

RFS Parent / Guardian

Student Handbook 2010-2011



Original Artwork done by Justin Perdomo, rising third grader.

Richmond Friends School—A good place to grow—

2010-2011 Calendar

August

- 12 & 13** Teacher Workdays
- 14** 1/2 Family Workday & Family Orientation (Mandatory School day)
- 16** First day of School
- 16/17** PreK-K—1/2 day, 8:30-12:30 (Full days for 1-6)
- 18** First Full Day for Everyone

September

- 6** No School, Labor day
- 16** Parents Night
- 23/24** Half day then full day off, Parent/Teacher Conferences

October

- 15** Grandparents' Day
- 28-29** No School, Fall Recess

November

- 6** 1/2 Day Family Workday (Mandatory School day)
- 12** No School, Teacher Workday
- 25-26** No School, Thanksgiving

December

- 20-31** No School, Winter Break

January

- 3** School Resumes
- 14** No School, Teacher Workday
- 17** No School, Martin Luther King Jr. Day

February

- 21** Presidents' Day—Bring a Friend to School Day

March

- 3/4** Half day then full day off, Parent/Teacher Conferences
- 12** 1/2 Day Family Workday (Mandatory School day)
- 18** 1/2 Day Teacher Workday

April

- 4-8** No School, Spring Break

May

- 27** Last Day of School & Graduation

June

- May 31, June 1-3** Snow / other make-up days, if needed

Parent-Student Handbook

2010-2011

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Welcome Friends to a New School Year

July 2010

Dear Richmond Friends School Families and Friends,

Holy Cow, has this been a busy summer! As this Handbook goes to press, we are just wrapping up the last 2 of our 8 camps—our most ambitious menu of summer offerings to date. We have had 23 current RFS students, 26 children from outside the school from the larger Richmond / Wayne County area, and 7 alumni participate in the camps. In addition to that we had 4 young adult alumni and 4 community members volunteer their time to serve as Counselors in Training assisting our instructors. Memorable moments include one fisherman in the lake, countless works of art, a hot percussion concert out front, a fiesta, soccer in the rain, building web sites from the ground up, homemade Thai food, foosball, and of course, Kay, every day! Thank you to Kay and all of our fantastic instructors for making this a action packed summer and to Chris who has helped keep it all organized. We have learned a lot! I look forward to continuing this momentum into another year together, infusing 'SPICES' into our curriculum as our All-School theme and welcoming Nicole Blair as the Interim Coordinator in the spring.

In these pages, you will find information about our school's mission, policies, procedures, general guidelines, faculty and staff profiles and more! Please notice that we have also included all of the necessary sign-off forms in the back. These forms are to be signed and returned to school before your child is allowed to begin classes on the 16th. It is our hope that you all find this handbook useful as we navigate the coming months and years together. This handbook is of course a working document meaning that we will always be updating and evaluating the enclosed information. For all of our returning families, there are three new pages this year—Environmental Initiatives (pg. 5), Involvement 101 (pg. 16) and SPICES listed on the inside back cover. We welcome your feedback as we continue to revise and improve this manual. We will always have the most current version posted online, so please refer to our website, www.richmondfriendsschool.org, if you are alerted to any changes or updates before the next handbook printing.

We have much to be proud of here at RFS. We offer a unique learning environment with a commitment to high academic excellence. We have an impressive community grounded in Quaker ideals where everyone is important and valued. The school could not function without the hard work and commitment of us all. Thank you for your contributions. I look forward to another great year as we grow and learn together.

Best,

Marcie Roberts,
School Coordinator

Introduction

The Richmond Friends School Mission

Richmond Friends School is committed to providing a quality educational experience for each child, creating an environment that nurtures individual intellectual, emotional, creative, spiritual, and physical gifts within a community that is explicitly framed by principles of the Religious Society of Friends.

Underlying Beliefs and Quaker Principles

We believe:

- That each child is unique and gifted in diverse ways.
- That all children have intellectual gifts. RFS will help children recognize and build their strengths while also recognizing and nurturing under-developed talents and the joy of learning.
- That students can demonstrate understanding in diverse ways. RFS will encourage students to develop many talents, become independent thinkers, and will help them demonstrate knowledge by using multiple modes of intelligence.
- That all of us are connected to the larger world; therefore, our children will learn from, appreciate and serve our local and worldwide communities in ways that honor and celebrate diversity and the natural environment.
- That each individual in the RFS community is responsible for nurturing a sense of community
- That will lead to a sense of community and a safe and caring environment in which the peaceful resolution of conflict is the norm.
- That parents, children, teachers, and the entire RFS community are collectively responsible for maintaining an environment that explicitly embraces the virtues of integrity, service, patience, and simplicity.

Quaker Beliefs continue to shape and inform Richmond Friends School.....

The philosophy and tradition of RFS draws from a commitment to the values and testimonies of the Religious Society of Friends (also called Quakers), especially those of community and community service, peace and non-violent resolution of conflict, and respect for all people. These values form a lens through which the curriculum is built. We teach cooperation and consensus building, and non-violent conflict management, which are practiced in a developmentally appropriate manner throughout the school. Respect for diversity of background and learning style is modeled by adults in the community, reflected in our program, and encouraged among students. Each classroom gathers together for a few minutes of silence to start each day. This introduces the children to the idea of silent contemplation, and helps settle them as a group before they begin other classroom activities. Weekly All School Meeting, held in the manner of Friends, provides a time to reflect together as a community.

Philosophy of Curriculum

The Richmond Friends School curriculum is guided by the underlying beliefs and principles stated in our mission statement, and our Quaker values. Richmond Friends School is proudly aware of its Quaker roots. The school cares for and educates all members of its community in regards to Quaker testimonies - conflict resolution, pacifism, simplicity, global awareness, respect for all life, diversity, and community service. These testimonies are clearly stated in our mission and come alive for our students throughout our curriculum. Making connections between these values and Quaker faith is not as important as it is to simply understand, embrace, and live these values. If given a 'teachable moment' to link the two, teachers may address Quaker faith as educationally appropriate. RFS observes moments of silence, in the manner of Friends, each morning and for portions of our weekly All School Meeting. We hope that this is an open time of reflection and sharing that attends to the spirit inside each and every one of us. We strive to welcome all, no matter their faith, race, or background - making special strides to be inclusive in our language and practice.

Academically, starting with the very youngest, students are encouraged to explore topics of individual interest and are directed toward development in the core content areas of language arts, math, science, and social studies. The Indiana academic standards are used as a guide in reinforcing curriculum development. Teachers act as guides in the learning process and facilitate student exploration and the development of student knowledge and self-confidence. The small class size and multi-age classrooms encourage individualization of curriculum and enables a deeper connection between teacher and student. The educational aim of the school is to enable every student to learn at their own rate, guide each student in their personal development, and, allow every student to achieve to their highest potential.

Commitment to Diversity

From its very inception, central tenets of the Quaker faith have been inclusion, diversity, and equality. Springing from the deeply held conviction that all people have "a Light within", Quakers have sought to include peoples of both genders and all races, classes, creeds, learning differences and disabilities. We continue to strive for inclusion by actively seeking a diverse board, faculty, and student body. We admit students of any race, color, religion, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. RFS does not discriminate on the basis of race, color, religion, national, or ethnic origin in the administration of its educational policies, financial aid programs, and other school administered programs.

Learning Differences and Disabilities

RFS operates with the assumption that all students learn differently. Teachers seek to understand each student's learning style and, within curriculum limits, tailor classroom activities accordingly. The staff of the school consciously avoids using diagnostic labels out of the belief that labels of any sort can become limiting in how an individual views herself/himself and is viewed by others.

"Learning differences" and "learning disabilities" are terms which are sometimes interchanged. RFS reserves the latter term for more severe differences which have been described or diagnosed by qualified clinicians as a result of formal assessment.

While RFS is not considered a school for children with learning disabilities, the smaller class size and more flexible, integrative curriculum at RFS enable us to successfully work with students with a range of learning styles and special needs. Experience has taught us that limits do exist in both the range of needs that we can meet and in the number of students with special needs we can serve effectively. Modifications can only be made when the remedies fall within the existing resources, policies and facilities, and when they do not cause an undue hardship on the school, its faculty and its students.

In order to make necessary judgments concerning special needs, staff and students alike are best served when parents share whatever assessment information they possess. Please be sure to bring this information to the attention of your child's teacher as well as the school coordinator. Failure to disclose information could result in your being required to withdraw your child(ren) and forfeit tuition.

