

Friends SELECT
S C H O O L



Handbook for Lower School
Students and Parents

Academic Year
2011-2012

2011-2012

Friends Select School
Handbook
for Lower School
Students and Parents

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Friends Select School both hires employees and admits students without regard to religion, sex, race, sexual orientation, nationality or ethnic background.

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Introduction

The Friends Select *Handbook for Lower School Students and Parents* combines academic and community information and policies. Inserted into this book is a signature sheet for parents which must be signed and returned to Ellen Gershman, admissions assistant, before students may attend class. The signature sheet informs the school that parents have read and understood the contents of the *Handbook*. The policies of this handbook may be terminated, amended or modified at any time at the discretion of the school. Any questions or comments about the contents of this book should be addressed to the director of the lower school.

Friends Select School Philosophy

We believe in the Quaker values of respect for all, simplicity, the peaceful resolution of conflict, and a constant search for truth. In the words of George Fox, we seek to teach our students to “walk cheerfully over the world, answering that of God in every one.” We work to achieve a balance between the needs of individuals and our community, in an atmosphere of cooperation and concern for the betterment of all. We value the rich diversity of our urban setting and the opportunities and challenges it provides for the education of our students.

The aim of education is preparation for the whole of life: the vigorous development of intellectual and physical capacities and those of the spirit. Our teaching is structured around these key beliefs--that both direct experience and the young person’s developmental needs are central in the learning process, and that learning should be placed at the service of society. Under caring oversight, our students gain the knowledge, the skills, and the character that will enable them to live full lives.

Statement of Identity

Friends Select draws its identity from its Quaker heritage and beliefs and from its Center City location. Framed by this basic identity, its mission is to provide a challenging, college-preparatory academic program to a pre-kindergarten to twelfth grade, diverse, co-ed student population and offer a full complement of athletic, art and community service options. Our school’s unique identity includes an intentional, sequential emphasis on research, writing and oral presentation and a commitment to interactive learning in a city-wide classroom.

Friends Select is both rigorous and nurturing. It is focused on intellectual--rather than rote--learning, yet committed to skill development. It is a comprehensive in program though small in relative size. It is attentive to the individual as well as to the community. The school blends the best of what is traditional with the best of what is current, thriving within the dynamic of these opposites to create a distinctive environment.

Lower School Rules and Expectations

Friends Select is a Quaker School, and thus there is an emphasis on the peaceful resolution of conflict, simplicity, respect for that of God in every person and the importance of community. The lower school has weekly Meeting for Worship—on Wednesdays at 11 a.m.—to which parents are invited, and periodic Meetings for Community when children come together to share ways to strengthen the community. With these values at the heart of the school’s philosophy, the rules for the community are as follows:

1. Treat all people with respect. This means that there is no physical hurting, name calling, excluding, teasing or bullying allowed. Every person, adult and child, is to be addressed in a polite and respectful way.
2. Walk in the halls and other indoor spaces.
3. Resolve all conflicts non-violently. If a child needs help solving a problem, he or she must let a teacher know immediately.
4. Respect the surroundings and help take care of the school.
5. Respect the work that goes on at school. This means that no one is to interrupt the work of a class or another child.
6. Bring no toys, cards, electronic games nor money to school and do not wear any military or camouflage clothing, including bomber jackets.
7. Cultivate no romantic boyfriend/girlfriend relationships in lower school. Cross-gender friendships are respected and supported.

In keeping with the school’s philosophy, Friends Select School is committed to teaching nonviolence and to creating a community in which all members seek peaceful resolution to conflict. Therefore, fighting, the use of violence, or threats of violence, the possession of weapons or threats of using them--whether communicated through speech, writing, electronic means, or physical action--are unacceptable actions or responses in our community.

Assessment of the degree to which such actions or threatening behavior warrants disciplinary action is up to the discretion of the school's administration and will be made with the interest of the greater good of the community in mind. Such actions or threats may result in the suspension or expulsion of the students involved.

Please go over the rules outlined above with your child before school begins. These rules are integral to creating a safe, warm and supportive environment in which all of the children will learn and grow. Each child will be held to these rules in a loving yet firm way.

Student Responsibilities

The acceptance on the part of students of their responsibility to their social environment is a goal arising out of the beliefs of the Religious Society of Friends, so if individuals(s) conduct themselves in an unacceptable manner, the lower school will work with students and their families to move toward improvement of unsuitable behavior. The school may:

1. Arrange a meeting between the student(s) and other party(ies) involved in the conflict in the presence of a teacher/administrator
2. Communicate with the parents of those involved
3. Ask parents and student to meet with a member of the faculty and/or administrator
4. Initiate the loss of privileges and follow-up monitoring as needed with teacher/administrator
5. Suspend the student(s) involved
6. Expel the student(s) involved

Please acknowledge your understanding of these expectations, consequences and full understanding of the contents of this booklet by signing the enclosed sheet which accompanies this handbook. This sheet must be signed and returned prior to the first day of class. Children whose sheets are not on file will not be permitted to attend school.

Quakerism

Meeting for Worship

Students and faculty attend Meeting for Worship every Wednesday morning at the meeting house of Central Philadelphia Monthly Meeting, one block away from the school. Meeting for Worship is the Friends' (Quaker) form of worship, in which the assembled group meets in a silent, corporate search for Truth; those who are moved to speak rise to do so out of the silence. Meeting for Worship in lower school is overseen by the faculty Worship and Ministry Committee. Lower school students attend Meeting for Worship with their meeting partners, a pairing between an older student and a younger student. Pre-k students usually attend Meeting for Worship in their classrooms.

Five times a year, the entire K-12 student body, faculty and staff meet together in All-School Meeting for Worship. These meetings are often "programmed," or planned, to celebrate a holiday or mark important occasions or themes in the life of the school.

"As We Leave This Friendly Place"

This song is sung at the close of every Lower School Meeting for Worship and at the close of All-School Meeting for Worship.

"As we leave this friendly place,
Love gives light to every face.
May the kindness which we've learned,
Light our hearts 'till we return."

Alma Mater *By Will Wright, '08*

Years to come I will look back with a smile on my face.
Mem'ries of my Select years at this friendly place.
Life long learners we will always be, and we strive to share the gift of our community.
Here's to Friends Select, my home and school in one.
We'll take with us what we have learned here when the day is done.

Students here will come and go but the message will remain.
To show respect for everyone for we are all the same.
Life long learners we will always be, and we will strive to share the gift of our community.
Here's to Friends Select, my home and school in one.
We'll take with us what we have learned here when the day is done.

The Lower School Day

7:30 a.m.	Building Opens, Before School Care Begins
8:00	Pre-K and K classrooms open
8:10	All Classrooms open
8:15	Lower School begins. (Students arriving after this time are officially late.)
3:00 p.m.	Dismissal
3:00	After School Program (optional)
3:30	All students not enrolled in the After School Program are asked to depart campus for the day.
6:00	After School Program dismissal

Building Security Procedures and Protocols

1. Entry Procedures

Reception desks located at the school entrances at the 17th Street & the Parkway lobby and the 16th Street parking lot are staffed to check for proper identification before parents and visitors proceed into the building. The 17th Street & the Parkway entrance is staffed from 7:30 a.m. to 5 p.m. during the school year. The 16th Street entrance is staffed from 7:30 a.m. to 8:30 a.m. and from 2:30 p.m. to 6:00p.m.

Parents entering the school during the drop-off and pick-up times must display the new "Falcon Pass" as they pass by the reception desks. Parents must be listed in the security log (checked against picture ID) if the "Falcon Pass" is not displayed. The "Falcon Pass" is a 1" by 3" plastic school-identification tag; two tags per family will be mailed home prior to the start of school.

