



**PLYMOUTH
MEETING
FRIENDS SCHOOL**

The Redbook

*School Handbook
section*

2020-2021

Weather-Related Closing information

PMFS closing number: 381 (Montgomery County)

In case of inclement weather, families should check on PMFS closing/delays as well as **check the school district in which they reside** for busing cancellation/delay information. *Families can register their cell phones to receive text alerts at philadelphia.cbslocal.com/schools*

Before 6:30 am, PMFS will announce school closing/delay information via automated:

- Voice message to parents' home and cell phones
- Text to cell phones
- Email to primary addresses

After 6:30 am, families are able to:

- Check online at pmfs1780.org or philadelphia.cbslocal.com/schools
- Listen to KYW News Radio 1060 AM
- Watch TV Channel 3: CBS local station

Bus Information

Parents may use the numbers below to contact school districts' transportation offices and/or bus companies directly with concerns or questions about a child's transportation. For example: If a child's bus is late in the afternoon, the school district or the bus company can reach the bus by radio to determine the reason. In instances of inclement weather, use the school district's closing number (listed in parentheses below) to determine if bus service will be canceled or delayed in a child's school district of residence.

COLONIAL (#305)

610.834.1671 x2141

First Student 610.272.7671

LOWER MERION (#302)

610.645.1940

Balgo 610.539.1706

METHACTON (#316)

610.489.5036

First Student 610.272.7671

NORRISTOWN (#304)

610.630.5020

First Student 610.272.7671

PERKIOMEN VALLEY (#317) S.T.A., Inc.

610.489.9110

PHILADELPHIA

215.400.4350

Sague 610.828.5776

SPRINGFIELD TOWNSHIP (#319)

215.233.6095

SPRING-FORD Township (#308)

610.705.6229

Transmit 610.495.5500

UPPER DUBLIN (#313)

215.646.7778

WISSAHICKON (# 314)

215.619.8114

Table of Contents

At-a-Glance Information

Weather-Related	
Closing Information	Inside Cover
Bus Information	Inside Cover
Quick-Calling Guide	Back Cover

PMFS Overview

Mission Statement	2
Educational Philosophy	2
Quaker Beliefs & Practices	2
Meeting for Worship	2
Governance – PMFS School Committee	3
PMFS-Family Partnership	3
Community Commitment Amid Pandemic ...	4
2020-21 PMFS Community Compact	4
Conflict Resolution	5
Student Behavior Expectations	6
Consequences	7
Enrollment & Tuition Assistance.....	7
Development – Support PMFS	9

Communication

Parents Contacting PMFS	11
How PMFS Communicates with Families ...	12
Community at PMFS	13

Information for Families

Regular School Hours	14
Attendance & Absences	14
Student Health	15

PMFS Health Guidelines: Covid-19 Health & Safety Measures	16
Support Services	19
Safety & Emergency Procedures	20
Transportation	20
Parent Involvement	24
Parent-Teacher Organization (PTO)	25
Additional Policies & Procedures.....	25

Information for Students

Academic Expectations	27
Schoolwork & Absences.....	27
Playground & Recess Rules	27
Additional Policies & Procedures	29

School Calendar

Community Traditions.....	32
Calendar of Events 2020-21	34

School Directory

School Committee	36
Parent-Teacher Organization	37
Class Parents	37
Faculty & Staff Directory	38

Family Directory

Contact Information	40
---------------------------	----

PMFS Overview

Mission Statement	2
Educational Philosophy	2
Quaker Beliefs & Practices	2
Meeting for Worship	2
Governance – PMFS School Committee	3
PMFS-Family Partnership	3
Community Commitment Amid Pandemic ...	4
2020-21 PMFS Community Compact	4
Conflict Resolution	5
Student Behavior Expectations	6
Consequences	7
Enrollment & Tuition Assistance	7
Development – Support PMFS	9

Mission Statement

Plymouth Meeting Friends School (PMFS) provides an education based on the Quaker belief that *there is that of God* in everyone. Through its nurturing environment, the School offers an intellectually challenging and creative academic program to a diverse student body. Supported by adults who model respect and understanding, students reach toward individual strengths as responsible members of a community of learners.

Educational Philosophy

In 1780, members of Plymouth Monthly Meeting established Plymouth Meeting Friends School to provide a co-educational, elementary education based on the Quaker belief that there is that of God in each person.

Children from diverse economic, ethnic, and religious backgrounds are welcomed into the student body. In the spirit of Friends, PMFS cultivates an environment that

celebrates the world and its people with the hope that children will discover their own gifts, recognize their differences and similarities, value stewardship and service, and remain ever-curious, lifelong learners.

Plymouth Meeting Friends School promotes excellence in academics, arts, and athletics, through an integrated, developmentally-sequenced curriculum that includes service learning activities, field trips, and travel extending beyond the immediate community. Spiritual development grows from the nurturing of the whole child.

Quaker Beliefs & Practices

The Quaker testimonies of simplicity, peace, integrity, community, equality, and stewardship are the outward manifestation of Friends' beliefs and are interwoven into the educational process for children, parents, and faculty.

Development of the light within each person is encouraged in every aspect of the school day. Emphasis is placed on peaceful, non-violent response to conflict and decision-making as well as the development of responsibility to a global community. While continually examining the balance of academic challenge and age appropriate expectations, PMFS celebrates the exuberance and joy of children who are active members of a community of learners.

Meeting for Worship

Meeting for Worship is central to our Quaker School and vital to the spiritual life of all school community members. Respect for truth, honesty, and integrity, as well as a celebration of the uniqueness of each person, drives the teaching and life at PMFS and is integral to weekly practice of Meeting for Worship. The Quaker belief that

there is that of God, or an inner light, in each person, is evident in Meeting. Being together in silence creates a sense of wonder. Everyone in Meeting has an important role as a participant, whether by sitting in reflection or by standing to share a realization or thought that was discovered in the silence. Shared ideas rise from and fall into the quiet, so that all can carefully consider the messages. Meeting for Worship brings all Kindergarten through Sixth Grade students, faculty, and staff together for reflection, sharing, and listening. Pre-K students attend on occasion.

Twice a month, as part of Meeting for Worship, students are invited to respond to a query written in rotation by each of the grades. Once a month, the query is presented to the full community. Meeting for Worship helps to deepen children’s capacity for reflection and build confidence in sharing their voices.

The Meetinghouse will not be used by students during the 2020-2021 school year. School community Meetings for Worship will be held virtually via *Zoom* on Thursday mornings, 9:00 - 9:30am. Families, students and friends of the school receive access to the Meeting *Zoom* link through an email from the school.

Family members are invited and encouraged to attend weekly community Meetings for Worship on Thursdays at 9:00 am via *Zoom*.

Teachers may also incorporate Meeting for Worship into each class pod’s schedule. Daily opportunities to settle and “center” in a mindful manner will remain part of classroom culture.

**Governance:
PMFS School Committee**

Since its founding in 1780, Plymouth Meeting Friends School has been under the

care of the Plymouth Monthly Meeting of the Religious Society of Friends (Quakers). PMFS is an incorporated, not-for-profit school whose Board of Trustees (School Committee) is responsible for the strategic oversight of the School.

The PMFS School Committee is composed of representatives of Plymouth Monthly Meeting, other Friends meetings and at-large members. Trustees are nominated by the Committee on Trusteeship and brought to the Meeting and to School Committee for approval. A faculty representative, the co-clerks of PTO, the Director of Development, and the Head of School serve as ex-officio members. The current members of the PMFS School Committee are listed yearly in the *PMFS Redbook*.

PMFS-Family Partnership

PMFS expects parents and caregivers to uphold the principles of the school and support the faculty in their implementation of policies, program and values. All parents should review the contents of the Redbook with their children. At PMFS, there is a long-standing relationship of faculty and families working together as partners in each child’s best interest. In disciplinary situations concerning children, PMFS works closely with parents and caregivers while asking that parents honor the school’s commitment to confidentiality. We believe that all adults in the PMFS community are role models for our children. We expect that parents, teachers, and administrators will hold confidential all personal matters concerning PMFS community members, out of respect for each individual and to prevent hurtful “whisper-down-the-lane” conversations that can be harmful to adults as well as students.

Community Commitment Amid Pandemic

Plymouth Meeting Friends School holds fast to hopes that the status of the surrounding community's health supports on-campus instruction. Frequent changes in the data related to local and national public health inform the decision-making for the school. Faced with the reality that much remains unknown and unpredictable, PMFS remains focused on the priorities of health and safety of all PMFS community members in order to offer our students an exceptional academic, social and emotional program.

PMFS relies on directives from the state, as well as guidance and recommendations from the CDC, American Academy of Pediatrics, CHOP, The PA Department of Health and the PA Department of Education. Our membership in governing and accrediting organizations such as The National Association of Independent Schools (NAIS) and PAIS (Pennsylvania Association of Independent Schools), gives us access to data, information and best practices related to school re-entry, as well as distance learning, from schools across the country. This information, combined with the passion and expertise of the faculty, allows PMFS to plan accordingly for the school year.

The benefits of in-person instruction and the relationship-building between students and faculty are innumerable. PMFS recognizes the advantages of school routines—both for children and adults—including the events and traditions that are uniquely Plymouth. PMFS is confident that our shared commitment to maintain and sustain community connections will continue to strengthen our 240 year old Friends school.

Campus facilities were modified to give vertical class groupings safe indoor learning spaces and dedicated outdoor spaces for each group. Scheduling and staffing incorporates appropriate plans for each

grade level and best practices in respect to health and safety. PMFS is actively engaged and focused on the critical aspects of creating and maintaining safe and supportive learning spaces for our students and faculty.

The 2020-21 school year offers us opportunities to stretch and grow as a community. Grounded in the belief that we see *that of God* in everyone, our shared purpose and community commitment allows us to *proceed as way opens* and embark on another remarkable learning journey at Plymouth Meeting Friends School.

