



FRANKFORD FRIENDS

SCHOOL

An oasis of learning honoring diversity,
creativity, and stewardship

Community Handbook 2016-2017

215-533-5368

www.frankfordfriends.org

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INTRODUCTION

Welcome to Frankford Friends School. This handbook includes information about Frankford Friends School and our policies and procedures. The most current edition of the handbook can always be found on the Parents section of the school's website, www.frankfordfriends.org.

About FFS

FFS is a Quaker school that children love. Our students explore, problem-solve, and work together to expand their understanding of themselves and the world beyond. Children of all faiths and all ethnic, racial, and economic backgrounds are welcomed to our community, without regard to gender or sexual orientation.

As a Friends school, we look for the Light in everyone and help children to discover how they can uniquely shine. Through learning who they are and developing respect for the gifts and strengths of others, our students grow the courage and confidence to sustain and improve their world. They learn that no one accomplishes great things alone – we all work together to learn, to create, and to serve our community.

FFS embodies the Friends testimonies of simplicity and the careful stewardship of resources, offering the lowest tuition of any Friends school in the region. Our students learn to appreciate the beauty of these testimonies, developing strong core values through meaningful projects and regular opportunities for quiet reflection and thoughtful discussion.

Our outstanding academic program prepares our graduates to thrive in the selective public and private high schools they attend. Frankford Friends School's curriculum emphasizes the 21st-century skills of critical thinking, teamwork, creativity, and problem-solving. Whether learning to code a robot in the Innovation Workshop, helping a younger child build a structure at the Nature Learning Lab, or conducting research for the Frankford Historical Society, hands-on learning helps children to grow cognitively, emotionally, socially, and physically.

Frankford Friends School students are intellectually curious, engaged, and care deeply about each other and the world outside of themselves. They become adults who use their strengths and passions to make the world a better place.

Frankford Friends School has been under the care of the Frankford Monthly Meeting of Friends in its present location since 1833. During all these years, the school has continued to subscribe to the fundamental goals established when the school was founded: a form of education which would develop in our students an attitude of courageous independence, a readiness for responsibility, and a spiritual basis for life.

Frankford Friends School is governed by a volunteer School Committee, members of which are approved by the Meeting. At least half of the School Committee members are Quakers, and the clerk is usually a member of Frankford Friends Meeting.

Quakerism and Meeting for Worship

At Frankford Friends School, we:

- Believe that every member of our community can grow and change in order to reach her/his potential. We call this the inner light.
- Search for truth, valuing the challenge of competing ideas.
- Resolve conflicts through respecting and listening to each other.
- Value and embrace the diversity of cultures, background, and religions in our communities.
- Act courageously in alignment with our core moral beliefs and strive to be socially responsible.
- Help all of our students to develop inner resources for self-discipline and achievement.
- Know that truth is continuously revealed and accessible to the seeker. Students learn through discussion, inquiry, reflection, and action, emphasizing critical thinking skills and cooperation, not competition.
- Strive to bring our most engaged, most compassionate, most collaborative self to school every day.

Our community meets weekly to worship together. We practice reflection to make room for the inner light in every person to surface. Parents are welcome to join us in our weekly worship.

Lower School students worship together. They are guided by a query to help them reflect on their lives and the lives of others around the world. Lower school students prepare for meeting with cross-grade partnerships.

Fifth to eighth graders begin their worship in silence. During worship, a community member may feel moved to speak. Following a spoken message, they return to the silence to reflect in the light of that message. Meeting for worship ends with a handshake.

Friends (Quakers) value and pursue actions that reflect the ideals of simplicity, peace, integrity, community, equality, and stewardship. They try to find nonviolent solutions to conflicts and differences and to help others through doing service, promoting social and economic justice, showing kindness in their daily lives, and supporting each other's search for the light within.

We meet for worship at the following times:

Kindergarten

Thursdays from 10:00-10:15am

Lower School (grades 1-4)

Wednesdays from 12:00-12:30pm

Middle School (grades 5-8)

Fridays from 9:30-10:00am

Faculty and Staff

Our current faculty and staff list can be found on the [About FFS](#) tab on the website.

Do you have questions but don't know whom to ask? For:

- **Tuition, facilities, contact the Business Office**
- **Annual Fund giving, grants and donations, employer matching gifts, Annual Event, website, contact Amy Silver O'Leary**
- **Admissions and Financial Aid, contact Darree Palmer**
- **Everything school office related, such as bus route changes, changes in pick up, student absence, illness, messages for teachers and staff, contact Liz Torres**
- **Student support and discipline, contact Lisa Clapper**
- **Before and After Care, other auxiliary programs, contact Hannah Macleod**
- **Bus issues (*also let Liz Torres know as an FYI*), contact Total Transportation**
- **School operations, such as curriculum development, staffing, assessment, strategic plan, policies, procedures, regulations, resource allocation, etc., contact Kathryn Park Cook**

GENERAL INFORMATION

Arrival

Children are monitored by FFS employees on the playground from the time the school buses arrive at **7:55am until 8:00am** when the doors to the building open. (In case of inclement weather, students will be monitored in the All-purpose Room.) Students will be greeted at the doors by administrators; classroom teachers will meet the children in their classrooms.

For students who need to be at school before 7:55am, Before School Care is held in the school library. Parents may register their children in advance for the program. There is also a drop-in option for children who occasionally arrive at school before 7:55 (with a \$5.00 drop-in fee, payable on arrival).

Dismissal

School ends at 2:45 each day. First through eighth graders may ride a school bus provided by the Philadelphia School District. Students who come from outside of the City of Philadelphia may be provided transportation by their home district. Bus students meet the appropriate bus monitor and when the bus monitor has ensured that all students are present, the students will board the bus. Each bus's monitor will dismiss the bus when it is full and ready to depart.

