

GERMANTOWN  
FRIENDS SCHOOL



**STUDENT & FAMILY HANDBOOK**

2019



# Table of Contents

<b>Mission</b>	<b>4</b>
<b>Statement of Philosophy</b>	<b>4</b>
Honor Code	5
<b>Diversity, Equity and Inclusion</b>	<b>5</b>
<b>All-School Information</b>	<b>5</b>
Meeting For Worship	5
Governance	6
The School Committee	6
Communication	6
Contacting Faculty and Staff	6
Email Communications Guidelines for Parents	7
My BackPack/Veracross	7
Parents Association	8
Services	8
Dining Services	8
Health	9
Supplementary Academic Support at GFS	10
Library	10
Extended Day Program	11
Private Lessons	11
Athletics	12
Transportation	13
GFS Private Transportation	13
Philadelphia School District Buses	14
Parking	15
Operations	17
Call Boxes	17
Emergency Notification and Accountability Systems	17
Snow/Emergency Closing Policy	18
GFS Transportation During a Snow/Weather Emergency	18
Mid-Day Dismissals and Ride Share Companies	19
Pets	19

Visitors	19
<b>Early Childhood Information</b>	<b>20</b>
The School Day	20
Attendance	20
<b>Lower School Information</b>	<b>21</b>
The School Day	21
Arrival/Dismissal	21
Attendance	22
Lunch	22
Academics	22
Homework	22
Conferences, Progress Reports and Standardized Testing	22
Cash and Valuables	23
Lost and Found	23
Social Activities Guidelines	23
<b>Middle School Information</b>	<b>24</b>
The School Day	24
Arrival/Dismissal	24
Attendance	24
Advisors	24
Academics	25
Homework	25
Standardized Testing	26
Conferences and Reports	26
Trips	26
Social Activities Guidelines	27
Middle School Dance Policy	27
<b>Upper School Information</b>	<b>28</b>
The School Day	28
Arrival/Dismissal	28
Advisory Program	28
Assemblies	29
International Student Program	29
Academics	29
Course Selection	29
Homework	30
Exams	30

January Term	30
Junior Projects	30
Conferences	30
Reports	31
Trips	31
<b>Upper School Policies</b>	<b>31</b>
Academic Standards	31
Academic Probation	31
Off-Campus Privileges	32
Public Spaces	32
<b>All-School Policies</b>	<b>34</b>
Absences: Extended/Excessive	34
Cell Phones	34
Clothing	34
Dangerous Objects and Weapons	35
Gift Giving	35
Computer Acceptable Use Policies	35
Google/G Suite For Education	35
Internet	36
Confidential Concerns Team (CCT)	38
Disciplinary Policy	38
Anti-Hazing Policy	44
Harassment Policy	45
<b>Funding Independent School Education</b>	<b>47</b>

# **GFS Student and Family Handbook**

## **Mission**

Germantown Friends School is dedicated to reaching that of God in every person. Our mission is to seek truth, challenge the intellect, honor differences, embrace the city, and nurture each student's mind, body and spirit.

## **Statement of Philosophy**

We are a Friends school, under the care of Germantown Monthly Meeting of the Religious Society of Friends, founded on the belief that there is that of God in everyone. Together, love and respect for each individual provide the premise for all that we do. We regard education not as training for a particular way of life, but as part of a lifelong process, and as we guide and encourage our students in their personal growth, we try to cultivate and support in them principles that Friends have long considered to have lasting value. Among these are truthfulness, simplicity and self-discipline, the resolution of differences without violence, and respect for diverse heritages and experiences.

Underlying all these commitments are unreserved respect for each person's capacity to find a path to God, as well as for conscience and the need to follow its dictates. Our regard for a leading of conscience is reflected in our weekly Meeting for Worship, based on silence, where each may speak when moved to speak. Meeting remains central to the life of the school.

We want our students to develop the capacity for responsible choice. Through our varied curriculum – rich in the academic disciplines, in the creative and performing arts, and in athletics and activities – our students come to understand their strengths and limitations, learning to integrate their own aspirations with the claims and values of others. For this they not only need facts about the world, they must know how to find and assess those facts. They must learn to distinguish the genuine from the artificial, the essential from the peripheral. They must learn to think clearly and to communicate and act upon what they know. To act responsibly, they must know themselves and value themselves and others. We challenge them, increasingly as they are able, to exercise choice in many areas of school and community life. For it is our hope that in each of our students, as in ourselves, a sense of commitment to all their communities will grow from a responsible role in this one.

We encourage all members of this community to develop their capacities to the fullest extent possible. In academics, in athletics, in the arts and in human relations, we value this excellence,

recognize it, encourage it and stress our obligation to share it. Knowing as well that learning works by example, we look for excellence in each other and in ourselves. This search keeps us striving.

### **Honor Code**

*To preserve the values of integrity, honesty, and trust within the Germantown Friends School community, I affirm that I will uphold the following principles, which are implicit in the philosophy of a Quaker education. I affirm that I will meet my academic requirements honestly and with my own work. I affirm that I will speak truthfully in all matters. I affirm that I will respect the rights of person and property and that I will not misuse, deface, or remove for any reason the property of others without their consent. All of the above I affirm because I understand that adherence to these principles is essential to my success and the success of the school community.*

## **Diversity, Equity and Inclusion**

As an educational and religious community grounded in the values of the Religious Society of Friends, GFS encourages and welcomes a range of experiences and perspectives. We seek to be an open community where multiple voices and experiences are heard.

[View the Diversity, Equity and Inclusion policies.](#)

## **All-School Information**

### **Meeting For Worship**

All students and faculty at Germantown Friends School attend Meeting for Worship once a week. There, in the manner of Friends, we sit in expectant silence. From time to time, any person present may be led to share an insight, a concern or an experience. The discipline of this regular, weekly period of silent worship is the foundation of every endeavor by the school. For this reason, attendance is expected of all students. Failure to attend is a serious breach of trust and can lead to suspension. Each division of the school holds its own Meeting for Worship. Parents are welcome to attend.

Friends recognize the independence of each person's internal spiritual journey, but expect all who participate in Meeting for Worship to adjust their external behavior to respect the process, the place, and fellow worshippers. Students are expected to sit upright and to refrain from putting their feet on the bench seats in front. Chewing gum and the use of cell phones are not permitted.

All GFS families are invited to Germantown Meeting's Meeting for Worship every Sunday at 10:30 a.m. Childcare and Sunday School are available. For more information about GMM call 215-951-2235.

## **Quaker Testimonies**

(from *Faith and Practice* published by the Philadelphia Yearly Meeting)

For more than 350 years, Friends have acted upon shared concerns through practices which historically have been distinctive and definitive. Friends testimonies refer to this common set of deeply held, historically rooted attitudes and modes of living in the world. They include: Simplicity, Peace, Integrity, Community, Equality, and Stewardship.

## **Governance**

### **The School Committee**

The School Committee is comprised of dedicated individuals who include members of the Germantown Monthly Meeting, alumni, parents, faculty and parents of former students. This distinguished group sets policies for Germantown Friends School and makes all final decisions regarding guiding principles, long-term direction and priorities set forth for the school. For a full list of School Committee Members, see the GFS Directory.

## **Communication**

The success of GFS students depends on the partnership between school and home. Key components of this relationship include Back-to-School Nights, formal and informal conferences between parents and teachers and reports. Other forms of communication include GFS publications, such as the weekly, electronic *Parent Press*, and occasional written or electronic messages sent home to parents. These information exchanges ensure that the school and its families are working together as a team to support each student.

### **Contacting Faculty and Staff**

All faculty members and administrators can be reached by email; addresses are included in the Faculty/Staff listings in the Directory. Given the business of the school day, email should not be used if you are expecting an immediate reply or for urgent messages, such as a last-minute change in your child's transportation plans or an early pickup for a doctor's appointment. In these instances, please contact the appropriate division office by phone: Lower School (215-951-2318 or 2320), Middle School (215-951-2316), Upper School (215-951-2315) or the central switchboard (215-951-2300).

The central switchboard is open Monday - Friday, 8:00 a.m. - 4:30 p.m. After-hour emergencies respecting events or occurrences on campus should be directed to Safety and Security at 215-951-2335. Since GFS is not a 24 hour school, after-hour emergencies respecting a student's health or similar concern should be directed to appropriate emergency response providers, such as 911 or crisis response centers.

Email is the preferred communications channel between students and faculty. However, students and faculty may communicate via text messages, when necessary, but they should do so only

through the **Remind** app. This app allows for real-time communication without sharing personal information, such as personal cell numbers. This app documents all text communications for the safety and protection of all parties. To download the app, search **Remind: Fast Efficient School Messaging** in the Apple/ios App store or search Google Play for the Android App. Students log in with their GFS email address and password. Accounts will be automatically created for students. Students do not need the app in order to receive or reply to text messages from faculty or staff.

### **Email Communications Guidelines for Parents**

- GFS will only use email addresses provided by parents.
- GFS faculty and staff email addresses are located in the Faculty/Staff alphabetical listings in the Directory.
- Please identify yourself in the subject line of your email message and, if appropriate, the name of your child.
- Keep all email contact professional. Jokes, amusing anecdotes, chain letters, or commercial or political solicitations are not considered appropriate content.
- The email addresses contained in the Directory are published for school-related use by faculty, staff, parents and students; please do not share them with people outside of the GFS community. Any commercial, political or other non-school related use is strictly prohibited.
- For all medical or health concerns, please contact the school nurses by phone (215-951-2308) or email.
- Please be aware that the GFS spam filter is very sensitive and messages can inadvertently be delivered to a spam folder.
- Remember that email is not necessarily confidential. Confidential information should be conveyed by phone or in person.

GFS maintains email accounts for teachers to facilitate parent-teacher communication and internal staff communication. GFS reserves the right to block or filter email messages that are not directly related to school business or the school's educational mission.

### **My Backpack/Veracross**

Contact information for parents, students, faculty and staff is managed in a system called **My Backpack**, which is searchable and can be accessed anytime via the Parents section of the school website. This is also the home of progress reports, our online enrollment process and other resources.

Each parent is given a user account and password to access this system, which will be operational throughout your tenure as a GFS parent. In turn, each parent should provide an active email address through this system, which will be used for the weekly *Parent Press* and other school-to-home communications. Home addresses and telephone numbers should also be kept current.

The school is transitioning from **My Backpack** to **Veracross** school information systems. Updates will be communicated as the new software is rolled out.

### **Advantage Senior Systems Mobile App**

**Advantage** is the mobile app for **My Backpack**. Search **Advantage Senior Systems** in the Apple/ios App store for iPhone, iPad and iPod apps. Search Google Play for the Android App. The school code for Germantown Friends School is GFS1845. You will log in with the same username and password that you use for the Web version of **My Backpack**.

### **Essential Information Channels:**

#### **Website**

The Germantown Friends School website, [www.germantownfriends.org](http://www.germantownfriends.org), is a hub for school communications. Here you will find news, the school calendar, the faculty/staff directory, the Parent Portal page (where you can access **My Backpack**) and divisional information. Please check the website frequently for regular updates.

