



2020 - 2021

**Lower School
Family Handbook**

I. Introduction

This Family Handbook is published for members of the Abington Friends Lower School community for the purpose of providing information on day-to-day student life. The Handbook is informed by the [philosophy of Abington Friends School](#) and our core community values, grounded in the Quaker testimonies of simplicity, peace, integrity, community, equality and stewardship.

Parents should read and be familiar with the contents of the Handbook in order to navigate and understand the expectations of joining the school community at AFS. We believe in an assumed partnership with families, where we work together to maintain a healthy learning environment in which every child can thrive.

II. Contact Information

Our email system allows teachers to be contacted directly at school. Any member of the faculty or staff may be contacted directly by email through their first initial, last name @abingtonfriends.net. You can also call the Lower School office at 215-576-3960 to leave a message and Tricia will make sure the message is delivered.

Andrea Emmons, Lower School Director
215-576-3959
aemmons@abingtonfriends.net

Paula Cohen Corbman, Lower School Assistant Director
215-935-1274
pcohen@abingtonfriends.net

Tricia Cassidy, Lower School Administrative Assistant
215-576-3960, Fax: 215-690-7660
tcassidy@abingtonfriends.net

Susan Harris, School Nurse
215-576-3978, Fax: 215-886-4796
sharris@abingtonfriends.net

Chris Santaniello, Transportation Office
215-576-3981
csantaniello@abingtonfriends.net

Mikael Yisrael
Director of Equity, Justice and Engagement
215-576-3951
myisrael@abingtonfriends.net

Address: Abington Friends School
575 Washington Lane
Jenkintown, PA 19046
Phone (AFS Main Number): 215- 886-4350, Fax: 215-886-9143
School Website: www.abingtonfriends.net

Additional contact information can be found on the AFS website
<https://www.abingtonfriends.net/contact/>

III. The School Day

Hours of Operation

We are open from 7:45 a.m. to 3:00 p.m., Monday through Friday. The school day is considered 8:00 a.m. to 3:00 p.m. The Lower School office is open from 7:30 a.m. to 4:00 p.m. each school day. Please leave a voicemail message if no one is available to answer your call. Voice mail messages are picked up frequently throughout the day.

All entrances to the Lower School are locked. For the safety of all, visitors will not be allowed into the Lower School buildings. Students will enter the building via designated doors at the start of the school day.

Attendance

Absences/Late Arrivals/Early Departures - In the event of lateness or absence, we ask that families call and inform the Lower School Administrative Assistant, at 215-576-3960 by 8:30 a.m., as it is important to have accurate attendance records as early in the day as possible.

Planned Absence

When a family knows in advance that the student will be absent for any length of time, written notification must be given to the Lower School Office before the planned absence. Examples of a planned absence include:

- Religious holidays or obligations

- Documented medical appointments (A note is required upon return to school.)
- Family emergencies or obligations.

Routine Drop-off and Pick-up

The school building will not be open until 7:45 a.m. Children may not be brought to school prior to that time. The RUVNA health screening must be completed for a child to enter the classroom.

Kindergarten and Early Childhood Arrival - Please walk your child to their designated entrance via the Redbud playground. A teacher will greet you at the door and escort your child into the room to get settled. Family members will not be allowed to enter the classroom with the child. You must wear a mask when dropping your child off.

First through Fourth Grade Arrival - Please let your child out onto the sidewalk directly in front of Lower School so that they will not have to cross in the pathway of other cars. A teacher will greet your child and escort them to their designated entrance. For the safety of all, do NOT park on the circle directly in front of the Lower School between the “No Parking” signs. If you need to park, please use one of the designated spaces in the parking lots in front and to the side of the Lower School. Please exercise extreme caution when driving in the circle.

