



Inspiring Boys • Fulfilling Dreams

STUDENT-PARENT HANDBOOK

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WELCOME

Welcome to Church Farm School, where we take pride in creating meaningful opportunities for individual and collective growth. Establishing the appropriate framework to guide this work is essential and a fundamental purpose of the *Student and Parent Handbook*. It serves as our common resource for operational and behavioral guidance.

The *Student and Parent Handbook* is one of our most important pieces of communication and it is every student's and guardian's responsibility to be familiar and knowledgeable with its contents, particularly as the information is designed to keep our community purposefully oriented, well-structured and appropriately safe.

Church Farm School intentionally seeks to be a diverse gathering of adults and young men reaching for greater intellectual, physical and spiritual heights. Together, we seek to be good, productive and contributing members of a larger community. Our theme this year is **Ethical Agents of the Common Good**: A CFS Graduate seeks to understand issues of importance from multiple perspectives and utilizes his talents and moral reasoning to effect meaningful and positive change in the world around him. Each individual is expected to participate by holding themselves and others accountable to these standards and fully adopting the school's values of *respect, responsibility, integrity and brotherhood*.

Please be in touch with us about any ideas you have or may develop during the year as to how this document can be improved. On behalf of my colleagues, I wish you the very best in the coming year.

Sincerely yours,



The Reverend Edmund K. Sherrill II, Head of School



OUR MISSION

The Church Farm School prepares a diverse group of boys in grades 9-12 with academic ability and good character to lead productive and fulfilling lives by making a college preparatory education financially accessible.

Those We Serve

- We seek boys for whom a Church Farm School education represents an extraordinary opportunity.
- We offer opportunities to boys of ability and promise who are working to achieve their full potential.
- We intentionally provide significant financial aid in order to welcome students from a wide range of economic circumstances.
- We embrace our unique ethnic, geographic and socio-economic diversity.
- We serve boys from a variety of family situations, particularly those with a single parent.

Our Community

- We are a Christian community in the Episcopal tradition, one that welcomes students from many different faiths and traditions.
- We retain our commitment to single-sex education for boys.
- We seek to integrate a number of day students into our close-knit residential community.

Our Education

- We provide a rigorous, college-preparatory education in small classes.
- We aim to educate the whole person (academics, service, athletics, the arts and extracurricular activities.)

Our Values

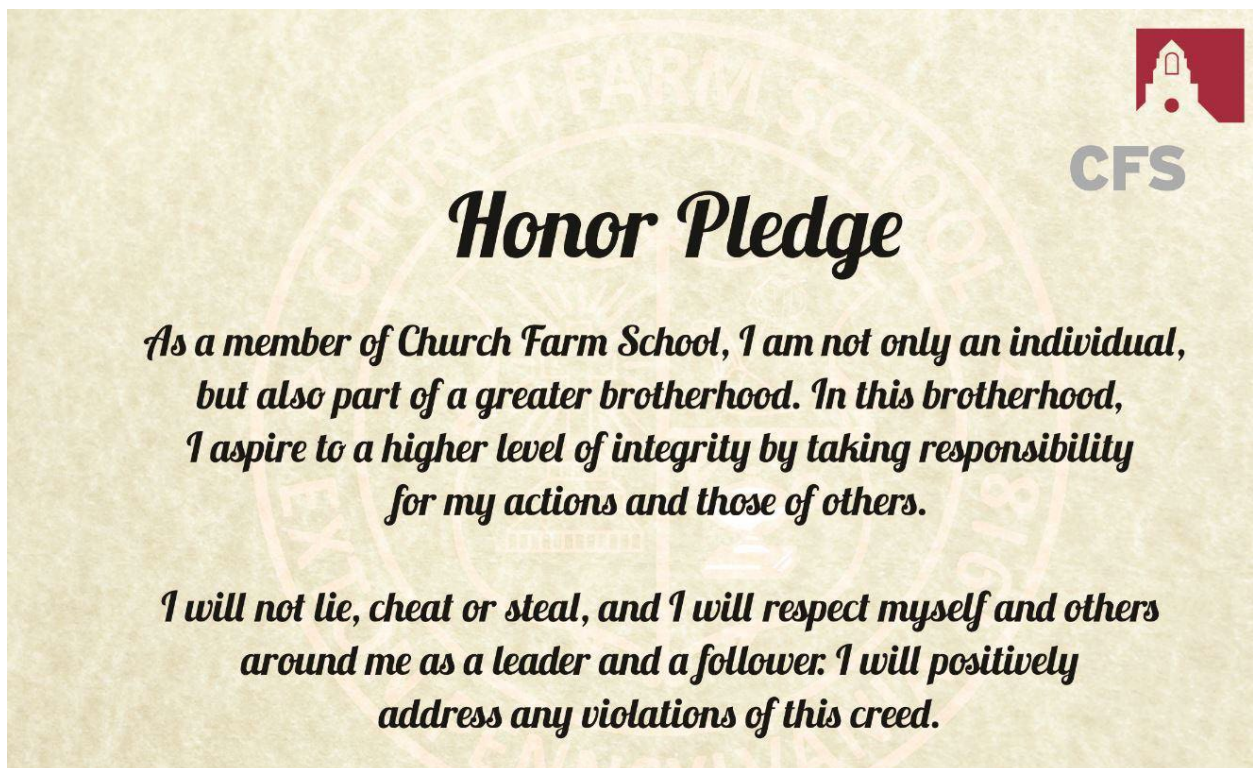
- Our core values are respect, responsibility, integrity and brotherhood.
- We encourage leadership and service to others.
- While the Church Farm School is no longer directly involved with farming, we seek new ways to connect with our land.

CFS Diversity, Equity and Inclusion (DEI) Statement

Church Farm School is a community of belonging, a place of diverse cultures, backgrounds and interests, where each individual is valued, seen and heard. We share responsibility to support and challenge each other, seeking to understand our differences and commonalities, and we commit ourselves to being critical thinkers and agents of justice. We empower change makers who are culturally competent and prepared to lead in a global society.

HONOR CODE

At Church Farm School, all students aim to live in an environment where they can embrace mutual understanding and provide meaningful and mature support to one another. The diversity of the school demands that scholars respect different backgrounds, perspectives and lifestyles while committing to a community of shared goals and aspirations. The Honor Code and its foundational values intend to permeate all areas of life at Church Farm School. Our four core values – respect, responsibility, integrity and brotherhood - form the basis of the Honor Code. The Church Farm School Honor Code is designed to hold each member of the community accountable for upholding these values. The Honor Code is not only a system of expectations within our school, but a way of life for the Griffins of Church Farm School. It serves to raise the whole community to a higher level of trust and freedom. Students, faculty and administration are equally charged with the responsibility for promoting the core values and creating this atmosphere of trust.



COMMUNICATING WITH CHURCH FARM SCHOOL

Church Farm School will be in regular communication with students and families throughout the school year. Guardians: Your main point of contact should be your student's advisor, but the Academics office will reach out quarterly to share grades, cottage faculty will communicate regularly with information pertinent to the cottage to which your scholar is assigned and our Communications office sends regular Announcements with information about school happenings, as well as a monthly E-Lert filled with school news and upcoming events. Our website – www.gocfs.net – has information and contact information, as does our school portal: gocfs.myschoolapp.com. Our CFS Parents' Association typically meets the third Tuesday of each month via Zoom.

Below are some commonly used phone numbers. Full contact information for our Faculty and Staff can be found in the CFS Portal.

Administrator on Duty (AOD) – 610.716.7982

Reception – 610.363.7500

Health Center – 610.363.5349

ACADEMIC SCHEDULE, POLICIES AND PROCEDURES

DAILY SCHEDULE

Daytime

Our school day begins at 8:00 a.m. All courses meet for 65-minute periods, three times each week. Students have a maximum of five classes each day, with an extended lunch period that also includes time for study, club meetings or advisory. This schedule of longer class periods that meet less frequently is intended to allow more in-depth study within each subject area. Longer class periods also facilitate more project-oriented work and are similar to the schedule that scholars will experience in college. The class day ends at 3:15 p.m., with most athletic practices beginning at 3:45 p.m.

The last periods on Tuesday and Thursday afternoons are "Conference Time," providing discretionary time for scholars to seek help from teachers, work on group projects or study independently. Wednesdays provide a change of pace in the week, with students enjoying a "sleep-in" morning. The first class period begins at 9:10 a.m. and is followed by Grade Level meetings or a flexible schedule block, and Chapel. This alternate schedule day provides opportunities for co-curricular programs, which include Diversity, Equity and Inclusion (DEI) initiatives, Social and Emotional Learning (SEL) presentations, outside speakers, panel presentations, facilitated student discussion and other related activities. Wednesday's lunch is a seated, family-style meal shared by all members of the CFS community.

Study Halls/Discretionary Time

Ninth graders are assigned to study hall during free periods unless they are involved in an approved activity or work assignment. All students are expected to bring work with them to study hall and to be

engaged in that work the entire time. The study hall proctor may assign additional work to students coming to study hall unprepared.

Tenth and eleventh graders are not scheduled for study halls during their free class periods but are expected to study independently or work in groups and remain on the academic side of campus during the school day. Twelfth graders have the most flexibility, as they have discretionary time during their free periods, preparing them for the increased independence that they will experience in college.

Evening Study

Evening study hours are considered an essential part of our overall academic program. At the start of study hours, all students must be in their assigned study spaces. Students must obtain permission from the on-duty cottage faculty members to leave the cottage after 7:30 p.m. Scholars are expected to study in their rooms or assigned common areas on academic coursework. Headphones must be used for videos or music. No telephone calls may be made or received during study hours. The North side of campus is closed after 9:30 p.m. and reopens at 7:00 a.m. during the academic week.

ATTENDANCE

Church Farm School is dedicated to academic achievement and success for all students. Regular school attendance is an integral part of that success. Maintaining consistent school attendance not only solidifies the academic skills of our students, but also enhances their social and emotional growth as well.

Daily Attendance

Scholars will need to check out with their cottage faculty each morning during the school week. Breakfast closes at 7:50 a.m. on weekdays (8:50 a.m. on Wednesday mornings). Attendance will be taken in your first period class; if you have no first period class you must check in at the front desk in Greystock by 8:00 a.m. Scholars are also expected to check in at all evening and weekend meals. Missed meals will be handled by the Administrator on Duty (AOD) and/or the Dean of Students on a case-by-case basis. If a day student has an unplanned absence, the parent or guardian should call the school before 7:40 a.m. and leave a message stating this. Repeated lateness will be treated as a discipline issue. Students are expected to be on time and to meet all commitments. If a scholar is ill, he may be excused by the nurse following the procedures in the "Health Center" section.

Holidays and weekends begin at the end of the school day. School ends at noon on the Friday prior to most holidays and long weekends; therefore, students are not excused early for travel-related reasons. Students are expected to return to school at the end of vacations at the appointed time. Families should make travel arrangements that coincide with the school schedule and should understand that vacations may not be extended on either end. Any violations of this will lead to consequences and discussions with the appropriate administrator.

Check-ins

Scholars are expected to use and follow the appropriate check-in procedures throughout the day. During orientation, all students will receive proper training on the *Orah* app, and how and when to check in.

Absences

All absences will be treated as unexcused until the school receives notice in writing (email is fine) explaining the reason for the absence. An absence may be considered excused for illness, family emergency or other situations at the discretion of the Director of Academics. Verification for excused absences may be a doctor's note or valid letter of explanation from parent/guardian. Requests for any other form of documentation for excused absences is at the discretion of school administration. When a student has accumulated 20 days of absences from school or any one class, the school will review the situation to determine whether the student will be required to repeat year-long courses, or to be retained in his current grade.

Planned Absences

For absences planned ahead of time (no more than three per school year), the scholar completes an "Application for Academic Absence" form (available in the Academic Office), obtaining signatures from each teacher and his faculty advisor. This completed form is to be submitted to the Director of Academics for approval and signature at least 48 hours in advance of an absence. Reasons for excused absences may include college visits, doctor's appointments and approved student development opportunities (e.g., conferences, internships). The final disposition (excused or unexcused) of planned absences is at the discretion of Church Farm School.

Absences for Off-Campus Activities

This policy applies to those students participating in off-campus activities during after-school hours (e.g., clubs, sports, activities outside of Church Farm School). Evening study hours are considered academic class time and are valued as such. Administration reserves the right to deny or cancel any off-campus activity if it jeopardizes the best interest of the student. In all cases, the student's on-campus academic, social or community responsibilities take priority over off-campus activities.

Guardians will be responsible for any and all transportation of scholars to and from non-Church Farm School practices and/or events. Further, Church Farm School cannot be responsible for the welfare of the scholar when attending any non-Church Farm School authorized/sponsored event. Guardians must sign the outside activity waiver releasing Church Farm School of any responsibility.

Students must be in, and maintain, good academic standing to be eligible for off-campus activities.

