

FRIENDS SELECT



Kindergarten students collecting leaves at Sister Cities for an art project.

Handbook for Lower School Students and Parents **Academic Year 2021-2022**

2021-2022

Friends Select School

Handbook for Lower School Students and Parents

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

We extend a warm welcome to Friends Select School to both returning and new families. The Friends Select School Handbook for Lower School Students and Parents combines academic and community information and policies. We hope you find the information useful and helpful. The policies of this handbook may be terminated, amended or modified at any time at the discretion of the school. In addition, some policies may be further modified during the year due to COVID-19. Any questions or comments about the contents of this book should be addressed to the director of the Lower School.

Families must acknowledge on Schooldoc.com that they have read the handbook and agree to abide by the policies within.

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Revisions - 2021-2022 Handbook

Each year, the school handbooks are rewritten. If you have any questions about changes to School policies or procedures, please reach out to the Director of the Lower School.

Alma Mater
By Will Wright, '08

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

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

Purpose of This Handbook

This Handbook was developed to answer many of the commonly asked questions that parents and students may have during the school year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Our School reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be distributed to students and parents.

Friends Select School Philosophy

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

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

Statement of Identity

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

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

Statement of Community

The social organization in the lower, middle and upper school is based on the Friends Select Philosophy: "We work to achieve a balance between the needs of individuals and our community in an atmosphere of cooperation and concern for the betterment of all." We seek to teach students to recognize the needs of the community and to take an active role in achieving those goals as part of the education for the whole of life, which includes moral, social, communal, as well as individual education.

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

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

Statement of 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 or expression, 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 empowers response to global issues and events. As members of the community move beyond our walls, they hopefully 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

Harassment and Bullying

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment or bullying by a student, employee, or any third party (including vendors, contractors, donors, volunteers, parents, and visitors). Students should be aware that their off-campus behavior is also covered under this policy, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior. Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship, or disability. Harassment also includes sexual harassment.

Examples of sexual harassment include, but are not limited to:

- Demanding sexual favors
- Requests for pictures of a sexual nature
- Taking, sending, or posting images of a sexual nature without consent

- Spreading lies or information about another individual's sexual activity
- Coercing sexual activity by threat of punishment or offer of reward
- Obscene or sexually suggestive graffiti
- Displaying or sending pornographic pictures or objects
- Offensive touching, pinching, grabbing, kissing or hugging
- Restraining someone's movement in a sexual way
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments about another's body
- Intimidating or suggestive remarks about an individual's sexual orientation or gender identity, whether actual or implied

Examples of other forms of harassment based on race, religion, color, national origin, citizenship, or disability include, but are not limited to:

- Offensive, intimidating, or inappropriate comments, postings, or conduct relating to race, ethnicity, or color (using racial slurs, racial or ethnic jokes, comments, name calling based on race or ethnicity, etc.)
- Offensive, intimidating, or inappropriate comments, postings, or conduct teasing or joking about another person's disability, failure to speak English clearly, religious background, clothing, or beliefs, or similar behaviors.

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. These behaviors can be carried out, physically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically, sometimes called "cyber-bullying" (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion) or emotional aggression (teasing, threatening, intimidating others).

For parents of younger children, these words are not always meaningful. Therefore, in explaining the concepts, you should stress that the School needs to know whenever anyone at School makes your child feel uncomfortable. In that regard, you should remind your child that it is not nice or permitted to call other students by mean names or to tease them in ways that are hurtful. It is also not nice or permitted to grab or touch another student's "private parts," to pull down another child's pants, to look up a girl's dress, or to intentionally open the door on a student who is using the bathroom. You should explain that your child should not engage in these types of hurtful behaviors when your child talks, writes, draws, or plays with other children. We like to remind the students of the Golden Rule: "Treat others at the School the same way you would like to be treated."

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, or at a school-related event, can create an uncomfortable school environment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a "prank" or "joke" do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to the Director of Financial Operations, Head of School, or Director of Equity and Inclusion. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to the appropriate individual identified above.

When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the School's expectations for appropriate behavior and be

actionable. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Services for Students with Disabilities

We understand that there may be circumstances when a parent may request that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests has grown over the years, the School believes that it is appropriate at this time to outline the School's policy and general guidelines for addressing such requests.

General Policy: In general, it is our School's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in a significant disruption to the teacher's ability to instruct other students, to classroom or school order and discipline, will not require a threat of harm to the safety of other students or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on school employees for which they are not trained. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Request and Documentation: For any type of accommodation (including administration of medication at school), the parent must contact the School nurse of the need. The School nurse will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Release for Communications with Physician: Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

Assessment of Request: Once the parent's request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the School or nurse believe are beyond the scope of the School's responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

Limitations on Requests: Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. In addition, the School reserves the right to deny a request for accommodation or to modify any consent to previously granted accommodation requests.

Responsibilities for Implementing Accommodations: Depending on the nature of the request, the School may agree to provide the accommodation directly; may require the student to provide the accommodation (such as taking prescribed medications with observation by the nurse), or may require that the parent provide all aspects of the accommodation. In addition, to the extent that a student may need some type of adjustment or accommodation during off-campus activities, the School may condition the student's participation in such activities upon the parent agreeing to participate in the activity for purposes of monitoring and addressing the student's needs.

Release and Waiver: Depending on the nature of the request and the type of the accommodations, the School may require the parent to execute a release and waiver in favor of the School as a condition to providing the accommodations.

Locker Room Statement

Friends Select School maintains locker rooms for students to change in during the day and after school for physical education and athletics. Since the Friends Select locker rooms are used by all students, preK-12, older students need to be mindful of modeling good and respectful behavior in front of the younger students and should demonstrate increased modesty while changing or showering in their presence. All school rules apply in the lockers room, especially those rules and guidelines related to respectful discourse, sensitivity to privacy, and safe spaces. All students deserve and can expect a space free from harassment, bullying, offensive language, and insensitive actions. Any student in violation of these guidelines will be referred to the dean of students to determine the consequence.

Lower School Rules and Expectations

Meeting for Community will be done virtually until further notice. Friends Select is a Quaker School, and thus there is an emphasis on the peaceful resolution of conflict, simplicity, respect for that of God in every person and the importance of community. The lower school has weekly Meeting for Worship—on Wednesdays at 10:45 a.m, and periodic Meetings for Community when children come together to share ways to strengthen the community. With these values at the heart of the school's philosophy, the rules for the community are as follows:

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

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

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

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

Student Responsibilities

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

1. Arrange a meeting between the student(s) and other party(ies) involved in the conflict in the presence of a teacher/administrator
2. Communicate with the parents of those involved

3. Ask parents and student to meet with a member of the faculty and/or administrator
4. Initiate the loss of privileges and follow-up monitoring as needed with teacher/administrator
5. Suspend the student(s) involved
6. Expel the student(s) involved

The school reserves the right to do some, all or none of these steps based on its assessment of the behavior.

Quakerism

Meeting for Worship

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

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

"As We Leave This Friendly Place"

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

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

The Lower School Day

The schedule may be adjusted for 2021-22; please reach out to the Director of Lower School for more details

7:30 a.m.	Building opens, Before School Early Care begins
8:00	Pre-K and K classrooms open
8:10	Gr. 1-4 classrooms open
8:15	Lower School begins. Students arriving in the classroom after this time are marked late.
3:00 p.m.	Dismissal
3:00	After School Program (optional)
3:30	All students not enrolled in the After School Program are asked to depart campus for the day.
6:00	After School Program dismissal

Building Security Procedures and Protocols

1. Entry Procedures

Our reception desk, located at the school entrance at the 17th Street & the Parkway is staffed to check for proper identification before parents and visitors proceed into the building. The 17th Street & the Parkway entrance is staffed from 7:30 a.m.- 6:00 p.m. during the school year.

Parents entering the school during the drop-off and pick-up times must display the new “FSS Pass” as they pass by the reception desks. Parents must be listed in the security log (checked against picture ID) if the FSS Pass is not displayed. The FSS Pass is a 1” by 3” plastic school-identification tag; two tags per family will be mailed home prior to the start of school. If a replacement pass is needed, one can be requested from the front desk.