Entry to the school between the hours of 8:30 a.m. and 2:30 p.m. occurs only at the front lobby at 17th Street & the Parkway. Parents and visitors who visit the school during these hours should enter the school through the front door and proceed to the reception desk to show the "Falcon Pass" or to register and acquire an identification badge. The identification badge must be worn prominently throughout the school visit and returned to the reception area before leaving the school.

2. Visiting a Student During the School Day

Relatives or family friends who visit the school are required to have the custodial parent contact the classroom teacher, administrator, or administrative assistant to provide names, date, and time of visit. The receptionist will be prepared to help visitors register upon arrival.

Arrival

The lower school day begins at 8:15 a.m. Prekindergarten and kindergarten classrooms open at 8:00 a.m. Grades 1-4 classrooms open at 8:10 a.m. Students are expected to arrive in the classroom by 8:15 a.m. Students arriving after that time will be marked late.

In the morning, the parking lot entrance to the school will be open from 7:30 a.m. to 8:30 a.m. The parking lot gate arm will be lowered at 8:30 a.m. Parents and students who arrive after 8:30 a.m. will need to find parking outside of the school and come through the front main entrance at 17th St. & the Parkway.

When dropping off a child in the morning, parents should drive into the parking lot, carefully stop their car at the crosswalk being aware of other students and parents walking into school, and have their child walk in to the school building. PARENTS SHOULD NOT LEAVE THEIR CAR UNATTENDED IN THE PARKING LOT. A faculty greeter is available in the parking lot from 7:45-8:15 a.m. to assist students in departing their car and walking into the school building. There is a second greeter on duty inside the building entrance at 16th Street from 7:30 a.m. to 8:30 a.m.

Before School Care

Students may be supervised in the dining hall from 7:30 a.m. until 8:10 a.m. when lower school classrooms open. There is no fee for this service. Breakfast may be purchased prior to 8:00 a.m. All students who enter the building before 8:10 a.m. must report to the dining hall.

Dismissal

Dismissal begins at 3:00 p.m. and ends by 3:30 p.m. Parents fill out a dismissal arrangement form during the summer to establish their child's dismissal plan. The plan indicates dismissal arrangements at 3:00 p.m. for their child each weekday when school is open (back door dismissal, Friends Select bus, public school bus, After School Program). Parents may make temporary changes on a daily basis, or they may make permanent changes to this plan by contacting the lower school/middle school administrative assistant.

To alter dismissal arrangements please contact the lower school/middle school administrative assistant Marissa Colston either by e-mail at marissac@friends-select.org or by calling (215) 561-5900 X116. ALL DISMISSAL CHANGES SHOULD BE COMMUNICATED TO THE ADMINISTRATIVE ASSISTANT PRIOR TO 2:00 PM on the day for which a change is requested.

It is helpful if parents also let the classroom teacher or After School Program know about changes in dismissal plans, but PARENTS OR GUARDIANS MUST NOTIFY MARISSA COLSTON of any change PRIOR TO 2:00 p.m. who will then notify the After School Program and the classroom teacher. Only parents or guardians can change a lower school child's dismissal plan. The word of a lower school student that his/her dismissal plan has changed will not be honored.

1. Buses

At 3:00 p.m., students who ride Friends Select School buses will be escorted to their buses by a teacher.

Students who ride public school buses (grades 1-6) congregate at the Bailey Circle at 2:50 p.m. and are supervised at the Race Street exit door. In the event that a child misses a bus, she/he is to report to the administrative assistant in the lower school office. Parents will be contacted. The child will either wait with the lower school administrative assistant or in the After School Program until they are picked up.

If bus arrangements change, a note must be sent to the lower school office stating the change. If a parent must make a last-minute change in dismissal, he or she must notify the lower school office at ext. 116.

2. Pickup

At 3:00 p.m., all lower school students who are not enrolled in the After School Program will be dismissed to the school play yard. A member of the lower school faculty wearing an orange safety vest and with the dismissal list for that day will stand at the entrance to the play yard and cross off the names of individual students as they are dismissed to a parent or authorized caregiver as identified on the medical emergency form.

We ask that parents not check out children other than their own unless they are departing campus for the day and arrangements have been made in advance. *Parents should not check out students to temporarily play on the playground together while they wait for another parent to arrive to retrieve their child.*

Once students have signed out, they must remain with the supervising adult. If students reenter the building for any reason, they must be accompanied by the supervising adult.

If there is a deviation from the usual pick-up person, please notify administrative assistant Marissa Colston at ext. 116, even if the person is listed on the emergency medical form as approved to pick up your child. We will dismiss lower school students to those on the list, but if they are unfamiliar to the school representative, we will require them to wait until their name is confirmed.

All discrepancies will be brought to the administrative assistant's attention. Students checking out whose names are not on the list will be brought to her immediately so that clarification about that child's dismissal plan may be accomplished prior to the child's departure. Students whose names remain on the list after dismissal is completed will be brought to the administrative assistant's attention at the conclusion of dismissal.

At 3:30 p.m., all students who are not enrolled in the After School Program are asked to depart campus for the day. Parents supervising their child on the school playground from 3:00-3:30 p.m. should depart campus with their child at 3:30 p.m.

3. Car Line

Parents who wish to pick up their child/children will queue in the parking lot. Each driver will place a piece of paper (at least 8 ½" X 11") with the name(s) of the child/children they are picking up clearly printed thereon. The lower school faculty members on duty will locate the child/children and escort them to the car.

Parents who choose to pick up their child using the car line **MAY NOT LEAVE THEIR CAR**. For example, parents may not park in the car line, nor double park or otherwise park illegally and run in to pick up a child.

Caution: If you arrive before the children are ready to be dismissed, you risk being in a car line that is backed up out of the parking lot and onto Race Street. The police can be insistent that parents in the car line not block traffic and ask that you circle the school until the line is within the parking lot walls.

Above all, please be patient with one another and with the faculty and staff members facilitating this process. All are doing their best to make sure students are safely and efficiently dismissed. Also, keep in mind that by 3:15 p.m. the rush period and its attendant congestion has virtually always subsided.

4. Parking Lot

Parking is not provided for parents in the school's parking lot. All spaces are assigned to school personnel. If parents wish to come into the school between 7:30 a.m. and 3:30 p.m., they will need to use a metered space or a nearby parking lot. Parents are requested not to double park or block any cars in!

In the morning, the parking lot entrance will be open from 7:30 a.m. to 8:30 a.m. The parking lot gate arm will be lowered at 8:30 a.m. Parents and students who arrive after 8:30 a.m. will need to find parking outside of the school and come through the front main entrance at 17th St. & the Parkway.

In the afternoon, the parking lot entrance will open at 3:00 p.m.

Parents may not leave their car in the car pool line or in the parking lot but may park their car at a meter if they must talk with someone on the playground or in school.

5. Late Fees

There is a charge for parents who pick up their children after 3:30 p.m. At that time students are placed in the After School Program. Parents will be billed a \$15 charge for drop-in use of the program.

After School Program

The After School Program is an extended day program, geared to the needs of working families. It is open every school day from 3 p.m. to 6 p.m. For non-legal school holidays, the Vacation Care Program is offered as an option. The After School Program offers a variety of activities. Children choose from several daily options such as basketball, swimming, clay work, photography, science activities and many more. A homework room is available Monday to Thursday for students in grades three, four, and five. The After School Program also offers additional enrichment programs such as chess and Mandarin for an additional fee to children enrolled in the program.

Enrollment is usually for the entire school year and may range from one to five days per week. The fee will appear on the first tuition billing and be paid on the same terms as regular tuition payments. There is also a drop-in option for the After School Program with a per day charge payable on the day care is provided. For all After School Programs, any students remaining on campus after 6 p.m. will be billed the following late fees: 6-6:15 p.m.--\$15; 6:16-6:30 p.m.--\$30; 6:31-6:45 p.m.--\$45; 6:46-7 p.m.--\$60.

