

FRIENDS SELECT



Handbook for Upper School Students and Parents **Academic Year 2019 – 2020**

2019-2020

Friends Select School

**Handbook
for Upper School
Students and Parents**

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

Table of Contents

INTRODUCTION

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

GENERAL INFORMATION

| | |
|---|----|
| School Calendar | 4 |
| Building Security Procedures/Visitors | 5 |
| Cellular Phones | 5 |
| Dogs on Campus Policy | 5 |
| Fundraising Policy | 6 |
| Guardianship Policy..... | 6 |
| Health Services..... | 8 |
| Inclement Weather and School Closing | 9 |
| Lost and Found..... | 10 |
| Parking Lot..... | 10 |
| Parent Association..... | 10 |
| School Records | 11 |
| Student-Teacher Policy | 11 |
| Summer Day Camps | 12 |
| Telephone Calls into School..... | 12 |
| Vending Machines | 12 |

ACADEMIC INFORMATION

Student Support Systems and Personnel

| | |
|-----------------------------------|----|
| Support Personnel | 12 |
| Whom-to-go-to-for-what | 13 |
| ELL | 14 |
| Tutoring Policy | 15 |
| Peer Tutoring | 16 |
| Standardized Testing..... | 16 |
| College Planning..... | 17 |
| Information Services..... | 18 |
| Responsible Use Policy..... | 19 |
| Bring Your Own Device Policy..... | 20 |
| Materials Selection Policy..... | 21 |

Academic Policies

| | |
|---|----|
| Accommodations | 21 |
| Concussion Protocol..... | 22 |
| Student Grade Level Placement | 23 |
| Academic Awards and Honors | 24 |
| Academic Honesty..... | 26 |
| Act 195: Textbook Loaning..... | 27 |
| Canvas guidelines | 27 |
| Course offerings | 29 |
| Dropping or Adding a Course | 29 |
| Grading and Reporting | 29 |
| Grade Point Average..... | 29 |
| Grading System..... | 29 |
| Minimum Grade Requirements | 29 |
| Matriculation/Graduation requirements | 30 |
| Academic Probation | 30 |
| Exams..... | 30 |
| Incomplete Grades | 31 |
| Homework Policy..... | 31 |
| Independent Coursework | 32 |
| InterSession..... | 32 |
| Making Up Missed Work..... | 32 |
| Placement in Sections | 33 |
| Religious Holidays | 33 |
| Study Away From School | 33 |
| Summer School Policies..... | 34 |
| Test Calendar Policy | 34 |
| Textbook Ordering..... | 34 |
| Transcripts | 35 |
| Trips Abroad | 35 |

| | |
|--|-----------|
| Attendance | 35 |
| Attendance Policy..... | 36 |
| Notifying the School of Absences | 36 |
| Class Attendance | 37 |
| Early Dismissal..... | 37 |
| Sign-in/sign-out process..... | 37 |
| Lateness | 38 |
| Medical Leave of Absence | 39 |
| Medically Necessary Modification | 39 |

CO-CURRICULAR PROGRAM

| | |
|--|-----------|
| Opportunities and Requirements..... | 39 |
| Activity Waiver | 39 |
| Student Leadership | 40 |
| Clubs | 40 |
| Theatre | 40 |
| Athletics | 41 |

COMMUNITY STANDARDS

| | |
|---|-----------|
| Conduct/Behavior Expectations | 41 |
| Athletic Code of Conduct..... | 41 |
| Automobiles..... | 41 |
| Bus Behavior | 41 |
| Dining Hall Behavior..... | 42 |
| Campus Leave/Building Leave Privileges | 42 |
| Consideration for Others | 43 |
| Community Property..... | 43 |
| Dress | 43 |
| Electronic Equipment | 44 |
| Emergency Procedures..... | 44 |
| Food and Beverages | 44 |
| Hallways | 44 |
| Personal Property..... | 44 |
| P.E. Facilities..... | 45 |
| Sale of Items in School..... | 45 |
| Sleeping..... | 45 |
| Smoking Policy..... | 45 |
| Study Hall | 45 |
| Disciplinary Procedures..... | 45 |
| Notification..... | 45 |
| Social Probation | 46 |
| Suspension and Expulsion | 46 |
| College Disclosure | 47 |
| Major School Infractions..... | 47 |
| Safety and Security Policies..... | 48 |
| Sexual Assault or Abuse Policy | 48 |
| Harassment Policy | 49 |
| Substance Abuse Policy..... | 50 |
| Personal Safety and Suicide Threat Policy | 51 |
| Threats, Violence and Bullying..... | 51 |
| Safe 2 Say Something..... | 52 |

ATHLETICS and ATHLETIC HANDBOOK 53

Major Revisions 2019-2020 Handbook

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

- ELL Program
- Smoking/Vaping Policy
- Major School Infractions
- Cell Phones
- Guardian Responsibilities
- Concussion Protocol

Introduction

The Friends Select *Handbook for Upper School Students and Parents* combines academic and community information and policies. On our website is a signature sheet for parents and students which must be signed and returned to Ellen Gershman, admissions associate, prior to student registration in the fall. The policies of this handbook may be terminated, amended or modified at any time at the discretion of the school. Any questions or comments about the contents of this book should be related to the director of Friends Select's upper school.

Friends Select School Philosophy

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

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

Statement of Community

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

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

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

Statement of Identity

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

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

Statement of Diversity

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

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

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

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

Transgender Statement

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

NOTE: The entire transgender statement is available online.

Quakerism

Meeting for Worship

Students and faculty attend Meeting for Worship every Wednesday morning at the Central Philadelphia Monthly Meeting House, one block to the east of the school. Meeting for Worship is the Religious Society of Friends' (Quaker) form of worship, in which the assembled group meets in a silent, corporate search for Truth; those who are moved to speak rise to do so out of the silence. Meeting for Worship is overseen by the student/faculty Worship and Ministry Committee. Three times each year, the entire K-12 student body, faculty and staff meet together in All-School Meeting for Worship. These meetings are often "programmed," or planned, to celebrate a holiday or mark important occasions or themes in the life of the school.

"As We Leave This Friendly Place"

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

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

Community Service

Community service projects in **upper school** provide opportunities for students to enact Friends Select's belief that "learning should be placed at the service of society" while learning about the social needs of the City of Philadelphia. All students participate in two upper-school wide service days when all students and faculty engage in service projects with community partners throughout Philadelphia.

Friends Select School Spirit

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

Alma Mater

Words and music by Will Wright, '08

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

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

**FRIENDS SELECT SCHOOL CALENDAR
2019-2020 SCHOOL YEAR**

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

Building Security Procedures and Protocols

1. Entry Procedures

Reception desks-- located at the school entrances at the 17th Street and Parkway lobby, the 16th Street Parking Lot, and the lobby of Friends Select @ 1700 --will be staffed to check for proper identification before parents and visitors can proceed into the building. The 16th Street entrance will be staffed from 7:30 a.m. to 8:30 a.m. and from 2:30 p.m. to 6 p.m. The 1700 entrance is staffed from 8:00 a.m. until 3:00 p.m. The main entrance is staffed from 7:30 a.m. until 6 p.m. Students should not be dropped off before 7:30 a.m.

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

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

2. Visiting a Student During the School Day

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

3. Locked School Doorways

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

4. Identification Badges

To further enhance security procedures during the school day, students in grades six through twelve will receive a photo identification badge. This badge must be available in the student's backpack or locker during the school day. All faculty and staff are required, for safety purposes, to clearly display their ID badge on their person at all times.

Cell Phones

Having and using a cellular phone in school is a privilege that can be revoked at any time. Upper school students may carry cell phones with them throughout the school day but they must be silenced or turned off during class unless otherwise specified by a teacher; **cell phones that are out or being used during class time or Meeting for Worship will be confiscated for the day and can be picked up after school at the upper school office.** Phone calls may be made only in school stairwells, Bailey's Circle, the front and back lobbies. Students may text in the hallways at any time, provided they are not in a scheduled class at that time. Cell phones may be used in class with explicit permission from the teacher for a teacher-specified use. Teacher-specified uses may include: entering an assignment into the calendar feature or Canvas, utilizing the calculator function, looking up information using an internet browser, or taking a photograph as a part of a class activity. **Teachers may require students to keep their cell phones in a designated storage location during the class period. Repeated violations of this policy may result in disciplinary action.** The school will ask students to provide their cell phone numbers for use with our emergency systems.

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.

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.

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, the student 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.

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 at Friends Select School during the admission process. There must be an additional meeting and/or phone call 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, the student must submit to the background check procedures that are required of teachers in the state of Pennsylvania. (The school can assist with arrangements). Background check results must be obtained and paid for by the student's family and must be submitted to the school for approval prior to the first day of school. The family is responsible for any and all costs related to obtaining the background check.

Guardian Responsibilities

1. The guardian acts in "*loco parentis*" and attends to the daily needs of the student, which includes, but is not limited to, the following:
 - a. maintains a healthful and safe living environment.
 - b. provides meals on a regular basis.
 - c. provides medical care in the event of illness.
 - d. assists the student and family to find a local medical practitioner.
 - e. assists the student to seek professional medical care and treatment in cases of emergency.
 - f. takes appropriate measures to support and ensure regular attendance at school.
 - g. Serves as a role model and guide for the social, moral, emotional and intellectual development of the student.
 - h. Provides regular transportation to and from school and school events.
2. The guardian stays in close contact with the school throughout the school year in matters of academic support and supervision. As noted above, the guardian will meet minimally on a quarterly basis with the 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 their 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 their 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 their student, the school Admission Office has information on available healthcare plans, including an international student medical insurance policy through Independent School Management (ISM).

Language Policy

Friends Select School welcomes a diverse and multi-lingual student body. English is the primary language spoken at the school by faculty, administrators and students. The school acknowledges that all students at Friends Select School are not fluent in English. The school has English Language Learners (ELL) program to support such students. All parents and guardians are required to be able to communicate effectively, both orally and in writing, in English, or else to provide an interpreter, who can communicate fluently and effectively in English, for all student conferences and to assist with other school communication as needed, such as conference calls. The student's family is responsible for any costs or fees related to translation

services. The school will supply a list of professional interpreter services that the family can utilize, if necessary.