2020-21 PMFS Community Compact

The health of a community depends heavily upon responsible personal behavior by ALL members. During the 2020-2021 school year, all members of the Plymouth Meeting Friends School community were asked to read, reflect upon and sign the following **PMFS Community Compact**. This Compact acknowledges our shared responsibility to mitigate the risks to our students, families, and all PMFS employees:

We understand that PMFS has created a Reopening Health and Safety Plan which reflects multiple layers of mitigation strategies. For these strategies to be effective, we accept that PMFS students (including my child/ren), families, and members of households, as well as all campus employees must consistently adhere to personal behaviors outside of school that reflect best practices for limiting the spread of infection.

We understand that these best practices include the unfailing use of face coverings, keeping physically distant (6 feet or more) from those outside of my family or designated group, frequent and thorough handwashing, limited travel, and strict

avoidance of all large gatherings.

We understand that travel can be a significant concern, particularly during the holiday weekends prior to staff, student, and family return to campus. In addition, travel related to religious observances or opportunities to seize [extended breaks] are similarly concerning as they have the potential for exposure to infection.

I know that it is not within the School's purview to dictate travel limitations to families or staff. Still, I understand that PMFS asks that I heed travel warnings and/or restrictions imposed by local, state, or federal authorities and the CDC. These warnings are updated frequently. If I consider or plan travel, I agree to check for the most up to date information. If I have questions about the possible need for travel-related quarantine, I understand that I must contact the School. When a quarantine is necessary, I understand that my child will continue classes via PMFS At-Home. I will notify the school in advance to arrange for the PMFS At-Home instructional model during this time.

I understand that I must closely monitor the health of my child/ren, complete the daily health screening to the School through the PikMyKid app, and keep my sick child/ren home.

Prioritizing the health and safety of our community begins with respect. PMFS students, families and staff and our staff thrive when they are safe, secure, known, and cared for. During this challenging time, I am committed and dedicated to the practices aimed at keeping all of our school community members healthy and safe.

Because these measures are critical to the safety of all, students or parents who fail to comply with our safety requirements and protocols jeopardize the well-being of our community and therefore may be restricted from in-person learning.

Conflict Resolution

Friends' practices of respect, tolerance, and appreciation of each other's differences guide day-to-day relations among children and adults at PMFS. Students are expected to use appropriate language in all verbal and written communication. PMFS intentionally works to build community and emphasizes peaceful non-violent problem solving and decision-making. Physical or verbal violence is not tolerated. The PMFS Mission Statement and Statement of Educational Philosophy (page 2) uphold the belief in *that of God* in everyone, support that the peace testimony is interwoven in the educational process for children, parents, and faculty, and reinforce that PMFS emphasizes peaceful, non-violent response to conflict.

PMFS believes that conflict is inevitable and conflict between people can be resolved. Successful resolution of conflict strengthens children in their ability to advocate for themselves and others and in resolving future conflicts.

Creating a climate conducive to conflict resolution is a prerequisite. Adults in the community are powerful role models for children. It is imperative that adults employ the skills students are expected to use. The PMFS student population ranges in age from children three to twelve years of age; accordingly, this process must be tempered, as necessary, in consideration of the understanding of children's social, emotional, and cognitive development. When conflict arises:

- People involved in conflict meet and describe the conflict in non-blaming language, e.g., using "I" statements.
- People listen, state the tangible effect of the conflict on all parties, accept personal responsibility for their own actions, and agree to a solution.

Sometimes these conversations can, by choice, happen privately between individuals. At other times, faculty, peer mediators, the Coordinator of Student Care, or the Head of School are required to guide the process.

Follow-up to conflict takes many different forms. An Apology of Action may be an appropriate part of conflict resolution at any level; this technique requires the offending party to perform a restorative act for the offended party. Apologies of Action can take many forms and are chosen based on the nature of the conflict as well as the age of the participants.

Student Behavior Expectations

Plymouth Meeting Friends School is founded on the Quaker belief that *there is that of God in everyone*. Students are expected to model and demonstrate behaviors that reflect a commitment to this belief and to the Quaker SPICES (Simplicity, Peace, Integrity, Community, Equality and Stewardship). Every member of our school community shares responsibility for preserving a positive, respectful and safe learning environment. Appropriate behavior is expected from PMFS students and community members throughout the school day, on campus or off, including before and after school functions.

All PMFS community members serve as stewards of our learning environment and of our school. With adult modeling and guidance, students learn to demonstrate kindness, consideration and respect for the rights, feelings and perspectives of others. A community that promotes empathy and compassion supports our vision to maintain learning spaces in which positive feelings and actions toward others outweigh negativity, and where thoughtfulness and openness are expected in all interactions.

Our student behavior expectations focus on teaching sound decision making, promoting inclusive and welcoming behaviors, and resolving conflict peacefully. PMFS values truthfulness; acting and interacting with integrity and demonstrating responsibility and respect. Owning and taking responsibility for one's actions allows students to learn from their mistakes and make amends. Each opportunity to repair a relationship, right a "wrong", and demonstrate care offers students a chance to manage conflict peacefully and develop perspective-taking skills and self-discipline.

Teachers and students engage in conversations and collaborate to create classroom guidelines that support the expectations for student behavior. The goals of this process are to nurture a growing responsibility for one's words and actions, and to foster a fundamental respect for others.

PMFS strives to boost our students' self-advocacy skills so they can bring issues of concern to teachers' attention in a timely manner. Parents are encouraged to reinforce the school's message of timely self-advocacy for students and to communicate concerns to faculty and administration.

PMFS strives to be a supportive learning community of faculty, students and families whose words and actions consistently reflect the Quaker values of Plymouth Meeting Friends School.

When a student's and/or student's parent(s) behaviors do not demonstrate a commitment to School values, expectations and policies, the School may discontinue the student's enrollment, at any time, if in the judgement of the Head of School such action is in the best interest of the School community.

Consequences

The rare situation involving physical or verbal violence requires immediate intervention on the part of adults. In these situations, it is the adults' responsibility to guarantee a child's safety, both physical and emotional. When such conflict arises:

- Faculty informs an administrator of the situation.
- Faculty and administrators talk to all parties involved to gain an understanding of the situation.
- Appropriate consequences are determined by the Coordinator of Student Care or the Head of School, in consultation with any faculty who have been part of the discussion and, in some cases, the School Psychologist. Consequences can range from loss of privileges to suspension. Suspension may be in school or at home.
- The Coordinator of Student Care or the Head of School calls parents of all students involved.

In a case of suspension, the parents of a suspended child are called and asked to come to school and take their child home. Upon returning to school from suspension, the student and their parents must meet with the Coordinator of Student Care or the Head of School and the teachers involved. By law, PMFS must note suspensions in a child's permanent record.

PMFS believes that all people can learn from their mistakes and have the lifelong capacity for changing their behavior.

Enrollment & Tuition Assistance

Admission to PMFS is on a rolling basis. The school admits students without regard to family status, race, religion, gender identity, sexual orientation, and national or ethnic origin.

Tuition Payment

Tuition is for a full academic year. No refund or cancellation will be made of any portion of the full annual tuition and fees under any circumstances, including unforeseen circumstances, pandemics, other acts of force majeure. Any failure or delay in the performance of the School because of the foregoing reasons will not relieve families of their obligations to pay any amounts owed. The School may provide alternative education instruction as it deems appropriate under the circumstances, such as instruction on or off campus, or instruction extending outside the normal school year.

Tuition Payment Options

Three payment options are available to PMFS families.

1. **Full payment.** Tuition for the upcoming year is paid in full by July 1; a 2% discount is applied to families who do not receive tuition assistance from PMFS.
2. **Two installments.** 60% of tuition is paid by July 1 and the balance is due by December 1.
3. **Ten monthly installments.** Tuition is paid through the payment program administered by an outside receivables service. There is a carrying charge of \$125 with this option. Payments begin on July 1. Subsequent monthly payments are due on the first of the month. Late fees are assessed by the service- the school does not receive these fees.

Method of Payment

Full payment and the two-installment plan can be paid: by check to PMFS or by credit card (with fee) via the PMFS website, at pmfs1780.org/parents/make-a-payment. Ten-month payments may use the above methods and are also eligible to set up automatic bank withdrawals through the service organization.

Other Fees

Costs included in tuition include: day field trips, the PMFS Yearbook, classroom books and supplies, and ERB fees.

Overnight trips are currently suspended for 2020-2021, but remain an integral part of the PMFS Program. Overnight trips are not included in tuition because of the wide range of costs. An estimate of the fee is given with Enrollment Contracts and the final fee is supplied at the beginning of the school year; the fee is paid in advance of the overnight. Because admission to special events and other costs are calculated on group rates and usually are paid in advance, no refund will be made for children who are unable to go on overnight trips.

Re-Enrollment, with Tuition Deposit

Re-enrollment contracts are sent electronically to families by February 1 and must be submitted no later than February 15, 2021 to ensure a place for the student the next school year. Enrollment contracts must be signed by all custodial parents. A tuition deposit must accompany the signed enrollment contract for each student.

Families are required to request any exceptions to these conditions in writing to Director of Admission Joyce Colzani before the re-enrollment deadline of February 15.

Holding Re-enrollment Contracts

PMFS reserves the right to hold contracts for any of the following reasons:

- Current or past tuition is unpaid and no payment arrangement has been made.
- PMFS is evaluating the most suitable academic placement for a child.
- Grade placement is in discussion and time is needed for further development.
- Recommendations to family by PMFS faculty or administrators have not been followed.

Late or Non-Payment of Tuition

PMFS reserves the right to assess a late fee, hold records and/or contracts, and/or suspend student attendance for non-payment of tuition. Families must promptly contact the bookkeeper to make payment arrangements if difficulties in remitting payment arise. Non-payment will result in collections and legal action. In addition to the balance owed, the cost of legal fees and other collections costs will be added to the balance owed and duly collected through civil claim.

Priority Admission

PMFS encourages siblings, Quakers, and children of alumni and faculty to enroll. These applications are treated on a priority basis provided they are submitted to PMFS by November 11, 2020.

