



Student Handbook 2019-2020

250 Meetinghouse Road
Horsham, PA 19044
Phone: 215-674-2875
Fax: 215-674-9913
www.quakerschool.org

Revised 6-3-20

TABLE OF CONTENTS

MISSION STATEMENT	3
PHILOSOPHY OF THE QUAKER SCHOOL AT HORSHAM	3
QUAKERISM	3
NOTICE OF NON-DISCRIMINATION	4
SCHOOL HISTORY AND STRUCTURE	4
IEPs AND PROGRESS MONITORING AT TQS	4
PROGRAMS	
Summer Enrichment Program (SEP)	5
After School Program (ASP)	5
Auxiliary Services	5
DAILY PROCEDURES	
General School Policies	6
School and Classroom Rules and Expectations	6
Behavior Matrix	6
<i>Non-Harrassment, Non-Discrimination, Non-Retaliation & Accommodations Policy</i>	7
The Peace Place	12
Crisis Intervention	12
Transportation/Field Trips/Busing	12
Parking	13
Safety and Security	13
Searching Book Bags & Other Personal Belongings	13
Pets Policy	14
Service Animals	14
Phone Policy	15
Personal Items Policy	15
Dress Code Policy	15
TECHNOLOGY: Student Acceptable Use Policy	16
Progress Reports	21
Observation Policy	22
Protocol for Recommendations and Other Reports	22
1:1 Support Professionals	22

Agreement with Parents Regarding Outside Therapists	23
Tutoring Policy	24
HEALTH POLICIES	24
Medication	24
Suicide Prevention	25
Threats and Student Safety	26
Illness and Injury	27
SCHOOL LIFE	
School Hours	28
Attendance	28
Truancy	29
Scheduled Early Dismissals	30
School Closings	30
Two-Hour Delay Schedule	30
Food	31
Lunches and Snacks	31
Payment of Tuition and Fees	31
The Quaker School Parents Association (TQSPA)	31
Giving	32

THE QUAKER SCHOOL AT HORSHAM

STUDENT HANDBOOK

MISSION STATEMENT

The Quaker School at Horsham uses research-based programs provided by compassionate professionals to enable each student with complex challenges to blossom and achieve meaningful personal, social, and academic success.

PHILOSOPHY OF THE QUAKER SCHOOL AT HORSHAM

The Quaker School at Horsham is a compassionate community that builds trusting relationships among students, parents, therapists, faculty and staff. The students at TQS have struggled in traditional schools and come with a pressing need for a safe learning environment where they can confidently face the challenges of learning. These students have a mix of disabilities: ADHD, learning disabilities, autism, expressive and receptive language disorders, and anxiety disorders. At TQS, we use the latest findings from educational research to guide our curriculum and nurture our students' inherent curiosity and desire to learn.

TQS equips students with the skills needed to succeed in secondary school, develop fulfilling personal relationships and lead meaningful lives. The underlying basis for all things at TQS is the fundamental Quaker belief that there is the Light of God within every person, and that we are meant to share that Light through our efforts, our gifts and our actions.

QUAKERISM

The Religious Society of Friends (Quakers) believe that each individual can directly receive God's guidance by sitting quietly and being open in body, mind and soul to the ever-present Spirit. Silent group meditation is the essential element of Quaker worship. Through this silent worship, each person may experience one's own sense of wholeness and peace. During this reflective time, one may verbally share the experience with those present. Every Wednesday the whole school meets together for quiet worship (Meeting for Worship.)

Friends believe in the essential tenets of simplicity, peace, integrity, community, equity & social justice and stewardship & service, which we abbreviate as SPICES.

NOTICE OF NON-DISCRIMINATION (6-3-20)

Based on receipt of federal financial assistance through a Paycheck Protection Program loan administered through the U.S. Small Business Administration (SBA) under the CARES Act, the Quaker School at Horsham acknowledges its obligation to prohibit discrimination, harassment, or retaliation on the basis of race, color, religion, age, national origin, sex, citizenship status, genetic information, handicap or disability in admissions, access, employment, tuition assistance, educational policies, or other school administered student and employee programs and activities. Questions regarding the School's compliance with the application and administration of the School's nondiscrimination policies should be directed to Liyan Shen, Chief Financial Officer, The Quaker School at Horsham, 250 Meetinghouse Road, Horsham, PA 19044, 215-674-2875 ext. 13, or email her at lshen@quakerschool.org, or to the U.S. Department of Education's Office for Civil Rights (OCR) or to the SBA. Please refer to the School's SBA Non-Discrimination Compliance Policy on the School's website for information on how to file complaints with OCR or the SBA.

This notice will remain in effect until the School has satisfied and paid off the SBA Paycheck Protection Loan.

SCHOOL HISTORY AND STRUCTURE

Founded in 1982, The Quaker School at Horsham is a Friends school serving students with complex challenges in kindergarten through ninth grade. It is a not-for-profit 501(c)(3) organization governed by a Board of Trustees. It operates, in part, in the buildings and grounds of Horsham Friends Meeting by their kind invitation. The Board of Trustees delegates the responsibility for the day-to-day administration of the school to the Head of School, who in turn reports to the Board of Trustees. The Quaker School is accredited by the Pennsylvania Association of Independent Schools (PAIS). It is a member of the National Association of Independent Schools (NAIS), PA Branch of the International Dyslexia Association (PBIDA), Association of Delaware Valley Independent Schools (ADVIS) and Friends Council on Education (FCE).

IEPs AND PROGRESS MONITORING AT TQS

If your child is attending TQS, it is likely that at some point your public school has written an Individualized Education Program (IEP) for your child. The IEP is a legal document that essentially ensures that the school district has agreed to provide specific modifications in return for specific learning outcomes. It is not the district's obligation to provide what is best for your child; it is their obligation to provide only what they have deemed as meeting the Free Appropriate Public Education (FAPE) standard.

Once a child enters TQS, or any other independent school, special education or otherwise, the IEP becomes little more than informative to the school. Independent schools are **not** obligated to provide or adhere to school districts' IEPs. In select cases where a Local Education Agency (LEA) has placed a student at TQS through a Notice of Recommended Educational Placement

(NOREP) with FAPE, we will partner with your district to develop and implement an IEP. It is at the discretion of TQS to accept a NOREP agreement.

During the admissions process, we receive and review a variety of sources of information about your child's strengths, challenges, school history and prior interventions. From these formal evaluations, rating forms, anecdotal forms, report cards, etc., we determine the best way to compose a program for a specific child.

PROGRAMS

Summer Enrichment Program (SEP)

TQS offers a five week Summer Enrichment Program (SEP), also referred to as an Extended School Year (ESY.) Each child receives 1:1 instruction for one academic period per the program options. Your School District will only provide transportation to SEP if ESY services are included in your most current IEP or your settlement agreement clearly includes ESY services.

After School Program (ASP)

An After School Program is available from 3:30 to 5:30 p.m. every day school is in session. **The program is not available on 12:30 p.m. early dismissal days.** The ASP is not open on holidays and vacation days, full in-service and parent conference days, and when school is closed because of bad weather.

Parents may enroll their children in the program on a regular or drop-in basis. Students in the program will have quiet time for homework. Medications will be administered according to school policy. Ask the school office for a registration form and costs.