Environmental Initiatives

What started as an All-School annual theme a few years back has grown into a continual commitment to maintain and improve upon our Earth-friendly, 'green' initiatives...through teaching our students and modeling good practices, we hope this young generation and our families will become the important stewards our Earth needs for a healthier future. Please join us in doing what YOU can.

Curricular Initiatives:

- Interdisciplinary, thematic curriculum and projects
- Field Trips
- Experiential Education
- Natural History
- Project Learning Tree certified teachers
- Garden

Co curricular Initiatives:

- Service Learning

Environmental Initiatives (continued)

Co curricular Initiatives (con't):

Cans for Lands: This tall, round receptacle is located beside the Meeting's basement door. Please deposit your aluminum cans here. Proceeds go to benefit Whitewater Valley Land Trust who helps care for Wayne County's Nature Preserves.

Worm Bins

Compost Tumblers

Rain barrels

Safe Routes to School Grant: We are conducting research to accompany a grant application that will help inspire and facilitate safe walking and biking routes to school and possibly provide the school with safety gear for walking fieldtrips, bike racks and free helmets for students.

Certified River Watcher (teacher) through the Indiana Department of Natural Resources

Waste Reduction and Conservation Initiatives:

Reduce, Reuse, Recycle: our classrooms, lunch room and offices have specially marked bins for trash, compostable and recyclable materials.

Best-Way Disposal / East Central Recycling shared, multi-use dumpster: RFS shares the expense of this dumpster with West Richmond Friends Meeting and all participating families may use it. It is behind our playground and will be routinely opened each Friday although you may borrow the office key at anytime. It takes all plastics, all paper, glass and aluminum. For a complete list see their flyer on the school bulletin board.

Encourage healthy shared snacks and foods with minimum packaging

Provide you own place settings for school snacks and community potluck events – this minimizes waste

Turn lights off when not in use

Turn off computers and power strips when not in use

Use energy saving light bulbs

Next Steps:

Use more recycled paper for copier

Use more post consumer, recycled paper for mailings and marketing materials

Use Green cleaning products

Adopt a portion of Clear Creek through the Adopt-A-River Program

Develop interpretive signs for ongoing green initiatives

Chickens...?!

Zero-Waste days and / or functions

Committee and Board Structure

The Richmond Friends School governing arrangement shall consist of the following:

Clerk of the Board that will be selected by recommendation of the Nominating Committee and approval of the Board. The clerk should be a current board member and will serve a two year term, not to exceed two terms—4 years total. The Clerk is responsible for planning Board meetings, facilitating discussion among Board committees, parents and community members, and assisting with the day to day operations of the School.

Executive Council (EC) that consists of 2 members- the School Coordinator and the Clerk of the Board. The Executive Council will meet twice a month and will invite other Board and/or community members as appropriate.

School Board that consists of additional members from the community at large (both RFS and outside the school). Nominating committee is charged with keeping an appropriate balance on the school board in relation to numbers of parents, Quakers, and historically under-represented groups. The total board (including the EC) numbers no less than 10.

Nominating Committee that consists of 3 members of the RFS School Board. Nominating committee is charged with making appointments to the EC, the School Board, and the Parents Committee. The Nominating Committee meets as needed to nominate individuals to serve on the EC, the all-school board, or the parents committee. Nominations for the EC and School Board are brought to the School Board monthly meeting for approval. Nominations for the Parents Committee are cleared through the School Coordinator.

Parent Committee that calls on parents for various duties related to the schools functions. Parent Committee should have 1 representative from each class.

Board Members will be asked to serve as clerk for one of the following working committees:

Recruitment and Marketing
Development
Finance
Curriculum Enhancement
School Administration

In addition to board members, working committees may also be comprised of community members, outside RFS, and parents with specific interest and expertise in the designated area. Ad Hoc groups may be formed when necessary (i.e. Facilities, Summer Camps, etc.).

It is the job of the EC to delegate important volunteer and service tasks to the larger board and working groups as needed. *Larger policy and governance issues can be discussed in EC but referred to the monthly RFS board meeting for discussion and approval.* All EC meetings are open to any school board member or teaching faculty that wish to attend and participate. However, parents are invited to attend *only* the monthly all-board meetings.

The overall RFS School Board meets once per month and acts partly in an advisory role to the EC and working groups but also (importantly) to oversee major school policy and mission issues that require more careful deliberation and diverse consideration than the EC can accomplish (e.g. annual budget, faculty hiring, school growth, etc). These meetings are convened by an EC member on a rotating basis. Minutes are officially recorded, typed, and stored in a notebook in the office for community access as desired.

Faculty and Staff

Marcie Roberts: School Coordinator

Marcie began her duties as School Coordinator for Richmond Friends School in 2004. She received her Bachelor's Degree in Elementary Education at the University of North Carolina-Chapel Hill. Her varied experiences since then include management positions within the hospital-ity industry as well as a small Internet start-up company. She is a trained facilitator of both high and low ropes courses and has led outdoor education courses for such institutions as Greensboro Day School in North Carolina, the University of Virginia's Outdoor Recreation Program, and Southwest Field Studies and the New Zealand Semester Program at Earlham College. In her most recent position, Marcie was the Coordinator for the Bonner Scholar Program at Earlham College - a need-based service learning scholarship - where she worked with sixty students and many local non-profit agencies. Marcie's family includes her husband, Jay, who works in both the Wilderness and Education programs at Earlham, and her daughters, Ellie and Arden.



John Sheets: Third to Sixth Grade Teacher

John graduated from Earlham College in 1992 with a Bachelor's Degree in Biology. Deciding his future would be best spent in education, he graduated from Indiana University East in 1997 with a BS Degree and Certification in elementary education. That same year he received the Student Teacher of the Year award while completing his student teaching at the multi-aged, portfolio based Discovery School, a choice school in the Richmond Public School System. He has been teaching at Richmond Friends School since the fall of 1997.



Marianne Cope: PreK— Kindergarten Teacher

Marianne graduated from Earlham College with a Bachelor's Degree in Biology. Her 20 years of teaching in New England include, teaching kindergarten and first grade in a Quaker School, working as a teacher/naturalist at a wild-life refuge, directing a parent



cooperative nursery school, and teaching kindergarten in an independent elementary school. She received her teaching certificate from the state of Rhode Island. Upon her return to Indiana, Marianne worked for the Cope Environmental Center managing the facility and grounds. She joined the Richmond Friends School in the fall of 2001.

Laura Josephson: First to Second Grade Teacher

Laura graduated from Bates College in 1988 with a Bachelor's Degree in psychology, and from California State University Long Beach in 1997 with a Masters Degree in Education: Curriculum Development and Instruction. She holds an Indiana teaching credential for grades pre-school to 8th grade, and special certification as a Language Development Specialist. She taught elementary school from 1990-1997 in California and has been eager to return to the classroom after a decade of work in education administration, tutoring and raising her family. She joined the RFS faculty the fall of 2008.



Faculty and Staff

Kay Maurer: Extended Care Provider and Lunch Support

Kay has been with Richmond Friends School since 1987 which makes her a beloved figure for students and families, both present and past. She does morning care, lunch, and after care. Kay worked in the dental field and did bookkeeping before joining Richmond Friends School. She and her husband Jeff live next door to the school and have three children and three dogs of wide-ranging sizes.



Michele Stewart: Pre-K to Kindergarten Teacher Assistant

Michele is a graduate of Indiana University with a bachelor's degree in Occupational Therapy. Her past work experience includes: working as an OT on an inpatient adolescent psychiatric unit at Community Hospital of Indianapolis for 7 years and working as a pharmaceutical sales representative for GlaxoSmithKline for 18 years. Entering an early retirement, she did substitute teaching for the Richmond Community Schools for a year before joining with RFS in 2009. In her free time, she enjoys spending time with family and friends, staying active, and is a strong animal lover. Also, she is a certified water fitness instructor and teaches classes at Earlham's Wellness Center.

Emily Wilson: Pre-K to Kindergarten Teacher Assistant

Emily Wilson, a Richmond native, received her B.A. in Speech and Hearing Sciences with a concentration in American Sign Language from Indiana University Bloomington. Prior to working in the Pre-K-K classroom, Emily has been involved with Kay's Camp since 2006, as well as extended care at RFS. She has participated in a 1-year volunteer program in a first grade classroom, where she taught beginning readers. She has a strong love for music, and performed in choir ensembles from the ages 13-23. She has a great adoration for all animals, loves traveling and enjoys photography and crafts. Emily is very enthusiastic about her work with children, and hopes to return to school in the near future to receive teaching certification.