Tuition Assistance

The Tuition Assistance program at PMFS is designed to enhance the school's mission of providing a Quaker education to a student body from diverse economical, racial, ethnic, and social backgrounds. PMFS values and appreciates families' commitment to their children's education and our school community. Each application for tuition assistance is treated individually and granted appropriate consideration by the Financial Aid Committee. All files and information are kept strictly confidential, and PMFS trusts that families receiving tuition assistance will do the same with their award.

Assistance is need-based, available to families with children in any grade at PMFS. Grants typically range from \$1000 dollars to half the tuition. Families who qualify receive awards based on the tuition assistance budget for that year.

Families apply online through School and Student Services (SSS), a service of NAIS, submitting their financial information, tax documents, and special circumstances for consideration. The Financial Aid Committee

takes into consideration the SSS estimate of family contributions, along with a review of special circumstances and family resources (including but are not limited to: family income, real estate ownership, home equity, investments, number of children in tuition charging schools, and consumer debt) in making award decisions.

A new tuition assistance application must be submitted each year. For assistance in 2021/22, families must apply for aid by January 8, 2021. The SSS website accepts applications beginning in October. Families must:

- *Estimate* their current year taxes to fill out the application
- Upload their completed previous year's tax return
- Submit the Parents Financial Statement (PFS)
- Outline, in the notes section of the Parent Financial Statement (PFS), any unique circumstances that a family wishes to communicate with the Financial Aid Committee
- Upload current year tax forms to SSS by April 15
- In cases where parents do not live in one household, both households are required to submit financial information.

SSS website:

<http://sssbynais.org/parents>

PMFS code number: 3786

Tuition assistance awards are included with enrollment contracts. Appeals to tuition assistance awards must be made in writing to the Director of Admission within 10 days of receiving the award or before the contract is due, whichever comes sooner. PMFS may require additional documentation to process an appeal.

Important Enrollment & Tuition Assistance Dates

January 8: Tuition Assistance applications due

February 15: Re-enrollment contracts and financial aid acceptance due

April 15: 2019 taxes due to SSS for financial aid application completion

Development - Support PMFS

Your generous gifts help Plymouth Meeting Friends School inspire students to let their lives speak. PMFS depends on financial donations from the members of our community to sustain our outstanding academic program and support all PMFS students. Ongoing strategic thinking and rigorous self-assessment help PMFS identify opportunities to continually enhance the program.

The support of the entire PMFS community helps with current and long-term needs, such as improvements to the campus, tuition assistance, and endowment. PMFS is grateful for the gifts of time, money, and resources that provide the opportunities so crucial to a Plymouth education. There are many ways you can help support PMFS in its mission to provide an intellectually-challenging and creative academic program for our diverse student body.

Ways to support PMFS include: the Annual Fund gifts, participation in the Friends Collaborative Tax Credit Program for Individuals, Planned Giving, Capital Programs, Mexican Exchange endowment, Employer matching gift programs, corporate donations restricted for scholarships made through the PA EITC and OSTC tax credit programs, and gifts of securities. For more information on any of the ways you can support PMFS students, please **contact**

Director of Development, Ralph Henninger at 610.828.2288 x224 or ralphh@pmfs1780.org.

Annual Giving Fund

The Annual Giving Fund is the foundation of all fundraising efforts at PMFS. Annual Giving donations provide unrestricted support for current operations. The Annual Giving Fund helps underwrite the cost of tuition assistance, salaries, teaching supplies, and maintenance. Donations received in the Annual Giving Campaign directly support every PMFS student.

Support comes from all constituencies at PMFS: alumni, current parents, trustees, parents of alumni, faculty and staff, grandparents, and friends. All of these individuals recognize that at PMFS, like all independent schools, tuition alone doesn't meet all of the expenses of the operating budget. Tuition provides approximately 80% of the cost of educating a PMFS student. Support received through the Annual Giving Fund and other sources help the school close this gap and maintain a balanced budget.

Friends Education Equity Collaborative Tax Credit Program for Individuals

The Friends Collaborative increases access to a Friends education for more families. The Collaborative includes twenty Quaker schools and the Friends Council on Education. Plymouth Meeting Friends School is one of the founding members of the Friends Education Equity Collaborative (FEEC), A Special Purpose Entity, LLC formed in 2016 to secure tax credits offered through Pennsylvania's EITC and OSTC programs. The Pennsylvania EITC and OSTC Program were previously only open to corporate donors, but with the formation of organizations like the FEEC, qualified individuals now have the opportunity to receive tax credits while supporting PMFS.

PMFS will use your gift to provide critically needed financial aid for our students, and

you will receive a tax credit of 90% of the gift amount.

Capital Programs

While the Annual Giving program provides support for the daily operating expenses of PMFS, fundraising for capital projects focuses on meeting the long-term strategic goals of the school. These goals, as articulated in the school's Strategic Plan, include everything from stewardship of PMFS's historic campus to meeting evolving program needs. Through the Ten Generations Capital Campaign, for example, PMFS has created new facilities that reflect the high quality of the educational program; the Emerson Building represents the importance and success of such fundraising efforts.

Giving to Endowment

Support for endowment demonstrates a commitment to ensuring the future of the school and is an opportunity for donors to create a lasting legacy. Donors can take great satisfaction in knowing their gifts are benefiting PMFS now and in the future.

The Mexican Exchange Program is at the heart of PMFS's deep commitment to preparing its students to be world citizens and by providing immersive experiences that build their cultural competencies. 2020 is the 50th Anniversary of the Mexican Exchange Program. The Pandemic has delayed our plans to celebrate this important event, but PMFS will schedule an appropriate celebration as soon as conditions allow us to safely honor the event and all of the participants.

Please consider supporting PMFS's signature program, by making a gift to its endowment to ensure another 50 years of the program's success.

Planned Giving

A planned gift provides the opportunity for donors to plan now for a gift to PMFS at a later date. Saving on income taxes, avoiding

capital gains tax, enjoying higher rates of return than currently provided by investments, and reducing estate costs are benefits of planning a gift. The simplest and most common planned gift is a bequest.

Parent Businesses

PMFS supports parent businesses. Parents and friends of the school have several vehicles for advertising their business including yearbook ads and special event sponsorships. (*Reference the PMFS Solicitation Policy for more information.*)

Corporate Giving

Tax Credits for Tuition Aid have supported PMFS since 2005. Pennsylvania's Educational Improvement Tax Credit (EITC) and the Opportunity Scholarship Tax Credit (OSTC) programs enable businesses, partnerships and S-corp shareholders to reduce their Pennsylvania State Tax liability up to \$750,000 per year, and gain a charitable giving deduction on federal taxes by making a donation to support need-based scholarships for worthy students at PMFS.

Alumni Relations

PMFS values its alumni and works to stay connected with them through the PMFS website, the alumni newsletter, events, reunions, and social networking. Alumni are invited to our school events. For more information, contact alumni@pmfs1780.org.

Special Events

The Development Office coordinates several community-building and fundraising events throughout the year, including Grandparents and Special Friends Day. For more information or to volunteer, families may contact the Director of Development.

Communication

Parents Contacting PMFS	11
How PMFS Communicates with Families	12
Community at PMFS	13

Parents Contacting PMFS

PMFS hopes that parents feel welcome and encouraged to discuss any topic with faculty and administrators. Inevitably, questions or concerns will arise for parents about their child's academic experience or a school policy. The faculty and administration always want to know what is on a parent's mind.

In the spirit of remaining true to the Quaker testimony of simplicity, PMFS expects any person to address any difference of opinion or understanding with the other person directly. PMFS believes that by working collaboratively with an attitude of mutual respect and a search for the best solution, people are able to resolve any differences that may arise within the PMFS community.

Communicating with Teachers

All discussions and meetings with teachers should take place at a mutually-agreed upon time scheduled in advance. During the school day, a teacher's full attention must be on their students and classroom activities including arrival and departure periods when students are in transition. A teacher is better able to devote full attention to parent questions and concerns if a time to meet is set in advance so as to not interrupt the classroom schedule.

Email is an efficient method and the best means of contacting teachers. (*See the Faculty & Staff Directory, yellow section, for individual email addresses.*) **Parents should not use email for time-sensitive matters, e.g., transportation matters, as teachers have limited access to their email during the school day.**

Parents may call the Main Office at any time to leave a message or voicemail for their child's teacher. Phone calls and emails are returned at the teacher's earliest convenience within 24 hours.

PikMyKid, Attendance & Transportation Changes

PMFS uses the PikMyKid app to track student transportation plans, absences, and daily health status. Parents are required to use the app every morning before school to confirm that their students have no Covid-19 symptoms or exposure. Parents should also use the app to change their students' transportation plans or report them absent. See the Absence Policy for more information. Parents should email the Office to explain why their child is absent, and detail any symptoms, if applicable. PikMyKid does not have the capability for parents to report lateness or early dismissal, so parents need only email the Main Office. If a child's transportation plans change during the school day, parents should make the change using the calendar feature of the PikMyKid app. For same-day transportation changes involving a bus, parents should call the Office by 12:00 in addition to updating the app to allow enough time to notify the district. PMFS requires that parents convey this information to ensure the safety of each child.

Updating Student & Family Information

PMFS uses the information parents provide at the beginning of the school year to maintain contact information as well as for emergency purposes. Parents are expected to contact the Main Office promptly if any information changes so PMFS can accurately provide regular and emergency communication.

How PMFS Communicates with Families

Weather-Related or Emergency School Closing/Delay

PMFS emergency closing number: **381**
(Montgomery County)
(See Inside Cover for additional details)

Urgent/Emergency Communication

In the case of an unexpected early dismissal or any urgent information, PMFS will use every avenue available to contact parents including automated voice messages, texts, and emails, using phone numbers and emails for all parents on file.

PMFS Delayed Openings and Cancellation

PMFS often, but not always, follows Philadelphia public schools in their closing decisions. PMFS notifies parents of delayed openings and cancellations directly through an automated phone call, text message, and an email by 6:30 am. Additionally, PMFS posts delay/cancellation information on the website and Facebook. Lastly, parents may obtain information about a delayed opening or cancellation through several media sources: philadelphia.cbslocal.com/schools, KYW Radio 1060 AM, and TV channel 3.