Making up Missed Schoolwork

Students are responsible for making up schoolwork missed during all absences. However, class credit will only be given for work missed due to an excused absence. No credit will be given for class work, including quizzes, tests and other assessments, which a student misses during an unexcused absence.

Attendance Infractions and Consequences

Scholars will need to leave the cottages by 7:30 a.m. and check out with their cottage faculty. Breakfast closes at 7:50 a.m. on weekdays (8:50 a.m. on Wednesday mornings). Attendance will be taken in your first period class; if you have no first period you must check in at the front desk in Greystock by 8:00 a.m. Scholars are also expected to check in at all evening and weekend meals. Upon the third late arrival to school, the scholar will face a series of school responses (to be determined by the Dean of Students and/or the Director of Student Life & DEI). Missed meals will be handled by the Administrator on Duty (AOD) and/or the Dean of Students on a case-by-case basis.

Tardiness to School/Class

Minimum Consequences (notice to advisor/cottage faculty and guardians in all cases):

- 1st and 2nd Infractions: Detention and guardian contact from Dean of Students.
- 3rd Infraction: Friday night detention, weekend work detail and contact with a guardian from the Dean of Students.
- 4th Infraction: Campus restriction and a formal letter to guardians from the Director of Student Life & DEI.
- 5th Infraction and beyond: Referral to Conduct Review Board (CRB).
- The Academics Office may intervene at any stage of this process.

COURSE SELECTION

Initial course assignments for incoming scholars are made by the Academics Office based on a review of each student's current transcripts, test scores and in accordance with state and school requirements.

- **Add/Drop:** a scholar may add or drop a course within five academic days of the start of the course due to improper placement or other academic reason, with permission from the Director of Academics.
- **Withdrawal:** beyond the Add/Drop period, a student's withdrawal from a course will result in a "WF" grade recorded on his transcript if he is failing at that time. If the student is passing at the time of withdrawal, a "WP" will be recorded on his transcript. Withdrawal will be permitted only under extreme curricular necessity and with recommendation of the Director of Academics and the relevant academic department.

ACADEMIC EVALUATION

Academic Commitments and Assessments

Every course and section should have a page on the CFS Portal, our online grading and school information system. The minimum requirements for this page are as follows:

- A posted syllabus or course outline.
- Homework, assignments, quizzes and projects updated weekly.
- Any major commitment or assessment posted at least one week in advance (it is not advisable to post major assessments more than three weeks in advance).

Multiple Assessment Policy

We want scholars to do their best work and ensure that they have enough time and space to prepare for major projects and assessments. No student may have more than two major assignments or assessments on the same day. The school maintains a test calendar to help students manage their assessment load. Teachers are required to enter all major evaluations on it. A student may approach teachers to let them know of multiple assessments on a given day to try to determine an alternate test date. If the scholar cannot reach an outcome with his teachers, the student can appeal to the Academic Office who will work with faculty to determine a suitable alternate plan for the student's assessments.

- All assignments should be posted to the Portal, informing scholars of the assignment, the due

date and specific requirements, including rubrics. All assignments are to be submitted by the start of the class period and are considered late after this time.

- All major projects and tests must be entered into the test calendar at least a week before the due date.
- Late Work Policy - If any assignment, to include homework, major projects or assessments, is not submitted on time, the student has three (3) calendar days to submit the work for credit. The student will be assessed a 25% penalty on any late assignment. If not submitted by the 3rd day, the grade will become a zero. The Late Work Policy does not apply to assignments due less than 3 days prior to the end of a quarter, as it is the policy of the school to not extend work into a new quarter.
- Note that the late work policy does not apply to scholars on medical leave.
- In the event of extenuating circumstances, an extension may be approved by the individual teacher, provided the request was made by the student at least two days in advance of the due date.
- Note that teachers will document missing major assignments in the Portal the day it is due.
- Teachers will also document a pattern (3 or more) of missing assignments in the Portal.

Report Cards

Grade reports and faculty comments are provided through the Portal. New parents/guardians receive an introduction to the grading system during Orientation Weekend. Families and scholars can view assignment grades and any teacher comments through the Portal. Scholars receive formal grades at the end of each quarter. While course grades are updated weekly, parents and guardians will be notified when official grades and comments are available.

Grading System

Scholars receive a numeric grade (0 – 100) in each class at the end of each interim and marking period. Colleges and other educational organizations use alternate scales, most frequently a 4.0 scale, which is equivalent to CFS grades as indicated below:

CFS Grade	Equivalent Letter Grade	GPA Equivalent
95 – 100	A	4.0
92 – 94	A -	3.7
89 – 91	B +	3.3
86 – 88	B	3.0
83 – 85	B -	2.7
80 – 82	C +	2.3
77 – 79	C	2.0
74 – 76	C -	1.7

65 – 73	D	1.0
0 – 64	F	0

Effort Rubric

The Academic Support office has worked with the Academic Department Chairs and administration to craft an effort rubric that will best support our students and curricular goals. With the new system, students will receive an effort grade at the end of each week throughout the quarter in the Portal using the rubric below. By the end of the quarter, the percentage seen in the Portal would directly correlate with a student's effort grade. The breakdown can be seen below:

5	93-100%
4	85-92%
3	77-84%
2	69-76%
1	Lower than 68%

With this method, the Effort grade is no longer a surprise to students. They are able to receive immediate feedback about how they are doing in their classes and where they need to improve. It also removes the subjectivity of the effort grade. For the 2023-2024 year, the STEM and Arts departments are including the effort grade in the final grade for each student. We will evaluate how this has worked for those departments at the end of the year.

Below are the criteria behind the scale.

	Exceptional (5)	Accomplished (4)	Proficient (3)	Developing (2)	Poor (1)
A CFS Griffin is respectful. He shows up to his responsibilities on time and is ready to engage in the task at hand.	Always on time and prepared for class	Consistently on time and prepared for class	Usually on time and prepared for class	Sometimes on time and prepared for class	Rarely on time and prepared for class

A CFS Griffin is a role model. He shows up to class ready to participate and engage to the best of his ability. He understands that he has a unique voice that is valuable to the classroom space and the education of others.	Participates and shows engagement beyond expectations and enhances the learning experience of others	Consistently participates and shows engagement in class	Participates and shows engagement through body language, active listening, verbal contributions and involvement in group work as required	Rarely participates or is disengaged in class	Often off-task (i.e., on computer at inappropriate times) and detracts from the learning experience of others
A CFS Griffin is responsible. He goes above and beyond to complete all assigned work to the best of his ability.	Always turns in completed work on time and consistently goes beyond expectations regarding the quality of work	Consistently turns in completed work on time and usually goes beyond expectations regarding the quality of work	Usually turns in all work, completed and on time	Turns in work late, despite being completed	Fails to turn in work on time or completed
A CFS Griffin has integrity. He seeks out the help of his teachers, incorporates the feedback from his teachers and peers, and uses his time productively during class.	Routinely and proactively utilizes learning resources during class time, regularly uses conference time to connect with the teacher	Often proactively utilizes learning resources during class time, occasionally uses conference time to connect with the teacher	Regularly utilizes learning resources during class time, uses conference time when required by the teacher	Rarely utilizes learning resources during class time	Fails to utilize learning resources during class time
A CFS Griffin is committed to being a part of a brotherhood. He makes	Choices and interactions enhance the classroom community	Choices and interactions almost always enhance the classroom	Choices and interactions neither enhance nor hinder the	Choices and interactions often hinder the classroom	Choices and interactions regularly hinder the classroom

choices that enhance the classroom community.		community	classroom community	community	community
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Course Load

Scholars are scheduled for at least six courses throughout the school year. All students are expected to have a course load which is consistent with their academic ability and skill development; any deviation from these academic requirements must be approved by the Director of Academics. Qualifying twelfth graders may have a different requirement as stated in their senior privileges.

Academic Honors

Students earning a grade point average of 92 or above, with no grade below 83, achieve Honor Roll. Extra Effort Honors are awarded to scholars with an effort grade average above 4.5, with no individual effort grade below a 4.

Standardized Testing

The Nelson Denny Reading Test and PSAT 9 will be administered to all ninth graders during the opening of school. Eleventh and twelfth graders take the SAT and/or ACT, which are required for admission to most colleges and universities and for which each scholar must register individually. Students are automatically signed up for these tests, which are administered during a regular school day.

ACADEMIC RESOURCES

Academic Support Vision

At Church Farm School, we provide a robust educational program that inspires our young men to be resilient, independent and curious learners who develop advanced study skills to apply to their learning across all disciplines. The Academic Support Office is committed to providing tools and services that equip all students and faculty with the knowledge to refine their organizational and time management skills as well as inspire our young men to gain confidence to seek assistance independently and collaboratively as needed in all areas of academic and residential life. The first step in this process is administering a 1:1 learning style assessment to each incoming ninth grader and then sharing that with each student's teachers, advisor and cottage faculty.

Academic Support Agreements

A formal Academic Support Agreement is triggered by a scholar failing any one course (below 65) or those who have two or more grades of 73 (D) or lower at the end of a marking period of when there is persistent concern about effort and consistency. The purpose of the Academic Support Agreement is to layout specific, achievable goals for the student and to provide support, as well. The Agreement is a formal document that is sent home to the family and signed by the student.

The student will consult with each teacher, and, together with his faculty advisor, complete a written plan of action (Academic Goals Form). At the discretion of the Director of Academics and the Academic Support Coordinator, a scholar may be placed on or removed from Academic Support and may be required to

attend evening and/or weekend study halls.

Any student appearing on Academic Agreement for three of the four marking periods within a school year will be eligible for academic dismissal and may forfeit an invitation to return to Church Farm School the following year.

The Academic Support list will be run every week on Monday. This list indicates any students holding a D or failing average for that week.

There are TWO requirements for any scholar whose name appears on the list:

- Attend conference time with the teachers of the classes that are below 73%.
- Sign up for a weekend Academic Support session.

Failure to fulfill either of the requirements listed above will be treated the same as failure to complete any other required school activity/event - scholar names will be forwarded to the Dean of Students who will follow through directly.

- Communication regarding progress on Academic Support may be made available to guardians so that they may help support scholar efforts.
- Persistent presence on the Academic Support list and/or an effort average between 1.0 and 2.0 may place the scholar in academic jeopardy at Church Farm School.

Retention Policy

Any scholar who fails two or more major courses or finishes the school year with an overall average of 73 or lower, may be retained in his present grade for the ensuing school year. No student may be retained twice; also, no scholar may continue at Church Farm School if his projected age at graduation is more than 19 years.

Academic Contracts

Any student repeating a grade at Church Farm School or who has a D (65-73) average at the end of the school year will be put on an academic contract for the following school year. This contract is designed in conjunction with the Director of Academics and is used to monitor a scholar's progress in order to increase potential for academic success. Failure to meet the requirements of the contract may result in early dismissal from Church Farm School during the school year. Additionally, a student who does not meet the expectations outlined in the contract may not be invited back the following academic year.

Summer Course Work

Students failing a single course may be given the option to complete summer work at home. A written plan for summer work will be developed by the Academic Office. Credit is limited to one course each summer. Students may study with a tutor, complete a comparable course at an approved local secondary school or college or may complete an approved online course of study; however, CFS will only recognize course credits that are conferred by an accredited academic institution. In those cases, CFS will attach courses and credits to the scholars CFS transcript and file. CFS does not include other institutions' courses or credits on its transcripts.

Students who wish to take summer coursework for advancement must meet requirements according to

the Academic Advancement policy below.

ACADEMIC ADVANCEMENT

The goal of this policy is to allow a student to achieve a higher level of academic study in a selected subject area than he could do within the standard curriculum schedule. All proposals for academic advancement must be submitted in writing and approved in advance by the student's advisor, the department head for the subject area and the Director of Academics.

To qualify, a scholar must, during the previous school year, maintain a minimum 87 average overall and a minimum of 92 in the requested subject for advancement. The submitted proposal must include a schedule of projected coursework in the subject area through twelfth grade. Serious consideration will also be given to the overall difficulty of a student's schedule to help maintain a healthy balance of all responsibilities, as well as ensuring timely completion of requirements for graduation.

Students are limited to one course during the summer and one during the school year. Potential situations include these below, although other approaches are certainly possible.

- Scholar takes a course at an accredited college or university over the summer, receives an "A" or "B" in the class and provides an official transcript upon his return to Church Farm School. He will receive credit toward graduation for the class and is eligible for the next level course.
- Student studies a subject online, with a tutor or takes a high school summer course. Upon return to school, he must take the applicable comprehensive exam at the scheduled date and time. If he achieves at least an 87 on the exam, he receives credit and is eligible to take the next level course.

Approval of all proposals is at the discretion of the Director of Academics. Any costs incurred for academic advancement or recommendations are the responsibility of the scholar and his family.

Approved students are not exempt from minimum course requirements, i.e., six courses each semester, or five courses for qualifying twelfth graders.

