

FRIENDS SELECT



LS students enjoying their time at the annual LS Picnic at Allens Lane Art Center,

Handbook for Lower School Students and Parents

Academic Year 2019-2020

2019-2020

Friends Select School

Handbook for Lower School Students and Parents

Michael Gary, Head of School
Dave Younkin, Director of Lower School
Amy Segel, Associate Director of Lower School
Susan Hagner, Lower School Administrative Assistant

Friends Select School both hires employees and admits students without regard to religion, 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. Any questions or comments about the contents of this book should be addressed to the director of the lower school.

Inserted into this handbook is a signature sheet for parents that must be signed and returned to the lower school divisional office before students may attend class. Please acknowledge your understanding of the expectations, consequences, and contents of this handbook by signing the enclosed sheet. The signature sheet informs the school that parents have read and understood the contents of the Handbook.

Table of Contents

INTRODUCTION

Alma Mater.....	1
Friends Select School Philosophy	2
Statement of Identity	2
Statement of Community	2
Statement of Diversity.....	2
Transgender Statement	3
Locker Room Statement	3
Lower School Rules and Expectations	3
Student Responsibilities.....	4
Quakerism.....	4
The Lower School Day.....	5
Building Security	5
Arrival.....	5
Before School Early Care	6
Dismissal.....	6
After School Program.....	9

GUIDELINES FOR A COOPERATIVE COMMUNITY

Support Services.....	10
Attendance.....	11
Birthdays and Other Observances.....	12
Book Bags.....	12
Community Service.....	12
Computers	12
Conferences, Progress Reports, Attendance Schedule	13
Dogs on Campus	13
Dress Code Policy	13

Food.....	13
Food allergies	13
Fundraising Policy.....	14
Gift Giving Policy.....	15
Health Services/Illness/Procedures for Medication.....	15
Homework Policy	16
Inclement Weather School-Closing Information	16
Instrumental Music Lessons	16
Lost Clothing	17
Lower School Library	17
Lunch and Recess	17
Parent Association.....	18
Placement in Classes	19
Safety/Back Door.....	19
Standardized Testing Policy	19
Summer Day Camp	19
Tutoring Policy	19
Vending Machines	20
Vacation Care Program	20

ALL-SCHOOL POLICIES	21
----------------------------------	-----------

ANNUAL SPECIAL ACTIVITIES	27
--	-----------

2019-2020 CALENDAR	29
---------------------------------	-----------

TELEPHONE NUMBERS	30
--------------------------------	-----------

Revisions - 2019-2020 Handbook

Each year, the school handbooks are rewritten. Typically, many policies and procedures are modified. The following policies have been updated this year. This list is intended to call attention to some of the revisions, and is not a complete list of all changes in the handbook.

- Health policy (when children may return to school) page 15

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.

Introduction

Friends Select School Philosophy

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

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

Statement of Identity

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

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

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 empower response to global issues and events. As members of the community move beyond our walls, they therefore think critically, advocate for change, and take an active role in the building of a better world.

Transgender Statement

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

NOTE: The entire transgender statement is available online

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

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.—to which parents are invited, and periodic Meetings for Community when children come together to share ways to strengthen the community. With these values at the heart of the school's philosophy, the rules for the community are as follows:

1. Treat all people with respect. This means that there is no physical hurting, name calling, excluding, teasing or bullying allowed. Every person, adult and child, is to be addressed in a polite and respectful way.
2. Walk in the halls and other indoor spaces.
3. Resolve all conflicts non-violently. If a child needs help solving a problem, 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

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

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.

Arrival

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

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 Bailey 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 for Morning Drop-Off and Afternoon Pick-Up

Parking in the school parking lot is for employees only during the school day.

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.

