



UNITED FRIENDS SCHOOL

Family Handbook 2019-2020

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UFS MISSION

The hand, the heart, the eye,
The tools for each to learn and teach...

The mission of United Friends School is to make each day an inspiring learning experience guided by the Quaker testimonies of simplicity, peace, integrity, community, equality and service.

Mission Statement of Diversity

United Friends School works to cultivate and nurture an inclusive environment where we can explore, discover, and embrace our differences and similarities in non-judgmental ways. Using the guiding principles of the Quaker testimonies, particularly Equality, United Friends School embodies an atmosphere of equity and social justice.

The exploration of our diverse community and complex world is central to an education at United Friends School. Through our curriculum, culture, practices and policies, we seek to reflect the diverse Community in which we live and encourage students to become catalysts for change.

UFS Philosophy

The Quaker focus on the Spirit is the foundation upon which we build a school community. Membership in the community of students, staff, parents, grandparents, and trustees provides a special opportunity for all to learn, to teach, to serve and to accept others.

The *educational goal* of UFS is to assist students in finding their inner strength as part of a community of learners. The school maintains its high educational standards by providing for strong teacher-student relationships in an environment of spiritual growth and educational discovery. Values are instilled by working in a cooperative environment where the needs of individual students are met through open-ended, student-centered, exploratory activities. Peer teaching and mixed age groupings are valued practices and are integrated throughout a developmentally appropriate curriculum to allow students to make connections in their learning experiences. Parents and teachers work together to help each child develop and maintain a positive sense of respect for others, a desire and love of learning, self reliance, and a responsibility for the world around them.

Non-Discrimination Policy

UFS does not discriminate against any person based on age, color, disability, gender, gender identity, marital status, national or ethnic origin, race, religion, or sexual orientation. For students, this applies to educational programs, athletics and other co-curricular programs, social and recreational programs and student services. For faculty and staff, this applies to all employment decisions including selection, benefits, compensation, training and educational programs, promotion/demotion and termination.

NON-HARASSMENT, NON-DISCRIMINATION, NON-RETALIATION, AND ACCOMMODATIONS POLICY

INTRODUCTION

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

NO HARASSMENT POLICY

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

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

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

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

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

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

If you have seen or heard this kind of behavior, whether it was done to you, to your friend, or to someone else, you should tell a teacher or another adult who works at the School. If you are not sure who to tell at the School, please go see Roger Sternfeld, Business Manager and Asst. Head of School, United Friends School, 1018 West Broad Street, Quakertown, PA 18951, 215-538-1733, or email him at rsternfeld@unitedfriendsschool.org, and they will help you.

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

NON-DISCRIMINATION POLICY

United Friends School does not treat students differently because of their race, color, age, religion, national origin, sex, handicap or disability. For example, this means that no matter what color someone's skin is, where they are from, if they are a boy or a girl, or if they have trouble walking, talking, hearing, learning or seeing, they are treated the same as everyone else. If you believe that you, your friend, or someone else, is being treated differently because of one of these reasons or if you want to ask about what discrimination means or what the School does not allow, please talk to: Roger Sternfeld, Business Manager and Asst. Head of School, United Friends School, 1018 West Broad Street, Quakertown, PA 18951, 215-538-1733, or email him at rsternfeld@unitedfriendsschool.org.

INVESTIGATION AND RETALIATION

Students will not get in trouble, nor will the School permit anyone do anything bad to them if they tell the School about any behavior that breaks these School rules, or if they answer questions about the behavior. If any student feels that they are being treated badly by anyone at School because they told about the behavior, they should also tell Roger Sternfeld, Business Manager and Asst. Head of School, United Friends School, 1018 West Broad Street, Quakertown, PA 18951, 215-538-1733, or email him at rsternfeld@unitedfriendsschool.org, about that immediately and the School will help to stop that from happening. Any student who retaliates against another student or is mean to them because they reported improper conduct, will also be subject to discipline, including but not limited to being dismissed from the School.

SERVICES FOR STUDENTS

We understand that there may be circumstances in which a parent may request that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests has

grown over the years, the School believes that it is appropriate at this time to outline the School's policy and general guidelines for addressing such requests.

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

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

Request and Documentation: For any type of accommodation (including administration of medication at school), the parent must contact the Section 504 Compliance Officer, Roger Sternfeld, Business Manager and Asst. Head of School, United Friends School, 1018 West Broad Street, Quakertown, PA 18951, 215-538-1733, or email him at rsternfeld@unitedfriendsschool.org, to discuss the need. The Compliance Officer will then assemble the appropriate persons to work through the process. The School will advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

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

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

Limitations on Requests: Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician.

Examples of accommodations made for students include appropriate classroom locations, extended time on tests, use of computers, and/or dispensing certain medication.

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

Multi-Age Groupings

The founding families of United Friends School envisioned a school where children learn by experience. They valued opportunities for children to learn, not only from their teachers, but from one another. They envisioned small classes allowing teachers the opportunity to interact effectively with children of different ages and abilities. Today, UFS continues to practice these founding ideals. The concept of multi-aged, multi-grade classes is certainly not new; however, UFS has redefined the notion, taking many factors into account when determining the composition of a class in any given year.

Multi-grade (mixed age) classes provide a setting that is rich in diverse learning styles, abilities and points of view. Students thrive in a cooperative environment that encourages peer teaching and flexible learning opportunities.

Multi-grade classes...

- benefit students who remain in the same class for two years with a teacher who knows their learning style, strengths and challenges.
- encourage children to learn cooperatively rather than competitively.
- provide a setting that is student-centered and rich in diverse learning styles, abilities, and points of view.
- allow for peer teaching and flexible learning opportunities.
- resemble real life situations more closely and encourage children to develop their own expertise.
- allow older students to assume the role of more knowledgeable, experienced and responsible learners. In that role, they are continually reinforcing their knowledge while being challenged to lead and advance to a new level. Younger children in a mixed age group have opportunities to learn from their older peers and to teach their "elders."

Classroom Names and Grades

Mott - Preschool

Rustin - Kindergarten

Penn - 1st and 2nd grades

Fox - 3rd grade

Anthony - 4th and 5th grades

Helman-Osborn (H/O) - 6th, 7th and 8th grades

Hollingshead - Makerspace

Significance of the Classroom Names

Susan B. **Anthony** (1820-1906) was raised in a Quaker family with long activist traditions. Early in her life she developed a strong sense of justice. After teaching for fifteen years, she became active in the temperance movement, but was not allowed to speak at temperance rallies because she was a woman. This experience, and her acquaintance with Elizabeth

Cady Stanton, led her to join the women's rights movement in 1852. Soon after, she dedicated her life to women's suffrage. "Forget conventionalisms; forget what the world thinks of you stepping out of your place; think your best thoughts, speak your best words, work your best works, looking to your own conscience for approval."

George **Fox** (1624-1691) was a charismatic preacher, strong in prayer and healing, who gathered the first "Seekers." He survived persecution and, with his wife, Margaret Fell, laid the administrative foundation of the Religious Society of Friends (Quakers). The Friends' form of worship, silent meeting, was an outgrowth of Fox's beliefs that everyone has equal access to the "Inner Light." The Spirit comes from within and from human preparedness, therefore, where one worshipped was not important, nor was any hierarchy in a church organization. He believed in treating everyone with equal respect, was against war and was an advocate for both boys and girls to have the opportunity for an education.

Wayne **Helman** (1926-2010) was a member of Gwynedd Friends Meeting and longtime friend and supporter of United Friends School. After retiring from a notable career teaching and coaching at Pennridge High School, he volunteered at UFS for nearly 20 years. Every Tuesday and Thursday, we counted on Wayne to visit each of our classes and provide help to teachers and students. Wayne was well-loved by the children and adults in our community.

Irving and Jennifer **Hollingshead**. Jenny, member of Newtown Meeting, and Irv, who passed away in 2015, were long time members of Unami Meeting before their move to Pennswood Village in Newtown. Life-long peace and social activists, they have been friends and supporters of United Friends for many years. Irv was a college math professor and, in his retirement, taught a geometry class at UFS for one year. Irv also served as clerk on our Board of Trustees. Jenny worked as a guidance counselor in public schools and worked to bring conflict resolution and mediation programs into school cultures. Jenny has been actively involved in human rights organizations and has served as advisor for high school Amnesty International and model UN groups. They have been tireless in their involvement in the Friends Committee on National Legislation.

Lucretia Coffin **Mott** (1793-1880) was a Quaker from Nantucket who moved to Philadelphia after marrying James Mott. She actively participated in many of the reform movements of the day, including abolition, temperance and pacifism. Most importantly, she inaugurated the women's suffrage movement. In 1876, Mott and the National Woman Suffrage Association renewed their call for women's equality in their "*Declaration and Protest of the Women of the United States*," which called for the impeachment of the United States leaders on the grounds that they taxed women without representation and denied women trial by a jury of peers. "*I have no idea of submitting tamely to injustice inflicted either on me or on the slave. I will oppose it with all the moral powers with which I am endowed. I am no advocate of passivity.*"

William **Penn** (1644-1718) was an Admiral's son who became a "convinced" Friend, a promoter of religious freedom and the proprietor of the Holy Experiment in Pennsylvania. This experiment proved to be a sanctuary which protected freedom of conscience. Penn traveled unarmed among the Indians and negotiated peacefully. He insisted that women deserve equal rights with men. He gave Pennsylvania a written constitution which limited the power of government, provided a humane penal code and guaranteed many fundamental liberties. He was the author of many pamphlets which have provided much inspiration for the Penn Class, including the quote, "I expect to pass through life but once. If there be any kindness I can show, let me do it now, as I shall not pass this way again."

Bayard **Rustin** (1912-1987) was a nonviolent activist for social change. Although known primarily as a leader in the civil rights' movement, he was also involved in movements against war and militarism and those promoting democracy and human rights. Rustin was a disciple of Gandhi, a mentor to Martin Luther King Jr., and the architect of the 1963 March on Washington. "*Throughout his life, Rustin's Quakerism was a unifying force in his life and a strong plank in his personal philosophy, incorporating beliefs that were of central importance to him: that there is that of God in every person, that all are entitled to a decent life, and that a life of service to others is the way to happiness and true fulfillment*" - Quakerinfo.com. Rustin wrote, "When an individual is protesting society's refusal to acknowledge his dignity as a human

being, his very act of protest confers dignity on him.”