Earlham & Indiana University East Students:

Throughout the year we have the pleasure of College students offering their talents to our school. The students have a wide array of jobs, from office duties to teaching and helping in the classrooms. The children at Richmond Friends School have always enjoyed interacting with these students.

Faculty and Staff

Chris Fretz:

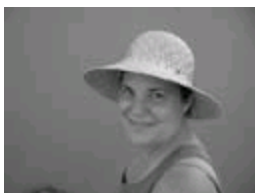
Office Manager

Chris graduated from Eastern Mennonite University in 2005 with a Bachelor's Degree in Economic Development. After working for the National Campaign for a Peace Tax Fund in 2006, Chris spent the next two and a half years volunteering with his wife, Lindsey Frye, in Santa Cruz, Bolivia with Mennonite Central Committee. They worked on several community development initiatives, including a health and nutrition program for mothers and their children. Chris is currently enrolled in the Masters of Divinity program at Bethany Theological Seminary. He joined the Richmond Friends School the fall of 2009.



Lindsey Frye: Spanish Teacher

Lindsey was born and raised in Roaring Spring, Pennsylvania. She has a B.A. in Spanish and Sociology from Eastern Mennonite University. Most recently she was living in Santa Cruz, Bolivia where she worked in Community Development with Mennonite Central Committee. She is a second year Masters of Divinity student at Bethany Seminary. She is looking forward to developing a way for the folks at Richmond Friends School to love Spanish as much as she does!



Keith Cozart: Music Teacher

Keith Cozart received his B.A. in Music (percussion), with a minor in Business from the University of Northern

Colorado. At Earlham he teaches applied percussion and directs the Hand Drum Ensemble and Rhythm Project. Also faculty at Indiana University East, Keith carries a full roster of private percussion students from the surrounding community while maintaining an active live performance schedule. Among his other musical interests are drum circle facilitation and instrument building. With Earlham's support, he has traveled abroad to Salvador, Brazil and Guinea, Africa to study the roots of Afro Brazilian and West African music. He is a member of the Percussive Art Society and an adjudicator for the Indiana State School Music Association.



Nicole Blair: Interim School Coordinator (Jan-May 2011)

Nicole will work 20 out of the 30 hours as the Interim Coordinator. Nicole just returned from co-leading the NZ semester with her husband, Peter, this past spring. Their daughter Savanna will be in first grade this fall and Maggie will join the PreK-K class in the spring as Nicole assumes her official duties. Nicole graduated with a degree in Aerospace Engineering from MIT. She also holds a masters degree in Biology from Notre Dame. She has taught High School Chemistry and Biology as well EcoBio at Earlham College. She served on the Pauline Trueblood Child Development Board for 1.5 years before departing for NZ.



Section Two

Admissions and Administrative Procedures

Admissions

Admission to Richmond Friends School is based on application materials, school visits for both the child and the parents, previous school records and recommendations. We actively seek students of every race, creed, nationality, social or economic background, regardless of learning differences and disabilities. Limited need-based scholarship assistance is available in order to provide opportunities for learning at RFS.

Multi-Age Classrooms

RFS consists of three multi-age classrooms. PreK—Kindergarten, 1st— 2nd grade and 3rd-6th grades. Children are placed in multi-age classrooms to provide an opportunity to meet social as well as academic needs, as a vital part of creating our learning environment. Just as academic readiness varies among individuals, social needs vary from year to year. By having children spend multiple years in the same classroom with the same teacher, they are provided with greater continuity and security. Not only will the child better understand the expectations of the teacher, but he or she will also have the opportunity and learning experience of being both the younger and older child among peers. This allows for development of learning and leading skills inherent in this setting. Multiage classrooms allow students to work at their own pace, and give stu-

dents the experience of teaching others, which is vital to long-term understanding.

Evaluations and Parent Teacher Conferences

Richmond Friends School does not use letter grades, opting instead for a more thorough system of evaluation and communication. Students keep ongoing portfolios of their work. A written evaluation of students is sent to parents twice a year at the end of each semester. Additionally, there are mandatory fall and spring parent-teacher conferences to discuss on-going development. Parents and/or teachers can call for additional conferences at any time. The Upper-Elementary Class does take sample standardized tests. Tests and scores and results are sent to families, but not kept on file at school as an assessment tool.

Tuition, Fees and Payment Plans

Tuition for each year is decided by the Board of Trustees. Tuition and other fees, such as application and book fees, may increase from year to year to meet the short and long-term financial needs of the school. Specifics about tuition and different payment plans can be found in the "Where your tuition dollars go" brochure. Contact the School Coordinator with billing questions.

Extended Care

The Extended Care program is provided to assist RFS parents/guardians with childcare.

The guidelines are as follows:

- Morning Care begins at 7:45 AM and ends at 8:30 AM.
- After Care begins at 3:00 PM and ends at 5:30 PM. Children enrolled in Aftercare must be picked up by 5:30 PM. A \$25 fee will be assessed for all children left after 5:30.
- Please turn in monthly calendars to inform our Extended Care manager of the times and days your child will be in Extended Care, so that adequate supplies and preparations can be made. A \$5.00 extra fee per day will be charged if your child stays for Extended Care and he/she has not been scheduled in advance.
- It is a necessary safety measure that children are walked into Morning Care by their parents and contact is made with a caregiver.
- Extended Care is based on the RFS School Calendar and not on the Richmond Community School calendar.
- Parents need to notify the school of any changes in use of Extended Care. A 24-hour notice is required unless it is a genuine emergency.
- Parents **must** sign their children in (for Before Care) and out (for After Care).
- The cost of Extended Care is \$3.00 per hour for the first child and \$2.50 per hour for siblings. A separate billing for Extended Care will be placed in the family mailboxes monthly. If you use 10 plus hours a week of Extended Care, your rate will be \$2.50 per hour with a signed contract.
- Extended Care can be available to RFS siblings and alumni on a case by case basis. A two-week trial period may be necessary in order to determine whether or not the sibling/alum is a good fit. Enrolled students have Extended Care priority.

Section Three

General Guidelines

Arrival, Departure and Punctuality

PreK to 6th grade School Hours are from 8:30am to 3pm. Half-day students depart at 12:30am.

Parking: The school's entrance is in the front of the building, facing West Main Street. For drop-off and pick-up, please park on West Main or in the parking lot south of West Richmond Friends Meeting. Always use extreme caution when driving near the school.

Bikes etc: Older students with parental permission may ride their bikes or walk to school on their own. Any student who brings or rides their bike to school must wear a helmet.

Student Arrival: Punctuality for important events is crucial, and successful students view school as an important event. Late arrival impacts students' academic success and our academic program. Students who are late miss critical announcements and academic work, and often remain out of sync for the rest of the day. Also, chronic lateness is "contagious"; when students see other students arrive late on a regular basis, the problem escalates. Attendance is reported by individual teachers. If we notice that a pattern of lateness (more than 5 tardies in a semester) is developing with your family or carpool, we will send a note home urging you to address this problem quickly. If lateness continues with 10 tardies in a semester, a conference will be scheduled to address the problem. Remember that you are helping your child establish patterns that he/she will carry into adulthood. Punctuality shows respect and helps ready the child for a consistent day.

Student Departure: Your dependable success in picking up your student(s) in a timely manner demonstrates respect for their teachers, who also have very busy schedules. Students left after five minutes will be sent to Aftercare and parents/guardians will be billed for the time accordingly. If someone other than the student's parent/guardian is going to pick them up, please leave the office a note to that effect in the morning. For supervision and safety reasons, students not in Aftercare **may not** continue to be on school grounds after 3:15.

Attendance

Regular attendance is critical to success at school. Thus, students should attend school every day unless they are sick. When a student is going to be absent, a parent (or the adult responsible) should call the school between 8:00a.m. and 9:00a.m. to let us know. We ask that RFS families adhere to our school calendar when scheduling family vacations. If participation in a particular activity requires a protracted absence from school, prior permission should be obtained from the school coordinator and classroom teacher at least one week in advance. Students who are absent more than five days in the first semester (without prior arrangements with the school) will be asked to attend a conference with the teacher, parent, and school coordinator.

Please refer to the Policy Section (Section Six) of this handbook for more detailed information.

Family Mailboxes

These are located in the front entrance hall. Please check family boxes daily, as this is an important means of communication between the school and families. Email is also a valuable form of school-family communication. Please keep the school supplied with an up-to-date email address, or let us know if this is not a viable way to get information to your family.

