

FRIENDS SELECT



Handbook for Middle School Students and Parents **Academic Year 2019-2020**

2019-2020

Friends Select School

**Handbook
for Middle School
Students and Parents**

Michael Gary, Head of School
Desiree Harmon, Director of Middle School
Chris Kottcamp, Middle School Assistant

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

Table of Contents

INTRODUCTION

Friends Select School Philosophy	1
Statement of Community	1
Statement of Identity	1
Statement of Diversity	1
Transgender Statement	2
Quakerism	2
School Spirit	3

GENERAL INFORMATION

School Calendar	4
Building Security Procedures	5
After School Supervision	5
Cell Phones	6
Fundraising Policy	6
Guardianship Policy	6
Health Services	8
Inclement Weather School Closing Info	9
Lost and Found	10
Parking Lot	10
Dogs on Campus Policy	10
Parent Association	10
School Records	11
Student-Teacher Policy	11
Summer Day Camp	12
Telephone Calls Into School	12
Vending Machines	12

ACADEMIC INFORMATION

Student Support Systems and Personnel

Support Personnel	13
ELL	14
Tutoring Policy	15
Peer Tutoring	15
Standardized Testing	16
Information Services (including Laptops)	16
Middle School Computer Use Policy	18
Materials Selection Policy	19

Academic Policies

Accommodations	20
Concussion Management	20
Academic Honesty	22
Act 195	23
Grading and Reporting	23
Written Comments	23
Canvas	23
Student Update Notices	23
Parent Conferences	23
Grading System	24
Review Days and Final Exams	24
Incomplete/Deferred Grades	24
Academic Probation/Promotion Standards	24
Homework Policy	24
Middle School Mini Courses	25
Making Up Missed Work	25
Religious Holidays	26
Study Away From School	26
Summer School Policies	26
Test Calendar Policy	27
Textbook Ordering	27
Transcripts	27

Attendance

Attendance Policy	28
Notifying the School	28
Class Attendance	29
Early Dismissal	29
Lateness	29
Medical Leave of Absence	30
Medically Necessary Modification	31

CO-CURRICULAR PROGRAM

Opportunities and Requirements	32
Clubs	32
Service	32
Student Governance	33

COMMUNITY STANDARDS

Conduct/Behavior Expectations	33
Athletic Code of Conduct	33
Bus Behavior	33
Dining Hall Behavior	33
Campus Leave Privileges	33
Consideration for Others	34
Community Property	34
Dress	34
Electronic Equipment	35
Emergency Procedures	35
Food and Beverages	35
Hallways	35
Party Invitations (MS)	35
Personal Property	36
P.E. Facilities	36
Sale of Items in School	36
Smoking Policy	36
Study Hall	36

Disciplinary Procedures

Referrals	37
Social Probation	37
Suspension and Expulsion	37

Major School Infractions

Safety and Security Policies	39
Sexual Assault or Abuse Policy	39
Harassment Policy	40
Substance Abuse Policy	41
Personal Safety and Suicide Threat Policy ..	42
Threats, Violence, and Bullying	42

Safe 2 Say Something

ATHLETICS and ATHLETIC HANDBOOK 44

Major Revisions 2019-2020 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:

- ✓ Attendance
- ✓ Concussion Protocol
- ✓ Major School Infractions
- ✓ Smoking/Vaping Policy
- ✓ Safe 2 Say Something

Introduction

The Friends Select *Handbook for Middle School Students and Parents* combines academic and community information and policies. On our website is a signature sheet for parents and students which must be signed and returned to Ellen Gershman, admissions associate, 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 middle 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 the 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, 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.

Statement of Diversity

Friends Select School believes in the Quaker values of respect for all, simplicity, the peaceful resolution of conflict, and a constant search for truth. We seek to teach our students, in the words of George Fox, to "walk cheerfully over the world, answering that of God in everyone." We work to achieve balance between the needs of

individuals and our community in an atmosphere of cooperation and concern for the betterment of all, seeking to extend our values beyond the school community.

We therefore acknowledge that the composition of our community, its students, families, faculty, and staff deeply influences the intellectual and communal life that all experience at the school. Our community is diverse in terms of gender, age, race, ethnicity, religion, sexual orientation, gender identity, belief system, family structure, and economic background. We strive to maintain a safe environment where every member of the community is respected and where multiple views are expressed.

We are also committed to a culture and a curriculum that encourage awareness of and empower response to global issues and events. As members of the community move beyond our walls, they therefore think critically, advocate for change, and take an active role in the building of a better world.

Transgender Statement

This statement applies to students whose gender identity is emerging and also to those students whose gender identity has been consistently and sincerely asserted at school as part of their core identity. The school recognizes that gender identity can be fluid; this statement is an attempt to ensure school is a safe experience for all students. The school also notes that families are central to conversations concerning children, gender identity, harassment, and safety; the school intentionally partners with families. Friends Select School works closely with the student and family in devising an appropriate plan regarding the confidentiality of the student's transgender status that works for both the student and the school. Privacy considerations may also vary with the age of the student. As specific situations arise, the school reserves the right to interpret these guidelines in light of individual circumstances.

NOTE: The entire transgender statement is available online

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 three 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 four years, a student will have the opportunity to choose four different service groups. Students also have in-school opportunities for service, sponsored by the Worship and Ministry Committee or the Green Thumb Club, throughout the year.

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. The school newspaper, first published in 1953, is called the *Falcon*. The upper school literary magazine, known as the *Cauldron*, was first published in 1915. The *Record*, the Friends Select yearbook, was first published in 1898 by the administration. Today, it is written and edited by an upper school student yearbook staff.

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

2019-2020 SCHOOL YEAR

Monday, August 19, 2019	Upper School Sports Preseason Practices Begin
Wed., Aug. 21-Fri., Aug. 23, 2019	New Faculty Orientation
Monday, Aug. 26, 2019	Middle & Upper US New Student Orientation / Room Preparation
Tue.- Thu., Aug. 27-29, 2019	Faculty Meetings
Friday, August 30, 2019	Room Preparation (optional)
Monday, September 2, 2019	Labor Day – School Closed
Tuesday, September 3, 2019	PreK First Day Visit for Students & Parents 8:00-10:00 or 10:30-12:30
Tuesday, September 3, 2019	Opening Day of School for All Students Gr K-12
Monday, September 30, 2019	Rosh Hashanah – No Classes for Students/Vacation Care Open
Wednesday, October 9, 2019	Yom Kippur – No Classes for Students/Vacation Care Open
Saturday, October 12, 2019	All School Admission Open House
Thursday, October 31, 2019	Lower School Conferences PK-Gr 4/No LS Classes/Vacation Care Open
	MS/US Q1 Ends
Friday, November 1, 2019	Report Writing Gr 5-12
	Lower School Conferences – PreK-Gr 4/Vacation Care Open
	No Classes in Lower/Middle/Upper Schools
Friday, November 15, 2019	Student/Parent Conference Day – Gr 5-12
	No Classes in Middle/Upper Schools
Tuesday, November 26, 2019	Last Day of Classes Before Thanksgiving Break
Monday, December 2, 2019	Classes Resume
Friday, December 20, 2019	Last Day of Classes Before Winter Break
Monday, January 6, 2020	Classes Resume
Friday, January 17, 2020	MS/US S1/Q2 End
Monday, January 20, 2020	Dr. Martin Luther King Day – School Closed/Vacation Care Closed
Tue.-Mon., Jan. 21-24, 2020	Upper School InterSession
Friday, February 14, 2020	School Closed – Mid-Winter Break/Vacation Care Open
Monday, February 17, 2020	School Closed – Mid-Winter Break/Vacation Care Closed
Tuesday, February 18, 2020	Classes Resume
Friday, February 28, 2020	Faculty In-Service - NAIS Conference - No Classes for Students/
Vacation Care Open	
Thu. - Fri., March 19-20, 2020	Lower School Conferences – PreK - Gr 4 - No Lower School Classes
Vacation Care Open	
Friday, March 20, 2020	Middle & Upper School Report Writing Day – No Middle/Upper School Classes
Mon. - Fri., March 23-27, 2020	Spring Break – Vacation Care Open
Monday, March 30, 2020	Faculty In-Service - No Classes for Students/Vacation Care Open
Tuesday, March 31, 2020	Classes Resume
Friday, April 10, 2020	Good Friday – No Classes for Students/Vacation Care Open
Mon.- Fri. May 11-15, 2020	Senior Final Exams & Class Retreat/Trip
Mon.- Thu. May 18-June 4, 2020	Senior Internships/Projects
Monday, May 25, 2020	Memorial Day – School Closed/Vacation Care Closed
Mon.- Thu. June 1-4, 2020	Final Exams for Students Gr 7 – 11/Scheduled Exams Only.
Thursday, June 4, 2020	US Closing Devotions/Senior Internship Presentations/Graduation Rehearsal
Friday, June 5, 2020	Lower School Closing Ceremony/Middle School Closing & Picnic
	Senior Baccalaureate and Alumni/ae Induction
Saturday, June 6, 2020	Graduation
Mon., June 8- Wed., June 10, 2020	Closing Faculty Meetings
Mon., June 8- Fri., June 12, 2020	Fun Week
Mon., June 15 – Fri. July 24, 2020	SummerSession @ Friends Select

Building Security Procedures and Protocols

1. Entry Procedures

Reception desks located at the school entrances at the 17th Street and Parkway lobby and the 16th Street Parking Lot will be staffed to check for proper identification before parents and visitors 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. The 1700 entrance is staffed from 8:00 a.m. until 3:00 p.m. The main entrance is staffed from 7:30 a.m. until 6:00 p.m. Students should not be dropped off before 7:30 a.m.