Following regular dismissal, any child not enrolled in the After School Program is asked to depart campus at 3:30 p.m. Parents supervising their child on the school playground from 3:00-3:30 p.m. should depart campus with their child at 3:30 p.m. Any changes in a child's dismissal plan must be made to lower school/middle school administrative assistant Marissa Colston, x. 116.

Guidelines for a Cooperative Community

The lower school "Philosophy of Community" and "Lower School Rules and Expectations" are detailed on page one of this book. The following guidelines are provided to expand on those basic principles. As a part of the Friends Select community, students and parents are required to follow these guidelines.

Support Services for Students

1. Teachers

Classroom teachers are the first people to turn to when a student has academic questions or is having academic or social difficulty. The director and the assistant director of lower school work directly with teachers and students.

2. Specialist Teachers

Lower school students are taught in self-contained classrooms for the greater part of each day. In addition, students attend special classes in art, music, library, physical education, science, and Spanish.

3. Assistant Teachers

Assistant teachers are available in prekindergarten through 3rd grade.. In fourth grade students are expected to achieve greater independence and responsibility for their learning and for school routines.

4. Learning Specialist

When teachers identify a student's academic difficulty, they work with the child individually or in small groups, alert the learning specialist, and inform the parents. In conjunction with the learning specialist they develop strategies to address the area of concern. The learning specialist works with students in small groups in order to provide remedial or a specific kind of structure. Remediation includes the teaching of specific skill work and/or support and instruction for children experiencing developmental challenges.

Ongoing conversations occur between parents and the school guidance team which includes the classroom teacher, the director or assistant director of lower school, the learning specialist, and the school psychologist to address areas of concern and consider supports. If a formal evaluation is recommended by the school, the guidance team will arrange a meeting with the parents to review the testing options and to discuss further action.

5. School Nurse

The school nurse is available during school hours to discuss health-related issues and other problems with students and teachers, to dispense medication, and to respond to emergency situations.

6. School Psychologist

Guidance and counseling issues are reviewed by a school psychologist available to lower school. The psychologist meets with faculty, students, and parents. The psychologist makes recommendations for support strategies for the student in the classroom, at home or through work with other professional tutors and counselors. The psychologist can also provide support to students who want a confidential atmosphere in which to discuss any problems they may have. Appointments may be made through the lower school administrative assistant.

7. Student Teacher Policy

As a part of its service to the greater community, Friends Select School hosts student teachers from selected local colleges such as University of Pennsylvania, Arcadia University, Temple University, and Swarthmore College for a period of one or two concurrent semesters. Student teachers are both undergraduate and graduate students who plan on entering careers in education.

Attendance

The academic school day begins at 8:15 a.m. and extends to 3:00 p.m. It is believed that consistent attendance in school promotes valuable habits in young children and provides continuity of instruction and participation. This benefits the individual and the community and is important for the social and academic progress of the student.

Any lower school student who needs to leave school before the end of the school day must have permission in writing to do so. Lower school students may never leave the building unless accompanied by the adult who has given written permission or that adult's designee whose name is on file in the lower school office.

If parents are away from home or work for an extended time when school is in session, they must inform the school. Parents must call the lower school office (x116) to leave a phone number where they may be reached.

1. Absences

Students and their families should know that excessive absences may have serious developmental and academic consequences. Active participation in the life of the school benefits the individual and the community, serving as an important evaluation focus for the social and academic progress of the student. Unnecessary absences are discouraged.

If a student is going to be absent from, late to, or dismissed early from school, it is essential that parents call the lower school office, 215-561-5900, ext. 116, BEFORE 8:15 a.m. If a parent neglects to call the school when a student is absent, the lower school/middle school administrative assistant will call home or the parents' place of employment. The school will accept calls only from parents or guardians—not from students.

When a student returns from an absence of any nature, s/he must bring a note from his/her parents on the day of return and present it to the classroom teacher or the lower school administrative assistant. The school may request a doctor's letter for prolonged or recurring absences for medical reasons.

The school does not support students leaving early for and/or returning late from scheduled school vacations as this interferes with social and academic participation in school. Families whose needs make such absences imperative should contact the director of lower school and the classroom teacher well in advance of such absence.

2. Lateness

Classroom instruction begins at 8:15 a.m. Recurring lateness causes students to miss a segment of instruction including Morning Meeting. If lateness is repetitive, a letter regarding the subject will be sent to parents and a conference may be requested by the director of lower school.

Birthdays and Other Observances

The members of the lower school community like to celebrate birthdays, but also value inclusion and teach this value very deliberately. Birthdays and other celebrations held at school need to be kept simple and appropriate in accordance with the Quaker values the school supports. The classroom teacher should be consulted on the timing of the celebration as well as its appropriateness.

When celebrations are planned for venues outside of school, the policy is that, if invitations are being distributed in school, they must go to all of the children in the class. If parents do not wish to entertain an entire class at a youngster's birthday, invitations must be sent through the mail.

If families are having a party and not inviting all of the children in the class, they are encouraged either to invite just a few close friends (one to three), or invite all of the boys or all of the girls in the class. It is never appropriate to exclude one or two members of a group.

Book Bags

In light of the limited size of cubbies and lockers, book bags on wheels are not permitted. Backpacks are allowed, as long as they can fit in the available space.

Community Service Program

Community Service begins with caring for the school community. Each classroom has jobs, performed by the children, which benefit the community in some way. Among the jobs assigned, children take responsibility for class pets, playground equipment, messenger service, preparation for and clean-up of lunch and snack, etc. Jobs vary from classroom to classroom but always focus on the community.

As the school year progresses, classroom teachers may choose to become involved in service projects which benefit the community outside Friends Select School. These projects might include activities such as cooking and baking or making greeting cards for homebound individuals or preparing toiletry kits for the homeless. Several times a year, lower school joins in larger, all-school service projects such as food or clothing collections for outside organizations. Finally, the Spring Bazaar raises money for community service and/or charity. Lower school students are involved in making or gathering items to be sold at the Bazaar.

The lower school supports whole-school community service projects if they are age and mission appropriate. Recent examples include collecting food for Thanksgiving; gathering hats, gloves, and scarves before the holiday break; making cards for MANNA; and collecting money at Halloween for UNICEF.

Computers

Lower school is connected to the Friends Select network and to several on-line Internet services. Computers may be used to work with educational software, to communicate with others in the building, to research topics of interest and to support the writing program by providing access to graphics as well as word processing components. Lower school students are always supervised when using the Internet.

The text of the Technology/Ethics statement which is signed by all middle school and upper school students and their parents can be found in the *Handbook for Middle and Upper School Students and Parents*. The agreement statements listed next are provided for your information.

1. Parent/Guardian Technology Ethics Agreement

I have read and discussed the Technology Ethics Policy and Acceptable Use Policy and agree to permit my child to have network privileges.

I further agree that I will not hold Friends Select in any way responsible if a student accesses inappropriate material through these services.

2. Student Technology Ethics Agreement

I have read and understood the Friends Select Technology Ethics and Acceptable Use Policy and will abide by the terms and conditions. I understand that violation is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may follow.

Conference and Report Schedule

1. November Conferences

Parent conferences are scheduled in early November. There is no school for lower school students on conference days. A notice will be sent to parents alerting them to schedule an appointment. This may be done on line. A list of conference times will be made available and parents may sign up at their leisure following the opening of the service.

2. January Reports

A mid-year written report is mailed at the end of January.

3. March Conferences

Mid-year parent conferences are scheduled in March. Appointments will be scheduled in the same manner as November conferences.

4. June Reports

A final written report is mailed in June.

Food

Given the risks associated with serious food allergies, parents are asked not to share snacks or food of any kind with children who are not their own.

Food is not permitted in the hallways. Parents and students who arrive early to school to share breakfast together on campus are asked to remain in the dining hall when eating.