Clothing

We want children to take advantage of all classroom and outside activities without worrying about their clothing. Children are urged to wear clothing appropriate for an active curriculum which includes sitting on the floor, climbing, running, painting, and other potentially messy activities. All clothing should be simple, modest, and secure. We do not permit clothing which: supports or advertises alcohol or tobacco or related products, violence, the military, and other displays or wordings that are contrary to the values we express and promote in the school community. Additionally, all children need a complete extra change of clothes to leave at school. Please make sure that this change of clothes is seasonally appropriate. Remember that when the weather starts to get cool, your child/children will need to dress appropriately and have hats, scarves, mittens, etc. Outside play happens in all kinds of weather!

Birthdays and Invitations

Teachers in each classroom have details relating to the celebration of birthdays in their class, so please refer to their guidelines. Students and parents should be sensitive to inclusion/exclusion issues when planning birthday parties. Please, **do not** distribute party invitations at school unless all members of your child's class are invited to the party.

Lunch and Snack

Based on the statement of health and nutrition in the policies section, we ask that parents work with these guidelines when providing shared snacks for the primary grades. Snacks should be healthy and meet the school's nutrition guidelines.

Examples of good snacks include:

- Fresh fruits such as bananas, apples, oranges, clementines, or melon
- Fresh vegetables such as carrots, celery, cherry or grape tomatoes
- Dried fruits and nuts (with no added sugar and low salt) such as apples, raisins, apricots, pineapple, peanuts, sunflower seeds, or popcorn
- Crackers etc. (with no partially hydrogenated or hydrogenated oils, no corn syrup or high fructose corn syrup, low added salt and sugar) such as corn tortilla chips, wheat crackers, pretzels, rice cakes, pita bread, wheat bread, or bagels
- Other suggestions include unprocessed cheese, peanut butter, and 100% fruit jam

We encourage parents to be considerate of over packaging as well when they provide snack.

Additionally, upper elementary students need to bring a nutritious lunch, drink and snack each day. Soda pop, sweets and candy are not acceptable. Parents are free to take children home or out for the lunch period, which is 11:30-12:30 for all grade levels.

Extracurricular Activities

With such a small student body, there are currently few extracurricular activities, and no organized sports offered by the school, though we always welcome the introduction of new ideas and possibilities. Because of RFS's position as an independent school, our students have the right to participate in any extracurricular activity offered by the public school system that RFS does not offer. Older students in particular have participated in plays, sports teams, and bands attached to the public school system, and we encourage participation as part of creating well-rounded students. Please contact your child's teacher or the school Coordinator with any ideas you may have for enhancing the extracurricular activities offered by / at RFS.

Standards of Behavior

We expect students to conduct themselves according to the statements of Quaker Principles and Beliefs.

Attitude - To come to school with an open and generous attitude towards fellow students, their curriculum and faculty and staff. To see the positive in all situations, even the difficult ones.

Respect -To respect not only the people at the school, but all people in the students life, their grounds and possessions.

Preparedness - To come to school prepared for the day, well rested with proper nutrition. Bringing all supplies and/or articles that are required for that day.

Homework - To come to school with homework assignments up-to-date. If you do not understand an assignment, you are to contact your teacher in the way He/She has set forth in class **before** the assignment is due. Communication with your teacher is key to learning. Waiting until the assignment is due can hinder yourself and impact the entire class.

Naturally, we ask each student to become fully engaged in his or her education by being responsible for assignments and continually striving to give his or her best effort. But we ask more. We ask each student to wrestle with questions of conscience, to appreciate simplicity, to choose a healthy, substance-free way of life, to develop healthy habits in both work and play, and to become a positive member of a close-knit and caring multi-generational community.

Medicine, Health and Illness

In order to keep our school community healthy, please observe the following guidelines:

- Parents will be called if their child develops a fever, vomiting, or other symptoms that interfere with the student's school work and/or could be contagious during school hours. The student should be supervised in a space away from other children until they can be picked up by a parent or guardian.
- Students should remain at home with an illness until they have had no fever, vomiting, or diarrhea for 24 hours without medication. If a child has been prescribed an antibiotic such as for strep throat or conjunctivitis (pink eye), she/he should take the medication for 24 hours before returning to school.
- Students with unexplained rashes (especially if accompanied by fever) should remain home from school until cleared by a health care provider to return.
- In the case of head lice – please treat live lice and have all nits removed from your child's hair promptly, so the outbreak does not spread. However, children need not be excluded from school if only nits are still present. The health department has pamphlets and more information if needed.
- As a reminder, if your child is well enough to come to school, your child is well enough to go outside during any scheduled outside activity time. We do not have the capacity to supervise children who cannot join their class outdoors. Please dress them appropriately and remember to always have a change of clothes at the school.
- Parents are expected to use good judgment in discerning whether a student's cough, headache, congestion, etc. will interfere with their ability to concentrate in the classroom or be disruptive to others and make appropriate decisions regarding whether their child should be in school that day.
- If you need to send your child to school with any medication (prescription and over-the-counter), it should be placed in a bag, with instructions attached. This bag should be given to the office manager who will administer the medication.

**Thank you for following these simple guidelines
and supporting a healthy school!**

Section Four

The School day

Learning Excursions - Day and Overnight Trips

At Richmond Friends School, field trips and learning excursions are a vital part of the school curriculum. Parents must submit a "Field Trip Authorization" form (in the back section of this booklet) at the beginning of each year, permitting students to participate in field trips. Children are able to learn in much greater detail when they not only study a subject in class, but also visit a location that reinforces and enhances the subject matter. All of our classes go on developmentally appropriate trips. All of our students go on half-day and full-day trips throughout the community. From this we work up to a point where our oldest students go on several day trips that enhance and complement our curriculum, culminating in a multi-day to week-long spring trip. Field trips are an integral, compulsory part of our curriculum, and occasional all-school field trips are a valuable community building experience.

Parents are asked and encouraged throughout the year to chaperone and drive for field trips. All children through the age of seven must have car seats with them for driven field trips. It is also recommended that children must be at least 4'9" or greater than 80 pounds to sit in a car without a car seat.

Trips that involve vehicular transportation will require a separate permission slip to be filled out and returned at least three days prior to each trip.

All-School Meeting

For our community, All-School Meeting is held once a week at 9:15. This gathering together of all students and faculty into a caring community provides time for reflection, introspection and the value of silence in our world. This quiet time is followed by a prepared program, presentation, or sharing led by each of the classes in turn. Parents and friends are always welcome to join us for this time.

Pen-Pals

Older students are paired with younger students in "pen-pal" relationships every year. Each week there are several opportunities for pals to get together for All-School Meeting, reading, special projects, and other off-campus All-School events. This creates a caring relationship between the "older students" and their younger friends.

Section Five

The Family's Role at RFS

Parent/Guardian Supervision of Children

Before the school day begins (unless the child is in Before care) and after children are dismissed to parents/guardians in the afternoon (excluding children in After-care), supervision and safety of each child is the responsibility of the parent/guardian. If parents/guardians have children on campus during these times the parent/guardians must monitor and supervise their children. They should be in close enough proximity to the children so they can intervene appropriately. For safety and legal reasons, it is particularly important for all parents/guardians to reinforce that their children **cannot stay** on campus after the school-day ends unless they are at the main campus participating in the Aftercare program.

Involvement 101

We are thrilled that you are a part of the Richmond Friends School Community! We recognize that all of you are busy and have different time commitments, interests, and abilities when it comes to being involved with the school. Here are some ways in which you can help. Please do what fits best with you and your schedules - every little bit makes a difference.

YOU CAN...

- **Read** your monthly newsletters and weekly emails to stay informed
- **Volunteer** to drive &/or chaperon for exciting field trips
- **Be / support** the classroom representative for your child's class
- **Volunteer** to help with special events
- **Bring** in needed items for special events or weekly snack
- **Share** special skills or abilities (i.e. Storytelling, Music / Arts, Carpentry, trailer / truck for moving and hauling, etc.).
- **Serve** on the parent committee or a board working group
- **Provide** lunch for a professional development teacher lunch
- **Fill out** teacher evaluations in the spring and return them promptly
- **Work and communicate** with your child's teachers and school staff
- **Help spread the word...**Parent (past and current) and friend referrals are the best way to attract new students. Get informational brochures in the office to give to friends as needed.

FUNDRAISING INITIATIVES:

(continued on next page)

Involvement 101 (continued)

FUNDRAISING INITIATIVES:

- Collect school **box tops** (put them in the labeled mailbox above family boxes in foyer)
- Sign up for a **Meijer card** – a percentage of your purchases go to RFS! Sign up friends and neighbors as well. The more we have signed up, the more we benefit. The school gets a higher percentage if you use a Meijer credit card, but regular community reward cards raise money for the school as well.
- Cleaning out your attic? We have an **E bay account!** Bring items to the back office with your information and an estimated value. Laura Hinkley does all of the rest. You will receive a gift receipt for your taxes. Proceeds benefit RFS.
- Be ready and be involved in **parent fund raisers** –the **READATHON** is our big one, it's in February. You will also receive information regarding **annual fund raising** initiatives as well.