Parents entering the school 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

For middle school, relatives or family friends who visit the school are required to have the custodial parent contact an administrator to provide names, date, and time of visit. The receptionist will be prepared to help visitors register upon arrival. The school reserves the right to deny visitation requests. (For other visitors, including alumni/ae, see "Visitors" on page 12.)

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. No exceptions will be made.

4. 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. All faculty and staff are required, for safety purposes, to clearly display their ID badge on their person at all times.

After School Supervision for Middle School

Middle school students must be supervised at all times after school. At 7:30 a.m., students may sit quietly in the middle school hallway or go to the Matthew Huffman '91 Dining Hall. 5th through 8th grade students must be supervised after 3:00 p.m. 5th through 8th grade students who are not involved in a school-sponsored activity must enroll in a fee-based program. 5th through 8th grade students involved in a school-sponsored activity, such as sports or play rehearsal, are able to remain on campus in the supervised program until 6:00 p.m., after the school-sponsored activity is dismissed. Students will incur a pro-rated charge. If the school-sponsored activity ends before 6 p.m., students who remain on campus must check in to the After School Program. Middle school students who leave campus after school may not return without parental supervision. **Students not involved in a school-sponsored activity must leave campus by 6:00p.m.** All other students must be picked up at 3:00 p.m.

Students staying in the building after 3:15, even in a school-sponsored activity, must report to the After School dining hall proctor. Only then may they go to their activities. Teachers who choose to have students in their room after 3:30, must be present with the students and supply a list of student names to the After School proctor in the dining hall. If that teacher leaves the room, students must report back to the dining hall and sign back in.

Students choosing to remain on campus after 3:15 p.m. who are not participating in a school-sponsored activity will be charged **\$9.00** per day. Students will check in daily and families will be billed monthly based on the number of days the student remains at school after 3:00 p.m. For all After School Programs, any students remaining on campus after 6 p.m. will be billed late fees at the rate of one dollar per minute.

Cell Phones

Middle school students are prohibited from using cellular phones at any time during the school day. Cellular phones should be kept in the student's locked locker during the school day (from the moment the student enters the building until 3 p.m.) and the ringer must be silenced. A faculty or staff member may confiscate a telephone that rings or is used at an inappropriate time. Cell phones may be used after school hours.

Fundraising/Donation Policy for Activities Outside of Development Office

All fundraising activities at Friends Select School initiated by students, faculty and staff are voluntary and must be approved by the development office. A Fundraising Request Form stating the purpose of the fundraising activity must be completed and submitted one month in advance of the requested activity date.

All fundraising activities must have a faculty advisor and must be approved by the appropriate division director or dean in advance of submission of the Fundraising Request Form to the development office.

Only fundraising activities relating to curriculum-centered activities or school-sponsored activities will be permitted. Student service and service clubs are required to submit an explanation of the charitable organization's work and alignment with Friends Select's mission. Supported organizations must be 501(c)(3) charitable.

Examples of acceptable fundraising activities include:

- Bake sale to benefit class activities such as prom or yearbook;
- Sale of yearbook advertisements;
- Food drive as part of ministry work;
- Organized club selling plants to raise funds for specific non-profit organization; and
- All Parent Associations sponsored sales and activities.

Any type of independent 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.

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 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 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.

International Students PreK-7th Grade:

International students enrolled in grades PreK - 7th grade at Friends Select School are required to live with a parent throughout the entire academic year. Any exceptions are made at the discretion of the school.

If the parent is away from their child the parent must secure guardianship approval from the school and provide contact information and expected return date to the school before the leave of absence. If the parent fails to do so the school may suspend or withdraw enrollment. Reenrollment is at the discretion of the Head of School.

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 appropriate person per division (Upper School: 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 student's experience at the school.

3. The school requires one home visit by a school representative with the guardian and the student during the first quarter. This visit will be documented in the student file by the appropriate divisional personnel. A home visit will not be required if: a) the student will reside with a current Friends Select School family; b) a former Friends Select School family; or, c) the student's living situation has been arranged by a third party agency that verifies that they have conducted a home visit and found the home to be safe and healthy (per #1 under our Guardian Responsibilities). In the case of 'c' (above), the agency will sign a document confirming the safe and healthy living arrangement, and a copy of this document will be kept in the student's file.
4. The guardian and the upper school dean of students (or other upper school administrator or faculty member) will arrange to meet or communicate on a quarterly basis during the school year. These meetings or communications will be documented.
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.

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.
 - h. Provide regular transportation to and from school and school related events.
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 upper school dean of students (or other upper school administrator or faculty member) with the first meeting occurring prior to the start of the school year. If additional meetings are required, the upper school dean of students will arrange them.
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.

Medical Insurance

If a parents or guardian needs to obtain medical insurance for his or her student, the school Admission Office has information on available healthcare plans, including an international student medical insurance policy through Independent School Management (ISM).

Language Policy

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 Language Learners (ELL) 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 and other problems with students. 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.

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 middle 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 division director or dean. **A student may not leave the building because of illness without first obtaining permission from the nurse or the division 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.

Allergy Protocol - Every effort is made to ensure a healthy and safe environment for all students. Protocol is as follows:

1. Those students who have a documented medical history of allergies are identified by the school nurse prior to the start of the school year.
2. When class lists are confirmed, a letter is sent home to remind parents to review the handbook for allergy information and to provide school with the necessary medications and documentation to best care for their child.
3. A master list is then compiled and distributed to all faculty, staff, administration, dining hall, bus drivers and ASP staff.
4. Emergency EpiPens are manufactured and dispensed in pairs. We request that parents arrange to have a double supply of EpiPens, one for the classroom and one for the health room.
5. It is standard practice that all emergency and medications travel with the student's teacher upon any class trip or impromptu outing.
6. At the start of the school year, the school nurse trains all staff and faculty (ASP) and ancillary employees in first aid care and emergency procedure, which includes the demonstration of how to administer an EpiPen.

It is widely promoted that children with food allergies be in inclusive classroom environments. Conscientious and routine table sanitizing, as well as vigilant hand washing are employed in all classrooms, but with greater attentiveness when health safety is a classroom issue. The decisions about how to best address the particular

needs of a child or children in the classroom or dining hall are determined by the school nurse, administration and the classroom teacher.

Birthday circle celebrations, class parties and occasions when food or treats are served in the classroom present a special challenge for children with allergies.

1. Information regarding nut free and gluten free snacks will be available on the classroom websites.
2. The dining hall staff provides nut free snacks daily for all of the Lower School classrooms. These snacks are available for students with allergies whenever needed.
3. Parents of students with allergies are welcome to supply classroom teachers with special snacks for their children to ensure their inclusiveness in classroom festivities.

Signs and Symptoms of an allergic reaction:

1. Tingling or itching in the mouth
2. Hives and itching
3. Swelling of the lips, face, tongue and throat
4. Wheezing, nasal congestion, runny nose
5. Abdominal pain, diarrhea, nausea or vomiting
6. Dizziness, lightheadedness or fainting

Signs and Symptoms of anaphylaxis

Anaphylaxis can present with many different symptoms that usually develop over minutes to hours after the exposure.

1. Generalized hives, itchiness and facial flushing
2. Constriction and tightening of airway and air exchange, leading to wheezing and shortness of breath
3. Abdominal pain, cramping, nausea, diarrhea and vomiting
4. Rapid pulse and drop in blood pressure which may cause dizziness, lightheadedness or loss of consciousness

Emergency Procedures:

Should a child be exposed to allergens, the procedure is as follows:

1. The school nurse is contacted.
2. An assessment of the student is made and an intervention is employed.
3. The student will be administered antihistamines or a prescribed EpiPen, as per plan of care.
4. A call is placed to the student's parents and 911 if necessary.
5. EMS will initiate care upon their arrival. If an EpiPen has been administered, or further attention is required, the child will be transported to the hospital. If the parent has not yet arrived to school, any of the following people will travel in the ambulance with the student: school nurse, administrator or classroom teacher.
6. Parents will be updated by the school nurse or administrator/divisional director until they arrive on the scene.