Departure/ Dismissal Procedures

Drop-off:

General Information:

- If you will be making any changes in your dismissal plans, contact the Lower School office before 2:30. Email Tricia Cassidy with any updates tcassidy@abingtonfriends.net
- If changes come in after 2:30, we cannot always process them in time for a peaceful dismissal. If you have an emergency which will delay you, please call the Lower School office 215-576-3960.
- When you arrive for dismissal, please drive slowly and stop at the stop sign.
- If you are parking, use a ***designated parking spot***. **Do not park anywhere on the circle.**
- Please remember that Handicap spots are available for those in need. These should be used by vehicles displaying the proper sticker or tag.

Early Childhood and Kindergarten Families

Early childhood and kindergarten families will drop off via the Redbud Playground to the side of Lower School. Please park and walk your child to the designated classroom door. Doors

will be marked with the teachers' names. Family members are not allowed to enter the school building. A teacher will greet you at the door, ensure that you have completed the RUVNA health check list and welcome your child into the classroom. With multiple families needing to drop their children off, please do not linger for an extended conversation in the doorway so that we can be mindful of social distancing and helping students settle into the day. Individuals should wear masks during drop off.

First through Fourth Grade Families

Please pull into the circle in front of Lower School. A teacher will be there to greet you. It is easiest if you remain in your vehicle. The teacher will ensure that you have completed the RUVNA health check list and walk your child to their designated classroom entrance. First, third and fourth grades will be entering via their classrooms' external doors; second grade will be entering via the main Lower School entrance.

Pick-Up

Early Childhood and Kindergarten Families

As much as possible we would like to stagger pick up. Early childhood and kindergarten student pick-up begins at 2:45p.m. Students will be picked up at the same door where they were dropped off. A teacher will greet you and bring your child and their belongings to the door to meet you. Again we ask that you wear a mask when picking up and refrain from lingering for an extended conversation in the doorway so that we can be mindful of social distancing.

First through Fourth Grade Families

First through fourth grade students begin pick-up at 2:55. Students will be waiting in designated areas out front of Lower School. To pick up a student via the car line, enter the campus from Washington Lane, proceed slowly and form two lines. When directed, cars will alternate left, right, left to form a single line before approaching the front of Lower School. Drive up to the circle and a teacher on duty will call for your child from the dismissal area. **Please do not get out of your car.** A teacher will walk your child to the vehicle. When picking up your child, please display the name tag on your car's windshield. Name tags will be given out on Monday, August 31.

If you choose to park and walk over to pick up your child remember to wear your mask, be mindful of social distancing and refrain from lingering in the dismissal area for extended conversations.

Additional Dismissal Information for all Lower School Families

If an individual, other than the parent or caregiver, regularly picks up your child, list that person's name on the Emergency Contact form (on-line) and the Dismissal Instructions Form. If someone new is coming to pick up your child, we will likely ask them for identification and you will be required to authorize the person ahead of time by using the Note to School form or contacting the Lower School Office. Any changes made to the daily dismissal form need to be addressed to the Administrative Assistant in the Lower School Office (215-576-3960). If you will be delayed in picking up your child, please notify the office so that the teachers can inform your child.

If you stay for playtime after you have picked your child up, please supervise them on the playground. Playground and school rules are in effect during and after school. Be mindful of mask wearing and social distancing at all times.

Custodial Disputes

Custodial disputes in a family can be challenging for family members as well as for faculty and staff. Where custody of a child is in dispute, AFS follows all legal guidelines outlined by the PA Family Court system. ALL parents/guardians must have unlimited and on-demand access to their child while in our program unless that access is restricted by law. The law states that we may not deny any parent access to his or her child unless there are specific custody orders in a child's file. When a court order restricting access exists, we are bound by its restrictions. We require a copy of any such court orders for our files.

Snow or Emergency Closings

Announcements of the closing of school because of weather conditions will be made over major Philadelphia radio and television stations, the school website, via your e-mail, and via our alert system. Announcements of school closings are usually posted by 6:30 a.m.