Rebecca McNees **Osborn** (1921-2014) was a member of Unami Meeting in Pennsburg. She remembered sitting in Media Meetinghouse as a child daydreaming about what she might do with herself during Meeting for Worship. While sitting on the horsehair padded cushions, she recalled thinking how much fun it would be to swing from the chandeliers during Meeting. Though that aspiration never came true, Becky, as a lifelong Quaker, grew to understand the power of silence and the possibility for renewal, clarity and community that comes with corporate silent worship. A graduate of Smith College and Ohio State University, Becky was a Family Counselor and instructor in Family Therapy where she used a Quaker approach in helping families understand their relationships. Becky was a published writer and poet. She became interested in United Friends School when it was in its infancy and attended our first Thanksgiving feast. She served on the first Board of Trustees, volunteered in classrooms for many years, and was a strong supporter and advocate of the school. Becky passed away in the summer of 2014. Her legacy lives on in the *Suncatcher Fund*, established in her honor to support families at UFS who may need funds for the “extras” like after school activities, school supplies, or even rain boots.

Quakerism

United Friends School has a strong commitment to Quaker education. *Two basic beliefs influence all of Friends education:*

1. *Each human being has a divine spark or light through which a greater spiritual wisdom can be experientially accessed and;*
2. *Truth seeking is a process of continuing revelation from multiple perspectives within a gathered community.*

These two beliefs lead to a constructivist approach to education, an inquiry-based pedagogy (teaching method) valuing multiple perspectives, and a continued search for academic excellence within a values-centered environment.

Consistent with Quaker values, United Friends School seeks to emphasize the ‘Light’ within each individual. We foster the practices and principles of Quakerism as an experiential part of school life, focusing on the testimonies of Simplicity, Peace, Integrity, Community, Stewardship, and Equality. We accomplish this through participating in Meeting for Worship and Meeting for Worship with a concern for business, studying the history and principles of Quakerism, participating in service and outreach projects, practicing nonviolent conflict resolution techniques and making decisions by finding a sense of unity among the decision makers.

Friends believe that individuals, by sitting quietly and being open in body, mind and soul to the ever present Spirit, have direct access to the Light. Silent group meditation is the essential element of Quaker worship, and this experience of group worship remains at the heart of UFS. Through this silent worship, each person may experience the Inner Light firsthand and, during this time, may share the experience with others if they so choose.

Although there are many ways in which United Friends School’s Quaker identity is visible, Meeting for Worship is at the center. Our weekly Meeting for Worship, held every Wednesday at 2:15 pm, is attended by every class from preschool through 8th grade and every faculty and staff member. Because of the wide range of ages, diversity in religious and spiritual practices and ability to sit still for a period, we begin each Meeting with a query that is presented by a faculty or staff member. Usually, the query is presented after a story is told, a book or poem is read, or some thought or learning is shared. Children respond in all sorts of ways and are led to share messages that are, at times, profound. Meeting ends with singing.

Each week, we have Meeting for Worship for Announcements, which is a period of silent worship followed by announcements. It’s a wonderful community time in which children and faculty feel comfortable to share their joys, accomplishments, fears, and upcoming events. Children and adults raise community issues like fairness and kindness

during these Meetings.

Each class has regular Meetings for Worship in their classrooms and these look different depending on the age of the children. There are Meetings that are periods of silent worship in which teachers help children to sit still and listen to their inner voices. Some classes light candles to help children focus, some have centering jars or rocks. There are Meetings that reflect on Quaker history or issues of peace and justice in the world and in the school.

We invite parents, friends and guests to attend Meeting with us; your presence will enrich the entire community. Our routine all-school Meeting times are Mondays at 8:30 am and Wednesdays at 2:15 pm. Please arrive in the Big Room five minutes before the appointed time. You will note that our community has committed to routine presence at Meeting every Monday and Wednesday. Class trips will return in time for Meeting excluding exceptional circumstances. This experience remains the timeless soul of United Friends School. **On Wednesdays, it is important that all requests for changes in car pick-up or bus dismissals be in to the office prior to the beginning of Meeting for Worship. We discourage parents from taking children out of school at any time but particularly during Meeting since it is a community event that cannot be replicated.**

UFS is in a care relationship with Unami, Richland, Gwynedd and Doylestown Monthly Meetings. Each year, we host a Joint Meeting for Worship and invite our families and supporting Meetings to join us for Meeting and a potluck lunch afterwards. Please look for the details in the Friday Folder.

Essential Information

School Hours

Preschool:	8:15am – 1:00pm or 3:00pm
K-8	8:15am – 3:00pm
Half day dismissal time:	11:30am

THE DOORS OPEN AT 7:45; STUDENTS WHO ARRIVE EARLY ARE WELCOME TO WAIT IN THE LOBBY UNTIL THEY ARE DISMISSED TO THEIR CLASSROOMS AT 8:00 AM.

Emergency closing

Occasionally, UFS students will have an unexpected early dismissal day – typically due to inclement weather. While we are located within **and follow the Quakertown School District for early dismissals and closings**, having bus transportation across many school districts may create varying dismissal times. In the event of an early dismissal, UFS will make every effort to contact the families of children who ride buses in grades K-8, using the information provided in TADS, to determine how your child should go home. Should UFS be unable to make contact with a parent/guardian of a child who rides a bus in grades K-5, that child will be kept at school for pick up.

Early Dismissal, closings and delays

In the event of an unplanned early dismissal, all after school programs and meetings will be cancelled. UFS utilizes Educate to send updates and alerts in reference to weather related delays, closings and early dismissals. In order to ensure that our information is always current, we ask that you contact the Front Office with any changes in your contact information (address, phone, email).

For up to date information about school closings or delays:

Call 215-538-9655 ext. 414
Visit www.unitedfriendsschool.org
KYW Newsradio (Broadcast #1499)
[WFMZ Channel 69](#)
[6ABC Action News](#)
[NBC 10 Philadelphia](#)
[3CBSPhilly](#)

Things You Should Know About Being a Parent/Guardian at UFS

- **Be on time.** Our doors open at 7:45 am for drop-off of K-8 students. **School officially begins at 8:15. Please be prompt. The social time before school starts is important for your children.**
- **Serve on school committees.** Your participation is so important in keeping you connected to the school and gives the school tremendous support. See the volunteer form that lists all of the committee and special event volunteer opportunities.
- **Be a positive influence in the community. If you have concerns, please take them to the appropriate person.**
- **Participate in at least 1 workday.** Each family is required to participate in one workday during the school year. Consult the school calendar to determine which work day is assigned to your child's class. The last workday of the year is an all school workday and all families are asked to participate.
- **Be a buddy, know your buddy.** New parents and students are assigned a "Buddy" who will be helpful in answering questions like, "what is the Fall Fest?" and "what committee shall I be on?"
- **Send a nutritious lunch and snack.** We depend on families to send a nutritious lunch, snack and drink with their child(ren) each day. Please refrain from sending high sugar food and drinks like soda, energy drinks, candy, etc. Additionally, we ask that you consider sending your child's lunch in reusable containers to decrease waste that goes to the landfill. Please include utensils.
- **Give to the Annual Fund.** The cost of educating your child is more than UFS charges in tuition. Each child is underwritten by at least \$3,000.00 per year from sources other than tuition. We make up the difference each year by parent involvement and fundraising. You will be asked to make a contribution to our Annual Fund. It is important to have strong participation by parents in the Annual Fund in order for UFS to secure other funding. Any amount is appreciated; what is important is that you give. Additional fundraising efforts and events include Fall Fest, the Spring Benefit, and others.
- **Read the Friday Folder.** You will be informed of upcoming events and important school news every week. In our busy lives, it is easy to miss or overlook details; the Friday Folder is an easy-to-access, centralized location for all of this information.
- **Read the Curriculum Updates:** At the end of each month, teachers post an overview of the curriculum highlights for that month. Don't know what your child has done at school? Check the curriculum updates on our website!!!

There are many valuable opportunities for parents/guardians, grandparents or other family members to get involved at UFS. We invite you to be an active participant in our community.

- **Join us for Meeting.** We gather for Meeting for Announcements on Mondays at 8:30am and Meeting for Worship on Wednesdays at 2:15pm. We invite you to join us.
- **Get involved in your child's classroom.** You are invited to become involved in the classrooms at UFS. Speak to your child's homeroom teacher or Nancy Donnelly, our Head of School, for more information about being involved in this way. Please remember that all volunteers who interact with children must have security clearances.
- **Get involved in your child's education.** Your child's teacher will expect you to be involved in your child's education. In turn, you can expect our faculty to be available for matters as they arise and detailed conferences

scheduled twice a year.

Communications

Academic Progress

Teachers write mid-year (January) and end of year (June) reports of student progress. Additionally, teachers meet with parents in October and March to review student progress. Conferences may also be arranged at any time throughout the year if you have any concerns that you would like to discuss with your child's teacher.

Family to School

At UFS we work hard to maintain an environment of open communication between families, teachers and administrators. At any point, should you feel the need to speak with a member of our faculty or staff concerning your child(ren), please contact the person directly. Should you feel your comment or concern warrants further attention, please review and follow our *Problem Solving Protocol*.

Problem-Solving Protocol

UFS is a family-centered school, and your involvement in your child's education is expected and encouraged. Our mission as a Quaker school, however, does not shield us from conflicts. We live our mission by committing to communicate peacefully and solve problems in a respectful manner. Because this commitment is so integral to the health of our community, the following plan has been developed to address concerns promptly and effectively:

First, discuss your concerns with the UFS teachers or administrators directly involved. They are eager to keep the lines of communication open and will begin the process of collaborating with you on behalf of your child. Please do not hesitate to make contact as soon as the situation becomes evident so that they may talk with you directly or arrange a time to discuss your concern. They will not hesitate to contact you to discuss a matter of concern.