Inclement Weather School Closing Information

Parents should first go to the homepage of the school's website for school closing information. News stations will list the names of schools closed on their website. Parents and students may also check the School District of Philadelphia website as Friends Select follows the decision of the district with regard to school closing.

Friends Select School follows the decision of the School District of Philadelphia with regard to school closing. The following applies to travel-related inclement weather closings (i.e. school closings necessitated by bad road conditions which make traveling to and from school hazardous):

1. If Philadelphia public schools are **open**, Friends Select is open.
2. If 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 Philadelphia public schools must **close early in the day due to heavy snow development**, Friends Select also will close early in the day.
5. If Philadelphia public schools are **starting late**, Friends Select will start late (delayed open time will be the same as for public schools). The building will open 30 minutes prior to the start of school.

After School Program will NOT operate on days the school closes early. Parents of ASP children will be asked to make arrangements for their child/ren to be picked up from school as soon as possible or by 3 p.m. **After School Program does NOT** operate on days school is closed.

Vacation Care will be decided on a case by case basis. Please call the school information number at 215-561-5900 to determine if Vacation Care is open on days public schools are closed due to travel-related inclement weather.

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 resources or student e-mails to post assignments to students. Under such circumstances, middle and upper school students are expected to check all of their courses online resources and check their e-mail and complete any assignments posted for any of their courses. At their discretion, lower school families may access the Wallace Library page for enrichment resources and activities.

Lost and Found

Lost and found items brought to the office of the associate director 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.

Dogs on Campus Policy

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

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

- a. The PA creates opportunities, both formal and informal, for parents to meet together socially.
- b. The PA serves as an important communications link between the school and parents by communicating to parents about school policies, practices and procedures, and by facilitating communications between parents and the school through established protocols. Each division should receive update through their divisional vice-presidents.
- c. The PA creates opportunities for parent education through scheduled events, which may include both formal and informal presentations (lectures, speakers or discussion of issues).
- d. The PA creates opportunities for the parent body to lend financial and volunteer support to the school.
- e. Traditional fund-raising events include the Scholastic Book Fair and the annual school auction. Each year, additional fund-raising events may be scheduled.
- f. The PA provides financial support for dedicated school projects.

3. Divisional Vice Presidents & Class Representatives

- a. 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 website.
- b. 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.
- c. Class Representatives should be conversant with the Handbook for Upper School Students & Parents, as well as with the school's written philosophy; familiar with the processes and procedures of the school; and prepared to help parents identify the appropriate procedures to follow (particularly parents who are new to independent schools).
- d. **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 all parents and/or guardians, are encouraged to attend all parent association meetings.**

School Records

The school keeps official records for all students. When a family enrolls a student at Friends Select, the school will use the name provided on all school documents, including but not limited to: enrollment contracts, school reports, emails home, student identification, health records, and more. The student can request a nickname, which would then be used on all documents except for transcripts, diplomas, and enrollment contracts. If a student and family request a name change (not a nickname), the school will make every effort to update all records in a timely manner after review of the request by the division director, the head of school, and other members of the faculty and staff as needed. The school will request from the student and family documentation of any name change application or approval with the appropriate court or governmental agency. In order to process a name change, the request must be made by the student and the student's parent(s) or guardian(s) who signed the current enrollment agreement. The school will also make every effort to keep name changes confidential when there is not a legal precedent affecting the record requests. The school will make every effort to not inadvertently disclose a student's former gender or former name.

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 Day Camp

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.

Telephone Calls

Students are not permitted to leave classes or study periods to take phone calls; they may return calls from the ms office during recess, break, lunch, free periods, or after school. 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 middle school students should be directed to the MS Administrative Assistant and will be placed on the student's locker. The telephones in the school offices are not available for student use. **All telephone calls to faculty and administrators should be made during school business hours unless faculty specifically requests that parents call them at another time.**

Vending Machines

Food and beverage vending machines are located in the Matthew Huffman '91 Dining Hall. These machines are available to students from 3 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. In middle and upper school, a student may initiate conversations with directors, deans, teachers or advisors 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 is assigned an advisor who advises the student concerning academic and social issues. The student meets with his or her advisor during advisory time and in devotions each week. Throughout 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. 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 24). Middle school students who are not participating in sports have a required study time where there is opportunity to meet with their advisor or seek academic help.

3. School Psychologist

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

4. 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.

5. Associate Director of Middle School

In the middle school, the associate director is available to support students and their families as they work to define and resolve any academic or social concerns. The associate director oversees the student guidance programs. Parents may contact the middle school office to make arrangements for conferences with teachers or with the school's psycho-educational consultant. The associate director also supervises the advisory system and arranges, conducts, and follows up on conferences with students, families, and teachers. The associate director 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 associate director also oversees extracurricular activities, special programs, discipline, and other aspects of student life. The associate director is available to support students and families as they work to define and resolve any difficulties that may arise.

6. Division Director

In middle school, the director oversees the curriculum, personnel and overall life of their division. The director works with the dean, individual teachers and departments, students and parents to design and effect consistent academic standards and community expectations, and work to monitor academic consistency between divisions.

English Language Learning (ELL)

Students who are not native speakers of English are placed in an appropriate level of instruction in the English Language Learning 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 ELL curriculum counts as a major course and fulfills a student's English requirement. In eighth grade, the curriculum shadows the curriculum in the major English class. It shares an interdisciplinary theme with the history course. International students taking the ELL program work on reading, writing, listening and speaking English. Students work to enhance their ability both to analyze 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 curriculum, as well as other appropriate materials selected by the ELL and English faculties. In addition, students use materials specifically targeted to English as second language learners. Students in grades 5-7 meet with the ELL teacher 3 times per cycle.

Learning Goals

At the end of the first quarter of every academic year, the English Language Learning (ELL) instructor, in consultation with the English department chair and the division director and English instructor will establish learning goals for each ELL 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.

2. Incoming ELL Students

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

Incoming ELL 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 division director and the ELL instructor, in consultation with the student's teachers and the dean.

3. Returning ESL/ELL Students

The school will evaluate ELL 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 division director and the ELL instructor and will forward a copy of the letter to the student's faculty, advisor, and dean.

4. Program Accommodations

If an ELL student is graded a modified grading or pass/fail system may be used and their faculty have broad discretion in altering the length, scope, depth, and/or number of assignments. If an ELL 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 ELL instructor, will determine appropriate accommodations for regular-graded ELL students, pending approval by the 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. Wise use of classroom time and instruction
2. Completion of all homework and other assignments
3. Extra help sessions before or after school or as otherwise arranged, with teachers or with peer tutors
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 bottom of page 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 division director for students with diagnosed and documented learning differences or for students in the ELL 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.

As per the school's academic honesty policy (see page 21) submitting collaboratively created work as if individually authored constitutes plagiarism. Students must sure that work submitted is the work of that student and not collaboratively created with his or her tutor.

As a rule, the school does not assist students in the selection of tutors, although a list of tutors is maintained in the offices of the learning specialist and division director. 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. State mandated clearances must be valid within the year (September of current school year) and must be presented on or before start date with students to a head's office representative. The Pennsylvania Department of Education mandates the following clearances:

1. PA Criminal Record Check
2. FBI Fingerprints
3. Child Abuse Clearance
4. Signed Arrest/Conviction Form (PA Dept. of Education Form 6004)

Arrangements for tutoring and other specialist support professionals (such as evaluators or therapists) who will be working at FSS should be made through middle school learning school specialist Molly Patterson:

mollyp@friends-select.org. **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 guidance team, 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 week for as long as necessary.

Standardized Testing in Middle School

The school administers the Educational Records Bureau's Comprehensive Testing Program IV (CTP IV) exam to students in grades 4, 5, 7, and 9. The school provides the following rationale for standardized testing at Friends Select.

1. 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.
2. 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.
3. 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.
4. 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.

Those students who receive the accommodation of extra time as specified in their psycho-educational testing will receive extra time when taking the ERBs. Those students who receive the accommodation of taking their in-school assessments on a computer as specified in their psycho-educational testing will be allowed to use a computer on the portion of the ERBs that require writing.

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 classroom 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, internet 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 Responsible Use Agreement, stating that students agree to abide by all terms delineated in the Handbook sections regarding Technology Use and Acceptable Use. The Friends Select School technology network is based on a system of trust.