Auxiliary Services

TQS provides integrated speech & language and occupational therapy to all students. Students who require additional support may receive 1:1 occupational, speech & language or physical therapy for an additional fee. TQS will make every effort to make-up a missed session and bills for all scheduled sessions.

Students who do not receive any amount of school district funding may be eligible to receive speech and language therapy provided by the Montgomery County Intermediate Unit (MCIU.) Eligibility is determined by the MCIU and their criteria.

DAILY PROCEDURES

General School Policies

- Emergency contact information must be updated and is required to be on file prior to the first day of school. The school requires three credible non-parent or guardian emergency contacts. (Parents are always contacted first.) In the event of an emergency, 911 will be called.

- If attempts to contact parents, guardians and emergency contacts for health or safety reasons are unsuccessful, at the discretion of school administration, ChildLine and Abuse Registry will be contacted. After the first incident, families are given the opportunity to revise their emergency contact list. A repeated incident of failure to reach any emergency contacts may result in immediate expulsion.
- When requested, all permission slips, waivers and payments must be signed and returned by their due dates in order for your child to take part in activities.

School and Classroom Rules and Expectations

Students are governed by a school-wide set of *expected* behaviors, as defined by the Student Expectations Matrix. Our bedrock program for teaching these skills is the Collaborative and Proactive Solutions® (CPS) model.

Behavior Matrix

[The Student Expectations Matrix](#) is a chart that clearly communicates The Quaker School at Horsham's expectations for positive behavior in various school environments. The Student Expectations Matrix is a consistent framework for identifying lagging skills and student expectations. TQS uses the Quaker acronym SPICE (Service & Stewardship, Peace, Integrity, Community, and Equity & Justice) in the Student Expectation Matrix to explicitly teach these skills to students while embodying the Quaker values.

Consequences warranted for violations of rules include:

- Verbal warnings and explanations
- Notes of apology
- Restorative Conversations
- Written reflections
- Exclusion from off-campus events
- Missed special activity
- Service to the community
- Parent phone calls and/or meetings
- Conversations with administrators
- In and out of school suspensions
- Expulsion
- Immediate contact of law enforcement

Any racist, homophobic, sexist, or otherwise bigoted language or behavior that interferes with the dignity of another person is in clear violation of our religious values and subject to immediate expulsion.

Starting or continuing hurtful rumors and intentionally excluding are specifically disallowed. When there is a pattern of unkindness or unwanted attention (bullying or hazing), the more serious behavioral consequences are invoked.

Acts of aggression such as: hitting, spitting, kicking, punching, throwing objects, threatening, destruction of property or any action that may physically or emotionally harm other students or adults are subject to immediate suspension or expulsion. When students act out physically parents may be asked to pick their child up at school. Failure to pick up within 60 minutes is grounds for expulsion. TQS has sole discretion to determine the seriousness of acts of aggression.

The possession, use or distribution of any weapon or harmful substance (including but not limited to drugs, alcohol, etc., legal or illegal) will not be tolerated at TQS. Students who violate these rules will be sent to an administrator; law enforcement and parents will be called and consequences will be determined.

TQS expects students to respect school property and the personal property of the TQS community. If a student's behavior results in the destruction of property, there will be a consequence after assessing the situation. TQS reserves the right to ask the parents of student(s) to make restitution.

Regarding *unexpected* behavior, we believe that it is important to educate as well as provide logical consequences. Regarding *expected* behavior, we believe it is important to affirm and appreciate appropriate behavior. While there are opportunities to talk with both teachers and administrators about these important aspects of our community, discipline is a private matter and always handled confidentially.

NON-HARASSMENT, NON-DISCRIMINATION, NON-RETALIATION, AND ACCOMMODATIONS POLICY (6-3-20)

INTRODUCTION

The following policies outline the School's policies against Harassment, Discrimination, and Retaliation, and for accommodations for students with disabilities. The policies set forth compliance and investigation procedures pursuant to the School's obligations under the terms of its SBA Paycheck Protection (PPP) Loan. For more information on the School's obligations, please review the SBA Non-Discrimination Compliance Policy on our Website. These policies will be in effect until the SBA PPP Loan has been satisfied in full.

NO HARASSMENT POLICY

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. The School wants to know whenever anyone at School makes you feel uncomfortable. That could include things that make you feel uncomfortable that are done by another student, a teacher, another adult, a parent, or someone else who is working at or visiting the school.

The School does not allow any type of harassment (including repeated unkindness, meanness, or inappropriate behavior) towards others, including any conduct that is upsetting to someone else or makes it hard for them to learn, including mean comments, jokes, teasing, and other unkind conduct relating to a person's race, color, age, religion, sex, national origin, handicap or disability.

Some examples of things that you are not allowed to do and should not be done to you include:

- *Calling other students by mean names or teasing them in ways that are hurtful*
- *Telling lies about another person*
- *Grabbing or touching another student's "private parts," or pulling down another student's pants, looking up a girl's dress, or intentionally opening the door on a student who is using the bathroom*
- *Drawings that show someone's private parts*
- *Touching other students or adults on their private parts or anywhere on their body when they have asked you to stop*
- *Pinching, grabbing, or kissing other students or adults at school*
- *Hugging someone who does not want to be hugged and has asked you to stop*
- *Telling naughty jokes or jokes you would not want your parents or teacher to hear you telling.*
- *Rubbing your private parts against someone else's body.*
- *Making mean or unkind gestures or movements towards another person*
- *Saying mean things about another person's body*
- *Telling someone that something bad will happen if they do not do what you tell them to do*
- *Making fun of or teasing another student because they say they like or love another student. For example, if a girl says she "loves" another boy or girl.*
- *Taking, sending or posting pictures of your or another student's private parts or without their clothes on.*
- *Making fun of or saying unkind things about the color of another person's skin or their religion (including their religious clothes).*
- *Making fun of or saying unkind things about someone who is from another country or does not speak English clearly.*

- *Teasing someone because they need help walking, talking, hearing, learning or seeing. For instance, teasing or making mean comments when someone needs a wheelchair, or they can't see or hear.*
- *Teasing someone because they want to dress like or be more like the other gender. For example, teasing a boy who wears dresses or plays with "girl" toys.*

Students are not allowed to do these kinds of things when they write, talk, draw or play with other students. Students are also not allowed to do these things out of school, including when talking to other students face-to-face, by phone, text, email, postings on social media (Facebook, Instagram, Snapchat GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of mean or threatening behavior, whether on or off campus, on a school bus, or at a school-related event, is not allowed. This type of behavior is not allowed regardless of whether it occurs during the school day or afterwards, or on campus or off School property, and regardless of who was affected by the student's inappropriate behavior. The School will not permit this type of conduct even when students are joking or consider it to be a prank.

In addition, no teacher, coach, or other employee should be saying or doing any of the things outlined in this policy. They also should not be touching you in any private areas or rubbing your body, back, neck, touching or playing with your hair, asking you to send them photos, text with them, call on the phone, meet you outside of school or in unsupervised areas of school.

If you have seen or heard this kind of behavior, whether it was done to you, to your friend, or to someone else, you should tell a teacher or another adult who works at the School. If you are not sure who to tell at the School, please go see Liyan Shen, Chief Financial Officer, The Quaker School at Horsham, 250 Meetinghouse Road, Horsham, PA 19044, 215-674-2875 ext. 13, or email her at lshen@quakerschool.org, and she will help you.