Health Services

The 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.

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

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

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

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

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

It is widely promoted that children with food allergies be in inclusive classroom environments. Conscientious and routine table sanitizing, as well as vigilant hand washing are employed in all classrooms, but with greater attentiveness when health safety is a classroom issue. The decisions about how to best address the particular needs of a child or children in the classroom or dining hall are determined by the school nurse, administration and the classroom teacher.

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

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

Signs and Symptoms of an allergic reaction:

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

Signs and Symptoms of anaphylaxis

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

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

Emergency Procedures:

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

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

Inclement Weather School Closing Information

Parents should first go to the homepage of the school's website for school closing information. News stations will list the names of schools closed on their website. The school code is 134. Parents and students may also check the School District of Philadelphia website as Friends Select follows the decision of the district with regard to school closing.

The following applies to travel-related inclement weather closings (i.e. school closings necessitated by bad road conditions which make traveling to and from school hazardous):

1. If Philadelphia public schools are **open**, Friends Select is open.
2. If Philadelphia public schools are **closed**, Friends Select is closed.
3. If Philadelphia public schools are **open without transportation**, Friends Select is open without transportation.

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

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

After School Program does NOT operate on days school is closed.

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

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

Lost and Found

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

Parking Lot

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

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

Parent Association

1. Mission:

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

2. Roles

- 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.

- e. Traditional fund-raising events include the Scholastic Book Fair, school auction, and concession sales at various events. Each year, additional fund-raising events may be scheduled.
- f. The PA provides financial support for dedicated school projects.

3. Divisional Vice Presidents & Class Representatives

- a. Divisional vice presidents meet with the upper school division director regularly and will communicate pertinent information to all parents. You may also receive updated information on the parent association webpage on the school's Web site.
- b. PA class representatives serve as a channel of communication between Friends Select's parents and/or guardians, the PA officers and the administration and staff.
- c. Class representatives should be conversant with the Handbook for Upper School Students & Parents, as well as the school's written philosophy; familiar with the processes and procedures of the school; and prepared to help parents identify the appropriate procedures to follow (particularly parents who are new to independent schools).
- d. Over the course of the year, class representatives will receive information from the PA divisional vice presidents to be disseminated to their grade level. Class representatives activate phone trees and e-mail chains, plan class social events and work with the school to avoid scheduling conflicts, attend meetings, and communicate regularly with the PA board. Class representatives, as well as parents and/or guardians, are encouraged to attend all parent association meetings.

School Records

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

Student-Teacher Policy

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

Each student-teacher is accepted by a mentor-teacher who is experienced and able to lead the student-teacher in the ways of the school and who supports the student teacher's growth as a learner and a professional. In addition, the classroom mentor supervises, provides feedback, and uses a variety of methods to assess the student teacher's performance, knowledge and skills, and attitudes regarding classroom instruction. Each student teacher is also supervised by an employee of the college or university. All student-teachers are required to complete the following federal and state clearances: 1-9, Criminal Record Check (including FBI check, as required for students not residing in Pennsylvania) and Child Abuse History Clearance.

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

Summer Day Camps

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

Telephone Calls into School

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

Vending Machines

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

Academic Information

Student Support Systems and Personnel

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

Personnel

1. Teachers

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

2. Advisors

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

3. Learning Specialist

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

4. School Psychologist

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

5. Lead Advisors

Each upper school grade is assigned a faculty member to act as lead advisor. The lead advisor works with the grade advisors to support each student in the grade. They also get to know each student and family in the grade and assist on grade-wide activities.

6. **Dean of Students**

The dean of students oversees extracurricular activities, traditional field trips, clubs, discipline, service, student government and other aspects of student life and upper school culture.

7. **Associate Director of Upper School**

The associate director is available to support students and their families as they work to define and resolve any academic or social concerns. The associate director has responsibility for the student guidance programs in grades 9 through 12 and also oversees academic programming including grades and comments, back to school night, academic awards, the academic course of study and other academic programming aspects of upper school.

8. **Director of Upper School**

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

**Friends Select Upper School ~ 2019-20 Academic School Year
Whom-to-go-to-for-What**

| If you have questions about: | Person | Contact Information |
|---|--|--|
| Your child's overall well-being and academic performance, class schedule, academic advising | Your child's Advisor Advisories meet once or twice per week. Advisors know advisees well and should be the first point of contact for most concerns or questions. | |
| Overall education, academic policies, and school programs | Chris Singler Upper School Director Erin Pratt Upper School Associate Director | chriss@friends-select.org 215-561-5900 ext 3119 erinp@friends-select.org 215-561-5900 ext 3120 |
| Student activities and clubs, disciplinary matters, attendance questions, international student questions, community service program and volunteer opportunities | Norman Bayard Upper School Dean of Students | normanb@friends-select.org 215-561-5900 ext 3117 |
| Scheduling concerns | Natalie Mayer Lead Scheduler | nataliem@friends-select.org |
| General questions about the Upper School, transcript requests, grade report questions, to report an absence or tardy | Deneen Young Assistant to the Upper School Director | deneeny@friends-select.org 215-561-5900 ext 3118 All attendance Notifications email: fssusattendance@friends-select.org |
| Academic advising and support, guidance, peer tutoring | Erin Pratt Upper School Associate Director | erinp@friends-select.org 215-561-5900 ext 3120 |
| Questions about departmental policies and course offerings | Deborah Caiola Arts Department Chair Suzanne Morrison English Department Chair Brian Kors History Department Chair Sarah Kelly Mathematics Department Chair Heather Fortune Performing Arts Department Chair Rae Asbridge Physical Education Department Chair Natalie Mayer Science Department Chair Anne Wentling World Languages Department Chair | deborahc@friends-select.org suzannem@friends-select.org briank@friends-select.org sarahk@friends-select.org heatherf@friends-select.org raea@friends-select.org nataliem@friends-select.org anne@friends-select.org |

| | | |
|--|---|---|
| Questions specific to a grade level or grade level social events | Norman Bayard Upper School Dean of Students Heather Fortune Grade 9 Lead Advisor Sarah Kelly Grade 10 Lead Advisor Matthew Rosen Grade 11 Lead Advisor Heather Paul Grade 12 Lead Advisor | normanb@friends-select.org heatherf@friends-select.org sarakh@friends-select.org matthewro@friends-select.org heatherp@friends-select.org |
| Concerns about a student's emotional, mental, or social well-being | Natan Gottesman School Psychologist Erin Pratt Upper School Associate Director | natang@friends-select.org 215-561-5900 ext 3138 erinp@friends-select.org 215-561-5900 ext 3120 |
| Questions about learning accommodations | Molly Patterson Upper School Learning Specialist | mollyp@friends-select.org |
| Health issues, questions about medications | Kelly Papianou School Nurse | kellyp@friends-select.org 215-561-5900 ext 3114 |
| College Counseling, application timeline, teacher recommendations, plans for standardized testing, PSAT and SAT administration | Tracy Matthews Director of College Counseling Naté Hall Associate Director of College Counseling | tracym@friends-select.org natéh@friends-select.org |
| Multicultural programs, affinity groups for parents and students, diversity-related questions | Toni Graves Williamson Director of Equity and Inclusion | tonigw@friends-select.org |
| Athletic teams | Bill Klose Athletic Director | billk@friends-select.org |
| City Curriculum Questions | Margaret Smith Director of City Curriculum | margarets@friends-select.org |

English Language Learning (ELL)

Students who are not native speakers of English are usually placed in ELL Support. Based on their performance the previous year, along with an in-house or TOEFL assessment, and in addition to teacher recommendations, students are assigned to an appropriate level of support from the ELL instructor. These small, individualized sessions meet regularly to work on vocabulary development, grammar, conversation, literature and written expression; the coursework draws on the content of students' other classes.

1. Curriculum

Friends Select's ELL Support class complements a student's English requirement. International students taking ELL Support work on reading, writing, listening and speaking English. Students work to enhance their ability both to analyze advanced English texts, and to become comfortable with idiomatic English. Students use materials specifically targeted to English language learners.

The school transcripts for ELL students include ELL Support, which is described in the school profile. ELL Support is yearlong, for .5 credit, and is pass/fail.

2. Placement

Upper school international students new to FSS are placed in ELL support and are required to take the TOEFL in April of each year. Final authority over ELL placements will rest with the director, associate director of upper school, with input from the ELL Support teacher.

3. Learning Goals

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

4. Program Accommodations

English language learners who are enrolled in ELL Support may receive the following accommodations at the discretion of the administration and faculty: extended time for tests and quizzes; extended time for major assignments; use of dictionaries for tests and quizzes; augmentation of a textbook with one written at a more suitable English-language level; augmentation of a reading assignment with one written at a more suitable English-language level; and slightly modified research topics to reflect a student's particular background (yet still reflecting the course's curricular goals).

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

Tutoring Policy

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

1. Focused attention in class
2. Completion of all homework and other assignments
3. Extra help sessions
4. Institutional response to varied learning needs, as specified and documented by professional testers
5. Evaluation of appropriate placement
6. Peer tutoring when available. (See below for more on peer tutoring).

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

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

Also, tutoring may be necessary to complement classroom instruction when recommended by the guidance team for students with diagnosed and documented learning differences or for students in the ELL program.

During the summer, students may engage a tutor:

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

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

As a rule, the school does not assist students in the selection of tutors, although a list of tutors is maintained in the learning specialist's office. Faculty are available to confer with a student's tutor about the scope and content of the course, but may not be engaged as paid or unpaid tutors of Friends Select students during the school year. Only tutors with the state mandated clearances may provide tutoring in the school building. State mandated clearances must be valid within the year (September of current school year) and must be presented on or before start date with students to a head's office representative. The Pennsylvania Department of Education mandates the following clearances:

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

Arrangements for tutoring and other specialist support professionals (such as evaluators or therapists) who will be working at FSS should be made through upper school learning specialist Molly Patterson: mollyp@friends-select.org. Tutors providing services to students in the school building must always check in with the receptionist.

