

Friends SELECT
S C H O O L



Handbook for Upper School
Students and Parents

Academic Year
2011-2012

2011-2012

Friends Select School
Handbook
for Upper 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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Major Revisions – 2011-2012 Handbook

Each year, the handbook is reviewed. In the review process, policies are clarified and changed. The following policies have been updated this year. This list is intended to call attention to some of the major revisions, and is not a complete list of all changes in the handbook:

- Electronics use (page 35)
- Major school infractions (inclusion of social media) (pages 38-39)
- Cell phones and iPods during assessments (page 35)
- School closing policy – successive days closed (pages 8-9)
- Academic Accommodations statements (pages 17-18)
- Clubs offerings and structure (page 32)
- Dining Hall Duty (page 33)

Introduction

The Friends Select *Handbook for Upper School Students and Parents* combines academic and community information and policies. Inserted into this book is a signature sheet for parents and students which must be signed and returned to Ellen Gershman, admissions assistant, prior to student registration in the fall. 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 related to the director of Friends Select's upper 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 Community

The social organization in both the upper and middle school is based on the Friends Select Philosophy: "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 seek to teach students to recognize the needs of the community and to take an active role in achieving those goals as part of the education for the whole of life which includes moral, social, communal, as well as individual education.

Where do these pages of rules and behavioral guidelines fit into this broad goal? They describe expectations that we have agreed are appropriate and, in many cases, necessary for the community to function in accord with our school's philosophy. However, rules are not effective unless they exist within a context of mutual respect and cooperation shown by students and adults. All members of the Friends Select School community--students, parents, faculty, staff, trustees, and alumni/ae--are expected to abide by the school's community standards for behavior as articulated in this handbook and to act respectfully toward each other.

We are proud of the harmonious relationships between our faculty and students. The school is characterized by an informal and non-adversarial style. This atmosphere is possible because there are clear expectations and standards for behavior which, when followed, contribute to the well-being of the individual and the community. There are also norms of "cooperation and concern for the betterment of all" upon which any effective system of rules and regulations must rest. These norms are articulated in this handbook.

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; focused on intellectual--rather than rote--learning, yet committed to skill development; comprehensive in program though small in relative size; and 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. It thrives within the dynamic of these opposites to create a distinctive environment.

Quakerism

Meeting for Worship

Students and faculty attend Meeting for Worship every Wednesday morning at the Central Philadelphia Monthly Meeting House, one block to the east of the school. Meeting for Worship is the Religious Society of 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 is overseen by the student/faculty Worship and Ministry Committee. Three times each 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 All-School Meeting for Worship and at the close of every lower 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.”

Community Service

All **middle school** students will participate in six days of Service when they are engaged in some form of direct community service within or outside the school community. The many Service committees are multi-age and project-oriented. Over three years, a student will have the opportunity to choose three different service groups.

Community service projects in **upper school** provide opportunities for students to enact Friends Select’s belief that “learning should be placed at the service of society” while learning about the social needs of the City of Philadelphia. As part of Religious Thought classes, ninth and tenth graders work with their classmates on projects. In ninth grade the class selects a theme in one of five service areas around which all service will be coordinated. Students will perform service in their chosen theme over the second semester of ninth grade and throughout their tenth-grade year. The themes include: education, hunger and health, homelessness, environmental stewardship and sustainability, and human rights.

Friends Select School Spirit

Friends Select’s school colors are **brown and gold**. The **Falcon** was adopted as the school mascot some time prior to 1953.

Alma Mater

Words and music 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 & 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 every one for we are all the same.
Life long learners we will always be, and we strive to share the gift of our community.
Here’s to Friends Select, my home & school in one.
We’ll take with us what we have learned here when the day is done.

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 <i>(Note: 9th – 12th grade – New families only)</i>
	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 p.m.)
Friends Select @ 1700 Number: (215) 554-2718 (Switchboard hours: 8:00 a.m. to 3:00 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 (MBS Text)

Bus Service

Calendar of Upcoming Events

City Outreach Programs

College Guidance

Communications Specialist

Community Service

Counseling (Academic)

Counseling

Course Scheduling

Curriculum Questions

Development & Fund Raising

Disciplinary Matters

Financial Aid

Grade Reports

Head of School

Health or Medical Matters

International Trips Programs

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):

Deneen Young, US Asst. (118)

Roger Dillow (102), Sherry Claypool (105)

Anita Bailey (104), Ellen Gershman (103)

Tracy Matthews (121)

Judy Clever (143)

Stuart Land (106)

Tim Litz, Athletic Director (134)

Directions (402), Bulletin Board (403)

Athletic Postponements or Cancellations (404)

Pat Liczbinski (110)

Rachel Lee (215-554-2718)

Marissa Colston (116)

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

Sherry Claypool (105)

Tracy Matthews, Director of College Counseling (121)

Sarah Way (161)

Jim Miller (234)

Advisor, Grade Dean (US), Assistant Director, Director

Natan Gottesman, School Counselor (138)

Jesse Dougherty, US Director (119)

Jesse Dougherty, US Director (119)

Christine Jefferson (141) or (131)

Kendall Cameron, Assistant Director of Upper School (120)

Michael Noonan (109)

Deneen Young, US Asst. (118)

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

Dana Rothman, Nurse (114)

Jesse Dougherty (119), Brian Kors (218)

Carolyn Shank (158)

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

Marissa Colston, LS/MS Assistant (116)

Colleen Puckett (145)

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

Marissa Colston, LS/MS Assistant (116)

Molly Mullahy (139)

Deneen Young, US Assistant (118), Kendall Cameron, Assistant Director of US (120)

Tim Litz (134), Athletic Department

Kendall Cameron, Assistant Director of US (120)

Tracy Matthews (121)

Carolyn Shank (158)

Future Stars Camps (610-783-6336)

Tennis Farm (610-647-4600)

Kendall Cameron, Assistant Director of US (120)

Jesse Dougherty, US Director (119), Kendall Cameron, Asst Dir. of US (120)

Deneen Young, US Assistant (118)

Judy Clever (143)

Molly Mullahy (139)

Building Security Procedures and Protocols

1. Entry Procedures

Reception desks-- located at the school entrances at the 17th Street and Parkway lobby, the 16th Street Parking Lot, and the lobby of Friends Select @ 1700 --will be staffed to check for proper identification before parents and visitors can proceed into the building. The 16th Street entrance will be staffed from 7:30 a.m. to 8:30 a.m. and from 2:30 p.m. to 6 p.m.

Parents entering the school buildings during the drop-off and pick-up times must display the “Falcon Pass” as they pass by the reception desks. Parents must be listed in the security log if the “Falcon Pass” is not displayed; proper ID will be requested for verification. 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. to 2:30 p.m. occurs only at the front lobby at 17th Street and 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

The receptionist is equipped to help visitors register upon arrival. The parent or student host should contact an administrator. The school reserves the right to deny visitation requests. A student wishing to bring a visitor to school must request prior approval from the division director or dean. All visitors, including former students, must sign in at the reception desk, must register with the dean of students, and must wear their visitor’s badge at all times. The student host must introduce any guest to his or her classroom teacher and the guest must remain with a current FSS student throughout the day.

3. Locked School Doorways

Propping open outside doors compromises the security of the building. Disciplinary action will result if any student props open any of the school’s exterior doors. Doorways to the 2nd floor will be locked at 6:00 p.m. on Monday through Thursday, and at 5:00 p.m. on Friday and students will not have access until the following school day. Students who anticipate returning from an athletic event after the 2nd floor is locked should place all needed belongings in their locker room lockers. Students will not be allowed to return to the 2nd floor after it’s been locked. No exceptions will be made.

4. Student Identification Badges

To further enhance security procedures during the school day, students in grades six through twelve will receive a photo identification badge. This badge must be available in the student’s backpack or locker during the school day.

Cellular Phones

Having and using a cellular phone in school is a privilege which can be revoked by the dean of students at any time. Upper school students may carry cell phones with them throughout the school day but they must be silenced or turned off during class unless otherwise specified by a teacher. Phone calls may be made only in school stairwells, Bailey’s Circle, the front and back lobbies. Students may text in the hallways at any time, provided they are not in a schedule class at that time. They may not use their phones in the library or computer room. Cell phones may be used in class with explicit permission from the teacher for a teacher-specified use. Teacher-specified uses may include: entering an assignment into the calendar feature or the Friends Select App, utilizing the calculator function, or looking up information using an internet browser.

Students who commit more than two infractions of the cell phone use policy will have their phone confiscated and their cell phone privileges in school revoked for a period of time.

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 division director or dean in advance of submission to the development office. Fundraising with a service or charitable component must first be approved the director of community service.

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 ministry work;
4. Organized club selling plants or other items to raise funds for specific non-profit organization; and
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 two weeks in advance.

Guardianship Policy

Friends Select School requires each student enrolled in the school to live with a parent or a parent-designated guardian throughout the entire academic year, and who fulfills all responsibilities to the student and the school in a timely and effective manner. If a parent or a parent-designated guardian is away from home or work and is not available for an extended time when school is in session, they must inform the school. The parent or parent-designated guardian must call the division director or dean. A student may be placed on probation, suspended, or expelled at the school's discretion if the family or guardian does not fulfill Friends Select's guardian policy. Any exception to this policy will be granted at the sole discretion of the school.

Friends Select School requires each student enrolled in the school to live with a parent or a parent-designated guardian throughout the entire academic year who fulfills all responsibilities to the student and the school in a timely and effective manner. If a parent or a parent-designated guardian is away from home or work and is not available for an extended time when school is in session, he or she must contact the appropriate division director or dean to discuss and review living and contact arrangements for the student during this time. A student may be placed on probation, suspended, or expelled at the school's discretion if the family or guardian does not fulfill Friends Select's guardianship policy.

A. Process for guardian approval

1. The family submits a completed "Friends Select School Guardianship Request Form" to the Admission Office. This document includes the guardian's name, home and work addresses, home and cell phone numbers, e-mail addresses, an additional contact if the guardian is not available and other information.
2. The guardian must meet with the admission director and the dean of students at Friends Select School during the admission process. There must be an additional meeting with the dean of students (or if not available, the upper school director) prior to the start of school to review communication responsibilities, course selection, the student's academic schedule and any other matters in support of the students experience at the school.
3. The school requires one home visit as close to the first day of school as possible by a school representative with the guardian and the student prior to the start of school. A home visit will not be required if the student will reside with a current Friends Select School family or a former Friends Select School family.
4. The guardian and the dean of students will arrange to meet on a quarterly basis during the school year.
5. If a non-family guardian who is not a current Friends Select School family or a former Friends Select School family is to fulfill the guardian role, he or she must submit to the background check procedures that are required of teachers in the state of Pennsylvania. (The school can assist with arrangements). Background check results must be obtained and paid for by the student's family and must be submitted to the school for approval prior to the first day of school. The family is responsible for any and all costs related to obtaining the background check.

B. Guardian Responsibilities

1. The guardian acts in "*loco parentis*" and attends to the daily needs of the student, which includes, but is not limited to, the following:
 - a. maintains a healthful and safe living environment.
 - b. provides meals on a regular basis.
 - c. provides medical care in the event of illness.
 - d. assists the student and family to find a local medical practitioner.
 - e. assists the student to seek professional medical care and treatment in cases of emergency.
 - f. takes appropriate measures to support and ensure regular attendance at school.

- g. Serves as a role model and guide for the social, moral, emotional and intellectual development of the student.
2. The guardian stays in close contact with the school throughout the school year in matters of academic support and supervision. As noted above, the guardian will meet minimally on a quarterly basis with the dean of students (or other representative of the school) with the first meeting occurring prior to the start of the school year. If additional meetings are required, they will be arranged by the dean of students.
 3. The guardian contacts the school when a student is late or not in attendance.
 4. In the event of a status change the parent informs the school's Admission Office two weeks prior to the change. Status changes include but are not limited to the following: address change, phone change, student vacation plans, and guardian changes.
 5. In the event that the guardian ceases to perform his or her responsibilities, the student's family must contact the school's Admission Office immediately and present a new guardian for approval.
 6. Both the guardian and the parents will be copied on all written communications relating to the student. In the event that the school provides notice of a problem with the guardian performing his or her responsibilities under the guardianship policy, the parent will ultimately be responsible for bringing the situation back into compliance with this policy. If the situation is not corrected in the time frame set by the school, the school reserves the right to suspend or expel the student. It is the parents' responsibility to insure that there is an approved guardian for the student at all times during the school year.
 7. In cases of emergency, the school reserves the right to act on behalf of the student if for any reason the guardian cannot be contacted.
 8. If a parents or guardian needs to obtain medical insurance for his/her student, the school Admission Office has information on available healthcare plans, including an international student medical insurance policy through Independent School Management (ISM).
 9. Friends Select School welcomes a diverse and multi-lingual student body. English is the primary language spoken at the school by faculty, administrators and students. The school acknowledges that all students at Friends Select School are not fluent in English. The school has English as a Second Language (ESL) program to support such students. All parents and guardians are required to be able to communicate effectively, both orally and in writing, in English, or else to provide an interpreter, who can communicate fluently and effectively in English, for all student conferences and to assist with other school communication as needed, such as conference calls. The student's family is responsible for any costs or fees related to translation services. The school will supply a list of professional interpreter services that the family can utilize, if necessary.

Health Services

The school nurse is available during school hours (8 a.m. to 3 p.m.) to discuss health-related issues. The school Health Room is located on the first floor near the dining hall. If the nurse is not in the Health Room, a note will be posted to indicate where the nurse can be located in the building. One member of the school administration serves as a back-up nurse. (Counseling services through the school psychologist are discussed on page 10.)

In accordance with the law of the Commonwealth of Pennsylvania, students who need to take prescription or non-prescription medications during the school day must bring the medication to the nurse to be stored and locked in the nurse's office. These medications may be administered only in the presence of the school nurse and must be in the original prescription bottle in order to be dispensed. (A "Medical Administration Permission Form" must be filled out by parents to accompany any medication. The form is available in the Health Room.)

A student who becomes ill during the school day must obtain permission from the classroom teacher before going to the nurse. If a student should become ill when the nurse is not in the office, he/she should report to the dean's office or the upper school office. If a student cannot remain in school because of illness or injury, parents or other designee must be contacted by either the school nurse, or by the school director or dean. **A student may not leave the building because of illness without first obtaining permission from the nurse or the school director or dean.**

In case of an emergency requiring a student to be transported to a hospital, the school will contact an ambulance service prior to notifying the family.

Lost and Found

Lost and found items brought to the office of the upper school dean will be held for a reasonable amount of time. If not claimed, items will be sent to local charity organizations. Students are asked to mark all belongings with their names in permanent ink. Valuables and large amounts of money should not be brought to school. The school assumes no responsibility for loss or theft of books, notebooks or other personal items that are left in the school, on school grounds or on school property such as school buses.

Parking Lot

Parents are welcome to pull into the school's parking lot off Race Street to drop off children and then continue through the lot to exit on 16th Street. **Parents are not permitted to leave their car unattended in the lot**, as doing so will block traffic and prevent faculty and staff from entering their parking spaces. The parking lot is reserved for faculty and staff parking from 7 a.m. to 4 p.m. Parents picking up students from the After School Program are welcome to park in available spaces after 4 p.m. Parking is available at meters on streets

surrounding the building. Students may not park in the Friends Select parking lot. Pedestrians entering the parking lot must enter through the pedestrian gates located on Race Street and on 16th Street.

In the morning, the parking lot entrance to the school will be open from 7:30 a.m. to 8:30 a.m. As the school day begins at 8:00 a.m., this will give a half hour grace period to those who arrive late. 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 come through the front, main entrance door at 17th and the Parkway.

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 a commitment to 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 most months under the direction of the president or co-presidents.

2. Roles

- The PA creates opportunities, both formal and informal, for parents to meet together socially.
- 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.
- The PA creates opportunities for parent education through scheduled events which may include both formal and informal presentations (lectures, speakers or discussion of issues).
- The PA creates opportunities for the parent body to lend financial and volunteer support to the school.
- Traditional fund-raising events include the Scholastic Book Fair, Sally Foster gift wrap sale, school auction, and concession sales at various events. Each year, additional fund-raising events may be scheduled.
- The PA provides financial support for dedicated school projects.

3. Divisional Vice Presidents & Class Representatives

- Divisional vice presidents meet with the upper school division director regularly and will communicate pertinent information to all parents. You may also receive updated information on the parent association webpage on the school's Web site.
- PA class representatives serve as a channel of communication between Friends Select's parents and/or guardians, the PA officers and the administration and staff.
- Class representatives should be conversant with the *Handbook for Upper School Students & Parents*, as well as 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 to his/her grade level. Class representatives activate phone trees and e-mail chains, plan class social events and work with the school to avoid scheduling conflicts, attend meetings, and communicate regularly with the PA board. Class representatives, as well as parents and/or guardians, are encouraged to attend all parent association meetings.