District Transportation

A family's school district of residence determines a student's busing; if a district school opens late or is closed, a child's bus adjusts its schedule accordingly. To determine if busing is available during weather situations, parents should always check the delay/cancellation status of their school district of residence. It is possible for PMFS to be open without bus service from a school district. In that event, parents are responsible for providing transportation for a child *to and from* PMFS.

Early Closing

PMFS may close early if the weather warrants or school districts that bus PMFS students close early. On days when inclement weather is in the forecast, PMFS recommends that parents have a plan in place to respond to early school closings and that parents communicate that plan in writing to their children's teachers and the Main Office that morning. PMFS will communicate via phone, email, and text message its early closing information and any district busing changes to parents as soon as decisions are made. PMFS will not send a child home early on a bus without parent permission.

Weekly Communication (Friday Red Folder & Virtual Red Folder)

Families receive regular communication each week in two ways: a Friday email containing weekly announcements (Virtual Red Folder) and a physical red folder that comes home as "backpack mail" on Fridays. PMFS encourages families to be in the habit of looking for and reading the Virtual Red Folder and paper red folder contents promptly. The paper red folder should be returned to school each Monday.

All announcements for the Virtual Red Folder and paper red folders must be submitted for review. Information to be included in the Virtual Red Folder should be sent via email to Maeve Sutherland by Wednesday evening (office@pmfs1780.org). Materials which cannot be distributed electronically and need to go into the paper red folders should be distributed by noon on Thursday at the latest.

Virtual Red Folders are archived on the school website.

Email Blasts

On occasion, the school will communicate with the entire parent body via email blast. In an effort to avoid excessive use of this communication tool, email blasts to the

entire community will be sent at the discretion of the Head of School and the Main Office. The majority of updates and announcements are communicated in the weekly Virtual Red Folder. Teachers will keep parents up-to-date on classroom news with bi-weekly newsletters.

PMFS Website (pmfs1780.org)

The school website is an important tool for families, alumni, and the broader community to learn about events and find important information (e.g., emergency closings). The site includes access to forms, a calendar, information on school programs, admission information, news stories, and online giving.

Conferences & Progress Reports

Parent-teacher conferences are held in November and April. Additional meetings are encouraged and can be arranged by contacting the student's teacher.

Mid-year and end-of-year progress reports are written by lead and specials teachers and sent to parents in February and June. These reports summarize the progress of students in Kindergarten through Sixth Grade in each area of study. Pre-K students receive progress reports from their classroom teachers only.

Social Media

PMFS regularly uses social media to post news and items of interest for current and prospective families, alumni, and community.

Community at PMFS

Community Meetings & Coffees

The Head of School holds monthly morning parent coffees and evening parent "happy hours", inviting the school community to learn about current school initiatives, ask questions, and share in productive dialogue. Parents are notified of these meetings as they are scheduled by email and/or in the

Virtual Red Folder.

Mentoring Program

The Admission Office matches newly-enrolled families with returning families to welcome new families to the PMFS community and guide them through their first year at the school. Ongoing communication between matched families throughout the school year is strongly encouraged.

Information for Families

Regular School Hours14
Attendance & Absences14
Student Health15
PMFS Health Guidelines: Covid-19
Health & Safety Measures..... 6
Support Services19
Safety & Emergency Procedures 20
Transportation 20
Parent Involvement 24
Parent-Teacher Organization (PTO) ... 25
Additional Policies & Procedures 25

Regular School Hours

In 2020-2021, the school day runs 8:00 am - 3:00 pm for Pre-K through Sixth Grade students. Children are welcome to arrive in their classrooms beginning at 7:45 am and are expected to be in class by 8:00 am. *(Please note Absence Policy).*

Attendance & Absences

Absences

Regular attendance is necessary for academic success and required by the Pennsylvania Department of Education. **Parents are expected to contact the Main Office by 9:00 am on the date of an absence or late arrival.** This is important for the safety of all PMFS students. *Homework requests should be made during*

the call or email reporting absence or lateness.

Absence, late arrival, and early dismissal from school will be excused with a written note or email (to teacher and office) for the following reasons:

- Illness
- Medical appointment
- Religious holiday
- Impassable roads
- Other urgent reasons including court appearance or death in the family
- Family educational trip (prior approval required by the Head of School; see below for more information)

Parents must make requests for an excused absence due to an educational trip in writing to the Head of School at least two weeks prior to the trip. The request must state the educational purpose the trip serves for the student. Parents are responsible for making sure a child completes schoolwork during his or her absence from school. If the request is not received and granted, any absence will be considered unexcused and noted on the student’s record (Kindergarten through Sixth Grade).

For all other absences, late arrivals, or early dismissals to be excused, parents must inform the school (teacher and Main Office) in writing or by email of the absence and the reason for the absence. *This written document must be turned in to school by the date of the child’s return to school in order for the absence to be marked as excused.* After more than three (3) consecutive days of illness, a physician’s statement will be necessary for the child to return to school.

The school has generous break schedules throughout the year and expects family vacations to be scheduled around these dates.

As per Pennsylvania state law, students in

grades Kindergarten through Sixth Grade who are absent for more than three (3) consecutive school days without an excuse will be reported to the Colonial School District Superintendent. After ten (10) cumulative absences in a year, the school may require parents to provide a physician's statement for all subsequent absences in a school year.

Late Arrival

Kindergarten through Sixth Grade classrooms open at 7:45 am. Students in those grades who arrive more than fifteen (15) minutes after the 8:00 am start of the school day will be marked late, unless there is a written excuse from a parent or physician with one of the acceptable reasons listed above. Parents arriving with students after 8:15 am (when check-in gateways have closed) should call the Main Office and someone will come out to their car to take their child's temperature and escort the child to class.

Students who arrive late due to district busing issues will not be marked as late.

Early Departure

Parents should notify the Main Office in advance of a planned early departure. Students and parents should check in with the Main Office before leaving school.

Record-Keeping

Students are expected to attend school every day. School absence and lateness are included in the student's permanent record and in each (Kindergarten through Sixth Grade) progress report.

Student Health

School Nurse

The Colonial School District provides the services of a school nurse who visits PMFS to ensure compliance with all medical and dental requirements, conduct vision and hearing screening in the fall, and report

matters requiring additional attention to parents.

Medical Information & Release

PMFS requires up-to-date medical information and emergency contact information for the safety of each student. Parents provide updates each spring through the parent portal (School Forms Online). Parents are responsible for providing PMFS with any changes in medical or emergency contact information throughout the school year.

The Commonwealth of Pennsylvania requires that all children who attend school have the following immunizations*:

- 4 doses of diphtheria vaccine (1 dose after fourth birthday)
- 4 doses of tetanus (1 dose after fourth birthday)
- 3 doses of polio vaccine
- 1 dose of rubella vaccine after 12 months of age
- 2 doses of measles vaccine after 12 months of age – second dose preferably given as MMR
- 2 doses of mumps vaccine after 12 months of age
- 3 doses of hepatitis B vaccine
- Varicella (Chickenpox) – 2 doses or history of disease

*As per 2011 PA requirements

Since 2017, Pennsylvania Department of Health now requires that all students are fully immunized by the start of the school year. Students who are not fully immunized risk being excluded from school two months after the first day of school (extended from 6 days for the 2020-2021 school year).

Dental and medical examination reports also are required of children entering school for the first time. Updated dental reports are required for all students upon entering Third Grade and a new medical report is due upon entering Fifth Grade. To verify proof of immunizations and medical examinations, children in First through Sixth Grade transferring to PMFS must have their

medical records from their previous school released to PMFS.

These requirements allow for exemptions due to medical reasons and religious beliefs, which must be submitted in writing. If a child is exempt from immunizations, he or she may be removed from school should a communicable disease present itself in the community.

Medications

A parent **and** a physician must sign a Medication Consent Form for a child to take any medication while at school. PMFS keeps a supply of over-the-counter (non-prescription) medicine for students, and can only administer it to children if a signed form is on file. This form will be used in conjunction with a phone call to parents on any occasion that PMFS intends to administer over-the-counter medication. *Any prescription and non-prescription medications delivered to PMFS must be labeled, come with signed instructions from a parent and physician on a Medication Consent Form, and be delivered to the Main Office for distribution.*

Medication is kept in the Main Office or classrooms as appropriate. Children may not keep their own medications, with the exception of emergency medications accompanied by a Medical Action Plan (see below).

Medical Action Plan

Any child with a medical condition that may require care at school or that is life-threatening (e.g., asthma, food allergies, or seizure disorder) must have a Medical Action Plan approved by the child's doctor on file in the Main Office. These plans must be current and families are required to update them annually.

Appropriate Clothing

Children should dress appropriately for the cold weather with layers, jackets, scarves, hats, gloves, and snow/rain boots.

PMFS Health Guidelines: Covid-19 Health & Safety Measures

The following sections have been constructed to address the ongoing public health crisis caused by the novel coronavirus or Covid-19. These policies have been established by considering sources from various local, state and federal governmental health organizations. In light of the ever-changing landscape of our understanding and the recommended responses to this virus, PMFS reserves the right to amend these policies as the situation evolves.

Hygiene Practices for Students and Employees

Handwashing

The Centers for Disease Control (CDC) notes handwashing as one of the most effective preventative measures with respect to transmission of germs. Steps for proper hand washing will be modeled and taught to all students. Understanding the importance of following regular routines for hand-washing and sanitizing throughout the day will support our efforts to maintain healthy learning spaces. Students and employees will be guided and reminded to follow recommendations for handwashing from the CDC:

- Wash your hands upon arrival in the classroom each morning.
- Wash your hands when returning to the classroom from other locations on campus.
- Wash your hands before and after eating snacks and lunch.
- Wash your hands after break and recess.
- Wash your hands after visiting the bathroom or the water bottle filling station.
- Students will be prompted to wash their hands after blowing their nose, coughing or sneezing.

All classroom spaces will have hand-sanitizer stations. Students will be prompted to use hand-sanitizer when handwashing is not possible at the moment.