Peer Tutoring

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

Standardized Testing

1. Grades 7 and 9

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

- One key to successful performance on standardized tests is comfort and practice with timed, multiple-choice, fill-in-the-oval examinations. Particularly since Friends Select's curriculum does not emphasize this type of testing format, it is important to give students periodic experience with it through the CTP IV.
- Standardized test results can provide useful and desired (albeit limited) information for families and for school personnel. The CTP IV may suggest or corroborate specific strengths and weaknesses in ability or content areas. The director of testing and division directors are available to explain to families the purposes, meanings, and limits of these norm-based tests.
- Standardized testing has become an expected assessment tool (one of many) in independent schools, both locally and nationally. While every good independent school cherishes the curriculum it creates, testing indicates the school's willingness to consider and learn from normed assessment.
- Friends Select currently requires middle and upper school admission candidates to take a standardized test (either the SSAT or a form of the Educational Records Bureau exams) as part of the application process. Having data regarding currently enrolled students' performance on similar tests, which can then be compared with applicants' scores, will help the school make sound admission decisions in middle and upper school.

2. Upper School

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

| | | |
|------------------------|---|---|
| Ninth Grade: | November | Educational Records Bureau's (ERB) CTP IV exam |
| Tenth Grade: | February June | PSAT 10 SAT Subject Test for some students |
| Eleventh Grade: | October April/May May June | PSAT / National Merit Scholarship Qualifying Test SAT/ACT Advanced Placement (AP) Tests for some students SAT, SAT Subject Test or ACT |
| Twelfth Grade: | September October November December May | ACT SAT, SAT Subject Test or ACT SAT or SAT Subject Test SAT, SAT Subject Test or ACT Advanced Placement (AP) Tests for some students |

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

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

The College Planning Office does possess some test-preparation materials that students may use. Before testing dates in the fall and the spring, faculty often sponsor voluntary review sessions for some standardized tests for interested students. The English and mathematics departments also consider the content areas and types of questions typically included on the SAT when creating assignment and tests for students. Vocabulary words,

questions about reading assignments and multiple-choice mathematics problems are examples of ways teachers help students prepare for the SAT through the school's normal curriculum. As an additional way to enhance students' standardized test scores, weekend SAT and ACT skills workshops are offered by the school. One series of workshops is offered each semester, with interested seniors enrolling in the fall and interested juniors enrolling in the spring. As the classes will occur outside the school day, they do not compromise the regular curriculum and, because students do not have to pay for the workshops, they are not cost-prohibitive. The workshop sessions are held on six consecutive weekends, often from 1:00 - 4:30 p.m. (times subject to change with notification). The workshops cover SAT and ACT content and skills, and also include practice test-taking. Although such workshops cannot guarantee a change in a student's scores, participation in the workshops may facilitate greater confidence and agility, as the students approach the tests.

Friends Select offers in-school testing in certain situations for students who have been approved by the College Board and/or ACT's Services for Students with Disabilities (SSD) and are therefore eligible for testing accommodations for the PSAT, SAT, SAT Subject Test, the Advanced Placement program and ACT. *The only students eligible for in-school testing are those whose SSD-approved accommodations cannot be offered at a regularly scheduled test center.* (The SAT, SAT Subject Test, and ACT will be offered on the nationally-scheduled Saturday test dates. The PSAT will be given the same day as the national test date chosen by Friends Select. Advanced Placement exams will be given on the nationally scheduled test dates in May.) The ERB, PSAT and AP exams are administered at Friends Select. All other standardized tests are administered at testing centers unless a student has pre-approved accommodations that require the student to take the standardized test at Friends Select.

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

College Planning and Placement (CPP)

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

| Ninth Grade | |
|--------------------|--|
| Fall: | In part to reinforce standardized test-taking practices and strategies, students take the Educational Record Bureau's (ERB) Comprehensive Testing Program skills assessment test. |
| Spring: | Students are introduced to Naviance, a web-based, college-planning portal. Students take an interest/achievement inventory survey to provide the college counselors information about each student's academic and extracurricular interests, achievements, and goals. Families meet with the director and/or associate director of college planning in a scheduled evening event to discuss standardized testing, course selections, co-curricular and summer programs, and the way these factors impact the college admission process. |
| Tenth Grade | |
| February: | All students take the Preliminary Scholastic Aptitude Test 10 (PSAT 10). The college planning office is available to help students and families interpret the results. In June, some students may take SAT Subject Tests. |
| Spring: | Families meet with the director or associate director of college planning in a scheduled evening event to discuss and reinforce standardized testing, course selections, co-curricular and summer programs, and the way these factors impact the college admissions process. |

| Eleventh Grade | |
|------------------------------|---|
| All year: | Students are encouraged to study literature about colleges, talk to persons familiar with individual colleges, and visit colleges during the spring and summer. |
| Fall: | The students can attend sessions with visiting college representatives. Students take a practice SAT/ACT Exam to introduce them to the two standardized tests that are accepted by colleges and to find out which test best fits them. |
| October: | All students take the PSAT/NMSQT. The college planning office is available to help students and families interpret the results. Eleventh graders have the chance of entering the National Merit Scholarship and/or the National Achievement Programs based on their PSAT scores. |
| Winter: | At a scheduled evening meeting with the college counselors and a college admissions professional, each family is introduced to the college process, each student receives a packet of materials on college planning, and students receive college planning assignments. |
| Spring: | Students spend a day on a scheduled field trip to visit local colleges in an effort to experience what a college visit entails. Students participate in mock college interviews with college admissions professionals and receive feedback on their performance. Students participate a mock college application review workshop with college admissions professionals to gain insight into how college applications are read and reviewed, and to discover what is critical in the application review process. Each student also has a private conference with the director or associate director to discuss all aspects of the college admission process, to provide individualized advice on the college search process, and to develop a college list appropriate to each student's profile. The director or associate director schedules meetings with individual students as they progress with their selections. All parents are encouraged to meet with the director or associate director to discuss the college admission process, including financial aid and scholarships. |
| March: | Students take the SAT and/or the ACT |
| May: | Students take the SAT |
| June: | Students take the SAT Subject Tests, the SAT, or ACT. |
| Summer prior to senior year: | Students visit colleges and start working on college essays Students participate in an intensive college application workshop, which involves workshops on the Common Application, Naviance, and writing the college essay. |
| Twelfth grade | |
| Fall: | Students meet individually with the college counselors to continue the college counseling process. Students continue to visit colleges and sign up to attend sessions with visiting college representatives. |
| October through January: | Students prepare and submit applications to colleges. The director or associate director works intensively with students and their families throughout the application process. There are monthly opportunities to take the SAT and SAT Subject Tests again. |
| Remainder of Year: | Director and Associate Director of CPP serves as an advocate of students to colleges and maintains personal contact and support with each senior as results of the application process become known. |

Information Services

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

The Friends Select School network provides e-mail privileges, internet access, and a number of software programs, to all students in grades six through twelve. At the beginning of each school year, students and parents must sign a Technology Use and Responsible Use Agreement, stating that students agree to abide by all terms delineated in the Handbook sections regarding Technology Use and Responsible Use. The Friends Select School technology network is based on a system of trust.

1. Technology Use Philosophy

Technology provides a critical link to the world that allows communication of information and ideas beyond the walls of the school. Fluency in technology skills is valued as a support for the academic curriculum in all departments. In addition, the school has a responsibility to equip students with the tools necessary to

succeed in an increasingly technological society and engage all members of the Friends Select community in the ethical and responsible use of technology. The school is mindful to approach technology within the context of Quaker values.

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

2. Responsible Use Policy for Upper School Students

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

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

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

- a. **Responsible Use:** The use of electronic devices at FSS is intended for educational activities. They must be used appropriately and cannot be used for purposes that are illegal, unethical, immoral, or unsafe. Non-educational and non-teacher directed gaming are not permitted at any time, either on FSS computers and any electronic devices that students bring from home. The first time a student is found in non-compliance with the Responsible Use Policy, the student's device will be confiscated and device use could be limited significantly while in school. Subsequent violations of the Responsible Use Policy would invoke additional disciplinary measures.
- b. **Privacy and Personal Safety:** Activities involving the school network will protect the privacy of personal information and the personal safety of students. Students are not permitted to participate in online activities that jeopardize their own personal information or the personal information, reputation, privacy, or character of others. Taking video or pictures of students, faculty, staff, or other community members without their consent is not allowed.
- c. **Safety and Security of Property:** Activities involving the computer network will ensure the safety and integrity of the system, data, and the information stored on the school computer systems.

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

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

I understand the terms of Responsible Use; thus,

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

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

I will not play computer games or stream non-school-related videos at school, unless assigned by a teacher.

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

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

I will cite all sources of information.

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

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

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

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

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

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

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

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

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

I will not install any software on school computers.

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

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

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

I will not text, chat, shop online, be on social media, use email, play games, or be on websites not directly related to the classroom activity and approved by the teacher during class time without a teacher's explicit permission.

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

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

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

I understand that breaking the rules may result in revocation of network privileges for a period of time and/or my device being confiscated. Upon identification of inappropriate use, the school will decide an appropriate response. Parents will be notified of any violation of the responsible use policy. Offenses may be considered a major school infraction.

3. Guidelines for Upper School student computer use (under the Bring Your Own Device Program)

- a. All students must adhere to the technology responsible use policy.
- b. Students are expected to bring their devices, along with headphones, to class each day, unless instructed otherwise. Devices should be properly charged and in working order. During class, students will be instructed by their teachers when and how to utilize their devices.
- c. In the classroom and study halls, students should only use their devices for relevant classroom activities as directed by the teacher.
- d. Devices should not be left unattended, and students should be able to easily identify their own devices and chargers.

4. School Laptops

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

5. Ruth Hallowell Gray Library

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

variety of audio and visual recording devices for use in classroom assignments, and chromebooks for classroom or library use.

The mission of the Ruth Hallowell Gray Library is to provide middle and upper school students with the information resources, research tools, and experience necessary to become information-literate citizens. In conjunction with subject area curricula, a multi-year program of exploration and instruction in research techniques helps students develop proficiency in gathering, evaluating, using and sharing information effectively and ethically. Teachers may bring groups to the library for research, or students may seek out research assistance from a librarian on their own. The library is a place for research, reading and quiet study as well as occasional group work, and a librarian is always available as a resource person for students, faculty, and staff. The library is normally open from 7:30 a.m. until 3:30 p.m. on school days.