#### **Parent Press**

The *Parent Press*, the primary communication between school and parents, is emailed to parents weekly when school is in session. It includes all-school upcoming news and events as well as division-related happenings and announcements. (Please be sure that your email address is up-to-date in **My Backpack**.) *Note: You will also receive occasional email communications from the head of school, division director, and classroom teachers.*

#### **Parents Association**

The GFS Parents Association works to support both the school and the parents. It operates informally without a stated constitution and follows the Quaker decision-making process. All parents are members of the Parents Association. To learn more about the Parent Association please [log in to the Parent Portal on the GFS website and view the PA webpage](#).

### **Services**

#### **Dining Services**

Students can buy food at three locations on campus: The school cafeteria (open to grades 4-12), Hargroves Snack Bar, and The Open Door Café. [View the dining services page](#) on the GFS website for more information.

Before the first day of school, GFS families should create an online account with [MyPaymentsPlus.com](http://MyPaymentsPlus.com) to pay for purchases in the lunchroom and the Hargroves snack bar. Make a prepayment into your student's account using a check, credit card or debit card. This system allows you to check the account balance for each child; monitor the items your child purchases; receive email notifications when the account reaches a low balance; and to automatically replenish the account if you choose. Students in grades four through twelve are eligible to use the system beginning the first week of school. The amount of the purchase will be automatically deducted from

the **MyPaymentsPlus** account. You can add funds to the account by bringing cash or a check, made out to “CulinArt,” directly to the cafeteria. Also, cash will still be accepted at the time of purchase.

The Open Door accepts cash, check, credit card, or Open Door Card. The Open Door Card is distinctly separate from your **MyPaymentsPlus** account. It is a gift card, on which you can load money and use in the Open Door only. Open Door cards can be set up in person or by emailing [aalter@germantownfriends.org](mailto:aalter@germantownfriends.org). If you register your card online at <https://storecard.mercurypay.com>, you will be able to add funds and view your balance and transaction history. In addition, you are able to link your Open Door card to a credit card so that it can refill automatically.

## **Health**

### **Health Policy**

GFS is committed to the provision of a healthy environment for its students and employees.

### **School Nurse**

The nurse’s office is open from 7:45 a.m. to 4:00 p.m. Monday-Friday. A child who becomes ill or injured during the school day should go to the nurse’s office. Parents will be contacted in an emergency and/or if a child needs to go home.

### **Psychologist and Counselor**

GFS proactively supports students’ emotional health and development. We have a school psychologist and counselors who can work directly with students, individually and in class, and group settings. Both can be reached through the front desk or by emailing Craig Stevens at [cstevens@germantownfriends.org](mailto:cstevens@germantownfriends.org). The psychologist and counselors are available to parents, faculty/staff, and students for consultation during the regular school day. Parents will be contacted immediately in the case of an emergency manifesting at school.

### **Athletic Trainer**

A Certified Athletic Trainer and Assistant Athletic Trainers are on duty at the main fields in the fall and spring seasons and on campus during the winter season.

### **Health Forms**

GFS collects health forms and information via **Magnus**, our Electronic Medical Records provider. Parents can access **Magnus** by going to the GFS website and logging in to their **My Backpack** account. In preparation for every school year, parents must enter pertinent health history. Physical Exam forms are required for all new students, all third graders, and yearly for all students in grades six through twelve. Additional forms may be required based on your child’s specific health issues. All health information for your children (health history as well as forms) is due on August 1st, prior the next school year. Children’s health information must be complete in order to begin the school year. For Upper School students in preseason sports, all health information must be submitted before preseason begins.

### **Medication in School**

If your child has medication that they need to take or may need to take during the school day, parents will be directed to fill out a Medication Permission form in **Magnus**. Medications include inhalers and epinephrine auto-injectors, in addition to any prescription or over the counter medications. All medications for Lower School students are stored and dispensed in the nurse's office. For Middle and Upper School, students may carry their own their inhalers and epinephrine auto-injectors. However, any other medications must be stored and dispensed in the nurse's office.

### **Communicable Health Conditions**

Parents should immediately notify the nurses if their child is diagnosed with any communicable health condition. Examples of communicable health conditions include but are not limited to lice, impetigo, pink eye, strep throat and chickenpox. Steps taken will depend on the particular communicable health condition identified. The nurses consult with the Philadelphia Department of Health, as needed, to ensure the health and safety of the school community.

### **Supplementary Academic Support at GFS**

GFS provides various types of academic support, both in content and duration. Student needs are addressed on a case-by-case basis, informed by the expertise of our learning support faculty, teachers, and school psychologist. When appropriate, we may also recommend that families pursue additional outside tutoring. A Division Director will be in touch directly with a family about any recommendations for supplementary academic support.

Our primary goal is to help students become self-advocates who are independently able to manage their learning. We teach executive functioning skills, time management strategies, and provide support within specific academic subject areas. However, we cannot guarantee an outcome and support may not be as effective as desired for every student.

Specific accommodations are granted by the school psychologist based on demonstrated need through psycho-educational testing.

Please contact Craig Stevens at [cstevens@germantownfriends.org](mailto:cstevens@germantownfriends.org) for more information about academic support services

### **Library**

Established in 1874, the [Friends Free Library](#) serves as the school library and values providing services as a neighborhood library to the surrounding community. Its holdings and resources include 50,000+ volumes, electronic reference tools, internet access, periodicals, DVDs and special collections. Students use the library for research, quiet study, collaborative work and to check out materials for assignments or for recreational reading. GFS parents and families are welcome to use the library resources and to borrow materials.

## **Extended Day Program**

[Extended Day at Germantown Friends School](#) is designed to offer students enriching opportunities for discovery and exploration during the hours between dismissal and pick-up. Extended Day at GFS encompasses three different programs, including the After School Program: imagine, reach, explore (ASpire), the Middle School After School (MSAS) program, and the Clubs program. Please note that students in grades K-8 can only be on campus after school as part of a program. To register for all Extended Day programming please [go to the GFS Active webpage](#). To register for a drop-in, please click on the link above and also inform the division office of any change in dismissal plans.

In addition, ASpire offers special programs for teacher/parent conference days, in-service days, some school holidays, as well as camp programs for the days immediately before and after the school year and over one week of spring break vacation. Visit the [Extended Day webpage](#) for additional information about the programming, calendar and fees.

We wish for all GFS students to be able to participate in activities and programs offered by the school. Financial assistance is available for qualifying families. If you would like your child to participate and you anticipate needing assistance, please contact the Director of Diversity, Equity and Inclusion.

## **Private Lessons**

Private music lessons are offered from grades K-12. Instruments offered: violin, viola, cello, double bass, flute, oboe, clarinet, saxophone, bassoon, trumpet, French horn, baritone, trombone, guitar, electric bass, piano, jazz piano, world drums, drum set. (Piano and violin are offered as early as Kindergarten; other string instruments are offered in first or second grade, depending on student readiness; all other instruments are offered in third grade and older.) Voice lessons are offered in Upper School only. Lessons are scheduled during the school day for students in grades 2 and up or after school for students in grades K and up, depending on student preferences and teacher availability.

The school has a collection of musical instruments that may be rented by students in the instrumental program as available. Some financial aid is available upon written request. In order to establish a solid basis for success for both students and teachers, families should understand that lessons are a year-long weekly commitment.

All students, whether taking private lessons at GFS or outside of school, are strongly encouraged to participate in the various ensembles, which are part of the school's musical life.

Lower School:	Orchestra, Chorus, World Percussion Group
Middle School:	Orchestra, Choir, Jazz Ensemble
Upper School:	Orchestra, Choir, Chorus, Jazz Ensemble, Chamber Ensembles, World Percussion Ensemble, MadriGals

[View the music department's page on the GFS website](#) for more information.

## **Athletics**

The [athletic program at GFS](#) stresses participation and encourages all student athletes to develop their capabilities to the fullest extent possible. We value excellence in each sport; and we aim to field successful teams that are competitive within the Friends Schools League as well as with other comparable schools. We want our student-athletes to be committed to themselves, their teams, the GFS school community and the Friends Schools League. In order to do this, they must learn what it means to cooperate, to set individual and team goals, to manage their time and to learn the physical and technical skills demanded by their sport. It is our hope that as students progress through the athletic program at GFS they gain a stronger sense of themselves and their role in the GFS community.

See the GFS Athletics page of the website for [Upper School athletics information](#) including objectives, eligibility, requirements, and criteria for team membership and [Middle School athletics information](#) including objectives, offerings, and requirements.

### **GFS Athletics Updates**

Sports cancellations due to inclement weather will be posted on the [Athletics page](#) of the website. Because these decisions can be made last minute, please check frequently for updates. Every time a competition is cancelled or postponed, we create a Tiger Alert message that appears on the Athletics page of the website. But there's a way to get these alerts without checking the website—you can subscribe to Tiger Alerts and receive them by text or email. Team-specific alerts are also available by following the same procedure on a selected team page.

How to subscribe to Tiger Alerts:

Look for the small bell and RSS feed icons on the Athletics main page.

Team Schedules are available at [www.germantownfriends.org/athletics](http://www.germantownfriends.org/athletics).

The Athletic Department Office phone number is 215-951-2331.

### **Away Games**

Parents may need to make special transportation arrangements after away games, since students will return at varying times because of the different distances to game sites. Students may be picked up from the site of an away game only after a parental signed note is given to the coach before the scheduled game. Upper School students may not drive to away competitions unless a written request by a parent is authorized by the Athletic Director. GFS safety and security personnel remain on duty until the last regularly scheduled away bus returns. NOTE: There are athletic events that return later than 7:30 p.m., the coaches will remain with the students until they are picked up at fields. Students can ask the bus driver to return them to the main campus where there are security officers on site 24 hours a day/7 days a week if parents prefer to pick up on campus.

### **Equipment and Uniforms**

The coach will communicate the equipment and uniform requirements to students at the beginning of each season. Some sports require the purchase of uniforms and equipment. Uniforms and

equipment that are issued by the Athletic Department must be returned in a timely manner at the conclusion of the season. A bill for the replacement cost will be sent home for unreturned uniforms and equipment.

### **Alternative Athletic Credit**

Students who have demonstrated a clear course of study and a solid commitment to an out-of-school athletic endeavor may request alternative athletics credit. Upper School families do so by filling out this [Exceptions and Alternatives form](#), and in Middle School, parents send an email to the MS office detailing their child's athletics commitments outside of GFS, including how often they practice and the organization they play with.

## **Transportation**

The Transportation Office can be reached at 215-951-2339 or [transportation@germantownfriends.org](mailto:transportation@germantownfriends.org). [Log in to the Parent Portal on the GFS webpage to access forms and other transportation information](#). All buses will begin service the morning of the first day of school.