The School will look into the concern raised by the student as confidentially as reasonably possible. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations. Students will not get in trouble, nor will anyone do anything bad to them if they tell their teacher, an adult who works at the school, or Liyan Shen about the behavior, or if they cooperate in responding to questions about the behavior. If any student feels that something bad is being done to them because they told about the behavior, they should also tell Liyan Shen about that immediately and the School will help to stop that from happening.

NON-DISCRIMINATION POLICY

The School does not treat students differently because of their race, color, age, religion, national origin, sex, handicap or disability. For example, this means that no matter what color someone's skin is, where they are from, if they are a boy or a girl, or if they have

trouble walking, talking, hearing, learning or seeing, they are treated the same as everyone else. If you believe that you, your friend, or someone else, is being treated differently because of one of these reasons or if you want to ask about what discrimination means or what the School does not allow, please talk to: Liyan Shen, Chief Financial Officer, The Quaker School at Horsham, 250 Meetinghouse Road, Horsham, PA 19044, 215-674-2875 ext. 13, or email her at lshen@quakerschool.org.

INVESTIGATION AND ANTI-RETALIATION

Students will not get in trouble, nor will the School permit anyone do anything bad to them if they tell the School about any behavior that breaks these School rules, or if they answer questions about the behavior. If any student feels that they are being treated badly by anyone at School because they told about the behavior, they should also tell Liyan Shen, Chief Financial Officer, The Quaker School at Horsham, 250 Meetinghouse Road, Horsham, PA 19044, 215-674-2875 ext. 13, or email her at lshen@quakerschool.org, about that immediately and the School will help to stop that from happening. Any student who retaliates against another student or is mean to them because they reported improper conduct, will also be subject to discipline, including but not limited to being dismissed from the School.

SERVICES FOR STUDENTS WITH DISABILITIES

We understand that there may be new circumstances that arise, or accommodations that are not already in place, which may cause a parent to request that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests has grown over the years, the School believes that it is appropriate at this time to outline the School's policy and general guidelines for addressing such requests.

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

Interactive Process and Accommodation Plan: *Once a request for accommodation is received, the School will enter into the interactive process with the parent (and possibly student) to discuss the need and information that the School will need (discussed below). Once the documentation is provided, the appropriate personnel at the School will assess the accommodation requests and determine what accommodations can/should be provided at school, at home, and through third-party providers. After discussing these issues with the parent and coming to an agreement on the terms, the School will set forth the agreement in an*

Accommodation Plan, which will be signed by the School and the parent and will be distributed to those persons needing to implement the accommodations.

Request and Documentation: For any type of accommodation (including administration of medication at school), the parent must contact the Section 504 Compliance Officer, Liyan Shen, Chief Financial Officer, The Quaker School at Horsham, 250 Meetinghouse Road, Horsham, PA 19044, 215-674-2875 ext. 13, or email her at lshen@quakerschool.org, to discuss the need. The Compliance Officer will then assemble the appropriate persons to work through the process. The School will advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

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

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

Limitations on Requests: Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. Examples of accommodations made for students include appropriate classroom locations, extended time on tests, use of computers, and/or dispensing certain medication.

Concerns or Complaints. If the parent does not believe that the accommodation request has not be handled properly or that the Accommodation Plan has not been implemented properly, the parent should contact the Section 504 Compliance Officer set forth above for further assistance. The parent may also make a complaint to the Office of Civil Rights and/or the Small Business Association as set forth in the SBA Non-Discrimination Policy on the School's website.

The Peace Place

The Peace Place is a safe, comfortable space designed to accommodate the social and emotional needs of students. When a student needs a break from his or her normal routine, or wants to de-stress in a safe space, the Peace Place can meet that need. At times, a student may become so emotionally and behaviorally dysregulated that he or she requires a space to safely de-escalate, regain control and prepare to meet expectations to return to his or her classroom. The Peace Place will meet this need as well.

Crisis Prevention

The Nonviolent Crisis Intervention® (CPI) training program offers intervention based on a philosophy of providing the best possible care, welfare, safety and security for staff and those they are responsible for—even during crisis situations.

The strategies taught in the Nonviolent Crisis Intervention® training program provide staff with an effective framework for decision making and problem solving to prevent, de-escalate, and safely respond to disruptive behavior. The program realistically addresses the serious issue of physical intervention (disengagement skills and holding skills). CPI postvention strategies assist staff teams in recognizing opportunities to learn prevention strategies in the aftermath of a crisis.

In the event of student crisis, TQS will be the sole decision maker until the student leaves our school campus, during and beyond school hours. If deemed necessary for student safety, TQS reserves the right to call emergency medical services, mobile crisis unit or Horsham Township Police.

Transportation

Field Trips:

At various times during the school year, students will have the opportunity to participate in school-sponsored, off-campus activities. These field trips, occurring during the school day, may be related to particular course work, a club, PE, community service or a particular grade event. Transportation for these trips will be provided by TQS using our school vans or contracted through a transportation company. There is no additional cost for any event or transportation. The faculty member planning the off-campus activity will provide parents with communication regarding details of the trip including: destination, chaperoning school staff, date and time of departure and anticipated time of return and method of transportation.

Please Note: When you and your child sign the Handbook Acknowledgment Form, you are granting permission for your child to participate in all school-sponsored, off-campus events, including transportation, as arranged by TQS.

Busing:

- Parents are solely responsible for their children's behavior on the school buses.
- The same kind and respectful behavior that is expected in school is expected during the bus ride. The school will honor, support and respect all bus safety rules that come from public school districts.
- Bus personnel are encouraged to communicate with parents directly if there are recurrent problem behaviors. Drivers may write up serious infractions. School districts and bus companies reserve the right to disallow students on school buses for behavioral issues.
- TQS does not have any authority or control over school bus companies or drivers, as they are exclusively contractors of the students' school districts.
- At dismissal, students are expected to obtain permission from the teacher on bus duty before boarding their buses.

We ask that parents inform the School Office by phone or written correspondence (email is acceptable) of any change to the regular daily transportation arrangement. **Please remember to inform your district's transportation office as well (i.e. your child is absent from school or is leaving early and will not need afternoon transportation).** If your child is riding home on a bus with a friend, both children's parents must receive approval from the school district, not TQS. TQS does, however, require written notification from both children's parents of this change.

The driveway at the upper lot is for buses only during arrival and dismissal times. Parents who drive children to school must park in the lower lot to escort their child up the steps to the staff member on duty. All students and visitors must use the main entrance. As we encourage our students to become autonomous and independent, we request that you not accompany your child to his or her individual classroom.

To ensure a smooth dismissal, buses will be dismissed at 3:15 p.m. in the upper parking lot. Parents should enter the parking lot by the Cabin entrance and pull up to the foot of the steps to start a line along the front of the building. Remain in your car and a teacher will escort your child to the car. Please refrain from using the upper parking lot during arrival/departure times.

Parking

Persons who park in the school parking lot do so at their own risk and assume all liability for their vehicle. The school is not responsible for any damage to cars of employees or visitors who drive through or park in the school parking lot. This includes contents within the car.