Posters depicting the correct steps for efficient handwashing will be placed by classroom and bathroom sinks to provide visual cues and reminders for students and adults.

Mask Use: Students

All PMFS students are required to wear a mask indoors during the school day. Masks are also required when students are outside and unable to maintain appropriate social distancing. Masks for students should:

- Fit snugly but comfortably against the face
- Cover the child's nose and mouth
- Be secured with straps or ties behind the head or ear loops
- Be able to be laundered and machine dried without damage or change to shape.

As members of a Quaker school community, we ask that parents stay mindful of our Quaker beliefs in *Peace* and *Simplicity*. Masks with camouflage patterns, or those depicting weapons, flags, characters, logos, or sayings should not be worn in school. Personal masks must be clean, well-maintained, and appropriate for our elementary school environment.

Recommendations from the Centers for Disease Control (CDC), Children's Hospital of Philadelphia (CHOP), and the American Academy of Pediatrics (AAP) indicate that **students should not wear "gaiter-style" masks** or masks with valves.

Families are asked to send their child to school with three clean masks every day. The school will provide each student with a resealable bag for clean masks and another for used mask storage. This allows students to change masks as needed and store masks no longer appropriate for use. Used masks will be sent home daily to be

cleaned; and families will need to send their child to school with clean masks the next day.

Students will remove their masks while eating or drinking. They will perform the necessary hand hygiene/washing and replace their masks when they are finished eating and drinking.

Students will be offered times for mask breaks during the school day. Breaks will occur outdoors while students are at a proper social distance.

Families of students with medical conditions that prevent the child from wearing a mask must contact the school. The school will work with all families in the class pod to adapt and modify plans to support students as needed.

Health and Safety Screenings

Plymouth Meeting Friends School asks all families and employees to participate in daily health screenings using the *PikMyKid* app. Families and employees are asked to complete a checklist to assure that they are symptom free prior to coming to campus. Only individuals cleared through *PikMyKid* will be admitted to campus.

Upon arrival each school day, all PMFS employees and students will have their temperature taken at pre-assigned gateways. Every student and employee will report to the campus gateway assigned to their particular pod. Families transporting their children to school must wait until the student's temperature check has been approved and the student has been cleared to enter school. **Families are asked to make sure that any and all adults responsible for transporting their children understand this requirement.**

Following recommendations from the Montgomery County Office of Public Health (MCOPH), Pennsylvania Department of Public Health (DPH), and the Center for

Disease Control (CDC) any student and/or employee exhibiting symptoms of COVID-19, including a fever of 100.4, cough, shortness of breath, fatigue, muscle or body aches, new loss of taste or smell, and other symptoms as identified by the above public health agencies on the evening prior to a school day or on the morning of a school day, will not be able to attend school. In addition, any student and/or employee whose household member exhibits symptoms of COVID-19 will not be allowed to attend school. In these cases when a student, employee or household member exhibits symptoms of COVID-19, the school will follow the guidance of the Montgomery County Department of Public Health and PA Office of Public Health.

The school will continuously monitor county, state, and/or federal guidelines for updates to school exclusion recommendations in order to determine when it is safe for an individual student or employee to return to campus. PMFS reserves the right to close the school at the time we deem the health and safety of the community to be compromised, based on the data from our county and state.

Illness

If a child becomes ill during the day, the school will call parents, followed by alternate emergency contacts as the situation warrants, until an authorized adult is reached. Ill children must be picked up from school.

Following an illness, children may only return to school once they have been fever-free and not vomited for 24 hours. A note from the child’s physician is needed for a child to return to school from any illness that lasts longer than three days or that is reportable to the Pennsylvania Department of Health (e.g., chicken pox, pertussis).

Guidelines for When A Child Should Stay Home

If a child has two or more of the symptoms

listed in the PikMyKid morning check-in questions, they need to stay home until they have seen their doctor or have a negative Covid-19 test. *Contact the Main Office to report an absence.*

<i>Vomiting or Diarrhea</i>	A child should remain home until 24 hours after he or she is able to eat and drink without any vomiting or diarrhea.
<i>Fever of 100.4F or higher</i>	A child should remain home until he or she is fever-free for 24 hours.
<i>Coughing</i>	A child should remain home if the cough is uncontrollable or frequent enough to interfere with his or her ability to participate fully in the school day.
<i>Conjunctivitis (pink eye)</i>	A child should remain home until he or she has been undergoing treatment for 24 hours.
<i>Strep Throat</i>	A child should remain home until he or she has been on antibiotics for 24 hours.
<i>Sore Throat</i>	If a child has a sore throat accompanied by a fever or unexplained rash, call the child’s healthcare provider. Most sore throats are caused by viruses which simply need time and rest for recovery. Strep throat, however, can be more serious and requires antibiotic treatment following diagnosis by a healthcare provider.
<i>Feeling under the weather</i>	Keep a child home if he or she is not feeling well and would not be able to fully participate in the day’s activities, even if he or she does not fall into the above.

Lice

A common childhood inconvenience, head lice are a nuisance that can be eradicated by carefully following procedures; lice are a community issue, not just a school one. While PMFS is attentive to a desire for privacy and does not identify individual students with lice, the community benefits from an alert of the presence of lice in a classroom or at school.

PMFS follows best practices in this situation: cleaning rugs and upholstered surfaces, bagging stuffed animals and pillows in affected classrooms, and instructing children to avoid head-to-head contact, sharing hats and hair accessories. PMFS does not support classwide lice screenings at school (*Such screenings have not been found to have no significant effect on the incidence of head lice and they are not recommended by the CDC, National Association of School Nurses, and American Academy of Pediatrics*). It is also important to remember that regular head checking by *all* parents, for at least two weeks after an incident, is the most effective way to detect and minimize the occurrence of head lice.

Parents are therefore encouraged to alert the school if lice are detected at home. If a child is found to have lice at school, parents will be called so that a child can be treated that day. The child may return to school the following day provided that: there are no active lice on the head, the child has been treated with a lice removal shampoo/treatment, and the child's home environment has been treated. Follow-up treatment of the home and child, for the following two weeks or more, will be necessary to completely eradicate lice from the home.

Information on effective treatments is available from the Main Office.

First Aid & Emergency Care

In case of minor accidents, basic

emergency care will be administered. For accidents requiring more than basic first aid, PMFS will contact parents or emergency contacts and/or 911 at the staff's discretion.

Support Services

Educational Care Team

The PMFS Educational Care Team is comprised of the Head of School, Learning Specialist, School Psychologist, and Coordinator of Student Care. The Care Team monitors student experiences throughout the grades in order to ensure continuity of academic, social-emotional and behavioral support. The Educational Care Team communicates regularly with lead, assistant and specials teachers, exchanging strategies for support and/or enrichment, monitoring every student's classroom experience in preparation for transition points within the PMFS program and post Sixth Grade graduation.

Counseling Services

PMFS strengthens its social-emotional program with the support of a certified school psychologist who observes, monitors and offers families and teachers strategies and feedback related to students' social-emotional and/or behavioral growth, development and well-being. Dr. Adam Berman, School Psychologist, works in conjunction with the Head of School and the Coordinator of Student Care and serves as a resource for students, their families, and teachers.

Learning Specialist

PMFS augments its academic program with the advice, consultation, and input of its Learning Specialist, Maura Sutherland. Maura also provides individual and small-group academic support to students with specific identified needs.

Intermediate Unit Services

The Montgomery County Intermediate Unit

(MCIU) provides speech-language therapy as a direct service to children. Throughout the year, the speech-language pathologist may conduct screenings of students and contacts individual parents as needed. Two other services are provided on a referral basis: psycho-educational evaluation and occupational therapy consultation.

Parents and caregivers wishing to request these services start by discussing their child's needs with his or her teacher and the appropriate member of the Care Team.

Safety & Emergency Procedures

Protocol During an Emergency

In the event of a local emergency, PMFS's primary priority is the safety of the students and staff. PMFS follows established safety protocols and police recommendations first, then contacts families as soon as it is safe to do so. For everyone's safety, parents should wait for communication and instructions from PMFS or the police; parents should not attempt to pick up children without authorization from PMFS.

On-Campus Emergency Location

If PMFS is instructed by Plymouth Township Emergency Management authorities to move to a secure location on campus, the primary location is the Steinbright Multipurpose Building.

Evacuation Procedures & Location

In the event of a local emergency when PMFS is advised by the Plymouth Township Police Department to evacuate the campus, staff will walk with the children to the Harmonville Fire House (610.828.1132), two blocks from PMFS on Butler Pike in the direction of Ridge Pike, at 2100 Butler Pike. The alternate location for local evacuation is Plymouth-Whitemarsh High School (610.825.1500; 201 E. Germantown Pike).

Designated sites for evacuation further from PMFS are Abington Friends School

(215.576.3996; 575 Washington Lane, Jenkintown) and Gwynedd Friends Meeting (215.699.3055; 1101 DeKalb Pike, North Wales). Sague Bus Company is on call to transport children and staff in such cases.

In the event of an emergency during which PMFS is evacuated by the Plymouth Township Police Department, parents may call the following phone numbers for information and instructions:

- Plymouth Township Police Dispatch: 610.279.1901
- Plymouth Township Emergency Management Coordinator: 610.277.4311

Transportation

Students come to us from numerous zip codes and school districts. A great deal of communication is required for transportation to run smoothly, which is coordinated by the Main Office.

District Busing

Public school districts in Pennsylvania provide free busing for every resident child attending a non-public school within ten miles of their home school district boundary. For most school districts, this service is offered to students beginning in Kindergarten; for residents of the School District of Philadelphia, busing is offered starting in First Grade. The cost of busing is covered by school taxes paid by residents of the districts; there are no out-of-pocket costs to parents for this service. All children in a district receive the same level of service, whether they attend public or non-public school. (Note: the Jenkintown School District does not bus any children.)

School District Transportation: Health & Safety

Plymouth Meeting Friends School is served by many different school districts. Each district and bus provider will provide plans to safely transport PMFS students to and from

school. All PMFS students will follow the district guidelines for safe transport on the bus. If a school district has not articulated their health and safety plans, all PMFS students will wear face masks on the bus.