If snowfall begins during the school day, AFS will make every effort to avoid mid-day closures. Should the school have to close during the day, you will be notified via email as soon as possible. An administrator will remain in school until the last student is picked up.

IV. General Information

Attire

Our school is made up of a diverse group of families with a range of expectations around clothing and self-expression and we embrace the fact that learning can happen in varied physical environments. With that in mind, we ask students to follow these guidelines:

- NO flip-flops on the playgrounds. Closed toe footwear is best.
- Attire reflecting violence, the military (including camouflage or military symbols), or sexual, racial or religious insensitivity, or that refers to tobacco, alcohol or illegal drugs is not allowed.
- Hats, caps and sunglasses may not be worn inside the school building.
- Any clothing that allows undergarments or midriff to show should not be worn.
- At the discretion of the administration, a student may be asked to change clothing that violates this policy, or to cover the clothing they are wearing.
- In special circumstances, students may be asked to dress more formally or wear specific attire to meet the standards of that event or occasion.
- Masks are required at all times in the building unless the individual is eating or drinking.

Birthdays

Birthday celebrations are significant events in the lives of many children. Given the challenge currently posed by COVID-19, we are unable to have shared birthday snacks at school.

Cell Phone Policy

Lower School students may use cell phones before or after school, but not during the school day. If you need to reach your student during the school day for an urgent matter, please call the Lower School office at 215-576-3960. Please help us keep the LS campus and Outdoor Classrooms a place of limited cell phone use. We ask that you limit cell phone use on school property. Also be mindful of turning off cell phones prior to any school events.

Child Abuse Reporting

State law mandates that all individuals working with young children be required to report any suspected instances of child abuse or neglect to the appropriate authorities. The decision to report any suspected instance of abuse or neglect is taken very seriously and involves close consultation with our consulting school psychologist. The Director will follow the direction of the child protective service agency regarding completion of written reports. If the parent or legal guardian of the child is suspected of abuse, the Director will follow the guidance of the child protective agency regarding notification of the parent or legal guardian.

Communication

Communication is essential to ensuring the best possible learning environment. Families can generally expect a response to an email or phone message within 24 hours. Evenings and weekends are often busy for everyone. If you reach out to a teacher at those times, they may not

get back to you until the next school day, but they will do their best to be of help. Please reach out to your child's teacher or advisor if your family is experiencing circumstances that may impact your child at school.

If you would like to talk with your child's teacher, please ask for a meeting either via phone or Zoom and we will schedule a time. Scheduling a time will allow the teacher to gather any pertinent information or resources that might be needed. Good communication is truly important to the home and school partnership, and we will do our best to foster communication which strengthens that partnership.

Community Standards

The AFS community believes the Quaker value that there is "that of God" in every person. We recognize that the diversity of our school community is a core strength. We work to create inclusive community standards that reflect the context of the diverse lives and identities of our school community, while maintaining an environment of respect and physical and emotional safety for all members of the community. By attending AFS, students and families agree to abide by these community standards.

Friday Notes

Each Friday an email entitled Friday Notes will be sent home. Friday Notes announce upcoming programs, special events and share general school information. Occasionally a note from the School or from your child's teacher will come home on another day of the week.

Holidays

The words "holiday" and "celebration" mean different things to different people. We seek to take a simple approach to holiday celebration. Holidays are not a major focus of our curriculum. However, students and families are invited to share their connection to special days throughout the year. For various holidays, we focus on the values at the core of the holiday such as community, peace and togetherness. We leave the celebration of Mother's Day and Father's Day to each individual household as we have children from diverse family structures. We believe that holiday activities at school can serve the following goals and functions:

- Validate student and families' holiday experiences and traditions at home
- Expose students to different ways of celebrating the same holiday
- Expose student to celebrations, traditions and religions different from their own
- Foster respect for celebrations, traditions and religions different from their own
- Build a sense of community, family and togetherness

Lost and Found

Lost books, clothing and personal effects are placed in the treasure chest located in the Lower School entryway. Periodically, all unclaimed items are donated to charity. The School claims no responsibility for items left or stored in school buildings. Small items such as eyeglasses, change purses or jewelry that are found are kept in a special container on the Administrative Assistant's desk.