Some students are picked up on campus. The procedures are as follows:

- Pre-kindergarten and kindergarten students are picked up by their caregivers every day.
- Pre-kindergarten teachers should bring their students to their designated spot near the pre-kindergarten room. Children will be picked up by their caregivers there.
- Kindergarten teachers should bring their students to their designated spot to the right of the Meeting House porch. Children will be picked up by their caregivers there.
- First through fifth grade teachers should drop off their extended day program students at the extended day program line in front of the storage shed, then bring their other students to their designated spots at the front of the Meeting House. Children are picked up by their caregivers there. Students and teachers agree on any variation of the "shake and point" as they leave.
- Bus students meet the appropriate bus monitor and when the bus monitor has ensured that all students are present, the students will board the bus. Each bus's monitor will dismiss the bus when it is ready to depart.
- Middle School students exit the building in an orderly fashion. They wait to be picked up or go to the appropriate bus monitor, supervised by all Middle School teachers.

- Once the buses have left, students who have not yet been picked up are taken to the school office. Teachers should wait to leave until all of their children have been picked up or have been sent to the school office. The Administrative Assistant will call parents/caregivers who have not picked up their children. If a child is unable to be picked up shortly, the child will be escorted to the extended day program and will be charged a drop-in fee of \$20.00.

Extended Day Program

Frankford Friends School offers before-school and after-school care to our students.

- Before-School Care - Students who need to arrive at school before 7:55am may meet in the school library beginning at 7:30am. Students enjoy supervised quiet playtime. Children who are dropped off at school before 7:55am should plan to go straight to Before-School Care and pay a \$5.00 drop-in fee if they are not regularly registered in Before-School Care.
- After-School Care - Students enjoy a variety of activities with friends of many different ages and grades. The After-School staff supervises indoor and outdoor play and games, while reinforcing the Quaker principles of simplicity, peace, integrity, community, equality, and stewardship that guide the children during their school day. Our Extended Day Program is a great way for students in grades PreK-8 to be cared for after school in a safe, nurturing environment. Students choose daily from activities based on the theme of the week, physical games, and arts and crafts, and they have plenty of time for a healthy snack and for free play with friends of all ages. First to eighth graders can also attend Homework Club – and get help if they need it. Each month, families receive a calendar of themes for the week and teachers will plan crafts, games, experiments, and other fun activities to build on that theme.
- One or more specialty Clubs are also offered each day. Students can join those clubs whether or not they attend Extended Day. However, Extended Day Club members receive a special discount.

For information on how to register in Extended Day, see the Parents>Forms & Documents page of the school website.

Transportation

The School District of Philadelphia provides transportation for children in grades one through eight without charge, if the student lives at least 1.5 miles from the school. No transportation is provided for Pre-K or Kindergarten children or for children living less than 1.5 miles from the school. Some suburban school districts may also provide bus services.

Lunch and Snack

Eating is permitted only during designated snack and lunch times. However, students may keep a bottle of water at their desks or in another spot designated by the teacher. Soda and candy are not allowed in school unless they are being offered at a specific school-sponsored event.

Students bring their lunch and snacks from home. One day a week, the Home and School sells pizza to students who wish to purchase it.

Frankford Friends School is not a peanut/nut-free school. Students with allergies should take as much responsibility as possible for avoiding allergens. Frankford Friends School encourages students to be proactive and to notify an adult immediately of possible or potential exposure to food allergens or of the appearance of symptoms.

Because many students have known or unknown food allergies, students who wish to share food must first ask a teacher for permission.

For safety reasons, students may **NEVER** share food with a student who has **ANY** kind of food allergy, even if the said food is not a trigger.

Birthdays in School

Teachers must be notified in advance when a child plans to bring in a treat to share with the class for a birthday or other special event. There must be one treat provided for each student in the class. Teachers will inform parents/guardians of the need to provide a nut free snack to students with nut allergies (Rice Krispy treats are a good option) or may keep a stock of nut free options in the classroom. Birthday favors or gifts for students may never be brought into school.

Sometimes students bring extra treats to hand out in school. Students often enjoy bringing extras so that school staff can enjoy a treat. However, students may not hand out treats to students in other classes or in the before- or after-school programs unless there is a treat for **every** child in that group.

Party Invitations and Special Gifts

At FFS, inclusion is valued and taught. Any invitations distributed in school should go to **all** of the children in the class. If parents do not wish to invite all of the children in the class, invitations should be sent through the U.S. mail. It is not, in the school's view, acceptable to exclude only a small number of children in a group.

Gifts for students should never be brought to or distributed in school.

Lost and Found

Parents are urged to label all personal items brought to school. Lost and Found items are placed in the bin in the lower school lobby. Items will be held for a reasonable amount of time of no more than a month. They will also be displayed on a table at Morning Play Days. If not claimed, items will be sent to a local charity organization.

Visitors/Volunteers

Volunteer time and talent add strength to Frankford Friends School and offer parents opportunities to be involved in the educational experience of their children. FFS events provide time to connect with other parents and learn more about the school culture. We are grateful for each parent and community member who contributes to the success of FFS students and the school.

Volunteers at FFS who “may be responsible for the welfare of a child or who will supervise, provide care for, guide, or have direct contact with children,” including, but not limited to, coaching or advising, assisting with before- or after-school programs and special events, assisting in the library, classroom or office, or chaperoning **must have child welfare**

clearances completed and on file with the school in order to participate as a school volunteer. All clearance information is held in confidence and handled directly by our Business Office. The forms are available under the Parents tab on the school website.

PA Child Abuse History Clearances can be accessed at <https://www.compass.state.pa.us/CWIS> and the Criminal History Request Forms at <https://epatch.state.pa.us/Home.jsp>. Once clearances have been received by the school, a caregiver's name will be added to the approved volunteer list. The clearances are good for five years.

All visitors and volunteers must sign in at the school office and wear their visitor tag for the duration of their visit at school.

Safety

Students are asked to NEVER open a door to any of the buildings on campus, whether or not they know the person at the door. Visitors can enter the building by ringing the bell at the entrance to the right of the back building and asking the Administrative Assistant to buzz them in.

FFS students may not speak to people outside of the schoolyard fence, whether or not they know them.