Entry to the school between 8:30 a.m. and 2:30 p.m. occurs only at the front lobby at 17th Street & the Parkway. Parents and visitors who visit the school during these hours should enter the school through the front door on 17th Street & the Parkway and proceed to the reception desk to show the FSS 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 desk before leaving the school.

2. Visiting a Student During the School Day

Relatives or family friends who visit the school are required to have the custodial parent contact the classroom teacher, administrator, or administrative assistant in advance to provide names, date, and the time of visit. The receptionist will be prepared to help visitors register upon arrival. Visitors will not be permitted during the 2021-2022 school year until further notice.

Arrival

These policies may be modified for 2021-22; please reach out to the Director of Lower School for more information.

Early Care begins at 7:30 a.m. in the dining hall.

Prekindergarten and kindergarten classrooms open at 8:00 a.m. Grades 1-4 classrooms open at 8:10 a.m.

Lower school begins at 8:15 a.m. Attendance is taken each day at 8:15 a.m. by the classroom teacher and submitted to the lower school office for official recordkeeping. **Students arriving in the classroom after 8:15 a.m. will be marked late.** The attendance record of absences and latenesses will appear on the student’s first quarter record, midyear progress report, third quarter record, and end-of-the-year progress report.

Classroom teachers’ primary responsibility at the start of the school day is to assist all students in making a smooth transition into the school day. Teachers are not responsible for informing parents of those times when their child is late. Interim questions about attendance (for example, if your child is being dropped off by a carpool or a caregiver) can be directed to the lower school administrative assistant. Students arriving late because of a problem on a school bus are not marked tardy.

Tardy slips from the administrative assistant are provided to students when they are markedly late (beyond a few minutes) and serve as additional attendance confirmation or are used to update recorded information if

attendance has already been submitted (i.e. the student is no longer marked absent, but late.) Tardy slips do not serve as the sole indicator of late arrival as attendance is taken by the classroom teacher at 8:15 a.m.

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

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

Before School Early Care

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

Dismissal

This procedure may be modified for 2021-22; please reach out to the Director of Lower School for more information.

Dismissal begins at 3:00 p.m. and ends by 3:20 p.m. Parents fill out a dismissal arrangement form to establish their child's dismissal plan. The plan indicates dismissal arrangements at 3:00 p.m. for their child each weekday when school is open (back door dismissal (BD), Friends Select bus, public school bus, After School Program (ASP)). Parents may make temporary changes on a daily basis, or they may make permanent changes to this plan by contacting the lower school administrative assistant.

To alter dismissal arrangements please contact the lower school administrative assistant either by email at lsoffice@friends-select.org or by calling (215) 561-5900 x3116. ALL DISMISSAL CHANGES SHOULD BE COMMUNICATED TO THE ADMINISTRATIVE ASSISTANT PRIOR TO 12:00 p.m. on the day for which a change is requested.

It is helpful if parents also let the classroom teacher or After School Program know about changes in dismissal plans, but PARENTS OR GUARDIANS MUST NOTIFY the lower school administrative assistant of any change PRIOR TO 12:00 p.m. who will then notify the After School Program and the classroom teacher. Only parents or guardians may change a lower school child's dismissal plan. The word of a lower school student that his/her dismissal plan has changed will not be honored.

1. Buses

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

At 3:00 p.m., students who ride Friends Select School buses gather near the backdoor entrance and are escorted to their buses by a teacher.

If bus arrangements change, a note must be sent to the lower school office stating the change. If a parent must make a last-minute change in dismissal, they must notify the lower school administrative assistant at 215-561-5900 x3116.

Occasionally we receive a request from a parent whose child rides the private bus to go home with a schoolmate who **also** rides the private bus service. This is permissible but we request that you notify the Lower School Assistant in writing at least one week in advance. Parents must make their own arrangements for guests who do not ride one of the private buses.

The private bus cannot be used for convenience transportation on an occasional basis.

2. Pickup

At 3:00 p.m., all lower school students who are not enrolled in the After School Program will be dismissed to grade-level locations on the school play yard. Dismissal occurs by grade level with one teacher per grade checking out students in that grade. Parents must approach the teacher on duty for the child's grade level to check out their child.

If you need to pick up your child before 3:00, you must arrive by 2:30 to pick them up. After that time, we ask that you wait to sign out your child with the teacher on duty.

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

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

If there is a deviation from the usual pick-up person, please notify the lower school administrative assistant, 215-561-5900 ext. 3116, even if the person is listed on the emergency medical form as approved to pick up your child. We will dismiss lower school students to those on the list, but if they are unfamiliar to the school representative, we will require them to wait until their name is confirmed.

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

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

3. Car Line

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

Parents who choose to pick up their child using the car line are asked to NOT LEAVE THEIR CAR. Faculty and staff may be departing and coaches and athletic teams may be arriving. All drivers need to remain with their car for ease of traffic. For example, parents may not park in the car line, nor double park or otherwise park illegally and run in to pick up a child.

Caution: If parents arrive before the children are ready to be dismissed, they risk being in a car line that is backed up out of the parking lot onto Race Street. The police can be insistent that parents in the car line not block traffic and ask them to circle the school until the line is within the parking lot walls. Above all, please be patient with one another and with the faculty and staff member(s) facilitating this process. All are doing their best to make sure students are safely and efficiently dismissed. Also, keep in mind that by 3:15 p.m. the rush period, and its attendant congestion, has virtually always subsided.

4. Parking Lot

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

In the morning, the parking lot entrance will be open from 7:30 - 8:30 a.m. The parking lot gate arm will be lowered at 8:30 a.m., and the back door is locked. Parents and students who arrive after 8:30 a.m. will need to arrive through the front main entrance at 17th St. & the Parkway.

In the afternoon, the parking lot entrance will open at 3:00 p.m. and faculty members will facilitate pickup of children until 3:20 p.m.

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

5. Parking Lot During Morning Drop-Off and Afternoon Pick-Up

Parking is very limited in the immediate area around the school. The school strongly encourages parents to use the faculty monitored AM drop-off and PM pick-up “car line” that travels through the Friends Select School parking lot. The entrance to the school parking lot is from Race Street just before you get to 16th Street. We encourage parents to utilize this procedure for the safety of your child and to help traffic run smoothly and safely in the morning and afternoon.

The school has worked with the Philadelphia Parking Authority (PPA) and the Philadelphia Streets Department to promote safe drop off and pick up of our students as well as deal with the posted parking signage in the area around the school. School buses drop off and pick up school students on Race Street between 16th and 17th Street. These areas are marked as school bus only zones or are marked off using cones. Parents are asked to be mindful of these designated areas as they are designed to alleviate situations where students need to walk between parked cars at the curb as they are getting dropped off or picked up by school bus.