After disembarking from a school bus, students will report immediately to their assigned gateways for temperature checks. If a child's temperature reading is at 100.4 or higher, they will be escorted to the Infirmary in the Main Building and not allowed to enter their pod's classroom space. The following steps will take place:

- Families of the student with 100.4 temperature or exhibiting symptoms of COVID-19 will be called to pick up the child from school immediately.
- The family must inform the school district providing transportation immediately.

Bus Behavior

Children must comply with the regulations and behavior guidelines set by the school district to remain eligible for busing. Bus administrators reserve the right to suspend or revoke busing for children for misbehavior. PMFS recognizes the school district jurisdiction in establishing regulations and guidelines. Additionally, PMFS expects children to meet the school's safety and behavior expectations while waiting for and riding the bus. Teachers review these expectations with children at the beginning of each school year.

In the event of any behavior incidents on the bus, the following will occur:

- Child or driver reports incident to classroom teacher or the Office.
- Parents may report concerns directly to the Coordinator of Student Care or the Head of School.
- Administration meets with children involved within 48 hours to discuss the incident.
- If the behavior recurs or warrants it, PMFS will notify parents and pursue an additional plan of action.

Certain behaviors are considered serious issues and will result in immediate notification of parents and action by the school. These include:

- Any physical incident
- Any verbal threat
- Any disparaging racial or gender-biased remark
- Any disparaging remark or threat based on social identities

The school will follow its established Conflict Resolution protocol (*page 3*) in responding to incidents involving these behaviors.

Bus Routes and Times

Each spring:

Parents complete a form indicating whether or not they would like to take advantage of school district busing services for the following school year.

In early summer:

PMFS provides school districts with the names and addresses of all children enrolled for the upcoming school year who are eligible and would like busing.

School districts

- Plan their bus routes based on the information PMFS provides. They determine all pickup and drop-off times and locations.
- Communicate this information to families in August in a variety of ways. Some school districts print the schedules in the local newspaper; others send a letter to each family.

Questions about means of notification or busing routes should be directed to the school district's transportation office (*See inside front cover for phone numbers*).

In August:

Parents complete a form noting student's end of day plans, which include which day/s students ride the bus.

During the first few weeks of school:

PMFS teachers who meet buses in the morning record the arrival times of the buses at school. PMFS works with the districts and bus companies to ensure that children are arriving on time for school and leaving by 3:15 pm each day.

If parents encounter problems with their child's bus route, the following persons should be notified in this order:

2. School district's transportation office
(see inside front cover for phone numbers)
3. Maeve Sutherland in the Main Office

PMFS cannot change bus routes; PMFS can, however, advocate on behalf of parents with the school district.

Bus Delays

Bus drivers en route do not notify PMFS of problems that may cause delay. The best way to find out why a child's bus is late picking up or dropping off is to call the school district's transportation office directly. Bus drivers radio their own offices with this information.

Riding Other Buses

Students may ride buses only in their own school district; school districts do not allow riders from other school districts on their buses. Because there is more than one bus used by Philadelphia School District, students from Philadelphia School District students may ride a bus other than their own from the district, provided there is prior written notice from a child's parent. The Main Office fills in a change form and gives it to the bus driver the day of the change.

Most school districts also allow an alternative afternoon bus stop to the student's home stop. Bus stop change requests must be submitted in writing by a parent to the Main Office so it can be processed and sent to the student's school district. Students with households in more than one school district are eligible to ride the bus in either or both school districts.

Families planning on moving who would like busing at the new location need to notify the Main Office as soon as possible of the new address. It takes most school districts up to two weeks to change or add a bus stop. Notification of an address change must be sent from the Main Office to the school district and in some cases must be accompanied by parents' proof of residency within that school district.

End-of-Day Transportation

Students are dismissed at 3:00 pm from their classrooms. In August, the Main Office requests confirmation of each child's typical transportation plan from school for each day of the week. PMFS inputs this information into the PikMyKid app. Should a change to the regular end-of-day transportation plan be necessary, parents must make the change using the calendar feature of the PikMyKid app. Parents should notify the Office about permanent transportation changes. PMFS will not rely on a child's verbal assurance about his or her plans.

Should a transportation plan involving a bus change during the day, parents should call the Main Office before 12:00 pm to ensure there is enough time to notify districts.

Drivers: Arrival & Dismissal

Arrival:

School begins at 8:00. Parents driving a child to Pre-K-Second Grade may park in the lower campus lot (adjacent to Journey's End, the Little House, and the Emerson Building) and take their child to the check-in gateway, then as far as the classroom door, or they may stay in the car line and drop their child off at the check-in gateway, waiting to make sure that their child does not have a temperature before leaving. Parents dropping off students for Third through Sixth Grade should enter the driveway by the Jeanes Admission/Music Building. Children must be dropped off at the check-in gateway, just inside the gate

where bused students disembark; there is a teacher on duty at this location 7:45 am - 8:00 am.

Late Arrivals:

Parents of children arriving **after the check-in gateways have closed** should call the Main Office and wait in their cars for their child's temperature to be taken.

Early Dismissal:

Parents picking up children before the regular dismissal time must call the Main Office and wait for their children to be brought to their cars. Teachers will make every effort to have children ready to leave promptly.

Dismissal Details

- Parents picking up **Pre-K-Second Grade children** should park in the lower campus lot (adjacent to Journey's End, the Little House, the Emerson Building). Parents of 1st & 2nd Graders may also remain in their cars, forming a line in the driveway—teachers on duty will bring children to their waiting parents.
- Parents picking up **Third through Sixth Grade children** should remain in their cars and form a line in the upper campus lot —teachers on duty will bring children to their waiting parents.
- There is no after-school care this year, so parents should avoid being late to pick up their children. Parents who are running late should notify the Main Office. Students whose parents are late for pick up will stay in their classrooms.
- **Students taking buses** wait in designated places outside the Meetinghouse until roll is taken; they then are escorted to their buses by a teacher.

Traffic Patterns

Upper Campus

To access the **upper parking lot**, drivers:

- Enter from Butler Pike; exit onto Germantown Pike. All traffic is one way only.
- Drive slowly; the speed limit is 5 mph.
- Do not pass any school buses, unless given permission by PMFS staff.
- Do not block the driveway or the area directly in front of the Meetinghouse.
- Drivers may park before or after the gate in designated areas. Buses need a wide area for turning into the driveway; it is important to observe the parking signs.

The gate at the Jeanes (Admission/Music) Building is closed after the last bus arrives in the morning for the safety of students walking to music classes. Drivers entering the parking lot may open the gate to park on the other side but must close the gate behind them.

Lower Campus

To access the **Emerson Building, Journey's End, The Little House, and the Steinbright Multipurpose Building**, drivers:

- Enter and exit from the secondary entrance on Butler Pike, furthest from Germantown pike. Traffic is two-way.
- Drive slowly; the speed limit is 5 mph.
- Park in designated areas only. Cars must not be parked on the grass.
- Do not block fire lane access to the Emerson Building.

Children Transported by Faculty

If a PMFS staff member will be providing transportation for a child to or from school or

to an after-school program, a written note must be sent to the Main Office stating the following information:

1. Name of faculty member who is providing transportation
2. Period of time this arrangement will occur (e.g., each Friday of the school year)
3. Acknowledgement of the staff member providing this service during his or her non-working time and not as a part of his or her contracted duties at PMFS.

Parent Involvement

Visitors to Campus

Only essential visitors will be allowed on campus and in campus buildings. These individuals will be screened prior to entry through a temperature check and a health screening questionnaire. Essential visitors (regularly contracted workers, PMFS contracted employees, Colonial School District nurses, or city or township officials) must wear a face covering and use hand sanitizer upon entry. PMFS will supply masks for essential visitors when needed.

Limiting visitors allows the school to limit cross-exposure to germs in the learning and office spaces on campus. **Only PMFS employees, students, and essential workers will be allowed entry into school buildings.** Parents will not be routinely allowed into buildings. Families, guardians, and caregivers who must pick-up a student outside of the morning drop-off and afternoon pick-up times must contact the Main Office. A PMFS faculty member will escort the student to their vehicle.

Parent Volunteers & Clearances

We hope to be able to welcome parents to volunteer on campus and chaperone field trips again in the future. Since clearances are valid for five years, parents are encouraged to submit them to the Office for PMFS to keep on file.

As guests, volunteers, and chaperones at PMFS, parents are expected to follow the same standards as teachers and model the behavior expected of students. No one on campus or a trip may use any controlled substance including alcohol. Such use or any other inappropriate action will result in that person being asked to leave the group.

A 2015 state law (Act 135) requires all volunteers at PMFS to have completed three clearance checks. These clearances need to be renewed every five years.

Parent volunteers and chaperones must submit clear records for the following to the Main Office:

- Pennsylvania State Police Criminal Record Check
 - Pennsylvania Child Abuse History Clearance
 - FBI Fingerprinting/Criminal Background Check
- OR
- Disclosure Statement Application for Volunteers (for those who have lived in Pennsylvania for more than 10 years continuously only)

These three items must be on file prior to taking part in any activity including visiting the classroom, acting as a volunteer on the PMFS campus, chaperoning any PMFS-sponsored field trip or overnight, and volunteering on behalf of the PTO food program. Links are available on the PMFS website at pmfs1780.org/schoolforms.

Clearances take up to a month to process, so it is important for parents to secure them as soon as possible. Teachers rely on parent participation for the success of class trips and enjoy welcoming parents into the classroom. Obtaining clearances is a valuable means of engaging in the PMFS community and highly recommended.

Parent-Teacher Organization

The PMFS Parent-Teacher Organization (PTO) is comprised of the entire school community: parents and staff. The purpose of the PTO is to promote community and support programs at PMFS.

The PTO organizes a number of **community- building activities** each year. For the 2020-2021 school year, these events will be reimaged virtually. Annual events normally include the Back-to-School Picnic, a Family Fun Night, the Halloween Parade Breakfast, an MLK Jr. service project, a Wassail party before the winter holiday concert, a family event during National Screen-Free Week, the end-of-year faculty luncheon, and, of course, the annual Strawberry Festival.