Student Support Team

For students in need of support or enrichment, the Student Support Team (SST) serves as a resource for teachers and families. The SST process is a multi-disciplinary approach, engaging teachers, families, our psychological consultant and other learning specialists in discussion as to how the student might best be supported or challenged. Students who have been identified as having learning differences through a psycho-educational or neuropsychological evaluation may need modifications or support. The SST and the family will work together to develop a Formal Education Plan (FEP) for implementation at school and home.

It is our hope that every child admitted to Abington Friends School will thrive academically, socially and emotionally. There are times when, despite support, a student exhibits either a lack of academic progress or a pattern of behavior that is disruptive to the learning environment. The School seeks to work in partnership with families and will help to identify other learning institutions if a different learning environment is deemed necessary.

V. HEALTH AND SAFETY

Our School Nurse is on call to the Lower School for any medical emergency. An Abington Township School District Nurse is at AFS two days each week to collect the Pennsylvania required physical and dental examinations and immunization forms and conduct annual Pennsylvania mandated screenings for height, weight, vision and hearing.

RUVNA Daily Health Screening

A daily health questionnaire must be filled out by all who will be on campus. The RUVNA program will send a notification each morning with a series of questions to help determine whether individuals can safely come to school. If there is any question as to whether a child is ill, we ask that you keep them home for the safety of all in the community.

Illness Guidelines :

- **Fever:** Students must be picked up for a fever at or above 100 degrees. They may return to school only when they are fever free, (without the aid of fever reducing medication such as Tylenol/acetaminophen or ibuprofen) for 48 hours.

- **Vomiting and diarrhea:** Students who have vomited or had more than 2 episodes of diarrhea must be picked up from school. They may return to school 48 hours after the last episode of vomiting or diarrhea, and when they are able to tolerate a normal diet.
- **Colds/Coughs:** Students should stay home if they have a fever, if their symptoms keep them up at night or worsen with activity, or if they have a severe cough, congestion or runny nose that makes them unable to participate fully in a 7 hour school day.
- **Pinkeye (conjunctivitis):** Students will be sent home if Pinkeye is suspected. A note from your healthcare provider is required to return to school 24 hours after starting antibiotic eye drops or ointment, and when symptoms have subsided.
- **Undiagnosed rashes:** A note from your healthcare provider is required to return to school stating the rash is not contagious. Please contact the nurse's office prior to your child's return to school.
- **Communicable/Infectious diseases:** Please report any infectious diseases (strep throat, influenza, chicken pox, mononucleosis, ringworm, impetigo, 5th disease, hand, foot and mouth, scarlet fever, etc.) to the Nurse's office, EXT. 3978. A note from your healthcare provider is required to return to school stating they are no longer contagious.
- **Head lice (pediculosis):** When a case of head lice is identified in the school, measures will be taken to minimize further spread and assist in the elimination of the problem. The infested child will be sent home from school to receive treatment by the families, who should consult with their pediatrician. Students may return to school after treatment with an effective pediculicide and the removal of all nits (eggs) from the child's hair. Your home should be treated as well. Upon arrival to school after treatment, and before returning to the classroom, students must be reexamined by the school nurse to determine that they are lice and nit free. Please notify the Nurse's office if you discover head lice on your child so that other families may be notified. We will make every effort to examine all the children in your child's grade and anyone else who may have been in close contact with your child. For additional information visit: <http://www.cdc.gov/parasites/lice/index.html>
- **COVID-19:** The School will be following guidance from Montgomery County health officials and medical professionals for potential COVID-19 cases. Information on the COVID-19 protocols and prevention can be found on our website: <https://www.abingtonfriends.net/current-parents/afscoronavirus/>.