Assembly

All-school assemblies will be held approximately once a month throughout the school year. Classes can sign up to present work or ideas and the school will bring in outside performers when possible. Teachers may also schedule additional assemblies when they would like their classes to present work in a public setting. In these cases, they will invite the classes and families that they hope to attend.

Cell Phones

Students may not carry or use personal cell phones during the school day. Cell phones must be kept turned off and in backpacks or in lockers from the time that the students arrive on campus. If a student needs to make an emergency phone call during the day, the school office phone will be available. This policy also applies to all school-sponsored activities such as field trips and special events.

Photography, Videography, and Social Media

All Frankford Friends School families must give the school permission to have, use, publish, reproduce, and release information, photographs, slides, videos, or artwork pertaining to their child for display, records, advertising, and public relations purposes. FFS photographs, videos, or forms of social media (including blogs, forums, youtube, etc.) are for the exclusive use of the Frankford Friends School community.

Students may never take pictures or videos of other students unless they have been asked to do so by a teacher as part of the academic program. In these cases, the teacher will provide a school device for student use.

Students may never use personal devices such as cell phones to take pictures or videos during school or during school-sponsored events, field trips, or other activities.

School Closing Information

Frankford Friends School follows the School District of Philadelphia's emergency closing schedule in the case of inclement weather, excessive heat warnings, or other health and safety emergencies. Parents are responsible for keeping track of emergency closing updates from the Philadelphia School District.

If school will be closed for one or more days because of weather or other emergency, FFS will send out a message on Twitter and post the information on its Facebook page. Other ways to check on Philadelphia School District closings are:

- KYW Radio (1060 AM)
 - KYW information hotline, 215-400-INFO (4636)
 - [Philadelphia School District's Twitter feed](#), @PhillyEducation
- [Philadelphia School District's weather closure page:](#)
<http://www.phila.k12.pa.us/offices/administration/weather/>

If school must **close early** because of weather or another emergency, FFS will send out a message on Twitter and post the information on its Facebook page. FFS will also send out an automated phone message via Parent Alert to the cell numbers listed (or home number if no cell is listed) as belonging to the primary caregivers on each student's emergency contact form, and an email to the people listed as primary caregivers on each student's record. **Upon receiving an automated message or other notification, parents must pick up their children from school as soon as possible.** Bus riders will be placed on the bus unless other directions have been given to the school. FFS will run a test of the emergency phone system twice each year.

Unforeseen Events

It is understood that conditions beyond the control of Frankford Friends School, such as acts of war or terrorism, health pandemics, etc., may make it impossible for Frankford Friends School to conduct its normal educational mission during the normal period of time. If such acts do occur, Frankford Friends School will make every reasonable effort to resume normal operations whenever possible. Frankford Friends School may extend the school year into holiday periods or take such other actions to complete academic programs as it deems prudent given its available resources and its concern for the health and welfare of students and employees.

FUNDRAISING AND DONATIONS

The Executive Council (Head of School, Business manager, Director of Development and Communications, and Director of Admissions and Marketing) must approve all fundraising activities held at school or involving the school. Community members who have an idea for fundraising should bring it to the attention of the Head of School who will discuss it with the Executive Council.

The sale of any item in school is prohibited unless it is a school-sponsored activity and approved by the Executive Council.

Flyers

The Executive Council must approve all flyers for distribution to students. No flyers will be posted on the walls of the school.

Donations Policy

If a family wishes to donate a tangible asset valued at over \$100.00, such as equipment, books, technological equipment, etc., please bring the idea to the Head of School (who will discuss with the Director of Development and others as appropriate) for review to see if it falls within our gift acceptance policy. Generally, the donation must meet the following criteria:

- Does it meet a program or curriculum need?
- Is it in good working condition?
- Will its acceptance create any additional cost for the school?
- Have there been any restrictions placed on its use?
- Will we need additional storage if we accept the donation?

If we are able to accept this donation, the Director of Development will be responsible for recording the gift and appropriately acknowledging the donor. For a complete copy of the school's Gift Acceptance Policy with more detailed information, see the Support FFS>Annual Fund page on the school's website.

Community Fundraisers and Fundraising Events

The Director of Development maintains a calendar which lists all fundraisers and charitable events. **All fundraisers are cleared through the Director of Development and Communications** who will maintain the calendar. Prospective events must be submitted to the Director of Development and Communications at least two weeks in advance on a form available in the school office. Only events on the calendar will be allowed to proceed.

Individual parent/caregiver requests to promote outside charitable organizations via school mailings home to other parents or backpacked flyers will generally not be approved.

Gifts for Faculty and Staff

Holiday or end-of-year gifts from parents and students to employees of Frankford Friends School are not expected. If a parent or a student wishes to present a gift, it should be in line with the Quaker testimony of simplicity. Cash gifts may not be accepted unless they are given to the school in the teacher's name to fund a specific item for the school. Gifts for the whole classroom to enjoy are always appreciated.

HEALTH AND SAFETY

Health Records

Frankford Friends School complies with the Commonwealth of Pennsylvania's Department of Health regarding immunizations, physical and dental exams, and screenings. The school's policy is that every student's medical and immunization records must be up to date in order for the student to attend school. We reserve the right to exclude a student from school if current medical/immunization records and an updated emergency contact form have not been provided. Parents/guardians who choose to do so may request, in writing, an exemption from immunization requirements based upon religious or ethical grounds. However, under some circumstances such as an outbreak of a communicable disease, unimmunized students will, under Health Department regulations, be excluded from school.

Frankford Friends School depends upon caregivers to keep their emergency contact numbers up to date in the school office. In the absence of the school nurse, the Administrative Assistant, the child's teacher, or the Head of School will dispense first aid and medications.

Pennsylvania State law requires that students submit the following paperwork upon entry to the following grade levels:

- Physical examination form (for new students and all sixth graders)
- Dental examination form (for new students and all third and seventh graders)

Health Services

A school nurse is provided by the School District of Philadelphia and is at school approximately one day every two weeks. The role of the nurse is to send out and review medical records; conduct annual height, weight and vision screenings; dispense first aid when on premises, and contact parents/guardians about outdated records.