***Please consider all of the ways you can give / help RFS. Together, we are responsible for keeping RFS strong and vibrant for your children and future children. **THANK YOU!**

Communication “A Resource for Good Communication”

Communication Agreement, an article to be used as a resource

By Carolyn R. Shaffer and Kristin Anundsen

Co-authors of [Creating Community Anywhere; Finding Support and Connection in a Fragmented World](#)

Take responsibility for your own feelings. Do not expect others to read your mind. Use “I statements” and refrain from blaming others.

Communicate directly with the person or persons involved in an issue. Do not work through go-betweens or serve as a go-between for others. If someone asks you for information about an issue in which you are directly involved, direct him or her to the proper source.

Do not speak critically about others behind their backs unless you voice the same criticisms to their faces. To avoid unhelpful speculation, give specific names when you make a critical comment in a meeting.

State your position or concern before asking how others feel about it. Do not set someone up to give the “wrong” answer. Be courageous and put yourself on the spot first.

Practice Active Listening. Listen silently and with your whole self until the speaker has finished speaking. Then restate what the speaker has said and wait for confirmation.

Provide continual feedback. Do not allow resentments to build up, and do not forget to give positive strokes.

Respect and validate others’ feelings. If you do not agree or do not support another’s statement, acknowledge what has been said, then make your point.

Use humor softly, not sharply.

It is our goal as a school for all members of the Community to communicate openly with one another, we expect individuals to follow the schools’ communication agreement.

There may be times when issues become too complex and/or too emotional. If you have a concern or issue that can’t be resolved following the communication agreement, please follow the procedures for addressing concerns.

Ten Guidelines for Independent School Parents

Following is an article that appeared in the educational journal Administravia. This article was written by the editor of the journal, Laurence Boggess and appears here with his permission. He is a past teacher and parent of RFS and therefore understands the complexity involved in these roles and relationships. Larry has most recently served as the Head of the State College Friends School.

Ten Guidelines for Independent School Parents

Independent schools are blessed with parents who are invested in the success of their children. Quite literally, independent schools could not offer the quality of education, service, and sense of community they do if not for parental involvement as volunteers, committee members, and supporters. Parents are essential resources in a school, providing the Home that integrates with the School in order to educate the Whole Child.

Many parents enrolling in independent schools... do so as newcomers to private education, and, as such, may be unsure about their roles in the school community. They may wonder, "What do I get for my tuition dollars?" or "How can I best work with the teachers and administration so that my child gets the most out of school?"

The following guidelines are straight-talk, offered as support for the parent as well as administrators and teachers.

Parents can best work for the benefit of their children if they:

1. Understand that enrollment means more than a service for a fee. Membership in a school community means forming a long-term relationship with the school. In essence, schools say to you, "Yes, we will educate your child through thick and thin. We will serve him or her over the coming years." That's quite a commitment schools do not take lightly. While enrollment is renewed yearly on a business-like basis, schools see membership in the community as an idealistic blend of contract and covenant, a delicate web of trust that holds parents, child, teachers, and administration together. The Home and School relationship exists with only one proviso: that the school's educational service and the child's educational needs remain a good fit.
2. Recognize that enrollment means entrusting your child to the professional expertise and devoted care of the school's personnel. Independent school administrators and teachers know what they are doing. They are not perfect, and they do not claim to be. But they are experienced and well intentioned; they genuinely care about your child. They do their jobs not for the money but because they love kids and believe in the ideals of education. While teachers and administrators should be expected to explain methods, discuss philosophy, include constituencies in decision-making, and be open to honest discussion, they do not have to justify their existence or defend every action, decision, or policy.
3. Understand and accept the values upon which a school operates. You should explore a school's values with admissions people and other administrators and teachers, asking questions like:

"How does the school balance individuality with group harmony?"

"What values are central to your discipline policy?"

How will the school's core values remain unchanged as my child develops and passes through the divisions of the school?"

"What values are behind the grading system and practice of testing?"

"What does the school believe about competition in the classroom and on the playing field?"

Ten Guidelines for Independent School Parents (continued)

"What kind of events does the school sponsor for fundraising, and what are the values inherent in those activities?"

"How are curricular, disciplinary, policy, and financial decisions made, and what values do those processes reflect?"

Parents cannot pressure schools to change their values nor do schools govern by public opinion. If you and the school honestly seek together what's best for your child, then you and your child's teachers and administrators shall not stray far from the school's core values. The harmony of the values prevents a clash of beliefs that often spells tragedy for the child, the family, and the school. When disappointments or disagreements place you and the school on opposite sides of an issue, your child is always left in the middle.

4. Use channels of communication appropriately. It is the job of administrators to make those channels understood, clear, and open. It is also their job to help you understand that access to information is limited. Everybody can't know everything in a school, otherwise the school would suffer from an implosion of individual opinion. If you have a question or a problem, be it logistic (Can Sara leave school five minutes early on Tuesdays for her piano lesson?) or philosophic (why can't the third grade play interscholastic football?), you ought to know where to go for a response. Angry or fearful parents who break the channels, going directly to the head or a board member, tend to tear apart the web of relationship and ultimately do a disservice to their child, who inevitably absorbs their frustration and attitudes. While you may get rumor or second-hand information about school issues from the pick up line or in the parking lot, you will get the best information if you seek it out through proper channels.

5. Accept the timing of the school's bureaucratic clock. Schools often take a long time to make a decision, fix a solution, or reach a compromise. This is because independent schools tend to be conservative institutions. Also, school time can seem slow to impatient parents because many school personnel are involved in the decision-making process, and those people spend most of their day educating children. Sometimes you may feel worried or frustrated or entitled to faster service; adults in the 90s are not used to waiting, particularly when the welfare of their children is at stake. Schools need time and your patience if they are to truly honor your child and do what is in her or his best interest.

6. Understand a teacher's job and its scope of responsibility. Teachers are not surrogate parents or drill sergeants or licensed therapists. A modern teacher is a guide and coach with expertise in an area of subject matter and a deep devotion to children. Independent schools take great care to hire the very best faculty they can; they look for qualifications such as rapport with children, knowledge of subject area, appropriate training, communication skills, and positive energy. Teachers are usually given a lot of say about what and how they teach within guidelines set by the division and/or department. This autonomy, combined with smaller classes, supportive parents, and stimulating colleagues, is the independent school recipe for excellent and inspired classroom instruction.

Ten Guidelines for Independent School Parents (continued)

7. Understand the duties and scope of authority of an administrator's job. The head carries ultimate responsibility for the educational quality, tone, and personnel of the school. The head delegates responsibility for particular areas of the school to other administrators such as division heads, development and admissions directors, department heads, and assistant heads. Administrators help govern the daily operation of the school. Most of their work is behind the scenes. They attend many meetings throughout the day and week and confer with students, teachers, and parents. They articulate the school's mission and values both on campus and in the community, and they help write and enforce policy. Administrators also handle emergencies, resolve problems, manage the flow of information, and answer questions. The Board, another part of the leadership of the school, oversees administration and is ultimately responsible for the present and future well-being of the school. The Board usually hires the head and entrusts to her or him, the daily operation of the school.

8. Understand the role of the parent. You are indispensable to the school. You provide money in the form of tuition and gifts, you provide energy and time on fund-raising projects and teacher support, and you make your expertise available. You are responsible for supporting your child's education at home by complementing the methods and values and philosophy the school espouses. You are given a voice in many decision-making processes through a parent council or school committee. Depending on your school, the Board may engage you as a member.

9. Know and believe the mission of the school and its promises to children. Most schools promise the following:

-to educate your child.

-to provide a safe environment in which he or she can develop appropriate social and academic skills.

-to emphasize values like scholastic excellence, civic involvement, personal responsibility, respect of self and others, emotional well-being, and creative expression.

Upon this common ground, every school builds a unique mission, and it's the school's job to articulate the mission clearly. Parents who misunderstand the mission or seek to change it or who challenge its values almost always create unhappiness and interfere with the learning of their child. When choosing a school, you should do so for reasons of philosophic and academic fit. The wrong reasons for enrolling a child in a school all center on parents and include

*to improve your family's reputation

*to guarantee your child's acceptance in the next school of choice

*to mold your child in your own image

*to live vicariously through your child

*to increase your self-esteem

*to buy your child good grades and success

Schools promise none of these outcomes. The consequences of mis-enrollment usually surface sooner rather than later: unhappiness with the school, poor student performance, a clash of values, rumor-spreading that leads to taking sides, and nameless accusations that lead to war.