ACADEMIC INTEGRITY

Integrity is a core value of our school, and it is important for students to exhibit integrity in all aspects of their lives. Academic integrity is paramount in our school community. Each scholar is expected to be honest in submitting his own work as a genuine product that reflects his own effort and ability.

Academic dishonesty, on the other hand, is a misrepresentation of one's effort and ability. It also harms the reputation of the student and puts his career at Church Farm School in jeopardy. Any tolerance of academic dishonesty by our community compromises the credibility of the entire school and devalues the educational program. All acts of academic dishonesty will be reviewed by the Director of Academics and the Director of Student Life.

Academic dishonesty is defined as, but not limited to:

- Receiving answers from another scholar either verbally, digitally or by looking at their work.
- Submitting work, for which the student is not the author, as one's own.
- Using AI to complete any part of an assignment.
- Failure to appropriately cite sources (plagiarism).

- Submitting work that has been previously submitted for another class (self-plagiarism).
- Creating work for another student.
- Providing answers to another scholar, either verbally, digitally or by allowing a student to look at your own work.
- Providing knowledge about the contents of a quiz, test or exam to another student.
- Using any outside assistance not specifically approved by your teacher, whether a web tool (e.g., Google Translate, SparkNotes), device (e.g., calculator), another person or any other type of unauthorized resource.
- Misrepresenting work in any deceitful way.

Plagiarism

Scholars at Church Farm School are required to incorporate research into their academic writing. One step in incorporating research is acknowledging the source of such information through the use of citations. Failure to cite sources is an act of plagiarism. Whether a student summarizes, paraphrases or directly quotes a source, APA (American Psychological Association) formatting must be used to cite that source.

Avoiding Plagiarism

APA style is the official formatting to be used for all papers written in all classes, unless specified otherwise by the teacher. Students will receive direct instruction from teachers for writing papers and citing research using APA. The authorized resource for using APA is the [Purdue University Online Writing Lab](#) (OWL). Scholars with questions regarding APA and using sources should refer to the Purdue OWL or seek out a humanities teacher. For further information about writing criteria and expectations, refer to the Humanities Department Writing Standards.

Resource Check Programs

Church Farm School uses *Turnitin.com* and AI Detection sites to ensure that submitted work is truly the work of the student.

Protocol for teachers when facing a situation of academic dishonesty by a student:

- Conference with student, describing the offense and next steps.
- Complete the Report of Academic Dishonesty Form, and submit to:
 - Department Chair (DC)
 - Director of Student Life & DEI (DSL)
 - Director of Academics (DA)
- Directors of Academics and Student Life & DEI meet with the scholar(s) involved to gather information and report back to the teacher, DC, DA and the student's advisor.
- Student(s) will go before CRB.
- If the scholar remains in the community, they will work with the Honor Council to complete a restorative justice process.
- All incidents of academic dishonesty are to be reported to the Director of Student Life & DEI.

Use of ChatGPT and other AI Sites

Resources such as ChatGPT are a reality in today's technological world. Our goal at CFS is to teach our scholars how to use these sites ethically and responsibly. The fact that our theme for the year is *Ethical Agents of the Common Good* presents our community with a wonderful challenge – how do we as educators and scholars learn about this resource and benefit from it without crossing boundaries?

The use of AI/bots includes, but is not limited to, automated text generation tools, language models, chatbots or any other form of artificial intelligence or machine learning systems designed to generate human-like text.

Exploring the capabilities and creativity behind AI is critical in the digital age. Expect conversations about use of AI technology in your classes and make sure to talk directly with your teacher before you consult or use AI in relation to your course.

Acceptable use of technology will be defined by the teacher/department in each class.

The expectation is that a student will check with the teacher before using AI for any project or assignment. Students are expected to independently conceive, research and produce their own written work using their knowledge, skills and critical-thinking abilities.

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

- Using an AI chatbot or AI tool without approval from the teacher.
- Using any unattributed text, graphic or material in any work submitted for class.
- Copying and pasting, typing or submitting course content into the AI chatbot.
- Failing to properly cite AI chatbot on the resource page, assuming the teacher had approved use of AI chatbot (<https://apastyle.apa.org/blog/how-to-cite-chatgpt>.)

Any unacceptable use of AI will be treated as a violation of Academic Integrity. The work will receive a grade of zero and the matter will be sent to the Directors of Academics and Student Life for review on next steps.

TECHNOLOGY

Each student is provided with a fully equipped laptop computer as a tool to support and enhance his educational activities. The scholar will also be provided a power cord (a/c adaptor). Each computer is equipped with software licensed by the school. Various functions and operations may or may not be permitted and will be protected by school administrative security codes. Attempting to add/remove software, alter the laptop's operating system or circumvent any other CFS security protocols will be considered a violation of this agreement and the student will be subject to disciplinary action. **Church Farm School reserves the right to retrieve and investigate the condition and content of any laptop at any time.**

- Unattended laptops may be confiscated. Upon receipt of an unattended laptop, Student Services will contact the Director of Student Life & DEI, and the student may face disciplinary consequences (see Student Conduct).

The scholar and/or his family may be financially responsible when:

- A student loses his laptop or laptop accessory (e.g., power cord, headset).
- A student damages his laptop or laptop accessory.
- A student is found to be responsible for damage to another student's laptop or laptop accessory.

The school provides warranty and service support for all damages to scholar laptops. However, families will be responsible for the cost of the laptop issued should it be lost or stolen. Families will also be responsible for any lost or damaged accessories related to the laptops such as power cords, headsets, cases, etc.

School fees offset the annual cost of leasing laptops, purchase of accessories, software, software licensing, internet access, wired and wireless infrastructure, educational software, classroom technologies, computer labs, management fees, contracted support services, the IT Department and technology support. Church Farm School does not have a laptop purchase program. Up to three personal devices, including personal cell phones, may be connected to the school network through an onboarding process upon reaching CFS campus. Any personal devices attached to the Church Farm School Network will fall under the same expectation of privacy and monitoring as CFS owned devices stated in this handbook, and the acceptable use policy of CFS.

The Church Farm School academic program and technology policies emphasize that use of the laptop, including access to all network resources, is a privilege which must be maintained through considerate and responsible behavior. All technology resources are intended for academic and other school-related purposes. Each scholar signs a user agreement stating that he understands the rules and agrees to follow them. Failure to follow policies will result in the loss of laptop privileges and other serious disciplinary action.

Church Farm School utilizes network software to block access to certain websites, including those that present pornography, violence, criminal activity and other inappropriate topics. All members of the community are expected to respect these limits. Any information entered or accessed via Church Farm School technology may be reviewed at any time by school administration.

Scholars are responsible for their conduct (including communications) while using all technology resources, just as they are in a classroom, cottage, school hallway or at home. Students violating IT usage policies are subject to disciplinary action up to and including dismissal.

Cell Phones

The CFS community has had multiple conversations regarding the use of cell phones on our campus and its impact on our scholars. Gaming, social media, texting and other activities on cell phones present a major distraction from our academic, athletic and community goals. The constant on-screen activities have resulted in an increase of anxiety, fear of missing out (FOMO) and lower self-esteem in teens. At CFS, we want our scholars to be engaged with one another, having more face-to-face conversations, collaborating on school initiatives, interacting with faculty and staff and taking a more active role in their educational journey. In light of these concerns and the feedback we received from faculty and scholars on our Curricular Team, we have revised our Cell Phone Policy.

Cell Phone Policy:

- Cell phones are restricted from the school side during the academic day (7:00 to 3:15).
- Cell phones must be on airplane mode/silenced and secured in scholars' backpacks. No visible cell phones or cell phones in pockets; no backpacks in bathrooms. Cell phones can only be accessed during the day with permission from an adult.

- No cell phones in Chapel.
- Cell phone usage is restricted from the Dining Center during all meals, and in Chapel.
- Scholars can use their cell phones in the Bissell Center and Student Life areas after 3:15.

Consequences:

- First violation: cell phone is confiscated for a day and the scholar will receive a detention.
- Second violation: cell phone is confiscated for three days, the scholar receives weekend work and a letter is sent home to the family.
- Third violation: Scholar will meet with the CRB.

Scholars are permitted a single cell phone or smartphone which must be authenticated through the IT Department for use at CFS. CFS uses a series of emergency notification systems to keep members of the community apprised of any event where individual and collective action is essential for safety and security matters. All cell phone numbers are required to be submitted as part of our notification database and communication systems.

If a family has an emergency during the school day and needs to contact their scholar, they should call the AOD phone: 610.716.7982 or main CFS number 610-363-7500.

IT Department

The IT Department is the “Help Desk” – the first point for all issues and questions involving laptops, software, printers and network problems. Scholars who have a laptop that is not working properly or is lost should notify IT as soon as possible. Hours of operation are posted on the door and issues can be reported via email to support@gocfs.net

The IT Department also provides a place for students and faculty to receive instruction in using computer technology for learning and teaching. Services provided are adapted in response to technology changes and as the needs of the community evolve. Other hardware/software resources are available for checkout.

COLLEGE COUNSELING

As a college preparatory school, Church Farm School is keenly aware of its responsibility to help scholars make good decisions about their post-secondary plans. We recognize the importance of providing students and families with as much accurate information as possible about high school course selection, standardized testing and the college admissions and financial aid processes. It is our desire to support each student in identifying those colleges and universities that are an appropriate match for his interests, abilities and aspirations.

The Director of College Guidance is the primary point of contact for scholars and families as they navigate the college and financial aid application process. Academic faculty, cottage faculty, coaches and advisors work collaboratively to assist in the college planning process. Individual student conferences, grade level meetings, career programs, regional college fairs and admissions counselors visiting campus all provide opportunities for students to examine their strengths and weaknesses, explore their post-secondary options and ultimately make well-informed choices about their education after Church Farm

School.

The Director of College Guidance also helps scholars register for appropriate standardized tests, coordinates transportation to local test centers and oversees the timely distribution of transcripts and other supporting documents to colleges and universities throughout the application process.

It is vitally important for parents and guardians to work as closely as possible with the school to support students throughout the post-secondary decision-making process. With this in mind, the Director of College Guidance is available to family members by phone, email and individual appointment to answer questions, provide information and discuss whatever concerns might arise while at Church Farm School and into their future.

Although we want to support our scholars as much as possible with their college admissions process, we are not responsible, nor can we provide transportation for college interviews or visits. Arrangements for college-related visits are the responsibility of your scholar. Transportation on and off campus as it relates to non-scheduled activities is the primary responsibility of the student and his guardians.

While Church Farm School is happy to assist with regularly scheduled local transportation available to all scholars (i.e., Exton/Paoli train stations), we simply do not have the means to accommodate students with personal transportation requests. Advance planning on the part of the student is critical in this process. Below are suggestions and tips on how to best handle future transportation needs for any upcoming college visits and interviews:

- Students should try and ask interviewers if they would be willing to come to campus for an interview. Church Farm School is happy to accommodate interviewers at a mutually agreeable time.
- Students should find out if a virtual interview would be possible.
- If students are unable to secure an interview at Church Farm School and need to find transportation to an event or off-campus location, their first step should be to consult the website for school-sponsored shuttle services and times.
- If the school does not offer scheduled shuttle services that correspond to specific travel needs and guardians are unable to assist with transportation, there are several public transportation options that can be utilized directly from the school (SEPTA bus transit, taxis, etc.). Students may seek assistance from the Director of College Guidance, Director of Student Life & DEI and Director of Residential Life to explore these options.
- When all of these options have been exhausted, seeking the assistance from an advisor or other trusted adult to see if a van can be secured for their interview might be an option. Please note that if an adult agrees to help a student through the use of available school vehicles, a transport fee may be charged to the student account. Please keep in mind that due to our busy van schedule, requests will not be accommodated through our van services if requested less than one week before the interview/visit.

Excused Absences for Visiting Colleges

Twelfth graders are allotted three excused absences for college visits. Eleventh graders are not allotted any excused absences for college visits. Guardian/Parents are strongly urged to support their scholar's visiting colleges during spring break, weekends, summer and other times when school is not in session.

Excused Class Absence for Colleges Visiting Church Farm School

Twelfth graders must fill out a form at least two (2) days in advance to miss a class to meet with a college representative visiting Church Farm School. It is the responsibility of the scholar to make up any missed work or assignments. Eleventh and tenth graders are allowed to meet with college representatives during a mealtime, study hall or conference time.

Required College Visits

Eleventh graders are expected to attend at least three in-person or virtual college visits with visiting admissions counselors. Twelfth graders are required to attend at least five in-person or virtual college visits with visiting admissions counselors. All twelfth graders must meet with the admissions representative visiting CFS if he plans on applying to that college or university.

Test Preparation

Should CFS offer SAT preparation, eleventh-grade students will be required to attend weekly classes and complete all SAT prep assignments and practice exams. Only scholars exhibiting superior performance on an SAT will be allowed an exemption with the approval of the Director of Academics.

