

2017/2018 Parent Handbook

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CERTIFICATE OF INSURANCE AND TITLE IX NON-HARASSMENT AND NON-RETALIATION POLICY IS AVAILABLE UPON REQUEST TO THE BUSINESS OFFICE.

WELCOME

Welcome to Elmwood Franklin School. The purpose of the Parent Handbook is to acquaint parents with the organization, programs, and procedures of EFS. This is only a sketch of the organization, though, and we know that, as the school year progresses, you will have questions and concerns that are not covered in this manual. Your questions are always welcome. More specific information may be obtained from the school's administrative staff listed below.

Head of School	Andrew Deyell
Absences/General Information	Renee Olomo
Academic Concerns	Please contact your child's teacher or the appropriate Division Head
Admissions.....	Stephanie Katzman
Building and Grounds	Ziggy Piadlo
Business Office	Laura Forster/Beth Stormer
Dining Room/Lunch Program	Sheri Ward
Calendar.....	Mariann Miller
Development/Auction	Moira Lewis
Communications.....	Rebecca Murak
Health	Patricia Cody
Horizons	Scott Lawson
Lower School	Sarah Duddy
Online Parent Community	Rebecca Murak
Parent Council.....	Andrew Deyell
Prep Department	Sarah Duddy
Report Card/ERB Testing	Sarah Duddy/Annie LoTempio
High School Placement.....	Annie LoTempio
Sports Department.....	Emily Beckwith Pete Johnson/Joe Aquino
Student Life Issues:	
Lower School	Sarah Duddy/Kathleen McIntyre
Upper School	Annie LoTempio Emily Beckwith/Steve Szymkowiak
Technology	Cheryl Colpoys/Michael Hopkins
Transcripts.....	Mariann Miller
Tuition Assistance	Stephanie Katzman
Upper School.....	Annie LoTempio

THE HISTORY OF ELMWOOD FRANKLIN SCHOOL

Elmwood Franklin School derives its name from the merger of the Elmwood School and the Franklin School, two schools dating to the late 19th century and known as groundbreakers in the field of elementary education.

The Elmwood School was established by Emma Gibbons in 1889, in a house at 235 West Utica Street, as the first kindergarten in Buffalo. After two years, a new school building was built on Bryant to expand the grades and to provide such curricular innovations as athletics for girls, Swedish woodworking, science classes, field trips, and sewing.

The Franklin School was the outgrowth of a kindergarten started in 1891 at the home of Mrs. Bryant Glenny, Sr. at 432 Franklin Street. In 1894, a new school building was constructed at 146 Park Street. The Franklin School established itself as a premier academic institution known for its focus on educating the “whole child” and attracting intellectually curious faculty.

The two schools, pursuing essentially the same mission, officially merged in 1941. The new school operated on the Elmwood School property at Bryant and Hodge. The Blue-Gray competition, a sports-focused spirit contest that continues to this day, began in 1947, taking its name from the official school colors of its origin schools.

Elmwood Franklin moved to its present campus on New Amsterdam Avenue in 1951. The school operated as a co-educational day school from the nursery school through the fourth grade and a girl’s day school in grades five through eight. In 1980, the Board of Trustees voted to add boys to grades five through eight one year at a time, with the school becoming fully co-ed in the 1983-1984 school year.

Throughout its hundred-plus years, Elmwood Franklin School has maintained a tradition of progress while remaining committed to the goal of educating the whole child. Today, Elmwood Franklin School is proud to be the oldest independent school with a preschool to eighth grade configuration in Western New York.

ORGANIZATION

Elmwood Franklin School is a preschool through eighth grade elementary school. There are three divisions: the Prep Department (Beginners, Prep I and Prep II), Lower School (grades 1-4), and Upper School (grades 5-8). Sarah Duddy, Lower School Head, oversees both the Prep Department and the Lower School. Annie LoTempio is Head of Upper School and coordinates the Upper School program. Andrew Deyell, Head of School, is responsible for the entire school operation and program.

ELMWOOD FRANKLIN SCHOOL SONG

Give a cheer for Elmwood Franklin School.
The school belongs to you and me.
Shout her name aloud, and tell the world
that there is no one who can
top her, stop her.
May our deeds uphold her honor,
make her glory shine from sea to sea,
As on we go, we'll always show
Our love and loyalty.

BOARD OF TRUSTEES

Elmwood Franklin School is an independent school and is fully accredited by the New York State Association of Independent Schools and is a member of the National Association of Independent Schools.

As an independent school, EFS policies are set and supervised by a Board of Trustees. It is this body's responsibility, with the guidance of the Head of School, to determine the school's budget, to develop long-range plans, to provide leadership in raising non-

tuition revenue, and to promote the school within the community. Selection for this group is based on recommendation from the Committee on Trustees of the Board of Trustees. Members are elected for a three-year term, with an option for one additional three-year term.