Ten Guidelines for Independent School Parents (continued)

10. Honestly examine your expectations for the school. Independent schools create wonderful educational communities. They encourage a sense of belonging and even a feeling of family, but schools are not families. They are not too big, their resources are too limited, and their purpose is too narrow to be a true family. The 1980's and 90's have already seen schools stretch the definition of what compromises an education. While schools may provide breakfast and lunch, childcare, counseling, and friendship to students, in addition to their educational program, they cannot take the place of over-busy, distracted, and absent parents. Schools cannot make learning disabilities disappear or heal broken or dysfunctional families or teach children to be moral. Enrollment in an independent school is an *educational* decision. Independent schools can't and shouldn't pretend to do it all; but what they do, they do well. You play a vital role in your child's development by maintaining reasonable expectations for what your school can do and by providing a home in which your child can learn the crucial life lessons not found in the school's curriculum.

Section Six

Policies

Severe Weather Policy

During winter storms and other types of severe weather, the following procedures will apply. If the Richmond Community Schools are closed, then we will take that under advisement and either close or remain open after wide consultation, posting our own announcements on area television and radio stations, as well as our website and phone voicemail. If the Richmond Community Schools are operating on a delay, or are closing early, **THAT DOES NOT APPLY TO THE FRIENDS SCHOOL**. Because their morning delays and early dismissals are mostly related to concerns about busses, they do not apply to us. If, for any reason, the school does need to close early, we will contact you. Of course, if at any time you feel uncomfortable leaving your child at school, you are welcome to pick them up early or keep them at home due to inclement weather

Attendance Policy

Regular attendance is critical to success at school. Thus, students should promptly attend school every day unless they are sick. Difficulties with regular attendance or tardiness can disrupt the classroom and cause students to miss important lessons and/or learning experiences. Additionally, as part of our mission to educate the whole child, we strive to establish good habits concerning personal responsibility and responsibility towards others, which can be exemplified for the students through regular and prompt attendance. Teachers are encouraged to communicate with parents as soon they observe that tardiness and/or absence from class has become an impediment to education. Additionally the following guidelines are to be followed:

- When a student is going to be absent, a parent (or the adult responsible) should call the school between 7:45 a.m. and 8:30 a.m. to let us know.
- We ask that RFS families adhere to our school calendar when scheduling family vacations. If participation in a particular family activity requires a protracted absence from school, prior permission should be obtained from the school coordinator and classroom teacher at least one week in advance. This will also allow for substitute educational activities to be planned for the student while away from the classroom.
- Students who are absent more than five days (without prior arrangements with the school) will be asked to attend a conference with the teacher, parent, and school coordinator.
- Students who are tardy more than ten days (without prior arrangements with the school) will be asked to attend a conference with the teacher, parent, and school coordinator.
- Conferences concerning attendance will focus upon any disruption this has caused for the student and/or class and ways to prevent such difficulties in the future.

Statement on Health and Nutrition

Because we at RFS strive to teach and nurture the whole child, we believe that the intellectual, emotional, social, and physical development of our students are equally important. Our programs seek to both challenge and enlighten the students as they work towards gaining an understanding of the world around them.

In order to provide the best possible ground for discovery, RFS believes that our students should be provided with simple and healthy snacks and meals. In so doing, our students will be exposed to nutritious food choices that will lay the foundations for a physically healthy life as well as a life long love of learning.

While RFS recognizes that our students come from many different backgrounds and that each family has its own value system, we want to ensure that RFS is the richest environment for growth that we can provide our students.

Snacks provided by parents for the primary grades should consist of fresh fruits and vegetables, dried fruits without sugar, crackers without hydrogenated or partially hydrogenated oils, 100% natural peanut butter, unprocessed cheeses. We encourage parents to be considerate of over-packaging as well when they provide snack.

Lunch and snacks provided by RFS will contain no hydrogenated or partially hydrogenated oils, trans fats, and corn syrup or high fructose corn syrup. They will be low in added salt, and sugars. Fruit and vegetable options will be fresh.

Teachers when cooking with their students will provide ingredients that meet the standards provided above.

Discipline Policy (The Social Curriculum and Logical Consequences)

PRINCIPLE: Richmond Friends School is a school that encourages all members of the community, teachers as well as students, to live lives characterized by kindness, toleration of differences, understanding of alternative points of view, peaceful conflict resolution, and social outreach. We believe these qualities are educationally sound and developmentally appropriate, and will contribute to the development of each person's potential.

The mission of the Richmond Friends School discipline policy is to help children learn how to play and work with others in a community while, at the same time, celebrating the unique individuality of all our children and adults. We are committed to providing healthy and safe classrooms for all our students, and we recognize that achieving the balance between group harmony and individual expression is ongoing.

Out of this foundation comes an understanding of discipline that is child-centered rather than authoritarian, healing rather than punitive, and articulated rather than implied. In short, we hope that our children grow to be internally motivated and self disciplined. Some children will need more guidance and intervention than others, and it is for all children and parents that we express our discipline policy and expect families to work with the school. This policy recognizes the responsibility of the school to provide a positive learning environment and outlines approaches for parents and teachers to pursue if disciplinary problems present special challenges to the educational mission of the school.

Adult members of the school community who fail to uphold or live up to the spirit of the discipline policy may be referred to the Richmond Friends School Board of Trustees for consideration which may result in action by the Board.

Discipline Policy (continued)

GUIDELINES:

Normal disciplinary practices:

- Conflict resolution skills are an ongoing concern of teachers in the school.
- Whenever possible, differences should be resolved through discussion by the people involved.
- Observed disciplinary difficulties should be communicated to school faculty and/or staff for an appropriate response and follow-up.
- Teachers may use appropriate measures to limit the ability of any child to disrupt the learning process. This may include such measures as requiring a time-out period for the child.
- Teachers are expected to keep records of disruptive behaviors that impede the work of the class and/or show a pattern of disrespect for the teachers.
- Teachers are expected to notify parents when a pattern of disruptive behavior becomes evident, and teachers and parents are expected to work together toward resolving the problem. Teachers will request parent conferences to discuss concerns and develop strategies when there are problems to address.
- If a student becomes physically or emotionally dangerous to self or others during the course of a day, the teacher has the authority to call parents to remove the child from school. Then, after a morning conference that clarifies expectations, consequences, and strategies, the student may return to school if the teacher and School Coordinator feel confident the family is willing to work with the school toward a solution.
- If after a series of parent-teacher conferences, the school continues to have serious concerns about the behavior of a student, the School Coordinator and teacher will discuss with parents the possibility of implementation of a behavior contract after a prescribed period of time without improvement. In urgent situations, this could be implemented as a condition for a child returning to school.
- If damage is done to the school or property in the school (not including accidental breakage), the student (together with a parent) must contribute their efforts to compensate the school outside of regular school hours. For example, if a chair gets thrown across the room and is broken or paint chipped off, then the student or parents may be asked to repair or replace the chair.

Playground Policy

PRINCIPLE: Play is an integral part of personal expression, interpersonal growth, and community building. To foster creative play in our students Richmond Friends School has play areas outside and inside the school. Richmond Friends School wants playtime to be safe, fun, and a positive learning experience for our students.

GUIDELINES:

- Children will be encouraged to partake in physical play outside in all kinds of weather, as long as safety is not compromised by doing so.
- Children must understand and respect the physical boundaries of Richmond Friends School.
- Children must inform a caregiver of their whereabouts at all times.
- Children must be encouraged to take responsibility for the appearance of the school both inside and out.
- No gun play with sticks, shovels, or other improvised media is allowed. Caregivers will redirect violent play into constructive and peaceful interacting.
- Children must respect the property and building of West Richmond Friends Meeting.
- No more than 5 children are allowed at one time to occupy the loft of the playhouse in the backyard. No person or object should ever come out of the windows of the playhouse.
- Discipline of students is to be handled, whenever possible through children considering their behavior, communicating with each other, and thinking through a reasonable resolution. Verbal name calling and/or physical violence of any kind is never tolerated between either students or adults. A cooling down time, when the child/children are removed from the area of conflict, may be required for extremely "hot" situations.
- Disciplinary problems, especially repetitive ones, should be responded to according to the Richmond Friends School Discipline Policy.
- Any concerns regarding student discipline, including, but not limited to, name calling, intimidation, and physical violence, should be communicated **by the parent or volunteer** to the school staff, since discipline is the responsibility of the staff.

