sue Summers is the Business Manager. Her areas of responsibility include student billing, tuition contracts, accounts payable, cash receipts, payroll, budgets, and financial reports. If you have questions about any of these areas, call Sue (ext 236) or stop by and see her in the Center.

**CENTER:** The Center building, located between the Lower and Middle Schools, houses the central administrative offices of principal, business manager, admissions coordinator, development/alumni coordinators, staff clerk, and secretaries. The Performing Arts Center is located at the west end of the building. Dance, drama, and music performances take place there as well as classes, special events, and summer programs.

**DEVELOPMENT OFFICE:** John Ladd, Laura Shmania, and Matt Drake coordinate the School's fundraising activities. They oversee capital campaigns; annual funds; giving through bequests, annuities, trusts, etc.; new endowments; and alumni relations. They invite your questions about contributions to the School.

**FRIDAY MEETING:** Every week the Principal, Assistant Principal, Admissions Coordinator, Staff Clerk, Development Coordinator, School Secretary, Business Manager, Athletic Director, and Summer Programs Director meet with the six Head Teachers of the School's units. This group serves as a vital communication/cooperation link among the units. Decisions are made by consensus, after careful discussion, consultation, and deliberation.

**HEAD TEACHERS:** Each unit has a Head Teacher. He/She is the administrative head of that unit, and also a teacher there.

Carrie Huff	Upper School	Libby Pittman Pendergrast	Campus Early School
Renee Prillaman	Middle School	Sue Caldwell	Chapel Hill Early School
Linda Dixon	Lower School	Cesanne Berry	Durham Early School

**LIBRARIES:** The MS/US Library is staffed by Mig Little Hayes and Pam Mayer and is open during the school day. The telephone number for the MS/US Library is ext. 232. The librarian of the Lower School Library is Mary Harwood at ext. 245.

**MEETING FOR WORSHIP:** The traditional Quaker Meeting for Worship is utilized by the School in a number of settings. A Meeting for Worship concludes the all-staff retreat in August before school begins and the all-staff gathering in June that closes the school year. Upper School graduation ceremonies take place in “a Meeting for Worship for Graduation.” Meetings for Worship are held regularly in the Lower, Middle and Upper units throughout the school year. They are also held on-call for the School community in response to crises in the School, nation, and world. Times of worshipful silence are integral to the daily “settling in and out” of the units, the opening and closing of Board meetings and Board committees, the opening and closing of all-staff, unit, and Friday meetings, in some classes, before basketball games, and in conflict resolution settings. Quaker faith and practice is specifically taught in the orientation programs for new staff and Upper School students.

**PARENT MEETING:** Parent meeting is a volunteer organization that engages in a variety of programs and services to support the school and parent community. It consists of an ad hoc coordinating/convening committee and liaisons within each school unit. Additionally Parent Meeting facilitates the publishing of the Parent Update.

**PHILOSOPHY OF THE SCHOOL:** The philosophy of Carolina Friends School is rooted in the tenets of the Religious Society of Friends and is approved and reviewed by the CFS Board of Trustees. The text is listed inside the front cover of this guidebook.

**PRINCIPAL:** The Principal is hired by the Board of Trustees and charged by the Board to develop the curriculum and to manage the daily operation of the School. The Principal hires all staff, delegates responsibility to Head Teachers, and oversees all units of the School. The Principal’s office is in the Center. Currently, the Principal is Mike Hanas.

**SCHOOL LIFE COMMITTEE:** The School Life Committee includes members of the CFS Board, staff, students, and parents. It serves as a sounding board for community issues at CFS. The issues may originate with anyone at School. The committee focuses on issues that affect most or all of the units, such as the use of silence or a review of the CFS philosophy. It has also considered issues of specific groups or of individuals. The committee meets monthly during the school year and reports or makes recommendations to the CFS Board.

**SETTLING IN AND OUT:** A time of silence with students and staff, practiced regularly in all units of the School.

**STAFF CLERK:** The Staff Clerk is Charlie Layman. The Clerk’s responsibilities include nurturing and overseeing the spiritual life of the school.

**TAX ID #:** For childcare expenses, the CFS Tax ID# is 56-0812560.

**THRESHING:** In the Quaker tradition, “threshing” provides a way for all members of a community to come together and intensively discuss an important issue, and thus move forward in a positive way. Sometimes the community resolves a way to move forward in one meeting; sometimes the threshing takes place over a number of weeks, months, or even years. Perhaps what most distinguishes threshing is that it calls for those participating to put aside differences and to develop a positive and collaborative vision of how the community can move forward together.

**WE & THEE:** A newsletter published three times a year by CFS. Topics of broad interest to the school community are covered, including views of the School from a variety of perspectives. Your copy will arrive in the mail.