Safety and Security

In the interest of having our children and adults prepared in the event of an emergency, we hold fire drills, lock down and reverse evacuation drills monthly.

- If there is a need for our students to leave the school grounds, we have arranged with both the Horsham Friends Meeting and the Keith Valley Middle School to provide emergency shelter.
- The school doors are locked between 8:15 a.m. - 3:15 p.m. daily. All visitors (parents, consultants, service people, etc.) must use the doorbell to be admitted. All visitors are required to check in at the office and wear a visitor's badge if applicable.

Searching Book Bags and Other Personal Belongings

The Head of School, and/or his/her designee may inspect a student's locker, personal property, (bookbag, handbag, etc.) and/or person when there is reasonable suspicion that storage of an illegal substance or object, or any substance, object or other material which poses a hazard to the health, safety, welfare, and order of the school is being stored in or on the student's locker, personal property, or person. Efforts will be made to notify parents in advance of such a procedure, but urgency might require notification after the fact. In all cases, parents will be notified.

Pets Policy

Animals that are classroom pets are the explicit responsibility of the school. Please be sure to notify the office and your child's teacher(s) if you don't want your child to touch or be touched by a classroom pet (such as dogs, cats, guinea pigs, reptiles, etc.) Please notify the office immediately if your child has any injury caused by a classroom pet. Service animals, of course, are welcome.

Service Animals

A service animal is defined as "any dog or other animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the student's disability."

Parents/Guardians of students with disabilities who believe the student needs to bring a service animal to school, on school transport or to a school sponsored activity or test site in order to receive a free and appropriate public education, shall notify the Head of School or designee prior to bringing in the animal in order that the Head of School or designee may review the request fully. Any service animal accompanying a student with a disability to school, on school transport or to school sponsored activities or test sites shall be handled and cared for in a manner as required by state and federal law and shall be detailed in the student's IEP or Section 504 Service Agreement.

A service animal must be under the control of the student. A service animal shall have a harness, leash, or other tether, unless either the student is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's control (e.g., voice control, signals, or other effective means). [28 C.F.R. § 35.136(d).]

The School may exclude a service animal from its owned and/or leased property and from vehicles under the following circumstances:

- Presence of the animal poses a direct threat to the health and safety of others.
- Owner or handler is unable to control the animal.
- Animal is not housebroken. [28 C.F.R. § 35.136(b).]

Phone Policy

Use of student phones is prohibited during school hours. Phones will be handed in to the teachers at the beginning of the school day, and they will be kept in a locked receptacle. They will be returned to the students at dismissal time. **Parents who need to reach their child by phone during the school day should do so by way of the school office.**

Personal Items Policy

The Quaker School at Horsham is **not liable** for lost or stolen personal items. Students are responsible for keeping their items on them and/or in their sight. *Please note: By signing the Handbook Acknowledgment Form, students and parents agree that TQS will not be held responsible in the event personal items are lost or stolen.*

Dress Code Policy

It is important for students to wear clothing that is neat, clean, free from tears, appropriate for the weather, in good taste and in keeping with the philosophy of the school. Students at TQS spend time learning and playing indoors and outdoors, and they actively participate in art, yoga and physical education classes. Parents and students should keep the following expectations in mind:

- Clothing with messages or images that conflict with the philosophy of the school and Friends principles is not permitted. This includes anything that sends a negative message, is hurtful toward others, promotes violence or the use of drugs or alcohol or encourages sexualized attention. In short, clothing which distracts students from learning is not appropriate.
- Students may not wear military-looking camouflage clothing and fatigues. Chains and ropes may not be worn.
- The entire torso from the lower neck to lower thigh must be covered. Underwear may not be exposed. Tank tops are not appropriate for boys or girls.
- Shorts, skirts and dresses must be no shorter than three inches above the knee.
- Footwear that is suitable and safe for outdoor activity is required. Flip flops are not permitted for physical education.
- Students who arrive in inappropriate clothing will be required to change into appropriate clothing provided by TQS, if available. Parents/guardians may be asked to bring a suitable change of clothes.
- Hats, hoods, bandanas or headgear of any kind may not be worn inside the school common areas and hallways.

TECHNOLOGY: Student Acceptable Use Policy

Please Note: *When you and your child sign the Handbook Acknowledgement Form, you are both acknowledging that you understand our Acceptable Use Policy. No student shall have technology privileges unless or until said form is signed.*

The Quaker School provides students with access to the Internet and the school-wide network. Computer, ChromeBook, and iPad usage, including access to the Internet, is a valuable source of information and communication with the potential to be a powerful learning tool. Unfortunately, it also has the potential to be used inappropriately within a school community.

Use of the TQS computers, ChromeBooks and iPads, the TQS network and the Internet is a privilege, not a right. The purpose of this policy is to define acceptable use of technology by TQS students. Unacceptable use may result in serious consequences including restriction or loss of laptop, network and Internet access privileges and/or further school disciplinary action such as detention, suspension or expulsion.

This policy applies not only to use of computers, Chromebooks, and iPads owned by TQS, but also extends to all electronic devices, including but not limited to privately owned laptops, mobile phones and Internet-connected handheld electronics used for school work or activities. This policy also applies to TQS students' participation in and behavior on social networking sites, whether accessed from school, at home or anywhere else.

Acceptable Use

Acceptable use is any use, which is consistent with the educational objectives of TQS. This includes classroom assignments, research activities, and the exchange of project-related ideas, artwork, opinions, and questions via such methods as email and message boards. All posted materials will be restricted to school-related work under the supervision of a teacher. In addition, these guidelines extend to all information and communication technology devices, including privately owned laptops, mobile phones (including iPhones and Android based phones), iPads, iPods, ChromeBooks, Apple Watch, Pebble Watch, USB flash drives, CD/DVD/BlueRay and social networking sites (e.g., Facebook, Instagram, Flickr, Snapchat, Tumblr and Kik) if they are used on the TQS campus or with reference to other members of the TQS community.

All communications should be polite. Users are expected to use appropriate language, obey copyright laws, respect the privacy of others (do not trespass into another person's folder, work or files), and limit searches to those that will yield appropriate results. Users should properly acknowledge information sources and not present others' ideas as their own.

Unacceptable Use

- Any activity not consistent with the educational objectives of TQS. This includes, but is not limited to, texting, access to chat rooms, social networks (including Facebook, Tumblr, Instagram, Snapchat, Kik, etc.), sending instant messages, peer-to-peer file

sharing (Google Docs, Sheets, Pages, etc.), playing online games (such as World of Warcraft, etc.) accessing personal email accounts, downloading multimedia content like movies and music using bittorrent, and using iTunes, Pandora, Spotify or Mp3 players during school hours.