Materials Selection Policy

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

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

Academic Accommodations – Upper School

1. Reasons for Academic Accommodations

Friends Select may make academic accommodations for individual students when:

- a. There are specific recommendations contained in recent (within 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
- c. Documented medical leave (See Medical Leave of Absence.)

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

Concussion Management and Return to Learn Protocol

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

Initial Management: First 4 Weeks Post-Concussion

1. School personnel learn that a student has sustained a concussion via athletic trainer or parent.
2. The divisional Concussion Management Team (CMT) is notified. (Director, Associate Director, Learning Specialist, School Psychologist, Athletic Director, School Nurse, Student's Advisor)

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

At 4 weeks: Post-Concussion: Chronic Academic Management

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

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

In extreme cases, the CMT may recommend a medical leave of absence (see page 40 in the Handbook).

References

<https://www.brainsteps.net/orbs/about/BrainSTEPS.TDR.Concussion.PDE.2016.pdf>
<http://www.cdc.gov/concussion>
www.chop.edu/concussion

Academic Accommodations – Middle School

1. Reasons for Academic Accommodations

Friends Select may make academic accommodations for individual students when:

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

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 Accommodations – Lower School

1. Reasons for Academic Accommodations

Friends Select may make academic accommodations for individual students when:

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

2. Academic Accommodations

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

Student Grade Level Placement Policy

Friends Select School accepts children into the school with the intention and belief that the child will most likely follow the typical trajectory progressing from one grade level to the next each year, with the expectation that students will stay for the remainder of their schooling through twelfth grade.

Exceptions:

- Some students may come for a year of study from abroad, for a time period designated by a parent/guardian's work, or for another reason after consideration by the Admission team.
- Students in prekindergarten or kindergarten might be asked to repeat a grade.
- On a rare occasion, the school might consider having a student in grades 1 through 11 repeat a grade or advance a grade level. These decisions are made on a case-by-case basis by the division director with the input from the guidance team and the head of school.
- For some students, the school might not be an academic or social fit, and they leave the school.

Repeating a grade:

The school might determine that repeating a grade is in the best interest of the child. The following are some of the criteria taken into account:

- The student's age is within the age range of the cohort in the new grade.
- The student is not of a greater maturity than the cohort of the new grade.
- The student did not attain the necessary skills to be academically successful in the rising grade.
- School personnel, including the guidance team, think it is possible for the student to learn what was not learned in the first year of the grade.
- The student's parents agree with the placement.
- The division director, with input from the guidance team, determines it is in the child's interest and will not compromise the best interest of the students in the new grade.

Grade Acceleration:

The school might determine that accelerating a grade is in the best interest of the child. The following are some of the criteria taken into account:

- The student's age is within the age range of the cohort in the new grade.
- The student is of greater social/emotional maturity than the current cohort (and will feel comfortable/confident in their new social group).
- The student is consistently working beyond grade level and is academically well beyond the ability of the current cohort.

- The school is confident that the child will be able to handle the increased expectations and content of the new grade level.
- The student's parents agree with the placement.
- The division director, with input from the guidance team, determines it is in the child's interest and will not compromise the best interest of the students in the new grade.

Exiting:

The school may exit a student prior to twelfth grade for the following reasons:

- In grades 1 to 6, when a student is not successful in the curriculum offered by the school, the student might be asked to leave the school after careful consideration by the guidance team and with approval of the division director and Head of School. These decisions are made only after implementation of support plans and multiple meetings with the family.
- In 7th and 8th grade, a student may not finish the year with more than one end-of-year grade below C-. In upper school, a student may not finish the year with three D range grades OR any single F grade with another D range grade.
- A student might also be asked to leave the school for disciplinary reasons in accordance with our handbook policies.

Note:

All charges for tuition, program or other mandatory fees will be adjusted on a full year or pro-rated basis to reflect the date of change during the school year and the actual grade to which the student is reassigned. Once the grade placement decision has been finalized, the division director working with the family will notify both the Admission Office and the Business Office of the effective date of the change.

Academic Awards and Honors

1. Honors and High Honors

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

2. Cum Laude Society

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

3. Upper School Departmental and Other Academic Awards

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

4. Awards to Members of the Junior Class

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

All-School Awards

1. **The Teresa Feo '70 Art Scholarships** are given to one upper school and one middle school student who have demonstrated interest and ability in art. The scholarships are to be used for courses at the University of the Arts (or similar programs).
2. **The Edward Price Hollingsworth Memorial Award** is presented to the upper school student who has demonstrated on-going interest, involvement, and initiative in the field of physical education and who has shown an understanding of and appreciation for the values of physical fitness in a healthy, active life.
3. **The Benjamin Lachs '71 Media Communications Prize** is awarded to the student who excels in the area of media communications. This award is given in memory of Benjamin Lachs '71 and his interest in the Falcon school newspaper. This award would recognize the many creative ways in which Friends Select students share their voices through film, writing, graphic design, photojournalism, blogs and podcasts. This would include, but not be limited to short promotional films for school events, Falcon FM radiobroadcasts, newsletter articles as well as *Cauldron* and yearbook design focusing on both academic and co-curricular interests.
4. **The Eleanor Roosevelt Memorial Service Award** is presented to the upper school student who, during the year, has assumed unusual social responsibility and who has unselfishly given of their time and effort to fellow human beings.
5. **The T. Edward Jones Award** is presented to a student in the upper school who has done the best work in the field of black history during the current academic year. This award is sponsored by Emma Lapsansky in honor of her father, the first black officer to receive the Distinguished Service Medal in World War I.
6. **The Michael Constant '72 Award** is presented to the student who has shown an insatiable curiosity to seek and study literature and writings covering subjects, topics and philosophies which have yet to be included in the school's curriculum or accepted by mass culture.
7. **The Rose Hagan Award for International Studies** is given to the student in grades ten through twelve who displays a passion for learning about other cultures, has shown an interest in world language studies, understands the value of travel to acquiring a global perspective, and has demonstrated a commitment to becoming a global citizen.
8. **Eleventh Grade Departmental Awards may** be given to the outstanding student in departments which do not have major awards for juniors (namely fine arts, World Languages and history).
9. **Ninth and Tenth Grade Awards may** be given to very outstanding students for academic achievement in each grade; to the one student who has provided outstanding leadership in each grade; and to the one student who has given the most in service.

Awards to Members of the Senior Class

1. **The FSS Visual Arts Award** is presented to a student who has made an outstanding contribution in the field of visual arts during their years at FSS.
2. **The Jonathan R. Levine '73 Performing Arts Award** is presented to a student who has made the most outstanding contribution in the field of drama and/or music during their years at FSS.
3. **The Carol Greenbaum English Prize** is presented to the student who has done outstanding work in the general field of English during their upper school years
4. **The Hans Hauser Language Award** is given to the senior student who has done outstanding work in World Languages during their upper school years.
5. **The FSS History Award** is given to the student who has done outstanding work in history during their upper school years.

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

Academic Honesty

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

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

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

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

Friends Select School’s standard for scholarly work typically is *The MLA Handbook*. Instruction about academic honesty is based upon the standards found in the *Handbook* and is taught in an age-appropriate manner. Students should consult their teachers when doing research for clarification around appropriate citation or attribution.

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

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

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

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

At the school's discretion, the dean of students may consult with the guidance team to address issues of academic integrity from a wellness perspective. **Repeated or egregious acts of academic dishonesty will result in disciplinary action, which may include not receiving credit for the assignment, failing the course, or being suspended or expelled. A student who knowingly abets another student in cheating or plagiarism is liable for the same penalties.**

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

Act 195: Policy for the Loan of Textbooks

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

Each family is asked to fill out a "certificate of request" The form is on SchoolDoc. Families need to electronically sign the form in their child's health profile. Act 195 textbooks are distributed to students requiring them. One book may be issued per student in a given class. Not all required textbooks are distributed in this way; most books must be purchased by the student/family. To borrow a textbook, students must "scan out" the text in the same manner as a library book. The text will have a barcode label affixed to it and be marked as the property of the State of Pennsylvania. This transaction will take place in one of the libraries at school.

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

Return of Textbooks

Students must return borrowed Act 195 textbooks during a "de-registration" period on the final day of school. Students will be told if the book they've returned is the one the student checked out at the beginning of the school year. If it is not, the student will not be credited with return of their textbook.

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

Parent Guidelines for Using Canvas

The goal for parent use of Canvas is to use it as a tool to help support your child, not to create counter-productive stress for you or your child.

- Ideally, parents should only access Canvas when sitting with their child so that your use of Canvas leads to dialogue
- First semester 9th grade students and those students who are struggling with independent learning success may need more parent intervention than those students who are older and those who are successfully completing work and meeting their learning goals

- Parents should speak to their child first if they have concerns about a grade or questions about an assignment; do not hopscotch over your child to your child’s teacher or advisor
- We suggest the following sequence of steps if you have a concern about a grade/assignment
 - Speak with your child. If there are still questions or concerns after this conversation, your child should approach the teacher to discuss. They may also want to involve their advisor at this point, to obtain guidance on how best to approach the conversation.
 - If the question or concern remains, feel free to reach out directly to the teacher and/or advisor.
 - If the issue is still unresolved, you should email Erin Pratt and/or Chris Singler.
- Keep in mind that the course grade is a running average that can change significantly as more assignments and assessments are graded and those grades are entered into the gradebook. This is especially true early in quarters when there are fewer graded assignments. For classes that include participation, participation may only be entered bi-weekly which can affect the course average
- Teachers can and do enter comments on assignments. Do not just look at grades; read any comments or feedback teachers provide
- There is so much more in Canvas than grades; the calendar and course content can provide a more productive and supportive focus for parents, engendering conversation around time management and class engagement with their child
- Work with your child to set up “Notifications” so that you agree on those that parents will receive (e.g. parents can set up a notification to receive a communication for all grades under 75%)
- If you see no grade for an assignment, the teacher has not yet graded the assignment. If you see a “0” entered, your child may be missing that assignment and needs to make arrangements with their teacher to complete the assignment

Whom to go to for what in Canvas

| The issue or question | The solution |
|--|---|
| If you can't log in | Email the FSS IT Dept helpdesk@friends-select.org |
| How the observer role works in Canvas | Canvas Observer Guide |
| If you have questions about your child's performance in a course | Your child |
| If you see your child confused or frustrated by Canvas | Your child's advisor |
| If you have questions about the use of Canvas | Erin Pratt or Chris Singler erinp@friends-select.org chriss@friends-select.org |
| If you have talked with your child about their performance in class, have encouraged your child to speak to their teacher first, and still have a question | Your child's teacher |
| The mobile app** | Canvas Parent Mobile Guide |
| The parent portal | Jacob Todd - - jacobto@friends-select.org |

**Note: The mobile App is much less robust. For example, you are unable to see teacher comments on assignments, the calendar view is very limited, and course content availability is significantly limited on the mobile version of Canvas.