As a second step, if you are unable to resolve the issue to your satisfaction, contact the Head of School. As a prerequisite to the second step of contacting the Head, please have a conversation with the teachers involved wherein you communicate that you intend to involve the Head because your concern persists. The Head will make every effort to work closely with you to address the concern in a manner consistent with our values and our mission. If you are unable to contact the Head, please contact the Assistant Head of School. As a final step to seek resolution, contact the Clerk of the Board.

School to Family

Friday Folder

UFS sends a weekly newsletter via email called the Friday Folder. In it you will find important messages from the school, including schedule updates, event details, classroom activities, service projects, etc. Please take time to review its contents carefully. If you do not have weekly access to email and need a hard copy of the Friday Folder, please contact the Front Office. Please note: In an effort to streamline communications, non-school related community announcements will be posted in Community News or Quaker Meeting News at the discretion of the Friday Folder editor.

Photos, Website, Seesaw, and Social Media

We ask all friends and families to visit our website (www.unitedfriendsschool.org), like and participate in our Facebook page (www.facebook.com/unitedfriendsschool), and follow our Twitter (@quakerschool) and Instagram (unitedfriendsschool) accounts. The UFS website is updated regularly and contains all pertinent information regarding the school and upcoming events. Our social media sites demonstrate our vibrant school community and showcase photos and announcements from the school. All teachers use Seesaw, a digital portfolio app. Seesaw empowers students to independently document their learning and gives families an immediate and personalized window into their child's day. As stated in the Terms and Conditions of your enrollment contract, **United Friends School has permission to use your child's photo, image, and/or artwork for communication and marketing publications, unless you notify the school**

in writing.

Class Parents

Class Parents serve an important role by being the timely and efficient communications network between UFS and the families within their class. The Class Parent acts as a volunteer coordinator and communicates with families to help facilitate volunteer opportunities throughout the year and for support in major school fundraising events like the Fall Fest, Spring Benefit, and the Annual Fund. We have had some amazing class potluck lunches that were organized by Class Parents!

Buddy Family Program

The Buddy Program, created to welcome new families and ease their transition into the UFS community, pairs “new” and “old” families. We try to match families whose children are close in age and/or families who live relatively close to one another. Parent volunteers from the preschool, lower school and middle school work with the Admission Director in coordinating the program.

Transportation

Busing

Students who reside in a public school district with a boundary that is within 10 road miles of UFS are eligible to receive bus transportation from that district. The Front Office assists with contacting districts and making transportation arrangements.

- Busing is provided from North Penn, Quakertown, Palisades, Pennridge, East Penn, Upper Perkiomen, Saucon Valley, Souderton, and Southern Lehigh School Districts for all K-8 students. **Busing is only available one way for kindergarteners who live in the Pennridge School District.**
- All students riding buses will be dropped-off and picked-up at the Main Entrance. The Main Entrance is located at the front of the Link Building. Flow of bus traffic starts on the West Broad Street entrance and exits onto 10th St. Please note that this one way lane is for **VEHICLES ONLY and not for pedestrians.**
- No student is allowed to travel on another student’s bus unless both students reside in the same school district. A note from the parent of the child who is changing buses must accompany a student if they need to change buses within their school district. Please contact your district or busing company for more information.

Car Transportation

- Students should be dropped off at the Main Entrance or escorted from the 10th Street building parking lot or St John’s parking lot to the Main Entrance of the Link Building where there will be a morning greeter..
- If you are using the drop off area in front of the main entrance, please have your child(ren) ready to disembark from your car in a timely manner to minimize traffic backup.
- Pick up for PreK-5 students will be at the side door near the playground. A door monitor will be at the side entrance to release your child to you at pick-up times. **Please do not use the Main Entrance at pick up times.**
- Middle School families have the option of picking up their child(ren) on 10th Street. Cars will line up along the curb on 10th Street, facing towards Juniper Street, and a faculty member will dismiss children to cars as they arrive in front of the 10th Street exit. If you would like to take advantage of this option, please select the 10th Street Pickup option on your child’s dismissal form.

Walking

Students are permitted to walk home from school without a guardian as long as written permission from a parent/legal guardian is on file explaining the circumstance and frequency in which the student is permitted to walk home. When leaving, the student should check out with their homeroom teacher and the dismissal door monitors.

Parking

- **Do Not Park in the School Driveway at any time.**
- If you intend to stop longer than it takes to drop off, please park in the 15 minute parking area in the 10th street building parking lot or at St. John's for long term parking. We rent St. John's Church parking lot, and we therefore urge every parent to make use of this parking lot.
- In an effort to be good neighbors, we ask that you **do not park on 10th Street.**
- **Please do not park along the hedges in our 10th street parking lot as it makes it difficult for others to back out of the parking spaces.**
- In the 10th Street parking lot, please respect the Reserved Spot for the silent auction winner of the month during drop off and pick up.

Thank you!

Dismissal Process

A dismissal plan form will need to be filled out for each student in Kindergarten through 8th grade. This form will communicate to the Front Office the manner in which the student will be sent home each day. The dismissal plan form will be included in the summer mailing.

Please contact the Front Office with any changes by email: frontoffice@unitedfriendsschool.org or phone: 215-538-1733. Please keep in mind that it takes time to make changes to the schedule and to relay messages to your child(ren). For any permanent or long-term changes, an email must be sent to the Front Office detailing the nature of the change and the length of time for which it will apply.

If your child is signed up for an After School Enrichment Class, the change will be noted in their dismissal plan. When the After School Enrichment session ends, the student will return to their original dismissal plan, unless the Front Office has been otherwise notified. The same policy applies to members of sports teams.

Please contact the Front Office with any questions or for more information.

Policies

Tardy Policy

Your child's teachers work hard to plan a full day that begins and ends on time. It is not good practice for your child to have lateness detract from our community's educational environment. Lateness also complicates our commitment to safety and results in unnecessary distraction for the community.

All students (K thru 8th grade) arriving after 8:15am will be counted as late. (Any child who arrives late due to a late school bus will not be considered late.) On the third occurrence of lateness, the office will send an email to the family advising of a potential concern. At the fifth occurrence of lateness, two events occur: 1. the concern will be noted in the next written evaluation of the child, and 2. the concern will be discussed at the next parent conference. At the tenth occurrence of lateness, the Head of School will schedule a meeting with the family. Consequences may include use of recess time or after school time to make up missed work.

Absence Policy

Please Note new Pennsylvania Truancy Law!

Pennsylvania's "Truancy Law" Act 138, Section 1332 of the Public School Code, states that every principal or teacher in a school other than a public school, shall report to the (student's home school district) superintendent.....any such child who has been absent three days without lawful absence.

“Lawful” or excused absences from UFS include illness, family emergency, death of a family member, medical or dental appointments, school activities, and religious holidays, and educational travel with prior approval. High school visits are also considered excused absences.

After three unexcused absences, in addition to notifying the home school district, UFS will send a note to parents/guardians. After six unexcused absences, parents must attend a meeting with the Head of School.

If your child is absent from school for any reason, he/she is not permitted to attend after-school activities or events. Extenuating circumstances will be considered by the Head of School on an individual basis. Exceptions will be made for 8th grade students making high school visits.

Reporting Absences and Tardiness

If your child will be late or absent, please call or email the Front Office as soon as possible (or leave a voicemail) detailing the reason for lateness or absence. Having these messages upon arrival alleviates concern by the staff. All students arriving late (see Tardy Policy above) must report to the Front Office upon arrival to be officially marked present.

Extended Family Vacations During the School Year

UFS discourages family vacations while school is in session. Extended time away from the classroom is disruptive for the child, teacher, and classmates. Following such absences, students are expected to complete all missed work. If you must take your child(ren) out of school for more than three consecutive days, please fill out a trip request form and hand in to the Front Office at least 2 weeks prior to the trip. The trip request form will be sent home in the Summer Mailing and is available throughout the year at the Front Office.. In the case of our older students, the school expects that they will contact the class blog, classmates, or teachers to find out what assignments were missed, and the work must be completed per the student’s agreement with the teacher.

Early Departure Policy

Please communicate with your child’s teacher and the Front Office if you must pick-up your child before the end of the day. UFS strongly discourages any family from routinely having their child(ren) leave school early. If you would like to discuss a concern surrounding this policy, you may arrange a meeting with the Head of School. Students and a parent/legal guardian **MUST** inform their teacher and report to the Front Office before leaving the school at any time other than dismissal. Accurate attendance at all times is mandatory for the safety of our students.

UFS School Policy on Bullying, Harassment, and Discrimination and Transgender and Gender Nonconforming Students

Approved by the United Friends School Board of trustees 6.13.19

Discrimination, bullying, and harassment is prohibited within United Friends School. It is the responsibility of all staff to ensure that all students have a safe school environment. The scope of this responsibility includes ensuring that any incident of discrimination, harassment, or bullying is given immediate attention, including investigating the incident, taking age and developmentally-appropriate action, and providing students and staff with appropriate resources and supports. Enforcement of anti-bullying policies will focus on education and prevention rather than exclusionary discipline. Complaints alleging discrimination or harassment are to be taken seriously.

Definition of Bullying/Harassment: Written, verbal, or physical conduct, including via electronic communication, that is sufficiently severe, persistent, or pervasive to limit a student’s ability to participate in, or benefit from, a program or activity of United Friends School; or to create a hostile or abusive educational environment, adversely affecting a student’s education, including acts of verbal, nonverbal, or physical aggression or intimidation. This includes bullying that is based on a student’s actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion, or another distinguishing characteristic. This also includes conduct that targets a student because of a

characteristic of a friend, family member, or other person or group with whom a student associates. Bullying is frequently referred to as harassment when it pertains to a characteristic protected by non-discrimination laws.

Scope of the policy

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, during a student's commute to and from school, and at bus stops--to the extent where possible. This policy also pertains to usage of electronic communication that occurs in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles and at bus stops, and on school computers, networks, forums, and mailing lists, as well as any electronic communication that is directed at a student and that substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school. This policy applies to the entire school community, including educators, school staff, students, parents, and parent volunteers.

In light of the lack of codified federal protections for Transgender And Gender Nonconforming Students, United Friends School is articulating the following policy. This policy is meant to be an extension of the bullying, harassment, and discrimination policy.