- Any illegal, annoying, offensive or obscene activity. For example, do not forward “humorous” or tasteless emails to anyone in the TQS community
- ***Bullying, use of profane, obscene, threatening, inflammatory, disrespectful or offensive language or pictures in communications, personal attacks, false information or harassment will not be tolerated between students at any time.*** Occurrences of bullying and harassment during or after school hours have been an issue that affects learning and will be addressed.
- Commercial use such as buying, selling or trading of any items.
- Any actions that may cause damage to computers, networks or files (all hardware and software).
- Using another person’s name, account, or password.
- Use of any TQS group email lists without the express permission of the Head of School.
- Moving, modifying or reconfiguring equipment without permission from the network administrator.
- Exploring websites or hosting sites that are blocked by our web filter.
- Pupils must NEVER use the camera in laptops, mobile phones or other devices to photograph or to record video of other members of the school community unless under the supervision of a teacher during a defined project.
- Students must under no circumstances post image/video files (or links to such files) of other members of the school community.
- Be considerate of your use of shared resources such as printers, paper, LCD projectors, televisions and school laptops.
- To avoid viruses and other potential problems, students may not download, copy or store material on school computers without permission from a staff member. Use assigned network folders instead.

Safety Guidelines

- Do not reveal your last name, personal address, phone number or password or provide identifying information about anyone in the Quaker School community.
- E-mail is not private but is subject to illegal access by unauthorized persons, and should not be used for confidential communications. E-mail attachments should not be downloaded without permission from a faculty member.
- Student users must notify an adult immediately of any questionable activities and communications.
- **All** personal electronic devices brought into The Quaker School are subject to examination, inspection and or seizure. If faculty or staff has reason to believe that any personal electronic device contains illegal or harassing data, they shall report that information to the Head of School who will inform the proper legal authorities. Parents and students are expected to cooperate in any investigation. Loss of technology privileges will result from any failure to cooperate.

Students will abide by these points:

1. I understand that the use of technology is a privilege, not a right.
2. Inappropriate use will result in the cancellation of those rights.
3. I will use the technology equipment for educational purposes only.
4. When using school technology, I will:
 - a. Be polite
 - b. Use appropriate language
 - c. Not look at or use anyone else's work without permission
 - d. Not use the network in such a way that I would disrupt its use
5. I will keep my passwords private and respect other people's passwords.
6. I will not open, delete, move or modify other people's files without their permission.
7. I will always ask permission **before** printing.
8. I will always log off my workstation and quit all applications after finishing my work.
9. I will treat all technology equipment (mice, keyboards, headphones, hardware and software) with care. Vandalism will result in the cancellation of my privileges and other disciplinary actions.

10. I will comply with legal restrictions regarding plagiarism and the use and citation of information resources.
11. I understand that school personnel have access to work stored on the network server.
12. I will not change the configurations set on any computer, ChromeBook or iPad. The general configurations have been set to best serve the needs of those using the devices.
13. I will not use the camera in laptops, mobile phones, ChromeBooks, and iPads to photograph or to record video of other members of the school community.
14. I will not use school technology during recess or free time without permission from a teacher.
15. I will not search for inappropriate content or access inappropriate sites on the Internet.
16. I will not post image/video files (or links to such files) of other members of the school community. All onsite Internet access should be done **only** via school issued devices.
17. I will not install "pirated software" or knowingly use DVD's, CD's, or removable storage devices without a teacher's permission.
18. I will not download files that could render our network inoperable by exceeding its capability (music, programs, videos etc.) If downloading a file is necessary, I will ask a teacher.
19. I will not use technology equipment for **ANY** unauthorized, non-academic use; to do so will result in an instant referral to the Head of School.
20. I will not bully, spread false information or harass my fellow students via text, chat rooms, instant messaging or social networks (such as Facebook, Instagram, Tumblr, Snapchat, etc.). I understand that doing so even outside of school could negatively affect the school's learning environment and could be addressed by school administration.
21. I understand that The Quaker School at Horsham makes no warranties of any kind for the service it is providing. TQS is not responsible for any damages I suffer. This includes loss of data resulting from delays, non-deliveries, or service interruption.

A Note on Mobile Device Use

Students are welcome to bring their own internet enabled devices to school for educational use ONLY and are expected to allow the school administration to access their device at any time. This is a privilege, and the same Acceptable Use Policies apply. Parents and students will be asked to supply the administrative password to install printer drivers and a security certificate to allow internet access through the web filter. *Students are required to turn in cellular phones to their teacher each morning to be placed in a locked receptacle and returned at the end of the school day, including on all field trips and other school sponsored activities.*

Faculty members will refer a student violating Acceptable Use Policies immediately to School Administration. If in violation, the student will not be able to bring his/her device to school for a period of time to be decided by School Administrators. Further disciplinary action could also be considered.

Although the devices and internet sites specified in this policy are referred to by brand name for quickness of communication and ease of understanding, the policy should be understood as being agnostic with regard to brand and applicable to equivalent devices or websites, regardless of manufacturer or internet services provider.

Social Media and Social Networking Policies and Procedures

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

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

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

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

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

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

Students are not permitted to use the School’s name, logo, trademark, or service mark in online activities. Students are not permitted to post photographs of the School, its locations, activities, students, parents, or employee-related activities on-line. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if used in the School’s postings or publications. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

Your Identity Online: You are responsible for any of your online activity conducted with a School email address, and/or which can be traced back to the School’s domain, and/or which uses School assets. What you publish on such personal online sites should never be attributed to the School and should not appear to be endorsed by or originated from the School.

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

Progress Reports

Progress Reports are prepared and distributed three times a year at the end of each trimester for the following subject areas: math, language arts, word study, social studies, science and special classes. Students in grades 7-9 receive a letter grade. The reports are a combination of checklists and written commentary. A student may receive an incomplete when there is insufficient completion of work or there are insufficient assessments due to attendance. A student receiving an incomplete must make arrangements with the subject area teacher to fulfill the incomplete requirements in a timely manner.

Parent and Teacher conferences are offered three times during the school year and are crucial to your child’s education. The direct involvement of parents has been shown to be extremely beneficial to a child’s success in school, as well as parental support of the school’s educational plan. Parents are expected to meet with their child’s teachers on the scheduled conference dates. If a parent is unable to meet with the teachers, the parent may be asked to schedule an appointment at another time. Students in grade 7 and above are encouraged to attend conferences.

If parents have a concern, they should not wait until the conference time to bring it to the teacher's attention. Parents wishing to discuss their child's progress with either a teacher or the Assistant Head for Student Affairs may make a request either by email to the homeroom teacher or by calling the School Office. Parents are asked to be mindful of privacy issues and confidentiality restrictions by not asking a staff member about their child in public places such as the car line, the school hallway or social school events. Under no circumstances should TQS faculty be contacted at home or on a mobile line.

Observation Policy

Appointments for professionals to observe a student at TQS must be made through the School Office. Requests for records, observations, assessments and verbal communication must be accompanied with written permission from the parents or guardians. **Appointments require ten school days' notice and will not be scheduled on days just preceding or following holidays, breaks and summer vacation.** TQS reserves the right to escort professionals during their observations. All verbal communication regarding the child being observed or the programs at TQS must be scheduled prior to the observation. Please schedule separate appointments to discuss our programs or to get more information on TQS.

Protocol for Recommendations & Other Reports

Requests for completion of recommendation forms, rating scales, release forms, etc. must be submitted directly to the School Office and require **a minimum of ten school days** for completion. Requests made fewer than ten school days of a break or the last day of school will result in the delay of the completion of forms. This allows teachers to give careful and thoughtful completion to the task. School recommendation forms are mailed directly to the school or professional requesting the information. All evaluations are mailed directly to the requesting professional or faxed; they **may not** be returned through students or parents, for professional confidentiality. (However, parents may request a copy of an evaluation.) Forms and scales will be held on file until all financial obligations have been met. Please supply complete names and addresses and the purpose for which the forms will be used. Recommendations will not be completed and progress reports will not be released for students whose families are in arrears financially.