Discipline Disclosure in College Admissions

CFS will disclose the disciplinary records of students as required by colleges and universities during the application process. Those disciplinary records would only be those records indicating a suspension of any kind, and/or school dismissal. Should the college or university not request this information we will not offer this information.

STUDENT CONDUCT

The goal of the code of conduct is to instill in each student an awareness of and respect for the rights of others. Members of our community should honor our core values of respect, responsibility, integrity and brotherhood in all areas of school life. This includes following all school guidelines and policies throughout the school year. Any conduct infraction (attendance, lateness, dress code, inappropriate behavior or language) will be documented by colleagues in the Portal.

It is the responsibility of each student to:

- Be aware of all rules and regulations for student behavior.
- Assume that, until a rule is waived, altered or repealed in writing, it is in effect.
- Volunteer information in matters relevant to the health, safety and welfare of the school community and the protection of school property.
- Assist the school staff in operating a safe school for all scholars, staff and visitors.
- Exercise proper care when using facilities and equipment.
- Exhibit courtesy and not use indecent or obscene language.

To assist a student's compliance with the discipline code, it is recommended that guardians:

- Explain the school rules to their scholar.
- Take an interest in the courses taken, the texts and materials used, the lessons studied, the homework assigned and the results of standardized and faculty constructed tests.
- Maintain contact with the school.

- Encourage participation in a wide range of school activities.

SCHOOL REGULATIONS AND POLICIES

Please note that permission to leave campus, or visitations to campus by guardians and others, might be restricted at specific times due to health and safety protocols. Additionally, only visitors who have been vaccinated against Covid-19 are currently permitted on the CFS campus.

Weekend Permissions

We encourage all students to maintain frequent contact with their families, including visits home on weekends when possible. All scholars need appropriate parental guardian permission for weekend leaves. If a student is visiting another student's home, guardian/parents must call the school in advance to give permission for their child or to extend an invitation for another student to visit. Last minute weekend plans must be cleared directly with the Administrator on Duty by calling the school.

Scholars who wish to leave campus for a weekend or overnight must fill out a "Weekend Request" form and turn it into a cottage parent by Wednesday evening. The cottage parent will confirm the request with the scholar's family and then deliver the verified request form to the Dean of Residential Life. These weekend forms are available in the cottage and outside of the Student Life Office.

Students will return from weekends no later than 6:00 p.m. on Sunday evening. All students are required to have face-to-face contact with cottage faculty upon return from any weekend or vacation, regardless of the time they arrive on campus. Leave permission terminates on the student's return to campus.

Note: Any scholar who misses the "Weekend Request" deadline may lose the privilege of a weekend pass or receive other consequences. Any student who arrives late (unexcused) for Sunday study hours after a weekend trip may receive a disciplinary consequence.

Off-Campus Permission

Any student planning off-campus activities should have written permission from a parent or guardian, and the student's cottage faculty should be informed of the departure and return plans. Scholars are expected to have taken care of all school and personal obligations before leaving campus. Students are required to sign out, in person, as they leave the cottage, and sign in, in person, when they return. For more informal or unplanned departures from campus, scholars must receive approval from the Administrator on Duty.

Specific examples for clarity:

- In the case that a student is being transported off campus by a parent or guardian, the student must check out with an adult supervisor (in the company of the person transporting them) and the AOD must be notified.
- When a student is being transported by someone other than his parent or guardian, a written note is required to ensure the scholar's safety and the student must check out with the AOD specifically. (No note is necessary when a student is being transported off campus by his actual parent or guardian).
- Any scholars departing campus for a walk, jog or bicycle ride must receive specific permission

from the AOD and be with at least one other student. The students should provide their cell phone number, destination and expected time of return (with approval) before his departure. Note: all destinations must be linked to the Chester Valley Trail and bicycles must be locked when entering a building.

Cottage Access

No scholar may be in the cottages between 7:40 a.m. and the end of the academic day, unless they have permission from the Director of Student Life & DEI.

School Boundaries

Unless otherwise specified, the school boundaries are as follows: the bike path to the north (Chester Valley Trail); Valley Creek Boulevard to the east; the Head of School's home to the south; the tree line to the west of the cottages and athletic fields. Any student found out of these boundaries without permission will face disciplinary action.

Tunnel/Highway

No one is permitted to cross Route 30 by foot. All must use the tunnel. Any student crossing Route 30 will be automatically expelled from CFS. This includes Route 30 and major roads off campus as well.

Vehicles, Bicycles and Ride Share Services

CFS students are not permitted to operate motor vehicles on campus unless accompanied by their parents/guardians or authorized by the Director of Student Life & DEI. Boarding students may not have cars on or near campus while school is in session. Day students may arrange with the Director of Student Life & DEI to have a car for travel to and from school only and must have a completed and school-approved Driving Privilege Form on file. Day student vehicles are only permitted to enter the north campus and park in the designated area of the north campus. At no time may a day student have other CFS students in their car. Violations are a major offense for the driver and passenger(s) and could lead to loss of driving privileges as well as suspension or dismissal from the school.

A boarding scholar is not permitted to ride with another student at any time. In addition, a boarding student may not ride with anyone who is under the age of 21 unless the student has received advance permission from parents/guardians and the Director of Student Life & DEI. Violations could lead to suspension or dismissal from the school.

Ride services (e.g., Uber, Lyft) are not to be used by scholars under the age of 18. Students 18 years of age and older may use ride services only with a minimum 24-hour advance permission from the Director of Student Life & DEI. Violations could lead to suspension or dismissal from the school. All students are permitted to use taxis and other transportation services without age restrictions with advance permission from the Director of Student Life & DEI.

Hitchhiking is prohibited. Violations could lead to suspension or dismissal from the school.

Scholars may ride bicycles on campus and along the Chester Valley Trail between Wal-Mart (Main Street, Exton) and Route 29 (Wegmans, Malvern). Extended trips may be arranged with permission of the AOD. Students are not to ride bicycles on state or federal highways, including Routes 29, 30 and 100.

Students are to wear a helmet at all times while riding. Violations could lead to loss of privileges, being restricted to campus for a period of time (campused) and in some cases, suspension or dismissal from the school.

Smoking

Church Farm School opposes the use of tobacco, electronic cigarettes and vaping devices because of its effects on the health of smokers and nonsmokers alike. Smoking by students is strictly prohibited anytime or anywhere on the Church Farm School campus or while under school jurisdiction.

Electronic Devices

Church Farm School encourages “responsible use” of electronics as a life skill. We expect all of our community members to be present and engaged with one another in campus life. Audio devices, headphones, cell phones and other similar devices should be used with discretion and in private settings on the cottage side of campus.

General Building Security

Students are not permitted to prop open any door on campus; doing so is considered a major safety violation and will be handled as such.

Visitor Protocol Information

A safe school environment is essential for learning and is one of the highest priorities of Church Farm School. For the security and safety of our scholars, faculty, staff and guests, off-campus visitors are to follow the procedures outlined below. All visitors, including parents or guardians, are expected to announce their presence on campus to the AOD upon arrival. Parents/guardians may enter cottages with their scholars; but if the visit is extended, parents or guardians must follow general visitor guidelines.

General Visitor Hours

- Weekdays from after school through the end of the evening meal.
- Friday from after school through the end of the evening meal.
- Saturdays from 8:00 a.m. through the end of the evening meal.
- Sundays from 8:00 a.m. through the end of the evening meal.

During the academic day, all visitors must sign in at the Reception Desk located in the Greystock building. All visitors must be issued a Visitor Pass which must be displayed at all times while on site. Visitors will be asked to remain under the supervision of a designated member of faculty/staff while on site. All visitors must sign out at the Reception Desk before leaving the site.

During weekday evenings and weekends, visitors must contact the AOD by phone at the meal check-in counter or by asking for help from a community member. The AOD will ask the visitor to sign in and either provide a Visitor Pass or authorize the visitation. If given a pass, visitors must return their pass at the end of their visit.

- Visitors are allowed in all public areas within the school boundaries during approved time periods only.

- Visitors are not permitted in the private bedrooms of the cottages.
- Visitors, including family members, must register with the AOD during non-academic times.
- Visitors are not extended overnight privileges.

***It is the hosting student's responsibility to inform his visitor(s) of this process and obtain the necessary passes.**

Weekend Cottage Curfews

Friday and Saturday: 10:00 p.m.

Students are restricted to the south (cottage) side of campus after 9:30 p.m. Vacation return curfew for all students is 6:00 p.m.

School Property

The care of school property is the responsibility of each member of the community. In the event of damage and/or loss to equipment and/or property beyond regular wear and tear, the student will be 100% responsible for any/all costs incurred to repair and/or replace the equipment or property. Proper charges may be added to a scholar's account in the Business Office.

Improper, careless or destructive use of equipment and/or property (including electronic devices) can result in disciplinary action.

Off-Campus Student Employment/Off-Campus Extracurricular Activities

The intensive, college-prep environment of Church Farm School challenges most students to manage the daily academic, athletic and social requirements. Adding employment or outside extra-curricular involvement on top of this rigorous schedule is not recommended. If a scholar seeks and receives school permission to work or participate in an extracurricular activity off campus, the student and/or student's family will be responsible for his transportation. All individual off-campus travel must be communicated to and approved by the AOD.

DRESS CODE

General School Day Dress

(Monday, Tuesday, Thursday, Friday)

"Business Casual"

- CFS polo shirts (all scholars receive one polo at Orientation)
- CFS quarter-zips and CFS crew sweatshirts (available for purchase in school store on first floor of Greystock or online at gocfs.net/store
 - CFS hoodies are prohibited for general school dress
- Neat, clean slacks/khakis (black, blue, grey or khaki)
- Dress shoes and socks (no white or athletic socks)
 - All-weather boots may be worn only in severe or inclement weather (ice, snow, heavy rain)
- Belt

Chapel Dress/Special School Functions

(Wednesday, Sunday and special occasions designated by the school)

“Business Formal”

- Button-down shirt
- Clean and neat dress pants
- Necktie/bowtie
- Sport coat or suit jacket
- Dress shoes and socks (no white or athletic socks)
 - All-weather boots may be worn only in severe or inclement weather (ice, snow, heavy rain)
- Belt

Dress for Weeknight Dinner and Weekend Meals

- Appropriate t-shirts in good repair (sleeveless shirts and tank tops are prohibited)
- Clean jeans/slacks/khakis/sweatpants (no rips or tears)
- Hoodies and pullover sweatshirts are allowed at evening and weekend meals
- Crocs, sneakers or shoes only; flip flops, sandals and slides are prohibited
- Students are expected to be clean and dry and should shower before entering the Dining Center. Students who are sweating or in sweaty clothes may not enter the dining facility
- Students will be sent to their cottages to shower or change if hygiene is not deemed appropriate by the AOD
- Scholars should wear clean, dry clothing after athletic competitions and practices

Dress Down Day Guidelines

“Relaxed Casual”

- Shirts in good repair (t-shirts are allowed/no muscle shirts)
- Clean jeans and sweatpants without holes (no hats are allowed)
- Crew neck sweatshirts, sweaters and quarter-zips
- Boots, crocs and sneakers are allowed (flip flops, sandal/slides are prohibited)

General Dress Reminders

- Hats, hoodies and other headgear are restricted indoors (unless religiously affiliated)
- Wallet chains or inappropriate belts are not permitted
- Athletic jackets or winter coats should not be worn in the academic buildings or Dining Center
- Backpacks and headphones are not allowed in the Dining Center at any time
- Scholars may augment their wardrobe during designated hours in the Griffin Clothes Closet in Greystock Hall, which includes new and gently used donated items

Hair

We appreciate, respect and value cultural diversity. Headbands are not allowed. We will have barbers on campus or will schedule haircut trips for the weekend activities (SWAT).

Facial Hair

Students should keep facial hair trimmed and groomed.

Earrings

Earrings are restricted to small studs.

CFS DISCIPLINARY LEVELS AND RESPONSES

The safety and security of all scholars on the CFS campus is our highest priority and certain boundaries and protocols are established to safeguard each scholar's well-being. Church Farm School believes strongly in dialogue-based interaction between students and adults designed to help scholars understand community norms and learn from their mistakes. Ideally, effective communication of fundamental community expectations will help students avoid the consequences prescribed by the school in the more advanced stages of the school's disciplinary cycle.

The Dean of Students and Director of Student Life & DEI will enforce, interpret and communicate disciplinary policies. Faculty, staff and student leadership will work together to help scholars understand the expectations of the community and steer clear of punitive disciplinary responses and results.

THE CONDUCT REVIEW BOARD

The Conduct Review Board is chaired by a faculty member and includes the Dean of Students and/or the Director of Student Life & DEI for incident/case presentation and information. Faculty members and students both participate on the Board. The student's advisor or another Church Farm School adult advocate may appear on behalf of the student scheduled for review. The Board will convene when a student is facing the potential of suspension or dismissal. Recommendations of the Board are forwarded to the Head of School, who makes the final decision regarding disciplinary action.