While the PTO's primary function is community building, some activities also raise funds. The food program and the end-of-year Strawberry Festival are the primary PTO fundraisers. Funds generated by these activities **provide financial assistance** to PMFS in the form of grants for enrichment programs (e.g., guest speakers and assembly presenters) and for miscellaneous projects including the purchase of playground equipment.

The PTO is coordinated by its officers, PMFS staff representatives, and the Director of Development. The officers, appointed by a Nominating Committee, are two Co-Clerks, Recording Clerk, and two Co-Treasurers. All parents and staff are automatically members of the PTO.

The PTO holds **monthly meetings** during the year. Dates are shared in the Virtual Red Folder and online calendar. All parents are invited to attend these meetings.

Covid Family Fund

The PTO has established a Covid Fund for families whose finances have been

impacted by the virus. This fund is available to anyone in our school community who needs it. Privacy and discretion is a priority, which is why only the Head of School and Bookkeeper will know who receives funding. If you would like to utilize this fund, please email Brenda Crawley and let her know what you need.

Class Parents

Each classroom has two to three designated Class Parents. The responsibilities vary at each grade level and the support of the Class Parent is invaluable to the teachers and the PTO.

Class parent responsibilities for 2020-2021 include:

- Maintain updated phone and email lists of parents of children in the class
- Attend Back-to-School Night and introduce as Class Parent
- Arrange for parent potluck dinner held toward the beginning of the school year
- Share information about and help promote engagement with school events sponsored by the PTO
- Coordinate with PTO regarding Strawberry Festival
- Coordinate mid-year and/or end-of-year classroom gift (optional)

Additional Policies & Procedures

Lunch

Students should have filling, nutritious, balanced meals. **Soda, candy, and gum are not allowed at PMFS.** Parents should not pack glassware in their child's lunch, as it may break and become a hazard for their child or others. Students eat lunch in the classroom with teachers. PMFS stresses recycling and environmentally sound practices. Parents are encouraged to use reusable and/or recyclable containers when packing their children's lunches as well as

reusable cutlery and a cloth napkin daily. Labeling reusable items with the child's name is suggested. PMFS provides filtered tap water; parents should send children to school with refillable beverage containers.

Standardized Testing

PMFS considers standardized tests to be one of many ways to understand a child's learning process, progress, and understanding. Students take a standardized test as practice in Third Grade. In Fourth and Fifth Grades, PMFS administers the Educational Records Bureau (ERB) Comprehensive Testing Program (CTP), a nationally-normed, standardized multiple-choice test, in language arts and mathematics.

Other Children on Campus

If a parent will be bringing a child who is not a PMFS student to campus, the child must remain with the parent at all times.

Pets

Family dogs must remain on a leash held by an adult.

Party Invitations, Gifts, & Cards

PMFS asks families to make social arrangements outside of school. Students may only distribute party invitations at school or leave from school with party guests when everyone in a class is being invited.

Similarly, gifts and cards may be brought to school only when everyone in the class is included. PMFS is a small, intimate community. If these guidelines are not followed, hurt feelings are the result and this practice does not align with the PMFS Mission Statement or Educational Philosophy.

Gifts to Teachers

It has been a long-standing policy that individuals do not bring personal gifts for teachers at holiday times. Knowing that students and parents enjoy showing

appreciation to teachers, families are invited to do so by giving a modest gift to the classroom. It is important that all families observe this practice, since non-observance by a few creates an awkward situation for teachers and children alike. Class parents may organize a class gift; participation is optional.

Reserving Space for School-Related Events

The school year is filled with many events, meetings, art displays, and school, class, and PTO programs; space at PMFS is always at a premium. To reserve a space for a school-related meeting or event, contact the Main Office.

Solicitation Policy

PMFS supports family businesses. The PMFS community is always happy to hear about events of general interest. However, families may not solicit other families or PMFS directly for financial or personal gain. This includes political and charitable requests as well as child-driven fundraisers (such as cookie sales).

Appropriate venues for advertising businesses are through ads in the yearbook, recognition for donations to PMFS community events, and sponsorships for the PTO-run Strawberry Festival. From time to time, PMFS asks the community to respond to a specific need and will engage with parent business owners.

Parent business owners are encouraged to contact the Development Office to ensure staff is aware of the availability of any services parent businesses may provide should an opportunity to call on them arise.

Use of the Playground After School

PMFS welcomes the use of the playground after school hours, provided that parents and students practice social distancing. To ensure the emotional and physical safety of all children, parents and caregivers are expected to comply with all established

playground and recess guidelines. In addition, *students must remain in sight of a parent or adult caregiver after school.*

Information for Students

Academic Expectations 27
Schoolwork & Absences 27
Playground & Recess Rules 27
Additional Policies & Procedures 29

Academic Expectations

Academic success depends upon careful and timely completion of classwork and homework. Regular attendance, being on time for school, participation in school events, and service-learning activities are required. Inadequate academic performance and/or unacceptable behavior could jeopardize a student’s remaining at Plymouth Meeting Friends School.

Schoolwork and Absences

When absent, students are responsible for completing all homework and missed assignments. Inquiries about homework should be made at the time an absence is called in to the Main Office. If the need for an absence is known ahead of time, parents should give PMFS advance notice so homework assignments can be assembled prior to the absence.

Homework Policy

Homework begins in First Grade in October and increases in quantity and complexity each year. Teachers assign homework to encourage a love of learning and develop an intellectual life outside of school; create a

home and school connection; support the learning that is going on in class; foster independence and personal responsibility; and allow for the development of time-management skills.

At Back-to-School Night, each teacher communicates expectations regarding the amount of time spent and level of parent involvement. Parents are encouraged to direct questions regarding homework to the student’s teacher.

Playground and Recess Rules

Outdoor play is an important time for students to develop motor skills, navigate peer relationships as autonomously as possible, and learn firsthand skills of kindness, empathy, and inclusion. Everyone is expected to help make recess and playtime fun and safe by being respectful, cooperative, and polite toward others. Whether children play in a group, sit with a friend or stand on the sidelines, each student’s behavior contributes to the overall enjoyment of recess. Except in severe weather, students go outside for recess and should be dressed accordingly. (Reference the Appropriate Attire policy). Students must always remain in sight of a teacher on school grounds during recess.

The following areas are off-limits to children:

- Graveyard
- Parking lots
- Meetinghouse porch
- Fire escape outside the Third Grade classroom
- Gravestones on the playground
- Bushes by Annie H. and Meetinghouse patio
- Stone walls
- Shed and stable roofs
- Anywhere out of sight of adults

If a ball used in any activity goes into the graveyard, students must get permission from one of the staff members on recess

duty to go into the graveyard to retrieve it. One student and a buddy may then get the lost ball.

Playground & Equipment Rules

General

- No shoving or pulling
- No ropes or balls may be used on equipment
- No jumping off anything higher than oneself

Patio

- No running or ball games
- No sitting/hopping on lamps
- Respect the planted areas

Sliding boards

- Climb to the top of the ladder and slide down feet first
- One child slides down at a time

Swings

- Stay clear of others swinging
- No climbing on the swings

Wall games

- Use only air-filled playground balls for "wall ball"
- Use soccer balls with caution
- Stop playing when anyone needs to pass through the game area
- Balls may only be thrown against walls of PTO and circus sheds

Balls and other flying objects

- Balls may not be thrown at people, unless part of an agreed-upon game
- Footballs and frisbees are allowed only on the field
- Sticks, stones, sand, wood chips, or snowballs may not be thrown
- Ball games of any kind are not allowed near the Annie H. Wilson Room or Meetinghouse, including on the patio

Uneven bars

- No sitting on top

Sticks (*written by students at Meeting for Business 2015*)

- Have fun and be safe with sticks
- Walk with sticks
- You can build forts
- If you use sticks as wands use them respectfully and do not point them directly at someone
- Do not use sticks as weapons
- Remember to share your creations with your friends!

Gaga pit (*written by students at Meeting for Business 2016*)

- Decide whether you are playing by *Revenge* or *Elimination*.
- *Elimination*: when you are out for the round you stay out.
- *Revenge*: if the person who hits you gets out, you can come back in the game.
- If you are hit by the ball on the waist or below, you are out.
- When you are out, sit on the rim of the circle or go all the way out of the circle.
- Not allowed: "turtle"--lying on the ground with your knees covered up to make it hard to be hit.
- If there is a disagreement about whether or not someone is out, then the majority (largest group that is in agreement) gets to decide.

Gaga variations

- Some people play that you are out if you are hit on the knee or below.
- Some people play by kicking or hitting the ball. If you play this variation, be sure not to kick too hard.
- Catch outs: when someone scoops the ball and you catch it, the person who touched it last before it was caught is out.
- Scooping: A variation in how you hit the ball, where you use your hands to get under the ball to give it a boost.
- Wallsy's: Jump on the walls to dodge the ball.

Food, water, and bathroom breaks

- Recess snacks are to be eaten on the blacktop area before going to the playground or field
- Children need permission from a recess teacher to go to the bathroom, return to a classroom, or get a drink inside. If they have permission to go inside, they must take a buddy.

Additional Policies & Procedures

Appropriate Attire

PMFS students are encouraged to develop independence in caring for themselves. In conjunction, parents are expected to ensure children are dressed appropriately for school and the weather. Except during heavy rain or extreme cold, children play outside during recess. Children also walk between buildings. When the weather is cold, parents must ensure children are sent to school dressed in layers with a heavy coat and other winter attire.

For safety reasons, footwear should be worn outside at all times. Appropriate clothing and sneakers are required for physical education. Children should dress in easy-to-clean clothes.

PMFS recognizes that choice of clothing is a highly personal matter and valuable form of expressing oneself. The school cultivates respect for individual expression and the capacity for responsible choice. PMFS encourages students to make clothing choices that reflect respect for themselves and others. Freedom of expression should not outweigh the awareness of the purpose for being at school: to learn. Parents should maintain dialogue with their children on the complexity of clothing choice at home as staff do at school.