The purpose of this Policy on Transgender And Gender Nonconforming Students is:

(1) to foster an educational environment that is safe, welcoming, and free from stigma and discrimination for all students, regardless of gender identity or expression,

(2) to ensure that all students have the opportunity to express themselves and live authentically.

In rare cases in which a school administrator suspects that a student or parent is initiating a formal process to discuss a transition for an improper purpose, the administrator can seek additional clarification about the student's needs and objectives.

Definitions

These definitions are provided not for the purpose of labeling students but rather to assist in understanding this policy and the obligations of school personnel. Students may or may not use these terms to describe themselves or their experiences.

Gender Expression: The manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyle, activities, voice, or mannerisms.

Gender Identity: A person's deeply held knowledge of their own gender, which can include being female, male, another gender, or no gender. One's gender identity can be the same or different than the gender assigned at birth. The responsibility for determining an individual's gender identity rests with the individual. Children typically begin to understand their own gender identity by age four, although the age at which individuals come to understand and express their gender identity may vary based on each person's social and familial development.

Gender Nonconforming: A term sometimes used to describe people whose gender expression differs from stereotypical expectations, such as "feminine" boys, "masculine" girls, and people who are perceived as androgynous in some way. Most gender nonconforming people are not transgender.

Nonbinary/GenderQueer: These are terms often used to describe people whose gender is not exclusively male or female, including those who identify with a gender other than male or female, as more than one gender, or as no gender.

Sexual Orientation: A person's romantic and/or physical attraction to people of the same and/or another gender, such as being straight, gay, bisexual, or asexual. Transgender and gender nonconforming people may have any sexual orientation.

Transgender: An adjective describing a person whose gender identity is different from that traditionally associated with the gender they were thought to be when they were born.

Transition: The process in which a person begins to live according to their gender identity, rather than the gender they were thought to be at birth. Transition is a process that is different for everyone, and it may or may not involve social, legal, or physical changes. There is no one step or set of steps that an individual must undergo in order to have their gender identity affirmed and respected.

Privacy/Confidentiality

All persons, including students, have a right to privacy, and this includes the right to keep one's transgender status private at school. Information about a student's transgender status, legal name, or gender assigned at birth constitutes confidential personal identifiable and medical information. Disclosing this information to other students or parents or other third parties may violate privacy laws, such as the federal Family Educational Rights and Privacy Act (FERPA), as well as constitutional privacy protections. Additionally, disclosure or misuse of this information may establish a hostile environment for a transgender or gender nonconforming student, potentially subjecting them to bullying and harassment by peers, discrimination by school staff, or family rejection.

The School shall ensure that all personally identifiable and medical information relating to transgender and gender nonconforming students shall be kept confidential in accordance with applicable state, local, and federal privacy laws. School staff shall not disclose any information that may reveal a student's transgender status to others, including parents or guardians and other school staff, unless legally required to do so or unless the student has authorized such disclosure. In the rare instance that a school is legally required to disclose a student's transgender status, the school will provide the student an opportunity to make that disclosure themselves, where practicable. This would include providing the student with any support services the student would need to make the disclosure in a safe and supportive environment.

Transgender and gender nonconforming students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information. The fact that a student chooses to use a different name, to transition at school, or to disclose their transgender status to staff or other students does not authorize school staff to disclose a student's personally identifiable or medical information. Before contacting the parent or guardian of a transgender student, school staff will ask the student whether to use their chosen name and the pronouns that correspond to their gender identity, or whether to use their legal name.

Names, Pronouns, and School Records

Every student has the right to be addressed by a name and pronouns that correspond to the student's gender identity. Regardless of whether a transgender or gender nonconforming student has legally changed their name or gender, United Friends School will allow such students to use a chosen name and gender pronouns that reflect their identity. It is recommended that school staff privately ask transgender or gender nonconforming students how they want to be addressed in class and in the school's communication with the student's parents or guardians. Some transgender and gender nonconforming youth may request to use "he" or "she" pronouns, while others may feel most comfortable being addressed by gender-neutral pronouns such as "they" or "ze" or just referred to by their names (without pronouns). If the student has previously been known at school by a different name, the school administration will direct school personnel to use the student's chosen name and appropriate pronouns. To ensure consistency among administrators and staff, every effort will be made to immediately update student education records (such as attendance reports, class rosters for substitutes, school IDs, transcripts, electronic records, etc.) with the student's chosen name and appropriate gender markers.

In some circumstances, school administrators may be specifically required by law to record a student's name or gender as it appears on documents such as current birth certificate. In those instances, school staff and administrators shall record this information in a separate, confidential file to avoid the inadvertent disclosure of the information. All records that are not specifically required by law to match government-issued documents shall be updated upon a student's request.

Access to Gender-Segregated Activities and Facilities

With respect to all restrooms, students shall have access to facilities that correspond to their gender identity. Schools may maintain separate restrooms for male and female students, provided that they allow all students equal access to facilities that are consistent with their gender identity. Students, including nonbinary students, will determine which facilities are consistent with their gender identity.

Any student who is uncomfortable using a shared gender-segregated facility, regardless of the reason, shall, upon the student's request, be provided with a safe and non-stigmatizing alternative. Under no circumstances may students be required to use gender-segregated facilities that are inconsistent with their gender identity. Schools shall designate any existing facilities that are designed to be used by only one person at a time as accessible to all students regardless of gender. However, under no circumstances shall a student be required to use a single-user facility because they are transgender or gender nonconforming.

Physical Education Classes and Intramural and Interscholastic Athletics

All students shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity. Furthermore, all students shall be permitted to participate in interscholastic athletics in a manner consistent with their gender identity, under the guidelines established by the state interscholastic association.

Other Gender-Based Activities, Rules, Policies and Practices

As a general matter, UFS will evaluate gender-based activities, rules, policies, and practices, if any, — including classroom activities, school ceremonies, and school photos—and determine whether they serve an important educational purpose and should be maintained. Students shall be permitted to participate in any such activities or conform to any such rule, policy, or practice consistent with their gender identity.

Student Transitions

The school shall accept the gender identity that each student asserts. There is no medical or mental health diagnosis or treatment threshold that students must meet in order to have their gender identity recognized and respected. The assertion may be evidenced by an expressed desire to be consistently recognized as the sex consistent with their gender identity. Students ready to socially transition may initiate a process to change their name, pronoun, attire, and access to gender-related programs, activities, and facilities consistent with their gender identity. Each student has a unique process for transitioning. The school shall customize support to optimize each student's equal access to the School's educational programs and activities.

Training and Professional Development

United Friends School will conduct training for all staff members on their responsibilities stemming from this policy, including teachers, administrators, counselors, social workers, and health staff. Information regarding this policy shall be incorporated into training for new school employees.

To the extent funding is available, United Friends School will implement ongoing professional development to build the skills of all staff members to prevent, identify and respond to bullying, harassment, and discrimination. The content of such professional development shall include, but not be limited to:

- (i) terms, concepts, and current developmental understandings of gender identity, gender expression, and gender diversity in children and adolescents;
- (ii) developmentally appropriate strategies for communication with students and parents about issues related to gender identity and gender expression that protect student privacy;
- (iii) developmentally appropriate strategies for preventing and intervening in bullying incidents, including cyberbullying;
- (iv) classroom-management practices, curriculum, and resources that educators can integrate into their classrooms to help foster a more gender-inclusive environment for all students;
- (v) school policies regarding bullying, harassment, and discrimination and responsibilities of staff.

Safety Policy

We consider the safety and well-being of students, employees and the general public of prime importance in all school activities. Consequently, we must strive to provide a safe school environment by ensuring that:

1. Students and employees are provided reasonable safeguards to ensure safe educational and working conditions.
2. Instructional materials, equipment, tools, and machines are maintained in good working condition.
3. Any unsafe condition or practice noticed by an employee will be corrected immediately by that employee or reported to the Business Manager, who acts as our Safety Coordinator, or other available administrators.
4. We continue to study and develop safe work methods and train students and employees in these methods.
5. We continue to comply with federal, state, and local laws regarding accident prevention.
6. **No firearms or ammunition of any kind may be carried in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, during a student's commute to and from school, and at bus stops.**

Security Procedures

Our campus offers opportunities and challenges to provide a safe environment for our children. Our routine is to keep all of the exterior doors locked. At the Main entrance, non-staff visitors, including parents and volunteers, will be asked to identify themselves, sign-in, and obtain a visitor badge which must be worn at all times while on the campus.

UFS holds routine fire drills and other preparedness drills several times throughout the school year. The administration works closely with local fire and police departments to ensure that UFS is following the latest in security procedures. UFS faculty and staff also receive regular training in CPR and First Aid. Our Safety Committee meets regularly to ensure that our safety practices and procedures are in place.

UFS has an extensive Emergency Operations Plan. The information in the plan is provided in the event of an emergency or crisis at school. An emergency or crisis is any threat or event that has a traumatic impact on the school, from bereavement, to a natural disaster, a threat to the physical safety of students or staff, or major damages to the facilities. The plan is reviewed annually by the Safety Committee and the School Administration.

All teachers and school staff are mandated reporters and are responsible for reporting incidents of child abuse. A mandated reporter must make a report of suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

- The mandated reporter comes into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service.
- The mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.
- A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.
- An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

If a child discloses abuse, the mandated reporter must report the incident to CHILDLINE, the Department of Human Services. Immediately thereafter, s/he should notify the Head of School or the Assistant Head of School if the Head is not available. The School will see to the immediate safety and medical care, if necessary, for the child involved, and any other children/adults. The family of the alleged victim may be notified by the Head of School, who will also be responsible for notifying other members of the school community, as appropriate.

Weather/Recess Policy

Recess During Inclement Weather

Rain: outdoor recess unless it is pouring

Snow: outdoor recess as usual

Temperature: Check the temperature using wunderground.com or Weather.com prior to recess.