Face Covering Policy

Students, faculty and staff on the AFS campus will be required to wear an acceptable face covering throughout the school day (exceptions noted below). Acceptable face coverings include:

- Disposable medical masks
- Face coverings that:
 - Are at least two layers thick
 - Fit securely over the nose and under the chin
 - Fit snugly
 - Are secured behind the head or over the ears

Face coverings with exhalation valves are not permitted.

Face coverings should be washed regularly.

Disposable face coverings should be replaced daily.

Face shields may be worn in addition to, but not in place of, a cloth or disposable mask.

All students are required to bring at least two face coverings to school daily.

Students may remove their face coverings in the following situations:

- When eating or drinking and spaced at least 6 feet apart.
- Outdoors when individuals are able to remain 6 feet apart.
- In Early Childhood classrooms while napping.

Always hand wash or sanitize your hands before and after removing your face covering.

Additional information about face covering:

- <https://www.healthychildren.org/English/health-issues/conditions/COVID-19/Pages/Mask-Mythbusters.aspx>
- <https://www.hopkinsmedicine.org/health/conditions-and-diseases/coronavirus/coronavirus-face-masks-what-you-need-to-know>
- <https://www.sciencenews.org/article/coronavirus-covid19-neck-gaiters-masks-droplets-study>
- <https://uhs.berkeley.edu/coronavirus/health-information/protect-yourself-prevention/masks-information>

Illness/Injury at School

If a student becomes ill or injured at school, the student will come to the office, and then the nurse for evaluation. Families will be notified to come pick up their child. In the event of a

suspect case of COVID-19, family members will be notified to come pick up their child from a designated quarantine area. The school will contact Montgomery County health officials to determine pertinent next steps.

If a medical emergency occurs at school, we will call 911 and then contact you. If we are unable to contact you, we will call your emergency contact numbers. If your child becomes sick or injured at school, we will call you to pick up your child as soon as possible. If you cannot be reached, we will call your emergency contact numbers.

Food Allergy Guidelines

AFS has many students with food allergies. If exposed to even a small amount of allergen, a life threatening reaction called Anaphylaxis can occur. Abington Friends is not a peanut/tree nut free school. However, in order to provide a safe environment for all of our students, we do not serve peanuts or tree nuts on campus.

Although AFS discourages it, peanut/nut products may be brought to school for lunch to be eaten at lunch. Students eating peanut/nut products should wash their hands well after eating and use the wipes to clean their lunch space. If a student has peanut butter or nut products for breakfast, please make sure they wash their hands before coming to school.

All students who are in class with a student with a life threatening food allergy should wash their hands after eating. Students should not trade or share lunch, snacks or drinks.

Medication Policy

When medication, prescription or over-the-counter, is to be administered to a child during the school day, the parent/guardian must bring the following to the School Nurse:

- Written orders from a physician giving the name of the drug, dosage, when prescription medication is to be taken, diagnosis and/or the reason that the medication is being given.
- A completed Medication Permission Form from a parent or guardian requesting that the School comply with their physician's written order.
- Medication in an appropriately labeled pharmacy container and/or an over-the-counter medication in its original container as purchased. In either case, an adult should bring the medication to the School Nurse.
- The School has some over-the-counter medications in stock to administer to students if a Medication Permission Form has been completed. LS families will be contacted prior to over-the-counter medication being dispensed.
- If you have any questions, please call the School Nurse at 215- 576-3978.

Epipens, Inhalers and Medication

Medication is permitted in the classroom only with approval of the school nurse, even if the Medication Permission Form is on file in the Health Room. The School conforms with the public health law of Pennsylvania in respect to medication administration. If you wish any special consideration in respect to this practice, please notify the School Nurse in writing. Epipens or inhalers are not permitted in the classrooms unless the proper Medication Permission Form is on file in the Health Room.

