



**FRANKFORD
FRIENDS**

SCHOOL

**Community Handbook
2018-2019**

Frankford Friends School
1500 Orthodox Street
Philadelphia, PA 19124
www.frankfordfriends.org
215-533-5368

<u>Table of Contents</u>	2
A Letter from the Head of School	4
Our Mission	5
History of Frankford Friends School	5
Quakers	5
Quaker Education	5
Independent School	6
Faculty and Staff	6
GUIDELINES FOR A COOPERATIVE COMMUNITY	7
Advancement: Friendraising, Fundraising and Volunteerism	7
Annual Fund	7
Volunteerism at FFS	7
FFS Advocates	8
Volunteering with the Parent Association	8
Other Fundraising	8
Donation of Assets Policy	8
GENERAL INFORMATION	9
Attendance	9
Notifying the School of a Student Absence	9
Arrival at School	9
Dismissal	10
Transportation	10
After School Plans	10
Extended Day Program	10
Lunch and Snack	11
Birthdays in School	11
Community Property	11
Dressing for Learning	12
Meeting for Worship	12
Lost and Found	12
Cell Phones or other Technological Devices	12
Technology Fees	13
Assemblies	13
Field Trips	13
Participation in Gym	13
Party Invitations and Special Gifts	13
Gifts for Faculty and Staff	13

GUIDELINES FOR ACADEMIC SUCCESS	14
Teacher/Parent Communication	14
Teacher/Parent Concerns	14
Student Files	14
Preparation for School	15
Vacations or Trips during School Time	15
Making up Missed Work in Case of Illness	15
Referral for Academic and Psychological Services	15
Standardized Testing	15
Reasons for Making Academic Accommodations	15
Student Behavior Expectations	16
Otter Club	16
The Role of the Dean of Students	16
GUIDELINES FOR UNDERSTANDING TUITION, ENROLLMENT, AND FINANCIAL AID	17
Tuition	17
Re-Enrollment	17
Financial Aid	17
GUIDELINES FOR A SAFE AND HEALTHY COMMUNITY	18
Visitors and Volunteers	18
Opening Doors	18
Conflict Resolution/Peacemaking	18
Health Records	18
Health Services	18
Illness at school	19
Allergies and Other Life-threatening Illnesses	19
Dispensing Over-the-Counter Medication	19
Dispensing Prescription Medications	19
Exclusion from School Due to Illness	20
Parent/Guardian Notification of Medical Issues	20
Injuries at School	20
Student Crisis Intervention Policy	21
Anti-Harassment Policy	21
Harassment Complaint Procedure	21
Appropriate Use of Technology Policy (AUTP)	21
Photography, Videography, and Social Media	22
School Closing Information	22
Unforeseen Events	23
GUIDELINES FOR PARENT/SCHOOL COOPERATION	23

A Letter from the Head of School



Dear Friends,

Since 1833, we have proudly offered an outstanding Quaker education in the heart of Philadelphia. Rooted in the practice of Quaker values, Frankford Friends School nurtures the mind and spirit of every student in our diverse community. In addition to strong literacy, math, and Spanish programs, our students study Project-based Learning in the IDEA Lab, which involves evaluating real world problems and determining reasonable, practical plans and strategies to solve them. Social Studies and Science investigations are framed by the UN Sustainable Development Goals. Unique to FFS, this curriculum focuses on issues of equality, social justice, and stewardship throughout the world. Every FFS student takes a rich selection of “specials”, including art, music, theater, and physical education. STEM concepts are integrated into every area of our program. Students play outdoors daily in the school yard and at the NEST. As a proud urban school, we utilize City resources, make community partnerships, and take public transportation wherever possible. Upon graduation, our students are well prepared to attend and thrive at excellent high schools.

The faculty and staff at FFS consider parents and caregivers to be our partners. Together, we commit to building and sustaining a child-centered learning community. Therefore, we ask that every family read the contents of this handbook thoroughly, early in the school year, and refer to it often. The handbook provides an overview of our school guidelines, useful information, and policies regarding home/school communication, absences and illness, assessments, and student conduct, among other topics. While this handbook is intended as a comprehensive guide for families, we always encourage personal communication with teachers and staff members when clarification is needed or a deeper review is helpful.

We are delighted that you have chosen Frankford Friends School for your child’s education and we look forward to our work together.

In partnership,

A handwritten signature in blue ink that reads "Kathy".