Course Offerings

Course offerings are determined by department chairs in consultation with the director of upper school. Course sign ups happen in the spring semester under the guidance of advisors, the associate director of upper school, the college planning office and teachers. Final course offerings are determined after course sign ups. The school reserves the right to change any and all programming based on low enrollment numbers, staffing changes, and budgetary constraints.

Dropping or Adding a Course

A student may drop or add a yearlong or semester-long course during the first week of the semester for yearlong courses and five academic days for semester-long classes, upon approval of the student's advisor and upper school director. When dropping a course, the student must obtain and complete an Add/Drop form. Forms are available from the associate director of upper school.

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

Grading and Reporting

Grade Point Average

The school calculates student grade point averages for the purposes of college application transcripts as well as other circumstances (e.g. scholarships, job applications, etc.) pursuant to student/family requests. Number grades are awarded for courses, converted to GPA equivalents according to the table below, and averaged. The school includes courses in the following departments when calculating grade point average: English, World Languages, History, Math, Religious Thought, Science and Visual and Performing Arts. The school does not include courses in Physical Education when calculating grade point averages. And grade point averages are not calculated for students who receive pass/fail grades for any upper school course.

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

- Written Comments:** Students receive written comments from teachers in year-long and semester courses at the end of the first quarter of the course. Comments are also written at the end of any quarter for any student with a grade of D+ or below in that quarter. Additionally, if a student's semester or year-end course average is a D+ or below, the student will receive a written comment.
- Parent Conferences:** Parents wishing a conference with one or more teachers may make an appointment through a student's advisor. Messages for teachers may be left by e-mail. E-mail is the preferred method of communication with all upper school faculty as most do not have telephones or telephone extensions.

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

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

Minimum Grade Requirements:

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

4. If a student enrolls in a summer remediation course, the student may have to pass the final exam for the respective Friends Select course.

Matriculation and Graduation Requirements

1. To graduate, students must earn at least 24 credits including 6 credits minimally to be completed in each of the 9th and 10th grade years, and 5.5 credits minimally to be completed in each of the 11th and 12th grade years.
2. Departmental graduation requirements are as follows:
 - a. 4 credits of English, including English 9, English 10, English 11 and two semester-long senior electives
 - b. 3 credits of History, including History 9, History 10, and United States History
 - c. 3 credits of Mathematics, including one year of math beyond Geometry and Algebra II (Algebra I is a pre-requisite for the program)
 - d. 3 credits of Science, including physics, chemistry and biology
 - e. 2 credits of the same World Language, taken consecutively during grades 9 through 12, up through and including level III.
 - f. 1 credit of Religious Thought, consisting of 2 half-credit courses taken in 9th and 10th grades
 - g. 2 credits of Physical Education, including swimming proficiency or course completion
 - h. 2 credits of Fine Art, in either visual or performing arts
 - i. 4 additional elective credits
 - j. Activity Requirement in all grades
 - k. Senior Internship / Independent Project
 - l. Full participation in InterSession in each year the student is enrolled
3. Graduation requirements for students entering Friends Select's upper school in grade 10 or later are established by the Director of Upper School. Waivers from graduation requirements may be made by the Director only for appropriate and clearly documented reasons.
4. Matriculation requirements:
 - a. A student, who earns three year-end (or course-ending, in the case of semester-long courses) grades in the D range, or any one failing grade and another grade within the D range in course-ending grades, may not be offered re-enrollment.
 - b. If a student fails a required course for graduation, the student must successfully complete an approved summer course or repeat the course in the following school year.
5. A senior who earns three course-ending grades within the D range or any one failing grade and another grade within the D range as course-ending grades may not graduate in June (and may not participate in the school's baccalaureate and graduation ceremonies). The student must enroll in and complete a summer course, which is approved by the director of upper school, and meet the minimum grade requirements for matriculation as stated before receiving a diploma by mail.

Academic Probation

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

If a student is promoted to the 9th, 10th, 11th, or 12th grades on year-end academic probation, the student must finish the year with no course-ending grade below C- in order to be promoted into the next grade. Students may not repeat grades at Friends Select.

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

Review Days and Final Exams

Review days are the final three class sessions for a course. Doubles are considered the equivalent to two class sessions. During review days, new material may not be introduced in courses in which midyear or final examinations are given. At the discretion of the division director, the academic schedule may be modified during review days. Assessments of any type in any course will not be given during review days. Completed final exams are kept on file for one year. Students or parents may request to review those exams with faculty or tutors, but

the exams may not be taken off-campus. Cutting a final exam will result in a “zero” for that exam. Students must leave the building after final exams unless they are meeting with a teacher or studying in the library. Final exams are administered in most departments.

Incomplete or Deferred Grades

Only the division director or associate director may grant an incomplete, after consultation with the teacher. The teacher must petition the division director on behalf of the student, and a due date for completion of the work must be set at the time an incomplete is granted. Any incomplete work that extends into the summer must be completed by August 1st. Work that is not submitted by the due date is averaged as a “0” in the course grade.

Homework Policy

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

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

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

1. written

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

2. non-written

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

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

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

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

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

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

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

Independent Coursework

Friends Select allows juniors and seniors to pursue individual interests, talents, and passions through Independent Studies and Independent Explorations. These options are available when students complete all available courses in a subject area, or if the interest is far outside the scope of the current curriculum. Courses take place on campus under the auspices of an academic department. The student must demonstrate a strong commitment to the subject matter, either through past record, recognized potential, or a developing interest, and must demonstrate reliability in meeting personal responsibilities.

To begin the independent study/exploration process, the student must submit a proposal to the associate director of upper school by the end of April for a first semester or yearlong course, or by the end of October for second semester courses. Proposals will be considered by the department chairs, and students will be informed if the course is approved. Independent studies/explorations are taken as an extra course and cannot be used as a graduation requirement. On rare occasions students can take more than one at a time.

An **Independent Study** allows students to pursue a rigorous academic course, with time spent both with the teacher and independently.

Requirements:

- At least four hours over the 6-day cycle dedicated to coursework
- 60-120 minutes of the four hours working with the teacher
- Workload and assessments are comparable to a typical course and are agreed upon by the teacher and student
- A presentation at the end of the course is required.
- Grades and credit will be provided on student reports and transcripts
- The grade will be included in the student's GPA (if the study lies within a department whose courses are included in GPA)

An **Independent Exploration** allows students to delve into an interest in a less formalized way.

Requirements:

- At least three hours over the 6-day cycle dedicated to coursework
- 40-80 minutes of the three hours working with the teacher
- Workload and assessments agreed upon by the student and teacher
- These courses will appear on transcripts, with a designation of Pass or Fail
- Students will not receive any credit from an Independent Exploration

Process for Approval of Independent Study/Exploration

- The student must find a teacher willing to work with them
- The student fills out the proposal form and submits it to the associate director of the upper school by the end of April for all yearlong or first semester courses, or by the end of October for second semester courses.
- All Independent Studies/Explorations will be reviewed for approval by the Department Chair group. Students will be notified if their proposal is approved.
- Once the independent Study/Exploration has begun, the student must let the associate director of upper school know the days/times when meetings happen.
- At the conclusion of the independent study, the student must present the scope of their work to an audience.

InterSession

Each year during a week determined by the school, upper school students engage with faculty in an in-depth, research-based, hands-on enquiry about a mission-aligned topic. Student attendance during InterSession is mandatory; participation in InterSession during each year a student is enrolled in upper school is a requirement for graduation and will be noted on transcripts. InterSession is marked as either "Pass" or "Withdraw." Students receive "Withdraw" if they miss any portion of InterSession. If a student is ill, a doctor's note must be provided to excuse any absence during InterSession regardless of the absence duration.

Making up Missed Work

After an absence of any nature, the student is expected to see each teacher on the day of the student's return to school (or e-mail teachers during the absence) and must make an arrangement to make up missed work as soon

as possible. If a student knows of an absence ahead of time, then prior to that absence, the student must make arrangements with their teachers to make up missed work.

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

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

Placement in Sections

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

Religious Holidays

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

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

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

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

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

Study Away From School

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

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

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

A Friends Select student may study away from school for either one or two semesters during one academic year. The school will not grant academic credit for student participation in a program beyond this time-period. The school requires a transcript at the completion of the program. Exceptions to this policy may only be granted at the discretion of the division director.

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

Summer Academic Program (SummerSessions) Policies

SummerSessions features one, two, four and six-week academic and enrichment courses for students entering grades 4-12. The following applies to upper school students who take summer school courses.

1. All Friends Select’s Summer Academic Program courses will appear on a student’s transcript, unless the course is taken to “preview” an upcoming course.
2. Courses in the Summer Academic Program may be taken to allow a student to accelerate to the next level in a sequence during the following school year.* For example, a student may take Geometry over the summer to progress to Algebra 2 in the fall. When students take a course in this way, a grade of B or better must be earned to accelerate.
3. Credits will be assigned for a summer enrichment course only when taken at Friends Select and approved of by the department chair. A student may not miss more than two days of the course in order to receive credit. For students who receive credit, the grade will be factored into the student’s cumulative GPA.
4. It is possible for students to accelerate to the next level in a sequence without receiving credit. These cases are reviewed on an individual basis and require approval by the department chair and the associate director.
5. Summer School credits may not be used to lessen a student’s minimum yearly course load.
6. A student who takes a course at Friends Select’s Summer Academic Program in order to make up credit for a course failed during the school year will receive credit, which will be included in the student’s cumulative GPA.
7. For other specific policies, please see the Summer Academic Program Student and Parent Handbook.