Recommendations for temperature ranges:

20-32° Fahrenheit	Full recess is acceptable, if children are dressed appropriately and no health issues are present
15-20° Fahrenheit	10 minute recess, option for indoor recess as faculty members on duty determine
0-15° Fahrenheit	Remain indoors
90-95° Fahrenheit	Full recess is acceptable, if children are dressed appropriately and no health issues are present. All classes should plan to go outside for recess.
95-100° Fahrenheit	10 minute recess, option for indoor recess as faculty members on duty determine
100°+ Fahrenheit	Remain indoors

School/Academic Records Release Policy

When a student graduates/transfers from UFS, academic records will be released to the new school upon receipt of a records request form. All records are confidential and will be mailed to the school directly from UFS. Parents/legal guardians may request a copy of records to be transferred. Prior to releasing academic records, financial obligations must be met.

Health and Medical Concerns

Health Services are provided by Quakertown Community School District. Each year, the school nurse completes the following screenings:

- Vision screening in all grades K-8
- Hearing screening in K and grades 1, 2, 3, and 7
- Scoliosis screening in grade 7

Please send a letter to the Front Office if you wish to have your child opt out of the health screenings.

- Children entering school for the first time or entering Kindergarten or 6th grade must have an updated medical examination (physical).
- Children entering school for the first time or entering Kindergarten or grades 3 and 7 must have an updated dental examination.
- Please contact your child's physician or the Front Office for the necessary forms.

Medical Emergencies

If a medical emergency occurs, the school will make every attempt to reach the child's specified parent/guardian on their Emergency Form. If it is impossible to reach either parent/guardian, we will attempt to call the next emergency contact. If necessary, arrangements will be made to take the child to the appropriate hospital for treatment.

Medication Supervision

When an illness is serious enough to warrant the administration of medication, the parent or guardian should attempt to administer the medication before or after school hours. If it becomes necessary for you to send over-the-counter,

prescribed or homeopathic medication to school, the medication should be sent in the original container and must be labeled with:

1. child's name, grade and teacher
2. name of the medication
3. amount of medication to be taken
4. time the child is to take the medication

In the case of a prescribed medication, a signed '*Medication during School Hours*' form available from the school's Front Office is required specific to the medication together with the prescription or Physician's signature. This form should be submitted to the school's Front Office once completed.

Without this necessary information, the school cannot supervise distribution of medication to your child. With the proper compliance, the Head of School will assign a designated person, at his/her discretion, to supervise the student in taking the medicine.

Regarding controlled substance medication, (i.e. Ritalin, Dexedrine, etc.) the procedure will remain the same. An authorization form as detailed above must be on file, and due to the nature of these medications a parent must deliver the medication to the school Front Office. **The medication may not be sent with the student.** These medications will remain locked in the appropriate school office after being counted.

If your child needs to have prescribed medication with him/her on a field trip, or in an after-school program, it is the parent's responsibility to notify the Front Office. Appropriate arrangements will be made to comply with your request. **All medications must be delivered to the Front Office.**

Keep Your Child Home...

If your child is ill and/or has a fever, please keep them home until the symptoms have subsided for a 24hr period. If your child is diagnosed as having a contagious disease, it is imperative that the school be notified in the interest of other students and faculty members. A healthcare provider's note should accompany the child on their return to school after they have been diagnosed with a contagious disease. A note faxed directly from your healthcare provider's office may be a convenient alternative to having to obtain a written note.

If your child is absent from school for any reason, they are not permitted to attend after-school activities or events. Extenuating circumstances will be considered by the Head of School on an individual basis. Exceptions will be made for 8th grade students who are making high school visits.

Student Behavior and Conduct Guidelines

Guidelines for Behavior

Members of the UFS community are expected to behave respectfully, to work cooperatively, to respect school property and to participate in school activities in ways that will not interfere with their own learning or that of others. Teachers work closely with parents to help each child meet these expectations. Suspension or expulsion may result if the school, student, and parents cannot resolve the conflict between behavior and expectations.

Appearance

Casual, comfortable clothes that will not interfere with or inhibit school activities and scholarship are best. We encourage clothing choices that reflect UFS community values and are in accord with our Quaker beliefs. Clothing that is inappropriate at United Friends School includes any article that promotes the use of alcohol, tobacco, or controlled substances, any article that has offensive or violent messages or any form of clothing that interferes with the learning process. Jeans and sneakers are permitted. In cold weather, students should dress warmly for outside recess. On PE days, students must wear sneakers.

Lunch, Snack, and Shared Food Guidelines

Students provide their own lunches and drinks. Well-balanced, nutritious lunches and snacks are strongly encouraged. All lunches and drinks should be packed in resealable containers to avoid waste. Please refrain from sending high sugar food and drinks such as soda, energy drinks, candy, etc.

Pizza Day

Once a week (usually Tuesday) our children have the option of buying pizza for lunch. Please provide vegetables and/or fruit for your child to balance the lunch. Information regarding ordering and cost will be provided.

As additional opportunities to purchase lunch for your child occur throughout the school year, information will be sent home.

Class Food Presentations

As part of various curricula, students are occasionally encouraged to make food and share with their classmates as part of a presentation. If not specifically assigned, **please pre-arrange the event with your child's teacher, and check with him/her for any food allergies in the classroom.** Please ensure enough food is provided for the entire class.

Class Birthday Celebrations

Since birthdays are very important to children, we invite the birthday child to bring in a treat for a class celebration. Examples include: fruit kabobs, chocolate covered fruit, homemade cakes and cupcakes. Parents are welcome to actively join in and assist. **Please pre-arrange the event with your child's teacher, and check with him/her for any food allergies in the classroom.** Birthday celebrations are optional, but if you do plan to bring treats, please be certain to bring enough for your child's entire class.

We discourage discussions and prohibit distribution of party invitations during the school day at UFS unless the whole class is invited.

Playground Guidelines

Please be mindful of these guidelines before, during, and after school. At dismissal, we ask that parents be mindful of their children and **stay with them at all times.**

- Be inclusive. You can't say, "You can't play."
- Treat others the way they want to be treated.
- Respect people, places, plants, and equipment.
- Think about safety.
- Stop and help someone if they get hurt.
- When someone asks you to stop, STOP.
- Put away any equipment you use.
- You may only climb the big tree by the swings, and only if you can get up into it on your own. Stay on the sturdy branches.
- Stay within the boundaries of the playground.
- Ask for adult permission to go inside the school.
- Set rules before a game and stick to them, unless changes have been discussed.
- At the end of recess, CLEAN UP, then LINE UP.

After School Program Guidelines

The After-School Program (ASP) runs from 3:00 pm until 6:00 pm. This service is available only to full day UFS students on a regular or irregular schedule. Each session begins with snacks and drinks, which are provided at no additional cost. Children often play outdoors, spend time in our Big Room playing games, participate in planned activities, or just relax/read. Children always have the option of doing homework during ASP hours. Our purpose is to provide a safe, fun and interactive program that is in harmony with the mission of the school.

UFS also offers additional After-School Enrichment programs and sports throughout the year. Information and sign-up sheets for these programs will arrive throughout the school year.

Paying for ASP:

- The hourly rate for all children is \$9.00 per hour. Any portion of an hour will be charged for a full hour (from 1-59 minutes.)
 - Hours may be purchased at any time throughout the year.
 - Parents who have not kept their After School Program account current and are in arrears will not be permitted to use the services of the ASP.
- Fees can be paid by check, cash, or credit card (includes a processing fee). Make checks payable to UFS, with "ASP" in the memo.
- **Any child picked up after 6:00 pm will be charged an additional fee of \$1.00 per minute late.**

Please Note: Children are not permitted to be left unattended after hours at UFS. They must either participate in an extracurricular activity or attend the **After School Program**. If your child is enrolled in an extracurricular activity and they are not picked up at the appointed time they will automatically be sent to the **After School Program** and you will be charged for the ASP services.

AFTER SCHOOL SPORTS PROGRAMS

UFS offers several seasonal sports programs for students. **Last year, the Board of Trustees approved a sports policy that requires all 4th through 8th grade students to participate in one sport per school year. The fees for the one required sport are included in tuition, except for the deposit on uniforms.** Any student who plans to participate in UFS after-school athletics during any of the sport seasons will be required to complete and submit a physical form. A physical is only required once per school year, so if a student has a physical completed for a fall sport, he/she does not need one again for winter or spring. Students who are required to have a physical for enrollment in 6th grade can use that physical for athletics and vice versa.

FALL: Soccer - open to students in grades 3-8

WINTER: Basketball - open to students in grades 3-8

SPRING: Track and Field - open to students in grades 3-8

Information, forms and further details on each sport will be distributed throughout the school year. The required Physical Form will be sent with the summer mailing or can be requested at any time from the school's front office.

After School Enrichment Programs

Information, details, schedules, and fees concerning this year's After-School Enrichment Programs were distributed in the Summer Mailing and are also available in the Front Lobby and on the website. Forms may be requested from the school's Front Office.

Here are a few examples of After School Enrichment Programs that will be offered:

Children's Theater Program

In the Children's Theater Program, students will play theater games; learn about different kinds of productions, stagecraft and set design. The session will end with a performance.

Music Program

UFS offers several after school music programs ranging from individual and group guitar lessons to individual piano, horn, and trumpet lessons. More information is posted in the Enrichment Brochure.

Co-ed Beginner Ballet

Our ballet class will introduce the structure of a formal ballet class while learning correct technique, musicality, creativity and fun. Dancers will begin to learn basic French vocabulary used in ballet. Class will include warm up, basic bar work and movement across the floor.

Additional Enrichment Programs include: Tennis, Design Technology, Paper Quilling, and more

Tuition

The standard tuition schedule is as follows:

Deposit is due upon enrollment, one-half of the balance on June 1st and the other half on December 1st. A monthly payment plan is also available for a nominal processing fee.

Our tuition billing is done through Tuition Assistance Data Services (TADS). Your account can be accessed by going to the website: www.tads.com

Parents are asked to contact the Business Manager if they cannot meet a scheduled payment. If alternate payment arrangements are not made, your child may not be able to attend classes.