### **GFS Private Transportation**

For a fee, GFS provides door-to-door bus service options to most neighborhoods where our students live. On the first day of classes, GFS Private Transportation will pick up in the morning and will transport home at the end of the school day. All riders will receive their schedules, by phone, prior to the first day of classes. For more information call the Transportation Office or email [transportation@germantownfriends.org](mailto:transportation@germantownfriends.org).

For transport after school, riders of the private transportation service in first through fifth grade report to the LS teacher on duty at the School House Lane side of the Scattergood Gym. Kindergarten children who ride GFS private vans are delivered to the appropriate bus by an adult from the Lower School. Middle and Upper School Students report directly to the bus/van driver. All students are required to wear seat belts, where available.

**Guests and Occasional Riding on GFS Buses:** If there is room on the school bus, GFS permits guests to ride for a fee. As a guest, you must be going to the home of someone currently utilizing GFS private door-to-door transportation. If space is available, students can ride the GFS private bus on an occasional pick-up or drop-off. Please make advance arrangements with the Transportation Office.

### **GFS Shuttle Services**

The following routes are provided at a fee for each direction:  
Lloyd Hall Shuttle (Kelly Drive & Waterworks Drive – Boat House Row)  
Pennsylvania at 25th Street NE corner  
Queen Village at 5th & Bainbridge

Rittenhouse Square Shuttle (18th & Walnut)  
Blue Bell (Wings Field 1501 Narcissa Rd., Blue Bell)

### **Philadelphia School District Buses**

The School District of Philadelphia provides transportation to and from GFS for children in first through sixth grade who live more than 1.5 miles from school; kindergarteners are not permitted to ride Philadelphia School District buses. Please note that individual bus stops may be as far as 0.4 miles from your home. The bus routes are created by the Philadelphia School District. The school district requires the completed Public Transportation Form prior to assigning children to their buses. Occasional guest riders must also complete the Public Transportation Form to be eligible to ride the bus. You must be a resident of Philadelphia to register to ride the Philadelphia Public buses.

### **Suburban School District Buses**

Each township provides transportation differently—some transport only GFS students, some send students to a central location then re-route them to GFS and some transport GFS students with William Penn Charter students. You must be a registered resident in the suburban township school district for them to provide transportation. Please check with your local school district or GFS Transportation Department. GFS Transportation acts as a liaison between the suburban school district and GFS families. All requests to suburban school district for transportation must originate from the GFS Transportation Department. The Suburban District Transportation Request must be completed prior to the suburban district issuing the bus routes. Students in grades K-5 who ride suburban school district buses home report to the LS teacher on duty at the School House Lane side of the Scattergood Gym. Guest riders are not permitted on suburban buses.

### **Bus Rules**

We expect students who ride the buses to respect the bus rules and follow GFS campus rules and policies while riding the bus. These rules apply to all Germantown Friends School students while riding Philadelphia public, suburban or private buses before, during and after school (including athletics). Violations of these rules or failing to obey legitimate instructions from drivers may result in the students' riding privileges being revoked.

#### Bus Rules:

1. Students should behave on the bus as they do at school - we expect students to be kind and courteous to one another and to the bus driver while riding the bus.
2. Students must be seated and facing forward at all times.
3. Students must use seat belts when available.
4. Students must keep their bodies and possessions inside the bus.
5. Calling, gesturing or tossing objects out of windows is prohibited.
6. Students may not be physically aggressive or use inappropriate language on the bus.
7. Littering on the buses is prohibited. All trash must be placed in the appropriate container.
8. Students must not trade or sell personal items to one another.

9. Students should only watch appropriate content on personal devices while riding the bus and are encouraged to *not* use these devices while riding the bus.

## **Parking**

### **Parents, Visitors and Students**

Driving/Parking on campus is not permitted during the school day (8:10 a.m. - 3:00 p.m.).

Students may be dropped off at the following locations:

- Coulter Street: in the designated drop-off area. (see information below)
- School House Lane: between the Scattergood Gym and Emlen Playground.
- Friends Free Library: 5418 Germantown Avenue during their business hours.
- Ashmead Gate: 5434 Germantown Avenue.

Lower School parents may drive cautiously onto campus and temporarily park in the Pennsbury Lot for drop off from 8-8:10 a.m. Enter the Pennsbury Lot from Coulter Street between the Main Building and the Meetinghouse; and exit onto Greene Street, turning right only.

Please do not park or drop off students in the driveways around the Meetinghouse, even temporarily. (Children sometimes exit cars from the wrong side and put themselves in harm's way from oncoming traffic.).

Parents can drop off Middle School and Upper School students on Germantown Avenue in front of the Friends Free Library or in the drop-off lane on Coulter Street. We allow students to be dropped off on the right-hand side of Coulter Street (between Germantown Avenue and the crosswalk).

Dropping off is not permitted due to safety concerns in the following locations:

- on the left side of Coulter Street alongside Hargroves
- in the parking lot behind Admissions/Wade/Hargroves
- on the right side of Coulter Street past the crosswalk

In order to keep the line safe and moving, you must adhere to the following protocols:

- Students should be ready to get out once the vehicle is in the drop-off line and the traffic has stopped.
- Once they are stopped along the curb line, students may exit only on the curb side of the street.
- Parents/caregivers/drivers should not exit the vehicle to help students unload. If extra time is needed, pull into the Pennsbury Playground parking lot to temporarily park and drop off there. Parents can also temporarily park on Germantown Ave. in the area of the Friends Free Library and students can enter through the Library.
- Keep up with the car in front of you.
- Do not try to jump out of line or merge earlier than directed. Wait to merge at the direction of security in the area right before the crosswalk on Coulter Street.

- The first five, six, or seven cars should be discharging their students then all exit into traffic together when directed by security. This keeps the flow moving and allows the line to work more efficiently.
- Students must cross at the crosswalk; they should not jaywalk and cross from the car directly to Hargroves, as this is dangerous.
- Please be courteous, patient, and refrain from cell phone use.

Drivers should exercise extreme caution while driving on campus. Student safety is of utmost importance. Careless or reckless driving and/or speeding will not be tolerated. Please adhere to all requests from Security. The speed limit on campus is 5 MPH. Pedestrians have the right-of-way, so please stop at stop signs and crosswalks. Please do not idle your vehicle while you wait, stop or park anywhere on campus.

### **General Parking Information**

Parking spaces at GFS are at a premium, therefore we ask everyone to follow these guidelines:

- Parents who have extended business (conferences, chaperoning trips, etc.) please park in the Hargroves Parking Lot directly behind the Admissions Building.
- Parking for special events may be available and notices will be sent home with directions and information.
- Waiting and temporary parking is not permitted in the Common or on the driveways along the Common/Meetinghouse. After school, parents may not park in the driveways to pick up their children; however, they may park temporarily in the Pennsbury Lot.
- The Wells Fargo Lot is for faculty and staff only. It is not for parents or students participating in early risers, early morning basketball games, dropping off students, etc.

Please be aware that cars parked in prohibited spots are subject to towing, at the expense of the vehicle's owner.

### **Traffic and Parking at Fields during Fall/Spring Sports**

Parent parking/pickup is permitted and encouraged at the following locations: The Oak Road, Wissahickon Avenue and on Coulter Street off Wissahickon. Middle School parents are encouraged to make arrangements to pick up their children after practice back at GFS Main Campus. Free shuttle buses are available to transport children from field to GFS.

Please abstain from: parking/stopping in front of private driveways or fire hydrants; double parking/stopping anywhere; blocking the entrance/exit from the coaches/officials lot on Midvale Ave; blocking the emergency entrance/exit gates on School House Lane; stopping, parking or blocking the school bus area on Midvale Ave; driving into the parking lot–this pertains to parents, spectators, visitors and students.

### **Student Parking**

All vehicles driven by students to campus must be registered with GFS Security. The Student Parking Registration Form is available in the Information and Forms section of the GFS website and can be returned to the Front Desk. Please note that spaces are limited. Philadelphia Parking Authority enforces parking regulations along Germantown Avenue. Students are not permitted to drive or park in lots designated for faculty and staff during school hours. Early dismissal athletes may move their vehicles into lots prior to leaving for their sporting event. Additional information is available from the Director of Security and Operations.

Students may park in the Holsey Temple lot off Germantown Avenue or the Church Lane lot (next to Nolan's Building Supplies), located at 26-40 Church Lane. The Church Lane lot will be open Monday-Friday, 7-10 a.m., and then re-open from 2-5 p.m. If a student needs to leave between the hours of 10 a.m.-2 p.m., he or she should call GFS Security at 215-951-2335, and security will accompany him or her to the lot to unlock it.

## **Operations**

**All security personnel have access to 9-1-1 in the event of an emergency. In addition, on-duty security personnel may be contacted anytime at 215-951-2335 (cell phone).**

The mission of GFS Security is the safety of the members of the GFS community and the protection of property. GFS Security officers are contracted through SOS Security and are in uniform and identified. Our security personnel are part of our community and get to know students, faculty, and staff well, which enhances their ability to keep the community safe. Security is provided 24 hours a day, seven days a week.

Security officers perform many functions on campus, including crossing duties on Coulter Street, patrolling the interior and perimeter of campus, monitoring the campus, opening and securing buildings/offices, as required, and patrolling parking lots and playgrounds. Security officers patrol on foot and on bicycles. There is a security officer at Queen Lane Station at dismissal time and also as needed during exams. Security officers are posted at the GFS Playing Fields during fall and spring sports activities. Security officers are also available to respond to requests for service (escorts, etc.) from students, faculty, staff, parents and visitors. The security officers carry school-issued cell phones that allow them to remain in constant communication with Transportation, the Front Desk, Maintenance, Lower School office, Middle School office, Upper School office, After School Program and athletic staff.

## **Call Boxes**

Call boxes are located in outdoor areas throughout GFS's campus and feature two buttons: a red button, which dials 911 directly and should be used only for emergencies (fire, medical or police); and a black button, which dials GFS Security and may be used for non-emergencies or even requests for information, such as the location of events, an escort to one's car, or gaining access to locked buildings.

## **Emergency Notification and Accountability Systems**

GFS has a campus-wide emergency notification system (a public announcement system), used to make announcements either to the entire campus or to targeted areas within the campus.

GFS uses **School Messenger** (more information in the Communication section) to share time-sensitive information via email and automated phone call or voicemail to all parents, faculty, and staff.

During an emergency, GFS faculty and staff use the school safety system **Ruvna** to check in and account for all students, faculty, and staff via mobile devices. This system also enables real-time communication among faculty, staff, and school administration during an emergency.

In order for GFS to maintain the type of campus environment that we enjoy, everyone must join the effort. Students, parents, faculty and staff must be vigilant and report unusual or suspicious situations or activity to GFS Security immediately. Concerns not of immediate importance should be addressed to the Director of Security and Operations or to your child's division director.