*If a student takes a course in a program outside Friends Select School or works with a private tutor and they wish to accelerate in a sequence, the student must take a Friends Select School final exam and earn a grade of B or better in order to accelerate. This course would not appear on the student’s transcript.

Test-Calendar Policy

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

- Exam
- Test
- In-Class Essay
- Major project or long-term assignment due date
- Major in-class presentation
- Essay / Paper
- Any other assessment that is weighed similarly to above items

All faculty must place all such assignments on the assessment calendar. In cases of a conflict, the student should notify the faculty whose assignment was posted last. If a teacher neglects to post an assessment / assignment, it may be postponed.

Textbook Ordering Process

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

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

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

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

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

Transcripts

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

Trips Abroad

Every effort is made by the school to schedule international trips during spring break or over the summer. However, students participating in school-sponsored trips abroad that will require missing classes are expected to complete a pre-trip checklist and submit copies to the trip sponsor and their advisor prior to departure. Checklists may be obtained from the dean of students. The school reserves the right to deny a student's participation in any school-sponsored trip abroad for significant academic or social concerns.

Attendance

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

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

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

After School Hours

After 6:00 p.m. on Monday through Thursday, or 5:00 p.m. on Friday, upper school students may remain only on the first floor in the front lobby, in the Bailey Circle or at the back door, unless they are involved in an adult-supervised activity. On days preceding long weekends, holidays, or school breaks, the Upper School hallways will be closed at 3:30 and students are expected to leave the building unless they are involved in athletics. Students may obtain food from the vending machines after school. Upper school students may use the gymnasium during or after school hours, as long as it is not being used by a physical education class, an after-school sport (practice or game), the after-school program, or an outside group rental.

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

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

Attendance Policy

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

If a student accumulates 10 full-day or partial-day absences wherein the student misses any class or portion of a class, the school will call a meeting with the director, the student's advisor, the dean of students and the family.

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

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

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

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

1. Notifying the School of Student Absence

If a student is going to be absent from, late to, or dismissed early from school, it is essential that parents contact the upper office BEFORE 8:30 a.m. If a parent neglects to contact the school when a student is absent, the nurse will call home or the parents' places of employment. The school will accept contacts only from parents or guardians--not from students. On the rare occasions when a parent is unaware that their child never arrived at school, and after we have determined that the student has chosen to remain out of school, we consider this truancy and issue unexcused absences for all classes missed along with a "cut." Students who skip a part of or the entire day of school will serve a partial-day, in-school suspension.

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

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

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

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

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

Class Attendance

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

If a student is found to have cut a class during the school day, a zero will be recorded for any academic work, tests, or quizzes for the day for that class as the student's grade average. The student will be assigned one notification and the school will contact the family. Another cut of any kind will result in a suspension. Each class period cut counts as a class cut (e.g. if a student cuts multiple classes consecutively in one day, the student will be suspended).

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

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

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

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

Early Dismissal

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

Sign-In and Sign-Out Process

The school utilizes an electronic sign-in process for daily attendance. Students scan their school identification card or input their 5-digit identification number at one of three kiosks: at the front desk of the main building, on the second floor in the upper school (between room 225 and 226), or in the lobby of 1700. Students can scan in until

8:30 at these kiosks, and will be considered late after 8:15 a.m. After 8:30 a.m., students should see Deneen Young in the upper school office to get a late slip.

Students who have building leave privileges and go off campus for breaks, free periods, and lunches need to sign out and sign back in when they return. The class lists for signing in and out can be found outside of Deneen Young's office on the second floor.

Lateness

School begins at 8:15 a.m. Students are expected to arrive at school, classes, and activities on time--including devotions, Meeting for Worship, class meetings, and advisory.

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

Students should sign themselves in prior to 8:15 a.m. A student who has not signed in by 8:15 a.m. will be considered late to school. If a student is present but has not signed in, an unexcused lateness will be recorded. For accurate records it is imperative that students not have others sign them in. Upper school students arriving late should sign in at the Upper School Office immediately upon entering the school before going to class. In order for a parent to excuse a child's lateness, the parent must contact the school that morning or the subsequent day.

1. Excessive Lateness to School

- a. The upper school accepts up to three excused latenesses per quarter; after that, lateness for any reason will be considered unexcused. Excused lateness includes parent contact within 24 hours, or public transportation notices.
- b. When a student accumulates three unexcused latenesses to school in a quarter, the student and parents will receive communication from the upper school dean of students to alert the student and the parents of the concern developing over the student's lateness pattern.
- c. If two additional unexcused latenesses occur in the quarter, the student will be required to spend all free periods (or, if they have no free periods, all morning break periods) in the library under supervision for the duration of the quarter. If two more unexcused latenesses occur beyond that, the student will lose all building leave privileges for the quarter; for students in the 9th grade who do not yet have building leave, their building leave will be postponed for a determined amount of time after their grade is granted the privilege. Two more unexcused latenesses beyond that will result in being placed on social probation for an amount of time to be determined by the dean of students and division director.
- d. Individual waivers to the lateness policy may be granted by the dean of students under extenuating circumstances.
- e. The school may reconsider re-enrolling a student for the following year if the student demonstrates a chronic and severe problem with lateness.
- f. Any student who is late getting to school or returning from an activity outside of the building is responsible for getting to class as quickly as possible.
- g. A student with an unavoidable excused lateness to school on a test day should do as follows: If the student arrives during the period, the student must immediately consult with the teacher in order to decide whether or not the test is to be taken and completed at that time or if it can be taken later during the same day. If the student arrives after the class period, the student must see the teacher immediately and arrange to take the test later that day or after school.

2. Excessive Lateness to Class

Students are expected to be in their first commitment by 8:15 a.m. For other classes, a student is considered late if the student arrives more than five minutes after the scheduled starting time. However, a student must arrive at the class following lunch and break at the scheduled starting time. A student who arrives after five minutes is expected to enter the classroom quietly and courteously. See each course overview for class-specific lateness policies.

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

Student Medical Leave of Absence

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

During a medical leave of absence, the student will be expected to keep up with a modified program. The director will provide the family with a detailed letter stipulating the timeframe, the modified program, and any next steps. If the student is unable to keep up with the modified program by the end of the agreed-upon timeframe, the student will be placed off roll.

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

Medically Necessitated Program Modification

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

The Co-Curricular Program

Opportunities and Requirements

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

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

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

1. Student government president and vice president
2. Yearbook editor
3. *Cauldron* editor
4. Managing an athletic team (at the discretion of the athletic director and dean of students)
5. Peer tutoring or mentoring (at least one hour per six day cycle)
6. Note-taking partner for students with the note-taking accommodation
7. *Falcon* newspaper editor
8. On rare occasions, a leader/clerk of a student club (at the discretion of the club advisor and dean of students)

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

Activity Waiver

A student may obtain an activity waiver if the student has a preexisting involvement in a pre-professional program that meets for a minimum of 12 hours per week and is not a sport that we offer through our athletic program. The student must remain in such a program for no fewer than six consecutive weeks. Students must submit documentation of her/his involvement in a program as well as the appropriate waiver form available from the dean of students. The deadline for receiving a waiver is the last day of January.

Student Leadership

Student Governance

Class officers are elected each year and work with the lead advisors and the dean of students to promote class unity and lead class activities. Class officers from all four grades meet twice a month with the dean of students to plan activities, discuss policy and share ideas. Student Government is composed of four elected representatives from each grade. An executive committee with a president and vice president are chosen by the elected representatives. Student Government representatives serve to assist the administration in planning and carrying out student activities and give the student body a forum for expression of views. Also, Student Government advises the upper school administration on policy issues as appropriate.

Election Guidelines

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

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

Expectations for Student Leaders

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

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

Clubs

Each student is required to participate in one Friday club and at club sign ups in the fall requests three priority choices. Placement in a club is based on seniority (seniors are scheduled first, juniors following, etc.) and available space. Club sponsors and the dean of students determine the maximum number of students who can participate in each club. All students will be placed in one of their three choices. In addition to Friday clubs, students may participate in other clubs that meet during lunch.

Theater

Theater activities include two "Main Stage" productions, one typically a musical, each year plus individual class projects presented in assembly or other performance venues. In addition, the winning play in the Mary Margaret Longaker '27 Playwriting Competition is produced most years. Occasional open mic nights and improvisation performances may also be scheduled.

Cappies

Students may apply to join the Greater Philadelphia Cappies, a program which recognizes excellence in high school theater and journalism. Cappies attend shows at area high schools and write reviews to be published in local newspapers.

Athletics

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

The following sports currently are offered in upper school:

1. Fall: girls' soccer, boys' soccer, cross-country, field hockey, girls' tennis
2. Winter: girls' basketball, boys' basketball, swimming, squash
3. Spring: boys' tennis, baseball, softball, crew

Friends Select is a member of the Friends Schools League and PAISAA (Pennsylvania Independent Schools Athletic Association) and also competes with a wide variety of schools beyond the league. Varsity and junior varsity teams may be available in every sport depending on student participation. Participation in more than one FSS team sports may exempt students in eleventh and twelfth grades from physical education. (See Physical Education Waiver in the Athletic Handbook).

Community Standards

Conduct/Behavior Expectations

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

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

1. Athletic Code of Conduct

Athletes and spectators are expected to behave courteously during athletic contests. Any behavior that disrupts the flow of a Friends Select School game or is contrary to the Friends Schools' League standards will not be allowed. (See the Athletic Handbook).

2. Automobiles

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

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

Students who wish to drive personal automobiles to school may not park in the Friends Select parking lot.

3. Bus Behavior

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

4. **Matthew Huffman '91 Dining Hall Behavior and Expectations**

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

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

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

5. **Campus-Leave and Sign-Out**

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

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

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

6. **Building-Leave Privileges**

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

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

Building-leave privileges will be granted as follows:

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

- a. overall class behavior
- b. maintaining a clean, orderly hallway
- c. arriving to class on time, especially following break and lunch

A student may lose this privilege if their work is incomplete or if the student has accumulated multiple notifications. Incomplete work may include late assignments, missing homework, etc. The restriction ends when work is made up or if the teacher and the upper school director or dean decide that the student is making sustained progress. Privileges may also be revoked if a student's attitude toward academics or the community is judged to be inappropriate by the administration or if the student violates sign-in / sign-out procedures.