Kathryn Park Cook

Head of School

Our Mission

Rooted in the practice of Quaker values, Frankford Friends School nurtures the mind and spirit of every student in our diverse community. Our students and graduates let their lives speak in the pursuit of lifelong learning, commitment to social justice, and service to their communities.

History of Frankford Friends School

Frankford Friends School was established on its present site in 1833. The school originally served students from pre-Kindergarten through sixth grade. In the early years of the twenty-first century, grades seven and eight were added to the school, with the first eighth grade class graduating in 2004. In 2012, the Margaret Passmore Trickey building was built to house the expanded Middle School program.

The school has continued to expand and in 2016, a half-acre nature-based playscape, The NEST, was added to campus along with The IDEA Lab (Innovation, Design, Engineering, Art). In 2017, FFS purchased a former church adjacent to the school, which was renovated to provide space for the Performing Arts and Physical Education programs. The historic lower school was renovated in 2018.

Frankford Friends School is under the care of the Frankford Monthly Meeting of Friends and 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 members of the Religious Society of Friends. The school is accredited by The Pennsylvania Association of Independent Schools and The Friends Council on Education.

Quakers

Quakers are members of the Religious Society of Friends. Quakers hold to no dogma but, instead, place a great value on personal experience, continuing revelation, and asking questions. Quakers follow “testimonies,” values they practice in their everyday lives. Some of the testimonies followed include simplicity, peace, integrity, community, equality, and stewardship, and many schools use the acronym SPICES for these queries. Quakers are pacifists who seek non-violent resolution to conflicts large and small. In keeping with the Friends tradition to honor God above human institutions, Frankford Friends School flies no flags nor does it pledge allegiance to any flag or political entity. Quakers often choose to show their patriotism through peaceful community building and support for all victims of war and injustice.

Quaker Education

A Friends school is one that bases its practice and philosophy on the teachings of the Religious Society of Friends. Friends schools have been educating children in America for more than 300 years. Friends do not proselytize nor do they require students or faculty members to belong to the Religious Society of Friends (called Friends or Quakers). All religious perspectives are welcomed and affirmed. Students receive some direct instruction through their Quakerism classes, but it is more common that Quakerism is “caught, not taught.”

Following Quaker practice, all students, faculty, and staff attend Meeting for Worship. In addition to its spiritual aspects, learning to be centered in silence provides an opportunity for other types of

growth. Silence may be a time for opening the self to intuition and for shifting focus from doing and thinking to being.

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.

Frankford Friends School was established and continues to operate under the care of the Meeting, in accordance with the principles and traditions of the Religious Society of Friends. Frankford Friends School benefits from spiritual oversight by Quaker representatives on its School Committee and a Quaker Life committee.

Independent School

The “independent” in independent schools refers to their governance, financing, curriculum, philosophy, and practice. Frankford Friends School is solely responsible for every aspect of its operation. Frankford Friends School is a 501(c)(3) non-profit organization. It is designated by the state as a non-licensed, non-public school with religious affiliation; thus government regulation is minimal. Like other independent schools in Pennsylvania, Frankford Friends School receives limited funding for books and educational supplies from the state and is entitled to some services in reading support, speech therapy, and counselling. Bus transportation or a transpass is provided to students in grades 1 to 8 who live more than 1.5 miles from the school.

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:

- all school operations, such as faculty and staff, curriculum development, assessment, strategic plan, policies, procedures, regulations, resource allocation, etc.:
Contact the Head of School at kparkcook@frankfordfriends.org
- tuition, finances, facilities:
Contact the Business Office at business@frankfordfriends.org
- volunteerism, donations, Annual Fund:
Contact the Development Office at development@frankfordfriends.org
- admissions, financial Aid:
Contact the Admissions Office at admissions@frankfordfriends.org
- everything school office related, such as bus route changes, changes in pick up, student absence, illness, messages for teachers and staff:

- *Contact the School Office at etorres@frankfordfriends.org*
- student support, standardized testing, student activities:
Contact the Dean of Students at lclapper@frankfordfriends.org
- Extended Day, Enrichment Camp:
Contact the Extended Day Coordinator at hmacleod@frankfordfriends.org

GUIDELINES FOR A COOPERATIVE COMMUNITY

Advancement: Friendraising, Fundraising and Volunteerism

One of the first people you will meet at FFS is Joy Bowman Lim, Director of Development. Through public relations activities, Joy raises awareness about our program and supports enrollment. Through special events and giving campaigns, she directs fundraising initiatives that support the work of our teachers, expand our program, and ensure the fiscal health of the school. Joy also coordinates volunteerism at FFS, (*see below for more information about volunteerism*).