Members of the Conduct Review Board are likely to respond to a student who appears before them in a variety of ways: the Board may recommend to the Head of School that a student be dismissed for a first or second offense, or the Board may recommend a less severe penalty. Each situation depends on the severity of the offense and its impact on the overall well-being of the school community.

Campus Restrictions

There are a variety of campus restrictions that can be assigned by the Dean of Students. Saturday morning work and kitchen chores are both self-explanatory. A scholar that is assigned a "Campus" must remain on the school grounds for the duration of the weekend. The only exceptions would be to attend a choral or band event, a community service event or to compete in an athletic contest with his team. He will participate in the Saturday morning work program, do assigned kitchen chores and is not invited to attend any social function offered by Church Farm School. Those students assigned a "Campus" that do not satisfactorily complete the obligations may be assigned an "Ultimate Campus" the following weekend. The "Ultimate Campus" would add Friday night detention to all of the restrictions of a "Campus" as well as prohibit the scholar from going off the school grounds for any reason.

Probation

Terms of any Probation are determined by the Conduct Review Board and are case-specific. Any disciplinary infraction during the probation period will jeopardize the student's future.

Suspension

Students who are suspended are separated from the community for a period of time. The student has three calendar days upon return to complete his work.

Detentions

Weekly and weekends assigned by the Dean of Students.

In-School Suspension

Under certain circumstances, the school may determine that a suspension may be served within the boundaries of the school campus. Such a suspension could include work detail, proctored study time or any other activity deemed appropriate and consistent with the school infraction. An in-school suspension could last between one and three days.

Dismissal

Scholars who are dismissed are to leave campus as quickly as possible. The family is expected to return any and all school-issued property and to honor all outstanding financial obligations. All records and references are frozen until all obligations are met. The school is not responsible for a student's belongings if he leaves school without them. A dismissed student is not welcome on campus for a period of one calendar year without previous, explicit permission from the Head of School or Administrator on Duty.

Failure to Fulfill Consequence Obligations

If a student fails to fulfill a disciplinary consequence (and the reason for the failure is unexcused), the scholar will automatically be reassigned to that same level of consequence in addition to the next level of school consequence. The student's guardians/parents will all be informed by the Dean of Students. Multiple missed consequence assignments may lead to suspension from school and/or CRB consideration by the Dean of Students and Director of Student Life & DEI.

Protocol for Major Conduct Offenses

While Church Farm School maintains a list of major infractions, the school reserves the right to consider disciplinary action in cases of students whose academic and/or social behavior is consistently unsatisfactory and whose overall impact is not in keeping with the school's core values. In most cases, the administration will refer the matter to the Conduct Review Board; however, the Administration may also decide to make a decision without the Conduct Review Board. Timing of the infraction and confidentiality will be factored in the decision of using the Conduct Review Board.

CFS "Dismissable Offense" (below are some examples)**Controlled Substances**

The school is committed to maintaining a safe, healthy and educationally productive environment, free from the negative effects of drug and alcohol use. The school will not tolerate any alcohol, drug or

vaping use that could endanger the health and well-being of its scholars or staff or threaten the school's operations. A violation of the policy at this level will have a minimum result of a suspension from school.

If any adult in charge believes there is a reasonable suspicion a scholar is in violation of this policy, the adult in charge will immediately contact the Administrator on Duty and the School Nurse. An evaluation will be made by the Administrator on Duty and the School Nurse to determine the student's condition and level of safety. If the Administrator on Duty and the School Nurse feel there is a reasonable suspicion the student is under the influence of drugs or alcohol, the student will be tested on campus. Note: if there is any reason for a test to be run at an outside facility, Church Farm School will incur expenses for negative results.

A. This policy prohibits scholars from illegally dispensing, distributing, manufacturing, obtaining, possessing, purchasing, selling, using, being under the influence of or testing positive for drugs or alcohol.

Therefore:

Any student found to be trafficking in any illegal substance will be immediately dismissed from school. The school will inform the police of trafficking in illegal drugs and will turn over any illegal drugs confiscated on school property or in school vehicles to the proper authorities.

B. This policy prohibits any student from being in possession of or under the influence of alcohol, illegal drugs. In addition, abusing prescription medications or over-the-counter medications is prohibited.

Smoking

A. Smoking in the Cottage

Any scholar or scholars in possession of a lit tobacco, e-cigarette or a drug product will be dismissed. Other students present will receive a disciplinary consequence, including a CRB.

B. Use of Tobacco Products

Smoking, chewing or other use of tobacco products is prohibited on the entire school campus and at any school function. Any student found smoking or smelling of smoke will face a disciplinary consequence, including a CRB.

C. Burning Materials/Open Flame

Any student burning materials or having an open flame (lighter or match) will face dismissal. **Any scholar seen or determined to have had an open flame in a cottage will be dismissed from the school.** Others present will receive a disciplinary consequence, including a CRB.

Crossing Highway 30

For the safety of our community, the tunnel under Highway 30 was constructed for any and all pedestrian traffic between the academic and residence sides of the street. **Any scholar seen or determined to be crossing US Highway 30 on foot will be dismissed from the school.** While on off-campus trips, students must obey all traffic laws, including pedestrian crossings.

Stealing

Any student found to be stealing or in possession of stolen items may face dismissal and will appear before the Conduct Review Board.

Possession of Keys

Any student found in possession of unauthorized keys or key cards may face dismissal and will appear before the Conduct Review Board.

Weapons

Weapons of any kind including, guns, knives, hatchets, martial arts equipment, etc. are not permitted. Students found in possession of these items may face suspension or dismissal and will appear before the Conduct Review Board.

Vandalism

Any student willfully defacing or destroying property may face suspension or dismissal. The student and/or his family will make restitution.

Out After Curfew

Any student leaving his cottage or campus after hours and without prior permission faces dismissal.

BULLYING

Bullying will not be tolerated at Church Farm School. While bullying can be a subjective term, it is generally defined as unwanted, usually aggressive behavior, involving the assertion of power of one person over another. Often a bully's behavior is repetitive or has the potential to be repetitive. Bullying is an action and can appear in many forms: verbal teasing or taunting, social discrimination or embarrassment or physical harm or discomfort to one's body or possessions. Regardless of the form, bullying is always hurtful to the person on the receiving end of the bully's intentional action. In any atmosphere of trust, it is expected that violations of that inherent confidence be reported. In order to maintain a safe and viable method for witnesses and victims of bullying to comfortably report such incidents, Church Farm School offers multiple methods of communication. Administrators, guidance counselors, faculty members, advisors, cottage parents, coaches, adult advocates and prefects or student leaders are all potential points of contact for the reporting of any violation of trust that occurs within the community. Note: The Conduct Review Board is consulted in most incidents of bullying.

SEXUAL HARASSMENT

Church Farm School is committed to providing a learning environment free from all forms of discrimination and harassment based on race, color, religion, national origin, sex, age, disability, U.S. veteran status, sexual orientation or other legally protected characteristics.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. Harassment includes, but is not limited to, explicit graffiti; vulgar language; jokes; pranks; verbal or physical abuse; and obscene, derogatory or demeaning remarks, phone calls, emails, text messages or online postings. Church Farm School will not tolerate verbal or physical conduct by an employee, scholar or guest of the school which harasses, disrupts or interferes with another's performance, or which creates an offensive or hostile environment for any member of the school community.

A student who feels that he has been the victim of sexual harassment should report the harassment to an adult. Administrators, faculty members, advisors, cottage parents, coaches and adult advocates are

all potential points of contact for the reporting of sexual harassment. All allegations of harassment will be quickly and discreetly investigated. To the extent possible, confidentiality will be maintained. However, if a student is either a victim or alleged harasser, the parents/guardians of the student(s) involved will be contacted.

Possible sanctions for sexual harassment may include counseling, training and discipline, including suspension and potential expulsion, as described in the Church Farm School Disciplinary Policy. Retaliation against anyone reporting harassment, or thought to have reported harassment, or anyone who cooperated during the investigation, is also prohibited.

TECHNOLOGY GUIDELINES

Technology is an integral part of our society, and we aim to prepare our students for this world, both inside and outside of the classroom. Social media allows people to communicate in exciting and sometimes challenging ways. The school's interest in establishing this policy is to define the educational work-related contexts of social media, blogging and other technologies for the protection of the entire community. Although scholar cell phones are not Church Farm School property, students are also reminded of the increasing interconnection of all types of social media.

Social Media

- Scholars should be aware that faculty members are not permitted to “friend” (or other means of establishing a personal online relationship with) current students. Therefore, students should not use social media as a means to communicate any personal information with faculty members.
- Students are encouraged to connect only those people that they have a relationship within real life. Students are reminded to not provide ANY personal information to an unfamiliar online website or connection. Be aware that if your online connections act inappropriately, others may associate that behavior with you.
- Parents or guardians should be aware of their scholar's online activities and contacts, depending upon the age of the student.

Content

As an academic community, Church Farm School encourages active engagement in a range of activities, intellectual pursuits, causes, etc. At the same time, all members of the community must be aware of the public nature of all digital communication.

Students may be held responsible for inappropriate online activities, including text messaging or use of other similar platforms, in the same manner as if they occurred in the classroom, hallway or cottage (see Disciplinary Procedures section.)

Given the ever-changing nature of the internet and computers of all kinds, Church Farm School reserves the right to revise all technology-related policies at any time.

STUDENT LIFE

SOCIAL EMOTIONAL LEARNING

The Social Emotional Learning Curriculum (SEL) is implemented at Church Farm School in a variety of ways across different scholar experiences. This curriculum dedicated to educating our scholars' character, habits and emotional needs will be addressed primarily through our residential life, grade level and advisory programs. This program is dedicated to providing students with a variety of lesson types and experiences and meeting each of the SEL standards throughout their high school career.

The purpose of the SEL Curriculum is to formalize the teaching of life skills that are important to adolescent development. Topics such as "Living Together in a Residential Community," "Stress Management," "Transitions," "Values and Ethics" and "Service to Others" are addressed across the curriculum. Programs are implemented by both the cottage and academic faculties as part of a series of age-appropriate discussions and activities, as well as school-wide assemblies. Although many of these skills are covered during "teachable moments" throughout the year, the programs under the SEL curriculum umbrella (Grade Level Program, Advisory Program, Residential Life Program) offer a more structured approach to systematically address each of these topics in an effort to better "prepare our students for productive and fulfilling lives." Each of the following program areas will implement the SEL curriculum in its own unique way:

Grade Level Program

Scholars will meet as a grade level team every other week with meetings focused on delivering SEL lessons, grade-level specific programs and developing specific life skills. The focus of these grade level meetings is directed by the scope and sequence designed for each grade level and are overseen by the grade level leader. The faculty of each grade level plays an important role in executing these lessons and supporting the scholars in their development of their SEL skills.

Advisory Program

Students meet regularly in groups, with an advisor and a group of four to six other students, to review academic progress, and to discuss social issues, time management and other personal issues. The faculty advisor will act as a facilitator for discussion, reflection and support around SEL topics that aid in personal growth. Advisors are uniquely partnered with another faculty member for both support and a chance to combine advisory groups for expanded and/or deeper school-wide discussion topics. Advisor groups enjoy meals together periodically and also plan social outings during the course of the school year, as part of a unique relational bonding experience. Each scholar's advisor is intentionally positioned to be a primary contact point and conduit between the school and the student's family.

Residential Life Programming

Cottages meet throughout the year to reinforce social emotional skills and engage in community events and grade-level specific life skills. SEL topics generally focus on life skills and social development. In addition to SEL related topics, cottages will meet together to live in, celebrate and build community with

one another.

Sharing Information

Parents or guardians: Be thoughtful of the information or “news” (e.g., family emergency, serious illness or another crisis) that you share with your student directly, via phone. Please, first convey news of a serious situation to an adult of the Church Farm School community, e.g., cottage faculty, guidance counselor, faculty advisor or administrator. This will allow a trusted adult to support your scholar in dealing with a potentially sensitive situation.

RESIDENTIAL LIFE AT CFS

Each boarding student lives in a cottage at Church Farm School with a roommate and 14-17 other students. It is important that scholars are able to share, cooperate and be respectful of one another. Each cottage has two adults (Cottage Faculty) who are there to guide and educate students in this group-living experience. Everyone follows a prescribed routine so that the cottage will be a place one can call home. Direct supervision of students is of the highest priority at Church Farm School. However, like any home or school, there are times during each day when scholars may find that an adult supervisor may have other school responsibilities and therefore may not be present in that particular space at a particular time of the day. While other adults are nearby and ready to assist, these moments when students may be asked to police themselves can be perhaps as enriching and educational as any other provided by the boarding school experience. Students will experience friendships, cottage parties and outings and the routine of getting up, making beds, vacuuming rooms and cleaning the cottage daily. And as they grow in levels of maturity, they will have the opportunity to be entrusted with greater levels of responsibility and leadership. This cottage life experience will better prepare students for living in a college setting or living on one's own.