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

Maximum times each class may leave the building:

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

* Late Sign-in: This privilege for seniors applies only to days when a student does not have an 8:00 a.m. commitment like advisory, devotions or class meeting. When a student does not have an 8:00 a.m.

commitment and has a free period during one or both of the first two periods of the day, the student may arrive to school in time for their first commitment that day, but no later than 10:15 a.m.

Faculty may decrease privileges during the year if a class fails to uphold appropriate social and academic standards. A student who is out of the building at a time when the privilege of leaving the building is not allowed may be assigned a notification or other disciplinary consequences, including loss of sign-out privileges. Due to the potential safety issues involved, a parent will be notified of such an infraction. If this should happen a second time, the student may be suspended.

7. Consideration for Others

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

8. Community Property

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

Lockers are considered the property of the school and may be inspected from time to time for health and safety factors and to search the personal effects of a student if the school believes there is sufficient cause for doing so. Students should fit all book bags, books and other belongings into a locker in order to keep the hallway clear.

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

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

9. Dress

Friends Select School requires that students be dressed in a manner that reflects the school's mission and demonstrates respect for the community. The dress code is aligned with Friends Select's Diversity and Transgender Statements, and is intended to respect every student's identity. The school therefore asks the following of its students:

- a. Clothing must cover the chest, stomach, back, torso and buttocks at all times. Footwear must be worn at all times.
- b. Clothing must not contain writing or images that include direct or indirect references to violence, profanity, sexual issues, alcohol, or drugs
- c. Clothing must not include military dress, camouflage, or military logos
- d. Clothing must not reveal undergarments
- e. Clothing must not exhibit superheroes
- f. Clothing must not include images or language that creates a demeaning, intimidating, or hostile environment based on any protected class, including but not limited to race, gender, religion, sexuality, nationality, ethnicity, sex, age, socioeconomic class, physical or mental disability, citizenship.

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

Students who do not follow these guidelines or who do not follow reasonable standards in their choice of school attire may be asked to change clothes, be sent home, and/or receive notification. Repeated or

intentional violations of these guidelines will result in further discipline. The administration and faculty reserve the right to interpret the dress code as needed.

10. Electronic Equipment

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

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

11. Emergency Procedures

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

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

12. Food and Beverages

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

Eating in the hallways is never allowed during or after school.

13. Hallway and Other Public Area Expectations

Students are not permitted in or near faculty mailboxes (students may neither retrieve nor deliver faculty mail—a student may ask an available faculty or staff member to deliver a piece of mail to a faculty mailbox).

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

Gambling in any form is not allowed.

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

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

14. Personal Property

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

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

15. Physical Education Facilities

- a. Upper school students may use the gymnasium and fitness center during or after school hours, as long as it is not being used by a physical education class, an after-school sport (practice or game), the after-school program, or an outside group rental. Such use of the gym or fitness center does not require adult supervision. If an adult is not present, students can be supervised by a designated student leader. When using the gym or fitness center during school hours (8:15 a.m. to 3 p.m.), students must leave when a class or activity is scheduled in the space. When using the gym or fitness center after school hours, the student leader must check-in with both a school administrator and the director of continuing programs. Students may use their own athletic equipment after school hours.
- b. Students can use the pool facility only when an approved adult lifeguard is on duty.
- c. Locker rooms are to be used only to change clothes for physical education or athletic events.
- d. Specific rules are posted near the entrance of every facility. Students are expected to know and adhere to the rules of each facility.
- e. Students must change into appropriate physical education clothing in order to participate in class.

16. Sale of Items in School

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

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

17. Sleeping

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

18. Smoking Policy

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

19. Study Hall

The faculty supervise study halls to help students do school work efficiently and effectively. In upper school, all ninth and tenth grade students are assigned to study halls during free blocks. All students in academic difficulty and on academic probation may be assigned to study halls by the guidance team. All regular policies regarding lateness to school and attendance apply to study halls. Students may meet with teachers or go to the library upon approval of the study hall proctor. Students may listen to music using earphones during study halls; the music cannot be loud enough to be heard by others.

Disciplinary Procedures

1. School Infractions and Notifications

Students will be held accountable for departures from community standards that are considered minor school infractions. These infractions are not limited to but could include: eating in the hallway, playing computer games that are not a part of an academic class, lateness to class, disruptive hallway or classroom behavior, not reporting for dining hall duty, dress guideline violations, and sleeping in the hallways.

The first step in addressing minor school infractions is for faculty to engage with students in dialogue about their behavior. A student who commits a minor school infraction may receive a "notification" and be referred to the dean of students, who in collaboration with the upper school director and (when

appropriate) the student's advisor will determine an appropriate response. In an effort to hold students accountable in ways that are restorative and teach responsibility, the general order of response may be, but is not restricted to, the following:

- First notification: A clarifying conversation with the dean of students and advisor to explain community standards and help the student understand appropriate adherence to those standards.
- Second notification: A meeting with the dean of students and an obligation to spend part of a lunch period engaged in community-based restorative work, determined by the dean of students, as well as communication with parents/guardians.
- Third notification: A meeting with the dean of students and an hour of after-school restorative work determined by the dean of students, as well as communication with parents/guardians.

If a student exceeds three minor school infractions, or if a student fails to satisfactorily meet restorative work obligations, then at the discretion of the dean of students and the upper school director, further consequences may be considered, which include but are not limited to: partial-day in-school restorative work, loss of building leave privileges for a time, half-day suspensions, or full-day suspensions.

2. Social Probation

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

When a student commits a major school infraction the student may be placed on social probation for a period of time determined by the division director and dean. Students may be placed on probation for repeated misconduct of any kind, including an accumulation of smaller infractions. Students on social probation who commit a major school infraction are subject to suspension or expulsion.

3. Suspension and Expulsion

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

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

The suspension of a student from school and the length of the suspension (one or more full class days) will be determined by the director and dean, typically in consultation with the advisor. In addition, suspensions will be recorded as unexcused absences from school. Whenever a student is suspended or expelled, the administration will notify the faculty.

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

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

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

4. College Disclosure

In all matters, the school expects all students to demonstrate a high level of citizenship, integrity, and responsibility. When students and/or college counselors are asked on college documents and applications about disciplinary actions during the students' Upper School years, students and/or college counselors are expected to answer truthfully and completely. The school typically reports to colleges any major school infractions students commit that resulted in a suspension during their high school career. Students should always check with their college counselor if there are questions or concerns about an incident or specific situation.

Additionally, it is important to note that during senior year, being the year before students enter college, the school complies with procedures outlined in the National Association for College Admission Counseling's (NACAC) Statement of Principles of Good Practice. Those principles include reporting to colleges any "change in status" in academic performance (i.e., academic probation) or serious violations of school rules or standards of conduct that result in disciplinary action during the senior year. "Change of status" disciplinary action includes social probation, suspensions and expulsions. Encouraged to work with the college planning office when such actions occur, seniors should write a letter to the appropriate person in the admissions office at each institution to which the student has applied within seven days of the "change of status." The college planning office will follow up with the college(s).

Disclosure and reporting to colleges are important deliberations that the school does not take lightly; the integrity of our program and the integrity of students are at the center of the process. All decisions rest with the division director.

Major School Infractions

1. If a student uses, possesses, abuses, or is under the influence of controlled substances, unauthorized or authorized prescription drugs, illegal drugs, or alcohol, or possesses drug/alcohol/tobacco/vaping paraphernalia during the school day; on school property; in locations within sight of school property; on, to or from Meeting House grounds; during on- or off-campus school-sponsored activities or programs, including athletic events and foreign exchange programs; or while representing the school in any capacity, the student will be suspended or expelled. The school also reserves the right to require that the student participate in counseling and/or drug/alcohol rehabilitation as a condition of that student's return to the school community. A student who commits a second drug or alcohol-related offense will typically be expelled. (See Substance Abuse Policy.)
2. A student may not use or possess tobacco products, e-cigarettes or vapor products at all during the school day or during school events. For the first offense, students will receive a notification and a parent will be contacted; a student who repeatedly violates this policy will be suspended and/or expelled. (See Smoking Policy.)
3. Violence, threats of violence, possession of weapons, and harassment of others are major school infractions and may result in the expulsion or suspension of the students involved. This includes any threat of violence or any harassment that occurs using social media. (See Harassment Policy and Threats, Violence, and Bullying.)
4. Appropriating, stealing or causing willful harm or damage to the property of another person or of the school, or willfully engaging in conduct that results in damage to the property of another person or of the school, is prohibited and will result in suspension or expulsion.
5. Repeated or egregious acts of academic dishonesty will result in disciplinary action, which may include not receiving credit for the assignment, failing the course, or being suspended or expelled. A student who knowingly abets another student in cheating or plagiarism is liable for the same penalties.
6. Unexcused absence from school, repeated unexcused absence from class, excessive notifications, excessive lateness, or disruption of classes may result in suspension or expulsion.

7. Any student whose actions tarnish the reputation of Friends Select School, jeopardize the safety, order and discipline, or social cohesion of the community, or whose behavior serves as a negative influence on the school or other students, regardless of where or when those actions occur, including on social media websites, may be subject to suspension or expulsion at the discretion of the administration.
8. If a child engages in any activity that has the potential or does in fact jeopardize the safety, security and health of one self or others, the student may be suspended or expelled.
9. Derogatory language is comprised of words that tend or intend to detract, disparage or belittle and can often be considered offensive. Often derogatory language includes stereotypes and / or negative references to ethnicity, race, sexual orientation, gender, gender identity or expression, class, religion or disability. The use of language, whether spoken, written or shared using social media, that is derogatory or hurtful toward any one person or group of people may result in suspension or expulsion. This includes reciting or singing published material (e.g. song lyrics) out loud that includes derogatory language. Use of any derogatory language in academic materials will be contextualized by a faculty member.
10. Repeated or egregious acts of dishonesty erode trust and relationships in the school community. The school takes such failures of integrity seriously and may consider them major school infractions.