We ask all families to partner with Joy, our School Committee, and our staff members to become engaged with the school in ways that benefit a diverse student body, build a strong bond of community, and advance the mission of Frankford Friends School.

Annual Fund

The Frankford Friends School Annual Fund supports a rich, deep school experience for every child at FFS. Financial contributions to the Annual Fund are an essential supplement to tuition and fees in every independent school. We hope that every FFS family will make a gift between July 1st and June 30th of each year. Whether it's with a one time gift of \$25, a pledge of \$500, or more, every thoughtfully made gift is needed and deeply appreciated. A high level of parent participation in the Annual Fund sends a positive message about how FFS families value our school. This makes a difference when we reach out to neighbors, alumni, local businesses, and grant organizations for support.

Volunteerism at FFS

Frankford Friends School is appreciative of those who commit time and energy towards making our school an excellent place of learning for all students. It takes a combined community to accomplish this, so we welcome volunteers to join us in making our school be the best that it can be. Volunteerism is led by the Development Office.

Legally, all school volunteers must work under the oversight of an FFS employee. Adults (18 and older) and FFS students may volunteer at FFS. Due to state law, non-FFS students under the age of 18 may not volunteer to work with students.

Volunteers over the age of 18 who have direct contact with children (including, but not limited to, coaching or advising, assisting with before or after school programs, special events, in the classroom or office, or chaperoning field trips and student events) must complete the PA State Volunteer Criminal History Check and the Child Abuse History Certification from the Department of Human Services. More information about the clearances required under the Child Protective Services law can be found at www.keepkidssafe.pa.gov. All clearance information will be held in confidence and handled directly by our Business Office. Once original copies of clearance information have been processed by the Business Office, a volunteer will be notified that they have been added to the school's approved volunteer list. As per PA State law, volunteers may not serve until they have been officially approved, so if you are interested in volunteering at FFS, please make sure that all paperwork is completed and submitted.

Each fall, the school will share information about how interested persons can complete and submit the required clearances.

FFS Advocates

Volunteers can help by taking on an important role as advocates of the school – introducing prospective families to the school, writing reviews, 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 serving as an advocate of the school should speak directly to the Head of School or Director of Development.

Volunteering with the Parent Association

All FFS parents, guardians, faculty, and staff are members of the FFS Parent Association. The Parent Association sponsors many events to raise funds for Frankford Friends School. We hope that every parent will become involved with the Parent Association in some way. Please reach out directly to the Clerks of the FFS Parent Association if you would like to volunteer for any Parent Association sponsored events.

Other Fundraising

The school’s Administrative Team must approve all fundraising activities held at school or in the name of the school. Community members who have an idea for fundraising should bring it to the attention of the Director of Development who will discuss it with the Administrative Team, faculty and staff, and the Parent Association as applicable.

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

Donation of Assets Policy

Frankford Friends School accepts donations for its program. If a family wishes to donate a tangible asset, such as equipment, books, technological equipment, etc., please bring the idea to the Director of Development for review to see if it falls within our gift acceptance policy. In general, 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.

GENERAL INFORMATION

Attendance

Regular school attendance and punctuality are important for your child's success in school. Students are expected to be on time and present for the entirety of the day. The doors to school open at 7:55 and your child should arrive at school early enough to be ready for instruction at 8:05 am. Attendance is taken each day. Any planned absence of two days or less should be discussed in advance with your child's teacher. Any planned absence of three days or more should be requested in writing to the Head of School. However, parents are expected to make vacation travel arrangements around the school schedule. A calendar with school breaks is distributed to families in late Spring.

In cases of illness or an unexpected absence, please call the school office at 215-533-5368 by 9:00 am. You do not need to send a written absence excuse when your child returns from school.

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 never depart campus alone.

Our bi-annual concerts are important community events. All FFS students are expected to participate in the performances.

The school reserves the right to retain students in a grade if, in consultation with the Academic Support Team, the student is unable to be promoted due to an unreasonable number of late arrivals or missed school days.

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. If a student arrives late because of a bus issue, then they do not need to be signed in.

Arrival at School

Your child may arrive at school after 7:45 am (no earlier). Children are monitored by FFS employees on the playground from 7:45am until 7:55am when the doors to the building open. Children who ride the bus will stay safely on the bus until 7:45am should the bus arrive earlier.