The Friends Select network 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.

Students in grades 5-12 may use e-mail between home and school for academic reasons. (For example: sending in assignments if they are absent; receiving assignments from teachers during absences.) Students are not permitted to check their home accounts for personal e-mail while at school. For research purposes, they may use their school e-mail account to write letters to an expert in the area they are studying. They may check their school e-mail accounts for such mail. E-mail may not be used for social correspondence between students at school. Instant messaging is not permitted at any time, unless teachers want to have their class correspond via e-mail with students in another school. E-mail is a tool for academic purposes only.

Families can use a student's Friends Select e-mail account to access the Middle School Test/Project Calendar, which contains important due dates. Because Friend Select e-mails may not contain any private correspondence, students should have no problem sharing their FSS e-mail password with their parents/guardians. A weekly calendar is also posted on the Middle School bulletin board outside of the associate director's office.

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. Access includes: electronic mail communication and discussion groups with people all over the world; information and news from research institutions, software programs to supplement course materials, and access to paid online databases to support student research.

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, mis-deliveries, 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 Responsible Use Policy form at the beginning of each school year.

2. Responsible Use Policy for Middle and 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 responsible use policy is to clearly define the responsibilities of students and the school to ensure that the Friends Select School computer system is used appropriately. This network includes all computers, applications, the local area network and the Internet. Personal computers and other electronic equipment brought to school fall under the same guidelines.

Students are responsible for appropriate behavior on the school's computer network. It is expected that student users will comply with the standards and specific rules listed below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is responsible for his/her actions in accessing and utilizing the school computer network. Instant messaging or text messaging is not permitted at any time during the school day unless it is authorized by a teacher for a class exercise. E-mail is permissible only when used for retrieving schoolwork or school-related projects.

The Friends Select School computerized network must be used in ways that are consistent with the following principles:

- a. **Responsible Use:** The network is intended for educational activities. It must be used appropriately and cannot be used for purposes that are illegal, unethical, or immoral. Non-educational and non-teacher-directed gaming is not permitted at any time. This includes FSS computers and any computers that students bring from home. The only exception to this is when a student is involved in an educational game under direct supervision of a teacher. The first time a student is found in non-compliance with the responsible use policy, the student's device will be confiscated and use could be limited significantly while in school. Subsequent violations would invoke additional disciplinary measures.
- b. **Privacy and Personal Safety:** Activities involving the network will protect the privacy of personal information and the personal safety of students. Students are not permitted to online activities that jeopardize their own personal information, or personal reputation, privacy, or characters of others.

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 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.

Students using the school's computers or personal computers with connections to the school's network agree to abide by the following code of ethics:

*I understand the terms of Responsible Use; thus,
 I will only use good manners when using the computer. I will be polite and only use appropriate language when using e-mail services.
 I will use internet access at school only for academic or school-sponsored purposes.
 I will not play computer games at school or stream non school related videos at school.
 I will keep my password current and available for class time instruction.
 I will view, 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 a computer.
 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.
 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 text, shop online, be on social media sites, email, play games, or be on websites not directly related to the class activity and approved by the teacher.
 I will only use e-mail at school for school-related purposes; I will only use my Friends Select e-mail account for school-related purposes.
 I will not intentionally attempt to "crash" network systems or programs or attempt any other form of vandalism.
 I understand that people administering the e-mail system have access to e-mail and that e-mail makes no claims for privacy.
I understand that breaking the rules may result in my network privileges being revoked for a period of time and or my device being confiscated. Upon identification of inappropriate use, the school will decide an appropriate response. Parents will be notified of any violation of this responsible use policy. Repeated offenses will be considered a major school infraction.*

Guidelines for Grades 6/7/8 Student Computer Use

- a. Students will bring a charged computer and charger to school each day that is wifi-enabled and able to access their Google Drive. Computers and chargers should be labeled with student's name. Students who need to charge their computer at school must be with that computer while charging.
- b. Students are expected to problem solve and figure out ways to complete assignments even if they face technological issues; issues with technology will not be considered an acceptable excuse for late work. Finding fixes for technical problems is the responsibility of the student. Students are also responsible for keeping their computer safe by locking it up when not in use and avoiding physical damage.
- c. Students will keep a pair of earphones in school and available as necessary.
- d. Students will use their computer when in school for school-related work only. Students will use their school Google Drive space for school related work only whether at school or at home.
- e. When in class, students will use their computer for the work of only that class unless they are invited to do work for other classes by the teacher. Penalty for this infraction is temporary loss of computer use in school at the discretion of the MS administration.
- f. Computers will be locked in students' lockers at all times when not in use for school purposes.
- g. Students will bring their computers to class as instructed by the teacher.
- h. Students will open their computers in class only at the invitation of the teacher.
- i. Students will use Google Docs for all collaborative work and all work to be submitted to teachers. Students may use either Google Docs for note taking or take handwritten notes.

- j. Students will not share computer generated class notes or assignments without the expressed permission of the teacher, including sharing with their own non-school accounts. Sharing notes without permission will be interpreted as a violation of the academic honesty policy.
- k. Students will follow teacher instructions about how to name documents that are to be turned in.

All policies in the handbook, including the technology acceptable use policy, apply to students' computers when in school. Using social media while in school is allowable only at the invitation of a teacher.

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. 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 from time to 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 third party connections to the Internet while at Friends Select School.

4. Middle School 5th Grade Laptop Carts

The Middle School is equipped with two laptop carts with 40 laptops for use by middle school teachers and students to sign out and use in their classrooms. They are supervised by the director of library services and located in the 5th grade classrooms. Students may not print material except for school assignments and research.

5. Ruth Hallowell Gray Library

The Ruth Hallowell 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 chrome books 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.

Academic Policies

Academic Accommodations – Upper School

1. Reasons for Academic Accommodations

Friends Select may make academic accommodations for individual students when:

- a. There are specific recommendations contained in recent (within three 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.
- c. Documented medical leave (see medical leave policy)

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 assessment for which they will require extended time. Students must make arrangements with the learning specialist prior to 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 Accommodations – Middle School

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).

Concussion Management and Return to Learn Protocol

Concussions are considered to be a mild form of traumatic brain injury and the potential for their occurrence in children and teens is greatest during activities where collisions can occur, such as physical education (PE) class or school-based sports activities. Recognition of a concussion and immediate assessment by a medical professional is critical in preventing further injury and for post-concussion management. Children with diagnosed concussions require significant cognitive rest and a graduated re-entry plan to pre-concussion activities as determined by a licensed healthcare provider.

Initial Management: First 4 Weeks Post-Concussion

1. School personnel learn that a student has sustained a concussion via athletic trainer or parent.
2. The divisional Concussion Management Team (CMT) is notified. (Director, Associate Director, Learning Specialist, School Psychologist, Athletic Director, School Nurse, Student's Advisor)
3. A member of the CMT, typically the associate director, notifies the family of the need for medical documentation.
4. A member of the CMT, typically the associate director, notifies the student's advisor and teachers, alerting them to the concussion and the student's need for rest and academic accommodations and modifications. The CMT will:
 - a. Share the physician's instructions with relevant school staff.

- b. Include the student's specific symptoms, along with recommended adjustments/accommodations/modifications to alleviate exacerbating symptoms, which may include:
 - (1) partial day attendance
 - (2) rest periods
 - (3) reduced workload and testing schedule
 - (4) due date extensions
- c. Provide notification to appropriate school staff that the student should be excused from physical education class and sports, until cleared. Students may need to be temporarily excused from chorus and instrumental ensemble participation.
- 5. Members of the CMT (associate director and advisor) will monitor the student's weekly academic performance, both academically and behaviorally by obtaining faculty feedback. The CMT will determine on a weekly basis if further accommodations and modifications will be required depending on the student's progression. Additionally:
 - a. Parents / guardians should be involved in providing input on symptoms occurring at home during this time
 - b. Accommodations for classwork should be provided until all symptoms resolve. Physical symptoms (headache, dizziness, light/noise sensitivity) may heal faster than cognitive symptoms (attention, memory, concentration)

At 4 weeks: Post-Concussion: Chronic Academic Management

Concussed students experiencing residual symptoms greater than 4 weeks in duration will typically attend school with accommodations. The accommodations could include partial day attendance, rest periods, reduced workload and testing schedule, due date extensions.

- 1. The student must have a documented comprehensive evaluation from a physician specializing in concussion management.
- 2. The student most likely will be enrolled in some type of vestibular / ocular motor rehabilitation.
- 3. CMT will meet with parents / guardians to review medical recommendations and implementation plan for school accommodations.
- 4. Academic accommodations are reviewed weekly with student in order to track progress or issues.
- 5. Regular updates and recommendations must be provided from the physician until the student is symptom free.