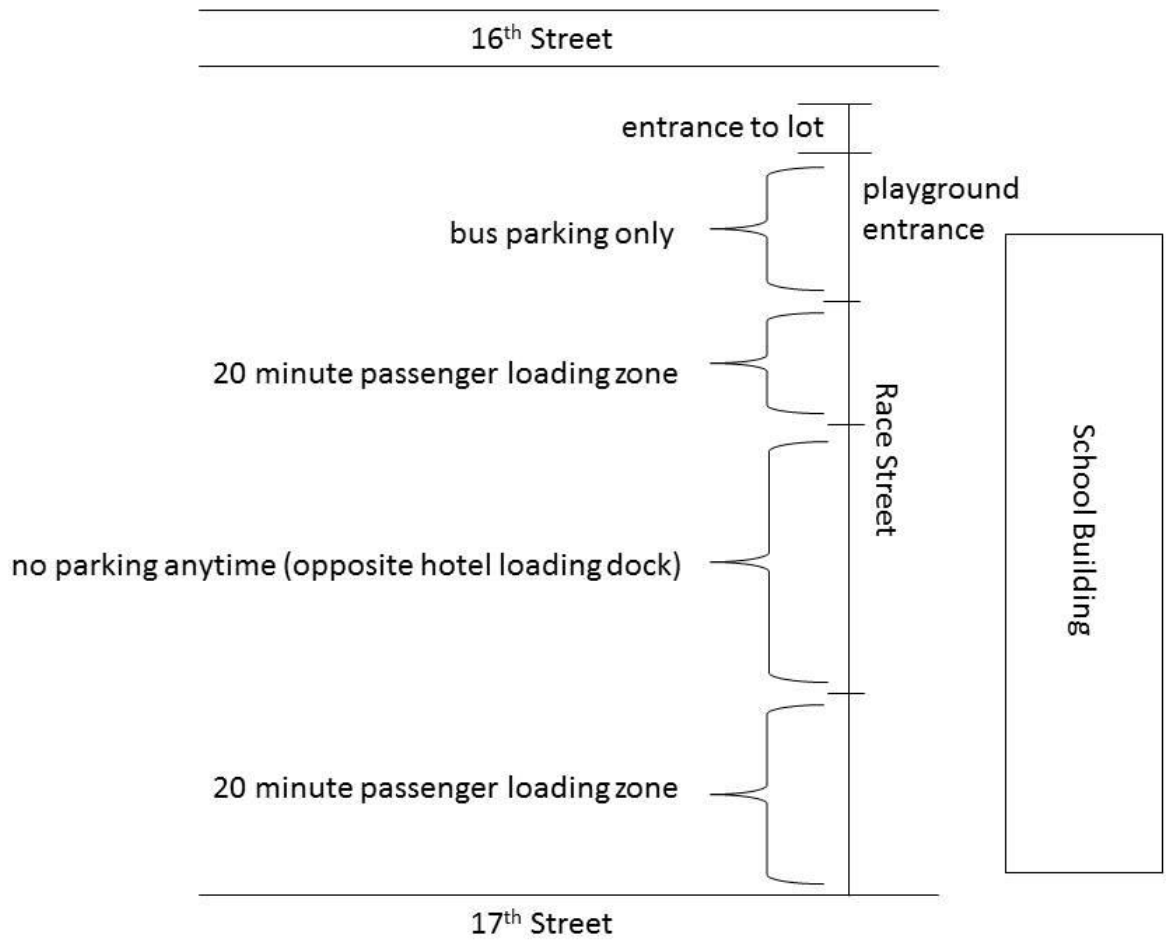
Parents may drop-off and pick up students on Race Street between 16th and 17th Street. If you do so, please be mindful of the posted parking regulations. This will help to promote safety for our students and a more orderly and safer traffic flow on Race Street.

The diagram below shows the parking zone areas along Race Street: the “bus only parking” zone, the two “passenger vehicle loading zones” and the “no parking anytime” zone opposite the hotel/office building loading dock. (This latter zone has been in place as long as the loading dock for the hotel and office building has been in that location). These areas are clearly marked with signage.

In addition to the passenger loading zones on Race Street, there are passenger loading zones on the west side of 17th Street (near the “Friends Select @ 1700” building), and on Cherry Street in front of the front plaza entrance to the school. These areas are also clearly marked with signage.

With the continued challenge of parking around the school, as a convenience to parents who need to park for an extended period of time for school business or for a school function, the school has arranged to have a limited number of discount parking coupons available to parents for the Realen Gateway Parking Garage located off of 16th Street across from Magee Rehabilitation Hospital. You may purchase a discount coupon at the school store in the front lobby by presenting your “green” parking ticket. The cost is \$13.00. You can compare this to the rate you would pay for the time you plan to be parked in the garage as the actual discount will vary depending upon the duration one parks.

Please note that all parent and visitor drivers need to follow posted parking signage.



6. Late Fees

There is a charge for parents who pick up their children after 3:20 p.m. At that time students are placed in the After School Program. Parents will be billed a \$30 charge for drop-in use of the program.

After School Program

This program may be modified for 2021-22; please reach out to the After School Office for more details

The After School Program is an extended day program geared to meet the needs of working families. It is open every school day from 3:00-6:00 p.m. For non-legal school holidays, the Vacation Care Program is offered as an option. The After School Program offers a variety of activities. Children choose from several daily options such as basketball, swimming, clay work, photography, and science activities among others. A homework room is available Monday to Thursday for students in grades 3-5. The After School Program also offers additional enrichment programs for an additional fee to children enrolled in the program.

Enrollment in the After School Program is usually for the entire school year and may range from one to five days per week. The fee will appear on the first tuition billing and be paid on the same terms as regular tuition payments. There is also a drop-in option for the After School Program with a per day charge payable on the day care is provided. For all After School Programs, any students remaining on campus after 6:00 p.m. will be billed the following late fees: 6:00-6:15 p.m.--\$15; 6:16-6:30 p.m.--\$30; 6:31-6:45 p.m.--\$45; 6:46-7:00 p.m.--\$60.

Following regular dismissal, any child not enrolled in the After School Program is asked to depart campus at 3:30 p.m. Parents supervising their child on the school playground from 3:00-3:30 p.m. should depart campus with their child at 3:30 p.m. Any changes in a child's dismissal plan must be made to lower school administrative assistant at lsoffice@friends-select.org or 215-561-5900 ext. 3116.

Guidelines for a Cooperative Community

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

Support Services for Students

1. Teachers

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

2. Specialist Teachers

Lower school students are taught in self-contained classrooms for the greater part of each day. In addition, students attend special classes in art, music, library, physical education, science, and Spanish or Mandarin. Specialists are available at any time throughout the school year to discuss a child’s progress and/or their specific curriculum. Parents can also request a conference with specialist teachers during regular lower school parent teacher conferences.

3. Assistant Teachers

Assistant teachers are available in prekindergarten through 4th grade. Students are expected to achieve greater independence and responsibility for their learning and for school routines as they progress through the lower school. The teacher-student ratio reflects age-appropriate expectations.

4. Learning Specialist

When teachers identify a student who is experiencing academic difficulty, they work with the child individually or in small groups, involve the learning specialist, and inform the parents. In conjunction with the learning specialist and the Guidance team, they develop strategies to address the area(s) of concern. The learning specialist works with students in small groups in order to provide remedial lessons or a specific kind of structure.

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

5. School Nurse

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

6. School Psychologist

Guidance and counseling issues are reviewed by the school psychologist. The psychologist meets with faculty, students, and parents. The psychologist makes recommendations for support strategies for the student in the classroom, at home or through work with other professional tutors and counselors. The psychologist can also provide support to students who want a confidential atmosphere in which to discuss any problems they may have. Appointments may be made through the lower school administrative assistant – 215-561-5900 x3116. Students and parents should be aware that conversations with the guidance counselor may be privileged and confidential, unless the nature of the communication reveals the immediate risk of harm to the student or others or a violation of the child abuse laws. In addition, if a student observes or receives information that another student may be struggling with personal issues or has concerns that a student may harm himself or herself or others, please report such information to the Guidance Department.

7. Student Teacher Policy

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

Attendance

The academic school day begins at 8:15 a.m. and extends to 3:00 p.m. Consistent attendance in school promotes valuable habits in young children and provides continuity of instruction and student learning. This benefits both the individual child and the community and is important for the social and academic success of the student.

Any lower school student who needs to leave school before the end of the school day must have permission in writing to do so. Lower school students may never leave the building unless accompanied by the adult who has given written permission or that adult's designee whose name is on file in the lower school office. Lower school students who need to depart in advance of the regular dismissal time will be signed out in the lower school office and retrieved by their parent or caregiver. Lower school students will not be dismissed to the front lobby to meet a parent or caregiver.

If parents are away from home or work for an extended time when school is in session, they must inform the school before departing. Parents must notify the lower school office in writing, with updated emergency contact information while they are away.

1. Absences

Active and regular participation in the life of the school is key in fostering the social and academic progress of the individual child and the community. Students and their families should know that excessive absences may have serious developmental and academic consequences.

Because attendance and participation in class are vital components of learning, **lower school students who accumulate more than 20 recorded absences in an academic year will not be able to matriculate to the next grade.** Under extenuating circumstances, individual waivers to the maximum-absence policy may be granted by the division director.