Illness at school

We ask that students come to school in good health and able to participate in all school activities. If a student shows any signs of illness, we expect caregivers to keep the student at home to avoid getting other students sick. In addition, we expect caregivers to immediately call the school if a student has been diagnosed with a communicable disease.

If a student becomes ill at school and we believe it is necessary to send the student home (for reasons that include, but are not limited to, a fever of over 100 degrees, vomiting or diarrhea, or any contagious disease), we will contact parents/guardians using the numbers on the emergency contact form. If we cannot reach a caregiver, we will call another emergency contact person listed on the form. We expect that caregivers or the emergency contact person will pick up the student as soon as possible. It is essential that a sick student not remain in school, both for the welfare of the student and for the welfare of others at school.

Allergies and Other Life-threatening Illnesses

Frankford Friends School is NOT a peanut/nut free school. If a student has an allergy or other serious medical condition which could be life-threatening or require immediate attention (including students who have conditions that may restrict their physical activity, time at recess or ability to participate in physical education class), we ask that the parent(s)/guardian(s) contact the Head of School *before* the start of school to arrange a meeting

with the classroom teacher and other relevant school personnel in order to educate all involved as to the child's condition and the appropriate responses for treatment.

Students with allergies are expected to take as much personal responsibility as possible to avoid allergens. FFS encourages students to be proactive and to notify an adult immediately of possible or potential exposure to food allergens or the appearance of symptoms.

Dispensing Over-the-Counter Medication

Frankford Friends School's policy is to dispense Tylenol or Motrin only for children 12 and over, provided by and with the signed permission of a parent/guardian. A note will be sent home for the parent/guardian, communicating what has been dispensed and when. The section of the *Emergency Contact and Consent to Treat Form* entitled "Parent/Guardian Consent to Dispense Over-the-Counter Medications" must be completed and sent with the medications to school. This form is available on the school's website under Parents>Forms and Documents.

Dispensing Prescription Medications

In order to dispense prescription medications, Frankford Friends School requires the *Request for Administration of Medication, Treatments or Use of Equipment in School* form to be fully executed. This form is available on the school's website under Parents>Forms and Documents.

Frankford Friends School's policy is to dispense medication that has been prescribed by a physician **only if it is in the original pharmacy bottle** with the printed directions on it. All prescription medicines are to be turned in to the child's classroom teacher or advisor, by an adult, with the fully executed *Request for Administration of Medication, Treatments or Use of Equipment in School* form. If the nurse is not present, it will be the responsibility of the classroom teacher/ advisor, the Administrative Assistant, Dean of Students, or the Head of School to dispense the medicine.

The school's policy on asthma inhalers allows school aged children to carry (possess) and use (self-administer) their asthma inhaler, provided we have the fully executed *Request for Administration of Medication, Treatments or Use of Equipment in School* form. The child must be able to demonstrate the ability to use the inhaler, behave responsibly when using the inhaler, and must notify a school staff member immediately following each use of an asthma inhaler. The school has the right to deny the privilege to carry an inhaler, or to restrict its use, if the child is not able to use the inhaler appropriately and/or if the school policies are abused or ignored. **Please note: Frankford Friends School requires the initial dose of a new medication or asthma inhaler to be given at home.**

Exclusion from School Due to Illness

Our policy is that students with any of the following conditions may not attend school. If students are found to have any of these conditions, parents/guardians will be contacted and we expect that the student will be picked up immediately:

- Fever over 100 degrees (students must be fever-free for 24 hours before they can return to school).
- Vomiting or diarrhea (students must be free of a recurrence for 24 hours before they can return to school).
- Untreated head lice or evidence of live lice
- Severe cough or sore throat

- Strep throat (students may return to school after 24 hours of antibiotic treatment).
- Untreated Scabies
- Conjunctivitis with an eye discharge

Parent/Guardian Notification of Medical Issues

Frankford Friends School's policy is to notify parent(s)/guardian(s) of children in a classroom where any of the following medical conditions have occurred:

- Head lice
- Strep throat
- Scabies

Parents/Guardians should promptly notify us if their child contracts these conditions.

Injuries at School

In many cases, simple injuries can be treated at school. When a student receives treatment at school, the school will call or email the caregivers or send the child home with a note. In the case of a head injury or if a child requires the use of inhaler, our policy is to always contact caregivers by phone, even if the injury seems slight and the student seems fine.

Sometimes injuries are more serious, requiring a doctor's or hospital's attention. Unless an injury is life threatening or what the school deems to be a medical emergency, the school's policy is to call the caregivers when, in its judgment, an injury requires medical attention. We use the emergency contact numbers provided to contact caregivers or other emergency contacts. Caregivers or emergency contacts are expected to pick up their child promptly.

In the event of a potentially life-threatening injury or medical emergency, the school will immediately call 911 and request an ambulance or police transport to a hospital, the location of which is at the discretion of the EMTs (usually Frankford Hospital). Caregivers will then be contacted to meet school staff and the student at the hospital. In the event that the school is unable to contact the caregiver, the student's emergency contacts will be contacted.

Student Crisis Intervention Policy

All staff are alert to any student who exhibits signs of potential self-injurious behavior or threatens/attempts suicide. Any such signs or the report of such signs from another student, staff member, or parent/caregiver will be taken seriously and reported immediately to the Head of School. Under such conditions, commitments to student confidentiality are superseded by the imperative for initiating life-saving interventions.

Any indication of a potential suicide, whether personally witnessed, stated verbally, or received by report from another, is taken seriously and reported to the Head of School immediately. Any student or employee who voices a desire to do self-harm will be asked to see a counselor and may not return to school until s/he has seen one and has brought a doctor's note to confirm it is safe to return to school.

Anti-Harassment Policy

We strive to maintain an environment where all community members are free from harassment. We do not tolerate verbal or physical behavior that would reasonably be considered derogatory based on sex, race, age or other statutorily protected characteristics, regardless of whether anyone expresses offense. Conduct that has the purpose or effect of interfering with a student's academic performance or mental health is prohibited. With this policy, the school prohibits not only unlawful harassment, but also other discourteous actions. Such prohibited harassment also may be evidenced by verbal, visual/non-verbal, or physical conduct described below.