In extreme cases, the CMT may recommend a medical leave of absence (page 31 in the Handbook).

Academic Accommodations – Lower School

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 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.” All student work is to be done independently unless the teacher explicitly approves or instructs students to work collaboratively.

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 is purchased and authored by someone else
7. Copying and pasting text and/or images without attributing their source

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 teachers when doing research for appropriate citations or attributions and the *MLA Handbook* when doing research for math and science courses as well as for courses in the humanities.

In addition to formal papers, the following types of assignments must be acknowledged in proper format;

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
4. Laboratory reports, homework assignments, and oral presentations which make use of material not exclusively the author’s

Repeated or egregious acts of academic dishonesty will result in disciplinary action, which may include not receiving credit for the assignment, failing the course, or being suspended or expelled. A student who knowingly abets another student in cheating or plagiarism is liable for the same penalties.

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. Plagiarized work may result in a zero on that piece of work.

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" The form is on SchoolDoc. Families need to electronically sign the form in their child's health profile. 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; some 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, and are expected to keep them 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.

Lost or damaged books must be paid for before the final exam may be taken. 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.

Canvas is the schools learning management program. On Canvas students will find a list of their courses, assignments, due dates, and grades.

Students are expected to check in each class in Canvas daily. Students may be required by faculty to submit some assignments through Canvas. For technical help for how to access or use canvas email: FSSCanvasHelp@friends-select.org If there are class specific questions about Canvas please email the teacher.

Grading and Reporting

1. **Written Comments:** Students receive written comments in all courses at the end of the first and third quarters. Comments are also written at the end of each quarter for any student in academic difficulty, i.e., with a grade of 72% or below or for any student who received a grade of 97% and above.
2. **Student Performance:** A parent will receive an email from a student's teacher to give notification of unsatisfactory work or behavior, or to highlight significant improvement in any area. Advisors will review these emails with advisees. Emails are sent out for any student in academic difficulty, i.e., with a grade of 72% or below on an assessment or for any student who received a grade of 97% and above.
3. **Parent Conferences:** There are two calendared middle school conference days in November and February. Parents wishing additional conferences with one or more teachers may make an appointment through their child's teacher.

4. **Grading System** - Grades 5 through 12 use the same grading system, letter grades A+ through F.

Excellent	A+	97-100	Unsatisfactory	D+	67-69
	A	93-96		D	63-66
	A-	90-92		D-	60-62
Good	B+	87-89	Failure	F	Below 60
	B	83-86			
	B-	80-82			
Satisfactory	C+	77-79			
	C	73-76			
	C-	70-72			

5. **Review Days and Final Exams**

During review days, new material may not be introduced in courses in which 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 (quarter, semester, or year-long) grade. The teacher will calculate and submit the final grade for the course. Completed final exams are kept on file for one year. Parents may request to review those exams with faculty, but the exams may not be taken off-campus. Middle school students must have signed permission from a parent or guardian to leave the building after final exams. (Middle school students do not take mid-year exams.)

6. **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.

7. **Academic Probation and Promotion Standards for Middle School**

For an eighth-grade student to be promoted into ninth grade, he or she may not finish the year with two grades below C-. If a student is not promoted into ninth grade, he or she will not be permitted to repeat eighth grade at Friends Select.

For a fifth, sixth, or seventh-grade student to be unconditionally promoted into sixth, seventh, or eighth grade he or she may not finish the year with two grades below C-. The middle school administration, in conjunction with the faculty, will determine if the student should be placed on academic probation or if another academic placement is more appropriate. If the student is promoted to sixth, seventh, or eighth grade on academic probation, the student must finish the year with no grade below C- in order to be promoted into the next grade at Friends Select. Students may not repeat grades at Friends Select.

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
summarizing
outlining/note taking
expository or creative writing

Interviews
lab reports
term/research papers
math/science problems

Projects
Journals
worksheets

2. **Non-written**

reading assignments
Review
presentation preparation
Projects
memorization

drill and practice
viewing of TV/videos/films/electronic software
attendance at lectures/cultural events
recording of work through electronic, audio or visual means

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 does 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. Teachers will not assign homework over Thanksgiving, winter, or spring break.

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 21.)

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, siblings, social networking 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.

Middle School Mini Courses

Each year during the days prior to Spring Break, middle school students engage with faculty in an in-depth, research-based, hands-on inquiry based activities. Student attendance and participation during Mini Courses is mandatory.

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 and must make an arrangement to make up missed work as soon as possible. If a student knows of an absence ahead of time, prior to the absence, the student must make arrangements with his or her teachers to make up missed work.

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 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.

Religious Holidays

In alignment with its mission to embrace diversity and with a focus on maintaining the integrity of our academic program, Friends Select School will be closed on the following religious holidays:

Rosh Hashanah (first day)
Yom Kippur
Good Friday
Eid Al-Adha / Eid Al-Fitr

When these holidays and the day following the holiday fall during a school week, the day immediately following these holidays will be “no test” days for all students at Friends Select. Students who observe a religious holiday will be given extensions on all assignments until at least the second day after the holiday. (For instance, if one of the abovementioned religious holidays were to fall on a Tuesday, there would be no tests for any students on Wednesday, and due dates for assignments would be extended to Thursday for those students who celebrated the holiday.) When the holiday falls on a Sunday, there will be no assessments for any students on the following Monday, and all assignments will be due on Tuesday.

While Friends Select is open and holds classes on some other religious holidays not listed here, the school attempts to minimize any conflict between students’ religious observance and their academic, athletic, and extracurricular performance. To that end, students observing religious holidays not listed above will be: excused from practices or games during those holidays, excused from rehearsals and club activities during those days, granted the same accommodations (i.e. extensions, rescheduled test dates) as those of students observing the religious holidays during which the school is closed.

If a student is planning to observe a religious holiday that is not listed above, it is the responsibility of the student’s parent to notify the divisional administrator in advance by email or telephone so that the School can arrange for accommodations.

Study Away From School

On occasion, a Friends Select student may express interest in studying away from school for a specified time-period (a semester or full academic year). The school requires a transcript at the completion of the program. 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 requirements.

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

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.

SummerSession Policies

1. All Friends Select’s Summer Session Academic Program courses will appear on a student’s transcript.
2. Credits will be assigned for a summer enrichment course only when taken at Friends Select and approved of by the division director. A student may not miss more than two days of the course in order to receive credit.
3. Summer School credits may not be used to lessen a student’s minimum yearly course load.
4. A student who takes a course at Friends Select’s Summer Academic Program in order to make up credit for a course failed during the school year will receive credit.
5. Courses in the Summer Academic Program may be taken to allow a student to accelerate to the next level in a sequence during the the following school year. For example, a student may take Geometry over the summer to progress to Algebra 2 in the fall. When students take a course in this way, a grade of B or better must be earned to accelerate.

6. If a student takes a course in a program outside Friends Select School or works with a private tutor and they wish to accelerate in a sequence, the student must take a Friends Select School final exam and earn a grade of B or better in order to accelerate.
7. 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:

1. Exam
 2. Test
 3. In-class essay
 4. Major project or long-term assignment due date
- In support of this policy, all faculty must place 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. The test calendar is available through the school website. Quizzes are not included in this policy because they should take less than half of the class time.

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 text if desired.

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 list of books – target date for mailing is in mid-July
3. Beginning in late-July, you may use one of the following methods to order books:
 - a. Online: Order from the FSS website by selecting the MBS link or www.mbs.direct.net 24/7.
 - b. Telephone: Call MBS at 800-325-3252 and place your order with an operator.
 - c. Fax: Fax MBS at 800-499-0143 to place your order using a MBS student order form (a copy will be
 - d. 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. 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/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 may 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 that 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 the weight of the package and to where the package is being shipped. (FedEx and USPS Priority Mail are also available) Textbooks may not be delivered to school. Any orders shipped directly to school will be returned.

Middle School Supplies

The Middle School office will provide parents with a list of school supplies necessary for the coming year. This list will be posted on-line and families will be alerted to it in the summer mailing.

Transcripts

Requests for transcripts must be made via email by a parent/guardian to the middle school office.

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. For fifth, sixth, seventh and eighth grades, sports activities begin as part of the academic day at 2:20 p.m. All students are encouraged to participate in the extra-curricular activities and opportunities for community involvement that Friends Select School offers.

A student who arrives more than 15 minutes late at the beginning of the school day will be considered absent from first period.

Any middle school 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. Students must sign out at the middle school office.

The after-school policy for students in grades five through eight is outlined on page 5 of this handbook.

No middle school student is allowed in the school building unsupervised before, during or after school.