Notes:

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

Safety and Security Policies

1. Sexual Assault and Abuse Policy

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

Reporting of sexual abuse and assault

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

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

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

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

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

Resources

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

Rape, Abuse, Incest National Network (RAINN) has many good resources and crisis lines:

<https://www.rainn.org/>

Pennsylvania Department of Human Services ChildLine page:

<http://www.dhs.pa.gov/provider/childwelfareservices/childlineandabuseregistry/>

Women Organized Against Rape:

<https://www.woar.org/>

School review of sexual assault or abuse

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

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

2. Student Harassment Policy

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

With this policy, which applies to relationships between students in the school community, we strive to create a learning environment in which all individuals are free to develop 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,

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

either verbal or physical, includes, but is not limited to, unwelcome sexual advances or comments, possession or distribution of sexually explicit material, derogatory or discriminatory statements or remarks made on the basis of protected characteristics (such as sex, race, religion, disability, and other categories noted above). Prohibited harassment can include electronic communications, such as phone calls, texting, e-mails and comments made on personal web pages, blogs or other postings.

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

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

- a. *Object to the conduct.* The student should let the offending person or people know the student 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, the student should take a friend along or write a letter. A copy of the letter should be sent to the dean of students, the student's advisor, or another trusted adult on the faculty. If the harassment is so severe or threatening that the student is fearful that confrontation could lead to physical harm or abuse, then the student should report it directly to the dean, the student's advisor or another trusted adult on the faculty.
- b. *Keep a record.* The student should keep a record of when, where, and how the student has been mistreated. Include witnesses, direct quotes, actions, evidence, and any written communication.
- c. *Inform a faculty member.* The student should promptly contact one of the following people at school about the situation: advisor, faculty member, the nurse, the dean, the school's psychologist, or other administrator. **Any faculty member or employee who witnesses student harassment or receives a report of student harassment must report it immediately to the Head of School.**

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

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

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

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

3. Substance Abuse Policy

Friends Select School incorporates into its philosophy, at all levels, an interest in the physical and spiritual well-being of each student. A student's right to privacy is also respected. However, when it appears that a student's academic performance or other aspects of their 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 an administrator. In cases where the school receives rumors about a student's use of drugs or other controlled substances, the school may notify the student and family that such rumors are circulating. This information will remain private and will not become a part of the student's permanent file.

Whenever the cumulative academic and social behaviors of a student suggest to faculty and administration the possibility of substance use or abuse, the upper school 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, abuses or is under the influence of controlled substances, unauthorized or authorized prescription drugs, illegal drugs, or alcohol, or possesses drug/alcohol/tobacco/vaping paraphernalia during the school day or during on- or off-campus school-sponsored activities or programs (or within three blocks of the school outside of school hours), 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 43 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.

4. Personal Safety and Suicide Threat

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

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

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

- a. substantially interfering with a student's education;
- b. creating a threatening environment; or
- c. substantially disrupting the orderly operation of the school.

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

Procedure

- a. Members of the school community who observe threatening, violent or bullying behavior in a student or among a group of students should intervene immediately to stop the behavior or notify an adult member of the community to intervene.
- b. The adult member of the school community should bring the student or students to the office of an administrator.
- c. The administrator will talk with the parties involved, either separately or as a group, and gather other information, as needed, to determine the series of events. Other witnesses may be asked for their observations.
- d. The faculty member who brought forward the incident should document the incident as soon as possible and send a written copy to the administration.
- e. When responsibility is determined, parents or guardians will be notified as to the nature of the offense.
- f. The administration, in consultation with the school psychologist, 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 the student's parents to the head of the school.

(See also Statement of Community.)

6. Safe 2 Say Something

The Commonwealth of Pennsylvania has a mandated anonymous reporting system called Safe 2 Say Something. This system allows students to report concerns about bullying, harassment, drug and alcohol use, suicide, and any issues related to student and school safety. Friends Select is required to respond to any tips received through the Safe 2 Say Something system.

Friends Select School Student/Parent Athletic Handbook 2019-2020

Mission Statement

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

Athletic Philosophy and Purpose

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

Athletic Offerings Upper School

Fall

Boys Soccer
Girls Soccer
Field Hockey
Boys Cross Country
Girls Cross Country
Girls Tennis

Winter

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

Spring

Baseball
Softball
Boys Tennis
Crew (participation fee
required)

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

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

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

Facilities

Friends Select's athletic facilities include:

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

Friends Schools' League (FSL) Mission Statement

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

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

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

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

Friends Schools' League (FSL) Schools

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

Friends Schools League Sportsmanship Guidelines

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

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

- Accept the responsibility and privilege of representing school, community, and League.
- Live up to the high standards of sportsmanship established by the League.
- Make sportsmanship the number one priority.
- Be a good role model.
- Support your team in a positive manner.
- Always interact positively with the other team and its fans.
- Treat opponents, their fans, and officials with respect.
- Shake hands with opponents at the end of competition.
- Search out opponents to recognize them for outstanding performances.
- Abide by the rules of the competition to conduct a fair contest.
- Play within the spirit of the game.

Friends Schools League Transgender Policy

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

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

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

Transgender students are welcomed to participate on the teams that align with their gender identity. Individual schools will make appropriate team assignments for their own student athletes. Such students will not necessarily be identified as transgender

out of respect for privacy. No FSL student will be challenged or asked to provide proof or evidence of their gender in participating in FSL competition.

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

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

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

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

Disciplinary Policy

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

Organization of Athletic Department

The Director of athletics is responsible to the Head of School and is directly responsible for administering all aspects of the athletic program. This includes supervision of coaches, athletic trainer and aquatics director, scheduling all competitions, arranging transportation, securing officials and administering the department budget. The Associate Director of athletics is responsible to the Director of athletics. Each coach is also responsible to the Director of athletics. It is important that coaches recognize that school sponsored sports are a part of the total school program. Coaches are expected to use good judgment and sound educational principles to provide a worthwhile and positive experience. The Director of athletics will inform coaches of policies, procedures and any concerns that may arise about their program. The Director of athletics will meet with each coach before and after the season and communicate with them frequently throughout the season.

Upper School Athletic Requirement

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

Physical Education Waiver

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

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

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

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

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

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

Mandatory Fall Pre-Season Athletic Practice

In order to assure safety for athletes and optimal performance for teams, mandatory fall pre-season practice for upper school teams is required. (Pre-season training for winter and spring seasons is already included in the school calendar.) It is expected that students wishing to participate in fall

sports at Friends Select will be present for this training period. For the 2019-2020 school year, fall pre-season practice begins on Monday, August 19.

Guidelines

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

Team Formation

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

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

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

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

Fifth, sixth and seventh grade athletes may neither practice nor play with upper school junior varsity or varsity teams. This will be the case even when the upper school program does not have enough student interest to otherwise field a team.

An eighth grade athlete who has completed at least one semester of seventh grade at Friends Select School may be considered for junior varsity team participation (practices only) under the circumstances described below:

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

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

1. Any individual within the community may initiate a request for a move by asking that the athletic director call a meeting of the athletic director and the sport-specific MS and US coaches.
2. The athletic director will explore the request with all of the coaches (MS and US) involved.

3. If these parties reach a consensus, the athletic director brings the request to the middle school division director. The MS director will then invite input from appropriate MS and US individuals (i.e. MS advisor, MS dean, US director, US dean).
4. The MS director decides if such a request can be accommodated.
5. The MS director informs the head of the school of the decision.
6. The MS director informs the parents (and public - if necessary) of the decision.

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

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

Equipment and Uniforms

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

Athletic Program Equipment List

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

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

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

Practice Times and Locations

Middle school teams practice from 2:20 p.m. until 3:45 p.m. Students practicing at Fairmount Park may be expected to return to Friends Select by 4:10 p.m. Upper school teams practice from 3:45 p.m. until 5:30 p.m. Students practicing at Fairmount Park may be expected to return to Friends Select by 5:45 p.m. During the winter season, the upper school boys' and girls' basketball teams will practice from 3:45 p.m. to 5:30 p.m., or 5:15 p.m. to 7:00 p.m., on a rotating basis.

Fall

Cross Country: Fairmount Park

Soccer: Fairmount Park, Edgely Fields

Field Hockey: Friends Select School Roof Top

Tennis: Fairmount Park Tennis Courts, Legacy Tennis Courts

Winter

Basketball: Friends Select School Gymnasium

Swimming: Friends Select School Pool

Squash: Racquet Club of Philadelphia

Spring

Tennis: Fairmount Park Tennis Courts, Legacy Tennis Courts

Crew: Vesper Boat House, Kelly Drive

Baseball, Softball: Fairmount Park, Dairy Fields

Postponement and Rescheduling of Games

The athletic director will make final decisions on postponements. When possible, postponements will take place no later than 1 p.m. The director will notify the upper school offices as well as the front desk receptionist and post a message on the athletic page of the school website. The athletic director will make every attempt to reschedule postponed games in consultation with the appropriate coaches. In the event of prolonged periods of inclement weather, games may not be rescheduled except in the case of Friends' League contests. For the latest information about postponements or cancellations of games please check the athletic page of the FSS website.

Dismissal Times

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

Transportation

All teams will travel on school approved transportation. Friends Select busses depart from the school parking lot or the Bailey Circle exit located on Race Street. All charter busses depart from the Bailey Circle exit on Race Street. All students must travel to and from each practice or game on school provided transportation. Students are permitted to leave a practice or game with their parents provided

the coach has been notified in advance. Under no circumstances are students allowed to drive to a practice or a game.

Directions to Sporting Events

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

Directions to Friends Select School

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

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

Directions to Friends Select's Playing Fields

Fall

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

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

Spring

Dairy Fields (Baseball, Softball)

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

Requirements/Eligibility for Varsity Letters

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

Upper School Athletic Department Awards

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

Coaches Award (Outstanding Male Athlete)

Emma Braun Award (Outstanding Female Athlete)
Twelve Season Athlete

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

Upper School Coaches Awards

Outstanding Player
Most Improved Player
Most Dedicated Player
Sportsmanship

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

First Team All League
Honorable Mention

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