Sexual Harassment

Sexual and other harassment is a form of misconduct which is not only offensive, but it also may harm morale and interfere with a student's ability to fulfill her/his responsibilities. All employees and students must be allowed to function in an environment free from unsolicited and unwelcome sexual overtones and harassment in any form. Sexual harassment for the purposes of this policy is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual/non-verbal or physical conduct of a sexual nature further defined below. The following is a partial list of conduct that could be considered sexual harassment:

1. Verbal

Repeated sexual innuendos, sexual epithets, derogatory slurs, sexually explicit jokes, obscene or sexually suggestive comments about a person's body, offensive or unwelcome flirtations, unwanted sexual advances or propositions, threats or suggestive or insulting sounds.

2. Visual/Non-verbal

Derogatory or sexually explicit posters, cartoons, photographs, magazines, drawings or other printed items; suggestive objects or pictures; emails, screen-savers or other electronic communications; graphic commentaries; leering or obscene gestures.

3. Physical

Unwanted physical contact, including touching, interference with an individual's normal work movement, or assault.

Harassment Complaint Procedure

All community members should report all incidents of harassment promptly to the Head of School unless the incident involves the Head of School. In that case, the employee should report the incident promptly to the Clerk of the School Committee. The school will take prompt and appropriate corrective action to thoroughly investigate any such complaints and take steps to stop harassment or discrimination and to prevent it from recurring.

ACADEMIC SUCCESS

We see educating children as a joint venture between caregivers and the school, so strong parent involvement is a must. The school has found the following practices are integral to every child's academic success at FFS.

Materials Selection

Frankford Friends School acquires an inclusive and comprehensive range of materials, representative of different points of view, which support and enrich the academic program and aid in students' development of intellect, social and community conscience, spirituality, and personal growth as well as materials that evidence reverence for life, peace, justice, globalism, and environmentalism.

Student Files

Cumulative student files are kept in the school office. Faculty has access to necessary information about students. This information is never discussed with anyone other than the appropriate persons and is used strictly for professional reasons.

When another school requests records, FFS will, with written parental permission, send copies of the appropriate materials to the educational institution. A family's tuition payments must be current in order for records to be shared. These materials include medical information, recent report cards, and standardized test scores. Behavior reports and attendance reports are also sent for those students who are applying to High School, as required by law.

Teacher/Caregiver Communication

Caregivers may contact teachers through the school office, the teacher's email, or a note sent with a student. The school's policy is that email messages and phone calls must be returned within 24 hours of the time they were sent/left, unless the 24-hour time period falls over a weekend or school holiday.

If an emergency message must be delivered to a student or a teacher, please send it through the school office. Teachers will not be on their computers and cell phones during the school day, and will likely not receive a message until the end of the day. Caregivers should not contact teachers on their cell phones.

Parent/Caregiver Concerns

From time to time, parents/caregivers may have concerns about some aspect of their child's classroom experience. Such concerns should be taken directly by the caregivers to the classroom teacher. In the vast majority of these cases, the concerns are dealt with effectively and amicably between the teacher and the caregivers.

Occasionally, issues cannot be resolved between the teacher and parents/caregivers. Under such circumstances, teachers should apprise the Dean of Students and/or the Head of School about the problem. The Head of School or Dean of Students, with the continued involvement of the teacher, will attempt to resolve the concern.

COMMUNITY EXPECTATIONS

Preparation for School

Students need to come to school prepared and well rested. They must have thoughtfully completed all of their homework and have it with them. They must practice their musical instrument and have it with them. They need to have sneakers on physical education days and lunch every day. Students in first through eighth grade who have not completed their homework will complete it during a monitored study hall that takes place twice a week during recess time.

Attendance and Punctuality

Regular attendance and punctuality are necessary and expected for students enrolled at FFS. **The academic program extends from 8:00 am to 2:45 pm.** Students are expected to be on time and present for the entirety of the day.

Only absences from class which are due to a school responsibility, illness, a religious holiday, or an approved school program (i.e., field trips, psycho-educational evaluations, and, for eighth graders, high school visitations) will be considered excused absences. All other absences will be considered unexcused.

In the event that a student needs to leave school before the end of the school day, s/he must be signed out at the school office by a caregiver before departing campus. Students may not depart campus alone.

Students who have an excessive number of lateness or absences may not be promoted to the next grade level.

All FFS students are expected to participate in all of the winter and spring concerts.

Notifying the School of a Student Absence

If a student is going to be absent from, late to, or dismissed early from school, it is essential that parents **call to notify the school office.** If a student arrives late, the caregiver must sign in her/his student at the school office.

The student's treating physician must supply a letter for serious and/or contagious medical issues, letting the school know that the student may return to school. The doctor's note should be given to the school office.

Vacations or Trips during School Time

Frankford Friends School does not support students leaving early for and returning late from vacations. This interferes with social and academic participation in school. **No work packets will be provided** to students who miss school due to vacation and no extra tutoring or individual help will be given to children upon their return. If a student misses a quiz, test, presentation, or other major assignment or assessment while on a vacation, s/he must take it immediately upon return and/or hand it in on the day s/he returns in order to receive credit.

Making up Missed Work

In the case of illness, parents are asked to call the school and to make arrangements to collect assignments. Students are expected to make up any missed assignments and to return to school, when healthy, fully prepared for class.

Parental Concerns

If a caregiver has a question or concern related to a classroom situation, s/he should first meet with the classroom teacher. If the matter is not resolved in a reasonable amount of time, please contact the Dean of Students and/or the Head of School. A conference with the caregivers, teacher, and Administrators may occur. Using channels of communication appropriately is essential to maintaining trusting and healthy relationships between all members of the school community.