School Closing Information

Friends Select School follows the decision of the School District of Philadelphia with regard to school closing.

1. If Philadelphia public schools are **open**, Friends Select is open.
2. If the Philadelphia public schools are **closed**, Friends Select is closed.
3. If Philadelphia public schools are **open without transportation**, Friends Select is open without transportation.
4. If the Philadelphia public schools must **close early in the day due to heavy snow development**, Friends Select will **also close early in the day**.

IF A HEAVY SNOWSTORM DEVELOPS DURING THE DAY, PARENTS ARE URGED TO LISTEN TO THE RADIO OR CHECK THE FRIENDS SELECT OR PHILADELPHIA SCHOOL DISTRICT WEBSITE FOR EARLY CLOSING ANNOUNCEMENTS.

Should the school be closed, the school number will be aired on the radio *in addition* to the public school announcement.

Friends Select's school number is **134**. In other emergency situations, please refer to the school's Web site (www.friends-select.org) or call the school's front desk (ext. **101**) for up-to-date information.

In the event of unanticipated, successive days over which school is not in session (e.g. two successive snow days) the teachers may utilize the Online Learning Center to post assignments to students. Under such circumstances, middle and upper school students are expected to check all of their courses on the Online Learning Center and complete any assignments posted for any of their courses. At their discretion, lower school families may access the Wallace Library page of the Online Learning Center for enrichment resources and activities.

Student-Teacher Policy

As part of its service to the greater community, the school hosts student teachers from selected local colleges for a period of one or two concurrent semesters. Student teachers are both undergraduate and graduate students who plan to enter careers in education. While at FSS, student teachers are expected to be collaborative, reflective, and active members of the school community who support the philosophy and practices of the school.

Each student-teacher is accepted by a mentor-teacher who is experienced and able to lead the student-teacher in the ways of the school and who supports the student teacher's growth as a learner and a professional. In addition, the classroom mentor supervises, provides feedback, and uses a variety of methods to assess the student teacher's performance, knowledge and skills, and attitudes regarding classroom instruction. Each student teacher is also supervised by an employee of the college or university. All student-teachers are required to complete the following federal and state clearances: I-9, Criminal Record Check (including FBI check, as required for students not residing in Pennsylvania) and Child Abuse History Clearance.

The division directors accept student-teachers as junior members of their faculties, and work closely with the university supervisor to balance the needs of the student-teacher with those of the school. It is the division director's responsibility to assure that student-teachers maintain the community standards of instruction and to explain the student-teaching experience to parents as the student-teacher's classroom responsibilities increase. The student-teaching experience at FSS is a closely supervised period of professional growth, skill development, and increased teaching independence that should result in the student teacher's ability to assume the duties of a classroom teacher for a maximum of two weeks.

Summer Academic Program

The Summer Academic Program features four-week programs in English, mathematics, study skills and art for students entering grades seven through twelve. Some courses may be open to adults.

Summer Day Camps

Future Stars offers summer day camp and summer sports camps at Friends Select for children. For more information contact Future Stars at (610) 783-6336. **Tennis Farm** offers a summer day camp using Friends Select's rooftop tennis facilities. For more information, contact the Tennis Farm at (610) 647-4600 or 1-800-7-TENNIS.

Telephone Calls into School

Students are not permitted to leave classes or study periods to take phone calls. While every effort will be made to deliver a message in an emergency, we strongly encourage that parents not make such requests unless absolutely necessary. Messages for upper school students can be left with the upper school office but only in the case of emergencies. The telephones in the school offices are not available for student use. Students may use their personal cell phones to receive and make calls or messages between classes and during free periods or lunch. Please see page 5 for the cell phone policy. **All telephone calls to faculty and administrators should be made during school business hours unless faculty specifically requests that parents call them at home.**

Vending Machines

Food and beverage vending machines are located in the Matthew Huffman '91 Dining Hall. These machines are available to students from 2 p.m. to 6 p.m. daily. Refund requests and comments can be made to the food services manager before or during school hours.

Academic Information

Student Support Systems and Personnel

Friends Select offers a full range of both academic and non-academic support, and students are encouraged to seek out assistance that seems appropriate. A student may initiate conversations with the director, dean, teachers, advisors or the school psychologist in order to arrange that help.

Personnel

1. Teachers

A student should first address his or her classroom teachers with academic questions or to obtain help with developing strategies to overcome academic difficulty.

2. Advisors

Each student chooses or is assigned an advisor, who advises the student concerning academic and social issues. The student meets with his or her advisor during advisory time each week. During the year each student will have the opportunity to have individual conferences with the advisor. The relationship is considered a private one, and faculty members are discouraged from divulging personal information unless authorized by the student. The only exception, following state law, is if the advisor has reason to believe that the health or safety of a student is in jeopardy, in which case the student may be notified of the planned disclosure of information in advance. Advisors are included in most parent/teacher conferences and can be consulted in disciplinary processes involving an advisee. Advisors may be asked to collect assignments for students who are absent for a long period of time (see "Making up Missed Work/Assignments" on page 25).

3. Learning Specialist

The learning specialist provides support to students and faculty in the area of learning differences and disabilities. The learning specialist performs classroom observations, consults with teachers, helps students develop compensatory strategies, and assists in implementing necessary accommodations for students with documented learning disabilities.

4. School Psychologist

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

5. Grade Deans

Each upper school grade is assigned a faculty member to act as grade dean. The grade dean reads all grade reports, gets to know each student, and makes recommendations concerning students' academic programs and disciplinary procedures. In addition, the grade dean coordinates extracurricular activities within the grade and works closely with the student class officers and parent volunteers.

6. Assistant Director of Upper School and Dean of Students

The dean of students is available to support students and their families as they work to define and resolve any academic or social concerns. The dean has responsibility for the student guidance programs. Parents may contact the dean of students to make arrangements for conferences with teachers. The dean works with the school director to review, plan, and adjust the students' programs with an eye toward developmental appropriateness and toward meeting the interests and needs of individual students. The dean supervises the advisory system and arranges, conducts, and follows up on conferences with students, families, and teachers. The dean is available to support students and families as they work to define and resolve any difficulties that may arise. The dean also oversees extracurricular activities, special programs, discipline, and other aspects of student life.

7. Division Director

The division director oversees the curriculum, personnel and overall life of the division. The director works with the dean, individual teachers and departments, students and parents to design and effect consistent academic standards and community expectations. The director, with the help of department chairs, oversees personnel and the academic program and approves students' academic schedules.

English as a Second Language (ESL)

Students who are not native speakers of English are placed in an appropriate level of instruction in the English as a Second Language program. Students are assessed at the beginning of the school year and assigned to an appropriate learning group. These small, individualized classes meet regularly to work on vocabulary development, grammar, conversation, literature and written expression; the coursework draws on the content of students' other classes.

1. Curriculum

Friends Select's ESL curriculum counts as a major course and fulfills a student's English requirement. It is a three-year, sheltered program, including the courses ESL I, II, and III. International students taking the ESL I program work on reading, writing,

listening and speaking English. Students work to enhance their ability both to analyze advanced English texts, and to become comfortable with idiomatic English. Teaching materials include representative literature, short stories, poetry and essays, some of which come from the English 9 curriculum, as well as other appropriate materials selected by the ESL and English faculties. In addition, students use materials specifically targeted to English as second language learners.

ESL II builds on the level I program, and incorporates some of the texts used in English 10, as well as other literature that will support students' understanding and analysis of written and spoken English in both academic and non-academic settings. To the extent possible, literature in the ESL II curriculum draws on world literature to support our diverse international student group. The third level of ESL draws from some of the more nuanced works of literature used in both English 9 and English 10. These texts are supplemented with other plays, poetry, short stories and essays, to engage and challenge ESL students at a suitable level. International students who are in the upper school for a fourth year take the regular English 11 course. The school transcripts for ESL students include these courses, and the courses are described in the school profile.

2. Placement

Upper school international students new to FSS are placed in ESL I, unless they are exceptionally proficient in English at a level that enables them to read, write and participate in a regular English class. This determination will be made in part by the ESL teacher and faculty from the English Department working with the admission staff. Students placed in ESL I also take the IDS-9 section of history. International students remain paired with the corresponding history course through their three years in the ESL program, taking IDS-10 (history only) with ESL II and American history with ESL III. Final authority over ESL placements will rest with the director of upper school.

3. Learning Goals

At the end of the first quarter of every academic year, the English as a Second Language (ESL) instructor, in consultation with the English department chair and the respective division director and English instructor will establish learning goals for each ESL student. The parties will revisit these goals at the end of the third quarter, as part of the school's evaluation of each student and its decision regarding progression to the next grade.

4. Incoming ESL Students

Incoming ESL students who possess minimal English-language skills will be graded under a pass/fail system with program accommodations, in some or all classes. A pass/fail system typically will be used in reading and writing-based courses.

Incoming ESL students who are conversationally fluent and who consistently write with a sense of organization and an ability to present and sustain an argument will be graded under a traditional grading system with program accommodations. The decision regarding the appropriate grading scheme will be made at the beginning of the academic year upon the recommendation of the respective division director and the ESL instructor, in consultation with the students' teachers.

5. Returning ESL Students

The school will evaluate ESL students' progress as part of the establishment and review of their learning goals (each year at the end of every first and third quarter, respectively). When the school determines that a student demonstrates conversational fluency and consistently writes with a sense of organization and an ability to present and sustain an argument, the student will transfer to a regular letter-grading system, for all classes, effective the beginning of the subsequent semester. The school then will notify the student and her/his family in a letter signed by the respective division director and the ESL instructor and will forward a copy of the letter to the student's faculty, advisor, and (when applicable) grade dean.

6. Program Accommodations

If an ESL student is graded under a pass/fail system, his or her faculty has broad discretion in altering the length, scope, depth, and/or number of assignments. If an ESL student receives regular letter grades, however, his or her faculty may implement only the following program accommodations:

extending time for tests and quizzes; extending time for major assignments; permitting dictionaries for tests and quizzes; augmenting a textbook with one written at a more suitable English-language level; augmenting a reading assignment with one written at a more suitable English-language level; and slightly modifying research topics to reflect a student's particular background (yet still reflecting the course's curricular goals).

The respective faculty member, in consultation with the student and the ESL instructor, will determine appropriate accommodations for regular-graded ESL students, pending approval by the respective division director.

Tutoring Policy

Friends Select School recommends that students who need assistance beyond classroom instruction utilize the following resources before engaging a tutor:

1. Focused attention in class
2. Completion of all homework and other assignments
3. Extra help sessions

4. Institutional response to varied learning needs, as specified and documented by professional testers
5. Evaluation of appropriate placement
6. Peer tutoring when available (see page 12 for more on peer tutoring).

Although there are advantages to one-on-one instruction, sustained tutoring may inhibit the development of self-initiated learning skills. The school recognizes that tutoring may be necessary under these circumstances:

1. In order to pass a course.
2. During or immediately following an extended absence.
3. Upon entering from another school, to close gaps in skills acquisition.
4. To cover content at a higher level not previously encountered.

Also, tutoring may be necessary to complement classroom instruction when recommended by the school director or assistant director for students with diagnosed and documented learning differences or for students in the ESL program.

During the summer, students may engage a tutor:

1. For non-credit remedial/acquisition or enhanced instruction.
2. To prepare for credit remediation, with the school director's pre-approval.
3. For acquisition of pre-requisite material for anticipated placement in courses at the next level of a course sequence, with the school director's pre-approval.

Regarding the school's academic honesty policy (see page 20), submitting collaboratively created work as if individually authored constitutes plagiarism. Students must ensure that work submitted is their own and not the result of a collaboration with tutors.

As a rule, the school does not assist students in the selection of tutors, although a list of tutors is maintained in the upper school office and by grade deans. Faculty are available to confer with a student's tutor about the scope and content of the course, but may not be engaged as paid or unpaid tutors of Friends Select students during the school year. Only tutors with the state mandated clearances may provide tutoring in the school building. Tutors providing services to students in the school building must check in with the receptionist.

Peer Tutoring

The peer tutoring program provides interested and qualified upper school students with opportunities to tutor middle and upper school students in a variety of academic subjects. Tutors self-select, and with the approval of the dean of students, may take on tutoring either during their free blocks and study halls, or after school. The peer tutoring program is not meant to take the place of professional tutoring for remediation, but rather to provide some support to students who may need both an academic boost as well as the social connection with an older student. Students receiving tutoring may request the service or may be recommended by their faculty advisors. Tutors meet with a student once a six-day cycle for as long as necessary.

Standardized Testing

1. Grades 4, 5, 7 and 9

The school administers the Educational Records Bureau's (ERB) Comprehensive Testing Program IV (CTP IV) exam each fall to students in grades 4, 5, 7 and 9. The CTP IV exam in fourth grade is for practice only. 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 students periodic experience with it through the CTP IV.
- b. Standardized test results can provide useful and desired (albeit limited) information for families and for school personnel. The CTP IV may suggest or corroborate specific strengths and weaknesses in ability or content areas. The director of testing and 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.
- d. Friends Select currently requires middle and upper school admission candidates to take a standardized test (either the SSAT or a form of the Educational Records Bureau exams) as part of the application process. Having data regarding currently enrolled students' performance on similar tests, which can then be compared with applicants' scores, will help the school make sound admission decisions in middle and upper school.

2. Upper School

Students in the upper school normally take the following standardized tests:

Ninth Grade:		Educational Records Bureau's (ERB) CTP IV exam
Tenth Grade:	October	Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test

	June	(PSAT/NMSQT) SAT Subject Test for some students
Eleventh Grade:	October March/April April/May May June	PSAT/NMSQT SAT Reasoning Test/ACT SAT Reasoning Test/ACT Advanced Placement (AP) Tests for some students SAT Reasoning Test, SAT Subject Test or ACT
Twelfth Grade:	September October November December May	ACT SAT Reasoning Test, SAT Subject Test or ACT SAT Reasoning Test or SAT Subject Test SAT Reasoning Test, SAT Subject Test or ACT Advanced Placement (AP) Tests for some students

The purpose of the ERB test is diagnostic; the results are made available to parents and students in February for the 7th and 9th grades and in April for the 5th grade. The PSAT/NMSQT test provides practice for the SAT and is also the basis for the National Merit Scholarship and National Achievement Scholarship competitions; students who take the test in eleventh grade are automatically entered into these competitions.

Students may take the SAT Reasoning Test (tests of critical reading, math and writing ability) and SAT Subject Tests as many times as they choose. The dates recommended above correspond with the level of preparation for eleventh and twelfth grade students in English and Math classes. Further information is available from the director of college counseling.

The College Counseling Office does possess some test-preparation materials which students may use. Before testing dates in the fall and the spring, faculty often sponsor voluntary review sessions for some standardized tests for interested students. The English and mathematics departments also consider the content areas and types of questions typically included on the SAT when creating assignment and tests for students. Vocabulary words, questions about reading assignments and multiple-choice mathematics problems are examples of ways teachers help students prepare for the SAT through the school's normal curriculum. As an additional way to enhance students' standardized test scores, Saturday morning SAT skills workshops are offered by the school. One series of workshops is offered each semester, with interested seniors enrolling in the fall and interested juniors enrolling in the spring. As the classes will occur outside the school day, they do not compromise the regular curriculum and, because students do not have to pay for the workshops, they are not cost-prohibitive. The workshop sessions of 40 students are held on eight consecutive Saturdays, from 9:00 a.m. to 12:15 p.m. The workshops cover SAT content and skills, and also include practice test-taking. Although such workshops cannot guarantee a change in a student's SAT scores, participation in the workshops may facilitate greater confidence and agility, as the students approach the tests.

Friends Select offers in-school testing in certain situations for students who have been approved by the College Board and/or ACT's Services for Students with Disabilities (SSD) and are therefore eligible for testing accommodations for the PSAT/NMSQT, SAT Reasoning Test, SAT Subject Test, the Advanced Placement program and ACT. *The only students eligible for in-school testing are those whose SSD-approved accommodations cannot be offered at a regularly scheduled test center.* (The SAT Reasoning Test, SAT Subject Test, and ACT will be offered on the nationally-scheduled Saturday test dates. The PSAT/NMSQT will be given the same day as the national test date chosen by Friends Select. Advanced Placement examinations will be given on the nationally-scheduled test dates in May.)