The school does not support students missing school in order to leave early for and/or to extend scheduled school vacations, as this interferes with the child's social and academic success in school. Unnecessary absences, including those beyond the scheduled breaks on the school calendar, are strongly discouraged. Due to the nature of teaching and learning at the elementary level, it is not usually possible for lower school teachers to provide families with work/assignments for the child to complete while away. Families whose needs make such absences imperative should contact the director of lower school and the classroom teacher well in advance of such absence.

If a student is going to be absent from, late to, or dismissed early from school, it is essential that parents send an email to isooffice@friends-select.org or call the lower school office at 215-561-5900, ext. 3116, **BEFORE 8:15 a.m.** If a parent neglects to call the school when a student is absent, the school nurse will call home or the parents' place of employment. The school will accept calls only from parents or guardians—not from students.

2. Lateness

Classroom instruction begins at 8:15 a.m. Recurring lateness is problematic as it causes a student to miss a segment of instruction, including Morning Meeting. When a child is frequently late to class each morning, they don't have the allotted time to ease smoothly into the school day by connecting with their teachers and friends, completing their arrival routines, and making the transition from home to school expectations. Students who frequently arrive late often begin to feel a certain amount of stress or anxiety as they enter a busy setting. When a child is late, and the class is in session, their arrival can be disruptive to other students who have arrived on time and who are well settled into the school day.

In many areas of school life we want children to form good habits that respect others, and that they can draw upon as they grow. **If lateness becomes excessive, a parent conference will be scheduled with the director of lower school.**

Birthdays and Other Observances

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

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

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

Book Bags

In light of the limited size of cubbies and lockers, book bags on wheels are discouraged. Backpacks must fit in the available space. In keeping with our Quaker values, please be sure book bags do not reflect superhero or other violent motifs. As is true with clothing, backpacks should not be made of camouflaged material.

Community Service Program

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

As the school year progresses, classroom teachers may choose to become involved in service projects which benefit the community outside Friends Select School. These projects might include activities such as cooking and baking or making greeting cards for homebound individuals or preparing toiletry kits for the homeless. Several times a year, lower school joins in larger, all-school service projects such as food or clothing collections for outside organizations.

The lower school supports whole-school community service projects if they are age and mission appropriate. Recent examples include collecting food for Thanksgiving; gathering hats, gloves, and scarves before the holiday break; collecting books for a local health and literacy center; and collecting money at Halloween for UNICEF. The family association often sponsors a school wide community service activity on Martin Luther King, Jr. Day.

Computers – MacBook laptops, iPads, Netbooks

The lower school is connected to the Friends Select School network and to several online Internet services. Laptop computers and iPads may be used to work with educational software, to communicate with others in the building, to research topics of interest, and to support differentiated instruction.

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

1. Parent/Guardian Technology Ethics Agreement

I have read and discussed the Technology Responsible Use Policy and agree to permit my child to have network privileges. I further agree that I will not hold Friends Select School in any way responsible if a student accesses inappropriate material through these services.

2. Student Technology Ethics Agreement

I have read and understood the Friends Select School Technology Responsible Use Policy and will abide by the terms and conditions. I understand that violation is unethical and may constitute a criminal

offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may follow.

Conferences, Progress Reports, Attendance Schedule

1. November Conferences

Parent conferences are scheduled in early November. There is no school for lower school students on conference days. A notice will be sent to parents alerting them to schedule an appointment using an online Google Sheet format. A list of conference times will be made available and parents may sign up at their leisure following the opening of the service. Students' attendance records to date are sent to families as the first quarter closes.

2. Mid-year Reports

A mid-year written report is sent at the end of January. Attendance is included with the report.

3. March Conferences

Mid-year parent conferences are scheduled in March. Appointments will be scheduled in the same manner as November conferences. Updated attendance is provided as the third quarter closes.

4. End-of-the-year Reports

A final written report is sent in June. Attendance is included with the report.

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.

Dress Code Policy

In keeping with the Quaker tradition, we ask students to wear simple, age-appropriate clothing. Given our belief in non-violence and the value we place on peaceful resolution of conflict, we also ask that children do not wear: any military or camouflage clothing (including bomber jackets), or clothes with superhero logos. Lower school students should always wear clothing and footwear that will allow them to comfortably participate in all activities. For reasons of simplicity and to reduce distraction during the school day, students should not wear costumes or fancy clothes (e.g. princess dresses, capes) to school. Halloween and other events initiated by the School would be appropriate exceptions to this policy.

Family Association

1. Mission

All parents and guardians of Friends Select students are members of the school's Family Association (FA). The FA's mission is to support Friends Select School as a learning community rooted in Quaker values and rich in diversity. The FA 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 FA 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 FA carries out its mission through the establishment of a FA Board that meets monthly under the oversight of the president or co-presidents.

2. Governance/Roles

Parents are represented by a Family Association board which includes a president or co-presidents, vice-presidents, secretary, treasurer, and immediate past president. It carries out its meetings in Quaker

fashion and performs most of its work through committees. Both the FA Board and the various FA committees work with the school administration in the following four areas:

- a. The FA creates opportunities, both formal and informal, for parents to meet together socially.
- b. The FA serves as an important communications link between the school and parents by communicating to parents about school policies, practices and procedures, and by facilitating communications between parents and the school through established protocols.
- c. The FA creates opportunities for parent education through scheduled events which may include both formal and informal presentations (lectures, speakers or discussion of issues).
- d. The FA creates opportunities for the parent body to lend financial and volunteer support to the school:
 - 1) Traditional fund-raising events include the book fair, giftwrap sale, and annual auction. Each year, additional fund-raising events may be scheduled.
 - 2) The FA provides financial support for dedicated school projects.
 - 3) The FA helps to coordinate the many parent volunteers throughout the school.

3. Officers

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

4. Class Representatives

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

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

Food

Food is not permitted in the hallways.

Food Allergy Protocol

Every effort is made to ensure a healthy and safe environment for all students.

Protocol is as follows:

1. The school nurse prior to the start of the school year identifies those students who have a documented medical history of allergies.
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. Some students may be allowed to carry their own epi-pen; please speak to the school nurse about this.
6. At the start of the school year, the school nurse endeavors to train 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 is 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.

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 when possible 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.

Fundraising Policy

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.

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.

Gift Giving Policy

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

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

Health Services, Illness and Procedures for Medication

The Health Room is located on the first floor near the dining hall. A nurse is available from 8:00 - 3:00 p.m. Students who become ill during the school day must obtain permission from their classroom teacher before going to the nurse. If it is determined by the nurse that a student is too ill to remain in school due to illness or injury, parents will be contacted by the school nurse and asked to take their child home. This is requested for the benefit of the student who is sick as well as the other members of the school community. Students should not return to school until they have been fever-free without medication for 24 hours and have not vomited for 24 hours. With other types of infectious illnesses, please consult with the school nurse about when it is appropriate to return to school.

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

Each student must have a Physician's Form completed annually by a physician and on file within the school prior to the opening of school. This form includes student's immunization record and physical examination and screening results. All required medical and emergency contact information is made available for completion each June via SchoolDoc.com. Physician, Medication Administration, and Dental forms are also available online at the school's website. The school nurse must have this information to meet state law requirements and to treat students.

The student's SchoolDoc profile (which holds the above-mentioned forms) must be complete before the start of school. Students whose Emergency or medical information are missing may not be permitted to attend school on the first day of class or thereafter until the Medical Emergency information is on file. SchoolDoc is the current record of how and where to contact parents or guardians in case of an emergency. Parents are responsible to update information as necessary throughout the school year.

Homework Policy

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

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

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. The school code is 134.

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.

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

Instrumental Music Lessons

This program may be modified for 2021-22; please reach out to the Director of Lower School for more details. Private lessons will be scheduled through the After School Program with instructors selected by the school. Lessons are one half-hour sessions, and parents will contract directly with the instructors. With the obvious exception of piano, students will be responsible for providing their own instruments.