Fundraising Policy

All fundraising activities at Friends Select School initiated by students, faculty and staff must be approved by the director of development and coordinated through the development office. **A form stating the purpose of the fundraising activity must be completed and approved before any fundraising activity will be considered.** All fundraising activities must have a faculty advisor and must be approved by the appropriate division director in advance of submission to the development office.

Only fundraising activities relating to curriculum-centered activities or school-sponsored activities will be permitted. Examples of acceptable fundraising activities include:

1. Bake sale to benefit class activities such as prom or yearbook
2. Sale of yearbook advertisements
3. Food drive as part of service work
4. Organized club selling plants to raise funds for specific non-profit organization
5. All Parent Association sponsored sales and activities

Any type of fundraising by an individual student, faculty or staff member will not be permitted. This includes the sale of items as well as the solicitation of sponsors. Once the Fundraising Activity Request Form has been reviewed and approved, then the student or faculty/staff member may schedule the fundraising initiative with the Development Office. These activities must be scheduled at least one month in advance.

Health Services, Illness and Procedures for Medication

The Health Room is located on the first floor near the dining hall. A nurse is available from 8:00 a.m. to 3:00 p.m. Students who become ill during the school day must obtain permission from their classroom teacher before going to the nurse. If it is determined by the nurse that a student is too ill to remain in school due to illness or injury, parents will be contacted by the school nurse and asked to take their child home. This is requested for the benefit of the student who is sick as well as the members of the school community.

In accordance with the law of the Commonwealth of Pennsylvania, all medications, including all over-the-counter and prescription medications, must be dispensed by the school nurse. Medications in the original bottle or container must be brought to the nurse by a parent and must have written directions for dispensation. Medication must not be sent with a child nor may a child keep any medication in a locker or a classroom. All medications must be stored and locked in the Health Room. *(A "Medical Administration Permission Form" must be filled out by parents to accompany any medication.)* Any medication that a child takes regularly must be reported to the nurse, including dosage. This is required even if it's not administered by the school.

Each student must have a *Physician's Form* completed by a physician and returned to the school prior to the opening of school. Students may not attend class until the *Physician's Form* is on file in the Health Room. This form includes student's immunization record and physical examination and screening results. The *Physician's Form* is sent with the June Monthly Mailing. The school nurse must have this information to meet state law requirements and to treat students.

A Medical Emergency Card must be on file in the Health Room prior to the first day of class. Children whose Medical Emergency Cards are missing will not be permitted to attend school on the first day of class or thereafter until the Medical Emergency Card is on file. The Medical Emergency card is a current record of how and where to contact parents or guardians in case of an emergency. Some information on this form must be completed by a physician. Parents are responsible to update information as necessary throughout the school year.

Homework Policy

Some limited or optional homework assignments are given during the primary years. Students have a very full day at school, and teachers want them to have time at home to pursue other interests, enjoy their family, and engage in non-academic play. Students are encouraged to read at home every day, either with their parents or independently.

Homework is a regular part of the third and fourth grades. Parents should check that homework is done, but they do not need to correct it. Teachers use homework as a gauge to see whether a student can continue independently with the work he or she has done in class. If parents find it necessary to make extensive corrections, or feel that their child does not understand the homework readily, a note should be enclosed with the homework for that day. It is also helpful for teachers to know if the homework takes longer than it should.

Inclement Weather School Closing Information

Parents should listen to KYW radio (1060 AM) for school closing information. 134 is the identifying number for Friends Select. In the event of extreme weather conditions such as snow, ice, etc., Friends Select may close. Use the following guide:

1. If Philadelphia Public and Parochial schools are closed, Friends Select is closed.
2. If Philadelphia Public and Parochial schools are open but with no transportation, Friends Select is open but with no transportation.
3. In the event that school is open but the weather worsens during the school day, Friends Select is guided by Philadelphia public and parochial schools and may close early.

If the school closes early due to travel-related inclement weather, parents will receive an alert from the school. In the interest of safety for all members of our community parents are asked to make arrangements for their child to be picked up from school *as soon as possible or by 3:00 p.m.* The families of children who ride FSS private or public buses will be contacted by phone to determine whether students should be put on the bus or await pickup. No child will be placed on a bus unless the school has heard from a parent or caregiver. (Calls are made based on the information listed on the emergency medical card parents fill out at the beginning of the year. Parents must notify the school if their daytime phone number changes during the year.)

Note: There will be no formal After School Program in operation when the school closes early. Students will be monitored until they are picked up by a parent or caregiver, and parents are asked to make arrangements for their child to be picked up as soon as possible.

Instrumental Music Lessons

Private lessons will be scheduled through the After School Program for students in grades one through twelve, with instructors selected by the school. Lessons are one half-hour session and parents will contract directly with the instructors. With the obvious exception of piano, students will be responsible for providing their own instruments.

Lost Clothing

Parents are urged to label all personal items brought to school. Boots, gloves, hats, scarves and sweaters especially are easily misplaced and need nametags. All lost items recovered in the lower school are placed in the wooden box between rooms 148 and 150. Once each month, these articles are sorted. All items that are labeled are returned to their owners. Unlabeled items that belong to older students are moved to the middle school lost and found (outside of the office of the director of middle school) or upper school lost and found (outside of the office of the assistant to the director of upper school). Unlabeled lower school items are bagged and moved to the office of the administrative assistant to the lower school.

Therefore, if a student has lost an item, check the lower school lost and found in the wooden box between rooms 148 and 150. If the lost item is not found there, please see the lower school administrative assistant to check the bag of items in the lower school office.

Once a month, any articles remaining in the lower school office are donated to charity. The school does not reimburse families when items are lost. At worst, please know that your lost items will (after a month or two) be reused by someone in need.

The Lower School Library

The Wallace Library is open to all students and teachers every school day, Monday through Friday, from 8:00 a.m. to 4:00 p.m. It is also open to lower school parents before and after school, from 8:00-8:15 a.m. and 3:00-3:30 p.m. every school day. Once a month, there is a Family Library Day open house when parents and siblings of lower school students are welcome to browse and borrow materials as they wish, from 3:00-5:30 p.m.

Lower school students from prekindergarten to fourth grade have weekly library classes with a full-time library teacher and have access to the library at the discretion of classroom teachers during additional weekly flexible times. All children are encouraged to browse and borrow books for personal reading pleasure and information. The Lower School Library includes a representative and up-to-date collection of picture books and books for beginning readers, nonfiction, reference works such as dictionaries, encyclopedias, atlases and various indexes to subject area study. All materials are available for lending to every member of the extended Friends Select community.

The ordinary lending period for adult borrowers is four weeks. Students may borrow material for two weeks at a time, with the exception of prekindergarten and kindergarten students, for whom the borrowing period is one week. Renewals are negotiable and will depend upon the current demand for the item by others in the community. The person who borrows the material shall be the one responsible for its return or replacement if lost or damaged.

There are no late fees for overdue books, but restitution for lost or damaged library materials is required. The borrower who misplaces or accidentally damages a book or other item on loan from the library will be asked to replace it or remit the amount equal to the current cost of replacing the item. The standard minimum charge for a lost or damaged hardcover book is \$20; for paperback books, the charge is \$10. These fines may vary in some cases, depending on the actual replacement cost.

Younger students may be limited to borrowing one book at a time until they have a proven record of responsible library use and timely return of materials. Adults who borrow from the library are not limited to a specific number of items they may borrow, but the librarian reserves the right to limit the number of books borrowed by one person in areas where demand for particular titles or subjects is high, in order to ensure the best distribution of service to all in the community.