In order to qualify for the in-school SSD testing for the PSAT/NMSQT, SAT Reasoning Test, SAT Subject Test, Advanced Placement and ACT tests, all students must have prior approval for the testing accommodations by the College Board and/or ACT's Services for Students with Disabilities (SSD) as outlined in the SSD Brochure. The brochures, containing the required SSD Student Eligibility Form, may be obtained from the learning specialist. The learning specialist and the director of testing will assist families in the process of requesting accommodations for the student. It is important to note that should a family wish to appeal the accommodations decision made by the College Board and/or ACT's Services for Students with Disabilities that it is the family's responsibility in conjunction with the student's evaluator to do so as outlined in the SSD Brochure.

College Counseling

The purpose of the college counseling system is to work with each individual student to help him or her seek out the most appropriate choices of colleges or other endeavors for the post-high school period. The director of college counseling oversees this program and makes certain that students have all necessary information and meet all requirements for the college application process and matriculation into college. Below is a timetable of steps through which students are guided as they move toward appropriate college choices.

Ninth Grade	
Spring:	Families meet with the director of college counseling in a scheduled evening event to discuss standardized testing, course selections, co-curricular and summer programs, and the way these issues impact the college admission process.
Tenth Grade	
October:	All students take the Preliminary Scholastic Aptitude Test (PSAT). The director of college counseling is available to help students and families interpret the results. In June, some students may take SAT Subject Tests.
Eleventh Grade	
All year:	Students are encouraged to study literature about colleges, talk to persons familiar with individual colleges, and visit colleges during the spring and summer.
Fall:	The students can attend sessions with visiting college representatives.
October:	All students again take the PSAT. As before, the director of college counseling is available to help students and families interpret the results. Eleventh graders have the chance of entering the National Merit Scholarship and/or the National Achievement Programs based on their PSAT scores.
Winter:	Each family receives a packet of materials on college admissions and students receive college planning assignments at a scheduled evening meeting with 11th grade parents and students.

Spring:	Each student has a private conference with the director of college counseling to discuss all aspects of the college admission process, to provide individualized advice on the college search process, and to develop a college list appropriate to each student's profile. The director schedules meetings with individual students as they progress with their selections. All parents are encouraged to meet with the director of college counseling to discuss the college admission process, including financial aid and scholarships. The director of college guidance leads the grade on a tour of selected area colleges and universities.
March:	Students take the SAT Reasoning Test and/or the ACT
May:	Students take the SAT Reasoning Test.
June:	Students take the SAT Subject Tests, the SAT Reasoning Test, or ACT.
Summer:	Students visit colleges.
Twelfth grade	
Fall:	Students meet individually with the college counselor to continue the college counseling process. Students continue to visit colleges and sign up to attend sessions with visiting college representatives.
October through January:	Students prepare and submit applications to colleges. The director works intensively with students and their families throughout the application process. There are monthly opportunities to take the SAT Reasoning Test and SAT Subject Tests again.
Remainder of Year:	Director of college counseling serves as an advocate of students to colleges and maintains personal contact and support with each senior as results of the application process become known.

Information Services

Friends Select School provides leadership and support in the use of technology in the school community. With a critical eye on new developments and the fast-paced changes in the world of technology, the school evaluates appropriate tools for education that enhance student learning. In addition, the school supports the appropriate integration of technology into the curriculum to assist students in gaining the experience and skills necessary for success. Finally, the school facilitates the training and acquisition of basic technology skills for teachers and students through workshops, grants, and resources within the community. The school is committed to evaluation and critique of the technology in place to ensure that technology at Friends Select School is appropriate and educationally sound.

The Friends Select School network provides e-mail privileges, World Wide Web access, and a number of software programs, to all students in grades six through twelve. At the beginning of each school year, students and parents must sign a Technology Use and Acceptable Use Agreement, stating that students agree to abide by all terms delineated in the Handbook sections regarding Technology Use and Acceptable Use. Students who violate this policy will lose their network privileges. The Friends Select School technology network is based on a system of trust.

The Friends Select Online Learning Center is a web based resource that teachers and students use to communicate with each other outside of class time. Teachers post assignments, web resources related to a particular topic, class notes, pictures, lab simulations and other resources for their classes. Teachers offer forums where students can participate in online discussions. Teachers also set up journals where students can submit assignments and teachers can give feedback online. This resource allows teachers to extend the classroom experience online.

1. Technology Use Philosophy

Technology provides a critical link to the world that allows communication of information and ideas beyond the walls of the school. Fluency in technology skills is valued as a support for the academic curriculum in all departments. In addition, the school has a responsibility to equip students with the tools necessary to succeed in an increasingly technological society and engage all members of the Friends Select community in the ethical and responsible use of technology. The school is mindful to approach technology within the context of Quaker values.

Note: Friends Select School makes no warranties of any kind, whether expressed or implied, for network services. The school is not responsible for any damages a technology user may incur, which include loss of data resulting from delays, non-deliveries, dysfunction, or service interruptions caused by negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Friends Select School specifically denies any responsibility for the accuracy, quality, or scholarship of information obtained through these services. Students agree to abide by all terms delineated in the Handbook sections regarding technology and acceptable use policy and are asked to sign their agreement on a Technology Ethics and Acceptable Use Agreement form at the beginning of each school year.

2. Acceptable Use Policy for Upper School Students

The purpose of the Friends Select School Local Area Network and Internet access is to support the research and educational goals of the school, in keeping with the school's Mission Statement. The purpose of the acceptable use policy is to clearly define the responsibilities of students and the school to ensure that the Friends Select School network and technology is used appropriately. This network includes all computers, applications, the local area network and the Internet. Personal computers and other electronic devices brought to school fall under the same guidelines.

Students are responsible for appropriate online behavior while in school. It is expected that student users will comply with the standards and specific rules listed below. The use of electronic devices at school is a privilege, not a right, and if abused, may result in the confiscation of a personal electronic device and other disciplinary measures at the discretion of the school. Students may text in the hallways at any time provided they are not in a class. Cell phones may only be used in class with explicit permission from a teacher for a teacher-specified use. The user is responsible for his/her actions while using electronic devices.

The use of electronic devices at Friends Select School must be consistent with the following principles:

- a. **Appropriate Use:** The use of electronic devices at FSS is intended for educational activities. They must be used appropriately and cannot be used for purposes that are illegal, unethical, immoral, or unsafe. Non-educational gaming is not permitted at any time, either on FSS computers and any electronic devices that students bring from home. The first time a student is found in non-compliance with the Acceptable Use Policy, that student will lose network privileges for two weeks; the second offense will lead to loss of network privileges for one month; the third offense will result in loss of privileges for the duration of the school year. The school reserves the right to invoke additional disciplinary measures, depending on the severity of the offense.
- b. **Privacy and Personal Safety:** Activities involving the school network will protect the privacy of personal information and the personal safety of students. Students are not permitted to participate in online activities that jeopardize their own personal information or the personal information, reputation or character of others.
- c. **Safety and Security of Property:** Activities involving the computer network will ensure the safety and integrity of the system, data, and the information stored on the school computer systems.

Students identifying themselves as members of the Friends Select School community or any of the community's members when accessing the internet outside of the school's network must not tarnish the reputation of Friends Select School, jeopardize the safety, order and discipline, or social cohesion of the community, and must not serve as a negative influence on the school or on other students. Cyber-bullying will not be tolerated, either in or outside of school.

Students using the school's computers or personal electronic devices while at school agree to abide by the following code of ethics:

I understand the terms of Appropriate Use; thus,

I will be polite and only use good manners and appropriate language when using any electronic device.

I will use internet access at school in conformance with the mission of the school.

I will not play computer games at school, unless assigned by a teacher.

I will keep my password current and available for class time instruction. I will not share my password, nor will I use anyone else's password.

I will view, create, post, send, display and print only appropriate messages or pictures.

I will cite all sources of information.

I will not copy information, print or non-print, and say it is my own work.

I understand the need to respect privacy and to protect my personal safety; thus,

I will not give out any personal information about myself or others, such as names, addresses and telephone numbers.

I will notify staff immediately if, by accident, I encounter materials that are offensive.

I understand that all passwords are to be kept secret. I understand that the interception, copying, distributing, decryption, or use of log-in names and/or passwords of others is prohibited.

I will only view files or folders that I have been given permission to view.

I will log off from the network when I am finished working on an electronic device.

I understand the need for the safety and the security of property; thus,

I will not give, lend, sell or copy any software found on school computers or the Internet, unless authorized by school personnel..

I will not install any software on school computers.

I will respect the operations of the computer network and will not interfere with its operation.

I will make no attempt to secure a higher level of privilege on network systems.

I will make no use of systems and/or networks in an attempt to gain unauthorized access to remote systems.

I will not instant message during class time without a teacher's explicit permission.

I will only use e-mail and other forms of electronic communication in conformance with the educational purpose of the school.

I will not intentionally attempt to "crash" network systems or programs or attempt any other form of vandalism.

I understand that people administering the school network have access to e-mail and any electronic storage on the network.

I understand that breaking the rules may result in the suspension of network privileges and school computer use for a specified time. Upon identification of inappropriate use, the school will decide an appropriate response. Parents will be notified of any suspension of network privileges. Repeated offenses will be considered a major school infraction.

3. Student Personal Laptop Policy

If a student uses a personal laptop or notebook computer to access the school's resources, he or she must sign an agreement that requires that:

- a. Up-to-date anti-virus software is installed and running at all times, inside and outside the school.
- b. The owner will keep the computer's operating system fully patched with critical and security updates.
- c. The owner will allow Friends Select faculty and/or staff to examine the laptop for compliance at any time.
- d. The owner knows that Friends Select is not responsible, in any way, for support of the student's hardware or software.
- e. The owner will never use unauthorized proxy servers to access the Internet while at Friends Select School.

4. Wireless Laptop Cart

The upper school is equipped with a wireless laptop cart with 20 laptops for use by upper school teachers and students to sign out and use in the library, hallways or classrooms. It is supervised by the director of library services and located in the Ruth Hollowell Gray Library. Upon their return, all laptops must be signed back in, returned to the proper slot of the cart, and plugged in. Students may only check a laptop out for one class period at a time, and must keep the laptop in the Library or Computer Lab. Any infractions involving laptops will result in the loss of network privileges.

5. Computer Lab

The Computer Lab serves as an academic resource for students and teachers. The upper school librarian maintains the Computer Room schedule. Except when reserved for classes, students may use the Computer Room during study halls, free periods, and breaks, for word processing, data processing, and printing as well as for conducting research, and for accessing the school network for e-mail, to check assignments, etc. When a class is not utilizing the Computer Room, students are permitted there only to use the computer resources; students wishing to study should do so in the library, not the Computer Room. Problems with hardware should be reported to the librarian or the network administrator.

Collaborative work is encouraged, and students are expected to maintain behavior that will enable others to conduct their own work. Eating in the Computer Room is strictly forbidden. Between 3 p.m. and 4 p.m., students may use the computer resources of the US library for their electronic work-related needs.

6. Ruth Hollowell Gray Library

With approximately 12,500 books for middle and upper school students, 2,500 of which are e-books, over a dozen subscription databases, and access to Power Library and Free Library of Philadelphia resources, the Ruth Hollowell Gray Library occupies a central location in the intellectual life of the community. In addition, materials from other libraries throughout Pennsylvania can be borrowed using Access PA, a statewide library catalog to which Friends Select belongs. The library also has a collection of domestic and international newspapers and magazines. FSS resources are searchable through the library website, <http://library.friends-select.org>, where students may also check on the status of materials checked out to them, keep reading lists, and make suggestions for book purchases. The ordinary lending period for books is four weeks, with the option of a renewal period. There are no late fees for books, but books lost or damaged must be paid for. The standard minimum replacement charge for a hardback book is \$25, for a paperback \$15. Depending on the title, replacement cost may exceed the minimum cost. Students may also borrow a variety of audio and visual recording devices for use in classroom assignments, and laptops for classroom or library use.

The mission of the Ruth Hallowell Gray Library is to provide middle and upper school students with the information resources, research tools, and experience necessary to become information-literate citizens. In conjunction with subject area curricula, a multi-year program of exploration and instruction in research techniques helps students develop proficiency in gathering, evaluating, using and sharing information effectively and ethically. Teachers may bring groups to the library for research, or students may seek out research assistance from a librarian on their own. The library is a place for research and quiet study as well as occasional group work, and a librarian is always available as a resource person for students, faculty, and staff. The library is normally open from 8 a.m. until 4 p.m. on school days.

Materials Selection Policy

Guided by Friends Select School's mission of preparing its students for the whole of life, the libraries of FSS acquire a broad selection of materials in a variety of formats chosen to support a rigorous academic curriculum; encourage the exploration of personal information needs; enrich the recreational reading interests of students, faculty and staff; and sustain the ethical values and spiritual life of each individual within the school community. The selection process takes into consideration the increasingly inter-disciplinary approach to organizing and using information, the growing number of options for access to information and the particular strength of each format. The Friends Select School libraries are guided by the American Library Association's *Bill of Rights* in their policies and their practices.

The complete Collection Development Policy for the Wallace and Gray libraries, including the ALA Bill of Rights, is available at either library location. A librarian will be happy to provide a copy.

Reconsideration of Library Material

Despite the quality of the selection process, occasional objections to library material may be made. Access of the school community to any questioned material shall not be denied pending a decision. When a preliminary complaint about a specific library material is made, the Director of Libraries, division head and Head of School will be notified. Every effort will be made by those individuals to resolve the issue informally. If a mutually satisfactory resolution cannot be reached, a formal complaint may be made.

Formal Complaint Steps

1. The individual will receive a copy of the Collection development Policy, including the appended Request for Reconsideration of Materials form.
2. The individual will be asked to read, listen to or view the work in its entirety, and then to fill out the Reconsideration of Materials form.
3. The request for reconsideration of materials will be referred to a reconsideration committee. The committee will consist of the Head of School, division head, Director of Libraries, at least one teacher chosen by the Head of School on the basis of grade level or subject specialty, and a member of the Board of Trustees, preferably with legal expertise. The Head of School will name a convener who will arrange for a reconsideration meeting within 15 working days after the completed Request for Reconsideration of Materials form is received.
4. Each member of the reconsideration committee will read, listen to, or view the work in its entirety prior to the reconsideration meeting.
5. The reconsideration committee will review the challenged resource and judge whether it conforms to the principles of selection outlined in this policy. The committee may discuss the challenged resource with the individual when appropriate and may consult critical reviews or other resources or persons with professional knowledge of the work. The committee will weigh values and faults and form opinions based on the material as a whole, rather than on passages or sections taken out of context.
6. The committee will make a binding decision to retain or remove the questioned material.
7. The committee will prepare a brief written report to be retained by the division head. The written report is confidential, and will be available for examination only by Board members and appropriate school officials.

Academic Policies

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

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 – 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 Awards and Honors

1. Honors and High Honors

A student is given High Honors for a grade-point average of 4.0 or higher. Honors is awarded to students with grade-point averages between 3.33 and 3.99. The school includes courses in the following departments when calculating Honors and High Honors: English, World Languages, History, Math, Religious Thought (weighted at ½), and Science. In addition, a student is ineligible to receive Honors or High Honors if she or he has earned a grade below C for any course in the respective marking period.

2. Cum Laude Society

The Cum Laude Society is a national honor society which recognizes scholastic achievement, while encouraging qualities of excellence, justice, and honor. Selection of members is based on academic standing. Up to twenty percent of the senior class may be selected, of whom up to ten percent may be selected at the end of the junior year.

3. Upper School Departmental and Other Academic Awards

All of the academic awards are approved by the upper school faculty. Some awards may not be given every year.