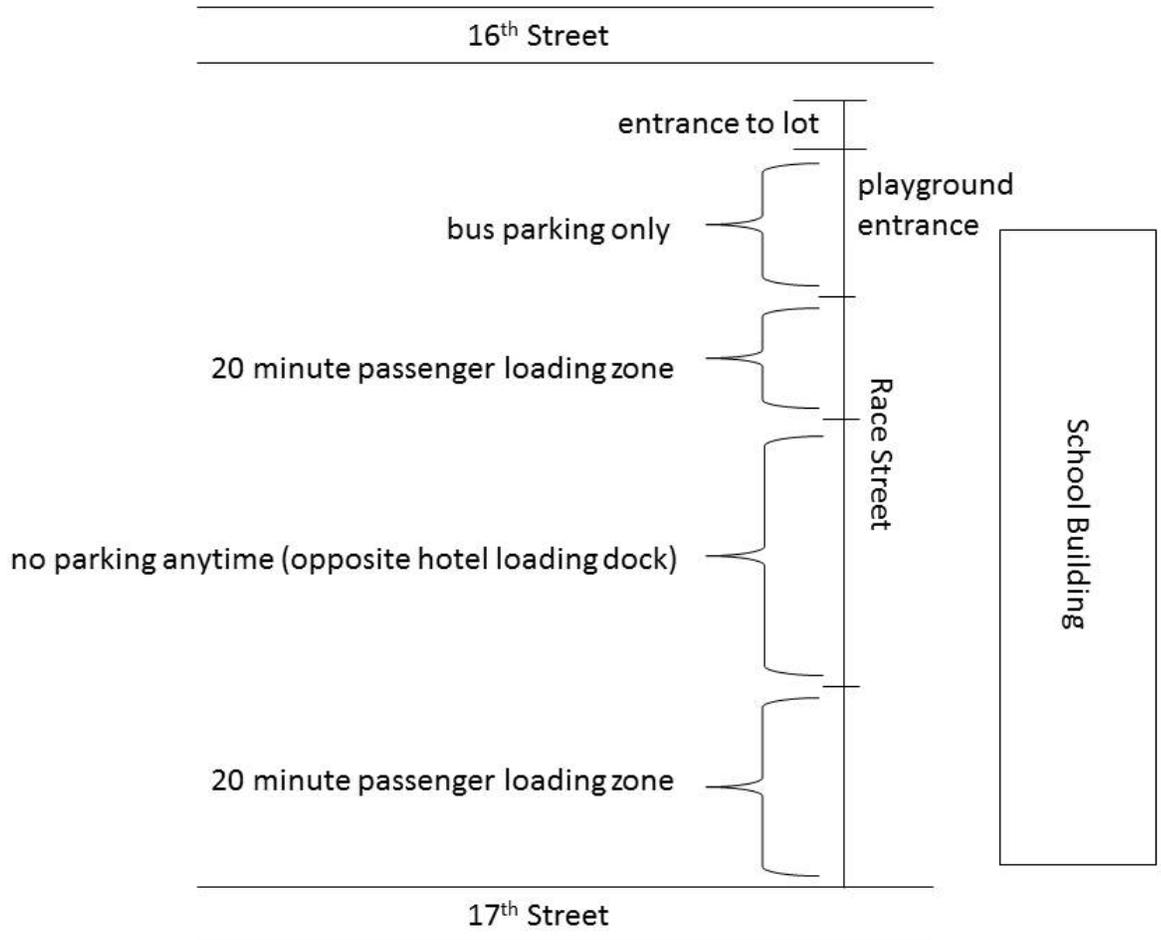
The diagram below shows the parking zone areas along Race Street: the “bus only parking” zone, the two “passenger vehicle loading zones” and the “no parking anytime” zone opposite the hotel/office building loading dock. (This latter zone has been in place as long as the loading dock for the hotel and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

As part of the School’s arrangement with the PPA and the Streets Department, the city has agreed to remove the metered parking on Race Street between 16th and 17th Street so that the “passenger vehicle loading zones” are always available to drivers. With that in place, an FSS parent is able to park for up to twenty minutes in these designated zones if they need to come to the school during the school day to enter the school to pick up their child or to enter the school to drop something off or stop in for a short time without having to use a meter.

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 \$12.00. 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 \$15 charge for drop-in use of the program.

After School Program

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.

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 call the lower school office (215-561-5900 x3116) to leave a phone number where they may be reached.

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 soffice@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.

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 parent 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. Lower school students are always supervised when using the Internet.

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

1. Parent/Guardian Technology Ethics Agreement

I have read and discussed the Technology Ethics Policy and Acceptable Use Policy and agree to permit my child to have network privileges. I further agree that I will not hold Friends Select 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 Ethics and Acceptable Use Policy and will abide by the terms and conditions. I understand that violation is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may follow.

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. 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.

Food

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

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.

6. At the start of the school year, the school nurse trains all staff and faculty (ASP) and ancillary employees in first aid care and emergency procedure, which includes the demonstration of how to administer an EpiPen.

It is widely promoted that children with food allergies be in inclusive classroom environments. Conscientious and routine table sanitizing, as well as vigilant hand washing 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.

Signs and Symptoms of an allergic reaction:

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

Signs and Symptoms of anaphylaxis

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

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

Emergency Procedures:

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

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

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.

Examples of acceptable fundraising activities include:

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

Any type of independent fundraising by an individual student, faculty or staff member will not be permitted. This includes the sale of items as well as the solicitation of sponsors.

Gift Giving Policy

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

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

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

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

Parent Association

1. Mission

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

2. Governance/Roles

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

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

3. Officers

- a. President (may be co-presidents): Presides at all PA 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 PA board and the school administration. Meet regularly with head of respective division and report to PA Board. Should attempt to oversee one fund-raising event per year.
- e. Treasurer: Responsible for PA funds; keeps accurate record of all monies received and paid; presents a report regularly to the PA Board as well as at the annual meeting. Assumes the functions of the secretary in his or her absence or incapacity to act, until president appoints a replacement.
- 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 PA Board. Assumes the functions of the treasurer in his or her absence or incapacity to act, until president appoints a replacement.