Room/Roommate Assignment

At the end of each year, returning scholars are asked to indicate which cottage and roommate they would like to have for the coming year. These requests form the basis of the cottage placement process, which takes place each summer. Other considerations include the number of students in each class (ninth grade, tenth grade, etc.), overall numbers of resident students and the approval of the cottage faculty. All room/roommate changes require the approval of the Dean of Residential Life and the Director of Student Life & DEI.

Room Condition Reports

Each scholar will, with the help of the cottage faculty, fill out a room condition report as soon as the room is occupied. Any damage to the room or the furnishings will be recorded on the form and turned in to the Dean of Residential Life. When a student moves out of a room, the room condition report will be filled out and the student will be charged for any damage to the room.

Safety

Very important in cottage life is the maintenance of a safe environment. The rules about fire safety, in particular, deserve careful observance.

- There is a fire drill in each cottage unit at least once a semester throughout the school year.

- Students must not tamper with smoke alarm systems.
- Candles, incense or any other form of open flame are not permitted in the cottages.
- Room dividers are not permitted, nor may access to the door be obstructed from any part of the room. Due to fire codes, all furniture must remain in the same position as found on opening day.
- Students may not bring: air conditioners; monitors over 20"; televisions; refrigerators; cooking devices such as air fryers, immersion heaters, coffee pots, hot plates, rice cookers, toaster ovens, microwaves; LED, string or decorative border lights; and/or electric heaters.

Cottage Inspections

Cottage Faculty and the Dean of Residential Life will inspect cottage rooms on a regular basis. If the cottage fails to pass inspection, students may be restricted from participating in activities. Beds are to be made, trash cans emptied, clothes and other debris picked up and all rooms in neat condition. Rooms will remain neat throughout the day. Pre-inspections and year-end inspections will determine any charges that may be incurred by students for damages caused by recklessness. The Physical Plant Manager and Manager of Cleaning Services will also inspect the cottages from time to time.

Ten Point Cottage Room Standards

1. Door is found locked (if student(s) not present)
2. Clean and vacuumed floor (no trash on floor, use of garbage can)
3. Bed is made (sheets/bedspread/comforter/sleeping bag smooth)
4. Clothes/shoes are put away (dirty clothes in laundry hamper/bag, clean clothes in drawers or closet)
5. No foul odor (room smells fresh and clean, no damp or locker room smells)
6. No opened food, sealed containers are used
7. No electrical hazards or disallowed electronics or lighting
8. Trash cans are emptied
9. Cabinets are locked for valuables storage
10. No clutter (items that are left out are organized)

Work Responsibility

To ensure the neatness and cleanliness of the bathrooms, corridors, common rooms and outside areas of each cottage, chores are assigned in residence meetings and are rotated among the scholars.

Pictures, Posters and Decorations

To avoid damaging walls and ceilings, decorations must be put up only with non-damaging adhesive available from cottage faculty. Do not use nails, screws, tacks, scotch tape, masking tape or any other potentially damaging adhesive. Ceiling decorations must not cover the lights. Posters which may offend the sensibilities of any Church Farm School community member are prohibited. Strip and LED lighting is prohibited. If you install LED or strip lighting, you will be required to remove it and you will be charged for any wall damage they may have caused.

Room Set-Up

Rooms are set up with the safety of the students and adequate access/movement of potential safety personnel as the primary concern. Furniture will not be moved or removed from a room, nor will furniture from other rooms, including the lounge, be moved into rooms. One bed/mattress will be assigned to each student. Mattresses will remain on the bed frame. No beds or mattresses are to be

stacked on one another.

Lights-Out

Ninth grade students must be in their own rooms by 10:30 p.m.; tenth graders and eleventh graders by 11:00 p.m. and twelfth graders by 11:30 p.m. All lights must be out by midnight. Lights out on Friday and Saturday nights are at the discretion of the Cottage Faculty.

Dining Center

The Dining Center is run by Sodexo Corporation and is a vital part of our campus community. A varied menu is offered with a strong emphasis on providing nutritious and well-balanced options that the scholar will enjoy. Student feedback is encouraged and helps to determine the meal offerings. Meals are served buffet style and are all you can eat. An after-school snack is also provided. The expectations for students and guests in the Dining Center is that they treat the staff with respect, bus their own dishes and clean up any spills that they may create. School dress code is enforced. All food and beverages are to remain in the Dining Center unless particular permission has been given in advance.

Many special events are held in the Dining Center throughout the school year, including parties for all holidays, along with some events that have grown to be Church Farm School traditions. Scholars get very involved in the planning and execution of these events.

“Gifts from Home” is a program offered by Sodexo. These are six different food-related packages that can be ordered and delivered to any member of the community. One week's notice is requested. For more information on Gifts from Home, or if you have food-related questions or ideas, contact the Sodexo Manager at 610.363.5350.

Laundry

All cottages are equipped with washers and dryers at no cost. Students are expected to handle their own laundry, with assistance from cottage faculty. Laundry pods are to be used at all times. Dry cleaning is available through Student Services and will be billed to a scholar 's account.

Other Devices

We desire all scholars to feel at home in their cottage rooms. Keeping in mind cottage rooms are small and shared with a roommate, students may bring sports gear, video games, speakers, clothes irons (with automatic shut-off) and small fans.

Please note that personal wireless networks are strictly prohibited on campus. Students are to use the laptop computer assigned to them in all classes and academic buildings. iPads, personal computers and computer monitors (under 20") may be used only in the cottages.

Personal Property

Church Farm School assumes no liability for misplaced or stolen property. Passports, valuables and large sums of money should be secured in the safe located in the Student Services office in Greystock. Scholars bring valuables at their own risk and they should bring at least one heavy duty padlock to secure valuables in one of the lockable drawers in their bedroom. It is advisable for valuables to be protected under your homeowner's insurance policy.

TRANSPORTATION SERVICES

For long weekends, vacations and the closing of school, Church Farm School will provide shuttles to and from the Exton and Paoli Train Stations and Philadelphia International Airport. For regular weekends, the school will provide shuttles to and from Exton and Paoli Train Stations. During the fall, winter and spring breaks, the school will offer charter bus services to Newark, NJ, and Penn Station, NY. Families will need to register and pay for the charter bus service.

Prior to long weekends and vacations, students will be given the opportunity to request transportation. Students traveling by airlines or Amtrak must provide their complete travel itinerary to the Dean of Residential Life at least one week prior to departure.

For those needing help with travel arrangements, please feel free to contact the Director of Student Life & DEI or Dean of Residential Life.

Parents or guardians are strongly urged to make airline reservations well in advance of the major vacations, arranging departures to occur at the end of the academic day. **Students are not to miss academic classes in order to meet transportation schedules outside of the School Calendar.**

Shuttle Details for Departure/Returns

Church Farm School shuttles will depart between 30 and 60 minutes after classes end. Please refer to the transportation schedule for exact times. There will be no cost for the shuttle to the Exton and Paoli train stations. Students need to be at the airport two hours before their flight departs, so be mindful of their class schedule before making flight arrangements. Alternative departure times cannot be supported. At times, parents or guardians will need to make personal transportation arrangements. Students missing class will receive an unexcused absence.

Upon returning from vacations or weekends, scholars traveling by Amtrak and Septa will be picked-up on the outbound side of the tracks. Students being picked up at Philadelphia International Airport will meet transportation at the baggage claim of Terminal "C."

Students meeting school transportation should always have the Administrator on Duty phone number (610.716.7982) and should call with any transportation delays or if they are unable to locate the shuttle. There will be a charge of \$20 for all unscheduled trips to Exton and Paoli train stations for failure to make proper arrangements or missing scheduled trains.

Airline and Amtrak Chaperone Policies

Due to airline and Amtrak policy, children under the age of 15 who are traveling alone may be required to be accompanied to the airport/station by a school chaperone. Please refer to Amtrak or your airline of choice for their policies regarding unaccompanied minors. The chaperone must sign a waiver, accompany the child to the gate and remain until the plane takes off or the train leaves. Upon the child's return, the chaperone must pick up the child from an official at the station or gate before they will be released. We can only assign one student per adult, which makes this very labor intensive and somewhat open ended as far as time goes. Please refer to the fee schedule below for our rates. Reservations with the Director of Student Life & DEI or Dean of Residential Life must be made two weeks in advance to allow for proper planning.

Fee Schedule for Unaccompanied Minors (30th St. Station or PHL)

\$40 for up to 3 hrs

\$60 for more than 3 hrs

International Students

International scholars face many travel obstacles that domestic students do not. We offer early arrival and late departure options (for a fee) to help our international students adjust to the new time zone and to be on time for their obligations.

Reservations for early arrival must be made with two weeks advance notice to the Director of Student Life & DEI or Dean of Residential Life. We will accommodate scholars beginning at noon the day before they are scheduled to arrive for their obligation.

The CFS campus is closed for extended breaks, of which there are three – Thanksgiving, winter and spring. During those times, all students must leave campus by 6:00 p.m. on departure day. CFS does not provide homestay options for scholars, so all families must make plans for their scholars to either travel home or stay elsewhere during extended breaks. Parents or guardians always need to inform the school of when and where their scholars will be going when departing the CFS campus, whether it is for extended breaks, regular weekends or college visits.

It is expected that all international families have a contact in the contiguous United States that can serve as a guardian of their scholar should there be an emergency.

Purchasing Transportation Tickets

- **AMTRAK** – Parents or guardians should purchase tickets online and send the ticket information to the Dean of Residential Life. Please refer to the Transportation Schedule before purchasing tickets.
- **Bolt Bus** – A cost-effective alternative to using a train to New York City is the non-stop Bolt Bus from Philadelphia. You can find information at www.boltbus.com. A parent or guardian can buy their son's ticket online and email it to him. For vacations and long weekends, purchase the 3:00 p.m. ticket to be safe. Scholars need to be at least 16 years old to travel on Bolt Bus.
- **Airlines** – Parents or guardians should purchase plane tickets for their son well in advance. Please do not purchase plane tickets from Philadelphia International Airport departing before 3:15 p.m. Refer to the Transportation and Holiday Schedules before purchasing. Airline travel itineraries should be sent to the Dean of Residential Life.

Special Transportation Arrangements

There will be times when your travel arrangements will not coincide with ours. In that case, alternative arrangements can be made with the following outside agencies. Hopefully you will be able to schedule your scholar's travel arrangements around the Church Farm School Transportation Schedule and there will be little need for special arrangements.

By Public Transportation to and From Paoli Train Station

There is a SEPTA bus (Route 204) that has a drop-off and pick-up on Route 30 in front of the school. This

can be used for unplanned trips to and from the Paoli Train Station and Church Farm School.

http://www.septa.org/service/sched/pdfs/bus_81_x/204.pdf

By Train to Philadelphia International Airport

For a more cost-effective option for trips to and from the Philadelphia International Airport and the Paoli Train Station, use a combination of the SEPTA Airport Line and Paoli/Thorndale Line Rail Service. Upon returning, once at the Paoli Train Station use the bus schedule above to return to Church Farm School: http://www.septa.org/service/rr_schedules.html

By Private Shuttle to Philadelphia International Airport

For trips directly to or from Church Farm School and Philadelphia International Airport, there is a shuttle service operated by the Rainbow Cab Company. Pick-up and drop-off are at the Exton Holiday Inn Express just one mile from the school. They also offer a Town Car Service, which is more convenient and expensive. Please visit the site for schedules and reservations. <http://www.rainbowcab.com/shuttle.asp>. Lyft, Uber and Curb (taxi cabs) are useful as well.

CHAPEL PROGRAM

Chapel services contribute to the spiritual well-being of our school community, and attendance is required for all students and faculty members. Services are held on Wednesday and Sunday in the Chapel of the Atonement, an attractive place of worship with a rich history.

Chapel Council

Students and faculty help plan and present meaningful chapel programs. Guest speakers and musicians contribute to the program and enrich spiritual development in the context of faith and values.

“Chapel Dress” is typically required at all services and programs held in the Chapel. Many students take an active role in the Chapel program, serving as acolytes, ushers, readers or members of the choir. All scholars are encouraged to participate by singing the hymns, listening to the speakers and following the service using the prayer books and bulletins.

DAY STUDENTS

All day students are encouraged to actively participate in all aspects of school life. Day students are assigned to a cottage roster at the beginning of the school year and are welcome to stay in the evening study hall in that cottage to complete schoolwork and participate in evening programming. We also encourage day students to visit on the weekends to participate in activities, especially on School Weekends.

Day students may be permitted to stay overnight with advance permission from their cottage faculty member and either the Dean of Residence Life or the Director of Student Life & DEI.

STUDENT ORGANIZATIONS AND ACTIVITIES

All-School Assemblies

All students and faculty typically meet Monday and Friday to hear announcements regarding activities and commitments for the day, the week and the weekend.

Student Council

Members of the Student Council are elected student representatives of the school community. The group meets on a weekly basis and aims to work with the school's administration to improve school life in any number of ways. The Council also acts as a sounding board for many other groups around the school, providing prudent feedback to members of the community in an ongoing attempt to help Church Farm School evolve and grow in a positive way.