4. Awards to Members of the Junior Class

- a. The J. Henry Bartlett Honor Scholarships for the senior year are granted upon recommendation of the faculty to the two juniors, male and/or female, who have, during their upper school years, achieved at the highest levels academically. In addition, they should stand high in the estimation of the faculty for school loyalty and an appreciative and helpful spirit. Financial need is not to be considered in selecting the students. A minimum of a “B” average in each major subject for the junior year is required. [These scholarships are considered to be the top awards which can be given to members of the junior class.]
- b. The Faculty Award is presented to that student in the junior class who has demonstrated outstanding “leadership” (emphasis) in his or her class and in the school as a whole. The student should also have strong qualities of all-around scholarship, character, school spirit, influence upon others and general ability in the class. [Considered to be the next highest award to the Bartlett Scholarships in the junior class.]
- c. The Rensselaer Mathematics and Science Medal is awarded to a junior who has excelled in the fields of mathematics and science and who has attained the highest average in these fields.
- d. The Dessa C. E. Laurie Award is made to a junior for excellence in creative writing

All-School Awards

1. The Teresa Feo ‘70 Art Scholarships are given to one upper school and one middle school student who have demonstrated interest and ability in art. The scholarships are to be used for courses at the University of the Arts (or similar programs).
2. The Edward Price Hollingsworth Memorial Award is presented to the upper school student who has demonstrated on-going interest, involvement, and initiative in the field of physical education and who has shown an understanding of and appreciation for the values of physical fitness in a healthy, active life.
3. The Benjamin Lachs ‘71 Journalism Award is given to that upper school student who “has done the most during the year to advance and promote excellence in journalism and journalistic efforts.”
4. The Eleanor Roosevelt Memorial Service Award is presented to the upper school student who, during the year, has assumed unusual social responsibility and who has unselfishly given of his or her time and effort to fellow human beings.
5. The T. Edward Jones Award is presented to a student in the upper school who has done the best work in the field of black history during the current academic year. This award is sponsored by Emma Lapsansky in honor of her father, the first black officer to receive the Distinguished Service Medal in World War I.
6. The Michael Constant ‘72 Award is presented to the student who has shown an insatiable curiosity to seek and study literature and writings covering subjects, topics and philosophies which have yet to be included in the school’s curriculum or accepted by mass culture.
7. Eleventh Grade Departmental Awards **may** be given to the outstanding student in departments which do not have major awards for juniors (namely fine arts, World Languages and history).
8. Ninth and Tenth Grade Awards **may** be given to very outstanding students (one male and one female) for academic achievement in each grade; to the one student who has provided outstanding leadership in each grade; and to the one student who has given the most in service.

Awards to Members of the Senior Class

1. **The FSS Visual Arts Award** is presented to a student who has made an outstanding contribution in the field of visual arts during his or her years at FSS.
2. **The Jonathan R. Levine ‘73 Performing Arts Award** is presented to a student who has made the most outstanding contribution in the field of drama and/or music during his or her years at FSS.
3. **The Carol Greenbaum English Prize** is presented to the student who has done outstanding work in the general field of English during his or her upper school years

4. **The Hans Hauser Language Award** is given to the senior student who has done outstanding work in World Languages during his or her upper school years.
5. **The FSS History Award** is given to the student who has done outstanding work in history during his or her upper school years.
6. **The FSS Mathematics Award** is made to the student who has done outstanding work in mathematics during his or her upper school years.
7. **The FSS Science Award** is made to the student who has done outstanding work in science during his or her upper school years.
8. **Parent Association Most Valuable Senior Award** is made to the one senior who merits recognition, but who does not fit any of the established categories. To that senior who is, in essence, the “glue” who keeps the class together and functioning. In the past, citations have recognized “outstanding leadership,” “dedicated involvement,” “academic and athletic achievement,” “loyalty and spirit,” etc.
9. **The Phi Beta Kappa Award** is “given to the member of the graduation class who excels in his or her scholastic record and who possesses inherent character and integrity.”
10. **The Friends Select School Alumni/ae Award** is presented to the senior who best exemplifies the qualities of initiative, loyalty, and leadership.
11. **The Amy Wolgin Wiener '77 Graduation Prize** is awarded to a graduating senior who, like Amy, is kind, active and an engaged member of the Friends Select Community. Always willing to help a student, the recipient achieves a balance between personal needs and the needs of others, with a concern for the betterment of the community. Representing in character the ideals of Friends Select, the student looks outside of him or herself to see how personal actions can benefit other members of the school community as well as the extended community.

Academic Honesty

As stated in the Friends Select School Philosophy, “the aim of education is preparation for the whole of life.” The school views as a particular charge both the intellectual and spiritual growth of all students. Specifically, both the traditions of a liberal arts-based education and of Quaker testimony and values are founded upon a necessarily firm belief in personal integrity and ethical behavior.

Scholarship consists of a writer’s synthesizing original thought and material with the ideas of another author or authors. Students are introduced to this process in the lower school and receive further age-appropriate instruction in the course of their Friends Select education. Students are instructed in both research methodology and scholarly ethics. Foremost among issues of scholarly ethics is the correct method for attributing researched material from secondary sources in order to avoid either intentional or inadvertent plagiarism. According to the *MLA Handbook for Writers of Research Papers*, plagiarism is “the act of using another person’s ideas or expressions in your writing without acknowledging the source.”

In the most blatant form of plagiarism, students copy “word for word” sentences out of a text and place these sentences in their papers and other assignments without acknowledging the original author of these words. But plagiarism is also paraphrasing authors’ ideas in one’s paper without giving appropriate credit. Examples of plagiarism include, but are not limited to, the following activities:

1. copying or paraphrasing from a published source without attribution
2. paraphrasing or copying another student’s work
3. submitting the same work to two or more courses without permission of the instructor
4. submitting work as one’s own which has been previously submitted by another
5. submitting collaboratively created work (with a parent, tutor or another student) as if individually authored
6. submitting work that was authored by someone else and purchased by student
7. copying and pasting text or images from electronic sources without attribution

Friends Select School’s standard for scholarly work typically is *The MLA Handbook*. Instruction about academic honesty is based upon the standards found in the *Handbook* and is taught in an age-appropriate manner. All students entering ninth grade are required to purchase a copy of this text; in addition to class instruction, students must read the section of the text which provides clear examples of what is and what is not considered to be plagiarism. Students should consult *The MLA Handbook* when doing research for math and science courses as well as for courses in the humanities for clarification around appropriate citation or attribution.

In addition to formal papers, the following types of assignments must be acknowledged in proper format as found in *The MLA Handbook*:

1. Information researched in textbooks, reference books, and the Internet
2. Audiovisual resource material
3. printed material and non-printed material such as lectures and personal interviews

- laboratory reports, homework assignments, and oral presentations which make use of material not exclusively the author's

Students are not permitted to possess portable electronic devices, including cell phones and ipods, during an assessment unless explicitly given permission to do so by the teacher.

A student who cheats or plagiarizes has committed a major school infraction as defined by the *Handbook for Upper School Students and Parents*. In addition, a student who knowingly abets another student in cheating or plagiarism also has committed a major school infraction.

A faculty member may recognize that work submitted by a student is not his or her own (as the work is distinct from the work the student produces during school), yet the faculty member may not be able to prove that the student engaged in academic dishonesty. Under such circumstances, the faculty member will neither accept nor grade the work, but will allow the student to re-submit the work, reducing the grade each day the work is late, per department policy. Typically students are not permitted to re-take a test or quiz on which they were found to be cheating.

Act 195: Policy for the Loan of Textbooks

At Friends Select School, students receive the benefit of state aid through Pennsylvania's Act 195 for certain textbooks and workbooks. Act 195 allows students to borrow selected textbooks needed for coursework free of charge.

Each family is asked to fill out a "certificate of request" sent with the summer mailing, and to present this signed certificate at registration. One certificate for each family will cover this permission for all students in that family. Act 195 textbooks are distributed to students requiring them. One book may be issued per student in a given class. Not all required textbooks are distributed in this way; most books must be purchased by the student/family. To borrow a textbook, students must "scan out" the text in the same manner as a library book. The text will have a barcode label affixed to it and be marked as the property of the State of Pennsylvania. This transaction will take place in one of the libraries at school.

Since Act 195 textbooks will be used by the school for six successive years before being discarded, students may not write in or personalize these books in any way, except to write their name once in the front of the book. They are expected to keep the books in good, reusable condition. If an Act 195 text is lost or damaged beyond use by another student, the borrower is required to pay for the textbook at the current rate of replacement. Duplicate free texts will not be issued. One copy only of each text title will be issued to each student.

Return of Textbooks

Students must return borrowed Act 195 textbooks before taking the final exam for that particular course. The student should bring the Act 195 textbook to the exam room and hand it in to the proctor before the exam is administered. When there is no final exam, the student will turn in the Act 195 text to the teacher at the last meeting of the class. Students may also return borrowed textbooks directly to the Wallace Library at any time.

Lost or damaged books must be paid for. This business is taken care of with the administrator of the Act 195 textbook program. Please note that students are responsible for the specific numbered copy of the text which they were issued. If a student returns someone else's copy of a textbook instead of the one issued to him/her at registration, he/she will be charged for a missing book. Students who have borrowed but not returned or paid for an Act 195 textbook will be billed for that book, and grade transcripts will be withheld until this obligation is satisfied. Seniors should be aware that transcripts will not be sent to colleges if such a debt exists in their name.

Dropping or Adding a Course

A student may drop or add a year-long or semester-long course during the first ten academic days for year-long courses and five academic days for semester-long classes, upon approval of the upper school director. When dropping a course, the student must obtain and complete an Add/Drop form. Forms are available in the US office.

Whenever a course is dropped beyond the normal limits with permission of the director, the student's permanent transcript will record the course name and the notation that the course was dropped on a specific date. A "W" (withdrawn) will appear on the transcript, and the student will not receive any academic credit for the course.

Grading and Reporting

Grade Point Average

The school calculates student grade point average for the purposes of college application transcripts as well as other circumstances (e.g. scholarships, job applications, etc.) pursuant to student/family requests. Letter grades are translated into 4.0 scale equivalents (see the table on page 22) and averaged at the end of each semester. The school includes courses in the following departments when calculating

grade point average: English, World Languages, History, Math, Religious Thought (weighted at ½) and Science. The school does not include courses in Physical Education, Visual Arts or Performing Arts when calculating grade point averages. And grade point averages are not calculated for students who receive pass/fail grades for any upper school course.

Grade Reports: Report cards are issued at the end of each quarter.

1. **Written Comments:** Students receive written comments from teachers in year-long and semester courses at the end of the first and third quarters. Comments are also written at the end of each quarter for any student with a grade of D+ or below.
2. **Parent Conferences:** Parents wishing a conference with one or more teachers may make an appointment through the appropriate grade dean. Messages for teachers may be left in the teacher’s voice mailbox or communicated by e-mail. E-mail is the preferred method of communication with all upper school faculty.
3. **Quality of Performance Notice (Q-notes):** A form will be e-mailed as needed to provide early notification of unsatisfactory course performance or late or missing work, or to highlight significant improvement. Advisors will review all quality of performance notices with advisees as they receive the notices.

Grading System: Grades 5 through 12 use the same grading system, letter grades A+ through F. Grade-point average equivalents are also included.

Excellent	A+	97-100	4.33	Unsatisfactory	D+	67-69	1.33
	A	93-96	4.0		D	63-66	1.0
	A-	90-92	3.66		D-	60-62	.66
Good	B+	87-89	3.33	Failure	F	Below 60	0.0
	B	83-86	3.0				
	B-	80-82	2.66				
Satisfactory	C+	77-79	2.33				
	C	73-76	2.0				
	C-	70-72	1.66				

Minimum Grade Requirements:

- To receive credit for a course the final average must be at least a D-.
- In order to enroll in an advanced course in math, science or world language, a student must earn a B or better in the course immediately preceding or that is a pre-requisite or obtain written permission from the instructor.
- Any student in grades 9-11 who fails a required course will be required to pass the course either over the summer or in a subsequent academic year.
- If a student enrolls in a summer remediation course, he or she must still pass the final exam for the respective Friends Select course.

Matriculation and Graduation Requirements

- To graduate, students must earn at least 24 credits including 6 credits minimally (including 5 majors) must be completed in each of the 9th and 10th grade years, and 5.5 credits minimally must be completed in each of the 11th and 12th grade years.
- Departmental graduation requirements are as follows:
 - 4 credits of English, including IDS-9, IDS-10, English 11 and two semester-long senior electives
 - 3 credits of History, including IDS-9, IDS-10, and United States History
 - 3 credits of Mathematics, including one year of math beyond Geometry and Algebra II (Algebra I is a pre-requisite for the program)
 - 3 credits of Science, including laboratory chemistry and biology
 - 2 credits of the same World Language, taken consecutively during grades 9 through 12, up through and including level III.
 - 1 credit of Religious Thought, consisting of 2 half-credit courses taken in 9th and 10th grades
 - 2 credits of Physical Education, including swimming proficiency or course completion
 - 1 credit of Fine Art, including .5 credits in visual arts and .5 credits in performing arts

OR

 - 1.5 credits of Fine Art, in either visual or performing arts
 - 4 additional elective credits
 - Activity Requirement in all grades
 - Senior Internship / Independent Project
- Graduation requirements for students entering Friends Select’s upper school in grade 10 or later are established by the Director of Upper School. Waivers from graduation requirements may be made by the Director only for appropriate and clearly documented reasons.

- d. A student who earns three year-end (or course-ending, in the case of semester-long courses) grades in the D range, or any one failing grade and another grade within the D range in course-ending grades, may not be offered re-enrollment.
- e. A senior who earns three course-ending grades within the D range or any one failing grade and another grade within the D range as course-ending grades may not graduate in June (and may not participate in the school's baccalaureate and graduation ceremonies). The student must enroll in and complete a summer course, which is approved by the director of upper school, and meet the minimum grade requirements for matriculation as stated before receiving a diploma by mail.

Academic Probation

Academic Probation is notification that substantial improvement in a student's academic performance is necessary. Based on an individual evaluation of a student's performance, a student will be placed on Academic Probation and required to meet specific academic expectations for continued enrollment. Academic Probation may be on a quarter- or year-long basis. At the end of a probationary period, a student who has not made the required improvement in academic performance may not be offered reenrollment.

Parents of a student on academic probation in any quarter will receive from the school director and assistant director a letter which outlines the student's academic probation status and invites parents to a conference to outline strategies for improvement which may include, but are not limited to: additional sessions with a teacher, required supervised study halls, loss of privileges, a revised program, engaging a tutor, and summer work.

Review Days, Midyear Exams and Final Exams

Review days are the final three class sessions for a course. Doubles are considered the equivalent to two class sessions. During review days, new material may not be introduced in courses in which midyear or final examinations are given. At the discretion of the division director, the academic schedule may be modified during review days. Assessments of any type in any course will not be given during review days. The weight of exams in any course is set by the department and the director and is factored into the term (semester or year-long) grade. The teacher will calculate and submit the final grade for the course. Completed midyear and final exams are kept on file. Students or parents may request to review those exams with faculty or tutors, but the exams may not be taken off-campus. Cutting a midyear or final exam will result in a "zero" for that exam. Students must leave the building after midyear and final exams. The school will not have mandatory after-school athletic games or practices during the first four days of mid-term exams.

Midyear exams are administered for History and Language classes. There may be cumulative assessments given in other departments, but they will not be weighted as midyear exams. Final exams are administered in most courses / departments.

Honors

Letter grades are translated into 4.0 scale equivalents (see the table on page 22) and averaged at the end of each quarter to determine if a student has earned honors or high honors for that quarter. A student is given High Honors for a grade-point average of 4.0 or higher. Honors is awarded for a grade-point average of between 3.33 and 3.99. The school includes courses in the following departments when calculating Honors and High Honors: English, World Language, History, Math, Religious Thought (weighted at $\frac{1}{2}$), and Science. The school does not include courses in Physical Education, Visual Arts or Performing Arts when calculating honors. In addition, a student is ineligible to receive Honors or High Honors if she or he has earned a grade below C for any course, in the respective marking period.

Incomplete or Deferred Grades

Only the division director may grant an incomplete, after consultation with the teacher. The teacher must petition the division director on behalf of the student, and a due date for completion of the work must be set at the time an incomplete is granted. Work that is not submitted by the due date is averaged as a "0" in the course grade.

Homework Policy

Friends Select School considers homework to be an essential part of the academic program. Homework is assigned to accomplish the following objectives:

1. students prepare for the next lesson and/or review and reinforce previous lessons
2. students extend knowledge and expand on concepts
3. students analytically or creatively synthesize information or skills
4. students learn the value and skills of advanced preparation and pacing for achieving long-range goals, as well as solid learning habits

Homework may include but is not limited to the following types:

1. **written**

completion of class work	interviews	projects
summarizing (précis)	lab reports	journals
outlining/note taking	term/research papers	worksheets
expository or creative writing	math/science problems	

2. non-written

reading assignments	drill and practice
review	viewing of TV/videos/films/electronic software
presentation preparation	attendance at lectures/cultural events
projects	recording of work through electronic, audio or visual means
memorization	

In addition to specific homework, students should, as a matter of course, review class notes each evening and/or on weekends and holidays.

Although homework requirements will vary from class to class, students should expect to have homework every night in most subjects. Students are expected to expend a sufficient amount of time necessary to accomplish the objective of daily or short-term homework. Students may be expected to increase homework time on weekends. Faculty do not view the winter and spring vacations during the school year as opportunities for the completion of long-term assignments; rather, students are expected to apportion their time prudently in advance of assignment due dates so students do not have to use vacation time to complete assignments.