## **Snow/Emergency Closing Policy**

**The GFS closing number is 120.**

If the Philadelphia public schools are closed for weather events, GFS is also closed. GFS reserves the right to make its own decision to close school for a day, even if the Philadelphia public schools are open. If the Philadelphia public schools close during the school day, GFS will also close. GFS reserves the right to make its own decision to close school during the day if deteriorating weather conditions warrant that call, even if the Philadelphia public schools remain open. After School Programs and other after-school activities are canceled if school closes early. The Early Childhood Program will also close. We encourage parents to keep updated throughout the day with the GFS website [www.germantownfriends.org](http://www.germantownfriends.org). Closing decisions are announced on the:

**GFS School Messenger Mass Notification System** (email and voicemail);  
GFS website at [www.germantownfriends.org](http://www.germantownfriends.org);  
and on major radio and TV stations (CBS3, KYW Newsradio, NBC10).

## **GFS Transportation During a Snow/Weather Emergency**

Students who take GFS transportation, including the private buses and vans, will be taken home on their regular bus if school is closed early due to weather. Please notify the transportation office and divisional office if you would like to make a different transportation arrangement.

**Philadelphia Public School Transportation:** If the Philadelphia Public Schools close early, buses are dispatched to GFS and students who regularly use the Philadelphia Public School bus service will be dismissed and sent home on their regular bus. Because the Philadelphia Public School buses

arrive at irregular times during an early dismissal, GFS will attempt to contact parents prior to the pick-up.

**Suburban Bus Riders:** Parents should contact school districts directly for closing plans. Suburban districts weather-related closing decisions are made independently from Philadelphia. As buses arrive at school, students will be sent home on their regular bus. Because the suburban buses arrive at varying and irregular times during an early dismissal, GFS will attempt to contact parents prior to pick-up.

**Lower and Middle School Parents:**

Call or email the division office (Lower School: 215-951-2318 or 2320, [lowerschool@germantownfriends.org](mailto:lowerschool@germantownfriends.org); Middle School: 215-951-2316, [middleschool@germantownfriends.org](mailto:middleschool@germantownfriends.org)) and we will get the message to your child and teacher. Lower and Middle School students will be in their classrooms until their buses or carpools arrive. We ask that children be picked up as soon as possible. Lower School children will not be allowed to make phone calls on school phones. If necessary, an adult will do it for them. If parent travel plans to school are delayed, call the division office.

**Upper School Parents:**

Classes will end and students will gather by grade level with their advisor. Students may not leave school unless they have checked out with a supervising teacher. Students can go home on suburban school buses or private GFS buses (see above for details). Parents who give permission for student drivers to leave early need to send in a written note to the Upper School office with the driver's name and the names of all eligible carpool riders. If students need to wait at school for a ride, there will be supervision until they are picked up.

**Mid-Day Dismissals and Ride Share Companies**

During the school day, students under 18 years of age cannot be released to ride share companies such as Uber and Lyft. The school is unable to confirm whether company drivers have clearances and it is against many ride share companies' policies to transport children.

**Pets**

Excepting only service animals, faculty, staff, parents, students and visitors are not permitted to bring animals (including dogs) to GFS main campus or GFS playing fields.

**Visitors**

All visitors to campus (including parents/caregivers except during morning and afternoon drop off/pick up, scheduled assemblies, special events, or athletic events) must sign in and wear a pass while on campus.

Visitors Passes are available in the following locations:

Front Desk (Main Building)

Middle School Office (Sharpless)

Lower School Office (Main Building, Rear)  
Friends Free Library  
Maintenance Office (Main Building, Rear Basement)

## Early Childhood Information

The [Early Childhood \(ECP\)](#) classrooms are designed to prepare children socially and educationally as they move toward Kindergarten. Children must be aged two years, seven months through age five by September 1 of the year they enter GFS. Preschool begins at two years seven months and continues for children who are three years turning four. . PreK is the year before Kindergarten when children are four years old turning five.

There are two ECP locations:

### MAIN CAMPUS

31 West Coulter Street  
Philadelphia, PA 19144

### CENTER CITY CAMPUS

The Curtis Center  
601 Walnut Street, Suite 140  
Philadelphia, PA 19106

## The School Day

The Early Childhood Program opens at 8:15 a.m. and ends at 3 p.m. Children may enter the classroom at 7:45 and there is an Extended Day Program available until 6 p.m. We offer a part-time schedule for younger children, who may attend four days per week. Children enrolled the year before Kindergarten are required to attend five days.

## Arrival/Dismissal

Children are dropped off at their classrooms. Students riding the Private Bus will be accompanied from the drop-off point on School House Lane to their classrooms. At the end of the school day, pick-up occurs in each child's class.. Those who attend Extended Day are walked by the teachers to the PreK classroom, and children participating in clubs are walked to the Little Gym to be escorted to their activity. Those children riding the bus will be walked by a classroom teacher to the bus arrival area on School House Lane and helped onto the buses.

## Attendance

If your child will be absent or late, please call the classroom or email your child's teachers.

For more information about Early Childhood policies and practices, please refer to the [EC Handbook for Parents](#) on the website.

# Lower School Information

## The School Day

Classrooms are opened at 8:00 a.m. There are two early morning supervised drop-off options that are provided free of charge, as a courtesy to our families. Beginning at 7:30 a.m. daily, there is an early morning drop-off option supervised by school personnel in the Friends Free Library. Beginning at 7:40 a.m., children in grades 1-5 may gather and play on the Commons or in Smith Gym, depending on weather, supervised by school personnel. Students will be dismissed from each of these locations at the appropriate time to go to their classrooms. Students should not congregate in any unsupervised area (in the Main Building or unsupervised entrances of Cary). Classes begin promptly at 8:10 a.m. The school day ends at 3:10 p.m. Monday-Friday.

## Arrival/Dismissal

Philadelphia Public bus riders are dropped off on Coulter Street. Suburban bus riders are dropped off on School House Lane. Safety and Security personnel are present at that time. Kindergarteners arriving on the Private Van will be met and escorted to their classrooms.

## Regular Dismissal

Lower School students in grades 1-5 who report to the After School Program or to buses are dismissed from their classrooms. Students in carpools or students being picked up by caregivers need to be picked up directly from the classroom at 3:10. Friends Free Library and the GFS playgrounds are open after school only to those Lower School students who are enrolled in ASPire, or to children accompanied by an adult. Lower School students may only visit The Open Door outside of school hours when accompanied by an adult.

All changes in dismissal plans (whether permanent or for one particular day), should be sent via email to [lowerschool@germantownfriends.org](mailto:lowerschool@germantownfriends.org). If you need to make a last-minute change, after 2:00 p.m., please call the office directly (215-951-2318). If you need to make changes to pick-up plans that arise after 3:10 p.m., please communicate this information directly with ASPire staff by emailing [asp@germantownfriends.org](mailto:asp@germantownfriends.org). Social plans for after school should be made in advance and confirmed with an email or phone call, to the Lower School office, from a parent. In an emergency (i.e. late bus or carpool) every attempt will be made to notify a parent or emergency contact person. After 3:25 p.m., any student who has not been picked up will be sent to the After School Program.

## Midday Dismissal Protocol

An adult must sign out Lower School students that are being dismissed prior to the regular dismissal time. The adult must check in at the Lower School office prior to reporting to the student's classroom or to the nurses' office. Adults will be signed in and asked to show photo identification for record-keeping purposes.

## **Playground Protocol**

We recognize the importance of after-school playdates in building community among children and adults alike. While we welcome you to use the GFS playgrounds for after school playdates, we strongly emphasize the need for adult supervision during this time. Children must be within visual range of their caretakers at all times.

## **Attendance**

If your child will be absent or late, please email [lowerschool@germantownfriends.org](mailto:lowerschool@germantownfriends.org) or call the Lower School office (215-951-2318) before 9:00 a.m. If the student's absence is health-related, please call the nurse's office (215-951-2308). Students who are late should report to the Lower School office before going to class.

## **Lunch**

Lunch arrangements vary by grade. Students in grades K-3 classes bring their lunches from home and eat in their classrooms. Students in grades 4 and 5 eat in the lunchroom. They may bring lunch from home or purchase lunch from the lunchroom. Although cash is accepted in the lunchroom, students may also use [MyPaymentsPlus](#).

## **Academics**

### **Homework**

Homework in the Lower School takes a variety of forms. The overall purposes of homework include developing independence and responsibility, reinforcing emerging skills, providing time for reflection, creativity, and work on long-term projects. Formal homework is assigned beginning in second grade.

All Lower School students are expected to read at home on a daily basis. Parents should continue to read to their children throughout their Lower School years as this helps reinforce a love of reading and provides the challenge and excitement of books beyond a child's independent reading level. Parents will receive specific information about homework, along with information about channels for communication from their child's classroom teacher early in the year at the Back-to-School Night and throughout the year as necessary.

### **Conferences, Progress Reports and Standardized Testing**

Formal reports occur four times a year through conferences and progress reports:  
November and March: Parent-Teacher conferences scheduled during a conference day and a conference evening.

January and June: Teachers complete a written narrative and skills checklist in all subject areas twice a year. These progress reports posted in parents' **My Backpack** accounts once complete, and are accessible by logging into the **My Backpack** account.

**Standardized Testing:**

In order to monitor our academic program, complement daily assessment of students' skills and growth, and provide experience in taking standardized tests, we begin our school-wide standardized testing program with the administration of the Comprehensive Testing Program, 4th Edition (CTP 4), published by Educational Records Bureau (ERB) in the late spring of fifth grade. Parents will be informed in advance of the schedule and of the process for obtaining test results.

**Other Policies****Cash and Valuables**

Lower School children should not bring large amounts of undesignated monies to school. Children should not bring personal or family items of significant financial value to the school. We do not permit fundraising or direct sales for outside GFS groups or events.

**Lost and Found**

Please label all clothing and personal property brought to school. Every effort will be made to return lost items. The Lower School lost and found box is in the lobby of the Cary Building and items are displayed twice a year during the weeks of parent/teacher conferences. The Middle and Upper School lost and found boxes are outside the Poley Auditorium on the second floor of the Main Building, on the first floor of the Sharpless Building, in the Scattergood Gym and at Field. Smaller items are often turned in and held at the front desk. News of lost items can be placed in the Middle or Upper School bulletin. After the display weeks and after the last day of school in June all unclaimed items are given to a local charitable organization.

**Social Activities Guidelines**

Who gets invited to social events outside of school and who does not is very important to students. It is strongly urged that if half the class, by number or gender, is invited to a party, then the entire class be invited. Invitations should be mailed from home rather than distributed in school.

# Middle School Information

## The School Day

### Arrival/Dismissal

School begins at 8:05 a.m. The school day ends at 3:10 p.m. for all students. Students involved in sports or Theater Movement Arts (which will be offered in the winter) will be dismissed at 2:30 p.m., Mondays through Thursdays. Sports practices begin at 2:45 p.m. and end at 4:00 p.m. for all seasons. Scheduled competitions will end after 4:00 p.m., estimated return times for away competitions can be found on the Athletics website. These times are estimated based on the average competition time, average traffic and historical data. Coaches encourage each student to communicate with parent/guardian during their return trip with a more accurate estimated return time.