Health and Wellness

Our Health and Physical Education program seeks to teach children about nutrition, caring for their health, engaging in physical activity and developing social and emotional learning skills. All health and wellness activities are developmentally appropriate and geared toward helping students grow in their understanding of how their bodies work.

Children in Lower School classrooms grow and experience many physical changes. We recognize and respect family members as the primary source of education in a child's life. Children also need teachers to be accurate and honest about physical and pubescent development. The information that children will receive will be factual and developmentally appropriate. Teachers use correct names for all of the body parts and functions. Teachers also explain differences between private and public behavior, appropriate touches such as back rubs at rest time and inappropriate touches. Teachers help children to establish personal physical boundaries and teach them that it's ok to say "no" to touch.

At certain ages, it is developmentally appropriate for children to ask questions about their bodies and the bodies of others. Teachers respond to these situations in a respectful, open and non-shaming manner. We will let families know so that further conversation and education can occur at home. Teachers and the Director are available to answer questions families may have and give further information.

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

INTRODUCTION

The following policies outline the School's policies against Harassment, Discrimination, and Retaliation, and for accommodations for students with disabilities. The policies set forth compliance and investigation procedures pursuant to the School's obligations under the

terms of its SBA Paycheck Protection (PPP) Loan. For more information on the School's obligations, please review the SBA Non-Discrimination Compliance Policy on our Website. These policies will be in effect until the SBA PPP Loan has been satisfied in full.

NO HARASSMENT POLICY

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

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

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

- Calling other students by mean names or to teasing them in ways that are hurtful
- Telling lies about another person
- Grabbing or touching another student's "private parts," or pulling down another student's pants, looking up a girl's dress, or intentionally opening the door on a student who is using the bathroom
- Drawings that show someone's private parts
- Touching other students or adults on their private parts or anywhere on their body when they have asked you to stop
- Pinching, grabbing, or kissing other students or adults at school
- Hugging someone who does not want to be hugged and has asked you to stop
- Telling naughty jokes or jokes you would not want your parents or teacher to hear you telling.
- Rubbing your private parts against someone else's body.
- Making mean or unkind gestures or movements towards another person
- Saying mean things about another person's body
- Telling someone that something bad will happen if they do not do what you tell them to do
- Making fun of or teasing another student because they say they like or love

another student. For example, if a girl says she “loves” another boy or girl.

- Taking, sending or posting pictures of your or another student’s private parts or without their clothes on.
- Making fun of or saying unkind things about the color of another person’s skin or their religion (including their religious clothes).
- Making fun of or saying unkind things about someone who is from another country or does not speak English clearly.
- Teasing someone because they need help walking, talking, hearing, learning or seeing. For instance, teasing or making mean comments when someone needs a wheelchair, or they can’t see or hear.
- Teasing someone because they want to dress like or be more like the other gender. For example, teasing a boy who wears dresses or plays with “girl” toys.

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

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

If you have seen or heard this kind of behavior, whether it was done to you, to your friend, or to someone else, you should tell a teacher or another adult who works at the School. If you are not sure who to tell at the School, please go see Martha Scache, Director of Business & Operations, Abington Friends School, 575 Washington Lane, Jenkintown, PA 19046, 215-576-3964, or email her at mscache@abingtonfriends.net, and she will help you.

The School will look into the concern raised by the student as confidentially as reasonably possible. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations. Students will not get in trouble, nor will anyone do anything bad to them if they tell their teacher, an adult who works at the school,

or Martha Scache about the behavior, or if they cooperate in responding to questions about the behavior. If any student feels that something bad is being done to them because they told about the behavior, they should also tell Martha Scache about that immediately and the School will help to stop that from happening.