Re-enrollment Contracts, Flexible Tuition and Timetable

- Re-enrollment and Flexible Tuition forms are processed online through the TADS website as provided in January. Look for the emailed link from support@tads.com. Paper forms are available from the school's business office upon request.
- If a student's parent is a member of the Religious Society of Friends, he/she may be eligible for Philadelphia Yearly Meeting and Monthly Meeting aid. PYM forms are distributed by PYM in December and are due back to the Business Manager at UFS with the Monthly Meeting aid information and all required signatures by **February 15th**. PYM forms are available online from PYM and the UFS business office on request.
- Re-enrollment and Flexible Tuition forms are due to TADS by **February 19th**. Flexible Tuition forms cannot be processed unless the re-enrollment form AND deposit are received. Financial information for the application may be estimated, with the required tax returns provided to TADS when available.
- Flexible Tuition is communicated to families by TADS as part of the Tuition Agreement in mid-March, prior to Spring break. Most plans are awarded at this time. If a family misses the deadline, we cannot guarantee that a Flexible Tuition plan will be available.
- In order to be assured of receiving the Flexible Tuition amount, the Tuition Agreement must be set-up through the TADS website by the due date specified on the form.
- First tuition payment is due June 1st.
- Any questions involving filling out the forms on the TADS website should be directed to TADS at 800-477-8237. Any questions regarding Flexible Tuition should be directed to the Business Manager at 215-538-1733 x222.

Family Work Days

Workdays are scheduled throughout the school year. Every family is expected to participate in their child's class workday AND, if possible, the final workday of the year. Please review the workday schedule and be sure to mark the dates on your calendar.

2019-2020 Workday Schedule

September 28 - Penn Class

November 9 - Rustin Class

January 11 - Anthony Class

February 8 - Fox Class

March 14 - Mott Class

April 18 - Helman/Osborn Class

May 30 - All School Work Day!!

The Property Committee is always looking for those with particular trade backgrounds or talent that could be helpful in accomplishing school projects. Interested parties should contact the clerk of the Property Committee so that we can best use your time, energy and talents.

Children are invited to the workdays and will be encouraged to work alongside the adults; however, children may not be unsupervised during workdays. Parents are invited to organize potluck lunches after work days.

Volunteering at United Friends Guidelines

Families are welcome to participate in the daily life of the school either by offering assistance to teachers, making presentations to the classes, or driving on field trips.

Any adult who is a volunteer responsible for the welfare of a child or who has direct contact with children is required to get two background clearances. Clearances must be submitted before service.

All prospective volunteers must obtain the following clearances: · Report of criminal history from the Pennsylvania State Police (PSP); and · Child Abuse History Clearance from the Department of Human Services (Child Abuse). Additionally, a fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is required if the volunteer has lived outside the Commonwealth of Pennsylvania in the last 10 years. Volunteers who are not required to obtain the FBI Clearance because they are applying for an unpaid position and have been a continuous resident of Pennsylvania for the past 10 years must swear or affirm in writing that they are not disqualified from service based upon a conviction of an offense under §6344.

All volunteers are required to obtain clearances every 60 months. Timelines for renewed clearances are based upon the date of each individual clearance. All new volunteers must submit clearances for the 2017-18 school year, completed within the last 5 years. The Child Abuse, PSP (both required) and FBI clearances (only needed if you have not lived in PA exclusively for the last 10 years) can all be applied and paid for electronically. The FBI clearance also requires a fingerprint submission. All necessary instructions and links to apply for these clearances can be found at <http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/#.VmskELiDFBc>

Volunteers are responsible for paying the cost of the required clearances. All fees for volunteers for the two required clearances have been waived by Governor Wolf, effective July 25, 2015. The affirmation letter for those who have resided in PA for the last 10 years is included in the summer mailing and is also available from the Front Office.

If a volunteer is arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the volunteer must provide the administrator or their designee with written notice not later than 72 hours after the arrest, conviction, or notification that the person has been listed as a perpetrator in the statewide database. A volunteer who willfully fails to disclose information as required above commits a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of a volunteer position. Volunteers may serve on a provisional basis for a single period not to exceed 30 days if the volunteer is in compliance with the clearance standards under the law of the jurisdiction where the volunteer lives. United Friends School must maintain copies of the required information and require the individual to produce the original documents prior to volunteering at the school.

Volunteer Drivers

Although UFS does have a school bus for field trips, volunteer drivers may be needed for school trips from time to time. Thank you for volunteering to drive and care for our students on a field trip. UFS seeks to involve students in the world outside of school in many ways and the frequent outings we take would not be possible without you! Please fill out and sign the Volunteer Driver Form and return it to the office with a copy of your driver's license, owner's card and insurance card – preferably copied on one sheet of paper. Please remember that all drivers must also have current clearances on file with the office (see Family Handbook). This form is included in the summer mailing and you can also pick up a copy at the Front Office.

There are some things that we would like you to be aware of and remember on trips:

- We must have your signed Volunteer Driver Form, required documentation and clearances on file prior to you

driving on any field trips.

- Your job is to make the trip safe and enjoyable for the children, keeping in mind the purpose of these trips is education.
- Before the trip, speak to the teacher in charge about his/her expectations of you. Remember that, although your child might be a part of the group, your role is wider than parenting one child.
- When driving UFS children, they must use seat belts correctly (use lap and shoulder belt – no “tucking” shoulder belt behind). UFS students may not ride in the front passenger seat of any vehicle. Children must be seated in the appropriate car seat as outlined below. **Parents may allow their own children to sit in the front seat at their own discretion (provided they are compliant with the PA age and height requirements) and assume all liability for such a decision.**
- Drivers must stay within the posted speed limit when driving. Teachers try to provide extra time in the day’s itinerary to prevent lateness and discourage speeding. It is okay to be late.
- Boisterousness can be unsafe and drivers should remind their passengers of expected behavior. Children should remember their manners when riding in cars with volunteers.
- When parking on a street, ask children to exit the car on the sidewalk side and stay together until you join the group.
- If you visit a place where treats are available, you may not purchase snacks for anyone unless you are willing to purchase them for every child on the trip and have permission from the teacher in charge. Teachers usually plan for a lunch break and a stop for a snack if the trip is a long one. Fairness and equal treatment are very important to children. It is also important to be aware of any allergy and dietary concerns of the children in your care.
- All drivers must have access to a cell phone while driving, in case of emergencies. If the driver does not have one, then a passenger will need to have one. If you have a cell phone, please provide teacher in charge of the trip with your number. You **MUST** pull to the side of the road to use your cell phone for any reason.
- Students are not to use personal electronic devices during before-school, regular-school or after-school hours unless specifically authorized to do so by a teacher. This applies to field trips, as well, in cars and/or buses. Accordingly, we are asking parents not to turn on TV’s or DVD players in their vehicles.
- Please review the General Child Seat Use Information.

General Child Seat Use Information
Buckle Everyone. All students in the BACK!

- Under Pennsylvania's primary child passenger safety law, children under the age of 4 must be properly restrained in an approved child safety seat anywhere in the vehicle.
- Children under 2 must be secured in a rear-facing car seat until the child outgrows the maximum weight and height limits designated by the car seat manufacturer.
- Children from age 4 up to age 8 must be restrained in an appropriate booster seat.
- Children from age 8 up to age 18 must be in a seat belt.

2-3 Years

Keep your child rear-facing as long as possible. It's the best way to keep him or her safe. Your child should remain in a

rear-facing car seat until he or she reaches the top height or weight limit allowed by your car seat's manufacturer. Once your child outgrows the rear-facing car seat, your child is ready to travel in a forward-facing car seat with a harness.

4-7 Years

Keep your child in a forward-facing car seat with a harness until he or she reaches the top height or weight limit allowed by your car seat's manufacturer. Once your child outgrows the forward-facing car seat with a harness, it's time to travel in a booster seat, but still in the back seat.

8-12 Years

Keep your child in a booster seat until he or she is big enough to fit in a seat belt properly. For a seat belt to fit properly the lap belt must lie snugly across the upper thighs, not the stomach. The shoulder belt should lie snug across the shoulder and chest and not cross the neck or face. Remember: Your child should still ride in the back seat because it's safer there.

<https://www.penndot.gov/TravelInPA/Safety/TrafficSafetyAndDriverTopics/Pages/Child-Passenger-Safety.aspx>

Essential Ways to Support UFS

There are many ways to support United Friends School: participating in school sponsored fundraising events, contributing to the Annual Fund, and volunteering on school committees and in the classroom. UFS families' willingness to participate in all of these efforts combined with careful stewardship of resources has made it possible to maintain significantly lower tuition costs than many other area independent schools.

Annual Fund

As with most independent schools and in an effort to keep tuition as low as possible, UFS sets tuition to account for 70% of all expenses. UFS relies on annual giving contributions to provide resources for students and faculty, enhancing our school while maintaining tuition. Giving to the Annual Fund strengthens and sustains the school's long-term security. Every gift makes a difference in the lives of our students, therefore, donations of any size are encouraged and count toward our goal of 100% participation. To make a donation to our Annual Fund, you can give securely online anytime and even schedule recurring gifts of a specified amount each month.

UFS Scholarship Endowment

Gifts to the UFS Scholarship Endowment grow in perpetuity and make it possible for more students to join our UFS family. Contributions to UFS' Scholarship Endowment are invested and the income earned is used to provide scholarships to families in need. The principal is never touched, thus ensuring overall long-term fiscal health for the UFS Scholarship Endowment. Our goal is to build the UFS Scholarship Endowment significantly. To donate to the UFS Scholarship Endowment, contact the Advancement Office at mpappas@unitedfriendsschool.org.

UFS Capital Endowment

The UFS Capital Endowment is a fund in which the income earned is used to fund acquisition, construction, or renovation of UFS' capital assets including buildings, major equipment, and associated infrastructures. Our goal is to build a UFS Capital Endowment. To donate to the UFS Capital Endowment, contact the Advancement Office at mpappas@unitedfriendsschool.org.

UFS Legacy Fund

The UFS Legacy Fund enables you to leave a legacy by giving to UFS during your lifetime and/or after your death, while meeting your current income needs and providing for your heirs. The UFS Legacy Fund offers a variety of giving vehicles typically done in conjunction with estate planning and wills. Planned gifts are a viable option for donors of all income levels. Depending on how a planned gift is set up, it may allow you receive a stream of income for life, earn a higher investment yield, or reduce your capital gains or estate taxes. If you are interested in exploring a planned gift to the UFS Legacy Fund, or if you would like more information about leaving a gift to UFS in your will, please contact the Advancement Office at mpappas@unitedfriendsschool.org.