*Note:* There are no sports or Theater Movement Arts on Fridays and dismissal is at 3:10 p.m. for all MS students.

Middle School students who are not in after-school sports or enrolled in the After School Program are not permitted to stay on campus or at Field after dismissal.

### Attendance

If your child will be absent or late, please email [middleschool@germantownfriends.org](mailto:middleschool@germantownfriends.org) or call the Middle School office (215-951-2316) before 9:00 a.m. If the student's absence is health-related, please call the nurse's office (215-951-2308). Students who are late should report to the Middle School office before going to class.

If a student misses a class or a portion of the school day without prior permission from the grade advisor or division director on the day of an after-school event such as a game, dramatic performance, musical concert, etc., they may not participate in that event. Exceptions to this policy will be made when a student has prior permission from a grade advisor or division director to miss school.

### Advisors

Middle School students are assigned to grade level homeroom advisory groups that meet every morning. During homeroom, attendance is taken, announcements are made and there is time for small group discussion. Periodically, time is extended for in-depth discussions focusing on adolescent issues.

Parents should address questions about their child's progress to the homeroom advisor. Parents have the opportunity to meet with the homeroom advisor at fall conferences and optional spring conferences.

**Grade-Advisors:** There is a Grade-Advisor assigned to each grade in the Middle School. The Grade Advisor leads the grade-level team of homeroom advisors, providing additional support, clerking grade-level meetings, overseeing grade-level affective education programming, and supporting student/family concerns as needed in consult with the Division Director.

**Assembly** is a period when the division comes together for enrichment of the entire Middle School. Programs may include class meetings, homeroom advisory time, class plays, musical programs, and outside speakers and programs. When appropriate, the Middle School and Upper School will combine to share a joint assembly.

## Academics

### Homework

The art of teaching is at the center of Germantown Friends School, and homework is but one way we foster student learning. When effective, homework has a range of virtues. It can provide students the time and quiet to encounter new reading or undertake a flipped-classroom lesson. It can offer opportunities to learn and consolidate ideas, deepen understanding, and sharpen skills. These guidelines for homework are a practical expression of our mission: *Germantown Friends School is dedicated to reaching that of God in every person. Our mission is to seek truth, challenge the intellect, honor differences, embrace the city, and nurture each student's mind, body, and spirit.* Their nurturance is our collective responsibility.

### Guidelines for Giving Homework

- A reasonable amount of homework overall is the goal. Please bear in mind that your homework is a part of a whole that can be hard to predict. Advisors can be helpful in understanding workload dynamics in a particular grade.
- Weekends and Drop Days are not an opportunity for double homework.
- Studying for tests/quizzes is considered part of homework. Please factor test/quiz study into your calculus for what is reasonable per night.

*A Note on Reading:* Learning to understand complex texts is a fundamental goal for students at GFS and requires time. We want and need to cultivate readers. We will work together as a school to find ways to support reading across the curriculum.

**Middle School Teachers of seventh and eighth graders must post homework in *Google Classroom*, ideally after class and no later than 4:30 pm.**

**6th Grade** Ten to fifteen minutes per night; reading assignments for up to a half hour. (One hour total homework for all subjects)

**7th Grade:** Fifteen to twenty minutes per night; reading assignments for up to a half hour. (Up to from one to two hours of homework total for all subjects)

**8th Grade:** Twenty to twenty-five minutes per night; reading assignments for English up to a half hour. (Up to two hours of total homework for all subjects combined)

## **Exams**

The Middle School evaluation program is designed to help students demonstrate their competencies and to begin to prepare for more major exams. Although outcomes are important, it is the skill and practice of exam-taking that is important.

Sixth-grade students have tests, quizzes, and presentations as a regular part of their program. These occur during the regular class structure and require no special scheduling.

In seventh and eighth grades, major academic courses may give major assessments in the middle of the year and June. Special schedules are created for these times. The exams are scheduled into double periods during the regular academic day, and students are expected to remain in school for the entire school day and attend athletic practices. Other schedule changes may be made to ensure adequate time for review and sometimes for extra study.

## **Standardized Testing**

GFS has developed a standardized testing program to provide experience in taking standardized tests, to complement daily assessment of students' skills and growth, and to monitor our academic program. The ERB CTP-4 is administered in 7th grade (fall) and 8th grade (spring). The exact dates for the testing are placed on the school calendar. Students and families are notified by the Middle School when the testing results are returned to the school. If students and families wish, they are invited to review the results with appropriate administrators and faculty.

## **Conferences and Reports**

6th grade, 7th grade, and 8th grade: 30-minute parent-teacher conferences are held in November and March. To support the Advisor-parent partnership, and the developing self-advocacy of our middle school students, 7th and 8th grade students are required to attend the teacher conference with their parent/guardian. The March parent-teacher conferences are optional.

Reports are accessible by logging into your **My Backpack** account. 8th graders receive narrative reports in November. Sixth, Seventh, and Eighth graders will receive checklist reports in January, narrative progress reports in April, and end of year checklist reports in June. Additional conferences can be scheduled by parents or the school as needed. All teachers and administrators are available to speak with parents about progress and concerns at any time during the year.

## **Trips**

Off-campus trip experiences are an important part of each Middle School grade program. Trips may be taken by classroom, partial or whole grade groupings and may occur for part of a school day or for the entire day. In addition, each grade takes an overnight camping trip. Camping trips are an important part of the transition and orientation to a given grade and will include faculty from the grade.

**Social Activities Guidelines**

Who gets invited to social events outside of school and who does not is very important to students. It is strongly urged that if half the class, by number or gender, is invited to a party, then the entire class be invited. The homeroom classes, 7th grade core groups, and full grade should all be considered as units when planning who to invite. We encourage everyone to strive for the greatest possible inclusion. Invitations should be mailed from home rather than distributed in school.

**Middle School Dance Policy**

Middle School dances are an opportunity for GFS students to come together as a community, as such students are not allowed to bring guests from other schools to the dances.

# Upper School Information

## The School Day

### Arrival/Dismissal

Upper School:

Monday, Thursday, Friday:

Start time is 8:05 a.m.

End time is 3:20 p.m.

Tuesday (early dismissal day):

Start time is 8:05 a.m.

End time is 2:30 p.m.

Wednesday (late start day):

Start time is 9:05 a.m.

End time is 3:20 p.m.

### Advisory Program

The Upper School advisory program is designed to holistically support the overall experience of every student. Advisors serve as primary academic counselors, advocates, and facilitators for students within their advisory group as they seek to learn and grow within the upper school curriculum. Upper School advisory groups meet each morning in Homeroom and routinely throughout the school schedule, forming a consistent and vital community structure. During morning Advisory Homeroom, attendance is taken, announcements are made and there is time for small group discussion. Specifically designed grade-level advisory curricula are addressed through longer opportunities within the weekly schedule. Parents should address questions about their child's progress to the advisor and have the opportunity to meet with the advisor as needed during the year.

**Grade Deans:** A Grade Dean is assigned to each grade in the Upper School. The Grade Dean leads the grade-level team of advisors and teachers, providing additional support, clerking grade-level meetings, overseeing grade-level programming, and supporting student/family concerns as needed in consultation with the Division Director.

### Attendance

If your child will be absent or late, please email [kbarbarese@germantownfriends.org](mailto:kbarbarese@germantownfriends.org) or call the Upper School office (215-951-2315) before 8:05 a.m. If the student's absence is health-related, please call the nurse's office (215-951-2308). Students who are late should report to the Upper School office before going to class.

If a student misses a class or a portion of the school day without prior permission from the grade dean or division director on the day of an after-school event such as a game, dramatic performance,

musical concert, etc., they may not participate in that event. Exceptions to this policy will be made when a student has prior permission from a grade dean or division director to miss school.

### **Lateness**

If your child will be late, a parent should notify the Upper School office (215-951-2315 or [kbarbarese@germantownfriends.org](mailto:kbarbarese@germantownfriends.org)) or, if busy, the central switchboard, before 8:05 a.m.

Students should report directly to their Advisory Homeroom, which begins at 8:05 a.m. on Mondays, Tuesdays, Thursdays, and Fridays. Students who arrive after 8:05 a.m. will be marked late and must check in with the Upper School Office to sign a late slip. The start-time on Wednesdays is 9:05 a.m. and students should report to their Advisory Homeroom. Students who arrive after 9:05 a.m. will be marked late and must check in with the Upper School Office to sign a late slip.

A student who has been late to school three times within a quarter without parent notification will have a discussion with the grade dean, who will determine an appropriate consequence. Students who are chronically late to school may serve an in-house suspension; Seniors may also lose senior privileges.

### **Assemblies**

Students, faculty, and staff are given opportunities to come together as a division to perform for one another or to listen to a variety of outside presenters. Attendance at assemblies is required. Parents are always welcome.

### **International Student Program**

The International Student Program (ISP) provides homestays for international students in the Upper School who are not living with their parents. The ISP finds GFS-affiliated families to host these students who are admitted to 9th, 10th and 11th grades and plan to graduate from GFS. The homestay families receive a monthly stipend, and the GFS counseling staff provides support to GFS and International parents and students in one-on-one and group sessions around issues such as homesickness, stress management, the college admissions process, and the transition to American academic and social cultures. The students begin their first year with a New Student Orientation Week. [View the ISP page of the GFS website for more information.](#)

## **Academics**

### **Course Selection**

Course selection for students going into grades 9-12 takes place in February. The Course Catalog, available to students at the start of the second semester, describes the courses for the upcoming academic year as well as the various course requirements for each grade level. Parents, advisors, department heads, grade deans and classroom teachers work with students to help them choose a schedule appropriate to their interests, abilities and goals.

## Homework

The art of teaching is at the center of Germantown Friends School, and homework is but one way we foster student learning. When effective, homework has a range of virtues. It can provide students the time and quiet to encounter new reading or undertake a flipped-classroom lesson. It can offer opportunities to learn and consolidate ideas, deepen understanding, and sharpen skills. These guidelines for homework are a practical expression of our mission: *Germantown Friends School is dedicated to reaching that of God in every person. Our mission is to seek truth, challenge the intellect, honor differences, embrace the city, and nurture each student's mind, body and spirit.* Their nurturance is our collective responsibility.

- Teachers of courses requiring homework aim to make these expectations clear, aligned to course goals, and reasonable in scope. Each course may assign homework within the range of 60-120 minutes per week, which breaks down to 20-40 minutes per class period. Studying for tests/quizzes is considered part of homework. Upper School Teachers must post homework in **Google Classroom**, ideally after class and no later than 4:00 pm.

*A Note on Reading:* Learning to read complex work well is a fundamental goal for students at GFS and requires time. We want and need to cultivate readers. We will work together as a school to find ways to support reading across the curriculum.

## Exams

Some classes have midyear exams in December during class time and final examinations in June during exam week. There are no classes during the June exam period.

## January Term

Year-long classes will run from September through December and then from February through June. In January, students in Grades 9, 10 and 12 select courses from a special [January Term](#) program, enabling our community to live the mission and values of our school and to explore new passions, interests and interdisciplinary ways of learning about the world and ourselves. January Term provides teachers and students a space for experimentation, investigation and reflection.