The school values and encourages collaborative learning in the research stage of homework assignments, but expects that students submit a final product which demonstrates independent thought or individual performance. At regular intervals, or specifically for each assignment, teachers will clarify individual policies for homework completion. (See Academic Honesty policy on page 20.)

Study halls in ninth and tenth grades and free blocks in both the eleventh and twelfth grades provide students with time during the school day to devote to their studies (see Study Hall, page 36).

All homework is important and relevant; teachers will assume that homework is completed as assigned. Grading may be applied to individual or collective assignments or may be part of an overall performance grade. Policies for evaluating homework will vary from teacher to teacher. Grading policies are detailed in course overviews which students receive at the beginning of each course.

For homework to be completely effective, parents must play an important role. They should provide a well-lit, quiet place, free from distractions (TV, telephone, computers when not necessary for school work, siblings, etc.), suitable materials and a family schedule that takes homework into account. Parents should show an interest in the subject matter of homework assignments (i.e., reading the same materials, viewing the same videos, and engaging in dialogue) while encouraging independence of thought, process and product.

Independent Study

Independent study with an instructor may be possible for a junior or senior with a special interest or talent in a particular subject area. Courses or study projects can take place either on- or off-campus, under the auspices of an academic department. The student must demonstrate a strong commitment to the subject matter, either through past record, recognized potential, or a developing interest, and must demonstrate reliability in meeting personal responsibilities. To begin the independent study process, the student must discuss the proposal with the upper school director and the appropriate department chair. Students must propose yearlong and first semester independent studies by September of the semester in which the independent study will commence. Students must propose second semester independent studies by the preceding November.

Intersession

Each year during the week following mid-year exams and the conclusion of first semester, upper school students engage with faculty in an in-depth, research-based, hands-on enquiry about a particular global region. Student attendance during intersession is mandatory; participation in intersession during each year a student is enrolled in upper school is an expectation for graduation.

Making up Missed Work

After an absence of any nature, the student is expected to see each teacher on the day of the student's return to school (or e-mail his/her teachers during his/her absence) and must make an arrangement to make up missed work as soon as possible. If a student knows of an absence ahead of time, then prior to that absence, the student must make arrangements with his or her teachers to make up missed work. If a student fails to notify a faculty member that he or she will miss a test due to an after-school activity, the student will receive a zero on the test. Exceptions can be made at the discretion of the director.

For short-term absences of three days or less, a student is responsible for obtaining assignments and books or other materials. A student may contact a classmate to gather missed assignments and notes. A student should make every effort to return to school prepared for classes. A student will be expected to sit for a test when they return to school. Under extenuating circumstances, allowances will be made at the discretion of the teacher or director.

For long-term absences of more than three days, arrangements for making up missed work may be made through the advisor. If a student knows in advance that he/she will be absent, the student must notify faculty in advance and will be expected to complete work during the

absence. If a student knows of an absence in advance and fails to notify faculty, the student may receive zeros on all work missed at the discretion of the faculty. A student who knows in advance that s/he will be absent for more than three consecutive school days needs to complete a long-term absence form prior to that absence. The form is available through the dean of students, and must be completed and signed by each of the student's faculty, the student's advisor, grade dean and parents. A copy of the form must be turned in to the student's grade dean prior to the absence.

Placement in Sections

Students are placed in classes by the school director after careful consideration of all factors that affect the educational development of the individual student and his/her class. Recommendations of past teachers, the dean and department heads, along with class balance, social traits, scheduling needs and previous records are factors that the director evaluates. If parents have information that may help the director make an educated decision, parents are asked to share this with the school director prior to May 1. Parents are expected to accept the school's decision as to appropriate placement.

Religious Holidays

While Friends Select does hold classes on religious holidays, the school attempts to minimize any conflict between students' religious observance and their academic, athletic and extracurricular performance. Therefore, faculty observes the following policy:

Tests, quizzes, presentations and athletic games should not be scheduled on the first days of Rosh Hashanah and Passover; on Yom Kippur; on Good Friday, or on the day following each of these holidays. Essays and other major assignments should not be due on those days. Students who are absent for the observance of a religious holiday should be given extensions on homework assignments until at least the second day after the holiday.

Students observing religious holidays should be excused from practices or games during those holidays. Students observing religious holidays should be excused from rehearsals and club activities during those days. It is the responsibility of the parent to notify the school in advance by note or telephone that a student will be absent for observance of a religious holiday. For observance of any religious holiday not listed above, at the discretion of the division director accommodations will be made for individual students.

In accordance with this policy, in the 2011-2012 school year, tests, quizzes, and presentations should not be scheduled on the following days:

Rosh Hashanah— September 28 and 29, 2011

Yom Kippur— occurs over a weekend in 2011

Passover—April 8, 2012

Good Friday and Easter – April 6 and April 8, 2012

Study Away From School

On occasion, a Friends Select upper-school student may express interest in studying away from school for a specified time-period (a semester or full academic year). Examples may include participation in a domestic academic program with a particular focus, or enrollment in an overseas program to boost foreign-language skills and cultural awareness. The school will support a student's participation in such a program, as long as:

1. The student is in good academic standing;
2. The program is fully accredited; and
3. The program's curriculum corresponds with Friends Select's graduation requirements.

In the event that the respective program does not permit the student to meet one or more Friends Select graduation requirements, Friends Select will still require the student to meet the requirement(s).

A Friends Select student may study away from school for either one or two semesters during one academic year. The school will not grant academic credit for student participation in a program (excluding the Friends Select Summer Academic Program) beyond this time-period.

Exceptions to this policy may only be granted at the discretion of the division director.

While it is understood that students who study away from school are "off-roll," the school nevertheless expects these students to adhere to our community standards. Failure to abide by our community standards may result in consequences consistent with school policy.

Summer School Policies

1. Graduation credits will be assigned for a summer enrichment course only when taken at Friends Select and approved by the division director.
2. Summer School credits may not be used to lessen a student's minimum yearly course load.

3. A student who passes a remedial course at Friends Select's Summer Academic Program will receive credit for the failed course. A copy of the summer school grade report will be attached to the student's transcripts and become part of the student's file.
4. A student who takes a remedial course at a summer school other than Friends Select or who wishes to work with a private tutor must seek prior approval from the upper school director. A student who remediates a failed course at another school and who will be moving to the next level in the course sequence may be required to take a Friends Select proficiency examination in August in order to determine that the student has mastered material essential to going on in the FSS curriculum. The student must pass the exam with a grade of C- or above. Upon successful completion of the exam, the student's grade on the transcript will be raised to a D. With the permission of the current faculty in consultation with the division director, a student may take a FSS summer course in order to accelerate a particular curriculum. The student must complete the course earning a grade of C or above. As an example, a student who completes Pre-Calculus at the end of the academic year may take summer Calculus in order to accelerate to Advanced Calculus for the subsequent academic year. If the student takes a summer course outside of the FSS summer program, he/she will be required to sit for a FSS proficiency examination, receiving a grade of C or above.
5. Courses in our summer academic program may be taken to allow a student to accelerate to the next level in sequence the following school year. For example, if a student successfully completes Algebra I during the school year, takes Geometry and successfully completes it over the summer, s/he may then take Algebra II the following school year.
6. For other specific policies, please see the Summer Academic Program Student and Parent Handbook.

Test-Calendar Policy

Students may not have more than two of the following on any one school day:

- Exam
- Test
- In-class essay
- Major project or long-term assignment due date

In support of this policy, all faculty must mark all such assignments on the test calendars.

In case of a conflict, the student should notify the faculty member whose assignment appears last on the list. If a teacher neglects to post an assignment to the test calendar, that assignment may be postponed. The test calendar is available through a student's e-mail account in the public folders.

Textbook Ordering Process

Textbooks will be ordered through MBS Direct, one of the largest mail order textbook vendors in the country, currently serving thousands of students nationwide. The program is a convenient and efficient way to purchase textbooks, achieve savings, provide flexibility in payment and enable parents to purchase a second copy of a textbook if desired. Here are some tips on ordering:

1. MBS Direct will maintain a current list of courses, and the books/materials for those courses.
2. Parents will be mailed their child's schedule and a list of books. Target date for mailing is July 11, 2011)
3. Beginning July 18, 2011, you may use one of the following methods to order books:
 - a. **Online:** Order from the FSS Web site by selecting the MBS link or www.mbs.direct.net 24 hours a day, seven days a week.
 - b. **By telephone:** Call MBS at 800-325-3252 and place your order with an operator.
 - c. **By fax:** Fax MBS at 800-499-0143 to place your order using a MBS student order form (a copy of the order form will be included in the July 2010 mailing, or you may download the form at www.mbsdirect.net).
 - d. **By mail:** Send your completed student order form with your check, money order or credit card information to MBS Direct, 2805 Falling Leaf Lane, Columbia, MO 65201.

The Virtual Bookstore can be accessed 24 hours a day, 365 days a year and you receive free shipping for any order over \$98. Please keep the URL listed above in a convenient place for easy access when you are ready to place your course materials order. The operators of the Virtual Bookstore will inform you of the availability of used books and optional materials, and will allow you to determine the best method for shipping.

Used Books: While you typically purchase new books, please note that the MBS textbook buyers make every effort to maximize the number of used books available, providing you with a 25% savings. Please make sure the ISBN number of the used book matches the ISBN number of the required text.

Delivery: Textbooks are delivered via UPS by one of three methods: Ground, Second Day Air, or Next Day Air. You pay the current UPS rate based on weight of the package and where the package is being shipped. (FedEx and Priority Mail are also available). Textbooks may not be delivered to the school. Any orders shipped directly to the school will be returned.

Transcripts

Requests for transcripts must be made in writing by a parent/guardian to the middle or upper school registrar.

Trips Abroad

All students participating in school-sponsored trips abroad that will require missing classes are expected to complete a pre-trip checklist and submit copies to the trip sponsor and grade dean prior to departure. Checklists may be obtained from the dean of students. The school reserves the right to deny a student's participation in any school-sponsored trip abroad for significant academic or social concerns.

Attendance

Regular attendance and punctuality are necessary and expected for students enrolled at Friends Select. The academic school day extends from 8 a.m. to 3 p.m. Sports and after-school activities follow.

Upper school students in ninth and tenth grades must remain in school until 3 p.m. The 11th- and 12th-grade class officers may petition for their grade to have the privilege of early sign-outs. When granted, students in these grades may leave school after their final commitment. Whenever leaving the building during school hours, students must first sign-out at the upper school office before leaving the building (See "Sign-Out Policy" page 33).

Any student who needs to leave school before the end of the school day must obtain permission before leaving either from the nurse or from the director or dean. Upper school students must sign out at the upper school office.

After School Hours

Once the dean and director have left for the day, and the time is after 6:00 p.m. on Monday through Thursday, or 5:00 p.m. on Friday, upper school students may remain only on the first floor in the front lobby, in the Bailey Circle or at the back door, unless they are involved in an adult-supervised activity. Students may obtain food from the vending machines after school. Upper school students may use the gymnasium during or after school hours, as long as it is not being used by a physical education class, an after-school sport (practice or game), the after-school program, or an outside group rental.

The doors to the second floor of the school will be locked at 6 p.m. on Monday through Thursday and at 5 p.m. on Friday and no one will be granted access until the building opens the following day. Athletes and students who anticipate returning to school near or after 6 p.m. must be sure to remove all necessary belongings from the second floor prior to leaving for their commitments. They will not have access when they return. Students may use lockers in the locker rooms located on the lower level of the building to secure belongings. A hired monitor will clear the second floor of students, and lock the doors to the second floor at the specified time.

When using the gym or roof during school hours (8 a.m. to 3 p.m.), students must leave when a class or activity is scheduled in that space. When using the gym or roof after school hours, the student government representative or class officer must check in with both a school administrator and the director of continuing programs. Students may use their own athletic equipment after school hours.

Attendance Policy

Because attendance and participation in classes are vital components of learning, Friends Select has instituted the following attendance policy for students:

A student will be denied credit in a year-long major course if he or she accumulates more than 20 recorded absences in that course. In a semester-length major course, or in a minor course that meets less than five class periods a week, a student will be denied credit if he or she accumulates more than 12 recorded absences in that course. In such a case, either a failing grade or a withdrawal will be recorded on the student's grade report, at the discretion of the division director.

A student who arrives more than (15) minutes late for a class period will not receive credit for that class period. Absence from a double-block class will count as two absences in that course.

Only absences from class which are due to a school responsibility or an approved school program (e.g., field trips, community service projects, athletic events, psychological-educational evaluations, attendance at in-school conferences or meetings with college representatives) will be considered excused absences. In addition, 12th grade students may miss up to three days per school year and 11th grade students may miss one day in their second semester per school year for the purpose of college visitation. Documentation from the college or university is required for these absences not to be counted. The school must receive this documentation within one week of the student's return. All other absences, whether for medical or personal reasons, will be counted toward the maximum allowable total.

Individual waivers to the maximum absence policy may be granted by the division director under extenuating circumstances.

1. Notifying the School of Student Absence

If a student is going to be absent from, late to, or dismissed early from school, it is essential that parents contact the upper office BEFORE 8:30 a.m. If a parent neglects to contact the school when a student is absent, the nurse will call home or the parents'

places of employment. The school will accept contacts only from parents or guardians--not from students. On the rare occasions when a parent is unaware that their child never arrived at school, and after we have determined that the student has chosen to remain out of school, we consider this truancy and issue unexcused absences for all classes missed along with a "cut." Students who skip a part of or the entire day of school will serve a partial-day, in-school suspension.

The student's treating physician must supply a letter for prolonged or recurring absences of three or more days for medical reasons. The school defines prolonged absence as three or more consecutive days. The doctor's note should be given to the school nurse, who will make a copy for the student's file and give the original to the appropriate division assistant.

The school does not support students leaving early for and or returning late from vacations as this interferes with social and academic participation in school. Families whose needs make this imperative should contact the respective school director or dean before the absence. Prior to leaving, students must make arrangements with teachers to make up missed work.

If parents are away from home or work and are not available when school is in session, they must inform the school. Parents must call the US assistant to leave a phone number where they can be reached.

A student should contact a classmate for work that is missed whenever the student is absent from school, except during prolonged absences, when the advisor will collect work. (See policy "Making up Missed Work" on page 24.)

A student who is absent from school or arrives later than 10:10 a.m. may not participate in after-school activities, such as athletic events or dramatic presentations, on that day. Students who are absent on a Friday (or the last day of classes in a given week) will normally not be allowed to participate in school-related activities that weekend. Decisions in these matters will be up to the discretion of the athletic director, assistant division director or division director.

Class Attendance

Attendance at all classes is mandatory. Only a note or phone call from a parent will excuse a student from school. Only a note from the school nurse or an administrator excuses a student from class. Unexcused absence from school and repeated unexcused absence from class are considered major school infractions. (See page 38-39 for Major School Infractions.)

If a student is found to have cut a class during the school day, a zero will be recorded for any academic work, tests, or quizzes for the day for that class as the student's grade average. The student will be assigned one detention and the school will notify the family. Another cut of any kind will result in a suspension.

If a student needs to miss a class because of illness or for any other reason, the student must receive permission prior to the class time from the nurse, the teacher involved, or an administrator. The student is responsible for seeing that work reaches the teacher whose class is being missed. Any student needing to leave school early because of illness must first check out with the school nurse, the dean or the division director and sign out at the upper or middle school office. Students may not sign themselves out ill without seeing the nurse or an administrator first.

Attendance at Meeting for Worship is mandatory. Tutoring or medical appointments should not be scheduled during this time. Failure to attend Meeting will be considered a class cut.

Attendance at class meetings, devotions, advisories and assemblies is mandatory.

Attendance at Physical Education classes is mandatory. Regular physical activity is required of each student. When a student needs to be excused from physical education class for a single day, the student should bring a note from home stating the nature of the illness or disability involved. The note must be taken to the school nurse before 8 a.m. The nurse will record the information and initial the note; the student will then be expected to give the signed note to his/her physical education instructor at the beginning of the class. Students not following this procedure will be considered to be cutting class. All medically excused students are expected to attend class and will be given an assignment during that class. When a student needs to be excused from two or more days of physical education, a doctor's note is required. When a student is medically excused from physical education for more than two class periods, the instructor will provide a project in connection with the student's current course of study. A student unable to physically participate in his/her physical education class will not be allowed to participate in after school activities that day or the following weekend if class missed is on a Friday.