In keeping with Quaker principles, clothing should not display profanity nor promote violence, drugs, or alcohol. Clothing with offensive artwork or language is not allowed at school or at PMFS-sponsored events.

Undergarments should not be visible and clothing should maintain modesty overall. Students whose clothing is deemed inappropriate can expect staff to speak to them and their parents about their choices.

Computer Use

A PMFS Internet Use Policy Form must be on file for students in Third through Sixth Grade in order for him or her to have access to the Internet to perform research, access email, or perform any assigned work on a variety of platforms.

Internet Use Agreement 2020-2021

Plymouth Meeting Friends School (PMFS) is providing 3rd-6th grade students with Internet access. 3rd-6th grade students have their own PMFS Gmail and Google accounts. Students will also use Zoom for Spanish classes, all-school events, other group activities, and virtual learning.

The Internet is a rich resource for communicating and obtaining information; it can be a powerful educational tool. The Internet provides a wealth of material for research, and its communication features offer the opportunity for collaboration and the exchange of ideas and information. However, the Internet can also be used in a harmful manner, inappropriate for a learning community. At PMFS we advocate the responsible and ethical use of technology in a manner consistent with the values of Friends. Access to the Internet at PMFS is a privilege contingent upon appropriate and acceptable use at all times. This means that any use of the Internet at PMFS must fully support the mission and values of PMFS as a school. Any Internet use at PMFS that does not meet this criteria will result in the restriction or cancellation of this access privilege.

As members of the PMFS community, students will do their best to follow the Quaker testimonies of simplicity, peace, integrity, community, equality and stewardship. Therefore students will:

- Respect the work and information of other people, whether online or in print, and give proper credit to the author/artist of any work created by anyone other than themselves. Copying someone else's work without giving them the proper credit is called plagiarism and is against the law and our commitment to respecting the work of others.
- Be good stewards of the school's tools and resources, including computers, iPads and other devices and technology tools. We expect students to treat the equipment gently, put it away properly and use it for the purpose the teacher intends.
- Honor the responsibility of having a PMFS Google account by not sharing their username and password with anyone other than an adult family member or teacher.
- Keep Zoom meeting IDs confidential and refrain from recording or taking photos or screenshots during Zoom meetings.
- Recognize that all of the behavior expectations and school policies that apply when a student is on campus also apply to virtual learning.
- Immediately notify a teacher or adult family member if they accidentally access inappropriate websites or content whether at school or at home.
- Respect other students by not engaging in any form of harassment. PMFS students may not send or post inappropriate or hurtful messages via email, instant message, or text that harass, tease, intimidate, threaten, or make another student feel uncomfortable. If you feel you have received such

messages, let an adult know as soon as possible.

Computer Software

PMFS upholds copyright laws. Therefore, PMFS does not participate in nor support the use of illegally-copied software.

Lost-and-Found

There is a lost-and-found bin for clothing located behind the Main Building. There is a smaller lost-and-found bin located in Journey's End. The bins are emptied periodically and the articles are laid out on the benches on the blacktop for parents to look for their child's items. Articles not claimed are donated to a local charitable organization. Parents also are invited to check the bins on a regular basis. All other items found on campus should be turned in to the Main Office. Parents should label all clothing and important items with the child's name.

Student Belongings

Students are asked to bring only necessary items to school each day. These include:

- A backpack with homework, books, folders, etc.
- Snack and Lunch
- Reusable water bottle
- Three clean face masks
- outerwear like jackets, hats, and gloves (as needed)

The school strongly recommends that each child has a raincoat that stays in their backpack at all times. This will allow students to comfortably enjoy outdoor time when there is light rain or damp weather.

Toys must remain at home. These treasured items provide both distraction and the unspoken invitation for unsafe proximity. PMFS discourages bringing cash or valuables to school or wearing expensive jewelry. iPods, electronic games, etc. may be used only on buses and at the discretion of parents, teachers, and bus drivers when traveling. Cell phones may not be used at

school. PMFS is not responsible for any valuables, jewelry, or electronic equipment brought to campus.

Pre-Kindergarten Belongings

Pre-Kindergarten students are allowed to bring one “lovey” and one small blanket for rest time. These items must come to school at the beginning of the week in a reusable bag clearly marked with the student's first and last name. Pre-K students also need an extra set of clothing which will remain at school. All student belongings will be stored in designated areas. Student access to these items will be managed by teachers, to assure social distancing.

Community Traditions

The following is an overview of the largest annual events at PMFS. For the 2020-2021 school year, most events will be virtual. Parents should check pmfs1780.org for updates during the school year.

September

Virtual Parent Coffees and “Happy Hours” with the Head of School

(*monthly*). Once a month, families are invited to meet or catch up with the Head of School and other families and staff. Morning meetings are listed on the calendar as “Coffees” and evening meetings are “Happy Hours”.

Back-to-School Night. In addition to being a time for parents to meet teachers and learn about the curriculum, this is also a time to see old friends and meet new ones. The evening is divided into two parts: time with the school community and time in the children's classrooms.

November

Thanksgiving Program. This musical program is held the Wednesday morning before Thanksgiving Day and features singing performances by each class under the direction of the music teachers. Prior to the program, there is usually a gathering or information session. The morning is filled with families, alums, and relatives.

December

Leaf Raking Day. On this first Saturday morning in December, families of Plymouth Monthly Meeting and PMFS come to rake up leaves around the school and Meetinghouse. Children, parents, teachers, and Meeting members clean up the campus, concluding with a hearty lunch, cooked by Meeting members.

PTO Winter Family Fun Night. This evening event for families may include

crafts, a movie, or games, and will definitely include fun and togetherness for all ages.

Winter Wassail & Program. Families are invited to this musical program held on the last day of school before Winter Break. Led by the music teacher, classes and the community join in singing holiday songs from many traditions. The program is accompanied by a Wassail reception beforehand hosted by the PTO.

January

Martin Luther King, Jr. Day of Service and Justice The PTO hosts a day of service for students and their families. Families learn about social justice and participate in service projects to help local organizations.

January and March

Mexican Exchange Program

Each year, PMFS Fifth Grade students are matched with a student their age from the Williams School in Cuernavaca, Morelos, Mexico. Williams School and PMFS families each take turns as host for a two-week cultural exchange. While in the host country, students experience daily life with a family as well as participate in field trips each day with their classmates. In the US, Mexican students take numerous field trips with their classmates in the Philadelphia area. In Mexico, field trips include visits to the pyramids of Teotihuacan, the Museum of Anthropology in Mexico City, and the village of Tepotzlan.

March/April

Plymouth Prance. The Development

Office, with the support of parent volunteers, organizes a fun walk in the park for the school community as a fundraiser.

Fourth Grade Circus. The Circus is the culmination of Fourth Graders' yearlong integrated study of circus history, math, social justice, and arts. Students wow the audience with skits, juggling, unicycling, and more.

Grandparents and Special Friends Day. PMFS students invite their grandparents or an adult friend to visit their classrooms for the morning and to attend a special Meeting for Worship.

April

ArtsFest. This PMFS event showcases the artistic work, talent, and joy of students. A celebration of art for the PMFS community, the ArtsFest shows art as process and product, with student demonstrations, violin and other performances and exhibited works.

May

Screen-Free Week. This nationally-sponsored event is a community activity at PMFS. School families are invited to turn off their televisions and other electronic entertainment for a week and enjoy alternate activities. PMFS and the PTO organize a variety of activities during the week.

Sixth Grade Musical. This annual activity involves performance by every member of the graduating class. The show is an opportunity for Sixth Graders to learn about the work and cooperation involved in putting on a successful stage production for a large crowd.

Field Day. Mixed-grade teams of PMFS students compete in events that include scooter soccer, relay races, and a playground obstacle course. The afternoon culminates with a Sixth Grade water relay.

The Physical Education teacher organizes the day, with staff supervising events and refreshment tables. Parents are welcome as audience members and/or helpers.

New Family and Mentor Meet-up. Newly enrolled families meet the PMFS mentor families who will guide them through their first year at PMFS. It is held on the school playground, weather permitting, or in the gym.

June

Strawberry Festival. Held on the first Saturday in June, this event has been a PMFS tradition since 1937! It draws current families, alumni, friends, Meeting members, and the local community to PMFS for food and fun. The games and activities, food booths, used books and DVD sale, and entertainment are organized by the PTO, and require the participation of all current families to run smoothly. The star of the festival is homemade strawberry shortcake. Preceding the public festival is a morning program for PMFS families and guests featuring a performance by each class. This is a required school day for all students.

Graduation. Held on the last morning of school, in-school graduation includes the same speeches and music that the Sixth Grade class will present to their families that evening. Children in grades Kindergarten through Fifth Grade attend the morning ceremony. All parents are welcome at the in-school celebration. Evening graduation takes place in the Meetinghouse and is followed by a joyous reception for graduates and their families.

PMFS Calendar of Events 2020-2021

For the 2020-2021 school year, PMFS will not be holding large group gatherings. Dates are accurate as of October 2020. Check pmfs1780.org for updates throughout the year.

September

8 First Day of School

October

12 School Closed- *Indigenous Peoples' Day*

November

3 School Closed - *Election Day*

6 School Closed for Students- *Fall Conferences*

25-27 School Closed - *Thanksgiving Break* [School reopens Nov 30]

December

21-Jan 1 School Closed - *Winter Break*

January

1 School Closed - *Winter Break* [School reopens January 4]

18 School Closed - *MLK Jr. Day of Justice and Service*

February

12 School Closed for Students - *Faculty In-Service*

15 School Closed - *Presidents Day*

March

18 12 pm Dismissal for Spring Break

19-29 School Closed - *Spring Break*

30 School Closed for Students - *Faculty In-Service*

31 School reopens

April

9 School Closed for Students - *Spring Conferences*

May

28 School Closed for Students - *Faculty In-Service*

31 School Closed - *Memorial Day*

June

8 Last Day of School - 12pm Dismissal

9-11 Faculty In-Service days