PLEASE ALERT THE LOWER SCHOOL OFFICE OF ANY CHANGE IN THE TIMING OF LESSONS THAT MAY AFFECT DISMISSAL – lsoffice@friends-select.org or 215-561-5900 X3116.

Lost Clothing

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

Therefore, if a student has lost an item, check the lower school lost and found in the wooden box.

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

The Lower School STEAM Library

The Wallace STEAM Library is open to all students and teachers every school day, Monday through Friday, from 8:00-4:00 p.m. It is also open to lower school parents before school, from 8:00-8:15 a.m. most school days.

Lower school students have weekly STEAM library classes and have access to the STEAM library at the discretion of classroom teachers during additional weekly flexible times. The Wallace STEAM Library includes a representative and up-to-date collection, and all students are encouraged to browse and borrow books for personal reading pleasure and information.

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

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

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

Lunch and Recess

Lunch for students in prekindergarten through first grade is served family style in the classroom. Each morning, upon arrival, students in prekindergarten through first grade make their lunch choices. Lunch is delivered to classrooms by the kitchen staff. Second, third, and fourth graders eat lunch in the dining hall. The school lunch program is mandatory in lower school. The menu is posted on the school website and there are many choices available. The lunch process may be adjusted for 2021-2022.

The school day includes one or two recess periods for each class, outdoors in appropriate weather.

Off-Campus Activities

It is a part of the educational programs of Friends Select School that students participate in a variety of learning experiences associated with off-campus activities. In every instance, these activities are supervised by School employees and reasonable efforts are made to ensure the safety and well-being of our students while in our charge, both on- and off-campus. While it is not possible to foresee all contingencies and risks that may be associated with such activities, in the judgment of the School, the risks are not substantially different from those inherent in many routine daily activities.

Accordingly, we have determined that such off-campus activities are a part of our program and that enrollment of the student in the School constitutes the parent's acceptance of this component of our program. Furthermore, by enrolling the student in the School, the Parent expressly permits his or her student to participate in such trips.

However, in addition to the above-mentioned activities, from time-to-time, the School expects to offer other off-campus activities which may not be directly linked to the requirements of its educational programs and in which the participation of students will be voluntary. Such activities may inherently bear more risk than what is encountered in many daily life activities. When such opportunities are made available, the School will inform parents of the details of this type of activity and will seek parental consent for the student's participation. No student may participate in such an activity absent the express written consent of the parent.

The student's parents assume all risks in connection with the student's participation in any and all of the above referenced activities and hereby releases and discharges Friends Select School, its officers, trustees, employees and agents from all liability, claims or demands for any damage, loss, or injury to the student or the student's property in connection with participation in these activities.

Placement in Classes

Students are placed in classes by the director of lower school and the classroom teacher (grade team) after careful consideration of all factors which affect the educational development of the individual student and her or his class. Recommendations of past teachers, the director of lower school, the associate director of lower school, the learning specialist, and the school psychologist, as well as class balance, social traits, scheduling needs, and previous record are some of the many factors that are evaluated in placing students. **Requests for a specific teacher are not accepted.** Parents are asked to trust and accept the school's decision as to appropriate placement. Families will be notified of class placement at the end of August.

Safety/Back Door

As part of Friends Select School's safety procedures to deter unwanted visitors, the back door is locked between 8:30 a.m. and 2:30 p.m. During these hours, all visitors (including lower school parents) should enter via the front door at 17th Street and the Parkway. Please do not ask teachers and students to open the locked door; teachers on the playground with students will not disrupt their supervisory duties to open the door. When visitors walk the short distance to the front door, the receptionist will screen entrants.

Summer Day Camp

The school contracts with *Future Stars* to offer summer day camp and summer sports camps at Friends Select School. For more information contact *Future Stars* at (610) 783-6336.

Tutoring Policy

Friends Select School faculty are not permitted during the regular academic school year to tutor students for compensation who are enrolled in Friends Select. From time to time, there may be occasions when it is determined that a student may benefit from additional tutorial support. In these cases, the Guidance team may recommend to a family an external tutor who is not employed by Friends Select School. No teacher or staff member may independently decide the necessity for tutoring for remediation, enrichment or acceleration or make a recommendation for tutoring, but must work in collaboration with the Guidance team to make such a recommendation. Independent tutors are screened by the Guidance team and families contract privately with a recommended tutor.

Vending Machines

Lower school students are not allowed to use the vending machines in the school dining hall during school hours.

Vacation Care Program

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

1. **Early Opening:** The Vacation Care Program is open 7:30 a.m. - 6:00 p.m.
2. **Enrichment Program:** Students choose from a variety of options each day. Some of the activities may include photography, computer, cooking, bowling, roller skating, ice skating, visits to area museums like the Franklin Institute and The Academy of Natural Sciences as well as a variety of art activities.
3. **Fun Week:** Between the last week of school and the first week of *Future Stars* summer camp, Fun Week is offered. A full week of fun activities such as roller skating, swimming, and trips take place during this transition period.

All-School Policies

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.

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

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

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

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

Lockers are considered the property of the school and may be inspected from time to time for health and safety; school personnel may open lockers and search the personal effects of a student if the school believes there is sufficient cause for doing so (please refer to page 41 in the Upper School Handbook for statement on community property). In upper school, a student's locker or belongings will only be searched if the administration perceives an immediate threat to community safety or the school has previously conveyed related concerns to the student and family.

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

Personal Safety and Suicide Threat

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

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

Child Abuse and Cooperation with Governmental Authorities

School teachers and other personnel are mandatory reporters under the Pennsylvania child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care.

Student/Adult Interaction and Communication

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the guidance counselor or administrator of the division.

Further, students and their parents should promptly notify the guidance counselor or administrator of the division if they believe an employee has engaged in any of the following prohibited behaviors or similar activities (regardless of the age of the student):

- Initiating or continuing communications with students for a non-school matter, including oral or written communications; telephone calls; electronic communications (emails, texts); social media communications, etc.
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student's clothing, hair, personal habits, etc.);
- Giving gifts to a student or exchanging cards and letters;
- Inviting a student into their home;
- Taking students off school property other than for approved field trips and school activities;
- Flirting or asking a student on a date;
- Excessive attention shown toward a particular student or students or call or referring to students by pet names or inappropriate nicknames;
- Visiting students to "hang out" in their hotel rooms when on field trips or sporting events;
- Visiting a student in their home or another location;
- Socializing or spending time with students (including but not limited to activities such as going out for meals, movies, shopping, traveling and recreational activities) outside of class or school-sponsored events;
- Asking students to sit on a teacher's lap;
- Telling secrets or telling the student not to tell something that's a secret;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the employee's social networking profile or become a "friend" or "follower" on a social network;
- Telling off-color or other inappropriate jokes or stories, or showing pornography to students;
- Providing students with alcohol or other mind-altering substances; or
- Vaping, smoking, or drinking with students

Threats, Violence and Bullying

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

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

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

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

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

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

Procedure

1. 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.
2. The adult member of the school community should bring the student or students to the office of the dean or director.
3. The dean and/or director will talk with the parties involved, either separately or as a group, and gather other information, as needed, to determine the series of events. Other witnesses may be asked for their observations.
4. The faculty member who brought forward the incident should document the incident as soon as possible and send a written copy to the dean.
5. When responsibility is determined, parents or guardians will be notified by the administration as to the nature of the offense.
6. The administration will decide upon appropriate disciplinary measures, balancing the interests and well-being of the individual with that of the community. A conference may be held and parents will be notified in writing of the decision.

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

See also Friends Select School's "Statement of Community."

Threats

The School takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from School toward or about another student, employee, or the School. Students are prohibited from bringing any type of weapon to School or School-sponsored events, including knives, guns (all types), fireworks, etc. This prohibition includes, without limitation, pocket knives (even those that are part of a key chain), firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons, or verbal

or written comments that the administration determines in its discretion appear to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee or the School. If there is any communication or behavior that concerns you, report it to one of the deans or to any administrator.