Drug, Alcohol and Smoking Policy

Principle: RFS is committed to establishing and ensuring an atmosphere that nourishes the minds and bodies of the students, faculty and staff. We recognize that smoking tobacco products, using drugs, or drinking alcohol in the vicinity of any member of our community will adversely affect their physical and mental health and could help promote these unhealthy practices to some community members.

Guidelines: We prohibit smoking upon school grounds from 7:45A.M. till 5:30P.M. This period covers the hours that school is in session as well as the hours that the school usually has before and after school care. Additionally, we prohibit the use of any tobacco products by anyone actively involved in the transportation and/or supervision of the students during field trips. People with tobacco addictions should consider this policy carefully before volunteering to assist with any school activities. Additionally, drinking alcohol or using illicit drugs is prohibited on school grounds at any time, as well as at school events and on any off-campus school field trips.

Procedure for Addressing Concerns and Grievances

PARENT/GUARDIAN/FACULTY SUPPORT COMMITTEE GRIEVANCE PROCEDURE

PRINCIPLE: From time to time there will be issues and/or concerns that the Board of Overseers will need to address. These issues/concerns are brought to the board's attention when the parties concerned can not resolve the issue(s) themselves. In such cases, the grievance is sent to the Parent/Faculty Support Committee, which is formed as needed at the discretion of the Board. This committee will use the following procedure in an attempt to resolve the concern(s):

1. Concerned parties meet together to try to resolve the concern(s).
2. School Coordinator brings concern(s) to the Board. The Board sends concern(s) to the "Parent/Faculty Support Committee".
3. The "Parent/Faculty Support Committee" meets with all parties concerned to hear the issue(s).
 - a. Each party is met with separately for 30 minutes, one after the other.
 - b. The committee meets to discuss and try to resolve the concern(s). This meeting is not to last more than 1 hour.
 - c. If a resolution can not be met the committee then chooses a time and date to discuss what the next step will be.
4. The committee can decide to either resolve the issue themselves or refer the concern to an outside conflict resolution mediation group.
5. The committee then reports to the full Board for approval.
6. The parties concerned are informed on the committee's recommendation(s).

Child Abuse Policy

Principle: We cherish the students in the Richmond Friends School community and the trust that they trust in us as caring adults. We are sadly aware that abuse of children and youth, including emotional, physical, and sexual abuse occurs in school communities as well as in the wider society. We are therefore committed to policies and procedures that will help us reduce the risk of harm happening to our students while in our care as well as responding properly when abuse is suspected.

Guidelines:

- Faculty will annually study the forms of child abuse and the possible physical and behavioral signs of each.
- A criminal background check will be done on all paid staff before they have unsupervised contact with children at Richmond Friends School.
- All volunteers or staff, who have yet to complete the background check, will be supervised at all times. Under no circumstances will these workers be left alone with a child other than their own.
- In transportation situations it is required that if only one child is in a vehicle that at least 2 adults be in that vehicle or if only one adult is in a vehicle that there must be at least two children in the vehicle. Only a custodial parent/guardian may transport their child alone.

Motor Vehicle Safety Restraint Policy

Principle:

Any time that a child is to be transported in a motor vehicle by RFS teachers, staff, agents or other employees, or by volunteer drivers, such transportation shall be accomplished in compliance with the following:

Guidelines:

1. All motor vehicles used to transport RFS students on trips must be currently insured as required under Indiana law, without exclusion of coverage for children being transported in specific circumstances of the trip, have a current proof of liability insurance card and be equipped with all safety devices or equipment required by federal or State law or regulation, and comply with all other applicable requirements of federal or State law or regulations.
2. All drivers on trips must be fully licensed and insured to operate a motor vehicle as anticipated on all such trips. Drivers shall comply with all laws, regulations, and posted signs regarding speed and traffic control.
3. A child less than eight (8) years of age must be properly fastened and restrained in a child restraint system that meets applicable Federal Motor Vehicle Safety Standards, in accordance with the child restraint system manufacturer's instructions.
4. Parents/guardians must supply each child with a child restraint system that complies with Paragraph 3 for use on any trip away from the school where transportation will be by means of motor vehicle.
5. All children 8 years of age or older must be belted in a seatbelt meeting applicable Federal Motor Vehicle Safety Standards at all times when they are being transported on a school trip.
6. A child shall not be permitted to ride in the front seat of a car unless said child is over the age of seven (7), weighs more that 80 pounds, and the child's parent or guardian has given express written permission for the child to be seated in the front seat of the car.

Nonpayment of Tuition Policy

Principle: Richmond Friends School is a community that desires to embrace members without regard to their financial background. Towards these ends Richmond Friends School is constantly striving to increase all means of financial aid for families that wish to become a part of our community yet do not have the financial means to do so. Additionally, RFS Board fundraising is almost totally directed towards funding scholarships, and there are dramatic discounts for families with multiple students attending the school.

The RFS Board must balance this desire with the obligation to maintain a fiscally sound learning institution. This policy has been established to provide an appropriate response to families that will not make an honest attempt to fulfill their financial commitment to the school.

Guidelines:

1. Tuition is divided into 10 equal monthly installments. The first payment is due upon confirmation of your child's enrollment for the academic year. The second invoice will be sent September 1st or the Monday closest to that date.
2. The bookkeeper will place subsequent invoices in family mailboxes on the first business day of each month.
3. Payments are due by the 10th of the month. A \$5.00 late payment fee will be added to the next monthly invoice for payments received after this date.
4. There will be a \$30 fee assessed for all returned checks.
5. All tuition payments are non-refundable.
6. Families may pre-pay tuition, that is, they may pay 100% of the tuition in June, 50% in June and 50% in January, quarterly or monthly. Monthly invoices will reflect these payments.
7. Any balance remaining as of August 1st corresponding to the end of the academic year, will be forwarded to our attorney, who will work with all parties to see that the tuition balances are paid in full.

Teacher Evaluation Procedure

Principle: Richmond Friends School is committed to enabling our teachers to develop their strengths as educators as well as assisting them to them to improve areas that they may want and/or need some assistance in. To help foster that growth we have established a procedure for teacher evaluation which combines several forms of evaluation and assessment in order to provide a diversified quality of assistance for each teacher. New RFS teachers will have a 90 day review in addition to the process listed below. 2-3 year teachers will have annual reviews. Those with more than three years of service at RFS will have a review every three years, but complete evaluation components 'c' and 'd' in the intervening years.

1. Evaluation Components:

- a. 2 classroom observations by an evaluator
- b. 2 meetings between the evaluator and teacher
- c. 1 self-evaluation responding to prepared questions
- d. a parent questionnaire

2. Evaluation Timeline:

- a. By October 1: Board selects an evaluator for each teacher
- b. By winter break: First meeting between evaluator and teacher and classroom observation by the evaluator
- c. By February 15: Parent questionnaire distributed
- d. By February 15: Teacher self-evaluation distributed
- e. By April 1: Parent questionnaire completed
- f. By April 1: Teacher self-evaluation completed
- g. By spring break: Second meeting between evaluator and teacher and classroom observation by the evaluator
- h. By May 1: written report compiling the 7 evaluation components completed by the evaluator
- i. May Board Meeting: synopsis of the report presented to the Board by the evaluator

3. Evaluator:

The Board will seek an evaluator either from within the Board or outside of it, but the person who is asked to perform as an evaluator must not have a student in the class of the teacher they are being asked to evaluate. Additionally, the person should have some experience in the education field, either as an educator or administrator.

4. Meeting between teacher and evaluator:

Both of the meetings may be scheduled before or after the classroom observation, but if it is to be before the observation then some means should be agreed upon to communicate the notes, observations, and/or recommendations of the evaluator to the teacher soon after the observation is completed.

5. Written Report:

The written report compiled by the evaluator from all the evaluation components must be shared with the teacher as soon as possible and before the synopsis is presented to the Board. The written report should be shared at a face-to-face meeting between the evaluator and teacher, but it may be shared via letter if both teacher and evaluator agree to this form of communication in advance and if extenuating circumstances make a direct meeting impractical. A copy of the report should be given to the teacher and another placed in the teacher's employment file in the office.

6. Teachers Response:

Teachers will be given the option of responding to the written report. They may explain their interpretation of the contents of the written report, provide more information which they feel is necessary to properly understand the written report, and/or may provide an opportunity to refute any or all portions of the written report. If a teacher responds to a written report then that response will be shared with the Board and a copy of the response will be placed in her/his employment file and attached to the relevant written report.