Early Dismissal

Notes concerning early dismissal should be brought to the upper school office before 8 a.m. Medical and dental appointments should not be made during the school day. If necessary, however, a note from the doctor or parent must be presented before 8 a.m. on or before the day of the appointment. A student who is excused from a class on a test day must make arrangements ahead of time to take the test at another time, preferably on the same day.

Lateness

School begins at 8 a.m. Students are expected to arrive at school, classes, and activities on time--including Devotions, Meeting for Worship, class meetings, and advisory.

Parents can expect communication from the school if their child is frequently late. Excessive lateness to a particular class may affect a student's academic performance in that class.

Students should sign themselves in with grade deans prior to 8 a.m. A student who has not signed in by 8 a.m. will be considered late to school. If a student is present but has not signed in with the grade dean or with the upper school office, an unexcused lateness will be recorded. For accurate records it is imperative that students not have others sign them in. Upper school students arriving late should sign in at the Upper School Office immediately upon entering the school before going to class. In order for a parent to excuse a child's lateness, the parent must either contact the school that morning or the subsequent day.

Excessive Lateness to School

- a. The upper school accepts up to three excused latenesses per quarter; after that, lateness for any reason will be considered unexcused. Excused lateness includes parent calls or parent notes within 24 hours, or public transportation notices.
- b. When a student accumulates three unexcused latenesses to school in a quarter, the student and parents will receive notification from the upper school dean to alert the student and the parents of the concern developing over the student's lateness pattern.
- c. If two additional unexcused latenesses occur in the quarter, the student will receive a half-day, in-school suspension.
- d. Individual waivers to the lateness policy may be granted by the dean of students under extenuating circumstances.
- e. The school may reconsider re-enrolling a student for the following year if she or he demonstrates a chronic and severe problem with lateness.
- f. Any student who is late getting to school or returning from an activity outside of the building is responsible for getting to class as quickly as possible.
- g. A student with an unavoidable excused lateness to school on a test day should do as follows: If the student arrives during the period, she or he must immediately consult with the teacher in order to decide whether or not the test is to be taken and completed at that time or if it can be taken later during the same day. If the student arrives after the class period, the student must see the teacher immediately and arrange to take the test later that day or after school.

Excessive Lateness to Class

Students are expected to be in their first commitment by 8 a.m. For other classes, a student is considered late if she or he arrives more than five minutes after the scheduled starting time. However, a student must arrive at the class following lunch and break at the scheduled starting time. A student who arrives after five minutes is expected to enter the classroom quietly and courteously. See each course overview for class-specific lateness policies.

Any student who arrives at class without an excuse note and who is more than five minutes after the class is scheduled to start is late. Excessive or chronic latenesses to class will negatively affect a student's grade and may result in the student's being assigned a detention. A student who is more than fifteen minutes late to class (including the first morning period) and who does not have a valid excuse note shall have an absence and potentially a cut (at the discretion of the director and dean) recorded for that class.

Student Medical Leave of Absence

If a student is unable to participate fully in the school program due to medical reasons, a director and dean's review will determine whether the student is placed off roll or assigned a modified program during a medical leave of absence. All situations requiring a medical leave of absence will be reviewed by the head of school, director, dean and school psychologist.

During a medical leave of absence, the student will be expected to keep up with assignments. Faculty will communicate assignments to the advisor or grade dean, who will coordinate the work with the student and family.

Based on appropriate documentation and other factors, the school will determine whether and when a student is ready to resume full responsibilities at school. Prior to the student's return to school, the physician caring for the student must consult with the school administrator and/or school consultant.

The Co-Curricular Program

Opportunities and Requirements

The co-curricular program is a vital complement to the academic program and is designed in keeping with the school's philosophy that "the aim of education is preparation for the whole of life: the vigorous development of intellectual and physical capacities and those of the spirit."

The co-curricular activities program tries to build on students' interests and talents and strengthens their abilities by providing a variety of opportunities for leadership and involvement, including drama, sports, service, publications, peer tutoring, clubs, and committees. Service learning takes place during the school day and overnight trips or class trips are built into the educational program. Drama production and rehearsal and athletic events take place at the conclusion of the academic day.

Each student in grades nine and 10 is required to participate in at least one season of after-school athletics, perform in one drama production, or work as a member of stage and tech crew. Each student in grades 11 and 12 is required to participate in at least one season of after-school athletics, perform in one drama production, work as a member of the stage & tech crew, or participate in one community activity that requires a significant commitment. Community activities that qualify include:

- Student government president and vice president
- Yearbook editor
- *Cauldron* editor
- Managing an athletic team (at the discretion of the athletic director and dean of students)
- Being the student leader of the Selectet Jazz ensemble (at the discretion of the music faculty and dean of students)
- Model Senate and Model UN leadership
- Peer tutoring or mentoring (at least one hour per six day cycle)
- History *Journal* editor
- On rare occasions, a leader/clerk of a student club (at the discretion of the club advisor and dean of students)

Other commitments may be considered significant enough to qualify for the 11th and 12th grade activity requirement at the discretion of the director and dean.

Activity Waiver

A student may obtain an activity waiver if she/he is involved in a pre-professional program that meets for a minimum of 15 hours per week. The student must remain in such a program for no fewer than six consecutive weeks. Students must submit documentation of her/his involvement in a program as well as the appropriate waiver form available from the dean of students. The deadline for receiving a waiver is the last day of January.

Student Leadership

Student Governance

Class officers (president, vice-president, secretary, and treasurer) are elected each year and work with the grade deans to promote class unity and lead class activities. Class officers from all four grades meet twice a month with grade deans to plan activities, discuss policy and share ideas. Student Government is composed of four elected representatives from each grade. A president, vice-president, secretary, and treasurer are selected from among the representatives. Student Government representatives serve to assist the administration in planning and carrying out student activities and give the student body a forum for expression of views. Also, Student Government advises the upper school administration on policy issues as appropriate. The Upper School Student Advisory Council (SAC) consists of one student from each grade and a clerk selected from student government or the SAC elected members. The primary purpose of the SAC is to hear cases regarding infractions of school policies by students in order to make recommendations to the upper school administration concerning appropriate disciplinary responses.

Election Guidelines

Elections are held each spring for the following school year for class officers and student government officials (the 9th grade class holds elections in the fall of their 9th grade year). Grade deans announce that elections are taking place for class officers (president, vice president, treasurer and secretary) and student government (there are four representatives per grade). Those interested in running let their grade dean know and submit a typed petition by the deadline set by the grade dean. The petitions are posted for student review. Speeches occur in a class meeting after students have had an opportunity to review the petitions of the candidates. Speeches last no more than two minutes each. Ballots are distributed immediately following the speeches and a vote is taken. Winners are those candidates who receive more votes than the other candidates running for the same office. A run-off election is held only in the case of a tie among candidates running for the same office.

Candidates must receive approval from the grade dean before posting any fliers and they must post approved materials only in approved locations. Handouts are not allowed and could result in the candidate's removal from the ballot.

Student Advisory Council (SAC)

The Student Advisory Council recommends appropriate disciplinary action to the Upper School administration when a student commits a major infraction of school rules or policies, as defined in the *Handbook for Upper School Students and Parents*. At the discretion of the dean of students and division director, and with the permission of a parent or guardian, the student who violates the school rule may choose to present his/her case to the SAC or instead to present his/her case only to the upper school administration.

1. Selection of Student Advisory Council Members

Student Members

- a. Students who wish to be considered for SAC membership may self-nominate and submit individual petitions to their class. Student Government representatives may submit petitions.
- b. There is a second round of class meetings, in which each grade votes for one of its candidates.
- c. The student in each grade who receives the most votes serves as that grade's SAC representative. The student in each grade with the second most votes serves as an alternate member for his or her grade in case of illness or absence.
- d. In the event that no student from a grade should run for the Student Advisory Council, that grade will be given an extended period of time (no more than one week) to find a person who would be willing to run and represent their grade. If at the end of this grace period, no one in the grade still wants to run, Student Government members will go to the specific grade dean and other grade advisors, inquiring about who they think would serve their grade well on the SAC. Student Government will then privately invite those students to be members of the SAC.

Student Clerk - Student government chooses a clerk for the council from among its representatives.

Faculty Advisor - Student Government gives input to the upper school director concerning the choice of a faculty advisor. Each year the division director, in consultation with the upper school faculty, appoints a faculty advisor for the SAC. The director may also appoint one or more alternate faculty advisors. A faculty advisor may serve indefinitely.

2. Term of Service

Members are elected each year in September. Soon after these elections, a mock SAC hearing may be held to train members of the council. Grade representatives of the previous year's council, along with the current Student Government representative, serve until the new council is chosen. Graduating clerks provide guidance and written advice for upcoming clerks. Note: Twelfth-grade representatives are expected to attend SAC hearings as requested during the internship/project period.

3. The Process for Student Advisory Council Cases

- a. **Cases That the SAC May Not Hear** - At the discretion of the upper school administration, certain cases may not be brought to the council due to the highly sensitive or personal nature of the situation. If, in the opinion of the administration, the safety of the community or individual students requires a student's immediate separation from the school for a period of time, the SAC may have the opportunity to hear the case after the student has returned to school. The SAC does not hear cases when the facts are in dispute, or other matters with specific prescribed consequences.
- b. **Convening an SAC Meeting** - Upon notification by the upper school administration, the student clerk convenes the SAC when a student who has violated a major infraction of school rules or policies chooses to have his or her case heard by the council. The student may have his or her advisor or grade dean, or another faculty member if necessary; attend the meeting to act as an advocate. If more than one student has committed an infraction or infractions, students may not have separate SAC hearings; however, not all students involved in a disciplinary situation must agree to go before the SAC for the council to hear a case. A quorum of three students and one faculty member is normally required for the SAC to convene. SAC meetings are not open to parents, guardians, or other observers.

4. Proceedings of an SAC Meeting

- a. The dean or his or her designee presents necessary information to the council, including providing relevant information regarding a student's past offenses at Friends Select. The faculty who initiated the charge may be present at the SAC meeting at the request of the administration and/or the student(s). Administrators or the student(s) who has committed an infraction may ask other students who have relevant information to speak to the SAC.
- b. The student(s) who has committed an infraction has an opportunity to make a statement.
- c. SAC members ask questions of the adults and students present; then the student(s) whose case is being heard is asked to leave. The SAC may ask other individuals to return.
- d. The council deliberates privately in order to reach consensus concerning a recommendation.
- e. If consensus is not reached by the conclusion of the first meeting, the council may schedule a second meeting or may transfer the case to the US administration.

- f. An executive committee of the council, consisting of the student clerk and the faculty advisor, makes a written report of the council's recommendation to the upper school administration. Neither this report nor any part of the council's deliberations is made public.
- g. After the upper school administration has made a disciplinary decision and has communicated that decision to the student(s) who has committed the infraction and to his or her parents, the director or dean holds a summary conversation about the decision with members of the council. The director or dean may include explanations of the reasons for any differences between the council's recommendations and the administration's disciplinary decision. Faculty and other administrators are normally told of the disciplinary decision, but the decision remains otherwise confidential.

Note: The Student Advisory Council was approved by the upper school faculty and student body in the spring of 2000. The guidelines were most recently revised and approved by the administration and Student Government in January 2002.

Expectations for Student Leaders

Students wishing to run for, or remain on, SAC, student government, or class office, must not be on social probation. A student leader may be removed from office (at the discretion of the grade dean, dean of students and director) if s/he is placed on social probation or commits any major school infraction. If a student is removed from probationary status, s/he may run in subsequent elections.

Student government representatives and class officers that accumulate two unexcused absences from scheduled meetings will be removed from office at the discretion of the president of student government. When an officer or representative is in school and absent from a scheduled meeting his/her absence is considered unexcused.

Clubs

Clubs are chartered by students at the beginning of each year. Once clubs have been chartered, they are determined to be "core" clubs or non-core clubs by the dean of students and club sponsor. Core clubs meet during the club block and are considered core because they require a significant commitment and contribute to the community in significant ways. Non-core clubs are typically clubs focused around a specific interest; these meet during lunches.

Each student is required to participate in one core club and at club sign ups in the fall, requests her/his three priority choices. Placement in a club is based on seniority (seniors are scheduled first, juniors following, etc.) and available space. Club sponsors and the dean of students determine the maximum number of students who can participate in each core club. All students will be placed in one of their three choices. Non core clubs are optional.

Some core clubs have included:

World Affairs Council	Helping Hands	International Student Union
History <i>Journal</i>	Composers Forum	Black Student Union
<i>Cauldron</i>	Worship and Ministry	Sexuality and Gender Alliance (SAGA)

Some non- core clubs have included:

Knitting	Animation	Music Appreciation
Harry Potter	Open Studio	Volleyball

Theater Activities

Theater activities include two "Main Stage" productions each year plus individual class projects presented in assembly or other performance venues. In addition, the winning play in the Mary Margaret Longaker '27 Playwrighting Competition is produced each year and there is typically a wholly student run production, staged at a theatre off campus, by the Thespian Troupe.

Athletics

The athletic program helps students build a sense of community through team work and individual accomplishment and encourages good sportsmanship, responsibility, and time-management skills through participation in interscholastic sports.

The following sports currently are offered to boys and girls in upper school:

- ✓ Fall: girls' soccer, boys' soccer, cross-country, field hockey
- ✓ Winter: girls' basketball, boys' basketball, swimming
- ✓ Spring: tennis, baseball, softball, crew

Friends Select is a member of the Friends Schools League and PIAA (Pennsylvania Interscholastic Athletic Association) and also competes with a wide variety of schools beyond the league. Varsity and junior varsity teams may be available in every sport depending on student participation. Participation in team sports may exempt students in eleventh and twelfth grades from physical education (see Physical Education Waiver, page 45). See page 42 for a full description of the athletic program.

Community Standards

Conduct/Behavior Expectations

Members of the school community are expected to act respectfully toward each other. When students are respectful of other people and their property, serious about their classes and their activities, and safety-conscious, they will rarely come into conflict with community rules and guidelines.

Most concerns at Friends Select are in the area of safety for self and others, and respect for all. Friends Select is a city school with limited space. Students must constantly be aware of the presence of small children in the halls and on the grounds. All members of the community must realize that the halls serve as traffic conduits, as areas of study and group work, and as areas for student socializing. When conflicts between these functions arise, the academic needs of students and faculty take precedence. Infractions of behavioral expectations result in disciplinary consequences.

1. Athletic Code of Conduct

Athletes and spectators are expected to behave courteously during athletic contests. Any behavior that disrupts the flow of a Friends Select School game or is contrary to the Friends Schools' League standards will not be allowed. See page 43 for "Friends Schools' League and PIAA Guidelines" for athletes and spectators.

2. Automobiles

Student participants or team members are prohibited under any circumstances from transporting themselves or other students to and from a field trip, class trip, athletic event or other school-sponsored group or team activity. Student participants or team members are also prohibited from accepting a ride to or from said events from other students. Student participants or team members must use school-sponsored transportation that has been arranged for this purpose. Student participants or team members may be transported to and from a field trip, athletic event, or other school-sponsored group or team activity by their parents or another adult provided that the student has a signed note from their parent(s) allowing them to do so. Once this occurs, the responsibility of transporting the student will reside with the parent(s) and/or the adult designated by the parent(s). The signed note must be presented to the dean and the faculty member or coach who is chaperoning the trip prior to the school-sponsored group or team activity.

The school assumes no responsibility for students who violate this policy. Any student violating this policy will not be permitted to participate in the program or activity that day and the matter will be followed up immediately with the student's parents.

3. Bus Behavior

The school's expectations for behavior extend to the time students spend traveling on buses for school-related events.

4. Matthew Huffman '91 Dining Hall Behavior and Expectations

All students must return their trays, clean their tables, throw away their trash and observe good manners throughout the school day. Dining hall trays or dishes may not be taken from the dining hall except for scheduled meetings.

Students who use the dining hall between 3 p.m. and 6 p.m. are expected to work and talk quietly and to keep tables, chairs, and the floor clean and orderly. Vending machines should not be tampered with in any way. Vending machines may not be used before 2 p.m. Questions about the vending machines should be relayed to the Food Service manager. Food and beverages purchased from the vending machines are to remain in the dining hall. Students are expected to throw away any trash that may result and to clean the seating area after each use.

Upper school students participate in "*dining hall duty*" two to three times per year in their advisory groups. Students who have dining hall duty wipe tables and push in chairs at the conclusion of break, and wipe tables and stack chairs at the conclusion of lunch everyday in the week they are assigned. They include the dining hall meeting room when it is not being used for a meeting.

5. Campus-Leave and Sign-Out

A student may leave the school building during school hours only in the circumstances listed below:

- in supervised groups on class trips
- for medical and dental appointments with written parental permission.