## Junior Projects

As part of the [Directed Independent Study Program](#), students propose and complete a month-long independent project during January of their eleventh-grade year. The [Junior Project](#) encourages students to develop independence, gain experience in a subject of their choice, and acquire specific skills and knowledge outside the classroom.

For any questions about the Junior Project program contact the Director of Independent Study.

## Conferences

Although parent-teacher conferences are not scheduled for Upper School students, these can easily be arranged when parents or teachers see a need.

## **Reports**

Student reports are provided at the mid-point and end of each semester, following January Term and Junior Project, and at the end of the year. Students new to GFS and those working with members of our support staff may also receive progress reports following the first month of each semester. Mid-semester reports include letter grades and narrative feedback and semester reports include letter grades and checklist feedback. Year-end reports include a letter grade which also appears on the student transcript.

Fall and spring grades will be accompanied by narrative reports. Mid-year and June grades will be accompanied by checklist reports.

The Upper School office will communicate with students and families when reports are accessible through the Veracross portal. Please note that reports will only be available electronically. Copies of reports may be printed or saved to your computer using the icons that appear on the PDF view of the report document.

## **Trips**

### **Field Trips**

Field trips are important extensions of the curriculum and life of the classroom. No student will be excluded from a school trip for financial reasons. Contact with the Director of Financial Aid for financial assistance. All requests are confidential.

### **Extended Trips**

Germantown Friends School has a lengthy and valuable tradition of school trips. An Upper School Trip Committee is charged with the oversight of extended school trips, i.e. those that cost more than \$400 per student and/or are away for more than four days.

## **Upper School Policies**

### **Academic Standards**

Students are expected to maintain satisfactory academic standing at all times while pursuing requirements for graduation as specified in the Course Catalog. The Academic Standards Committee advises school leadership as needed to ensure excellence and mission-alignment within the academic program.

### **Academic Probation**

Any student with a grade below C- at the end of a reporting period will be placed on academic probation for the coming academic term. In such cases, the student, teacher, advisor, parents and division director will work together to create a plan of action to support greater academic success. This may include additional meeting times with teachers, monitored study halls, peer tutoring,

tutoring outside of school. Supplemental summer work may be required of students on probation at the end of a school year; families should make no conflicting summer plans.

### **Summer Work**

A student must earn 73% (C) or greater on summer coursework and meet department requirements for reentry in September. While we support students doing supplemental academic work during the summer, GFS graduation requirements may not be fulfilled in this manner. Placement in courses will not be affected by summer work unless that work is pre-approved by the Academic Standards Committee.

### **Exceptions**

Exceptions to, or exemptions from, any requirement can be made only with the approval of the division director of the Upper school and in consultation with the Academic Standards Committee.

### **Off-Campus Privileges**

#### **Grades Nine, Ten and Eleven**

Students are expected to be on campus at all times unless they have written permission from a parent or guardian for a specific purpose such as a medical appointment. Notes should be addressed to the grade dean and division director.

Students' cars and parking lots are considered off-campus. If a student needs to get an item from a car during the school day, she or he needs to get permission from the grade dean or the Upper School division director. When at Field students who leave athletic facilities are considered going off campus.

There are serious consequences given to students when they leave campus without consent from an adult on campus.

#### **Grade Twelve**

Students are allowed off campus during free periods if their parents have signed and returned the off-campus permission form that is sent home at the start of the second quarter. Students must check to make sure the grade dean has their permission form before privileges begin.

All off-campus privileges require a student to be in good academic and behavioral standing. This privilege can be revoked during the year.

### **Public Spaces**

Upper School students have the privilege of spending their free periods in the public spaces of the school: the Front Hall, Hargroves, the Lunchroom, the Library and Open Door. Students using these areas are urged to be mindful that these are shared spaces. Please be considerate of others in the school community. Behavior should not disturb others or make them feel uncomfortable.

Thoughtful stewardship of physical property is expected. Transit through these areas should be free and unimpeded as a gesture of respect.

### **Front Hall**

The Front Hall is the major public space in the Upper School. It is the reception area for visitors to the school and houses the telephone switchboard. It is surrounded by administrative offices and it is a place of business. It is also a gathering place for students in grades 11 and 12.

Because of the official nature of the Front Hall, certain behaviors are considered inappropriate in that space. In order to maintain a reasonable work environment for everyone in or near the Front Hall, and a pleasant place for visitors who are waiting for appointments, we want students to cooperate positively when reminded of these expectations.

# All-School Policies

## **Absences: Extended/Excessive**

### **Extended Absence**

If a student needs to miss a day or more of school and it is known in advance, a letter of explanation must be addressed to the division director two weeks prior to the absence and the classroom teacher, advisor, or grade dean must be notified as soon as possible. Middle and Upper School students who will be absent from school must complete a planned absence form, available in the division office, which requires a signature from each of the student's teachers.

### **Extended Absences: Documented Medical**

In consultation with the Head of School, the division director, the grade advisor, the school psychologist, the school nurses and the student's physician and family, a medical leave may be suggested for a student. Teachers will provide lesson plans and modified assignments contingent on the student's ability to work independently. A family may be asked to hire a tutor to provide academic support. Summer work may be necessary as well. If a student misses 30 days or more, the academic year may need to be repeated. The Academic Standards Committee will be convened to determine whether a student is adequately prepared in all subject areas for the following grade level, and has met graduation requirements.

### **Excessive Absences: Non-Medical**

Ten or more absences within a school year are considered excessive. A student missing ten or more days of school is more likely to be at risk academically and socially. The classroom teacher/grade advisor and division director (and, when appropriate, the student's teachers) will convene with the student and family to discuss repeated absences.

## **Cell Phones**

While we acknowledge that cell phones are a convenient way for families to stay in contact, we are concerned that they are also becoming increasingly intrusive at school. Cell phones should be turned off and put away during classes (unless needed for assignments or at the teacher's request), during Meeting for Worship and assemblies. Students who make or receive calls or text messages during school activities will have their cell phones confiscated. Middle School students may only use their cell phones for emergency or family calls in the Middle School Office or with the explicit permission of a faculty member. Lower School students should not use their cell phones during the school day or at any afterschool programming.

## **Clothing**

GFS recognizes that choice of clothing is a highly personal matter, a valuable form of expressing the self. Our school cultivates respect for individual expression and the capacity for responsible choice; we encourage students to make clothing choices that reflect respect for themselves and for others. Freedom of expression should not outweigh the awareness of our purpose for being here: GFS is a

community of learners. We encourage parents to maintain a dialogue with their children on the complexity of clothing choice, knowing that we will do the same.

We expect that footwear will be worn at all times, for safety reasons. In keeping with Quaker principles, clothing should not display profanity, nor promote violence, drugs, or alcohol. We also expect that undergarments not be visible. Students whose clothing is deemed inappropriate can expect that adults in the community will speak to them about their choices. In case of persistent problems, parents will be contacted, and further action may be taken.

In keeping with our mission to help students develop the capacity for responsible choice, we include the following thoughts for reflection and discussion:

- What we wear conveys what we want people to see about us, but unless we are mindful it can also convey unintended or unwanted messages.
- Revealing and/or provocative clothing at school has negative effects on both individuals and the community, for it undermines not only the clarity and focus of our work together but also our working relationships.

### **Dangerous Objects and Weapons**

Dangerous objects and weapons are not permitted at school or at school-sponsored activities. Penalties for violation of this rule may include suspension or dismissal.

The school recognizes that pocket knives are a tool and that if appropriately used, they are permissible in the school community. It is expected that all users of pocket knives will use them safely and with discretion and that they will be expediently put away after use. Switchblades are not allowed.

### **Gift Giving**

Parents and students frequently wish to make gestures of appreciation to teachers. Some families write cards or make homemade items, others choose to make a philanthropic gift to the school in honor of a teacher. Some families are not inclined to give material goods and use other means to convey the spirit of thanks. Recognizing the wide-ranging forms of giving and in keeping with the Quaker testimony of simplicity, the Executive Committee of the Parents Association and the faculty and administration request that there be no organized classroom monetary collections for a teacher, coach, or team gifts and that families use their own discretion in simple expressions of gratitude.

### **Computer Acceptable Use Policies**

#### **Google/G Suite For Education**

**G Suite for Education** is a set of education productivity tools from **Google** that includes Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the

world. At GFS, students use their **G Suite** accounts to complete assignments, communicate with their teachers, sign into Chromebooks that are used in some classrooms, and learn 21st century digital citizenship skills. Please read the [G Suite for Education Privacy Notice](#) in its entirety.

These **Google Apps** are powerful tools intended to serve a broad range of personal, educational, and professional purposes. They enhance our ability to communicate and work with each other at GFS and with the wider world. However, wide and varied its purposes, the communication services provided by GFS must be considered to be an extension of our Friends school community and use should be ethical and responsible, showing respect for others at all times.

All faculty, staff, and students in grades 6-12 at GFS are given Gmail accounts. All students must demonstrate an understanding of this acceptable use policy to retain access to Gmail and the other G Suite communication apps.

### **Guidelines**

At GFS, we try to have our words reflect the value that Friends have traditionally placed on plain speech. We should be responsible for our words and sincere in their use. Anonymity in electronic communication is commonly exploited on the Internet and is inappropriate in a community such as ours. Each GFS email account name will include/be the owner's real name.

Standards of public conversation at GFS are to be upheld in the use of email on the school's system. Language, even humorous language, that is offensive or degrading, is unacceptable. While it is expected that email and other G Suite apps will be used for personal and private communication, the GFS computers and the GFS network are an extension of the school, and care should be taken to reflect GFS expectations for appropriate and respectful speech. Treatment of others in electronic communication should similarly reflect our respect for each other as the basis of a strong community. Mistreatment of others through the GFS network will be regarded and responded to as it is in all other areas of school life. While we strive to respect the privacy of personal communication, email on the school's server can be subject to examination by the school. Finally, a G Suite account is a privilege at GFS - an opportunity for us to communicate better with each other and to strengthen our community. Any use of G Suite apps or the the GFS network that undermines these goals can result in the loss of email privileges and may lead to serious disciplinary measures.

### **Internet**

GFS provides Internet access to students and teachers in order to enrich and extend the academic program and intellectual life of the school and also for the pursuit and exploration of personal and extracurricular interests. Because the Internet is a major, worldwide medium of exchange and information, with broad educational and cultural significance, we encourage teachers and students to become fluent in its use and to develop into ethical users and creators of Internet content.

The Internet is used by millions of people worldwide and reflects a full range of human sensibilities and moralities. As a result, it makes available some material that is inappropriate in schools and to

our educational mission. Students should be mindful at all times that they are responsible for the quality of the material that they bring into the public forum of school. Similarly, we remind students that they represent the school when they publish to the wider world of the Internet.