Lunch and Recess

The school day includes one or two recess periods for each class, outdoors in appropriate weather. Lunch for children in prekindergarten through first grades is served family style in the classroom. Second, third, and fourth graders eat lunch in the dining hall. The school lunch program is mandatory in lower school. The menu rotates in a five-week cycle throughout the year and is posted on the school website, and there are many choices available. Each morning, children in prekindergarten through first grades make their lunch choices. Lunch is delivered to classrooms by the kitchen staff. Parents are welcome to join their children for lunch, either in the dining hall or in the classroom.

Parent Association

1. Mission

All parents and guardians of Friends Select students are members of the school's Parent Association (PA). The PA's mission is to support Friends Select School as a learning community rooted in Quaker values and rich in diversity. The PA supports Friends Select School in its goal to combine a superior education, cultural awareness, athletic excellence and a Quaker tradition of service to society. The PA supports the school's goal of achieving a balance between the needs of the school, the parents, and the students through inquiry, listening and dialogue in an atmosphere of cooperation and concern for the betterment of all. The PA carries out its mission through the establishment of a PA Board which meets monthly under the oversight of the president or co-presidents.

2. Governance/Roles

Parents are represented by a Parent Association board which includes a president or co-presidents, vice-presidents, secretary, treasurer, and immediate past president. It carries out its meetings in Quaker fashion and performs most of its work through committees. Both the PA Board and the various PA committees work with the school administration in the following four areas:

A. The PA creates opportunities, both formal and informal, for parents to meet together socially.

- B.** The PA serves as an important communications link between the school and parents by communicating to parents about school policies, practices and procedures, and by facilitating communications between parents and the school through established protocols.
- C.** The PA creates opportunities for parent education through scheduled events which may include both formal and informal presentations (lectures, speakers or discussion of issues).
- D.** The PA creates opportunities for the parent body to lend financial and volunteer support to the school:
 - Traditional fund-raising events include the bookfair, giftwrap sale, and annual auction. Each year, additional fund-raising events may be scheduled.
 - The PA provides financial support for dedicated school projects.
 - The PA helps to coordinate the many parent volunteers throughout the school.

3. Officers

- President (may be co-presidents): Presides at all PA meetings; ex officio on all standing or special committees; appoints all chairpersons of such committees.
- First Vice President: Performs duties of the president in his or her absence and such duties as may be assigned by the president or the Executive Board.
- Second Vice President: Performs duties and responsibilities designated by the president.
- Vice Presidents of Lower, Middle and Upper Schools: Work with class representatives to facilitate communication between class representatives, the PA board and the school administration. Meet regularly with head of respective division and report to PA Board. Should attempt to oversee one fund-raising event per year.
- Treasurer: Responsible for PA funds; keeps accurate record of all monies received and paid; presents a report regularly to the PA Board as well as at the annual meeting. Assumes the functions of the secretary in his or her absence or incapacity to act, until president appoints a replacement.
- Secretary: Keeps records of the proceedings at every meeting; is responsible for sending notices of all meetings to members at least one week in advance; conducts correspondence as may be deemed necessary by the president or PA Board. Assumes the functions of the treasurer in his or her absence or incapacity to act, until president appoints a replacement.

4. Class Representatives

PA Class Representatives serve as a channel of communication between Friends Select's parents, the PA Officers, and the administration and staff.

Class Representatives should be conversant with the *Handbook for Lower School Students & Parents* or the *Handbook for Middle and Upper School Students & Parents*, as well as with the school's written philosophy, familiar with the processes and procedures of the school, and prepared to help parents identify the appropriate procedures to follow (particularly parents who are new to independent schools). Over the course of the year, class representatives will receive information from the PA divisional vice presidents to be disseminated. Likewise, Class Reps should bring to the attention of the divisional vice presidents any important information from parents. Class representatives activate phone trees, plan class social events and work with the school to avoid scheduling conflicts, attend meetings, and communicate regularly with the PA Board. Class Representatives are invited to attend all meetings of the PA Board.

Placement in Classes

Students are placed in classes by the divisional director after careful consideration of all factors which affect the educational development of the individual student and his or her class. Recommendations of past teachers, the director of lower school, and the assistant director of lower school, class balance, social traits, scheduling needs, and previous record are some of the factors that are evaluated. Requests for a specific teacher are not accepted. Parents are asked to accept the school's decision as to appropriate placement. Families will be notified of class placement at the end of August.

Safety/Back Door

As part of Friends Select School's safety procedures to deter unwanted visitors, the back door is locked between the hours of 8:30 a.m. and 2:30 p.m. During these hours, all visitors (including lower school parents) should enter via the front door at 17th Street and the Parkway.

Please do not ask teachers and students to open the locked door; teachers on the playground with students will not disrupt their supervisory duties to open the door. When visitors walk the short distance to the front door, the receptionist will screen entrants.

Standardized Testing Policy

The school administers ERB exams in February to students in grade 4. Grade 4 ERBs are taken for practice and are graded “in-house.” The Academic Council of the school provides the following rationale for standardized testing at Friends Select.

- a. One key to successful performance on standardized tests is comfort and practice with timed, multiple-choice, fill-in-the-oval examinations. Particularly since Friends Select’s curriculum does not emphasize this type of testing format, it is important to give our students periodic experience with it through the taking of the ERBs.
- b. Standardized test results can provide useful and desired (albeit limited) information for families and for school personnel. ERB scores may suggest or corroborate specific strengths and weaknesses in ability or content areas. The director of testing, the division directors, and the assistant division directors are available to explain to families the purposes, meanings, and limits of these norm-based tests.
- c. Standardized testing has become an expected assessment tool (one of many) in independent schools, both locally and nationally. While every good independent school cherishes the curriculum it creates, testing indicates the school’s willingness to consider and learn from normed assessment.

Friends Select currently requires middle and upper school admission candidates to take a standardized test (either the SSAT or a form of the ERBs) as part of the application process. Having data regarding our own students’ performance on similar tests, which can then be compared with applicants’ scores, helps the school make sound admission decisions in middle and upper school.

Summer Day Camp

Future Stars offers summer day camp and summer sports camps at Friends Select. For more information contact *Future Stars* at (610) 783-6336.

Tutoring Policy

If parents wish to have their children tutored without a recommendation from the lower school, they may do so outside school hours. If, however, the class teachers and the learning specialist recommend tutoring, the parents, classroom teacher and the learning specialist meet to discuss the recommendation. After consultation, it may be decided to accommodate tutoring during the school day, and the learning specialist will provide a list of recommended tutors to parents. Tutors contract for services with families independently as they are not employees of Friends Select.

Vending Machines

Lower school students are not allowed to use the vending machines in the school dining hall. The only exception is students who have been picked up after school and are **accompanied** by a parent or guardian.

Vacation Care Program

The Vacation Care Program is open all weekdays when school is closed except legal holidays and the Friday after Thanksgiving. This will include all of Winter Break and Spring Break except Christmas Day and New Year’s Day. The exact days of coverage will be listed on the Vacation Care calendar. There will be approximately twenty (20) days covered.

1. **Early Opening:** The Vacation Care Program will open at 7:30 a.m. and close at 6 p.m.
2. **Enrichment Program:** Children choose from a variety of options each day. Some of the activities that the children have enjoyed are photography, computer, cooking, bowling, roller skating, ice skating, visits to area museums like the Franklin Institute and The Academy of Natural Sciences as well as all kinds of art activities.
3. **Fun Week:** Between the last week of school and the first week of *Future Stars* summer camp, Fun Week is offered. A full week of fun activities such as roller skating, swimming, and trips take place during this transition period.