UFS STEAM Program

Gifts to the UFS STEAM Program enable us to continue integrating science, technology, engineering, arts, and math in order to enhance our children's creative problem-solving abilities and 21st century skills, while solving important world problems and serving our community. Visit our website [to learn more about the UFS STEAM Program](#). To support our STEAM Program, [donate online](#) or contact our Advancement Office at mpappas@unitedfriendsschool.org.

UFS Suncatcher Fund

Children – like suncatchers – splash bright colors on our walls.

Inspired by her life and poetry, we created the Suncatcher Fund to honor Rebecca Osborn, life-long Quaker, teacher, writer, poet, counselor, and activist who spent her days serving others by speaking out on issues of peace, justice, and equality while celebrating the joys of the human condition. Becky became interested in UFS when it was in its infancy and attended our first Thanksgiving feast. Becky served on the Board of Trustees, volunteered in classrooms for many years and was a strong supporter and advocate of the school. The Suncatcher Fund covers costs of items and events not covered by tuition and, therefore, also not funded by scholarship awards. Additional items are varied and include but are not limited to: enrichment classes, calculators, musical instruments, and rain boots. The Suncatcher Fund is available to ensure full participation at UFS is accessible and never prohibitive. To make a donation, go [online](#) or contact our Advancement Office at mpappas@unitedfriendsschool.org.

UFS Special Events

United Friends School hosts a variety of events from free family gatherings to fundraisers that raise money for our school. Visit the events page on our website for more information.

UFS Corporate Sponsorships

The UFS Corporate Sponsor program is a long-term collaborative. Sponsors in the business community enjoy promotional benefits at each of our major events throughout the year, enabling them to connect with individuals who could become loyal customers. United Friends School's events are well attended and we have a strong word-of-mouth referral system among our UFS families. Contact our Development Director for more information on becoming a Corporate Sponsor. mpappas@unitedfriendsschool.org

Educational Improvement Tax Credit and Opportunity Scholarship Tax Credit

The EITC and OSTC programs provide companies paying taxes in Pennsylvania with a tax credit equal to 90% of their contribution to an approved Scholarship Organization like United Friends School, up to a maximum of \$750,000. The OSTC program focuses on scholarships for children who reside in underperforming school districts. EITC and OSTC donations go directly toward scholarship for families in need. To learn more about the EITC and OSTC programs and to apply online, visit the Pennsylvania EITC website. EITC applications must be submitted online July 1st. OSTC applications can be submitted online anytime. EITC and OSTC funds are limited and awarded on a random drawing basis.

In addition, United Friends School is one of the founding members of The Friends Education Equity Collaborative, a Special Purpose Entity LLC formed in 2016 to secure tax credits offered through Pennsylvania's popular EITC and OSTC tax credit programs. The EITC and OSTC programs were previously only open to corporate donors, but with the formation of organizations like The Collaborative, qualified individuals now have the opportunity to receive tax credits while supporting schools like UFS. The purpose of The Collaborative is to foster the growth of Quaker Education by providing funding that makes a Quaker education accessible for more families. The Collaborative is comprised of seventeen Quaker schools and the Friends Council on Education. In just its first year, the Collaborative received over \$2 million in gifts and pledges which have been used to support more than 100 students from 15 Quaker schools.

You have the ability to direct all or some of your PA state income tax liability to UFS. Our school will, in turn, use your gift to provide critical financial aid to students in need. You will receive a tax credit equal to 90% of your contribution to

The Collaborative. In addition, you may be able to claim a federal income tax deduction for the entire contribution. Together, these benefits make a large gift very inexpensive to make.

Ask your accountant or tax professional if the EITC or OSTC program will work for you or your company or contact Mary Pappas at mpappas@unitedfriendsschool.org for more information.

Board Committees Supported by the Board and Board Appointees

The Board of Trustees makes decisions concerning the policies, goals and finances of the school. Copies of the UFS bylaws are available in the school office.

The Committee on Trustees nominates candidates to the Board and also recommends the clerks of the Board committees. It is the responsibility of the Committee on Trustees to orient new Board members to the school. It works with the Clerk of the Board to give orientation to new board members and committee clerks and makes recommendations to *ad hoc* board committees.

The Executive Committee coordinates, with the board clerk, the work of the board; serves as a sounding board for the head; acts in place of the board between board meetings as expressly delegated by the board; and reports any actions to the board in a timely fashion. It does not make policy. Most often, the clerk of the board, treasurer, the clerk of The Committee on Trustees, and one or two additional trustees serve on this committee. It reviews personnel policies, benefits packages, and salary scale, making recommendations for change to the board.

The Finance Committee works with the school's Business Manager. The work of this committee involves preparing the annual budget for presentation to the UFS Board, an annual review of salary and benefits packages for the staff, as well as other items relating to the operations of the school.

The Advancement Committee supports the Advancement and Admission departments to help reach the school's fundraising and enrollment goals and implement the annual advancement plan. Responsibilities include identifying and soliciting fundraising sources, marketing the school to potential student families, seeking ways to strengthen the school community, and being a school ambassador within and outside the school. The committee works with our Director of Advancement and the Clerk of the Advancement Committee.

The Safety Committee reviews safety programs and practices of the school and assists the Business Manager and Head of School in matters of safety and security.

Committees Supported by Parent and Community Volunteers

The Property Committee plans and implements projects relating to the physical needs of school property. In consultation with the Head, the Business Manager, and our Facilities Manager, committee members evaluate property needs and deal creatively with them. The committee will usually plan to do its major projects when school is not in session. Persons with experience or knowledge in the building trades are sought, but all parents are expected to contribute to the cleaning and maintenance of the buildings through their participation in workdays.

The Technology Committee reviews and utilizes the expertise and resources available to UFS with the goal of ensuring that faculty and students have the best facilities possible with which to accomplish the school's mission.

The Committee on Community and Social Justice advocates for, supports, and develops diversity, equity and inclusion and promotes anti-bias, multicultural learning experiences through communication and collaboration. As stated in the

“The Testimony of Social Justice” from the Philadelphia Yearly Meeting, "Friends aid the nonviolent efforts of the exploited to attain self-determination and social, political, and economic justice, and to change attitudes and practices formerly taken for granted. Friends seek to bring to light structures, institutions, language, and thought processes which subtly support discrimination and exploitation.” This committee devotes its work to this mission.

The Garden Committee (a subcommittee of the Property Committee) assists in the care of the garden beds surrounding the UFS property, planters, and vegetable garden. At least 2-3 hours a month commitment with 3 committee meetings throughout the year. Grant writing skills helpful as well.

The Hospitality Committee supports many UFS events by planning food and refreshments, helping to create a comfortable and welcoming atmosphere in which people may gather and learn about the school. These events serve to broaden our contact with people within the school community and the community at large. The committee looks for help in preparing for events such as Back to School Night, Admissions Open Houses, Grand-Friends Day, Arts Night, and other special activities.

The Events Committee supports fundraising and friendraising events, such as Fall Fest, the Spring Benefit, and Grand-Friends Day. There are many opportunities to contribute, from setting up to tear down, crafting, cooking, and organizing the event in planning sessions.

The Family Fun Committee plans, organizes, and executes two all-school social events per school year like a bonfire, barbecue, dance, etc. We have been asked to increase the number of opportunities for families to get together socially and hope that this committee will help to make that happen.

United Friends School Responsible Use Policy for Information and Communications Technology

Introduction and Background

United Friends School (UFS) strives to provide equal and equitable access to technology with the goal of promoting the excellence of the educational opportunities available throughout the school. With respect to faculty, the goal of providing these facilities is to ensure teachers have all the tools needed to elevate classroom delivery across all ages. For students, these facilities principally include filtered access to the public Internet, thereby providing students with a means of accessing the global resources of international media, culture and current events; further enhancing the development of our students and encouraging lifelong learning habits.

The facilities covered by this policy are provided by UFS for the primary goal of facilitating the educational advancement of both students and staff. Continually augmenting technology related skills is an essential component to the personal and professional development required to keep pace with the evolving educational and workplace environments we are a part of today. In addition to this focus on development, equitable access to technology should only further the school's commitment to creating and fostering a love of learning. It remains however, the responsibility of every member of the school's community to represent themselves, their families and the school in the most positive way at all times, both at school and at home.

Purpose

This Responsible Use Policy (RUP) defines the standards, procedures and guidelines based upon the principles of digital citizenship. As a basis, these principles ensure that all Information Technology (IT) provided by UFS is used in a responsible, ethical and legal manner by all members of the school's community. These guidelines and best practices, however, are not exhaustive and the students, staff and wider community members of UFS should employ common sense and good personal judgment when using school resources, electronic or otherwise.

Scope

The use of all technology facilities provided by UFS must be in accordance with this policy. Such responsible uses are considered simply as: those specifically devoted to activities that support teaching and learning as guided by the pedagogical mission of UFS. To this end, this policy is guided by the singular goal of ensuring everyone within the UFS community can enjoy a safe and respectful learning environment.

It should also be highlighted, that it is the expectation of UFS that all students and staff members recognize that they are representatives of the school at all times, both during and outside school hours. Adherence to this policy is therefore not limited to school premises. Where detrimental information is discovered in the public domain, online or offline, UFS reserves the right to assess that information against its written policies. Where such assessment finds violations that compromise the safety or well-being of students, adult community members or the school as a whole, UFS reserves the right to exercise its prerogative to apply corrective or disciplinary action.

School Rules for the Responsible Usage of Technology

This policy presents the rules and standards that UFS expects all members of its community to abide by and act in accordance with. These rules are to be endorsed by all parents and students together with all members of faculty and staff before access to school technology is permitted. Each community member must thereby explicitly agree to, and confirm their understanding of the expected standards of behavior and acceptable usage that UFS asks in return for this privilege.

Privilege not a Right

Access to the computing systems and networks provided by UFS is a privilege. This privilege is granted subject to the standards, procedures and guidelines as outlined by this policy. UFS expects all members of the school's community to act responsibly and use all computers and network resources both provided by the school and personally owned with due care and respect.