1:1 Support Professionals

Desiring to clarify the terms and conditions under which 1:1 Support Professionals (1:1) will work at TQS, and seeking to create a stable working relationship between the 1:1, TQS, referring School Districts or Charter Schools, and the parents and child involved, TQS has implemented the following policy:

The 1:1 Support Professionals may come to TQS to support a specific child (student), with payment for those services coming from one of four possible avenues: 1) private funding, 2) a Compensatory Education Fund, 3) a School District, including through agreement, settlement or litigation, or 4) a Mental Health Agency.

The methodology for hiring and supervising, and the duration of the contract for the 1:1, will be the same regardless of which funding pathway brings the 1:1 to TQS. In each and every instance, the 1:1 will become an employee of TQS, who will hire that 1:1 directly. The 1:1 will be available to serve the student for the entirety of the school year, or for the remainder of the school year if the student starts the school year late. The 1:1 will have professional development training and requirements to meet from TQS, similar to other full-time TQS employees.

If the 1:1 is being paid for through private funding, TQS will ask that the parents or other responsible party sign a short contract outlining the terms of service, which will be essentially identical to those outlined above. Payment due to come from a compensatory education fund will require the parent or other responsible party to sign that same contract, and to also provide some proof that the compensatory education fund may be used for the contracted 1:1 services.

If a school district will be responsible for paying for the 1:1, that 1:1 will be hired and provided for the student once the School District or Charter has signed a contract evidencing its agreement to pay for TQS to hire the 1:1 for the full school year.

If a Mental Health Agency will be responsible for paying for the 1:1, that 1:1 will be hired and provided for the student once the Mental Health Agency has signed a contract evidencing its agreement to pay for TQS to hire the 1:1 for the full school year. This contract will specify both the time involved to include a full school day and the duration of service to include the entire school year. If the Mental Health Agency can agree to the per day time, but has restrictions regarding the duration of the engagement, TQS reserves the right to accept a contract with a duration that covers half of the school year, in its sole discretion. Children enrolled prior to 2015 are still governed by the previous policy.

Students assigned a 1:1 during the regular school day are required to have a 1:1 support professional for extra-curricular activities at an additional cost.

Agreement with Parents Regarding Outside Therapists Who Provide Services to TQS Students on Our Campus

The Quaker School at Horsham believes in working with a student's outside team to ensure academic, emotional and social success. We will do our best to cooperate and assist with the members of the student's team.

Therapists must provide:

- **Copies of all clearances:** Criminal Investigation, Child Sexual Abuse, Federal fingerprinting and TB test.
- **Certificates of insurance:**
 - General Liability Insurance – One million in GL insurance and it should include abuse and molestation.
 - Professional Liability – One million in Professional Liability Coverage.
 - The Quaker School at Horsham needs to be named as an additional insured for the GL and Professional Liability coverage.

- **Communication/Scheduling:** Written notification must be presented to the Office at least one week prior to change. Any scheduling issues must be handled between parents and therapist. Parents and Therapists are responsible for all communication between each other.
- **Hold Harmless/Indemnification:** Parent agrees to defend, indemnify and hold harmless TQS for any and all claims, suits, judgments and demands whatsoever, including legal fees, arising out of or caused or claimed to have been caused in whole or in part by the acts or omissions of the Therapist. TQS will require you to sign an agreement to this effect. All forms must be signed before services are rendered on our campus.

Tutoring Policy

On occasion, TQS teachers develop relationships with parents outside of school for tutoring, etc. Outside the confines of the TQS program, TQS is not responsible for the quality or results of tutoring, etc., nor can we be held responsible for any of the social or financial interactions between the teacher and the tutee's family. Parents agree to defend, indemnify and hold harmless TQS for any and all claims, suits, judgments and demands whatsoever, arising out of or caused or claimed to have been caused in whole or in part by the acts or omissions of the tutor. Tutoring may not take place on the TQS campus.

HEALTH POLICIES

The Commonwealth of Pennsylvania mandates the immunization requirements for school aged children in our state. These requirements **must** be met for school attendance for all students in grades K-12. These requirements are to be completed by the first day of school. Students who do not meet the immunization requirements by the fifth (5) day of school **will be excluded from school** until the requirements are met. If immunizations are not completed by the fifth day of school because of spacing of vaccines, the parent/guardian will need to provide the school nurse with a medical certificate signed by the child's healthcare provider. Failure to provide this certificate will result in exclusion from school. In addition, **if your child is exempt from immunizations for medical reasons, religious beliefs or ethical convictions, he or she may be removed from school during an outbreak.**

All other medical paperwork (medication forms, care plans, physical records, etc.) must be completed within the time allotted or your child will be excluded from attending school and may return only upon submission of all necessary documents.

Medication *We follow the state laws regarding medications in school.*

Both parent and physician permissions are required for all medication (prescription and over-the-counter) dispensed by school personnel. Please note that TQS does not have a full-time nurse on staff.

- The medicine is accompanied by precise written instructions for dosage, frequency and time the medicine should be administered. A signed form from your child's medicating physician must accompany the medication instructions.

- The child has a long-term or chronic condition or illness such as an allergy or ADHD, requiring a specific medication in order for the child to remain in school.
- The child is well enough to be in school but has an acute temporary condition where a prescribed regimen of medication is necessary but has not yet been completed, and the time for giving the medication must be during school hours. This includes antibiotics, cold and allergy medications.

Procedure for starting your child with medication at the beginning of the school year:

- Use an **Order for Medication** form, available on the TQS website, for your initial request for medication. The completed form should be returned in August along with other forms for the school year.
- Bring the medications for your child when your family comes to school for the visitation day. Pills will be accepted only in their original prescription bottle labeled with the appropriate size for dosages so that staff members do not have to break pills at school.
- Prescription medication will be counted in the presence of school staff and initialed for confirmation upon receipt

Procedure for sending medications to school during the year:

- Parents or other adult must bring medications to the School Office. Children are not permitted to transport medication to school.
- If this is a new prescription, or a changing dosage, an Order for Medication form must be completed in full.

Procedure for sending medications home at the end of the year:

- At the end of the school year, medications must be picked up on your child's last day of school.
- A parent or other adult must come in to the school office. Children are not permitted to transport medication from school.
- Medications that are not picked up will be destroyed.

Procedure for psychoactive medication changes:

This covers the class of medications that include stimulants, anti-anxiety, anti-depressant drugs, etc.

- It is **mandatory** that the school be informed about any changes to a student's medication regimen (***whether the medication is administered at home or school***).
- This includes **written** notification of a change in dosage, type or brand.
- Decisions to discontinue or take medication "vacations" must be made under the direction of the medicating physician. **It must be clearly communicated in writing to the Office how long and under what circumstances the changes will occur.**
- If a child arrives at school without having taken his or her medication, missed or forgotten medication must be brought in and administered by a parent. At the discretion of the Head of School, with consideration to the individual child's capacity to recover, he or she may be dismissed from school for the day.