All-School Policies

In addition to the lower school policies below, there are several policies which are directed to the middle and upper schools, but which are provided here for the information of lower school parents:

Academic Policies – lower school

Academic Accommodations

1. Reasons for Academic Accommodations

Friends Select may make academic accommodations for individual students when:

- a. Providing remedial and high-end-learner support serves the best interests of the individual student balanced against the best interests of the student's classmates given the available resources. The determination of what constitutes a student's best interest and how that interest is balanced with the needs of the community is made through deliberations that include teachers, administrators, the learning specialist, the school psychologist, and with input from outside experts (e.g. therapists, tutors, psychologists).
- b. There are specific recommendations contained in recent (within five years or at the discretion of the school administration) psycho-educational testing by a licensed psychologist, or (within one year) psychiatric testing by a licensed psychiatrist.

2. Academic Accommodations

- a. The lower school guidance team makes every effort to align support with our middle and upper school divisions and to prepare students and families for more formal accommodations made in those divisions.
- b. When appropriate and possible, the lower school guidance team incorporates into a student's learning profile recommendations from occupational therapy, physical therapy, speech therapy, and ADHD evaluations.

Academic Policies – middle school

Academic Accommodations

1. Reasons for Academic Accommodations

Friends Select may make academic accommodations for individual students when:

- a. There are specific recommendations contained in recent (within five years or at the discretion of the school administration) psycho-educational testing by a licensed psychologist, or (within one year) psychiatric testing by a licensed psychiatrist.
- b. English is a second language.

2. Academic Accommodations

Friends Select may make the following accommodations for individual students:

- a. Extended time (no more than 50%).
- b. Classroom use of appropriate non-disruptive laptop computers on assessments.
- c. Note-taking partner designated by respective faculty.
- d. Preferential seating, when appropriate.
- e. Recorded Books.
- f. World language waiver.
- g. Spelling waiver on in-class writing (not including vocabulary assessments).

Academic Policies – upper school

Academic Accommodations

1. Reasons for Academic Accommodations

Friends Select may make academic accommodations for individual students when:

- a. There are specific recommendations contained in recent (within five years or at the discretion of the school administration) psycho-educational testing by a licensed psychologist, or (within one year) psychiatric testing by a licensed psychiatrist.
- b. English is a second language.

2. Academic Accommodations

Friends Select may make the following accommodations for individual students:

- a. Extended time (up to 50% more). Upper school students are required to meet with their teachers at least twenty-four hours in advance of the respective test/exam for which they will require extended time. Students must make arrangements with the learning specialist prior to midterm and final exams in accordance with the learning specialist's policy. Failure to do either of the above will result in the student not receiving the extended time accommodation.
- b. Classroom use of appropriate non-disruptive laptop computers on assessments.
- c. Note-taking partner designated by respective faculty.

- d. Preferential seating, when appropriate.
- e. Recorded books.
- f. World language waiver

Gift Giving Policy

Parents and their children frequently wish to make gestures of appreciation to teachers. While some write cards, others choose to make homemade items which may be eaten or otherwise enjoyed. Some families may choose to purchase a small gift. Some families are not inclined to give any material goods and feel that the spirit of thanks can be conveyed through other means. Gestures of appreciation are very personal matters.

Recognizing the wide ranging forms of giving and in keeping with the Quaker testimony of simplicity, the school administration, the faculty, and the Parent Association request that: 1) there be no organized classroom monetary collections for teacher gifts, and 2) that families use their own personal discretion in simple expressions of gratitude.

Dogs on Campus Policy

Dogs are not allowed inside the building, on the two playground areas, or on the rear walkway. Families who walk to school with their family dog may enter the parking lot or the front plaza as long as the dog is supervised and leashed. This policy does not apply to seeing-eye or assist dogs; however such dogs must be registered and on record with the head of school office. There may be occasions when dogs under strict supervision and leashed may enter the building for a specific period of time for an assembly, show, drama performance, or classroom activity involving such animals. Under these circumstances, special arrangement must be made with the Business Manager by the faculty or staff member responsible for the event.

Student Harassment Policy

The Friends Select School philosophy states, “We believe in the Quaker values of respect for all, simplicity, the peaceful resolution of conflict, and a constant search for truth.” As part of our commitment to mutual respect and diversity, the community is dedicated to creating an environment in which all people can thrive, regardless of sex, race, marital status, sexual orientation, political views, ideology, physical difference, national origin, ethnicity, socio-economic level, age or religion.

With this policy, which applies to relationships between students in the school community, we strive to create a learning environment in which all individuals are free to develop relationships, work, and learn without fear of intimidation, harassment, humiliation, or degradation from the unwanted and unacceptable behavior of other students. As such, the school prohibits conduct which creates a harassing or intimidating environment for any student.

In order to provide this environment of mutual respect, tolerance, and sensitivity, it is important that every member of the community recognize certain guidelines for appropriate behavior. Inappropriate conduct, either verbal or physical, includes, but is not limited to, unwelcome sexual advances or comments, possession or distribution of sexually explicit material, derogatory or discriminatory statements or remarks made on the basis of protected characteristics (such as sex, race, religion, disability, and other categories noted above). Prohibited harassment can include electronic communications, such as phone calls, texting, e-mails and comments made on personal web pages, blogs or other postings.

When such misconduct becomes so severe, pervasive and offensive that it negatively affects a student’s ability to learn or function in a school environment, it then constitutes prohibited harassment.

Procedure. If student feels he or she has been harassed, the procedures outlined below should be followed:

- a. *Object to the conduct.* The student should let the offending person or people know he or she wants the behavior to stop, by saying so firmly, giving a clear message, without apology. This is an important step. The goal of this step is to get the unwanted behavior to stop. If a student does not feel comfortable confronting the person alone, he or she should take a friend along or write a letter. A copy of the letter should be sent to the dean, the student’s advisor, or another trusted adult on the faculty. If the harassment is so severe or threatening that the student is fearful that confrontation could lead to physical harm or abuse, then the student should report it directly to the dean, the student’s advisor or another trusted adult on the faculty.

b. *Keep a record.* The student should keep a record of when, where, and how he or she has been mistreated. Include witnesses, direct quotes, actions, evidence, and any written communication.

c. *Inform a faculty member.* The student should promptly contact one of the following people at school about the situation: advisor, faculty member, the nurse, the dean, the school's psychologist, or other administrator. **Any faculty member or employee who witnesses student harassment or receives a report of student harassment must report it immediately to the Head of School.**

Investigation. Reported incidents of student harassment will be investigated promptly, in a way that is supportive and respectful of each person's privacy. Efforts will be made to maintain confidentiality, but some disclosures may be required in order to adequately investigate the situation.

Discipline. Violations of the accepted guidelines for appropriate behavior may result in mandatory counseling, education, training or community service; limitation on student activities such as sports; and discipline up to and including expulsion. Parents will be notified of any such sanction or disciplinary consequences.

Retaliation prohibited. Retaliation of any kind against anyone who in good faith reports harassment or engages in the investigation of a report of harassment is prohibited. Such retaliation shall be considered a serious violation of this policy and shall be independent of whether a charge or informal complaint of harassment is substantiated. Encouraging others to retaliate also violates the policy.

Related policies. The school also has a general Threats, Violence and Bullying policy which may apply in similar circumstances. Other harassment situations, not involving student-on-student harassment, are covered by the Anti-Harassment Policy, set forth in the school's Personnel Manual. This Manual is available in the dean's office for students and parents to read.

Substance Abuse Policy

Friends Select School incorporates into its philosophy, at all levels, an interest in the physical and spiritual well being of each student. A student's right to privacy is also respected. However, when it appears that a student's academic performance or other aspects of her or his well being are being jeopardized by behaviors in or out of school, it raises concrete concerns. In these cases, the school will intervene to aid the individual.

It is the responsibility of the faculty and staff to report a chronic or noticeable divergence in student behavior to the dean. In cases where the school receives rumors about a student's use of drugs or other controlled substances, the school may notify the student and family that such rumors are circulating. This information will remain private and will not become a part of the student's permanent file.

Whenever the cumulative academic and social behaviors of a student suggest to faculty and administration the possibility of substance use or abuse, the upper school administration will meet with the members of the student support staff to map out an appropriate response to assist the student.