Middle School Attendance Policy

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

A student who accumulates more than 20 absences in a school year will not be promoted to the next grade at Friends Select.

A student who arrives more than (15) minutes late for a class period will not receive credit for that class period.

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. 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.

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 call the middle school office BEFORE 8:00 a.m. If a parent neglects to call the school when a student is absent, the nurse will call home or the parents' places of employment. The school will accept calls only from parents or guardians--not from students.

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 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 division 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 MS administrative assistant to leave a phone number where they can be reached.

A student should telephone 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 10:00 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 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 37).

If a student is found to have cut a class, a zero will be recorded for any academic work, tests, or quizzes for the day for that class as the student's grade average. Each class period cut counts as a class cut (e.g. if a student cuts multiple classes consecutively in one day the students will be suspended). 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 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. Advisors shall take class meeting attendance and report to the dean. Failure to attend any of the above will be considered a class cut.

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 athletics that day or the following weekend if the class missed is on a Friday.

Early Dismissal

Notes concerning early dismissal should be brought to the middle 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.

A student who is absent from school or arrives later than 10:00 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 or division director.

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.

Middle School students arriving after 8am should report to the middle school assistant to submit a parent note and/or receive a Late Slip for admittance to class. If a student does not submit a parent note or fails to sign in before 8am, an unexcused lateness will be recorded.

Excessive Lateness to Middle School

1. Arriving to school after 8am for any reason or failing to sign in before 8am will be considered lateness.
2. The school accepts up to three excused latenesses per quarter; after that, lateness for any reason will be considered unexcused. Excused lateness includes parent contact within 24 hours, or public transportation notices.
3. When a student accumulates 5 unexcused tardies in a quarter, a parent or guardian will be required to attend a Family Meeting to discuss the issue.
4. If 3 additional tardies occur within that quarter, the student will no longer be eligible to participate in athletics or other after school activities.
5. 15 or more unexcused tardies in a year will result in another Family Meeting to discuss the appropriateness of Friends Select as a school for the student. The school may reconsider re-enrolling a student for the following year if she or he demonstrates a chronic and severe problem with lateness.
6. Individual waivers to the lateness policy maybe granted by the associate director or division director under extenuating circumstances.
7. 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.
8. 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 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 a cut recorded for that class.

Middle school students who arrive late to classes twice in one week will receive a detention.

Student Medical Leave of Absence

If a student is unable to participate fully in the school program due to medical reasons be they physical, psychological, or emotional a guidance team 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, associate director, and school's psychologist.

During a medical leave of absence, the student will be expected to keep up with a modified program. The director will provide the family with a detailed letter stipulating the time frame, the modified program, and any next steps. If the student is unable to keep up with the modified program by the end of the agreed upon time frame the student will be placed off roll. At the discretion of the director, a student on a modified program may receive pass/fail grades. Faculty will communicate assignments to the director, 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 guidance team.

Medically Necessitated Program Modification

If a student is able to attend school and classes fairly regularly but not consistently due to a medically documented challenge, the school may modify the student's academic program, attendance policy and/or lateness to school policy. The guidance team will work with the student and the student's medical support professionals to determine any modifications.

The Co-Curricular Program

Opportunities and Requirements

The co-curricular activities 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." Co-curricular activities are an integral part of the curriculum and provide education through direct experiences. Class trips are built into the school calendar and include physical activity, cognitive challenges, and community building events.

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 and do not overlap in their time commitment.

Athletics in middle school help students build a sense of community through teamwork and individual accomplishment and encourages good sportsmanship, responsibility, and time-management skills through participation in interscholastic sports. Each student in grades six through eight is required to participate in at least one season of after-school athletics. Sports are optional for fifth graders.

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

Middle School:	Fall: field hockey, boys' soccer, girls' soccer, cross country, girls' tennis
	Winter: girls' basketball, boys' basketball, swimming, squash
	Spring: boys' tennis, softball, baseball, girls' fitness
Upper School:	Fall: girls' soccer, boys' soccer, cross country, field hockey
	Winter: girls' basketball, boys' basketball, girls' swimming, boys' swimming, wrestling, coed squash
	Spring: tennis, baseball, softball, crew

*Athletic waivers are available for pre-professional athletes

Friends Select is a member of the Friends Schools League and also competes with a wide variety of schools beyond the league. See page 44 for a full description of the athletic program.

Clubs

Clubs are scheduled once each week. Clubs may include:

MathCounts	Card Games	Green Thumb
Yoga	Library	Tech Patrol
Diversity	Writing to Publish	News and Social Issues
Robotics	Board Games	Knitting

Instrumental Music offers opportunities for students to take lessons in strings, piano, percussion and woodwinds. Private lessons are scheduled through the After School Program for students in grades one through twelve, with instructors selected by the school. Lessons will cost \$25-\$30 for each half-hour session and parents will contract directly with the instructors. With the exception of piano, students will be responsible for providing their own instruments.

Performing Arts are an integral part of the middle school program. The middle school choral, instrumental, drama and percussion ensembles perform periodically throughout the year. Practice for these ensembles occurs twice per cycle during the Arts Elective time. Middle school play rehearsals take place mostly after school. The middle school play is performed during the second semester and performances are scheduled in the evenings.

Service is an activity in which all students in grades five to eight participate three times during the school year. Service activities are supervised by Friends Select teachers and are both in- and out-of-school.

Student Governance

Teachers will recommend a student from each advisory to serve on student government for the year. The primary purpose of student government is to give middle school students an opportunity to lead, to facilitate, and to explore the benefits of consensus decision making. Student government meetings take place during lunch so they do not conflict with club meetings.

Worship and Ministry

Teachers will recommend a student from each advisory to serve on Worship and Ministry. The primary purpose of Worship and Ministry is to give middle school students an opportunity to reflect on the spiritual life of middle school students. Students in Worship and Ministry will help organize workshops for Friends Day and will help create queries for Worship Sharing.

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 or PAISAA standards will not be allowed (see the Athletic Handbook beginning on page 44).

2. Bus Behavior

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

3. 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. The dining hall will not be accessible between 2 p.m. and 3 p.m.

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 3 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.

4. Campus Leave and Sign-Out Privileges

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

- a. in supervised groups on class trips
- b. 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 associate director's office. If a student returns to school, she or he must sign back into the building.

Middle School students must remain on school property once they have arrived at school. Middle school students found leaving the school grounds and returning will receive disciplinary consequences that might include a suspension.

Students in grades 5-8 should leave the building by 3:30 p.m. Students who are in the school building after 3:30 p.m. because of a supervised activity may wait to be picked up in the dining hall. Students in grades six through eight must be in the supervised After School Program. No student is allowed to be unsupervised in the school building.

5. Consideration for Others

Students are expected to act respectfully and to respect the feelings and property of 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 anytime.

Disruptive or distracting behavior in the hallways, library, computer room, and other shared spaces is not acceptable at any time.

In order to avoid parking lot congestion, middle school students waiting for rides before 3:30 p.m. should not be in the dining hall, but should wait by the rear entrance of the school.

6. 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 fit all book bags, books, and other belongings into a locker in order to keep the hallway clear.

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.

7. Dress

Friends Select School requires that students be dressed in a manner that reflects the school's values and mission, and demonstrates respect for the community. The school therefore asks the following of its students. Clothing must cover the chest, stomach, back, buttocks, and torso 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 including underwear
- d. include halter tops, tube tops, or pajamas.
- e. exhibit superheroes

The school sponsors certain special events for which students are expected to dress appropriately. For several events during the school year, participating students should also dress nicely, if not quite formally (jeans, T-shirts, sneakers 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 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 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.

8. Electronic Equipment

Students are discouraged from bringing any electronic equipment or devices to school other than laptops (cell phones, etc.) The school assumes no responsibility for loss or theft of such items. Should the student choose to bring such items to school, the items must be deposited in lockers upon arrival, where they must remain until 3 p.m. 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 devices tools for learning, use of such equipment for academic purposes is permitted in school. **Students are not permitted to access games or social networking sites on a personal computer.**

9. 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 and middle school students report to their advisor.

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.

10. 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 in the MS/US Library, computer room or physical education/athletic facilities. Students may carry water bottles.

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

11. 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. Athletic facilities, including the roof, mat room, weight room or pool. (Middle school students may use the athletic facilities only when adults are supervising these areas.)

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 as 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.

12. Party Invitations and Special Gifts Policy

At Friends Select, inclusion is valued and taught. For events that take place outside of school, any invitations distributed in school should go to all of the children in the class or only girls or only boys. If parents do not wish to invite all members of this group, invitations should be sent through the U.S. mail.