Suicide Prevention

The school takes seriously all threats or expressions of self-inflicted harm and acts with the best interests of the student 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 social worker, who responds immediately and confidentially. The Head of School is notified, and parents are notified and are required to come to pick up the child. 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 licensed, practicing medical doctor that the student is not at risk of harming him- or herself before the student may return to school.

Parents must understand that when a child says something about inflicting self-harm (e.g., "I wish I were dead", etc.), which you may not think is particularly upsetting or alarming at that time, the school will follow this policy nonetheless.

Threats and Student Safety

At TQS student safety is our highest priority. Students with disabilities that cause difficulty with self-regulation may sometimes make threatening statements. TQS acknowledges that most threats made by children or adolescents are not carried out. However, when a child makes a threat to harm or kill another child or adult, it will never be dismissed as just idle talk. The student will immediately be sent to talk with the social worker. The social worker will perform a risk assessment. If it is determined that the child is at risk, or if the child refuses to talk, is argumentative, responds defensively or continues to express violent or dangerous thoughts or plans, parents will be required to take the child for an immediate evaluation by a mental health professional with experience evaluating children and adolescents. Evaluation of any serious threat must be done in the context of the individual child's past behavior, personality and current stressors. The student will not be permitted to return to school without the written results of the evaluation and express written consent of the evaluating mental health professional. If this is a repeat offense, and the student has already been evaluated, TQS may still require that the student be reevaluated, even if there was only a short time between incidents. If TQS believes this is an emergency situation, or if the child or family refuses help, TQS will contact the Horsham Police for assistance. While getting children help is our first priority, threats are cause for discipline up to and including expulsion.

In addition, TQS participates in the state mandated Safe2Say Something (S2SS) program. Act 44 of 2018 requires all K-12 schools in Pennsylvania to participate. S2SS is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. Reports can be made online, by phone, or on the Safe2say application. [Website: <https://www.safe2saypa.org/> Phone: 1-844-723-2729.] All staff and children in grades 7-9 are trained annually in the S2SS program.

Illness and Injury

In case of illness: When TQS determines that it is in the best interest of the child and the other children for the child to go home before the end of the school day, the parent(s)/ guardian must pick up the child from TQS within an hour after being contacted. In the case of an injury, when the child must have immediate medical attention, the parent(s) or guardian must pick up the child within an hour after being contacted. If the parent(s) or guardian is not able to get to TQS, the parent(s) must have a plan in place with three emergency contacts who would be able to pick up the child. TQS must have the names of these three authorized emergency contacts and current contact information.

In the rare case when a child is taken to the nearest hospital due to a serious injury or illness, it is the parent(s) or guardian's responsibility to arrive at the hospital as soon as possible after being contacted by TQS. TQS staff cannot make medical decisions, and TQS staff cannot be expected to provide the care and support a parent provides. The parent is expected to have an emergency plan to travel the distance to the hospital.

Guidelines for Returning to School:

Fever (Temperature of 100° or above): Student must be fever-free for 24 hours (without the use of Tylenol or other fever reducing medications) before returning to school.

Vomiting and/or Diarrhea: Students must be free of an episode for at least 24 hours before returning to school. If a student vomits en route to school or during the school day, a parent will be asked to come to school to pick up the child; he or she will not be permitted to take the bus home. If your child is sent home with an illness today, he or she will not be permitted back to school tomorrow.

Strep Throat: 24 hours after the first dose of antibiotic; fever-free for 24 hours and feeling well enough to participate in school.

Conjunctivitis (Pink Eye) or Eye Drainage: Students must be on antibiotic treatment for 24 hours or three doses and no drainage from the eye.

Lice: Students found to have head lice will be sent home. On the day of their return, they will be checked by school personnel for any active lice or nits. Students still found to have active lice or nits will be disallowed from school until the infestation is contained.

Head Injury:

- If your child has even what appears to be a mild head injury, he or she will be removed from the activity.
- A faculty member will monitor the student for the remainder of the school day.
- Parents or guardians will be notified immediately by the faculty member who observed the injury.
- Parents or guardians should make every effort to pick up their child within an one hour window to take them to the doctor. TQS will use its discretion to call an ambulance if a parent/guardian has not arrived to take their child for a medical evaluation within this timeframe.

- A child with a head injury (or other serious injury) will not be permitted to ride the school bus under any circumstances.
- TQS will monitor a head injury based on the symptoms documented by the Centers for Disease Control and Prevention (www.cdc.gov/concussions/sign_symptoms), such as “seeing stars”, having a “dazed look”, experiencing a headache or having sensitivity to light.
- If the parents or guardians can’t be reached, TQS will call the designated emergency contacts.
- If a child is seriously injured and/or showing signs of a concussion, 911 will be called immediately, and he or she will be taken to the closest hospital.
- Abington Hospital - Jefferson Health (1200 Old York Road, Abington) is the closest hospital to TQS. If the accident/injury takes place away from school grounds, the child will be taken to the closest hospital from where the accident or injury happened.
- TQS staff cannot make medical decisions, and it is the responsibility of the parents or guardians to arrive as soon as possible.
- A TQS staff member will remain with your child at the hospital until a parent or guardian can arrive.
- For parents who do not have access to transportation services, TQS will make every effort to help make transportation available from your location to the treating hospital, should it be necessary.
- TQS has student accident insurance, and it covers “necessary services” including ambulance services in the case of concussions.

SCHOOL LIFE

School Hours

The day begins at 8:15 a.m. Children may not enter the building until 8:00 a.m. **Bus drivers or parents may not drop off children before that time because they will be unattended.** Beginning at 8:00 a.m. there are teachers on duty to supervise children. The doors are locked at 8:15 a.m. Students arriving after 8:15 a.m. must be signed in by a parent or other adult.

Dismissal is at 3:15 p.m. Please pick up your child promptly unless he or she is enrolled in the After School Program (ASP.) After 3:30 p.m., all children will be placed into the ASP and parents charged accordingly.

For the 2019-20 school year, school is in session 1123.5 hours for Lower School students and 1127 hours for Middle School and Upper School students.

Attendance

Please report absences no later than 8:30 a.m. to the School Office by phone or email (attendance@quakerschool.org.) You may call 215-674-2875 ext. 10 anytime and leave a message. In this way we can be assured of your child's safety.

- Students must attend school.

- Students arriving late or leaving early, and who are in attendance for fewer than 3 hours of the school day, are considered absent.
- Students leaving before 3:15 p.m. are considered an early departure and must be signed out at the Office. The Office will retrieve the student from class to cause minimal disruption to the school day.
- Either a handwritten note or an email to attendance@quakerschool.org AND student's homeroom teacher informing of a late arrival or early departure is required. We request that this notification be made no later than 8:30 a.m.
- If a student is absent from school for three or more consecutive days because of illness or injury, please present a physician's note upon the student's return. **As per state law, all absences require a written excuse note from the parent within three (3) days of the student's return from the absence.** All absences are treated as unexcused until the school receives a written excuse explaining the reason(s) for an absence.
- Upon written parental request, a student shall receive a non-medical excused absence for family events, religious observances and funerals.
- The school may call or email parents regarding unexcused absences after attendance is taken in the morning.
- Students may request medical leave with supporting documentation from a medical professional. Upon review by Administration, leave will be granted or additional information may be requested. A re-entry meeting will be required prior to a student's return.
- If a family takes a vacation during regular school days, parents must inform their child's teachers at least 14 school days in advance. This allows teachers to prepare assignments to be completed upon parent request.