A student who wishes to be excused during the school day must show written parental permission and must sign out at the upper school office. If a student returns to school, she or he must sign back into the building.

6. Building-Leave Privileges

Students may leave the school building during lunch, break, or free periods as stipulated by the building-leave privileges for their grade. (See below.).

Parental permission is required for a student to be allowed to leave the building during the school day. A parental permission form must be signed and returned to the Upper School Office and will be kept on file. The school will not grant the privilege until all parental permission forms are returned. This policy may be modified at the discretion of the upper school director. Upper school students must sign out prior to leaving the building and must sign in upon their return.

Building-leave privileges will be granted as follows:

Petitions should be presented to the upper school dean, who will bring the petition to the faculty. The following factors will be taken into consideration by the committee in making its decision:

- whether or not the class is realizing its academic potential
- class unity –how well the individual members of the class work together
- overall class behavior
- maintaining a clean hallway
- arriving to class on time, especially following break and lunch

A student may lose this privilege if his or her work is incomplete or if he/she has accumulated five or more detentions. Incomplete work may include late assignments, missing homework, etc. The restriction ends when work is made up or if the teacher and the upper school director or dean decide that the student is making sustained progress. Privileges may also be revoked if a student's attitude toward academics or the community is judged to be inappropriate by the administration.

Students must not sign another student in or out at any time.

Maximum times each class may leave the building:

- Ninth Grade: Lunch every day after petitioning in the second semester
- Tenth Grade: Lunch and break every day after petitioning in the first quarter
- Eleventh Grade: Lunch and break every day; any free period after 9:50 a.m.
Home early (after 1 p.m.) after petitioning in the first quarter
- Twelfth Grade: Lunch and break every day; any free period; late sign-in Wednesdays and Fridays for students who have no 8 a.m. commitment scheduled.

Faculty may decrease privileges during the year if a class fails to uphold appropriate social and academic standards.

A student who is out of the building at a time when the privilege of leaving the building is not allowed may be assigned a detention or other disciplinary consequences, including loss of sign-out privileges. Due to the potential safety issues involved, a parent will be notified of such an infraction. If this should happen a second time, the student may be suspended.

7. Consideration for Others

Students are expected to act respectfully towards fellow students, visitors, faculty and staff members. All members of the community should speak courteously to each other at all times. Abusive, profane, or disrespectful language in the school is not acceptable at any time. Disruptive or distracting behavior in the hallways, library, computer room, and other shared spaces is not acceptable at any time.

8. Community Property

All students are responsible for the care of the building and grounds and should make a special effort to keep them free of litter and from signs of abuse. In addition, taking care of the vending machines and appliances in the dining hall is the responsibility of all students.

Lockers are considered the property of the school and may be inspected from time to time for health and safety factors and to search the personal effects of a student if the school believes there is sufficient cause for doing so. Students should make every attempt to fit all book bags, books or other belongings into a locker in order to keep the hallway clear of and free of excess clutter. When impossible, book bags may be kept against the wall as near the locker as possible to keep the halls navigable.

Upper school mailboxes should remain clearly labeled and free of excess clutter. Mailboxes should be checked daily for important communications. Students should also regularly check the upper school and grade-level bulletin boards and their student e-mail accounts.

Both the parking lot and the Cherry Street plaza are part of the school grounds. No ball-playing, roller-skating, skateboarding, Frisbee-playing or snowball-throwing is permitted in these areas. All community standards apply when students use these areas.

9. Dress

Friends Select School requires that students be dressed in a manner that reflects the school's values and mission, demonstrates respect for itself and the community, and promotes focused teaching and learning. The school therefore asks the following of its students. Clothing must completely cover the chest, stomach, back and buttocks at all times. Footwear must be worn at all times.

Clothing must not:

- a. contain writing or images that include direct or indirect references to violence, profanity, sexual issues, alcohol, or drugs
- b. include military dress, camouflage or military logos
- c. reveal undergarments
- d. include halter tops, tube tops, off-the shoulder shirts, spaghetti straps, or pajamas.

The school sponsors certain special events for which students are expected to dress appropriately. For ninth grade convocation and for baccalaureate, student participants must dress formally in “business attire,” and dark suits for boys and white dresses for girls are required for the graduation ceremony. For several other events during the school year, participating students should also dress nicely, if not quite as formally (jeans, T-shirts, athletic shoes and similar clothing are not appropriate for such occasions). Such events include awards ceremonies, most field trips, and in-school or out-of-school presentations. Final decisions concerning the appropriateness of a student’s clothing and the school’s response to inappropriate clothing will be made by upper school administrators and/or the faculty in charge of a particular event.

Students who do not follow these guidelines or who do not follow reasonable standards of decency in their choice of school attire may be asked to change clothes, be sent home, and/or receive detention. Repeated or intentional violations of these guidelines will result in further discipline. The administration and faculty reserve the right to interpret the dress code as needed.

10. Electronic Equipment

The school assumes no responsibility for loss or theft of such items. During school-sponsored activities outside of the building, use of these items is at the discretion of the supervisor of the activity.

Because the school considers laptop computers and electronic organizers tools for learning, use of such equipment for academic purposes is permitted in school. Students are not permitted to access games or non-school related videos on any device during the school day. Students are not allowed to possess cell phones or iPods during assessments unless expressly allowed by the teacher administering the assessment. Students must wear earphones while listening to music on any device in any shared space.

11. Emergency Procedures

The fire alarm is a loud continual sound that can be heard in all areas of the building. When the alarm is sounded, all students must walk quickly, silently, and in an orderly manner from the classroom to the exit designated by the red arrow painted on the wall facing the classroom door. Once outside the building, upper school students report to their respective grade deans.

The school also conducts regularly scheduled shelter-in-place and lock-down drills in accordance with guidelines recommended by the Police Department of the City of Philadelphia. When announcements are made, students must remain seated. Faculty will direct students on procedures.

12. Food and Beverages

All food and beverages must remain in the dining hall. Food may not be taken from the dining hall or brought in from outside the school to be eaten anywhere other than in the dining hall. Exceptions are made in the case of a faculty-supervised meeting or supervised after-school activity. No food or beverage may be brought into the LS Library, US Library, computer room or physical education/athletic facilities. Upper school students may carry bottled water or other beverages if they are kept in containers with lids.

Eating in the hallways is never allowed during or after school. Chewing gum is prohibited on campus and during school-related activities.

13. Hallway and Other Public Area Expectations

Students are not permitted in or near the following areas:

- a. Faculty mailboxes (students may neither retrieve nor deliver faculty mail—a student may ask an available faculty or staff member to deliver a piece of mail to a faculty mailbox)
- b. Faculty room (students may not use faculty or administrative copiers)

Students may sit in the corridors by their lockers but are discouraged from occupying both sides of the hallway. In all corridors, students can expedite the flow of traffic by promptly and courteously moving aside when people seek to pass by.

Gambling in any form is not allowed.

Given the public nature of the school, students are encouraged to exercise discretion in the manner in which they display affection. There should be no inappropriate displays of affection.

Students must change clothes for physical education classes and athletic team activities in the girls' and boys' locker rooms. Changing clothes is not allowed in any middle or lower school bathroom. Bare feet are permissible only in the locker room and swimming areas.

14. Personal Property

Students should show respect for others' property. Everything at school belongs to someone, whether to an individual or to the community; therefore, students are expected to respect all property and never to damage, take or "borrow" it without permission of the owner.

Student lockers should be kept locked at all times and students must use combination locks sold by the school. Lock combinations should not be shared with other students. Books, notebooks and personal belongings should be kept inside the locked locker. Students should label their physical education clothing. Students are discouraged from bringing large sums of money or other valuables to school. If necessary, anything of value should be left with the dean or school director. The school assumes no responsibility for loss or theft of books, notebooks, or other personal items that are left in the school or on school grounds.

15. Physical Education Facilities

- a. Upper school students may use the gymnasium during or after school hours, as long as it is not being used by a physical education class, an after-school sport (practice or game), the after-school program, or an outside group rental. Such use of the gym no longer requires adult supervision. If an adult is not present, students must be supervised by a designated student leader. When using the gym during school hours (8:15 a.m. to 3 p.m.), students must leave when a class or activity is scheduled in the space. When using the gym after school hours, the student leader must check-in with both a school administrator and the director of continuing programs. Students may use their own athletic equipment after school hours.
- b. Students can use the pool facility only when an approved adult lifeguard is on duty.
- c. Locker rooms are to be used only to change clothes for physical education or athletic events.
- d. Specific rules are posted near the entrance of every facility. Students are expected to know and adhere to the rules of each facility.
- e. Students must change into appropriate physical education clothing in order to participate in class.

16. Sale of Items in School

The sale of any item in school is prohibited unless sanctioned by a school-sponsored activity. The distribution of any material deemed inappropriate or explicit by the school is prohibited.

The school does not promote the sale of student art work. The sale of student art work is a private matter between the artist, his or her family and the purchaser, and should be conducted off the school grounds. Exceptions are made at the discretion of the director or head of school.

17. Sleeping

Sleeping in the hallways or in any public location in the school is prohibited. If a student feels s/he must sleep, s/he must report to the nurse's office. Students should not miss class to sleep. Doing so constitutes a class cut.

18. Smoking Policy

Friends Select does not condone the use of tobacco products in any way. The use of tobacco products by students is prohibited in any location during the school day and during any on- or off-campus school-related activities or events. If a student is seen smoking at any other time, it may be considered a violation of Friends Select's policy regarding student actions that tarnish the reputation of the school. Additionally, even outside school hours, students may not use tobacco products at any time within three blocks of the school. First-time violation of this policy will result in detention(s) and parental notification. Repeated violations of this policy will result in suspension or expulsion.

19. Study Hall

The faculty supervise study halls to help students do school work efficiently and effectively. In upper school, all ninth and tenth grade students are assigned to study halls during free blocks. All students in academic difficulty may be assigned to study halls by the dean.

Students report to the proctor at the beginning of the period. All regular class rules for lateness and absence apply. Proctors of study halls must take attendance and investigate and report any student absences. Students should arrive at study hall as they would for any class period (on time and with materials and books necessary for the academic period). Trips to lockers during study hall should be unnecessary. Students are expected to study independently.

If a student needs to use library or computer room academic resources, he/she must report first to the study hall proctor to obtain permission from the proctor to use the library. Students requesting the use of the library must use the library or computer room academic resources not available in study hall. Once in the library, students must sign out and sign back in, using the sign-out sheet located on the librarian's desk, should they need to leave. The study hall proctor must ask the student whether they have already gone to the library in previous study halls that day and may allow only five students from each study hall to use the library. The librarian may send a student back to study hall for the following reasons: disruptive and/or disrespectful behavior, socializing and not working, not having a note from the

study hall proctor, or not signing out of the library. As with the computer room policy described elsewhere, playing computer games or going to game-related computer sites is not permitted during study halls or any other academic time.

A student will not be excused from study hall unless s/he can produce a note from a teacher or has the teacher email the study hall proctor. Students may not leave study hall to talk with faculty about their assignments unless they have obtained prior approval from the teacher. Students may listen to music using headphones during study hall provided the music is not disruptive to others. Students are expected to study in the classroom, NOT in the hallways with others.

Students may listen to music using earphones. The music can not be loud enough to be heard by others in the room.

Disciplinary Procedures

1. Detention

A student will be assigned detentions as stipulated for various infractions which are not limited to but could include: eating in the hallway, watching non-school related videos, lateness to class, disruptive hallway behavior, not reporting for dining hall duty, dress guideline violations, and sleeping in the hallways.

When a student receives a detention, the individual issuing the detention will let the student know. During detentions, students will either serve in silent reflection or engage in reparations to the community. The faculty member issuing the detention will be able to request that student's service first. Otherwise, the student might serve the school supervised by some other faculty or staff person. Detentions occur on either Thursday or Friday afternoons for 40 minutes immediately after school.

Locations for detentions will be published by the dean. A detention takes precedence over all athletic and extracurricular activities. Exceptions will be made by the dean or division director only.

Failure to satisfactorily meet a detention obligation will result in a meeting with the dean to determine alternative consequences, which will include an additional detention and possible suspension. Parents are typically notified after a student has accumulated three detentions. Once a student accumulates five detentions, he or she will lose building leave/free time privileges for ten school days and parents will be notified. After eight detentions have been recorded, a student loses building leave/free time privileges for a month and parents will be notified. Finally, if a student accumulates ten detentions, that student will be suspended.

2. Social Probation

Social Probation is notification that substantial improvement in a student's behavior is necessary. Based on an individual evaluation of a student's conduct, the administration will place a student on Social Probation and set specific behavioral expectations that must be met for the student's continued enrollment. Probation may be on a quarter, semester, or year-long basis. In addition, social probation may extend for the remainder of the school year and/or for part or all of the following school year. If, at the end of a probationary period, a student has not made the required improvement in social performance, the student may be placed off-roll.

When a student commits a major school infraction (see page 38), she/he will be placed on social probation for the equivalent of one-quarter of a school year. The only exception is if the infraction is plagiarism. Students may be placed on probation for repeated misconduct of any kind, including an accumulation of smaller infractions.

3. Suspension and Expulsion

Cases of serious infractions of school rules or repeated minor infractions may result in suspension (in-house or out of school) or expulsion; the parents or guardians will be notified by the administration and a conference will be scheduled.

The student will meet with the appropriate faculty, advisors, and administrators. During this meeting the disciplinary matter will be discussed with all points of view being aired. Following this and subsequent meetings if necessary, the administration will decide upon appropriate disciplinary measures, balancing the interest and well-being of the individual with that of the community. The school always speaks with the student involved before contacting parents, unless there is an immediate threat to the safety of the student or other members of the community.

The suspension of a student from school and the length of the suspension (one or more full class days) will be determined by the director and dean, typically in consultation with the advisor and grade dean. In addition, suspensions will be recorded as unexcused absences from school. Whenever a student is suspended or expelled, the administration will notify the faculty. When the administration deems it appropriate, the student may be allowed to speak to his or her parents first, before the school notifies the family of the school's disciplinary response.

A student who has been suspended is required to make arrangements to make up homework, tests and other written work on the day he or she returns. Teachers will expect such work to be made up promptly. Teachers will provide all materials and help in order that work may be caught up. During a suspension, a student may not participate in any school-sponsored activity. A suspension may be accompanied with a specific program or activity that is required of the student in order to rectify the situation and/or to restore the individual as a cooperative and integral part of the community. A suspension will be followed by a probationary period and might be followed by a restriction of privileges.

The administration will determine whether there are reasonable grounds to re-instate the student or if the student's continued suspension, withdrawal or expulsion should be considered. Any student who is suspended more than once will be in jeopardy of being asked not to return for the following year.

Although the school keeps a record of disciplinary activities, these events are not routinely reported to colleges or to other schools except in the case of two or more suspensions or an expulsion. It is important to be aware, however, that a college may ask the student or the school whether or not he or she has been suspended in the upper school and what the circumstances were in the case of an affirmative response.

All administrative decisions involving suspension, expulsion, or being taken off roll may be appealed to the head of school by the student and his or her parents. In such cases, the student or the student's family may request a review of the disciplinary action through the division director and the head of school.

A student who has violated a major school infraction may choose to present his or her case to the Student Advisory Council (SAC) pending administrative and parent approval. A student may request to have a faculty member of his or her choosing present. In cases of violence or threat to the community, when facts are in dispute, or for reasons of confidentiality, the administration reserves the right to prohibit referring a case to the SAC. The SAC will make a written recommendation to the upper school administration, which will make the final decision. Members of SAC will normally be informed of the final decision in any case the SAC hears. One student from each grade and a clerk selected from student government will be chosen for the SAC. Faculty advisors will also be chosen, with input from student government. (See page 31 for more information on SAC.)

Major School Infractions

1. 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 suspended expelled. The school also reserves the right to require that the student participate in counseling and/or drug/alcohol rehabilitation as a condition of that student's return to the school community. A student who commits a second drug or alcohol-related offense will typically be expelled. (See page 40 for the school's policy regarding substance abuse.)
2. A student may not use tobacco products within three blocks of Friends Select School at any time. For the first offense, students will receive a detention and a parent will be notified; a student who repeatedly violates this policy will be suspended and/or expelled.
3. Violence, threats of violence, possession of weapons, and harassment of others are major school infractions and may result in the expulsion or suspension of the students involved. This includes an threat of violence or any harassment that occurs using social media. (See below for the school's policy regarding student harassment and page 40 for the school's policy regarding threats and violence.)
4. Appropriating, stealing or causing willful harm or damage to the property of another person or of the school, or willfully engaging in conduct that results in damage to the property of another person or of the school, is prohibited and will result in suspension or expulsion.
5. A student who cheats or plagiarizes will receive a "0" on the work involved and his or her parents will be notified; also, the student may fail the course, be suspended, or be expelled. A second offense will result in further disciplinary action. A student who knowingly abets another student in cheating or plagiarism is liable for the same penalties.
6. Unexcused absence from school, repeated unexcused absence from class, excessive detentions, missed detentions, excessive lateness, or disruption of classes may result in suspension or expulsion.
7. Any student whose actions tarnish the reputation of Friends Select School, jeopardize the safety, order and discipline, or social cohesion of the community, or whose behavior serves as a negative influence on the school or other students, regardless of where

or when those actions occur, including on social media websites, may be subject to suspension or expulsion at the discretion of the administration.