Teachers and staff are always available to speak with caregivers about students. Please contact the teacher or staff member in advance to make an appointment. It is important that visitors do not drop in unannounced to a classroom when the teacher or staff member may not be able to give her/his full attention.

If a caregiver has a question or concern related to a situation with a “Specials” teacher, the classroom teacher will also attend any conferences that may take place.

Otter Club

The Otter Club consists of a group of students and teachers and serves to acclimate students to Friends School Philosophy and being “Frankford-friendly.” Middle School and Lower School students meet in separate groups, generally during lunch once every other week.

Academic Support

Lower School students who are struggling to keep up with their homework will be assigned to a monitored study hall on Tuesdays and Thursdays during one of the recess periods.

Middle School students benefit from two tutorial periods a week. They may also sign up for before-school, after-school, or lunch-time office hours with individual teachers.

Reasons for Making Academic Accommodations

If a student’s file contains specific recommendations contained in recent (within three years) psycho-educational testing by a licensed psychologist, Frankford Friends School may be able to make some academic accommodations for individual students that can reasonably be implemented by the school.

Referral for Academic and Psychological Services

Sometimes a teacher identifies a student with academic or social/emotional concerns. If the primary concern is behavioral/social/emotional, intervention will be provided by the school counselor prior to the school psychologist’s involvement. Similarly, if there is a speech/language concern that is driving the referral, the student will be referred to the speech language pathologist. For concerns that are primarily academic in nature, the student will be referred to the educational specialist.

If caregivers feel that their child will benefit from academic or psychological services, s/he should speak to their child’s teacher who will consult with the Head of School. All students in third to seventh grade who perform below national standards on standardized tests will also be referred for academic services.

It is important that teachers and caregivers understand that the laws surrounding IEPs and 504 plans only apply to public schools. **As a private school, we do not offer IEPs**

or 504 plans. We will also not be able to follow all of the recommendations given. We will, of course, make whatever accommodations we can that fit within our classroom structure, but every recommendation may not be followed; caregivers will also need to know that the recommendations are not directives to the school as they are in public schools, and that we may not have the resources to support every child. If caregivers hope for an IEP or 504 plan, they should go through the student's local school district to request testing. The Educational Services department in the local school district will be able to give instructions on how to request testing. After evaluation, the district will give recommendations that may result in an IEP or 504 plan. This option would probably be best for students who are looking for a different school environment than Frankford Friends School.

Standardized Testing

We know that our students will need to take various standardized tests periodically throughout their lives. The school administers Stanford exams each year to students in grades 3 through 7. One key to successful performance on standardized tests is comfort and practice with timed, multiple-choice exams. Although we do not teach this type of curriculum, it is important to give the students periodic experience with this type of testing. Additionally, the students need seventh grade standardized test scores to submit with their high school applications.

Student Behavior Expectations

Frankford Friends School is committed to creating a school environment for children and adults that is respectful, safe, inclusive, cooperative, and peaceful. We know that children want to do the right thing, and our goal is to work with caregivers and the student whenever a child begins to struggle behaviorally.

Students are taught to use words to settle disputes, to feel empathy for others and to control their verbal and physical impulses. Bullying, teasing, destructive gossiping, physical and verbal aggression, exclusionary behavior, disrespectful behavior, and other forms of harassment are not allowed at Frankford Friends School. Instead, students are taught to talk it out when a conflict arises and how to get help from adults when things go awry. These are important life skills that we expect all students and adults within the Frankford Friends School community to employ and model for others.

All of the procedures and practices written below apply to Frankford Friends School students at all times while on our school campus, riding the school bus, and during school-sponsored activities and programs.

Code of Conduct

From the youngest ages, our students learn what it means to be "Frankford Friendly." At each grade level, our code is enforced in a developmentally age-appropriate manner (a kindergarten student does not have the same expectations as a seventh grade student, for example). The tenets in the Code of Conduct are universally honored throughout the school and built upon as our students move from grade to grade.

Frankford Friends School Code of Conduct

We respect our community.

We cooperate peacefully.

We are all equally important.

We strive to do our best.

Through teaching the Code, we focus on helping students to understand the consequences of their behavior and actions. We teach techniques for solving disputes, share ways for students to advocate for themselves, and provide guidance for successfully navigating social issues. Teachers reinforce and clarify their expectations in a gentle manner; for example, they take students aside and speak to them privately, facilitate classroom discussions on issues, and share with parents/caregivers through email, notes home, or phone calls. *Almost all issues are able to be resolved in this way.*

However, there may be cases when a teacher has made every effort to address a student's behavior within the classroom but the student has not met with success. In these situations, the following steps will be followed:

1. The teacher will confer with the student and issue a written formal warning to the student that will be signed by the student, the teacher, and the Dean of Students. Receipt of a written formal warning is indication that the student **has been given every opportunity**, but has not responded to the usual behavior modification strategies.
2. In the event that the student continues the behavior, the teacher will contact the student's home via email and will copy the Student Dean to the email. A copy of this email will be kept in the student's file.
3. If, after a period of time, the student has still not remediated the behavior, a formal meeting will be scheduled with the teachers, student, student's caregivers, Dean of Students, and in some cases, the Head of School. The Philadelphia School District-provided counselor may also attend or give feedback. During this meeting, all parties will review the continued behaviors and expectations and will discuss the role of the school, the student, and the caregivers in remediating the behavior. A student contract will be written and signed by all parties in which the student commits to addressing the behavior within a particular time frame. A follow-up meeting will be scheduled.
4. If the student's behavior has not been remediated, or the follow-up meeting is not satisfactory, there will be consequences for the student, to be determined at the sole discretion of the school. These consequences may include removal from certain classes, probation, suspension, required outside support, and/or removal from the school. Student behavior contracts that are unresolved and that are still in place at the end of the school year may carry over with the student to the following school year.

There may be some cases in which the School, at its sole discretion, may suspend a student for a period of days, without having first followed the process outlined above. As in all cases of suspension, a formal meeting will be required before the student can return to school. These cases may include, but are not limited to: drug or alcohol use, violence, bringing weapons (real or fake) to school, self-harm or making statements about the desire to harm self,

sexual harassment, threats and/or misconduct, recurrent bigotry or racism, leaving school grounds without permission, etc.