The bell will ring for students to enter the building at 7:55. Children are greeted at school doors by administrators; classroom teachers will meet the children in their classrooms. Children have a homeroom period from 7:55-8:05 each day. This is an important time for them to unpack and have a relaxing start to the school day. Attendance is taken and instruction begins promptly at 8:05 for all children. If a student arrives to school after the doors are locked at 8:05, they must check in at the school office for a late pass and to be marked present.

Children who arrive late to school are at a disadvantage because they miss morning work, have time to settle in, and the Morning Meeting, a major part of the school's Responsive Classroom focus on building community. We appreciate all parents efforts to get their children to school on time.

Dismissal

School ends at 2:55 each day.

Students who attend the Extended Day program will be picked up in their classrooms at the end of the day and brought to the Extended Day location.

All other students should be picked up by their caregivers in the school yard at 2:55. Those students who are not collected by the time the buses depart will be escorted to the Extended Day program and parents will be charged accordingly.

Transportation

The School District of Philadelphia provides transportation for children in grades 1-8 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 middle school students may qualify for a TransPass. Some suburban school districts may also provide bus services.

After School Plans

It is easiest for your child to have a consistent schedule for after school plans. Children can get confused when plans change and may not correctly remember the new plan on the right day. If there are changes in your child's regular after school plan on a particular day, please send a note explaining the change or you must call the school office. Be sure that you get a response from the school if you leave a phone message so you know that we have received the change and your child will be safe after school. **Please do not directly call or email the classroom teacher with any changes to your child's schedule.** Classroom teachers are with the children all day and will not be able to look at their computers or phones.

Extended Day Program

Frankford Friends School offers after-school care to our students from 2:55 pm to 6:00 pm.

The Extended Day staff supervises indoor and outdoor play and games, while reinforcing the same Quaker values that guide the children during their school day. Our Extended Day Program is a great way for students in grades Pre-K to 8 to be cared for after school in a safe, nurturing environment. Students choose daily from activities, 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.

Specialty Clubs may occasionally be offered. Families will receive information on clubs as they arise.

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

Lunch and Snack

Each day, your child should bring a healthy lunch and non-caffeinated beverage. Please provide food that is ready to eat. There is no opportunity for students to microwave or heat up food. We encourage parents to model wise use of environmental resources by choosing reusable containers and thermoses rather than single-use bags and boxes.

Periodically, the Parent Association sells pizza to students who wish to purchase it.

Eating is permitted only during designated snack and lunch times. However, students may keep a bottle of water in a spot designated by the teacher. Soda and candy are never allowed in school. Parents should not have fast food delivered to the school for their child's lunch.

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 may never share food with another student. The exception is birthday treats. Please notify the teacher in advance if you wish your child to bring a birthday treat to share so that the teacher can have a plan for any classmates who have allergies.

Students may keep a bottle of water in a spot designated by the teacher to drink at times determined by the teacher. Water bottles may not be kept at a student's desk or carried from location to location or to "specials" classes. In some situations, the classroom teacher may allow students to bring water bottles with them to the NEST.

Students should bring enough water to satisfy them for the entirety of the school day. If a student needs to fill a water bottle, they may do so at the classroom sink.

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.

Students should only bring enough treats to hand out to their classmates. Children will not have the opportunity to hand out treats to students in other classes, or to faculty or staff.

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.

Dressing for Learning

Young children learn through play and creativity. We want children to be active and get messy. Your child should wear comfortable clothing that can get dirty. For safety, sturdy, closed-toe shoes are best for active play at recess and in the NEST. On cold winter days your child will need long pants, a coat, a hat, and gloves or mittens to play outside at recess. Be sure to check the weather so that your child will be ready for the conditions of the day.

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 buildings or the Meeting House. Frankford Friends School is a Quaker school. Students should not wear military-style clothing to school.

Sneakers must be worn to school on days when students have physical education. For safety reasons, students who do not wear sneakers may not participate in gym and will be given an alternate assignment to do during the class.

FFS sponsors certain special events for which students are expected to dress appropriately, such as the winter and spring concerts and eighth grade graduation. Parents will be informed about these dates in advance.

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

At Frankford Friends, our community meets weekly to worship together. We practice reflection to make room for the Inner Light to guide us. Parents and community members are welcome to join us in our weekly worship.

Students begin their worship in silence. During worship, a community member may feel moved to speak or raise a current issue. Following a spoken message, all return to the silence to reflect on that message. Meeting for worship ends with a handshake.

Friends value and pursue actions that reflect the spiritual practices of simplicity, peace, integrity, community, equality, and stewardship. They seek out 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 relationships with the Inner Light.