It is not, in the school's view, acceptable to exclude one or two members of a specific group. If a child is having a party which includes fifty percent or more of a specific group (such as the boys or girls) all of the members of that group should be invited. If all students do not receive invitations, students are strongly

discouraged from discussing the party at school. Any gift given in school should be given to all children in a grade or class. If parents or students do not want to give a gift to all students, gifts should be distributed outside of school.

13. 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 are equipped with built-in locks. Locker combinations should not be shared with other students. Books, notebooks, computers 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 director. The school assumes no responsibility for loss or theft of books, notebooks, electronic devices, or other personal items that are left in the school or on school grounds.

14. Physical Education Facilities

- a. All students must be supervised by an adult while in the following physical education facilities: mat room, dance studio, fitness center, gym, roof, and pool.
- b. Locker rooms are to be used only to change clothes for physical education or athletic events.
- c. Specific rules are posted near the entrance of every facility. Students are expected to know and adhere to the rules of each facility.
- d. Students must change into appropriate physical education clothing in order to participate in class.

15. 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.

16. Smoking Policy

Friends Select does not condone the use of tobacco products, ecigarettes, or vapor products in any way. The use of these 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/vaping 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, outside school hours, students may not use these products at any time. Possession of smoking related products will be considered a violation of our drug policy.

17. Study Hall

The faculty supervise study halls to help students do school work efficiently and effectively. In middle school, "study help" is provided in the 2:20-3 p.m. time for those students who do not participate in after-school sports.

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 they must report first to the study hall proctor to obtain written permission from the proctor to use the library. Once in the library, students must sign in. When students leave, they should bring the written pass back to their study hall proctor. 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 in to the library. As described elsewhere, playing computer games or going to game-related computer or social networking sites is not permitted during study halls or any other academic time.

Without a note, a student will not be excused from study hall. Students may not leave study hall to talk with faculty about their assignments unless they have obtained prior approval from the teacher. **Study hall is**

expected to be reasonably quiet. Students are expected to study in the classroom, NOT in the hallways with others.

Disciplinary Procedures

1. Referrals

A student will be referred to the associate director of middle school for various infractions and teachable moments and a student update will be distributed to the student's family and advisor. When a student receives a student update, the teacher issuing the update will discuss the issue with the student. If it is decided that the student should receive a detention, they will either serve in silent reflection or engage in reparations to the community.

Detentions are held during the lunch period or after school from 3:10 p.m. to 3:50 p.m. Locations for detentions will be decided by the associate director. **A detention takes precedence over all athletic and extracurricular activities.** Exceptions can be made by the associate director or division director only. If an exception is granted, the detention must be served within the same week.

Failure to satisfactorily meet a detention obligation will result in a meeting with the associate director to determine alternative consequences, which will include an additional detention and possible suspension. Excessive detentions will result in parent notification, and further detentions may result in suspension.

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 a Social Probation Contract 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.

Social Probation may occur after a major school infraction or repeated misconduct of any kind.

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 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 associate director, typically in consultation with the advisor. In addition, suspensions will be recorded as unexcused absences from school. Whenever a student is suspended or expelled, the administration will notify the faculty.

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 can be followed by a probationary period and/or by a restriction of privileges.

The middle school 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.

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.

Major School Infractions

1. If a student uses, possesses, abuses or is under the influence of controlled substances, unauthorized or authorized prescription drugs, illegal drugs, or alcohol, or possesses drug/alcohol/tobacco/vaping 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. 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. Middle school students found in violation of the policy on smoking and the use of tobacco products, cigarettes, or vapor products will be suspended (See page 35 for the smoking policy).
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 a threat of violence or any harassment that occurs using social media. (See below for the school's policy regarding student harassment and page 49 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; the student will also be required to independently complete the work and submit it in order to obtain credit for the class. 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.
9. Derogatory language is comprised of words that tend or intend to detract, disparage or belittle and can often be considered offensive. Often derogatory language includes stereotypes and / or negative references to ethnicity, race, sexual orientation, gender, gender identity or expression, class, religion or disability. The use of language, whether spoken, written or shared using social media, that is derogatory or hurtful toward any one person or group of people may result in suspension or expulsion. This includes reciting or singing published material (e.g. song lyrics) out loud that includes derogatory language. Use of any derogatory language in academic materials will be contextualized by a faculty member.

Notes:

- Multiple major school infraction can leave to further disciplinary actions including suspension or expulsion.
- Major school infractions typically require thoughtful and detailed consideration of all issues. Therefore, decisions regarding these infractions may not be immediate.
- Multiple major school infractions or an infraction that jeopardizes the safety of any community member may lead to expulsion.
- 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. Sexual Assault and Abuse Policy

Friends Select School and the members of our community have an obligation to protect our students from all forms of sexual assault and abuse. Sexual assault and abuse are defined broadly to include rape, statutory rape, sexual assault, indecent assault, indecent exposure, exploitation of a child, and other sexual offenses committed against a child or student. Perpetrators of sexual assault and abuse can be adults, minors, students, and family members, whether a part of the Friends Select community or not. This policy applies regardless of whether the alleged sexual assault or abuse occurred on-campus or off, or during school hours or otherwise. It is no excuse to cite the involvement of drugs, alcohol, or a “romantic” relationship – sexual assault or abuse is prohibited, regardless of the circumstances in which it arises.

Reporting of sexual abuse and assault

If any Friends Select School student believes that they have been the victim of a sexual assault or abuse, whether the conduct took place on or off campus, the student should immediately report the incident to a teacher, administrator, or staff member. In addition, if a member of the community observes or becomes aware of facts that reasonably suggest a sexual assault has occurred, that person should immediately report the incident to one of the above individuals.

All Friends Select School employees (teachers, administrators, and staff members) are “mandatory reporters” under Pennsylvania Law. That means that each employee has a duty to report suspected child abuse, including sexual assault and abuse, to ChildLine, a division of the Pennsylvania Department of Human Services. Employees should consult the Personnel Manual for specific guidance on child abuse reporting.

The employee required to make the report may, prior to filing the report, speak or meet with the Psychologist, the School Nurse, or the Division Director for support and assistance in making the report. However, it is that employee who suspects the child abuse who must still make the immediate and direct report to ChildLine, a division of the Department of Human Services.

In most cases, the school will contact the parents of the child who has made the report, but the school may give the child the option to talk with their parent(s) or guardian(s) first.

Also, the school will make the School Psychologist available to both the student who has been victimized and the family of the student. This might be ongoing or part of an effort to give referrals for long-term support.

Resources

Sexual assault or abuse obviously is a traumatic event for individuals and families. Below are some resources to become educated and for more information:

Rape, Abuse, Incest National Network (RAINN) has many good resources and crisis lines:
<https://www.rainn.org/>

Pennsylvania Department of Human Services ChildLine page:
<http://www.dhs.pa.gov/provider/childwelfareservices/childlineandabuseregistry/>

Women Organized Against Rape:
<https://www.woar.org/>

School review of sexual assault or abuse

If the school receives a credible report, formal or informal, that a current Friends Select School student allegedly committed sexual assault or abuse, whether on or off campus, the school will take the following steps:

1. Report the incident to the Department of Human Services (ChildLine).¹
2. Alert the student and the family to the allegation.
3. Determine whether the student should remain on campus or otherwise be subject to restrictions during the investigation of the matter. Oftentimes it is best for all concerned for the student to take a short leave of absence while the matter is investigated. At other times, a confession or evidence may be so compelling as to permit the school to make an immediate decision on the student's future at the school.
4. In most cases, the school will defer to DHS while it is investigating the report criminally, and refrain from launching its own, separate review until DHS has concluded its investigation. The school will check in with DHS on a regular basis to find out the status of the investigation, any conclusions reached, and whether any charges are being brought.
5. Once DHS or an assigned governmental body releases its findings on the matter, regardless of whether charges are brought, the school will review the findings and, as needed, separately investigate the matter using its normal processes. This may include consulting and applying the policies set forth in the school handbook, meeting with the student and their parent(s) or guardian(s), and reviewing the matter in light of previous disciplinary history and conduct.
6. Any student found to have sexually assaulted or abused another person – whether a Friends Select Student or not – will be subject to serious and immediate discipline, usually consisting of expulsion from the School.

2. 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, gender identity, 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 relations, 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 webpages, 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

¹ There are limited exceptions to the duty to report relating to the ages of the persons involved. When in doubt, the suspected abuse will be reported to ChildLine.

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.

3. **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 chronic or noticeable divergence in student behavior to an administrator. 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 or middle 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 33 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.

4. 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, 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.