#### Information

Internet access is available through the school-wide network. GFS does not provide access from home to its Internet service. Students in grades 9-12 may use the Internet without direct supervision in several public places on campus including the library, the computer rooms, and individual classrooms with the permission of the classroom teacher. Students in grades K-8 may use the Internet only under the direct supervision of their teachers.

#### Guidelines

Our use of public spaces at GFS should always reflect the value our community places on respect for others and their sensibilities and must be consistent with our mission as a Friends school. Use of the Internet at GFS is deliberately designed to be public at all times, reminding students of their responsibility to the community and its standards. Students may not use or create Internet materials that are offensive to school standards of decency or that are inconsistent with our educational purposes.

While we allow and encourage a wide range of Internet use, students must remember that serious academic work is the first priority in our computing spaces. Use of our computing facilities for entertainment purposes is permitted only when it does not undermine a productive work environment. Students are also called to employ good judgment in the use of their time at school, taking appropriate care to limit non-academic use of the Internet.

Communication with others via the Internet, whether through publishing web pages, using email, or participating in discussion groups, should always exemplify the School's standards for public discourse. Students should always make their identity clear, use appropriate language, and show respect for others. Students using Internet resources in their academic work are to uphold the School's policies regarding plagiarism at all times. Presenting the work of others as one's own is a serious breach of our academic principles. Care must be taken to attribute electronic sources properly.

The GFS computer network is maintained to support educational and professional needs and use of the network is a privilege not a right. Use of the network that undermines our community and its standards can result in the loss of the privilege and may lead to further disciplinary action.

#### **Social Media Policy**

We acknowledge that students at GFS use social media to correspond with friends and family, share their experiences, and connect with important communities. The School also expects that students will engage in discourse on social media platforms that is appropriate and in keeping with our community guidelines.

If a student posts an offensive or inappropriate message to a social media site, GFS will treat this issue as a public matter as it was posted in a public forum. The School takes any violations of our community norms and guidelines very seriously, whether it be in-person or online.

## **Confidential Concerns Team (CCT)**

For all students, the middle-school and upper-school years are a time of fundamental transition in all aspects of their lives—biological, cognitive, and social. During this time, students’ relationships with their families, peers, and school change. Students begin to separate from their families and to interact more with their peers. They spend more time without adult supervision and are more likely to engage in risky behavior. This frequently involves experimentation with drugs and alcohol.

GFS addresses these issues in many ways, primarily through education, limit-setting, and disciplinary policies. GFS has implemented the Confidential Concerns Team “CCT” Program to help students with these issues. The CCT is a non-disciplinary program that provides a venue for any member of the GFS community to express concern about a student who may be struggling with an issue involving alcohol or other drugs, and a means to address any issues before they become a serious threat to a student’s health and well-being. Anyone with a concern can make a confidential referral to any member of the CCT, currently comprised of six faculty members supervised by the GFS Psychologist. The CCT does not provide counseling, take disciplinary action, or share information with the school administration. It does share concerns with students and offer resources for assistance. Detailed information about the CCT Program is available on the website or from the GFS Psychologist.

## **Disciplinary Policy**

The philosophy underlying the GFS Disciplinary Policy grows naturally from the school’s Statement of Philosophy. The Statement says, in part: *...We want our students to develop the capacity for responsible choice...to understand their strengths and limitations, learning to integrate their own aspirations with the claims and values of others...To act responsibly they must know themselves and value themselves and others...*

The principles of honesty, simplicity, self-discipline and unreserved respect for others further inform the Disciplinary Policy. By joining the GFS community, families agree to abide by these principles. The rules of conduct at GFS have been adopted by the school as necessary to the achievement of its principles and the maintenance of the safety of the GFS community. GFS wants its students to develop the capacity for responsible choice. The rules of conduct are therefore meant to work with the educational curriculum and a range of support and referral opportunities to help students learn from their mistakes. However, there is a point at which failure to observe the school’s rules of conduct becomes incompatible with membership in the GFS community. It is particularly important to the preservation of the GFS community that students observe the school’s long-standing rules demanding intellectual integrity and prohibiting illegal activities and substances on school grounds and at school-sponsored functions.

GFS may sever its relationship with any student if it is determined by the school that maintaining such a relationship is not in the best interest of the school. More particularly, GFS may discipline, suspend, place in probationary status, dismiss, not offer re-enrollment, or withdraw re-enrollment to any student (1) as a result of conduct described in the Student and Family Handbook, or otherwise determined by the school, to warrant such sanction, (2) whose academic progress is not satisfactory, (3) who harms or threatens harm to others, (4) who or whose family has, in the judgment of the school, acted against the interests of the school.

Disciplinary action must be fair, consistent and effective, based on clearly stated behavioral expectations and consistently applied, predictable consequences for breaches. Enforcement of the School's disciplinary policies and procedures is necessarily the responsibility of the Head of School.

### **Bullying**

We believe that bullying is a pattern of behavior that demeans or intimidates another, including physical, emotional, oral, written, or technological abuse. As a Friends school, we strive to be an inclusive community, expecting all members of our community to treat one another with respect and to create an environment where everyone feels safe from bullying or harassment.

As part of our intent to be a respectful and supportive community, we expect that students will refrain from attitudes, language, and behaviors that are racist, homophobic, and/or demeaning with respect to race, color, national origin, religion, gender, sexual orientation, physical ability, age or economic status. We expect all members of our school community to be safe and free from any kind of harassment, discriminatory slurs, and to be free from targeting and feelings of marginalization. In instances of bullying or harassment, the school will take action. Action could include education, counseling, suspension, or expulsion.

We encourage students to uphold respectful standards of behavior at all times, including when using cell phones and the virtual social networking realm of the Internet, and when riding school buses to and from school. Negative student interactions outside of school can seep back into our school community; when the community fabric is damaged, the school may choose to take action.

### **Cheating and Plagiarism**

Cheating and plagiarism are serious offenses. The purpose of oral and written work is to teach students to express their understanding of the material. Each piece of student work must be original work for a given assignment and solely that student's unless acknowledgment of assistance is made.

**Penalties:** The teacher who discovers a student cheating or plagiarizing will report the incident to the department chair, grade advisor, and division director. Normally the work in question will receive a zero. Any student who provides information or materials to another student without the teacher's permission is as liable to the same disciplinary action as the student who receives the information.

1. For the first offense, the goal is to ensure that the student understands clearly how to avoid entering into an activity which can be defined as cheating or plagiarism. Normally parents will be notified of the offense by phone and reminded of the school policy on plagiarism and cheating. The school reserves the right to pursue other penalties if the offense is sufficiently serious to warrant a stronger response.
2. A second offense will be reported to the grade-level core faculty as well as to the appropriate administrators. The penalty will be a suspension. Parents will be notified of the offense in writing and will be called to a conference with the division director and student.
3. Any subsequent offense may lead to dismissal.

### **Fighting**

Our richly diverse and academic community supports a wide range of ideas and opinions. Fighting, physical intimidation, or use of a dangerous object as a means to resolve a conflict is a serious violation of the Quaker testimony of unreserved respect for the individual. Penalties for fighting may include suspension or dismissal.

### **Gambling**

Friends bear testimony that to receive material gain there should be an equivalent exchange. Gambling in any form—examples including but not exclusive to betting, games of chance, raffles, playing cards for money, sports pools—is not permitted. Friends are also concerned that gambling can lead to compulsive and addictive behavior. Penalties for gambling may include suspension or dismissal.

### **Language**

Students are expected to use polite and respectful language at all times and are to avoid swearing, abusive, demeaning, harassing, or discriminatory language.

### **Portable Media Players**

Because of our dual commitment to the silence of reflection and the exchange of ideas, we do not, in general, permit the use of portable media players on campus. However, for some students, music can help create an environment that facilitates concentration in crowded spaces. Therefore, we permit Upper School students to listen to music through headphones in the Friends Free Library, Mallery Lounge and Hargroves Center snack bar. If portable music players are used elsewhere on campus, then they are subject to confiscation.

### **Stealing**

Taking the property of others without permission is a serious offense. Stealing violates the principles of honesty and self-discipline upon which our community is based. Penalties for stealing may include suspension or dismissal.

### **Tobacco**

Use of tobacco products, including e-cigarettes, is prohibited in school buildings, on the grounds (including the parking lots and athletic fields), or in sight of school property. This includes any

school function, or at any school-sponsored function. We disapprove of students using tobacco at any time because of the potential harm to their health. Penalties for tobacco use may include suspension. We ask parents and visitors to refrain from tobacco use according to the guidelines above.

**Substance Abuse**

GFS has many avenues for addressing concerns about student drug use. A healthy community does not include drugs and alcohol. The use of drugs or alcohol by students poses a severe threat to their well-being, both physically and mentally, and may inhibit the learning process. Alcohol and controlled substances, including non-prescribed medication, of any description are excluded from all school property at all times, and from school-sponsored student functions. It is also prohibited for students to exhibit the effects of alcohol or controlled substances at school or at school-sponsored functions.

The drug and alcohol policy at GFS begins with the recognition that students’ encounters with drugs and alcohol are often part of their efforts to understand themselves and integrate their own aspirations with the claims and values of others. One of the school’s functions is to provide its students with the information and support to make responsible choices and to educate and advise students in an atmosphere of respect, trust and fairness. While GFS supports the idea that students can learn from their mistakes, the school’s drug and alcohol policy attempts to balance the particular needs of individuals with the health of the entire community.

**Drug and Alcohol Disciplinary Guidelines**

The Head of School makes disciplinary decisions taking into account all of the circumstances. No set of guidelines can predict the various facts and circumstances that may be presented by a violation of the drug and alcohol prohibition. The Head of School will apply the guidelines in making a final decision regarding the disciplinary action that reflects the best interests of the school and all of the students.

The following chart is shared with all GFS faculty and staff to advise them of the immediate actions they should take in dealing with drug and alcohol issues.