Lost and Found

Parents are urged to label all personal clothing and backpacks brought to school. Lost and Found items are placed in the bin in the lower school lobby. Items will be held for no more than a month. If not claimed, items will be sent to a local charity organization.

Cell Phones or other Technological Devices

Students may not carry or use personal cell phones during the school day. Cell phones must be kept turned off and in backpacks 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 is available. Our

cell phone policy also applies to all school-sponsored activities such as field trips and special events. Students are asked to keep cell phones at home during trips, including overnight trips.

Students who use cellphones during the school day or during school-sponsored activities will have them confiscated and brought to the Dean's office.

Technology Fees

Students in grades 5-8 are charged a technology fee to support the Chromebook program. Fifth graders are provided with personal Chromebooks to use in school only. Students in grades 6-8 are provided with personal Chromebooks for use in school and at home. Eighth graders are able to keep the Chromebooks upon graduation from FFS.

Assemblies

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 if 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.

Field Trips

We believe that excellent learning can happen both on and off of our campus. We encourage teachers to take their classes on frequent field trips within the City of Philadelphia. In most cases, students will travel to their destination using public transportation such as the bus or the El. In addition, Middle School students participate in a three night, two day retreat. Field trips are an important part of our curriculum and we expect that all students will attend every trip.

In most cases, students will be charged \$15 or less per trip. We want all students to attend field trips. If a family is having difficulty paying for a field trip, please contact the Head of School.

Participation in Gym

All students must wear sneakers on gym days. Those students who are not prepared with the proper footwear will not be allowed to participate and will be given an alternate, written assignment based on the activity to complete instead.

Party Invitations and Special Gifts

At FFS, inclusion is valued and taught. Any invitations distributed in school must 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 from attendance at a party.

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

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 teacher to fund a specific item for the school or the teacher's classroom.

GUIDELINES FOR 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.

Teacher/Parent Communication

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.

Caregivers may contact teachers through the school office, the teacher's email address, or a note sent to school 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 email or call the school office. Teachers will not be on their computers or cell phones during the school day, and will likely not receive a message until after the school day is over. Caregivers should never contact teachers on their cell phones.

Teacher/Parent 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 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. Under such circumstances, parents should contact the Head of School. The Head of School, with the continued involvement of the teacher, will attempt to resolve the concern. 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.

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. Bills must be paid in full in order for transcripts or records to be made available to students or other institutions. These records include medical information, report cards, and standardized test scores. Behavior and attendance reports are also sent for those students who are applying to High School, as required by law.

Preparation for School

Students should 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 on the days they have music class. They need to have sneakers on physical education days and lunch every day.

Vacations or Trips during School Time

Frankford Friends School does not support students attending vacations during days/times when school is in session. This interferes with students' social and academic participation in school. No work packets or special assignments 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, they must take it immediately upon return and/or hand it in on the day they return in order to receive credit.

Making up Missed Work in Case of Illness

Students are expected to return to school, when healthy, prepared to make up missed work. In some instances, the student is able to do work at home, and parents may call the office to make arrangements to pick up assignments.

Referral for Academic and Psychological Services

Sometimes a teacher identifies a student with academic or social/emotional needs. If the primary concern is behavioral/social/emotional, intervention will be provided by the school counselor. 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 parents feel that their child will benefit from academic or psychological services, s/he should speak to their child's teacher who will notify the Head of School. Parents should not personally contact academic and psychological services. The Head of School will convene a Support Team consisting of the Head, the Dean of Students, and the child's primary teacher and will make a recommendation as to services.

Students in fourth to seventh grade who perform below national standards on standardized tests will automatically be referred for academic services.

Standardized Testing

Frankford Friends School does not "teach to the test". However, we know that our students will need to periodically take standardized tests throughout their lives. Additionally, all seventh graders are required to submit standardized test scores with their high school applications. To give practice, the school conducts standardized testing for students in grades 4 through 7 each year. There may be opportunities for 6th and 7th graders to register for an after school Test Prep course to practice taking standardized tests.

Reasons for Making Academic Accommodations

If a student's file contains specific recommendations contained in recent 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 (please

note that the school's counselor provided by the State of Pennsylvania is not a licensed psychologist).

It is important that teachers and caregivers understand that the laws surrounding IEPs and 504 plans only apply to public schools. Frankford Friends School does not have the means to accommodate IEP or 504 plans. 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. This option is most useful to students who are looking to transfer to a public or special services school and who would like to bring a 504 plan or IEP with them.

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.

These expectations 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.