The student and family will be included in discussions to review the school's concerns and to explore available options and resources. The school may make referrals at this time to outside professional support for the student and family. These cases will be treated confidentially in order to protect the privacy of the student and the family.

Sometimes students and families recognize a problem of chemical dependency and seek appropriate steps to end that pattern. In cases where the student and family come to the school indicating such a problem exists, the school and family will work together to assess the student's particular needs and seek resources to help end the dependency. Such cases will be handled on an individual basis.

In any case, all students are expected to comply with school rules at all times. Infractions of school rules include, but are not limited to: If a student uses, possesses, or is under the influence of controlled substances, unauthorized prescription drugs, abuse of prescription drugs, illegal drugs, or alcohol, or possesses drug/alcohol paraphernalia during the school day; on school property; in locations within sight of school property; on, to or from Meeting House grounds; during on- or off-campus school-sponsored activities or programs, including athletic events and foreign exchange programs; or while representing the school in any capacity, the student will be expelled or suspended.

Lockers are considered the property of the school and may be inspected from time to time for health and safety; school personnel may open lockers and search the personal effects of a student if the school believes there is sufficient cause for doing so (please refer to page 34 for statement on community property). In upper school, a student's locker or belongings will only be searched if the administration perceives an immediate threat to community safety or the school has previously conveyed related concerns to the student and family.

Families are reminded that making available any form of alcoholic beverage to minors, even on private premises, is illegal, and that those adults who do so can be held legally responsible. Further, families who make available any form of alcoholic beverages or other controlled substances to students of Friends Select School are in violation of the Friends Select School substance abuse policy. Infractions may result in the family being asked to withdraw from the Friends Select School community.

Personal Safety and Suicide Threat

In seeking to maintain a safe community for all its members, the school offers a range of student support services. Teachers, advisors, grade deans, deans, directors, nurses and a psychologist are available to talk with students on an individual basis.

The school takes seriously all threats or expressions of self-inflicted harm and acts with the best interests of the student and the community in mind. If a member of the school community learns of a student's expression or intent to inflict harm to him or herself, such information is forwarded directly to the dean who responds immediately and confidentially. The school's psychologist is notified, and the student remains in the company of school personnel until a parent or guardian assumes custody of the student. The school requires written documentation from a psychiatrist that the student is not at risk of harming him or herself before the student may return to school.

Threats, Violence and Bullying

Friends Select School seeks to maintain a safe community for all its members. In keeping with the school's philosophy, Friends Select School is committed to teaching nonviolence and to creating a community in which all members seek peaceful resolution to conflict.

Fighting, the use of violence, or threats of violence, the possession of weapons or threats of using them—whether communicated through speech, writing, electronic means, or physical action—are unacceptable actions or responses in the Friends Select community. Assessment of the degree to which such actions or threatening behavior warrants disciplinary action is up to the discretion of the school's administration and will be made with the interest of the greater good of the community in mind. Additionally, the definition of a weapon will be determined by the school administration within the context of the incident.

In addition, Friends Select School specifically prohibits bullying. Bullying can take many forms, including teasing, hitting, stealing, threatening, electronic communications, and even non-direct actions, such as gossiping or texting. Bullying is defined under this policy to involve an intentional physical or verbal act (or a series of acts) directed at a student in a school setting, which is so severe, persistent or pervasive that it has the effect of:

- (1) substantially interfering with a student's education;
- (2) creating a threatening environment; or
- (3) substantially disrupting the orderly operation of the school.

For purposes of this policy, the school setting means in the school, on school grounds, in school vehicles, or at any activity sponsored, supervised or sanctioned by the school.

Such actions or threats may result in the suspension or expulsion of the students involved. The school reserves the right to require assurance from a licensed, practicing psychiatrist that the student is not at risk of harming him or herself or another person. In addition, a student's locker or belongings may be searched, if the administration perceives an immediate threat to community safety or the school has previously conveyed related concerns to the student and family.

Procedure

- a. Members of the school community who observe threatening, violent or bullying behavior in a student or among a group of students should intervene immediately to stop the behavior or notify an adult member of the community to intervene.
- b. The adult member of the school community should bring the student or students to the office of the dean or director.
- c. The dean and/or director will talk with the parties involved, either separately or as a group, and gather other information, as needed, to determine the series of events. Other witnesses may be asked for their observations.

- d. The faculty member who brought forward the incident should document the incident as soon as possible and send a written copy to the dean.
- e. When responsibility is determined, parents or guardians will be notified by the administration as to the nature of the offense.
- f. The administration will decide upon appropriate disciplinary measures, balancing the interests and wellbeing of the individual with that of the community. A conference may be held and parents will be notified in writing of the decision.

All administrative decisions involving suspension, expulsion, or voluntary withdrawal may be appealed by the student and his/her parents to the head of the school.

Guardianship Policy

Friends Select School requires each student enrolled in the school to live with a parent or a parent-designated guardian who fulfills all responsibilities to the student and the school in a timely and effective manner. For more detailed information on these policies, see the *Handbook for Middle and Upper School Students and Parents*.

Annual Special Activities

Artist Study

For some months every year the entire lower school studies one special artist in depth. Artists chosen in the recent past include Sam Maloof, Jacob Lawrence, Frieda Kahlo, Red Grooms, Walter Anderson, Frank Lloyd Wright and Faith Ringgold. The main purpose of the artist study is for each child to do his/her own art based on the themes and techniques they perceive as used by the artist studied. The study concludes with a show of every child's work. By the time they leave lower school, the children will have studied a variety of artists, both historical and contemporary.

Assemblies

On many Friday afternoons at 2:00 p.m., the lower school participates in an assembly program in the theater. Some assemblies support Brown and Gold school spirit days, some support an international theme (such as Chinese New Year or Spanish-speaking countries), sometimes an outside performer will visit, some assemblies are informal "sings", and some programs center around grade presentations. Parents are encouraged to attend their child's presentation and will be notified by the classroom teacher in advance.

Back-to-School Night

On an early fall evening, parents are invited to join the director of lower school and the classroom teachers to learn about curriculum and hear an overview of the school year.

Become an Expert (BAE)

Third and fourth grade students invite their parents to their classrooms to be an audience for their well-researched Become an Expert (BAE) oral presentations.

Book Fair

Lower school students participate in the all-school Book Fair in December, where they have the opportunity to purchase books and school-related items.

Concerts

The Winter Concert occurs on a morning prior to the Winter Vacation. Parents are encouraged to attend this concert.

Curriculum Nights

In the mid-winter, lower school teachers present on aspects of the academic curriculum.

End-of-Year Picnic

During the last week of school, students in kindergarten through fourth grade travel to a nearby park to celebrate the end of the year together. The all-day picnic features a cook-out and games. Parents are invited to join.

Grandparents and Grand Friends Day

The lower school celebrates the valued role that older people play in children's lives. Grandparents or special friends are invited to share in the lower school experience on this day. Parents are asked not to attend this day in order to acknowledge the special relationship between students and their grandparent or special friend.

Halloween Parade

The Halloween parade and festivities occur at 8:30 a.m. on Halloween Day or the Friday before Halloween if it falls on a weekend. Children begin the day dressed in their costume and celebrate together in the parade. Costume guidelines that are in keeping with Quaker testimonies are provided, and children may not wear costumes or clothing that stereotype or objectify an ethnic or cultural heritage. It is not acceptable to wear the national dress of another culture or to portray someone who is in a dire situation (such as a homeless person). Also, children may not represent violent characters or carry toy weapons. If a child insists on dressing as a martial arts enthusiast or a cowboy, he or she may wear the clothing minus the weapon. The lower school provides an alternate activity for children who do not celebrate Halloween. Advanced notice to the classroom teacher is requested.