Threats of violence or acts of violence by a student, employee, parent or other individual may be reported to law enforcement and any other authorities the School deems appropriate. The School will cooperate with investigations by authorities, and the School may also conduct its own investigation. With respect to such threats or acts by students, the School may report such threats or acts of violence to future schools, camps, athletic programs, and other organizations in which the student participates. The student's transcript or report card may also note the threat or act. In determining whether to report such threats or acts of violence, the School may consider, among other factors, the gravity and nature of the threat or act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the school (i.e. access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.

Investigations

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation, or is unable to do so for whatever reason, including without limitation, pending criminal charges, the school reserves the right to take action, including proceeding without a statement from the student, or to require the student to withdraw from school.

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, he or she must contact the appropriate division director or dean to discuss and review living and contact arrangements for the student during this time. A student may be placed on probation, suspended, or expelled at the school's discretion if the family or guardian does not fulfill Friends Select's guardianship policy.

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,
- provide contact information, and
- provide the 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 dean 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 students experience at the school.
3. The school requires one home visit as close to the first day of school as possible by the dean of students (or if not available a school representative) with the guardian and the student prior to the start of school. This visit will be documented in the student file by the dean of students. A home visit will not be required if the student will reside with a current Friends Select School family or a former Friends Select School family.
4. The guardian and the dean of students (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:
 1. maintaining a healthful and safe living environment,
 2. providing meals on a regular basis,
 3. providing medical care in the event of illness,
 4. assisting the student and family to find a local medical practitioner,
 5. assisting the student to seek professional medical care and treatment in cases of emergency,
 6. taking appropriate measures to support and ensure regular attendance at school, and
 7. serving as a role model and guide for the social, moral, emotional and intellectual development of the student.
2. The guardian stays in close contact with the school throughout the school year in matters of academic support and supervision. As noted above, the guardian will meet minimally on a quarterly basis with the dean of students (or other upper school administrator or faculty member) with the first meeting occurring prior to the start of the school year. If additional meetings are required, they will be arranged by the dean of students.
3. The guardian contacts the school when a student is late or not in attendance.
4. In the event of a status change the parent informs the school's Admission Office two weeks prior to the change. Status changes include but are not limited to the following: address change, phone change, student vacation plans, and guardian changes.
5. In the event that the guardian ceases to perform his or her responsibilities, the student's family must contact the school's Admission Office immediately and present a new guardian for approval.
6. Both the guardian and the parents will be copied on all written communications relating to the student. In the event that the school provides notice of a problem with the guardian performing his or her responsibilities under the guardianship policy, the parent will ultimately be responsible for bringing the situation back into compliance with this policy. If the situation is not corrected in the time frame set by the school, the school reserves the right to suspend or expel the student. It is the parents' responsibility to insure that there is an approved guardian for the student at all times during the school year.

7. In cases of emergency, the school reserves the right to act on behalf of the student if for any reason the guardian cannot be contacted.

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.

Right to Involve Government Agencies

The School has a duty to report certain situations to The Department of Family and Protective Services and/or law enforcement. The School also may contact and/or cooperate with law enforcement personnel or other governmental agencies if the School, in its sole discretion, believes it is warranted in a particular situation. The School may assess disciplinary consequences for student conduct, even if a criminal investigation or other legal action is ongoing.

Surveillance and Monitoring

The School may conduct monitoring to help ensure employee and student safety and security, including video surveillance of non-private areas to identify safety concerns, maintain security, detect theft and misconduct, and discourage and prevent acts of harassment and violence.

Family Matters

The School requires that all parents (married, unmarried, divorced or separated) cooperate with one another in the best interests of their child's education at the School. Failure of parents to cooperate with one another in such a manner may lead to dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years. The school may at any time require parents to seek a court order pertaining to any school matter as a condition of continued enrollment.

If your family has a court order in place including but not limited to a divorce decree that includes custodial arrangements, a custody order, or a restraining order, you must provide the school with a complete and official file-stamped copy of the court order. We require parents and guardians to abide by any court order applicable to your child(ren). If a situation arises in which the custody or possession of a child is in question, a school representative will call 911 to request an officer arrive at the school to resolve the dispute.

If a School employee or trustee is required to testify, provide information for, or otherwise participate in a legal dispute or proceeding to which the school is not a party, the School shall be entitled to recover from, at the school's discretion, either or both parents, the School's attorneys' fees and costs incurred with such legal proceeding. This includes but is not limited to the cost of legal counsel as well as costs incurred by the School such as those associated with collecting documents and hiring substitute teachers or staff.

Inspection Policy

The parents authorize the School to inspect and conduct a search of any place or item on School campus or at a School-related event including, but not limited to, a student's locker, purse, book bag, backpack, vehicle, computer, or personal electronic devices. Students may also be required to empty pockets and remove outer

layers of clothing for inspection. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc. whether such message or information was sent over the school's system or any personal account such as Yahoo, AOL, Gmail, etc.). Further, the parents authorize the School to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the School's rules, community standards, and/or local, state, or federal law.

Reopening Health and Safety Plan

The School has adopted a Reopening Health and Safety Plan and students and parents should be familiar with it. The Reopening plan, which is subject to change, will control if there is any discrepancy between the Plan and a handbook provision. The policies in this Handbook apply whether students are on campus or engaging in distance learning.

COVID Risk Acknowledgement

The School cannot promise that even with the steps we are taking, that your child(ren) will not be exposed to COVID-19. By sending your children to our School, you acknowledge the contagious nature of COVID-19 and knowingly and voluntarily assume the risk that you and your child(ren) may be exposed to or infected by COVID-19 by coming to our campus and participating in School activities, such as but not limited to the sharing of supplies, belongings, and equipment, and that such exposure or infection may result in personal injury, illness, permanent disability, or death. You further acknowledge and understand the risk of becoming exposed to infected by COVID-19 may result from or be caused by the actions, omissions, or negligence of yourself or others, including other School families, School employees, or other third parties.

Online Learning Management Systems and COPPA Information

We are committed to high quality teaching and learning. We realize that part of 21st century learning is adapting to the changing methods of communication and providing rich and varied contents and experiences for our students. The importance of teachers and students engaging, collaborating, learning, and sharing in digital environments is a part of 21st century learning and provides students the opportunity to develop as literate and technologically competent individuals. Educational standards are now requiring the use of online education tools and our School uses several computer software applications and web-based/cloud-based education technology services operated not by the School, but by third parties. These applications include, but may not be limited to, Google Drive, Discovery Education, Schoology, Explain Everything, See Saw, Scratch, MineCraft, Kodable, Zoom, Canvas, Code Monkey, and other similar educational programs. A complete list of the program with the privacy policy for each can be found on our School website.

In order for our students to use these programs and services, certain personal identifying information—generally the student's name and school email address—must be provided to the website operator. Please note that any personal information provided by the School is for educational purposes only and is used by the School solely to communicate with the service provider. Students will receive a school email address to participate in certain of these computer software applications and web-based/cloud-based services. Under federal law entitled the Children's Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <https://www.ftc.gov/tips-advice/businesscenter/guidance/complying-coppa-frequently-asked-questions>.

COPPA permits schools such as ours to consent to the collection of personal information on behalf of its students, thereby eliminating the need for individual parental consent to be given directly to the website operator. Your

signature on this Handbook will reflect and constitute your consent for our School to provide personally identifying information for your child consisting of first name, last name, an email address, username, and school-related information, such as school name, class, and teacher name. Your signature will also reflect and constitute your consent for your child to participate in video conferencing, podcasts, and live chats, which means that their voice will be heard and their image displayed to others and both may be recorded.