Otter Club

The Otter Club serves to acclimate students to Friends School philosophy and Quaker values. Students who arrive in later grades benefit from the opportunity to meet in small groups with faculty to become more comfortable with the FFS environment. Otter Club is also a way to guide individuals or groups of students to resolve conflicts peacefully and deepen classroom and community bonds. The Otter Club seeks to be a proactive tool for building healthy relationships among students.

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 or behavioral concerns, and assists teachers in addressing those issues with parents to create a positive outcome. The Dean of Students follows up on referrals from staff that pertain to student conduct and discipline and manages important areas of student life.

The classroom teacher is the primary person to deal with social issues or disciplinary problems that occur within their classes. The Dean of Students or Head of School 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.

GUIDELINES FOR UNDERSTANDING TUITION, ENROLLMENT, AND FINANCIAL AID

Tuition

Frankford Friends School's primary means of support is 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 students or other institutions and the student will not be promoted to the next grade or permitted to participate in graduation exercises. Parents who are having temporary difficulty paying for tuition must contact the Business Office to discuss a plan for payments.

Re-Enrollment

In January, re-enrollment agreements are sent out to current parents. Parents have a period of time to make a decision as to whether their child will be returning for the following academic year and to return the fully executed enrollment agreement with the non-refundable deposit.

Enrollment contracts are binding. If a family is unable to commit to re-enrollment by the enrollment deadline, their 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.

One exception to this rule is families who have 1) returned their signed enrollment contract, 2) applied for financial aid by the stated deadlines, and 3) **received** financial aid but found that their financial aid package was not sufficient. These families may discuss the voiding of their contract with the Business Office.

Financial Aid

All applications for financial aid are submitted online. Financial aid awards are made in the spring for the upcoming academic year. Families should apply online for financial aid by the deadline stated in their re-enrollment letter. There are very limited funds available and awards are given based on the order in which they are received. Any families who apply later will only be eligible funds that may remain.

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. 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.

GUIDELINES FOR A SAFE AND HEALTHY COMMUNITY

Visitors and Volunteers

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

Opening Doors

Students are taught to NEVER open a door to any of the buildings on campus, whether or not they know the person at the door. Please do not be insulted if a student does not open a door for you. Visitors may gain access to the buildings by stopping in at the School Office at the front of the campus.

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

Conflict Resolution/Peacemaking

Frankford Friends School places considerable emphasis on teaching children how to recognize and resolve conflict. Students are taught non-violent methods of dealing with conflict. In keeping with our belief in the value of harmony and peace, students are expected to take responsibility for their actions, encouraged to grow from their mistakes, and guided in thoughtfully making good decisions. Our priority is to teach children to be peacemakers.

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 kindergarten 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 Administrative Assistant *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 Administrative Assistant, 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 Administrative Assistant 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 medical professional or licensed therapist and may not return to school until they have seen one and has brought a doctor's note to confirm it is safe for the student to return to school.

Anti-Harassment Policy

All students and employees must be allowed to function in an environment free from unsolicited and unwelcome sexual overtones and harassment in any form. 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.

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 Business Manager or 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.

Appropriate Use of Technology Policy (AUTP)

Frankford Friends School may make technology available (such as iPads, laptops, computers, cameras, and document cameras) for students' use in school. All Middle School students are provided with Chromebooks for personal use in and out of school. Fifth grade students are provided with personal Chromebooks for 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 not permitted to share FFS account information or passwords with anyone.

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.

Photography, Videography, and Social Media

Frankford Friends School families 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.

Parents and volunteers should not take photographs of students (other than their own children) at school or during school-sponsored events and post them on social media or distribute them to others without their parents permission.

School Closing Information

Frankford Friends School follows the School District of Philadelphia’s emergency closing schedule in the case of inclement weather, such as snow, ice, or high winds. **We do not close for heat warnings** as all of our buildings are air conditioned. Parents are responsible for keeping track of emergency closing updates from the Philadelphia School District.

Frankford Friends School **does not follow the Philadelphia School District’s calendar for school vacations or for special closings because of local events.**

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 send 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.

Frankford Friends School **does not** follow the Philadelphia School District's calendar for school vacations or for special closings because of local events.

Other ways to check on Philadelphia School District closings are:

- KYW Radio (1060 AM)
- Philadelphia School District Social Media Accounts

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.

GUIDELINES FOR PARENT/SCHOOL COOPERATION

As important members of the FFS community, parents and caregivers agree to support the mission, policies, procedures, and Quaker ethos 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 emails, Community Handbook, and website postings.
- 6) support the security procedures of the school at all times.