Frankford Friends School is committed to creating a school environment for children and adults that is respectful, safe, inclusive, cooperative, and peaceful. We value all community members and take our role as mentors seriously. We strive to help students to understand the consequences of their words and actions and never wish to ask a student to leave our community for any reason. If, however, a student's behavior prevents other children from learning or from feeling safe, these steps will be followed to ensure that the peace of the community is restored.

The Role of the Dean of Students

The Dean of Students works with the Head of School to instill a climate that is conducive to student learning and which emphasizes mutual respect and safety. S/he works with teachers to identify students with social issues or disciplinary problems, and assists teachers in addressing those issues with parents to create a positive outcome. The Dean of Students conducts follow-up to referrals from staff pertaining to student conduct and discipline.

The Dean of Students also manages important areas of student life such as coordinating recess, bus communications, bus behavior issues, and bus documentation, directing the high school admissions process and service learning program, and coordinating the annual Middle School retreat.

The classroom teacher should always be the primary person to deal with social issues or disciplinary problems that occur within their classes. The Dean of Students will step in for support when necessary. In the case of more serious disciplinary infractions, the Dean of Students will be the first point of contact.

Appropriate Use of Technology Policy (AUP)

Frankford Friends School may make technology available (such as iPads, laptops, computers, cameras, and document cameras) for students' use in school. Only software and programs that have been provided by the school may be used on school-provided technologies.

Use of the school's network is a privilege, not a right, and the systems cannot serve the communication and information needs of our community without everyone's cooperation. It is expected that all users of these systems will show respect for others and assist in the effective operation of our network, not interfere with or disrupt the network accounts, services, or equipment, and adhere to the published guidelines.

There is no expectation of privacy when using school technologies, and the school has the right to examine the contents of individual mailboxes and to track individual usage of the Internet. The school may discover violations by routine maintenance, audits, and monitoring of the system.

Any information written on the system may be viewed by a third party. All computer files are data records of the school. Therefore, accessing them is not considered surveillance and such laws do not apply. Obscene, inflammatory, threatening, or disrespectful language in public or private messages will not be tolerated. The Internet may not be used to access any sources or materials that the school community considers inappropriate, including material of a violent, sexual, illegal, or degrading nature. The network and Internet access are not for commercial activities or for social networking, unless it has been assigned by a teacher.

Frankford Friends School students may not “friend” or accept “friend requests” from Frankford Friends School faculty and staff. Students may not take photographs of other students or faculty members or post photographs of other students or faculty members without direct supervision from a faculty member.

Frankford Friends students are prohibited from using school technology to do non-school related work. Accessing sexually explicit information on the Internet is prohibited. Using social media accounts other than school related and approved accounts is prohibited. Misuse of school technology by FFS students is grounds for disciplinary action up to and including, but not limited to, removal from certain classes, probation, suspension, and/or removal from the school.

Community Property

All students are responsible for the care of the buildings and grounds and should make a special effort to keep them free of litter and from signs of vandalism or other abuse. Students may not contribute to vandalism or the destruction of property.

Lockers are considered the property of the school and may be searched if the school believes that there is sufficient cause for doing so.

Dress

Students’ dress should demonstrate simplicity and respect for self and the community. Students may not wear clothing that contains offensive or inappropriate messages or symbols, or that distracts from the learning process. Hats should not be worn in the Meeting House. Sneakers must be worn to school on days when students have physical education.

FFS sponsors certain special events for which students are expected to dress appropriately, such as the winter and spring concerts and eighth grade graduation.

Pre-K and Kindergarten students occasionally enjoy dress-up days. During dress-up days, no masks may be worn and no “props” may be carried. Students may not wear any clothing or costume that may be deemed offensive or which promotes violence or inequality.

Meeting for Worship

Teachers supervise the behavior of their students during Meeting. Silence begins immediately upon leaving the classroom to walk to the Meeting House. Students are expected to respect their surroundings and not distract others. They may not sleep, lay their heads down, or lean on others. They are expected to sit reasonably upright and still, and concentrate their attention inward rather than on those around them. They may not sit with their feet on the benches. If they feel moved to speak, the words must be of general interest to all present. A pause should take place between speakers. Speakers should speak only once during a Meeting.

Eighth Grade Graduation

Eighth graders enjoy a graduation ceremony on the last day of school. Parents, middle school students, faculty and staff, and special guests are welcomed to the ceremony and to enjoy refreshments following the ceremony. The ceremony will include a period of community worship. During this time, all assembled take time to pause and reflect on this milestone in the eighth graders’ lives and share messages of general interest in relation to eighth graders.

PARENT PARTICIPATION

Our community values families and parent participation. There are many ways to support the school and many ways to participate that improve school life for everyone. These include the following:

Volunteering

Classroom teachers will let caregivers know when they need help in the classroom. The school also looks for volunteers to help with a variety of other needs, such as library, landscaping/gardening, building improvement, field trips, fundraising, etc. Parents must have obtained their clearances and be on the approved volunteer list in order to work with students.

Participating in the Home and School Association

The Home & School Association (H&S) sponsors many free or low-cost events to build community and to strengthen connections among FFS families. Profits from these events benefit current programs, field trips, special equipment, accompanists for concerts, and financial aid. H&S also organizes lunch days, Spring Fair, movie nights, skating parties, rummage sale, book fair, potluck dinners, and many other special events. Caregivers will hear about these events from the Home and School Association.

Giving to the Annual Fund

Frankford Friends School's tuition is the lowest of any Friends School in the Delaware Valley. However, each student's tuition does not fully cover the cost of each student to attend school at Frankford Friends School. We count on parents and generous school supporters to cover the difference between tuition and student cost so that we can continue to keep our tuition low. No donation is too small to make a difference to our students and every donation is gratefully accepted.