Student Illness and Communicable Diseases

The School has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the School community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The School will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a student refraining from some activities, utilizing bandages or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam and release, and being sent home from school. Depending on the event, the School may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary or the School may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly and the School may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonable influenza; tuberculosis; measles; chicken pox; mumps, scarlet fever, hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

We rely on our parents as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school but should remain at home in an environment where proper care may be given. The School nurse is available to students daily. If a student is not feeling well, he/she should inform the classroom teacher and ask to be excused to go to the nurse's office. If a student asks to go home, the student will be released only with permission from the parent/guardian or from the person designated on the student's emergency card. A student who presents at school with symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom and the parents, or an emergency contact if the parents cannot be reached, will be contacted. Students must be picked up within the hour of the School's request that the child be sent home due to illness. The student should be signed out by the clinic. Teachers will be informed of the student's dismissal for illness. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic without the aid of medications before returning to School. In other words, students must have no fever, vomiting, etc. for 24 hours prior to their return to School.

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to other students, parents, school employees, visitors, or the public should immediately contact their health provider. Parents/students have a "reasonable basis" for believing that a student has a communicable disease when they show or feel signs or illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that they have been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the School community, parents should report to their Division Head if their child has a confirmed communicable disease that poses a risk to others in the School community. The Department of Health shall be notified when a student is sent home because of a communicable disease. In case of student absence due to the reportable communicable disease, a release card from the Department of Health or a letter from the family physician indicating that the Department of

Health regulations have been fulfilled must be presented when the student returns to school (indicating that the student is no longer infectious).

The School will generally not identify an infected student to School employees or other students or their parents, although public health guidance will guide the School's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements.

School Closure or Modifications Due to a Force Majeure Event

Should events beyond the control of the School, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the School's control, occur, the School has the discretion to close the School and/or modify its operations, curriculum, schedules (including, without limitation, the provision of instruction on Saturdays and/or Sundays), length of school day, length of school year, and/or means of learning and teaching methods. The family's contractual financial obligations for tuition and fees remain in full force and effect. Should the School close, the School's duties and obligations shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen. Unless the School cannot function at all in the event of a force majeure event, the School is under no obligation to refund any portion of tuition paid.

Social Media and Social Networking Policies and Procedures

Social media encompasses a broad array of online activity including social networks/media such as Twitter, Flickr, Instagram, Facebook, GroupMe, and Snapchat, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the School's position regarding a student's use of social media or networking.

Use Away from School Property: It is not our goal to regulate a student's personal online activities when not on School property or at a School-related event. Please understand, however, that certain activities might impact a student's relationships with other students or school employees or School rights that we do reserve the right to regulate. All students should ensure that they are familiar with School's conduct policies to avoid any online communications that might violate those policies.

For example, you should ensure that your online activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the School conduct code by making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities.

Students should not "follow" or be "friends" with any faculty member or other adult member of our community (other than the student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the Administration immediately.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, sexual actions, etc.) is prohibited.

Students are not permitted to use the School's name, logo, trademark, or service mark in online activities without the permission of the School. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's newspaper. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

Your Identity Online: You are responsible for any of your online activity conducted with a School email address, and/or which can be traced back to the School's domain, and/or which uses School assets.

What you publish on such personal online sites should never be attributed to the School and should not appear to be endorsed by or originated from the School.

School's Right to Inspect: The School reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. We also reserve the right to assess information in the public domain on the Internet and to discipline students for any violation of these guidelines.

Friends Select School Technology Use Policy

Friends Select School values technology and encourages its use in creative ways to support student learning in a safe and secure learning environment. This policy is a guide to ensuring the appropriate use as well as safety for all community members. While these technologies provide powerful learning opportunities, they must be used responsibly.

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.

The Friends Select School provides e-mail privileges, Internet access, and access to a number of software programs & apps to all students. The Friends Select School network includes all computers, applications, the local area network and the Internet. Personal computers and other electronic devices brought to school fall under the guidelines listed in this policy. Students who violate this policy may lose their network privileges or other technology-related privileges in the building.

The Digital Classroom

Friends Select offers middle school and upper school digital access to learning tools and resources through our student portal. This portal allows students to access important information related to their learning and it is expected that students are checking information here and connecting to these resources on a regular basis as required by their teacher. For younger students, parents may be provided with login information for their child to access the portal.

Technology Use Disclaimer

Friends Select School makes no warranties of any kind, whether expressed or implied, for network services. The school is not responsible for any damages a technology user may incur, which include loss of data resulting from delays, non-deliveries, dysfunction, or service interruptions caused by negligence or user errors or omissions. The school is not responsible for lost data. 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 the Responsible Use Policy and are asked to sign their agreement at the beginning of each school year. Should a student borrow a school-issued device and it is damaged or lost, the repair or replacement cost shall be the responsibility of the student and family.

Rights and Responsibilities of Users

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 network and technology is used appropriately. The use of electronic devices at school is a privilege, not a right, and if abused, may result in the confiscation of a personal electronic device and other disciplinary measures at the discretion of the school. Cell phones may only be used in class with explicit permission from a teacher for a teacher-specified use. The user is responsible for his/her actions while using electronic devices.

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

- *I will be polite and only use good manners and appropriate language when using any electronic device.*
- *I will use internet access at school in conformance with the mission of the school.*
- *I will not play computer games at school, unless approved by a teacher.*
- *I will keep my password current and available for class time instruction. I will not share my password, nor will I use anyone else's password.*
- *I will view, create, post, send, display and print only appropriate messages or pictures.*
- *I will cite all sources of information.*
- *I will not copy information, print or non-print, and say it is my own work.*
- *I understand the need to respect privacy and to protect my personal safety; thus,*
- *I will not give out any personal information about myself or others, such as names, addresses and telephone numbers.*
- *I will notify staff immediately if, by accident, I encounter materials that are offensive.*
- *I understand that all passwords are to be kept secret. I understand that the interception, copying, distributing, decryption, or use of log-in names and/or passwords of others is prohibited.*
- *I will only view files or folders that I have been given permission to view.*
- *I will log off from the network when I am finished working on an electronic device.*
- *I will not give, lend, sell or copy any software found on school computers or the Internet, unless authorized by school personnel.*
- *I will not install any personal software on school computers.*
- *I will not interfere with the operations or security of the computer network*
- *I will make no attempt to secure a higher level of privilege on network systems.*
- *I will make no use of systems and/or networks in an attempt to gain unauthorized access to remote systems.*
- *I will not instant message during class time without a teacher's explicit permission.*
- *I will only use e-mail and other forms of electronic communication in conformance with the educational purpose of the school.*
- *I understand that people administering the school network have access to e-mail and any electronic storage on the network.*
- *I understand that I am responsible for my personal electronic equipment and will bring what is needed to school so I am fully ready for my day of learning (e.g. laptop charger)*
- *I understand that breaking the rules may result in the suspension of network privileges and computer use for a specified time. Upon identification of inappropriate use, the school will decide an appropriate response. Parents will be notified of any suspension of network privileges. Repeated offenses will be considered a major school infraction.*

Guidelines for Safe Equipment Use

Friends Select desires to maintain a safe environment for its employees, students, and visitors. These guidelines set forth the best practices and precautions needed to minimize exposure to hazards. They apply to the general use of hand and power tools, chemicals, and any specialized equipment that is found in the theater, art, or science classrooms and areas. Students will be instructed on the proper use of tools, chemicals, and protective equipment.

- All persons must wear proper personal protective equipment (i.e., goggles, particle mask, ear protection) as instructed.
- Appropriate personal attire must be worn as instructed.
- Do not touch, modify, or use equipment or chemicals without direct teacher supervision.
- Obey all posted safety signage.
- Behave in a mature and responsible manner at all times and remain aware of your surroundings when working.
- Clean up your work area and dispose of waste appropriately when finished or when leaving for an extended period of time.
- Additional class-specific guidelines may be distributed by classroom teachers.

Annual Special Activities

These activities likely will need to be adjusted for the 2021-2022 School year. Please look for further information as the School year progresses.

Artist Study

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

Assemblies

On many Friday afternoons at 2:00 p.m., the lower school participates in an assembly program in the theater. Some assemblies support Brown and Gold school spirit days, some support an international theme (such as Chinese New Year or Spanish-speaking countries), sometimes an outside performer will visit, and some assemblies are informal "sings".

Some assembly programs center around grade presentations. Parents are encouraged to attend their child's grade presentation and will be notified in advance by the classroom teacher.