Section Seven

Sign-Off Forms Please fill out and return to office

Contact and Mailing Information

This may seem redundant to some parents and guardians, but it is extremely important to RFS that we get your contact and mailing information, as well as preferred name or title, correct. We also want to make sure that everyone who desires information is getting it, so please let us know the following:

Preferred Names, Mailing Address and email for parent(s) or guardian(s) child lives with:

Other parents or guardians:

RFS will send all information about field trips, tuition, bills, and community events to the person(s) the student lives with unless otherwise notified. Are there forms, newsletters, announcements etc. that should be sent to the second address (or email) as well? Please be specific.

Richmond Friends School *Emergency Contact Information*

Student Name: _____

In case of an emergency, parent(s)/guardian(s) can be reached:

Name: _____ Phone: _____

Name: _____ Phone: _____

If parent/guardian cannot be reached, contact:

(If you use Extended Care, please also include names and numbers where someone can be reached *outside* regular business hours.)

Name: _____ relationship: _____ Phone: _____

Name: _____ relationship: _____ Phone: _____

Student's Doctor: _____ Phone: _____

Student's Dentist: _____ Phone: _____

***Please list medical conditions, current medications and/or allergies that you feel we should be aware of:**

In an emergency if we, the parents/guardians, cannot be reached, and the alternate contact persons cannot be reached, we authorize Richmond Friends School to take appropriate action, obtain professional services and arrange necessary transportation.

Parent(s)/guardian(s) Signature Date

Parent(s)/guardian(s) Signature Date

We know there will be times when your child will need to take medication while at school. If this becomes necessary, you will need to send the medication in its **original** container along with detailed instructions for use (dosage, frequency, etc.). This will need to be done for both prescription and over the counter medication.

If your child experiences a headache or has a fever and a parent or guardian cannot be immediately contacted, the school, with your permission will give the child medication. We have Children's Tylenol Soft Chews and Junior Strength Advil Tablets available. We will give these **only with your permission**. You will need to sign, date, and return the form below. You will be notified if your child receives any medication while at school.

_____ I **give** permission for my child, _____, to receive Children's Tylenol or Advil for minor pain and/or fever.

_____ I **do not** give permission.

Signature of Parent/guardian	Date
Signature of Parent/guardian	Date

Permission to be Filmed and Photographed

I _____ give permission for my child(ren)

Parent/guardian name

Names of child(ren) on above lines

to be filmed/photographed or otherwise recorded while taking part in Richmond Friend's School (RFS) activities. I understand that the films/pictures may be used for such purposes as the promotion and advertising of the RFS, and the promotion of positive values which RFS upholds. I understand that these pictures become the property of RFS, and that I will receive no compensation for the use of these pictures. I understand that the resulting pictures or films become the property of the Richmond Friends School.

Signature of Parent/guardian

Date

Signature of Parent/guardian

Date

.....

Release of Liability Agreement

I hereby give permission for the below named child to participate in all field trips, athletic events, and other class trips away from the school facility. I affirm that I have authority to grant this permission by virtue of being the child's parent, legal custodian, or legal guardian.

I hereby give permission for transportation for these trips or events by bus or private automobile with a RFS employee, or parent volunteer providing the driving.

I understand that in the event of a medical emergency, I will be informed and consulted as soon as possible. I understand that my child may receive first aid and medical attention at the discretion of the trip or activity leader, and I hereby consent to such medical attention being provided to my child at the discretion of the trip or activity leader. The cost of such first aid or medical attention is my responsibility.

I may expect to receive detailed written information for each field trip in which my child is a participant, if the trip involves vehicular transportation. Further, I understand that for certain trips I will be required to sign separate permission forms and releases of liability. Copies of this form or other relevant form or release, as well as my child's emergency information are taken on all off-campus field trips. I understand, and hereby agree, that my child will be involved in occasional walking trips from the school facilities, and that I may not receive prior notice of such trips.

I warrant that I have read the RFS Motor Vehicle Safety Restraint Policy and that I will send my child on each trip with the appropriate booster seat/safety restraint that complies with RFS policy.

In consideration for permitting me or the below named child to participate in RFS field trips, I hereby waive and release Richmond Friends School, together with its directors, employees, and agents and volunteers from any and all liability, claims, or damages (including costs and attorneys' fees) arising out of or in any way connected to my or my child's participation in any field trip, including any claims made by others for personal injury or property damage allegedly caused by me or my child. This Release shall be binding upon my heirs, representatives, successors, and assigns, effective as of the date indicated below.

I HAVE READ AND UNDERSTAND THIS RELEASE OF LIABILITY AGREEMENT BEFORE SIGNING IT.

Student Name (printed): _____ Dated: _____

Parent/Guardian Name (printed) _____

Parent/guardian Signature _____

THIS FORM MUST BE SIGNED AND RETURNED AT THE BEGINNING OF EACH SCHOOL YEAR, OR YOUR CHILD WILL NOT BE PERMITTED TO PARTICIPATE.

RFS Field Trip Permission Form

I hereby give permission for the below named child to participate in all field trips, athletic events, and other class trips away from the school facility. I affirm that I have authority to grant this permission by virtue of being the child's parent, legal custodian, or legal guardian.

I hereby give permission for transportation for these trips or events by bus or private automobile with a RFS employee, or parent volunteer providing the driving.

I understand that in the event of a medical emergency, I will be informed and consulted as soon as possible. I understand that my child may receive first aid and medical attention at the discretion of the trip or activity leader, and I hereby consent to such medical attention being provided to my child at the discretion of the trip or activity leader. The cost of such first aid or medical attention is my responsibility.

I may expect to receive detailed written information for each field trip in which my child is a participant. Further, I understand that for certain field trips I will be required to sign separate permission forms and releases of liability. Copies of this form or other relevant forms or release, as well as my child's emergency information are taken on all off-campus field trips.

I warrant that I have read the RFS Motor Vehicle Safety Restraint Policy and that I will send an appropriate booster seat / safety restraint with complies with the RFS policy with my child on each trip.

In consideration for permitting me or the below named child to participate in RFS field trips, I hereby waive and release Richmond Friends School , together with its directors, employees, and agents and volunteers from any and all liability, claims, or damages (including costs and attorney's fees) arising out of or in any way connected to my or my child's participation in any field trip not directly arising out of the intentional or negligent act or acts of said Richmond Friends School, directors, employees, agents or volunteers, including any claims made by others for personal injury or property damage allegedly caused by me or my child. This Release shall be binding upon my heirs, representatives, successors, and assigns, effective as of the date indicated below.

I HAVE READ AND UNDERSTAND THIS RELEASE OF LIABILITY AGREEMENT BEFORE SIGNING IT.

Dated _____ Student Name (printed) _____

Parent / Guardian Name (printed) _____

Parent / Guardian Signature _____

THIS FORM MUST BE SIGNED AND RETURNED AT THE BEGINNING OF EACH SCHOOL YEAR, OR YOUR CHILD WILL NOT BE PERMITTED TO PARTICIPATE.

Job Description: Extended Caregiver, Lunch Caregiver, Classroom Work-study, Classroom Volunteer, and Field Trip Driver and Volunteer

Supervised by: School Coordinator & Care Coordinator (for Extended Caregiver and Lunch Caregiver) or Classroom Teacher (for Classroom Work-study, Field Trip Volunteer, and Classroom Volunteer)

Hours: various

Compensation: hourly wage and/or none

Qualifications: Must be responsible, honest, self-motivated, and believe in the Richmond Friends School philosophy of education. Must love working and playing with children.

Overall Job Objective: To assist in meeting the physical and emotional needs of the students during the school day, field trips, lunch time, lunch recess, and/or in extended care.

Specific Responsibilities:

- reporting to the school no less than five minutes before their scheduled shift/activity begins
- reporting the correct hours worked on her/his timesheet
- communicating child's behavior only to teachers, Care Coordinator, and/or the child's parents
- establishing and maintaining an atmosphere that allows every child to feel welcome and safe
- understanding and abiding by the Playground Policy
- supervising students in the classroom, on field trips, and during lunch and/or play and encouraging the students to assist with any cleanup required
- referring any concerns regarding student discipline to the school staff, since discipline is the responsibility of the staff
- refraining from the use of physical force, of any kind, unless there is imminent physical threat to someone

I have read this job description and agree to abide by and act according to the applicable responsibilities.

Signed _____ Date _____

***Have you ever been convicted of a crime other than a minor traffic offense?
Yes / No (circle one) If yes, please elaborate on the back. I certify that my answer is true, accurate and complete.

Initials _____

Simplicity

Peace

Integrity

Community

Equality

Stewardship





PreK thru Grade 6