4. Class Representatives

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

Class Representatives should be conversant with the *Handbook for Lower School Students & Parents* or the *Handbook for Middle and Upper School Students & Parents*, as well as with the school's written philosophy, familiar with the processes and procedures of the school, and prepared to help parents identify the appropriate procedures to follow (particularly parents who are new to independent schools). Over the course of the year, class representatives will receive information from the PA divisional vice presidents to be disseminated. Likewise, Class Reps should bring to the attention of the divisional vice

presidents any important information from parents. Class representatives activate phone trees, plan class social events and work with the school to avoid scheduling conflicts, attend meetings, and communicate regularly with the PA Board. Class Representatives are invited to attend all meetings of the PA Board.

Placement in Classes

Students are placed in classes by the 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.

Standardized Testing Policy

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

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

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

Summer Day Camp

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. Students who are accompanied by a parent or guardian may use the machine after 3:00 p.m.

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

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

Academic Policies – lower school

Academic Accommodations

1. Reasons for Academic Accommodations

Friends Select may make academic accommodations for individual students when:

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

2. Academic Accommodations

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

Academic Policies – middle school

Academic Accommodations

1. Reasons for Academic Accommodations

Friends Select may make academic accommodations for individual students when:

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

2. Academic Accommodations

Friends Select may make the following accommodations for individual students:

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

Academic Policies – upper school

Academic Accommodations

1. Reasons for Academic Accommodations

Friends Select may make academic accommodations for individual students when:

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

2. Academic Accommodations

Friends Select may make the following accommodations for individual students:

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

Student Harassment Policy

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

With this policy, which applies to relationships between students in the school community, we strive to create a learning environment in which all individuals are free to develop relationships, work, and learn without fear of being intimidated, ostracized, harassed, humiliated or degraded by the unwanted and unacceptable behavior of other students. As such, the school prohibits conduct that creates a harassing or intimidating environment for any student.

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

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

Procedure: If a student feels they have been harassed, the procedures outlined below should be followed:

1. *Object to the conduct.* The student should let the offending person or people know he or she wants the behavior to stop, by saying so firmly, giving a clear message, without apology. This is an important step. The goal of this step is to get the unwanted behavior to stop. If a student does not feel comfortable confronting the person alone, he or she should take a friend along or write a letter. A copy of the letter should be sent to the dean, the student's advisor, or another trusted adult on the faculty. If the harassment is so severe or threatening that the student is fearful that confrontation could lead to physical harm or abuse, then the student should report it directly to the dean, the student's advisor or another trusted adult on the faculty.
2. *Keep a record.* The student should keep a record of when, where, and how he or she has been mistreated. Include witnesses, direct quotes, actions, evidence, and any written communication.
3. *Inform a faculty member.* The student should promptly contact one of the following people at school about the situation: advisor, faculty member, the nurse, the dean, the school's psychologist, or other administrator. **Any faculty member or employee who witnesses student harassment or receives a report of student harassment must report it immediately to the Head of School.**

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

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

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

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

Substance Abuse Policy

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

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

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

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

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

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

Lockers are considered the property of the school and may be inspected from time to time for health and safety; school personnel may open lockers and search the personal effects of a student if the school believes there is sufficient cause for doing so (please refer to page 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.

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 page 1 for Friends Select School's "Statement of Community."

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 student's 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:
 - a. maintaining a healthful and safe living environment,
 - b. providing meals on a regular basis,
 - c. providing medical care in the event of illness,
 - d. assisting the student and family to find a local medical practitioner,
 - e. assisting the student to seek professional medical care and treatment in cases of emergency,
 - f. taking appropriate measures to support and ensure regular attendance at school, and
 - g. 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.

Annual Special Activities

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.

Become an Expert (BAE)

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

Book Fair

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

Transition Coffees

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

**FRIENDS SELECT SCHOOL CALENDAR
2019-20 SCHOOL YEAR**

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

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
Alumni/ae Affairs
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

Parent 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)
Julia Greenberger, Director of Alumni Relations (3106)
Pat Liczbinski (3110)
Susan Hagner, LS Administrative Assistant (3116)
Jan Burns, Assistant to the Head of School (3129)
Christine Jefferson (3141)
Matt Rosen (3109)
Patti Harnwell (3158)
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)
Peter Cline, MS Director (3123)
Desiree Harmon MS Associate Director (3124)
Chris Kottcamp, MS Administrative Assistant (3154)
Molly Mullahy, Director of Parent Programs (3139)
Susan Hagner, LS Administrative Assistant (3116)
Future Stars Camps (610-783-6336)
Kate Jaworski (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

17th & Benjamin Franklin Parkway
Philadelphia, PA 19103

Telephone: 215-561-5900

Fax: 215-864-2979

www.friends-select.org

2019-2020