Back-to-School Night

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

Book Fair

Lower school students participate in the all-school Book Fair in December, where they have the opportunity to purchase books and school-related items. This is a Family Association event and volunteers are welcome.

Concerts

There are concerts for all three divisions throughout the year. Parents are encouraged to attend.

End-of-Year Lower School Picnic

During the last week of school, students in kindergarten through fourth grade travel to a Philadelphia park to celebrate the end of the year together. Parents are invited to join in the fun. On that day, prekindergarten students enjoy a PK Fun Day on campus.

Grandparents and Grand Friends Day

In spring, Grandparents or special Grand Friends are invited to share in the lower school experience on this day. Parents are asked not to attend this day in order to acknowledge the special relationship between students and their grandparent or special friend.

Halloween Parade

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

Lower School Closing Celebration

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

Martin Luther King Jr. Meeting for Worship

A special Meeting for Worship is held to recognize and focus on the life and work of civil rights advocate Dr. Martin Luther King Jr.

Meet the Authors

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

Specialists Night

On an evening in the fall of the school year, lower school specialist teachers present their curricula. Specialists are available at any time throughout the school year to discuss a child's progress and/or their curriculum.

ACKNOWLEDGMENT AND RECEIPT OF STUDENT HANDBOOK

The registration of a student is considered an acceptance, on his/her part and on the part of his/her parents or guardians, of all rules and regulations of our School, including the judgment of School authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this Handbook are not meant to be all comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which he/she may find himself/herself.

Parents/guardians are asked to familiarize themselves and to ensure that their child understands all of the information contained in this Student/Parent Handbook. All Parents/guardians must sign the form below

We have read and understood all statements and provisions set forth in the Student/Parent Handbook.

_____	_____	_____
Student	Age	Date

_____	_____	_____
Parent or Guardian	Relationship	Date

_____	_____	_____
Parent or Guardian	Relationship	Date

FRIENDS SELECT SCHOOL CALENDAR 2021-22 SCHOOL YEAR

Monday, Aug. 23, 2021	Upper School Sports Preseason Practices Begin
Wed., Aug 25-Fri., Aug 27, 2021	New Employee Orientation (Aug. 25 & 27) & ADVIS/MCRC Cultural Competency Institute (Aug. 26)
Mon., Aug 30, 2021	Employee Opening Meetings (8:00-12:00) MS/US New Student Orientation (1:00-4:00) LS Divisional Work and Room Prep (1:00-4:00)
Tues., Aug. 31, 2021	Employee Opening Meetings
Wed., Sept 1-Thursday, Sept. 2, 2021	Divisional Work & Room Preparation
Friday, Sept. 3, 2021	Room Preparation (optional)
Monday, Sept. 6, 2021	Labor Day – School Closed
Tuesday, Sept. 7, 2021	Rosh Hashanah - School Closed
Wednesday, Sept. 8, 2021	PreK First Day Visit for Students & Parents 8:00-10:00 or 10:30-12:30
Wednesday, Sept. 8, 2021	First Day of School for All Students Grades K - 12
Thursday, Sept. 16, 2021	Yom Kippur - School Closed
Saturday, Oct.16, 2021	All School Admission Open House
Thu. – Fri., Nov. 4 - 5, 2021	Lower School Conferences - Grades PreK through 4 - No Lower School Classes
Thu., Nov. 4, 2021	End of Q1 for MS/US
Friday, Nov. 5, 2021	Middle & Upper School Report Writing Day – No MS/US Classes
Friday, Nov. 19, 2021	Student/Parent Conference Day Grades 5-12 - No MS/US Classes
Tuesday, November 23, 2021	Last Day of Classes Before Thanksgiving Break
Monday, Nov. 29, 2021	Faculty/Staff In-Service – No Classes
Tuesday, Nov. 30, 2021	Classes Resume
Friday, Dec. 17, 2021	Last Day of Classes Before Winter Break
Monday, Jan. 3, 2022	Faculty/Staff In-Service/No Classes
Monday, Jan. 17, 2022	Dr. Martin Luther King, Jr. Day – School Closed
Friday, Jan. 21, 2022	End of Q1/Sem 1 for MS/US
Mon. - Fri. Jan 24-28 2022	Upper School Social Justice Week
Friday, Feb. 18, 2022	Mid-Winter Break - School Closed
Monday, Feb. 21, 2022	Mid-Winter Break - School Closed
Thu. - Fri., Mar. 24 - 25, 2022	Lower School Conferences - Grades PreK through 4 - No Lower School Classes
Friday, March 25, 2022	Middle & Upper School Report Writing Day - No MS/US Classes
Mon., March 28-Fri., April 1, 2022	Spring Break
Monday, April 4, 2022	Faculty/Staff In-Service – No Classes
Tuesday, April 5, 2022	Classes Resume
Friday, April 15, 2022	Good Friday - School Closed
Tuesday, May 3, 2022	Eid al Fitr - School Closed
Mon.-Fri., May 16-20, 2022	Senior Final Exams & Class Retreat/Trip
Mon.-Fri. May 23-June 9, 2022	Internships/Projects
Monday, May 30, 2022	Memorial Day – School Closed
Mon.-Thurs. June 6-9 2022	Final Exams for Students Grades 7-12 – No Middle/Upper School Classes
Thursday, June 9, 2022	US Closing Devotions/Senior Internship Presentations/Graduation Rehearsal
Friday, June 10, 2022	Lower School Closing/Middle School Closing
Friday, June 10, 2022	Senior Baccalaureate & Alumni Induction
Saturday, June 11, 2022	Graduation
Mon. - Wed. June 13-15, 2022	Closing Faculty Meetings
Mon., June 13-Fri., June 17, 2022	Fun Week
Mon., June 20 -Fri., July 29 , 2022	SummerSession @ Friends Select
Mon., June 20- Fri., August 19, 2022	Future Stars Summer Camp
Monday, Aug. 22, 2022	Upper School Sports Preseason Practices Begin

Telephone Numbers

Main Telephone Number: (215) 561-5900 (Switchboard hours: 7:30 a.m. to 6:00 p.m.)
Fax Number: (215) 864-2979
Web Address: www.friends-select.org
Email Address: lsoffice@friends-select.org

If your question is related to:

Absence or Lateness
Admissions

After School Program
Billing and Payments of Tuition
Bus Service for Districts
Calendar of Upcoming Events
Development & Fund Raising
Financial Aid
FSS Private Bus Service

Head of School
Health or Medical Matters
Lower School

Middle School

Family Association
Student Records and Transcripts
Summer Camp
Tutoring for Students
Upper School

Vacation Care
Volunteering at the School

Call (Voice Mail Extension):

Susan Hagner, LS Administrative Assistant (3116)
Marnie Christian (3102), Anita Bailey (3105)
Deandra Witt (3104), Ellen Gershman (3103)
Joe Hardy, Director of Continuing Programs (3143)
Pat Liczbinski (3110)
Susan Hagner, LS Administrative Assistant (3116)
Jan Burns, Assistant to the Head of School (3129)
Christine Jefferson (3141)
Matt Rosen (3109)
Matt Rosen (3109)
Pat Liczbinski (3110)
Michael Gary (3112) or Jan Burns, Asst. to the Head of School (3129)
Kelly Papianou (3114)
Dave Younkin, LS Director (3115)
Amy Segel, LS Associate Director (3150)
Susan Hagner, LS Administrative Assistant (3116)
Desiree Harmon, MS Director (3123)
Chris Kottcamp, MS Administrative Assistant (3162)
Molly Mullahy, Director of Parent Programs (3139)
Susan Hagner, LS Administrative Assistant (3116)
Future Stars Camps (610-783-6336)
Corey Orlando (3137)
Chris Singler, US Director (3119)
Erin Pratt, US Associate Director & Dean of Academics (3120)
Norman Bayard, Dean of Students (3117)
Deneen Young, US Administrative Assistant (3118)
Joe Hardy, Director of Continuing Programs (3143)
Molly Mullahy, Director of Parent Programs (3139)

FRIENDS SELECT SCHOOL

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2021-2022