FFS caregivers and friends support the Annual Fund every year. Because of the Annual Fund, all of our students can participate in special programs, field trips, and projects, the school can update materials and supplies when necessary to improve hands-on activities in technology and science, and we can supplement teacher salaries to help lessen teacher attrition. Every FFS family should plan to support the Annual Fund at a level they are comfortable with.

In addition, the Spring Fling (annual fundraising event held in the spring) also benefits the Annual Fund. We hope that every family and supporter of Frankford Friends School will join us at our spring event.

Gifts to the school may be made online with a credit or debit card, mailed to the Development Office, turned in to the school office, or included with your tuition check.

Advocating for FFS

FFS caregivers can help in an important role as advocates of the school – introducing prospective families to the school, connecting us with businesses and foundations, and inviting family members such as grandparents or aunts and uncles to attend school events and to get to know us. Parents can also host gatherings such as class coffees or neighborhood “Introduction to FFS” events. Those who are interested in helping as an advocate of the school should speak directly to the Head of School.

TUITION, ENROLLMENT, AND FINANCIAL AID

Tuition

Frankford Friends School's primary means of support is from tuition. The school expects that all tuition bills will be paid on time. Students are not permitted to attend classes if tuition payments are overdue. Unless all bills are paid in full, no transcripts or records will be made available to other institutions and the student will not be promoted to the next grade or permitted to participate in graduation exercises.

Re-Enrollment

In January, re-enrollment agreements are sent out to current parents. Parents have three weeks to make a decision as to whether their child will be returning for the following academic year. If your child is re-enrolling at Frankford Friends School, please return the fully executed enrollment agreement with the non-refundable deposit within three weeks after the letters have been sent out.

Enrollment contracts are binding. If you are unable to commit by the enrollment deadline to your child returning to Frankford Friends School for the next school year, your child will be placed on a waiting list. Spaces will continue to be filled in each class with new applicants. This is because Frankford Friends School cannot renew teacher's contracts, plan for continued programming, or make financial aid decisions until we know which students will be returning.

All deposits and tuition payments are non-refundable. Families who break their signed contracts are still responsible for paying the full tuition for the year, whether or not they attend Frankford Friends School. However, those families who return their signed enrollment contract and apply for financial aid by the stated deadlines, and who then find that their financial aid is not sufficient, will have the option of cancelling their contract by the cancellation deadline stated in their re-enrollment package, usually two weeks after receiving their financial aid award letter. This is the only situation that will result in a deposit being returned. **After the deadline has passed, families who have not canceled their contracts will lose their deposit and will be responsible for paying the full year's tuition minus any award offered,** regardless of whether their child attends Frankford Friends School.

Enrolling Siblings

Siblings of current students benefit from priority applicant status. However, students **must have a complete admissions file by January 5** (see the admissions page on our website) in order to receive priority applicant status over outside applicants when admissions decisions are made.

Pre-K and Kindergarten classes have an especially large number of applicants. Therefore, as soon as admissions season opens on September 1, parents of current students who are seeking to enroll younger siblings in Pre-K or K should apply for the following fall.

Sibling Discounts

When more than two children in the same family attend Frankford Friends School at the same time, the third child is charged three-fourths of the tuition, and the fourth child is charged one-half of the tuition.

Financial Aid

All applications for financial aid are submitted online under the Parents tab at <http://frankfordfriends.org/financial-aid/>. Families that wish to apply for financial aid **MUST** apply online for financial aid by the deadline stated in their re-enrollment letter, **AND** return their fully executed enrollment agreement with the deposit by that deadline.

Enrollment contracts are binding. All deposits and tuition payments are non-refundable. Families who break their signed contracts are still responsible for paying the full tuition for the year, whether or not their children attend Frankford Friends School. However, those families who return their signed enrollment contract and apply for financial aid by the stated deadlines, and who then find that their financial aid is not sufficient, will have the option of cancelling their contract by the cancellation deadline stated in their re-enrollment package, usually two weeks after receiving their financial aid award letter. This is the only situation that will result in a deposit being returned. **After the deadline has passed, families who have not canceled their contracts will lose their deposit and will be responsible for paying the full year's tuition minus any award offered**, regardless of whether their child attends Frankford Friends School.

Financial aid awards are made in the spring for the upcoming academic year. For best results, families should apply online for financial aid by the deadline stated in their re-enrollment letter. Almost all financial aid will be awarded to the families who apply by this date. Any families who apply later will only be eligible for any remaining funds.

Only those **families who apply online for financial aid and return their signed enrollment contracts accompanied by the deposit by the deadline**, and who then find that their offered financial aid is not sufficient, will have the option of cancelling their signed contracts, getting their deposit back, and not owing the full year's tuition.

Financial aid awards are based on demonstrated financial need as determined by the FFS Financial Aid Committee. Since the demand for financial aid often exceeds projected available funds, we often cannot meet all demonstrated need.

Families seeking financial aid are strongly encouraged to apply to Children's Scholarship Fund Philadelphia as well. [Children's Scholarship Fund Philadelphia](#) provides four-year, K-8th grade scholarships to children from low-income Philadelphia families. All scholarships are partial and need-based. Children's Scholarship Fund Philadelphia applications are usually accepted from mid-November through March 1 of each year. Receipt of Children's Scholarship funds is separate from the FFS awarding of financial aid. Therefore, not receiving sufficient funds from the Children's Scholarship Fund does not make a family eligible for the cancellation of an FFS enrollment contract.

Parent Agreement

As members of the FFS community, parents and caregivers agree to support the mission and code of conduct of the school. Parents of a child enrolled at Frankford Friends School:

- 1) abide by school rules and policies.
- 2) support the mission of FFS and model appropriate ethical behavior for their children and others. They exemplify caring, respect, inclusion, integrity, non-competitiveness, and peaceful problem-solving behaviors.
- 3) actively communicate with other members of the school community openly, directly, and constructively without resorting to gossip and rumor.

- 4) honor financial commitments to FFS.
- 5) commit to reading and responding to electronic, oral, and written communications from the school, including the weekly email, Community Handbook, and website postings.
- 6) support the security procedures of the school at all times.