8. If a child engages in any activity that has the potential or does in fact jeopardize the safety, security and health of oneself or others, the student may be suspended or expelled.

Notes:

- Major school infractions typically require thoughtful and detailed consideration of all issues. Therefore, decisions regarding these infractions may not be immediate.
- The school reserves the right to assign consequences for conduct that would constitute a major school infraction while the student studies away from Friends Select but intends to return to the school.

Safety and Security Policies

1. 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.

2. 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.

3. 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.

4. 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 well-being 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.

ATHLETICS
Friends Select School
Student/Parent Athletic Handbook
2011-2012

Mission Statement

Friends Select School's mission is to provide a challenging, college-preparatory academic program to its diverse, coed student population, from pre-kindergarten to twelfth grade. Members of the Friends Select community believe in the Quaker values of respect for all, simplicity, the peaceful resolution to conflict, and a constant search for truth. The school works to achieve a balance between the needs of individuals and the community, in an atmosphere of cooperation and concern for the betterment of all. It values the rich diversity of its urban setting and the opportunities and challenges it provides for the education of its students. Under the caring oversight of dedicated faculty and staff, Friends Select students gain the knowledge, skills and character that will help them to live full lives.

Athletic Philosophy and Purpose

As an integral part of Friends Select School's educational mission, the athletic program encourages commitment to self, team and the school community. On an *individual level*, each student develops motivation, skills, discipline, and pride in achievement. By *participating on a team*, students cultivate and demonstrate integrity, commitment and dedication to their sport and to one another. Collectively, student-athletes *build community* by embracing competition and school spirit, strengthened by high standards of sportsmanship. The athletic program prepares students for the "whole of life" by teaching valuable lessons that extend far beyond their years at Friends Select School.

Athletic Offerings

Fall

Boys' Soccer
Girls' Soccer
Field Hockey
Coed Cross Country

Winter

Boys' Basketball
Girls' Basketball
Wrestling
Coed Swimming

Spring

Baseball
Softball
Coed Tennis
Crew

Students who choose to participate in crew are strongly encouraged not participate in the school's international trips during the crew season.

If a student in grades five through twelve is engaged, at a pre-professional level, in a competitive sport or athletic activity not offered by Friends Select then the student may petition to have an exemption from the athletic requirement. The student must submit to the Athletic Director a letter which describes the student's athletic activity in detail including time commitment, contact information of the outside coach and the benefits he/she hopes to experience through participation.

Students are also encouraged to fill the sports requirement as a team manager, score keeper or photographer. The Athletic Director must approve any of these non competitive roles.

Facilities

Friends Select's athletic facilities include:

- 25-yard swimming pool
- full gymnasium
- wrestling gymnasium (mat room)
- weight-training room
- girls and boys locker rooms
- roof-top athletic fields (includes 8 tennis courts, field hockey field)

- fitness/dance studio
- soccer, softball and baseball fields in Fairmount Park
- Vesper Boat House

Friends Schools’ League (FSL) Mission Statement

The Friends Schools League is a diverse community of Independent Schools drawn together by a common Quaker vision of the value of healthy competition in athletics, in the context of strong community and shared values, as a powerful setting for growth and learning.

The League values the growth and development of students as athletes and people. We view athletics primarily as an opportunity to teach excellence in character and skills in ways that convey the intrinsic value of each individual student.

The schools in the league – educators, students and families – together strive to create an environment of unreserved respect for all individuals and support of athletes at every level of development. This respect and concern for others is intended to characterize all interactions on and off the field.

The Friends Schools League promotes community as a central value. Community is strengthened by making decisions and addressing concerns by seeking shared understanding and resolution in the manner of Friends. Consistent with Friends principles, we promote the idea of shared responsibility for the success of all endeavors.

Friends Schools’ League (FSL) Schools

Abington Friends
 Academy of the New Church
 Friends Central School
 Friends Select School
 George School
 Germantown Friends School
 Moorestown Friends School
 Shipley School
 Westtown

Friends Schools’ League’s Sportsmanship Guidelines

Promoting sportsmanship and ethical behavior in athletics is one of the primary objectives of the Friends Schools League. The Friends Schools League believes strongly that players, coaches and officials should conduct all contests with a spirit of respect for each other and for the rules and traditions of the sport. We expect our coaches, athletes, spectators and game officials to uphold this code by example before, during, and after every contest. The Friends Schools League expects all of its athletes, coaches and spectators to behave in a sportsmanlike manner. The League will not tolerate unsportsmanlike actions such as derogatory language or gestures, physical misconduct, or other disrespectful behavior. Self-control is paramount to a successful contest within the Friends Schools League.

Specifically the Friends Schools League has the following expectations for all involved in its athletic contests:

- Accept the responsibility and privilege of representing school, community, and League.
- Live up to the high standards of sportsmanship established by the League.
- Make sportsmanship the number one priority.
- Be a good role model.
- Support your team in a positive manner.
- Always interact positively with the other team and its fans.
- Treat opponents, their fans, and officials with respect.

- Shake hands with opponents at the end of competition.
- Search out opponents to recognize them for outstanding performances.
- Abide by the rules of the competition to conduct a fair contest.
- Play within the spirit of the game.

Disciplinary Policy

The division director and dean, in consultation with the head of school and athletic director, have ultimate authority regarding disciplinary issues that occur during athletic events.

PIAA (Pennsylvania Interscholastic Athletic Association)

Friends Select is also a member of the PIAA and competes in District One. The PIAA is comprised of public and private schools in the Philadelphia and surrounding region. Membership in the PIAA offers competition against schools of similar size to Friends Select and affords the opportunity for post-season competition outside of the Friends Schools League.

Organization of Athletic Department

The director of athletics is responsible to the director of upper school and is directly responsible for administering all aspects of the athletic program. This includes supervision of coaches, athletic trainer and aquatics director, scheduling all competitions, arranging transportation, securing officials and administering the department budget.

Each coach is responsible to the director of athletics. It is important that coaches recognize that school sponsored sports are a part of the total school program. Coaches are expected to use good judgment and sound educational principles to provide a worthwhile and positive experience. The director of athletics will inform coaches of policies, procedures and any concerns that may arise about their program. The director of athletics will meet with each coach before and after the season and communicate with them frequently throughout the season.

Upper School Athletic Requirement

Each student in grades 9 through 12 is required to participate in either one season of an interscholastic sport, perform in a drama production each year, serve as a member of the stage and tech crew, or participate in one of the community activities that fulfill the activity requirement. All student-athletes (9 through 12) involved in interscholastic sports practice five days per week each season. Each sport has a training period before the season begins.

Physical Education Waiver

Juniors and seniors will be permitted to waive PE if they participate in two seasons of after-school sports.

This policy will not apply to students who serve as managers for after-school sports teams. The school recognizes the valuable contributions that managers make to both their teams and to the greater school community. Managers' responsibilities, however, do not encompass the physical activities that this policy recognizes. In addition, many other students commit extended hours to co-curricular activities (e.g., fine arts productions, Student Government, the yearbook, and so on) without anticipating a waiver of graduation requirements. It therefore would not be equitable to make such an exception for team managers.

This policy also will not apply to students' health requirements, so participation in an after-school sport will not enable students to waive health classes. The Health curriculum is comprised of CPR for juniors and an "on-line" health issues course for seniors. For those students who fulfill the athletic requirements for exemption from Physical Education, the "on-line" health option will be available during the second quarter of the school year. Juniors who wish to enroll in CPR may do so. This choice would only be available if the class would fit into their schedule without conflicting with another elective course.

As part of the course selection process in the spring, juniors and seniors will sign up for each sport season, electing either PE or the "waiver" option. During the school year, we will have one-week "drop" periods for sports. Students who elect to drop their sport will enter a PE class and make up the missed work. Students injured while participating in a sport will remain on the team for the entire season (participating in ways that their physician permits), and will not enter PE.

If a student decides to quit a team, he or she will have to add a PE section, regardless of the grade level of the section. For example, if a student is a junior or senior and cannot fit an 11th/12th grade PE section into his or her schedule, s/he will have to add a 9th or 10th grade class, or devise another solution with the athletic director.

A student who is absent from school or arrives later than 10:10 a.m. may not participate in after-school activities, such as athletic events, on that day. Students who are absent on a Friday (or the last day of classes in a given week) will normally not be allowed to participate in school-related activities that weekend. Exceptions may be made only by the director or dean.

Mandatory Fall Pre-Season Athletic Practice

In order to assure safety for athletes and optimal performance for teams, mandatory fall pre-season practice for upper school teams is required. (Pre-season training for winter and spring seasons is already included in the school calendar.) It is expected that students wishing to participate in fall sports at Friends Select will be present for this training period. For the 2011-2012 school year, fall pre-season practice begins on Monday, August 22.

Guidelines

1. The Athletic Department will set the dates for upper school pre-season training, which will generally begin before Labor Day.
2. Upper school student-athletes must attend the pre-season training, which begins before the official opening of school (much like their appearance at orientation and registration).
3. Any upper school student-athlete having an extenuating circumstance which prohibits him or her from participating in this training must inform the athletic director prior to the training period. The athletic director and the coach of the particular sport will determine the student-athlete's eligibility for the fall season sport.

Team Formation

A goal of the athletic program is to provide the students with the opportunity for interscholastic competition that encourages personal growth and skill development through the appropriate level of competition.

Friends Select seeks to field teams that are competitive and that provide the appropriate skill level for the participants involved. The number of teams fielded in each sport depends upon the number of participants, skill level and availability of facilities.

Junior Varsity: 9th, 10th or 11th grade students
 Varsity: 9th, 10th, 11th and 12th grade students

Equipment and Uniforms

Student athletes are expected to purchase personal athletic equipment. Team equipment will be issued and maintained by the school. Student athletes are issued school uniforms for games. At the end of every game the entire uniform and all school issued equipment must be returned to the school uniform closet. (All * items can be purchased at the FSS Athletic Store. Swimming and wrestling items should be ordered from the FSS coach.)

Athletic Program Equipment List

	FALL SPORTS Sports Equipment that is Provided by the School	Sports Equipment that Students Must Purchase
Field Hockey:	Sticks Balls uniform-numbered game shirt and kilt	shin guards* mouth guards* cleats yellow tube socks
Soccer:	Balls uniform-numbered game shirt and shorts	shin guards* long socks* cleats
Cross Country:	meet shirt and shorts	athletic shoes

	WINTER SPORTS Sports Equipment that is Provided by the School	Sports Equipment that Students Must Purchase
Basketball:	Balls uniform-numbered game shirt and shorts, warm-ups	sneakers
Wrestling:	uniform-singlet warm-up	headgear* wrestling sneakers*
Swimming:	warm-up jacket	bathing suit* goggles* swim cap (optional)*

	SPRING SPORTS Sports Equipment that is Provided by the School	Sports Equipment that Students Must Purchase
Baseball:	Batting helmets bases, bats, balls Bats Hat uniform-numbered game shirt and pants catcher's equipment	glove cleats batting glove (optional) socks
Softball:	same as baseball uniform-numbered game shirt and shorts	(same as baseball) sliding Shorts white tube socks*
Tennis:	Balls racquet (if necessary) match shirt*	racquet shorts* sneakers
Crew:	oars, boats, life-jackets	uniform

Practice Times and Locations

Upper school teams practice from 3:45 p.m. until 5:30 p.m. Students practicing at Fairmount Park may be expected to return to Friends Select by 5:45 p.m. During the winter season, the upper school boys' and girls' basketball teams will practice from 4:30 p.m. to 6:00 p.m., or 6:00 p.m. to 7:30 p.m., on a rotating basis.

Fall

Cross Country: Fairmount Park, Lemon Hill
Soccer: Fairmount Park, Edgely Fields
Field Hockey: Friends Select School Roof Top

Winter

Basketball: Friends Select School Gymnasium
Wrestling: Friends Select School Mat Room
Swimming: Friends Select School Pool

Spring

Tennis: Friends Select School Roof Top
Crew: Vesper Boat House, Kelly Drive
Baseball, Softball: Fairmount Park, Dairy Fields

Postponement and Rescheduling of Games

The athletic director will make final decisions on postponements. When possible, postponements will take place no later than 1 p.m. The director will notify the upper school offices as well as the front desk receptionist and post a message on the athletic page of the school website. The athletic director will make every attempt to reschedule postponed games in consultation with the appropriate coaches. In the event of prolonged periods of inclement weather, games may not be rescheduled except in the case of Friends' League contests. For the latest information about postponements or cancellations of games, please call 215-561-5900, extension 404. For other athletic schedule information, please call the weekly athletic schedule line at extension 403. For directions to Friends Select playing fields, please call the "directions line" at extension 402.

Dismissal Times

Dismissal times will be provided by the director of athletics on a weekly basis. They will be distributed via email to all coaches and faculty and will be posted on bulletin boards for the students. Every effort will be made to have the students attend as much of class time as possible on away game days.

Transportation

All teams will travel on school approved transportation. Friends Select busses depart from the school parking lot or the Bailey Circle exit located on Race Street. All charter busses depart from the Bailey Circle exit on Race Street. All students must travel to and from each practice or game on school provided transportation. Students are permitted to leave a practice or game with their parents provided the coach has been notified in advance. Under no circumstances are students allowed to drive to a practice or a game.

Directions to Sporting Events

For directions to athletic events at other schools, it is best to call the school directly for directions. Ask the school about where the specific event is being held, keeping in mind that many schools have different playing locations for their various sports. Main addresses and phone numbers are listed below. Directions to the main school building of other schools are available in the sports link on Friends Select's Web site (www.friends-select.org).

Directions to Friends Select School

Friends Select is located on the Benjamin Franklin Parkway at 17th Street. From the Northwest, West or Southwest, take I-76 (Schuylkill Expressway) to I-676 East. Exit on Central Philadelphia/15th Street. Turn right on 15th Street. Turn right on Cherry Street. School is two blocks on right. From New Jersey using the Ben Franklin Bridge or from the Northeast using I-95, take I-676 West. Exit on Central Philadelphia/15th Street. From 15th Street turn right on Cherry Street.

Field hockey, basketball, wrestling, swimming and tennis are all at this location. Entrance to the school parking lot is off Race Street at 16th.

Directions to Friends Select's Playing Fields

Fall

Edgely Field (Soccer, Cross Country--check schedule)

From Philadelphia, take Kelly Drive North to Fountain Green Drive (the Stature of General Grant is at entrance to Fountain Green Drive). Turn right onto Fountain Green Drive. Turn left at Randolph Drive (the second left turn possible from Fountain Green Drive). Fields are on right.

Spring

Dairy Fields (Baseball, Softball)

From Philadelphia, take Kelly Drive North to Fountain Green Drive (the Stature of General Grant is at entrance to Fountain Green Drive). Turn right onto Fountain Green Drive. Turn left at Mt. Pleasant Drive (the first left turn possible from Fountain Green Drive). The baseball field is on the right. Continue on for softball field.

Requirements/Eligibility for Varsity Letters

Athletes and managers must attend all practices unless excused by the school nurse, school director, dean or coach. A player who is absent from practice without a valid written excuse may not play in the next interscholastic contest. A coach may permit a student to come out for a sport after the season is in progress in certain circumstances, including when a student enters school after the season begins; a student is cleared to return to an activity after recovering from an injury; or there are insufficient numbers to continue a season already in progress. Playing time and awards are not ensured.

Upper School Athletic Department Awards

The following awards are given in May during the Academic/Athletic Awards Ceremony:

- Coaches Award (Outstanding Male Athlete)
- Emma Braun Award (Outstanding Female Athlete)
- Twelve Season Athlete

The following are given in individual team awards ceremonies and the conclusion of each season:

- Outstanding Player
- Most Improved Player
- Most Dedicated Player
- Sportsmanship

Friends Schools League Awards (Determined by coaches in the FSL):

- First Team All League
- Honorable Mention

FRIENDS SELECT SCHOOL

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2011- 2012