School Prefect Program

Prefects are a vital piece of our Student Life program. The strength and enthusiasm of the selected scholars is a major factor in running a successful, safe and happy school environment. The function of a prefect is to serve as a leader and role model for the entire community. This privileged position is available to eleventh or twelfth graders.

A prefect must be in good academic and social standing and have an excellent relationship with other students and faculty. Prefect responsibilities include, but are not limited to, the following:

- Mentor, lead and model the “Profile of a Church Farm School Graduate” in all aspects of school life.
- Assist in Dining Center check-in and chore management.
- Assist cottage faculty in fostering a caring and comfortable cottage environment.
- Partner with the faculty/staff community in the monitoring, modeling and active communication of student responsibilities and community expectations.
- Support cottage faculty with routine residential responsibilities, including chores, lights out and the completion of vacation forms.
- Serve as a member of the student orientation team at the beginning of the school year.

Honor Council

The Honor Council consists of 10 or more scholars (nominated by the school’s faculty) and two or more faculty members (nominated by the school’s faculty). The Honor Council is not currently a body that is utilized by the school to determine consequences for student misconduct. The Honor Council is a student-driven organization at Church Farm School, immediately charged with the task of educating the school community on all matters relating to honesty and integrity. The Honor Council is additionally charged with the task of building the Honor Code and the process by which the Council will oversee and recommend consequences for violations of the Honor Code in the future.

National Honor Society

Founded in 1983, the Earl B. Wilkins Chapter of the National Honor Society is open to scholars in grades 10-12 who maintain a cumulative average of 85 or better, and who demonstrate excellence in the areas of scholarship, character, leadership and service. Students are selected by a faculty council and are announced at the spring awards assembly.

Church Farm School Ambassadors

The Church Farm School Ambassadors is a leadership development program for a small group of scholars in grades 10-12. The goal of the program is for selected students to learn and practice skills of communication and interaction important to presenting themselves and the school to the outside

community. The program provides opportunities to interact with current professionals in business, industry and other fields, especially among the alumni of Church Farm School. The Ambassadors provide leadership within the student body and strive to increase awareness and appreciation in the outside community for the unique educational opportunities to be found at Church Farm School. At the conclusion of each year, the outstanding student ambassador is recognized by the presentation of the James Tate '52 Excellence in Ambassadorship award.

Community Service

Students are required to complete 5 hours of community service during the academic year and are encouraged to go beyond the minimum, as many do. A large variety of on and off campus opportunities are offered on a regular basis to all students, often on weekends and with some afternoon programs offered during the week. A calendar of upcoming events and sign-ups is located on the bulletin board outside of the Dining Center; and weekend opportunities are posted there at the start of each week, listed on the Scheduled Weekend Activities and Trips (SWAT) updates and distributed by email to the community. Personal community service hours may be officially logged with a letter from a representative of the organization. Advisors should support the program by helping with scholar accountability and making sure each student who signs up for an event is responsible to attend or let the Community Service Coordinator know they are unable to do so at least 24 hours in advance.

Outdoor Experience

This component goes beyond the walls of the classroom to challenge students by participating in a variety of outdoor physical activities. Activities range in duration and difficulty to fully challenge all students at a level they feel comfortable and progressing to a level where they may feel challenged. The activity offerings vary, and students are encouraged to suggest new options. Year-round opportunities include biking, bowling, golf, ice skating, paintball and rock climbing. Each student must participate in weekend activities and be fully engaged in our program.

Cultural and Creative Arts

Students may attend a variety of choral and musical concerts, theater productions, art openings and food festivals offered on and off campus during the year. By exposing scholars to an assortment of diverse cultural and creative arts, they experience and become more aware of them in their surroundings. Off-campus offerings and trips are announced in the weekly SWAT email.

Weekend Activities

Every effort is made to provide interesting activities for students on the weekends. On campus, there are events such as athletic contests, movies, singing groups and special dinners. Trips are arranged according to scholar preferences, including plays, professional sports events, shopping malls, movies, restaurants and dances with other schools.

Field Trips

During the school year, field trips are scheduled to points of interest in the Baltimore – Washington – Philadelphia – New York area. These trips are sometimes taken by the entire school, and at other times, individual classes make trips of particular relevance to work and/or study. School dress will be the standard for these trips unless otherwise noted by the Director of Student Life & DEI. Students are expected to follow the same guidelines for conduct as during the regular school day.

Swimming Pool

On occasion, during the first few or last few weeks of the school year, the Church Farm School pool may be opened for use by the scholars. Pool availability is limited by uncontrollable factors such as weather, lifeguard availability and water conditions. Swimming in the pool is allowed only after designation of availability to students by administration. Please remember, safety is our highest priority, and our pool rules are intended to protect you. Your attention to pool rules is essential.

Pool Rules:

- Use of the pool is restricted to Church Farm School students, faculty and staff.
- Rinse using the shower inside the gate PRIOR to entering water.
- Prohibited: running, rough play, dangerous conduct.
- No diving allowed in the shallow end.
- Appropriate swimwear is to be worn at all times.
- All persons shall obey the rules and the instruction of the lifeguard on-duty. Anyone not complying with the rules or the lifeguard will be asked to leave the pool area.

Special Programs

Several special programs are held each year. These may be lectures, demonstrations of dance or music or other performances of interest to students. Attendance is required for all students.

Maroon and Grey Societies

In addition to the traditional athletic program, the school sponsors two color “societies.” Each scholar is assigned to a color society for his term at the school. Indeed, many alumni hold that membership in their society is as important as any association with the school. During the year, a number of activities are held through which the societies can gain points. At a special field day at the end of the year, final scores are tallied, and the Maroon or Grey Society is named champion.

Clubs

Each school day has a time designated for special activities, including labs, music rehearsals and clubs. All students are eligible to participate in a variety of club activities, including Yearbook, Multicultural Club, the Griffin Review, Robotics, Theater and more.

SCHOOL WEEKENDS

School weekends are designed to support community life at Church Farm School by offering a few selected weekends throughout the year when the student community remains on campus to strengthen our ties with one another beyond the normal activities of the week. One important goal is to solidify the friendships and common bonds that are possible in a residential setting. Usually, these weekends follow vacation periods when the students have been away from Church Farm School and one another for an extended time.

Various activities, programs and events are offered by scholars and faculty, while other periods of unstructured time will allow students the opportunity to rest or take care of personal matters. School-sponsored events may be either on-campus or off-campus, and some may be part of normal weekend events, such as community service, while others may be more particular to bring various groups or the whole school together at one time in one place.

The school requires residential students to remain on campus for these weekends with exceptions granted through the Director of Student Life & DEI office. Although day students are at home on these and all weekends, they are encouraged (although not required) to participate fully in any School Weekend events and programs.

ATHLETICS

At Church Farm School, athletic participation is an important part of our total program, and athletics plays an integral role in each scholar's experience at school. Our coaches serve as teachers and mentors, working closely with our student-athletes to pursue excellence while developing leadership, sportsmanship, teamwork and an appreciation for lifelong fitness. We are proud of our championship-caliber teams as well as our range of offerings to provide the opportunity for each student to participate at an appropriate level.

Church Farm School offers a range of both team and individual athletic opportunities. Participation in our athletic program or other after-school options is required for every scholar each season. Opportunities include interscholastic teams and club programs.

Fall

- Soccer: Varsity, JV and JV B
- Cross Country: Varsity and JV
- Golf: Varsity and JV
- Club Options: Strength & Conditioning, Team Sports and Yoga

Winter

- Basketball: Varsity, JV and JV B
- Wrestling: Varsity and JV
- Winter Track: Varsity
- Bowling: Varsity and JV
- Club Options: Robotics, Strength & Conditioning and Yoga

Spring

- Baseball: Varsity and JV
- Tennis: Varsity, JV and JV B
- Track & Field: Varsity and JV
- Lacrosse: Varsity and JV
- Club Options: Strength & Conditioning, Team Sports and Yoga

The following policies govern athletic participation:

Participation/Attendance

All students are required to participate on an interscholastic team for a minimum of two seasons each year. The third season may be spent on an interscholastic team, as a manager or with an after-school club. Club options will vary by year. Students (especially twelfth graders) who are unable to participate on two interscholastic teams due to roster limits may apply for a waiver of the two-season rule with the Director of Athletics. Students who receive this waiver may complete their second season by participating in Strength & Conditioning or Team Sports.

Students must attend all team practices and competitions, including Friday afternoon and weekend obligations. Any student choosing to take part in a non-school program (evenings or weekends) must still attend all Church Farm School practices and contests. Students will not participate if not eligible through the PIAA eligibility rules: <https://www.piaa.org/schools/eligibility/default.aspx>

Sportsmanship

All scholars, whether representing Church Farm School as a contestant or spectator, are responsible for demonstrating the highest level of sportsmanship at all times. Negative words or actions toward opponents, officials or spectators will not be tolerated. Church Farm School teams will follow the PIAA Sportsmanship Code, which can be found here:

https://www.piaa.org/assets/web/documents/2016_Sportsmanship_Program.pdf

Classroom Obligations

Academic achievement and performance are of the highest importance for all students. If a student misses a class due to participation in athletics, he is responsible for turning in all assignments due on that day before he leaves for the game. A student is also responsible for all the material covered that day and any assignments due the following class day. Any scholar falling short of PIAA academic eligibility standards will be withheld from competition.

Change of Sport

During the opening tryouts and practices each season, students may switch programs after speaking with each coach. Once a team's final roster has been set, students have committed to that program and are expected to fulfill their commitment to the team. Once the season has begun, a scholar may transfer to a different roster only with the approval of the Director of Athletics.

Uniforms and Equipment

Church Farm School provides all necessary uniform pieces for competition, but students are responsible for providing their own practice clothing and equipment (footwear, sport-specific equipment, protective cups, mouth guards, etc.). All accessory items for competition (footwear, socks, extra pads, sweatbands, etc.) must be maroon, grey, black or white. Students are not to replace or alter any uniform pieces without prior approval from the athletic office.

All school-issued uniform pieces must be returned after each season, or the student's account will be charged the replacement cost. Any uniform pieces returned after charges are processed will be refunded minus a \$20 late fee. Any scholar leaving a team prior to the end of the season, for any reason, must immediately turn in all athletic equipment.

Medical Excuses

Any student not able to participate in athletics for medical reasons must have a release form signed and dated from a medical doctor and/or school nurse stating the period he is unable to participate. Students will also need to provide proof of medical clearance to resume athletic activities. Students should stay with their team for practices and games while injured, or report to the Director of Athletics for alternative activities.

Transportation for Off-Campus Athletic-Related Medical Appointments

The school nurse and school counselor will arrange appointments. Transportation will be in school vehicles with appropriate supervisory personnel.

SAFETY AND SECURITY

FIRE DRILLS

Procedures for the Main Building (Greystock) and Wilkins Science Building

On bell signal, students will move with their teacher quickly, quietly and in an orderly manner to the **Pavilion** using designated exit routes. Classroom teachers are responsible for escorting their classes to the Pavilion.

In the Pavilion, the scholars line up in advisor/advisee groups. Faculty advisors and the Administrator on Duty will take roll and maintain order.

Students are not to return to their assigned building until notified by the Administrator on Duty. Please be aware of vehicular traffic at all times.

Pull boxes are located in all hallways, Alumni Hall and the boiler room. Fire extinguishers ("ABC") are in all hallways and assembly areas.

Procedures for Cottages

Scholars should use the nearest exit and report to the Chapel. All fire extinguishers are of the "ABC" variety. Periodically check the condition of all extinguishers and notify Physical Plant staff if maintenance is needed.

Call Fire, Ambulance and Police using school telephones: 9-911 or 9-610-692-5100.

MAKING OUR COMMUNITY SAFE

Our key strategy to improve and enhance campus safety has been to establish a strong partnership with our local law enforcement professionals (West Whiteland Township Police Dept.).

Church Farm School engaged our local PD to:

- Accomplish a campus risk and threat assessment.
- Utilize Church Farm School facilities to train PD and FD staff and become familiar with our campus and personnel.
- Assist with planning, accomplishing and updating our emergency drills, including fire and lockdown drills.

Based on the Risk and Threat Assessment received from the WWTPD, Church Farm School has focused on improving perimeter security of each and every main campus school building (Greystock, Science, Gym, Pavilion, Cottages) by investing in a state-of-the-art electronic lock and key-card automated system. Additional safety-related enhancements include improved lighting along Church Farm Lane, redesigned pedestrian pattern/walkway around Greystock Hall, creation of the Church Farm School Safety Manual and exterior video cameras on north and south campuses.

HEALTH, WELLNESS AND COUNSELING

HEALTH CENTER

Regular hours are posted in all cottages. Students should use these times to come for routine medications, treatment of colds, sore throats, sports injuries, etc. Visits to the health center during class hours require a pass from the teacher.