Truancy

- TQS will send the parent/guardian notice by certified mail within 10 school days of the child's third unexcused absence that the child has been truant. This notice shall 1) include a description of the consequences that will follow if the child becomes habitually truant in the future; 2) will be in the mode and language of communication preferred by the person in parental relation; and 3) include the offer of an Attendance Improvement Conference.
- For the sixth unexcused absence, a student is considered habitually truant. For children under 15 years of age, TQS will refer the child to either: 1) a school-based or community-based attendance improvement program; or 2) the county children and youth agency (CYS) for services or possible disposition as a dependent child under the Juvenile Act. A school-based or community-based attendance program is a program designed to improve school attendance by seeking to identify and address the underlying reasons for a child's absences. It may include an educational assignment in an alternative education program, but may not include an assignment in an Alternative Education for Disruptive Youth Program. Additionally, the School may file a citation against the parent/guardian of a habitually truant child under fifteen (15) years of age in a magisterial district court.

- For habitually truant children over the age of 15, TQS will either: 1) refer the child to a school-based or community-based attendance improvement program or 2) file a citation against the student or parent/guardian in the appropriate magisterial district court. If a habitually truant child aged fifteen (15) or older incurs additional absences after a school refers that child to an attendance improvement program or the child refuses to participate in an attendance improvement program, the School may refer the child to the local CYS agency for possible disposition as a dependent child.
- In cases where a LEA has placed a student at TQS through a NOREP with FAPE, TQS will report all unexcused absences to the student's LEA.

Scheduled Early Dismissals

Early dismissals are at 12:30 p.m. Many districts will provide transportation services. Please notify your school district's transportation office and TQS's School Office (phone or email) of any changes in transportation on early dismissal afternoons.

School Closings

In the event of inclement weather, announcements of school closings will be made on local radio and television stations. School closings will also be posted on our school website (www.quakerschool.org), and parents will receive an email and text message (if applicable) through our Alert system. Decisions to close the school will be made as early as possible.

So that you will not miss school closings and other announcements, you are encouraged to add quakerschool.org to your "safe senders" list – if available through your email systems – to make sure that The Quaker School emails are not rejected by SPAM filters.

Occasionally there will be times when we remain open even though the buses from school districts will not operate. In this instance, if you are unable to transport your child to school, he or she will be marked as an excused absence. In addition, there are occasions when TQS will be closed even though your school district is open. Parents should look for their school district's announcement on radio and television to confirm transportation. You must also confirm the hours for TQS to determine if school will be open or not.

TQS' SCHOOL CLOSING NUMBER IS 315 (MONTGOMERY COUNTY)

If parents are uncertain about the safety of driving, we recommend that they stay at home.

If buses arrive at school early for dismissal due to inclement weather, we will make every effort to contact you before the bus leaves. If we cannot reach you, we will call the contact person listed on your emergency information form. *Please keep your emergency information current.*

2-Hour Delay Schedule

When a two-hour delay is called, the school day will begin at 10:15 a.m. and dismissal will remain at 3:15 p.m. Children may not enter the building until 10:00 a.m. Lunch will be at the regular time.

Food

Good nutrition is important to the overall well-being of your child. Children require a well-balanced diet, which includes adequate vitamins and minerals, in order to work, play and concentrate to the best of their ability. Most children do better when their diets include little or no artificial sweeteners, colors, preservatives and caffeine.

Please give your child a healthy, well-balanced breakfast before sending him/her to school. **Please do not send candy, soda or caffeinated drinks to school with your child.**

We realize that some children require special diet accommodations or restrictions, which parents should discuss directly with the teacher. Parents who plan to bring in treats for the class for birthday celebrations or class parties should discuss their plans with the classroom teacher in advance. Children are not permitted to share food.

If your child has serious food allergies you must bring it to our attention as soon as possible. Appropriate accommodations will be made.

Lunches and Snacks

Students bring their lunches and snacks. Since we cannot refrigerate them, we recommend insulated containers or lunch boxes. To help the independence of young children, please use easy-to-open containers and send utensils. In the event your child forgets to bring lunch, TQS will do its best to provide a lunch with the expectation that the parent or guardian will provide financial reimbursement the following school day. We have vending machines for student use. Pretzels may be purchased on Mondays, Wednesdays and Fridays. Pizza lunches will be available on Fridays. Pizza lunches must be ordered and paid for in advance twice yearly (September and January.)

Payment of Tuition and Fees

TQS strives to provide the highest quality education while maintaining affordable fees. We depend on the timely payment of tuition and registration fees to cover our obligations. Enrolling your child requires a financial commitment much like any other major purchase. Please make School tuition a budget priority. Failure to make tuition/fee payments by the contractual dates may result in a child being removed from School. Transcripts and student records cannot be forwarded to another School if there is an outstanding balance in his/her account, or if there are other outstanding debts.

The Quaker School Parents' Association (TQSPA)

The Parents' Association provides information and support to parents of children enrolled at TQS. Several open meetings are held during the year. All parents are members and are strongly encouraged to become involved. Parent volunteers support several special events during the school year. Please contact TQSPA at tqspa@quakerschool.org for more information.

Giving

Thanks to the generosity of those who supported the school over the past 36 years we have been able to accomplish much. As we look forward, a gift from you will ensure that TQS will always be here for students and families who need our life transforming education. There are several ways you can help:

The TQS Fund: Your gift will have an immediate impact on the quality education TQS students receive. These unrestricted dollars go where they are needed most and provide a cushion of flexibility in the operating budget, enabling TQS to take advantage of new opportunities while addressing the needs of the students as they arise.

Scholarship Fund: The continued growth of the scholarship fund will enable TQS to provide more students and their families the benefit of our life transforming school program and an expanded and enhanced community. The George Rowe Scholarship Endowment provides the interest and dividend earnings, derived from capital investments, to provide financial assistance to families with demonstrated need. The Beverly Morgan Scholarship provides additional funding on a yearly basis to families who have needs beyond the aid the school is able to provide.

The Fund for Teacher Excellence: TQS' ability to attract and retain exceptional and experienced teachers and therapists is based on offering competitive compensation and benefits. Additionally, providing opportunities for on-going professional development to our educators is instrumental to TQS' continued success and in meeting the unique challenges of our students. Our teachers can only be at the forefront of innovative and best practices with a well-funded professional development program.

The Bridge Fund: By eliminating the debt incurred by the construction of the school building, TQS can build a bridge to a sound and stable financial future for the school. Reducing TQS' annual debt service obligation helps create additional monies in the operating budget for student and faculty programs, employee benefits, and other components that impact the school's ability to deliver the highest quality education to our students.

All contributions to The Quaker School at Horsham are tax deductible. In addition to cash donations, gifts of stock, charitable remainder trusts and gifts using credit cards are also welcome. We ask you to join a committed core of fellow donors in making a gift to TQS. Your investment in our student and teachers is a priceless gift. Please contact development@quakerschool.org to learn more about these giving opportunities or to make a gift donation.