5. Threats of Violence, 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 community member, which is so severe, persistent or pervasive that it has the effect of:

- a. substantially interfering with a student's education;
- b. creating a threatening environment; or
- c. substantially disrupting the orderly operation of 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 an administrator.
- c. An administrator 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 an administrator.
- e. When responsibility is determined, parents or guardians will be notified by the administration as to the nature of the offense.
- f. The administration in consultation of the school psychologist will decide upon appropriate disciplinary measures, balancing the interests and wellbeing of the individual with that of the community. A conference may be held and parents will be notified in writing of the decision.

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

6. Safe 2 Say Something

The state of Pennsylvania has created a mandated anonymous student reporting system called Safe 2 Say Something. This system allows students to report concerns around bullying, harassment, drug use, alcohol use, suicide or any issue related to the student and school safety. Please understand Friends Select School is required to respond to any tips received through the Safe 2 Say Something system. If you have any questions please direct them to Natan Gottesman, School Psychologist.

**Friends Select School
Student/Parent Athletic Handbook
2019-2020**

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
Middle School**

Fall

Boys Soccer
Girls Soccer
Field Hockey
Coed Cross Country
Girls Tennis

Winter

Boys Basketball
Girls Basketball
Coed Swimming
Squash (participation fee required)

Spring

Baseball
Softball
Boys Tennis
Girls Fitness Club

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, scorekeeper 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
- Mat room gymnasium
- Fitness center
- Girls and boys locker rooms
- Roof-top athletic turf fields
- Dance studio
- Soccer, softball and baseball fields in Fairmount Park
- Vesper Boat House
- Racquet Club of Philadelphia
- Athletic Training Room
- Fairmount Tennis courts, Legacy Tennis courts

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 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 your 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.

Friends Schools League Transgender Policy

The intentional and broad diversity of the schools of the Friends Schools League is an essential strength and benefit of our school communities. Our experience of our diversity and our collective and evolving work of inclusion has led us to be better advocates for all of our students. Our exploration of the issues of equity, access and conditions of healthy development for all students makes our school communities stronger, deeper in understanding and more effective learning communities.

In recent years, we have been growing in our understanding of gender, gender identity development and the experiences of children who are transgender or gender expansive. Each of our schools, and heads and athletic directors of the Friends Schools League, has committed to significant professional development to better serve our transgender students and their families. This shared professional understanding strengthens the community of our League among coaches, athletic directors, school heads, students and their families.

The Friends Schools League affirms that transgender and gender expansive students should be fully welcomed and supported as student-athletes in the League. Specifically:

Transgender students are welcomed to participate on the teams that align with their gender identity. Individual schools will make appropriate team assignments for their own student athletes. Such students will not necessarily be identified as transgender out of respect for privacy. No FSL student will be challenged or asked to provide proof or evidence of their gender in participating in FSL competition.

Transgender student athletes shall have access to the locker room and bathroom facilities that align with their gender identity at FSL schools. Any FSL student athlete may request private facilities for changing, showering or bathroom use and will be accommodated as is feasible at any FSL school.

Schools may communicate special needs or considerations of individual students and collaborate in good will to accommodate them. Privacy of transgender students is to be respected at all times given that students may or may not wish to be publicly acknowledged as transgender students.

Finally, the League acknowledges that complex issues may arise with individual students or specific circumstances. Effective diversity and inclusion work often requires new learning, thoughtful exploration of conflict and navigation of complexity or uncertainty. No policy can anticipate all possibilities and attempts to do so can be more restrictive or complex than helpful.

As issues or challenges arise, we expect schools to raise them respectfully and use the leadership of the League to help deepen understanding and reach a way forward that best serves our students, our school communities and the League.

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.

PAISAA (Pennsylvania Independent Schools Athletic Association)

Friends Select is also a member of PAISAA. PAISAA is the recognized entity for the support of interscholastic athletic programs for independent schools in the state of Pennsylvania. PAISAA offers professional development opportunities for membership, preserves and enhances existing state events, and works to create additional state events through the development of coaches' associations for each

sport. The association is committed to the foundation pillars of interscholastic athletics-integrity, sportsmanship, participation, and leadership.

Organization of Athletic Department

The Director of athletics is responsible to the Head of 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. The Associate Director of athletics is responsible to the Director of athletics. Each coach is also 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.

Middle School Athletic Requirement

Each student in grades six through eight is required to participate in at least one season of after-school athletics. Students in fifth grade are strongly encouraged to participate in at least one season of after-school athletics with the approval of the classroom teacher and middle school director. Fifth grade students are encouraged to participate on an athletic team, but it is not a requirement. Attendance at practices is mandatory. Students practice five days per week throughout each season. To receive credit for participation in a sport, a student can miss no more than three sessions. Exceptions may be made at the discretion of the athletic director and division director under circumstances such as religious observances, extenuating medical needs or availability of a tutor. The athletic director will make every effort to schedule athletic events so they do not conflict with religious holidays.

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 or six 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 2019-2020 school year, fall pre-season practice begins on Monday, August 19.

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.

Middle School A: 7th and 8th grade students and highly skilled 6th grade students

Middle School B: 5th, 6th and 7th grade students

Fifth, sixth and seventh grade athletes may not play with upper school junior varsity or varsity teams. This will be the case even when the upper school program does not have enough student interest to otherwise field a team.

An eighth grade student-athlete at Friends Select School may be considered for junior varsity or varsity team participation under the circumstances described below:

- The student is a player with exceptional skills, which enable him/her to compete at a much higher level than his/her teammates.
- The student possesses the requisite social and academic maturity.
- The overall welfare of the athletic program will benefit from such a move.

*The process for this placement will be followed in the order listed below. The placement must be finalized no later than the end of the second week of the middle school season.

1. Any individual within the community may initiate a request for a move by asking that the athletic director call a meeting of the athletic director and the sport-specific MS and US coaches.
2. The athletic director will explore the request with all of the coaches (MS and US) involved.
3. If these parties reach a consensus, the athletic director brings the request to the middle school division director. The MS director will then invite input from appropriate MS and US individuals (i.e. MS advisor, MS dean, US director, US dean).
4. The MS director decides if such a request can be accommodated.
5. The MS director informs the head of the school of the decision.
6. The MS director informs the parents (and public - if necessary) of the decision.

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 (if necessary)	shin guards*
	Balls	mouth guards*
	uniform-numbered game shirt and kilt	cleats
		tube socks goggles
Soccer:	Balls	shin guards*
	uniform-numbered game shirt and shorts	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	sneakers
	uniform-numbered game shirt and shorts	
Swimming:		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	glove
	bases, balls	cleats
	Bats	batting glove (optional)
	Hat	socks
	uniform-numbered game shirt and pants	
	catcher's equipment	
Softball:	same as baseball	(same as baseball)
	uniform-numbered game shirt and pants	sliding Shorts
		socks*
Tennis:	Balls	racquet
	racquet (if necessary)	shorts*
	match shirt*	sneakers
Crew:	oars, boats, life-jackets	uniform

Practice Times and Locations

Middle school teams practice from 2:20 p.m. until 3:45 p.m. Students practicing at Fairmount Park may be expected to return to Friends Select by 4:10 p.m. 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 3:45 p.m. to 5:15 p.m., or 5:15 p.m. to 6:45 p.m., on a rotating basis.

Fall

Cross Country: Fairmount Park

Soccer: Fairmount Park, Edgely Fields

Field Hockey: Friends Select School Roof Top

Tennis: Fairmount Park Tennis Courts, Legacy Tennis Courts

Winter

Basketball: Friends Select School Gymnasium

Swimming: Friends Select School Pool

Squash: Racquet Club of Philadelphia

Spring

Tennis: Fairmount Park Tennis Courts, Legacy Tennis Courts

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 check the athletic page of the FSS website.

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, please go to the athletic page of the FSS website. Click on the directions icon and then the school or location of the contest.

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, 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 the 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.

Injury prevention and treatment

A certified athletic trainer (ATC) is on site for games and practices at Friends Select. The ATC is often available throughout the day as well for injury prevention, treatment, and rehabilitation. It is required that all injuries are reported to the ATC and all student-athletes should be cleared by the ATC or doctor before returning to play. If a concussion is suspected, a student-athlete must be cleared by a doctor before returning to participation. All post-concussion protocols will be established by the student's doctor and followed by the school personnel.

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
Emma Braun Award
Twelve Season Athlete

The following awards are given at the end of the fall, winter and spring seasons during the Athletic Awards Ceremony

Upper School Coaches Awards

Outstanding Player
Most Improved Player
Most Dedicated Player
Sportsmanship

Middle School Coaches Awards

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

17th & Benjamin Franklin Parkway
Philadelphia, PA 19103

Telephone: 215-561-5900

Fax: 215-864-2979

www.friends-select.org