NON-DISCRIMINATION POLICY

The School does not treat students differently because of their race, color, age, religion, national origin, sex, handicap or disability. For example, this means that no matter what color someone's skin is, where they are from, if they are a boy or a girl, or if they have trouble walking, talking, hearing, learning or seeing, they are treated the same as everyone else. If you believe that you, your friend, or someone else, is being treated differently because of one of these reasons or if you want to ask about what discrimination means or what the School does not allow, please talk to: Martha Scache, Director of Business & Operations, Abington Friends School, 575 Washington Lane, Jenkintown, PA 19046, 215-576-3964, or email her at mocache@abingtonfriends.net.

INVESTIGATION AND ANTI-RETALIATION

Students will not get in trouble, nor will the School permit anyone do anything bad to them if they tell the School about any behavior that breaks these School rules, or if they answer questions about the behavior. If any student feels that they are being treated badly by anyone at School because they told about the behavior, they should also tell Martha Scache, Director of Business & Operations, Abington Friends School, 575 Washington Lane, Jenkintown, PA 19046, 215-576-3964, or email her at mocache@abingtonfriends.net, about that immediately and the School will help to stop that from happening. Any student who retaliates against another student or is mean to them because they reported improper conduct, will also be subject to discipline, including but not limited to being dismissed from the School.

SERVICES FOR STUDENTS WITH DISABILITIES

Services for students with disabilities

We understand that there may be circumstances in which a parent may request that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests has grown over the years, the School believes that it is appropriate at this time to outline the School's policy and general guidelines for addressing such requests.

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

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

Request and Documentation: For any type of accommodation (including administration of medication at school), the parent must contact the Section 504 Compliance Officer, Martha Scache, Director of Business & Operations, Abington Friends School, 575 Washington Lane, Jenkintown, PA 19046, 215-576-3964, or email her at mocache@abingtonfriends.net, to discuss the need. The Compliance Officer will then assemble the appropriate persons to work through the process. The School will advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

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

Assessment of Request: Once the parent's request and medical documentation has been received by the School, appropriate persons within the administration will meet with the

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

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

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

Emergency Operations Plan:

AFS has completed a detailed Emergency Operations Plan that defines and refines our response plans for a variety of types of emergencies.

Highlights of the Plan: Depending on the circumstances of the emergency, we will use one of the following protective actions:

- Building Evacuations are used when students move to a safe area on campus in the event of a fire, bomb threat, or other events.
- In-Place Sheltering is used when sudden occurrences, weather or hazardous materials related events may require taking cover inside the building.
- Evacuations From Campus - total evacuation of the facility may become necessary if there is a danger in the immediate area. In this case, students are taken to a safe location.
- Modified Operation may include cancellation or postponement of normal activities. These actions are taken when a winter storm or building problems such as a utility disruption make it unsafe for students but may be necessary for a variety of situations.

Emergency Communication:

In an emergency, our power sources may be shut down, precluding some communications options. Cell phones and local television networks can become overloaded in an emergency. Every effort will be made to keep families informed rapidly as to what we are doing and where we can be found. The Directors and Administrative Assistant will implement the communication plan. Please be sure we have correct and updated contact information at all times.

- A message will be sent via our alert system.
- The school voicemail will be updated, if possible.
- Brief messages will be sent to our entire email list and posted on the AFS home page.

We ask that you not call during any emergency. This will keep the main telephone lines free to make emergency calls and relay information if we are able. Division Directors will be in contact with the Head of School (or designated person in charge) and respond to events as they unfold.

Fire Drills

Fire drills are held periodically. Evacuation routes for fire drills and other emergencies are posted near the exit doors in each classroom, bathroom and office. If the fire drill occurs while you are present, follow the lead of the teachers and evacuate with us. Do not re-enter the building until cleared to do so.

VII. Conclusion

The Family Handbook is not meant to be a comprehensive document, but a guide for major policies that affect students' and families' daily lives. Whenever there is confusion or a lack of clarity, the first step for a family is to reach out to their child's teacher or the Lower School Office.

The Lower School administration, faculty, and staff wish you and your child a wonderful school year!