Situation	Immediate Action	Next Steps	Notification to Parents	Discipline
1. An adult in the community suspects that a student may be using drugs/ alcohol off campus	The adult makes a referral to CCT	CCT considers the referral and may contact the student for a confidential conversation to express concern and offer resources for help	Upper School: CCT contacts parents upon a second occurrence  Middle School: CCT notifies parents of any referral	None

2. Student tells an adult in the community about another student's off-campus use of drugs/ alcohol	The adult or the student can make a referral to CCT	CCT considers the referral and may contact the student for a confidential conversation to express concern and offer resources for help	Upper School: CCT contacts parents upon a 2nd occurrence Middle School: CCT notifies parents of any referral	None
3. A student tells an adult in the community about their own off-campus drug/ alcohol use and asks for help	The adult talks to the student about school services available and encourages the student to seek help and talk to parents	After speaking with the student, the adult should request advice from the school counselor, school psychologist, CCT, nurse, grade advisor, or division director. GFS increases observation of the student	Parents may be contacted	None
4. A student shows signs of drug/ alcohol use at school or at a school-sponsored activity (on or off campus)	<p>If on campus during regular school hours, the observing adult escorts the student to the nurse, who determines if emergency medical treatment is needed. If no treatment is needed, the observing adult escorts the student to the division director for a discussion with the student</p> <p>If off campus or outside of regular school hours, faculty in charge of the event determines if emergency medical treatment is needed. If no treatment is needed, the faculty member notifies the division director to determine the next step</p>	The division director will investigate the incident. This may include a search of the student and the student's possessions	Parents will be contacted	<p><b>First offense:</b> One-week in-house suspension; physician or counselor assessment; drug/alcohol education program; and re-entry meeting with Head, division director, grade advisor, parents and students</p> <p><b>Second offense:</b> Two week out-of-school suspension; mandatory rehabilitation program; re-entry meeting with Head, division director, grade advisor, parents, and student</p> <p><b>Third offense:</b> Voluntary withdrawal or expulsion</p>
5. Student possesses drugs/alcohol at school or at a school-sponsored activity (on or off	Division director is summoned. The student and the student's possessions may be searched and	GFS Security and/or police may be contacted	Parents will be contacted	<b>First offense:</b> Two-week out-of-school suspension; rehabilitation

campus)	any contraband confiscated. Staff member writes an anecdotal report of the incident			program; conditional return based on consultation of Head, division director, grade advisor  <b>Second offense:</b> Voluntary withdrawal or expulsion
6. A student distributes drugs/ alcohol at school or at a school-sponsored activity (on or off school property)	Division director is summoned. The student and the student's possessions may be searched and any contraband confiscated. Staff member writes an anecdotal report of the incident	GFS Security and police will be contacted	Parents will be contacted	Voluntary withdrawal or expulsion

### Parents to Be Present at All GFS Home Parties

Parents should be present at all GFS home parties. Parents are legally responsible for the health and safety of children they entertain. GFS encourages parents to set house rules and insist that GFS students respect them, including rules regarding underage drinking and drug use. Parents must provide an environment for guest children and their own that respects the law and other families' concerns for safety and acceptable behavior. Parents and guests should not hesitate to call hosts if they are unsure about chaperones at a party, and hosts should respect the call as a legitimate expression of concern and support for children. Students, for their part, should understand that they are guests and behave accordingly. It is important to note that it is illegal in Pennsylvania for a person under age 21 to possess, buy or consume marijuana or any alcoholic beverage, including beer. It is illegal for adults to have knowledge of underage drinking on their property, just as it is illegal to provide alcoholic beverages to a minor or to aid the minor in possessing or drinking it. It is illegal for anyone to possess, buy or sell controlled substances.

### Parents Association Statement of Support for the GFS Drug, Alcohol, and Smoking Policies

*GFS Parents Association fully supports the school's regulations prohibiting the use of drugs and alcohol and forbidding smoking on or in sight of campus. When it comes to off-campus activities, we encourage all parents to support fully each other, their children, and the law by forbidding drug and alcohol use by students in their homes. The growing concern among all families today regarding drug and alcohol abuse can be ameliorated when parents know that other parents will not allow such abuse to occur in their homes.*

### Reporting of Disciplinary Actions

Many colleges request information from the school about suspension, academic, or disciplinary probation. Suspensions that have occurred during the Upper School years will be reported to a

requesting college or university. If a student is suspended or placed on probation after the application is filed, the National Association for College and Admission Counseling (to which we belong) Statement of Good Practice states that we “should report any significant change in the candidate’s academic status or qualifications, including personal conduct record, between the time of recommendation and graduation, where permitted by applicable laws and regulation, and if requested by an institution’s application.” Therefore, we will report such a change of status. If a senior is dismissed or withdraws from school, we will notify the colleges and/or universities of this change in status.

### **Upper School Judicial Review Board**

The Upper School Judicial Review Board is composed of two faculty and two students from each grade nominated by their peers. The Head of School and the Upper School Division Director consult with the board before determining penalties for serious disciplinary offenses. The board serves as an advisory group only. The responsibility for determining penalties rests with the Head of School.

### **Anti-Hazing Policy**

Hazing involving students, student groups or any individuals at GFS is strictly prohibited and will result in penalties, which could be probation, suspension, or dismissal regardless of whether the hazing takes place on or off campus.

#### **Definition**

Hazing is defined by applicable law as:

“Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be ‘forced’ activity, the willingness of an individual to participate in such activity notwithstanding.”

#### **Responsibility for Compliance**

All GFS students, faculty, staff, teams, clubs and organizations are responsible for abiding by this policy, both on campus and off, including on privately owned facilities and/or property. GFS

recognized organizations are responsible for any activity in violation of this policy by any individual or group affiliated with the organization (new member, member, auxiliary, or alumnus), unless it is proven that the group or individual activity was independent of, and occurred without the knowledge or consent of, the recognized organization. Such responsibility will apply equally to situations in which one or more members knew or should have known of the activity and failed to make every reasonable attempt to prevent or stop it.

### **Reporting of a Possible Violation**

Anyone who witnesses or suspects that hazing has occurred shall immediately report what was witnessed, or the basis for the suspicion that hazing has taken place, to the Head of School or Division Head. If the hazing has occurred in connection with a GFS team, club or organization, then the incident shall also be reported to the person or coach responsible for the team, club or organization.

### **Violations and Sanctions**

The Head of School shall have discretion to impose any discipline deemed appropriate for an incident of hazing against both the individual who engaged in the conduct and the team, club or organization of which he/she was a member. Discipline and penalties shall include, but not be limited to, withholding diplomas or transcripts, the imposition of fines, restitution, probation, suspension, dismissal or expulsion. In the case of teams, clubs or organizations, penalties may include withdrawal of permission for the team, club or organization to continue to operate under the auspices of the School. Imposition of discipline by the School does not preclude any criminal penalty which may be imposed for violation of criminal laws and the School will fully cooperate, and share information, with law enforcement as part of any investigation.

### **Harassment Policy**

Germantown Friends School is founded on the belief that there is that of God in everyone. GFS has unreserved respect for individual differences in background, ethnic origin, gender, race, religion, disability, and sexual orientation, and we believe profoundly that our community is enriched by its diversity. In order to sustain an environment that is sensitive to and respectful of every member of the school community, GFS strictly prohibits harassment of other members of our community. Outlined below are procedures that should be followed if one believes that they have been subjected to any type of inappropriate behavior based on ethnic origin, gender, race, religion, disability, sexual orientation, or sexual identity, or if one has observed such behavior imposed on another.

Sexual harassment is a particular form of harassment that people sometimes fail to fully understand. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. The overriding factor in sexual harassment is that the behavior is uninvited and unwanted. In its extreme form, this harassment occurs when a person in a position of influence or control uses authority and power to pressure another into

sexual relations. Sexual harassment may include physical assault, including rape; inappropriate personal questions; remarks about a person's clothing, body or sexual activity; offensive remarks, jokes or writing; display of sexually explicit photographs or other materials; leering or ogling; unnecessary touching in any form; subtle pressure for sexual activity.

If any student believes that he or she has been harassed in any way, including but not limited to sexual harassment, or has witnessed the harassment of another, they should take one or more of the following steps in whatever order seems appropriate:

- If you are comfortable doing so, let the offending person or people know that you want the behavior to stop. Say "no" firmly. Do not apologize. Speak directly and give a clear message about how you feel.
- If you do not feel comfortable confronting the person alone, take a friend along, or write an email or letter.
- Keep a written record of when, where and how you have been mistreated. This might include witnesses, direct quotes, actions, evidence, and any written communication.
- If you do not feel comfortable confronting the person at all, or if you have tried and were not successful, you should speak promptly with an adult at school (an advisor, a teacher, or an administrator) to report the concern. You may bring a friend or parent with you. It is very important that you report your concerns so that the School may help you to resolve the situation. Do not assume that anyone knows you are feeling mistreated.
- The person you report to, in consultation with you, may refer the complaint to the appropriate division director or the Head of School.

The School, when appropriate, will initiate a prompt investigation and take action based on the circumstances. If harassment is confirmed, action could include education, counseling, suspension, or dismissal. The School's decisions and actions remain confidential and privileged.

GFS also prohibits retaliation against anyone who has reported a concern of harassment in good faith. If you feel that you are being treated negatively as a result of expressing a concern or participating in an investigation, please let the Head of School know right away.

# Funding Independent School Education

## Financial Aid Program Description

As we seek to make a GFS education accessible and affordable, our financial aid program assists families with children in Kindergarten onward with tuition costs and activity fees. A robust financial aid budget supports our commitment to a socioeconomically diverse school community.

Approximately 33 percent of GFS families receive financial aid. Applying for aid has no bearing on our admissions decisions; no student is denied admission because of financial need. Germantown Friends School does not discriminate on the basis of race, color, religion, sexual orientation, national or ethnic origin in the administration of its financial aid program.

## Funding an Independent School Education

A GFS education is an important investment in your child's future. Tuition and activity fees cover the cost of tuition and most grade-wide activities. They do not cover the costs of lunch, non-grade-wide field trips and activities, books and reading materials, sports uniforms and some other small program fees that are particular to certain classes. Extended day programming, including ASpire and after-school clubs, private instrumental music lessons, and private transportation costs are optional and also not included.

We expect parents to give their children's GFS education very high priority in their financial planning and to consider seriously all family resources and assets (including possible help from such sources as stepparents and grandparents) before applying for financial aid.

## Financial Aid for Non Tuition Program and Activity Costs

[Tuition and activity fees](#) cover the costs of tuition and most grade-wide, annual activities. They do not cover the costs of lunch, transportation, non-grade-wide field trips and activities, books and reading materials, and some other small program fees that are particular to certain classes. Optional programs, including the After School Program (ASpire), private instrumental music lessons, tutoring, Crew, summer camps, and the Middle and Upper School trips to other countries, are also not included.

Families may apply for financial aid for these additional expenses and should reach out to the Director of Financial Aid to apply for assistance with these costs that are not covered by tuition. Any family with demonstrated need can request funds regardless of their income status. GFS will attempt to provide financial assistance for any and all families who experience hardship with any GFS offered program costs, but our aid funds are limited, and we will not be able to meet all requests for assistance.

GFS is fortunate to have the Rubenstone Fund, founded in the 1960's to provide assistance for non-tuition expenses for students currently in the Community Scholars Program. GFS also provides financial aid from our General Funds in order to support demonstrated need to families. This funding is dependent on available annual budget.

Families who request assistance who have not gone through GFS's online [FAST financial aid](#) application should be prepared to file an application with **FAST** to determine demonstrated need and aid eligibility.

For ASPIre clubs and activities, there is a registration period for fall, winter, and spring. All requests for assistance with ASPIre need to be filed two weeks before the start date of that ASPIre season, and before the deadline for the online registration within **Active Network**.

Our general awarding practices, if a family is eligible for assistance for program costs not covered by tuition, is to aid a family at the same percent of aid that is received for tuition. However, because aid funds are limited, families may not be supported for all requests in every season of ASPIre. Also, awards are offered per child, per activity and any aid offered cannot be transferred within a family to other children for other activities.