Lower School Closing Ceremony

On the last day of school, parents, family and friends gather to honor lower school students' successful completion of the current school year and to share in the anticipation of the next school year.

Martin Luther King Jr. Meeting for Worship

A special Meeting for Worship is usually held the second Wednesday in January to recognize and focus on the life and works of civil rights advocate Dr. Martin Luther King Jr.

Meet the Authors

Prekindergarten through fourth grade students publish their own original stories throughout the year. Lower school students are given the opportunity to share some of these writings with parents on a morning in late May. A parent reception directly precedes the book sharing that is held in the classrooms.

Specialists Night

On an evening in the fall of the school year, lower school specialist teachers present their curricula.

Transition Coffee

In late spring, parents are invited to a morning meeting to discuss the components of the program for their child's next grade.

FRIENDS SELECT SCHOOL CALENDAR 2011-2012 SCHOOL YEAR

Monday, August 22, 2011	Upper School sports preseason practices begin
Wed.-Thurs., Aug. 31-Sept. 1, 2011	New faculty orientation
Friday, September 2, 2011	Optional room prep day
Monday, September 5, 2011	Labor Day – School closed
Tuesday, September 6, 2011	Faculty returns from vacation - Faculty meetings
Wednesday, September 7, 2011	Faculty meetings
Thursday, September 8, 2011	Upper & Middle School: New student orientation
	Upper & Middle School: Student registration and orientation
Friday, September 9, 2011	Opening day of classes for students in PK – 12 th grade
Friday, October 7, 2011	Faculty/Staff in-service day – School closed for students
Monday, October 10, 2011	Columbus Day – School closed
Saturday, October 22, 2011	All School Admission Open House
Thursday, November 3, 2011	Lower School conferences – PK-through 4 th grade
	No classes in Lower School
Friday, November 4, 2011	Report writing 5 th through 12 th grade
	Lower School conferences – PK-through 4 th grade
	No classes in Lower, Middle & Upper Schools
Friday, November 18, 2011	Student/Parent conference day – 5 th through 12 th grade (Note: 9 th – 12 th grade – New families only)
	No classes in Middle & Upper Schools
Tuesday, November 22, 2011	3:00 p.m. Dismissal for Thanksgiving vacation
Monday, November 28, 2011	Classes resume
Friday, December 16, 2011	School dismissal at 3:00 p.m. for winter vacation
Tuesday, January 3, 2012	Classes resume
Monday, January 16, 2012	Dr. Martin Luther King Day – School closed
Tuesday January 17, 2012	Mid-term exams for students 9 th -- 12 th grade – No regular classes
Friday, January 20, 2012	Report writing 5 th through 12 th grade
	No classes in Middle & Upper Schools
Mon.-Fri. Jan.23–Jan.27, 2012	Upper School InterSession
Thursday, February 16, 2012	School dismissal at 3:00 p.m. for mid-winter recess
Tuesday, February 21, 2012	Classes resume
Tuesday, March 20, 2012	Lower School dismissal at 3:00p.m. for spring vacation
Wed-Thurs., March 21-22, 2012	Lower School conferences - PK through 4 th grade
Thursday, March 22, 2012	Middle & Upper School dismissal at 3:00 p.m. for spring vacation
Tuesday, April 3, 2012	Classes resume
Mon.-Fri. May 14-18, 2012	Senior final exams
Mon.-Fri. May 21-June 8, 2012	Internships/Projects
Monday, May 28, 2012	Memorial Day – School closed
Mon.-Fri. June 4-8, 2012	Final exams for students 7 th through 11 th grade – No regular classes
Friday, June 8, 2012	Last day of classes
Sunday, June 10, 2012	Senior Baccalaureate and alumni/ae induction
Monday, June 11, 2012	Graduation
	Fun week pre-summer camp begins
Friday, June 15, 2012	Fun week ends
Monday, June 18, 2012	Summer Session @ Friends Select begins
	Future Stars Summer Camp begins
Friday, July 13, 2012	Summer Session @ Friends Select ends
Friday, August 17, 2012	Future Stars Summer Camp ends
Monday, August. 20, 2012	Upper School sports preseason practices begin

Telephone Numbers

Main Telephone Number: (215) 561-5900 (Switchboard hours: 7:30 a.m. to 5:00 p.m.)
Fax Number: (215) 864-2979
World Wide Web Address: www.friends-select.org

If your question is related to:

Absence or Lateness

Admissions

Advanced Placement Examinations

After School Program

Alumni/ae Affairs

Athletic Information

Billing and Payments of Tuition

Books and Supplies

Bus Service

Calendar of Upcoming Events

City Outreach Programs

College Guidance

Communications Specialist

Community Service

Counseling (Academic)

Course Scheduling

Curriculum Questions

Development & Fund Raising

Disciplinary Matters

Financial Aid

Foreign Exchange Programs

Grade Reports

Head of School

Health or Medical Matters

Internship Program/Senior Projects

Lower School

Marketing and Public Relations

Middle School

Parent Association

Parent Conferences

Sports Schedules

Student Activities

Student Records and Transcripts

Summer Academic Programs

Summer Camp

Tutoring for Students

Upper School

Vacation Care

Volunteering at the School

Call (Voice Mail Extension):

Marissa Colston, LS/MS administrative assistant (116) or Deneen Young, US assistant (118)

Roger Dillow (102), Sherry Claypool (105)

Anita Bailey (104), Ellen Gershman (103)

Tracy Matthews (121)

Judy Clever, Director of Continuing Programs (143)

Stuart Land, Director of Alumni Relations (106)

Tim Litz, Athletic Director (134)

Directions (402), Bulletin Board (403)

Athletic Postponements or Cancellations (404)

Pat Liczbinski (110)

Rachel Lee (101)

Marissa Colston, administrative assistant (116)

Jan Burns, Assistant to the Head of School (129)

Sherry Claypool (105)

Tracy Matthews, Director of College Counseling (121)

Sarah Way (161)

Galen Horst-Martz (135)

Advisor, Grade Dean (US), Dean, Director

Jesse Dougherty, US Director (119) or Terry Kessel, MS Director (123)

Jesse Dougherty, US Director (119) or Terry Kessel, MS Director (123)

Christine Jefferson (141), (131)

Kendall Cameron, US Dean (120) or Edward Rhee, MS Dean (124)

Michael Noonan (109)

Anne Wentling (227), Lynda Greenwade (260)

Marissa Colston, LS/MS administrative assistant (116) or Deneen Young, US assistant (118)

Rose Hagan (112) or Jan Burns, Asst. to the Head of School (129)

Dana Rothman, Nurse (114)

Carolyn Shank (158)

David Wood, LS Director (115), Amy Segel, LS Asst. Director (150)

Marissa Colston, LS/MS administrative assistant (116)

Colleen Puckett (145)

Terry Kessel, MS Director (123), Edward Rhee, MS Dean (124)

Marissa Colston, LS/MS administrative assistant (116)

Molly Mullahy, Director of Parent Programs (139)

Kendall Cameron, US Dean (120), Edward Rhee, MS Dean (124)

Tim Litz (134), Athletic Department

Kendall Cameron, US Dean (120) or Edward Rhee, MS Dean (124)

Marissa Colston, LS/MS administrative assistant (116) or Deneen Young, US assistant (118)

Carolyn Shank (158)

Future Stars Camps (610-783-6336)

Tennis Farm (610-647-4600)

Kendall Cameron, US Dean (120) or Edward Rhee, MS Dean (123)

Jesse Dougherty, US Director (119), Kendall Cameron, US Dean (120)

Deneen Young, US assistant (118)

Judy Clever, Director of Continuing Programs (143)

Molly Mullahy, Director of Parent Programs (139)

FRIENDS SELECT SCHOOL

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Philadelphia, PA 19103

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www.friends-select.org

2011-2012