UFS reserves the right, either on a temporary or permanent basis, to withdraw, suspend or restrict this privilege. Such action may be taken when there is sufficient evidence of abuse, misuse or failure to comply with the school's written policies and expectations. Potential consequences and disciplinary actions available to UFS for flouting or disregarding the rules and spirit of these standards and guidelines are outlined within this policy.

Limitation of Privacy

UFS does not provide any assurance to the provision of privacy in the use of email, personal files or technology within the school's ownership and administration. UFS reserves the right to investigate unusual or suspicious activities conducted on the technology, computing systems and networks provided by the school. All students and staff members must understand that no right or expectation to privacy may be assumed in the use of school owned or administered technology whilst in the care or employment of UFS.

Principles of Community

The use of IT to communicate and collaborate requires interpersonal skills that do not differ from those of the classroom or workplace. Communication must therefore always be kind, respectful and considerate of perspective, point of view and privacy. The use of profane or threatening language or other inappropriate behavior, content or media must immediately be reported to a member of faculty or school administration.

The right to free speech and expression is also tempered by the rights of others. These rights include those of privacy and security of personal information, freedom from intimidation and harassment together with the protection and ownership of intellectual property.

Procedure for Reporting Accidental or Unintentional Inappropriate Use

In the event of accidental, unintentional or other honest mistake where inappropriate content or material is displayed on school owned or administered technology, immediately notify a member of faculty or school administration. With respect to students, if a teacher is not immediately available, turn off the monitor or close the laptop and immediately notify any available teacher or staff member of the occurrence. Where such incidents occur through no fault of the individual involved, no further action will be taken but the incident must be conveyed to the Technology Manager to permit a review of the circumstances and application of any required corrective action.

Failure to report the unintentional access of inappropriate content, material or the general misuse of school technology may result in incidents being considered as intentional or deliberate. Under such circumstances, UFS reserves the right to review and investigate incidents and to exercise its prerogative to apply corrective or disciplinary action. Members of the UFS community are also encouraged to report all security vulnerabilities, risks, breaches or observed activity that is not in keeping with the school's best interests. Reports of this nature must be made directly to the Head or Asst. Head of School. The Technology Manager must be alerted to permit a review of the circumstances and application of preventative and corrective action.

What Constitutes Unacceptable or Inappropriate?

The accessing of resources that do not directly support academic or educational purposes aside from those required for school operations are considered as unacceptable. Exceptions to this policy are detailed under subsequent headings. Unacceptable activities include the unauthorized duplication, copying, downloading or sharing of all or part of any material covered by copyright, use of school systems or network access for any illegal activity, uses that cause disruption, outage or in any way impacts the availability of services, data integrity or system security together with the use of gambling or inappropriately graphic websites. Inappropriate uses of school resources include the accessing of any software or website promoting hate or prejudice based upon religion, race, ethnic origin, gender or sexual orientation. Other inappropriate uses include the depiction of profane, sexually explicit, violent or other content considered obscene.

Safety

The facilities and resources provided by UFS are only to be used for school operations, delivery of academics, to conduct and support classroom related activities and research, collaborate and communicate with peers and teachers and to engage in self-discovery activities. All of these activities must remain consistent with the educational activities, goals and mission of the school. The policies, standards and guidelines outlined by this RUP are designed to ensure that UFS provides a safe environment for these activities while enforcing school rules and applicable laws.

UFS takes reasonable precautions to keep inappropriate websites, content and material out of the classroom. The use of a hardware firewall and content filter together with facilities such as Google Safe Search minimizes the likelihood of inappropriate material being displayed on school computers. However, no filtering system is foolproof, and UFS expects all community members to exercise common sense and good personal judgment in the execution of online searches and the management of ensuing results. Objectionable or inappropriate material may result from specific search terms due to alternative meanings. Under such circumstances follow the outlined procedure for reporting accidental or unintentional inappropriate use. Material obtained via sources that explicitly states it is not intended for minors or requires additional action from the user to access will be considered a deliberate and intentional violation of the school's RUP.

Security

All UFS user account holders are expected to maintain confidentiality of personal passwords and either lock or log out from computers when finished or walking away. User account restrictions are enforced to control the installation of unapproved applications and software on school computers. These restrictions also limit the damage malicious software can do to a specific computer or the wider network. It is everyone's responsibility to monitor the general use of school technology to ensure that all uses are in accordance with the RUP, secure and to report anything improper.

Electronic Communications

Email communication between faculty/staff and students must only be conducted through UFS email accounts. The faculty and staff of UFS are prohibited from contacting or communicating with students via any personal account. The use of electronic communications, including telephone, email, text message, instant message and video calling must always remain in keeping with the Principles of Community as outlined. The use of electronic communications to send, forward, post, publish or otherwise distribute inappropriate content or material as outlined is strictly prohibited by UFS. Any received message, regardless of medium, containing profane, sexually explicit, violent, defaming, threatening or other content considered inappropriately graphic or obscene must be reported immediately to a member of the faculty or school administration.

Despite the use of spam and junk email filters, UFS cannot guarantee that all communications received will be safe, agreeable or voluntary. Caution should always be exercised with the use of any communication system. Each individual is responsible for the content of messages sent from their account, including text, imagery, audio or video. All messages transmitted must accurately include the sender's name and other contact information as relevant. No message should be transmitted under an assumed name or identity. Use of another person's account to send messages is prohibited except where it is made clear that a communication is being sent by an individual that is not the account holder.

Social Media, Networking and Blogging

UFS recognizes that there are legitimate academic reasons for the use of social media. To enable the UFS community to take advantage of the value of social media websites and to promote an open, trusting and collaborative learning environment, UFS policy permits students, faculty and staff members to use social media within the guidelines specified by this policy.

Students may only access social media websites when permitted to do so by a teacher or staff member. Students, faculty and staff members must recognize the implications of posting personal information, messages, comments, images and opinions on social media websites. It is increasingly common practice for colleges and employers to perform searches of such websites. Students, faculty and staff are therefore requested to be mindful of the information they post to personal profiles and to only promote positive values for themselves and others.

UFS encourages all community members who use social media to examine privacy and security settings regularly. Any inappropriate content publicly viewable via a social media website of a student, faculty or staff member reflects poorly both on the individual and the school. UFS reserves the right to review and investigate such incidents and to exercise its prerogative to apply corrective or disciplinary action. Faculty and staff members are prohibited from establishing direct connections or interactions via social media with any currently enrolled student, unless they are a relative or kin.

Personal Electronic Devices

UFS permits its community members to bring their own personal electronic devices onto school property. Personal electronic devices are defined as cellular phones, smartphones, tablet computers, CD/MP3 players, handheld gaming systems, photographic/video cameras and any other personal electronic device. Any such device brought onto school property remains the sole responsibility of the individual and UFS assumes no responsibility for its safekeeping. When supervising students, faculty and staff must refrain from the general use of personal electronics to ensure that the primary focus remains on classroom activities and student care.

Students are not to use personal electronic devices during before-school, regular-school or after-school hours unless specifically authorized to do so by a teacher. Student owned devices should in all other cases remain switched off and kept in backpacks or lockers. Confiscation of portable electronic devices is entirely at the discretion of faculty and staff if a student is found to be repeatedly abusing this privilege. During school hours, parents must only contact students via the school's front office; messages will be delivered to students without disruption of classroom activities. If a student needs

to reach a parent during school hours, they are to request access via the school's front office.

Copyright Considerations

UFS expects and requires all students, faculty and staff members to cite all sources in the completion of schoolwork. Credit must always be attributed to the original author when utilizing the creative works of another person in the completion of school work or any school related project.

UFS prohibits any unauthorized duplication, copying or use of all or part of an original work that may result in civil liability and/or criminal prosecution in accordance with applicable laws. The UFS community must follow in all respects the Copyright Act of 1976: Title 17 U.S.C. § 101 and later amended provisions. For full review of the requirements of the Copyright Act, see the full statute as published: <http://uscode.house.gov/>

What the Copyright Act Protects:	Title 17 U.S.C. § 102a
What the Copyright Act Does Not Protect:	Title 17 U.S.C. § 102b
Exclusive Rights:	Title 17 U.S.C. § 106
Fair Use:	Title 17 U.S.C. § 107

When a student is unsure of whether they can reproduce all or part of a creative work under the fair use exception, they must consult with a teacher or staff member. Credit must always be attributed or referenced to the original author.

Consequences

Any behavior or activity deemed illegal, inappropriate or abusive or that presents potential to be damaging or harmful to the educational environment of the school or the equipment it provides will, at a minimum, result in the withdrawal, suspension or restriction of the privilege to access the technology resources provided by the United Friends School.

Incidents of misuse of technology that negatively affect the safety or privacy of students, faculty and staff will be investigated and suitable consequences or disciplinary action applied.

With respect to students: Disciplinary actions available to the school may include loss of privilege to access school technology, loss of recess, discussion with teacher, Asst. Head or Head of School. Parents may be called into school, and under broad, ongoing or otherwise persistent flouting of school rules, student suspension or, in the extreme, expulsion from UFS. Where evidence is sufficient of a student's actions that result in the deliberate or neglectful damage or destruction of school technology assets, payment for repair or replacement may be assessed against the parents or legal guardians of the student or students involved.

With respect to faculty and staff: Disciplinary actions available to the school may include verbal or written warning, employee termination and, where applicable and evidence sufficient, civil liability and/or criminal prosecution in accordance with applicable law.

School Disclaimers

UFS reserves the right to examine, inspect and review the content of all stored data and usage history on school owned and administered technology to facilitate a safe, healthy, secure and disciplined learning environment. Information obtained from the examination of school owned or administered technology may be used as evidence in the course of disciplinary action.

Where personal devices are suspected of being used for any activity that violates the RUP, UFS reserves the right to block those devices from all school administered wired and wireless networks. Where evidence is sufficient to prove that physical abuse, damage or destruction of school owned or administered technology was deliberate or neglectful, UFS reserves the right to assess the offender or their parents or legal guardians for costs directly resulting from such damage

and/or destruction.