All student medical records are to be complete and filed with the school through the Head Nurse and Infirmary utilizing the Magnus software system. Scholars with incomplete or otherwise inadequate information will not be permitted to remain on campus.

Medications

The Church Farm School Medication Policy is designed to ensure that students are receiving medications under the supervision of a trained medical professional. An occasional non-prescription medication may be kept in a student's room if approval is granted by the school nurse. Any such medication would still be monitored and dispensed on a monthly basis to the scholar. All prescription medications will be directly dispensed by the school nurse. Please see below for specific instructions and restrictions.

Non-Prescription Medications (including nutrition supplements and homeopathic remedies)

- A Health Care Provider's (M.D./D.O., CRNP) written order on the "Licensed Prescriber Medication Order" form for the nurse must accompany any medication other than those listed on the over the counter (OTC) consent form.
- A parent/guardian note requesting the administration of the medication. If the school chooses to administer, it must be treated as a prescribed medication requiring both a prescription from a licensed prescriber on the Self-Administration form and consent from a parent/guardian.
- For the student's safety, medication must be in the original form (no split tablets), the original container and have the original label with legible expiration date.
- The nurse will count/verify the number of tablets received when container is received into the health center.

Prescribed Medications

- A Health Care Provider's (HCP) written order for the nurse must accompany the medication, including date, time of medication and dosage.
 - A new order is required at the start of each school year. A pharmacy label and/or a stamped order DO NOT meet the PA Health Department's requirement.
 - A new prescription order from the HCP is needed for any medication dosage or time change.
 - A written order from the HCP is required when a medication is discontinued.
- A parent/guardian note and/or signature requesting medication administration as prescribed by the HCP must be provided.
- Medication must be clearly labeled in the original, most current container from the pharmacy. The label must include:
 - Student's name, medication name and dosage.

- Instructions for administration; instructions must include whether medication is not taken on weekends and/or non-academic days.
 - HCP's name.
- The nurse will count/verify the number of tablets received when container is transferred to the health center.

Failure of a scholar or parent/guardian to comply with Church Farm School requirements may be considered a violation of the school's drug and alcohol policy and could result in disciplinary consequences for the student.

Medical/Dental Appointments

Notification of appointments at home which necessitate missing class activities or leaving early, or returning late from a weekend, should be directed to the nursing staff who will notify the administration. Students must complete an Academic Absence Form prior to their appointment and return with verification of a doctor's appointment for the absence to be considered excused. Failure to complete the Academic Absence form will result in an unexcused absence.

In the event that your scholar becomes ill and is in need of non-emergency care, as deemed necessary by the nurses, he will have the option to return home to be seen by his own provider OR be seen by a local practitioner or clinic designated by Church Farm School. All costs incurred will be the sole responsibility of the parent(s) or guardian(s), regardless of insurance. Please check with your scholar's health insurance provider regarding out-of-state, non-emergency coverage.

Sports

Scholars will be restricted from sports at the discretion of the Health Center Staff. Sports restrictions from a medical provider must be accompanied by the appropriate documentation. Students may not choose to restrict themselves from participation. This will lead to disciplinary action. Students must be present during all practices and competitions. If they are required to rest, they may choose to attend their respective sport's practice or competition and sit on the sideline or rest in the Health Center for the duration. Students may not be in the cottage during sports for any reason. If a scholar is found in the cottage, disciplinary action will result.

Illness

Any student unable to attend class due to illness or injury will be admitted to the Health Center. His parents/guardian will be notified if the student remains more than two hours, his symptoms worsen or if medical intervention is required.

The school doctor is available on a 24-hour basis to handle emergencies. Both Paoli Memorial Hospital and Chester County Hospital are conveniently located within seven miles of the school. The school's consulting psychologist is also available if the need arises.

Infectious Diseases

In the event a scholar contracts a specified disease or infectious condition, including but not limited to Covid-19, measles, pertussis, chickenpox, meningitis, as diagnosed by a physician, the school will take whatever steps are medically necessary to ensure the health of both the student and that of the school.

community. This may or may not include exclusion from school and reporting diagnosis to Chester County Health Department. In the event that the scholar is sent home on a medical leave, he may only return to school with a physician's approval and the consent of the school.

Child Abuse

The Commonwealth of Pennsylvania mandates by law that every adult who comes in contact with a student who suspects a child has been physically, sexually or emotionally abused will report the suspected abuse to the Commonwealth's Childline or local Children and Youth Services Agency. Evidence of abuse is not required to make a report.

Insurance

Medical/hospitalization insurance must be provided for each student by the beginning of the school year. Accident/Travel insurance is NOT adequate insurance for international students. All international students are required to purchase the school's health insurance policy.

Out-of-State Medicaid is NOT accepted in Pennsylvania. Scholars may be required to return home for sick visits or incur out of pocket expenses, except in medical emergency.

A supplemental accident policy is carried by the school for accidents and sports injuries (not illness). In the event of an accident/injury, the nursing staff will fill out Part 1-A of the claim form. The claim form and letter of instruction will then be forwarded home, at which time it becomes the parent/ guardian responsibility to complete the claims process.

If at any time you have a question or concern, please feel free to contact the health center at 610.363.5349.

STUDENT SUPPORT

Advisory

Each scholar meets with his advisor to discuss academic progress, establish goals for the year and to discuss potential resources to help facilitate these goals. Additionally, students meet during the academic year to complete course selection for the next semester and review graduation credit requirements. Students are expected to participate in extracurricular meetings regarding career exploration and attend the school's annual Career Program that is facilitated by the College Counselor.

Counseling Department

Counseling for personal, social and academic concerns is available to all scholars. The School Counselor offers several programs that are designed to provide additional support systems for students. The Faculty Advisor and the Big Brother programs offer extra support through adult and peer mentors. Additionally, Church Farm School offers a variety of voluntary support groups based on students' needs and interests. On occasion, these groups are offered in conjunction with local health professionals.

Safe2Say Something

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney

General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” before it is too late. Safe2Say is an anonymous reporting resource for all members of the Church Farm School community.

SANCTUARY POLICY

Church Farm School is committed to providing a safe and healthy learning and living environment that encourages responsible conduct among every member of the community. Emotional distress, substance use and medical issues can harm a person’s physical and emotional health, and also impair judgment. We encourage scholars to establish positive and caring relationships with adults in the community and to seek help for themselves or to assist other students who are at risk as a result of substance use, or mental or physical health issues.

The objective of this Sanctuary Policy is to encourage proactive and healthy scholar responses to drug, alcohol or substance abuse events and/or other concerns students may have either for themselves or other members of the school community. The policy exists to establish avenues for proactive support and is not meant to promote or enable emotional or medical issues or substance use. It intends to provide a framework within which students can make appropriate health choices in a positive manner; one that invokes a health-oriented rather than a disciplinary response. Helping a fellow scholar who has been compromised by the effects of alcohol or drugs or other issues that affect their well-being may be lifesaving.

Enacting Sanctuary

If a student’s drug or alcohol use or other medical/emotional issues pose a threat to their health, safety and/or well-being, the Sanctuary Policy may be invoked when either a student or a student’s friend makes the request, either in person or by phone to a trusted faculty member. A scholar may request Sanctuary for themselves or another student.

Call 911 in the event of an immediate threat to another person’s safety and life, particularly in cases of suspected drug overdose, cutting, suicide attempt or other risk issues.

When Sanctuary is Invoked

- Students who seek Sanctuary for themselves or a fellow student, and the affected student, will not be liable for disciplinary action (see exceptions below).
- The confidentiality of a student reporting a concern may be established at the student’s request and maintained under most circumstances.
- Parents or legal guardians of the affected scholar will be notified of acknowledged school concerns and advised as the student moves through the health response process.
- With the oversight and support of the School Nurse and School Counselor, the student(s) of concern will undergo an initial assessment at the infirmary and afterwards by a professional drug and alcohol counselor.

- A minimum of two follow-up meetings with the School Counselor or School Nurse are also required.
- As a health response, the Sanctuary event will not appear as part of the student's school record unless they are away from school on an extended medical leave of absence.

Exceptions

Sanctuary will not be accepted and scholars may face disciplinary action when:

- an adult comes upon one or more students in the act of using drugs or alcohol;
- a student becomes unmanageable, disruptive or threatening during a response to an immediate instance of alcohol and/or drug use;
- a scholar is caught using drugs or alcohol while engaged in their health response program;
- a student is non-compliant with recommended treatment or expectations of the school related to substance use or other issues that put the student's well-being at risk.

FINANCIAL AND BUSINESS MATTERS

TUITION AND FEES

Your Enrollment Contract indicates your payment due dates and the amounts due for tuition and fees. Payments are made through our online billing system, Blackbaud Tuition Management.

Blackbaud Tuition Management
888.868.8828

<https://parent.blackbaud.school/Login>

[Parent Letter and Fee Summary](#)

NOTE: The school makes commitments for the above expenditures based on student enrollment. Therefore, tuition and fees are not refundable.

STUDENT ACCOUNTS

Billed charges (monthly) include allowances and supplies. Your account must have sufficient cash to cover these and other expenses. We require a minimum credit balance of \$100.00 in the account and we suggest you maintain a higher balance to cover various expenses.

Account Statements

Blackbaud Tuition Management will issue monthly statements indicating current balances, however, parents or guardians have 24/7 online access to their account. Please keep your account current. Balances due should be paid immediately. Balances not paid by the due date will incur a \$35 Blackbaud Tuition Management late fee. Any accounts with a balance each month, including payment plans, will incur a .67% finance fee.

No student will be enrolled, graduated or provided an official transcript of his academic record until all

financial obligations to the school are paid.

If a scholar leaves school for any reason whatsoever, tuition and fees for the full academic year are expected to be paid.

No student will be allowed to register at the opening of school until their student account is in good standing. A late registration fee of \$100.00 will be assessed for any student not completing the registration process on time (refer to the Church Farm School Orientation Schedule).

The Blackbaud Tuition Management account will provide a history of all transactions and balances.

The Student Account will reflect charges and payments for:

- Tuition
- Fees
- Incidentals including, but not limited to:
 - Allowance
 - School Supplies
 - Dry Cleaning
 - Athletic Wear
 - Lost Textbooks
 - Infirmary Charges
 - Pharmaceutical Costs*
 - Doctors' Bills (local, minor, non-recurring visits)
 - College Application Fees
 - National Testing Fees: PSAT, SAT, ACT
 - Shipping Personal Items Home
 - Property Damage
 - Counseling Fees
 - Special Activities
 - Emergency Funds - Granted only on the authority of the administration with parent/guardian permission and providing that adequate funds are available.

*Due to the limited funds on deposit, the Blackbaud Tuition Management account is not to be used for major medical costs or prolonged pharmaceutical or medical treatments. Any such costs must be the responsibility of the student and his family. Also, dental, eye examinations and eyeglasses /contact lenses are to be paid directly by the student and his family.

Account payments are due within 30 days of receipt of the bill. Please note that a finance fee of .67% per month will be charged on any account balances, including payment plans. Blackbaud Tuition Management will also charge a \$40 late fee on any accounts not paid by the due date as listed on their account each month.

Unused funds will be refunded to non-returning scholars in July, and unused balances are carried over for returning students.

STUDENT SERVICES

The Student Services office is a function of the Business Office and handles scholar billing through

Blackbaud Tuition Management and financial matters. Parents or guardians may inquire about their finances by contacting the Student Services coordinator and also by checking their Blackbaud Tuition Management account.

Services available to students include distribution of weekly allowance, school supplies (including postage stamps) and package pick up.

To obtain cash allowances, students should visit the Student Services office located on the first floor of Greystock Hall. Allowance limits are determined by the "Spending Allowance" form, which is completed and signed by the parents or guardians (CFS maximum allowance is \$25 per week)..

Distribution of allowance above that limit will require parental or guardian authorization to the Student Services coordinator by email.

Scholars may only pick up an allowance if parents/guardians have purchased Allowance in the Shopping Cart on Blackbaud Tuition Management. Once the Allowance purchased is depleted, the student's account is "blocked" until additional Allowance has been purchased. He will not be allowed to pick up Allowance until the Allowance has been purchased in the Shopping Cart on Blackbaud Tuition Management.

To Purchase Allowance, simply log on to your Blackbaud Tuition Management account. At the top of the page, click the "Purchase Optional Items" Tab. Select the student/students you wish to purchase allowance for, then choose the quantity (weeks) you would like to purchase. Click "Save" to continue and click the "Agreement" boxes to continue with the transaction in order to pay.

If, for any reason, your scholar does not pick up his weekly Allowance, the money will remain in his Blackbaud Tuition Management account.

You may discontinue your scholar's Allowance at any time. You may also adjust his Allowance amount. Simply email Student Services with your request.

If tuition or any other payment obligation is delinquent, the school may refuse to allow the student to start school, participate in sponsored activities and may refuse to issue transcripts, reports or a diploma.