EFS MISSION

Elmwood Franklin School prepares children for success in life. By setting high standards for scholarship and character and providing a nurturing and supportive environment, Elmwood Franklin fosters the development of confident, independent, self-motivated learners with a strong sense of responsibility to self and community.

MISSION COMMITMENT STATEMENT

To effectively carry out the mission, Elmwood Franklin is committed to

- providing an enriched academic program that emphasizes learning how to learn, developing good work habits, and fostering creative and independent thinking;
- enhancing each student's learning experience with in-class and out-of-class activities as well as extracurricular offerings including athletics and the arts;
- sustaining an environment in which respect and caring for each child and adult in the school community are paramount;
- building an inclusive school community that reflects and values diversity;
- maintaining a collegial faculty of outstanding professionals to serve as effective teachers and caring mentors;
- fostering a school-home partnership focused on the academic and personal development of each student and characterized by open communication;

- involving families in supporting our students and teachers;
- supporting our educational program with extensive resources and well-maintained, well-equipped facilities.

CORE VALUES

Community

Elmwood Franklin fosters a caring environment in which families, students, teachers, and professionals share ideas, value differences, and work in partnership to create authentic experiences with lasting impact.

Character

Elmwood Franklin instills and demonstrates a commitment to kindness, respect, integrity, and perseverance. Students are encouraged to understand their roles as citizens in a wider world.

Creative Inquiry

Elmwood Franklin promotes a culture of learning in which curiosity is rewarded, risk-taking is encouraged, and challenging assumptions is expected. Through these experiences, confident, resilient, independent thinkers are cultivated.

Individual Excellence

Elmwood Franklin is a journey—not a destination. Students are met at their personal stage of development and are given opportunities to discover their own learning styles and pursue their own passions.

PARENT COUNCIL

The Parent Council serves as a support group to the school and as a resource for all members of the school community. It also plans educational and social activities. All parents or guardians of students attending the school are members and are encouraged to participate. At each grade level there are two parent grade representatives who support class activities throughout the year.

FUNDRAISING

Each year EFS conducts an Annual Fund campaign. Funds contributed by parents, alumni, grandparents, faculty and staff, trustees, and friends of the school are used to offset operating costs incurred because the tuition revenues do not entirely cover the cost of educating each student. This campaign currently raises approximately 5% of our budgeted income. 100% participation from our parents, faculty, and trustees is an annual goal of this campaign. As Elmwood Franklin is a nonprofit organization, all gifts are tax-deductible.

The Auction, Elmwood Franklin's primary social fundraising event, takes place every year and is run by parent and faculty volunteers. All parents are encouraged to volunteer and to attend. Proceeds from the Auction go directly to the operating budget and also help to keep the cost of tuition down.

Elmwood Franklin School also has an endowment. Gifts to the endowment are held in perpetuity and income earned on the investment each year is used to support the general operating budget or a specific area of need. The Seibert-Holbrook Fund, a part of our endowment, provides enrichment and continuing education for the faculty and staff.

A contribution to the endowment is a wonderful way to recognize a faculty member, a birthday, or a graduation. Gifts of any size are accepted at any time.

Each fall, the Parent Council holds a book fair. Books from a wide variety of categories for both children and adults may be purchased at the sale or special-ordered beforehand. Books pre-selected by the school librarian are available for donation to the school library. Volunteers help with book selection, publicity, inventory, set-up/take down, and staffing the sale.

Planned gifts by former parents and alumni/ae have helped ensure that Elmwood Franklin School is available to your children today. We invite you to take advantage of this opportunity to support the future life of EFS. Whether you choose a will bequest or some type of trust, there are tax advantages for you. Please consult the Development Office if you are interested in participating in this program.

Elmwood Franklin, when appropriate, welcomes gifts of needed equipment and classroom items. If you would like to donate an item, please first consult with the Development Office.

PUBLICATIONS

A yearbook is given to each student in June at no extra charge. To subsidize the printing of the yearbook, advertisements are available to families and local businesses. For more information, e-mail yearbook coordinator Wilfred Murrett at wmurrett@elmwoodfranklin.org.

POLICIES AND PROCEDURES

SCHOOL HOURS

The school day begins promptly at 8:10 a.m. and ends at 3:20 p.m. except for any half-day Beginner or Prep I students who leave at noon. Early arrival begins at 7:30 a.m. and is available at no additional charge. Horizons (an afterschool program) is available to Prep, Lower School, and Upper School students until 5:45 p.m. There is a charge for afterschool care from 3:45-5:45 p.m.

All students are expected to be on time. This is essential for instructional organization and effectiveness. Students arriving late must report to the reception desk. All absences and late arrivals will be reported on each student's permanent transcript. Excess absences and/or tardiness (10 or more a quarter) will require a meeting with the Head of School.

REPORT CARDS AND PARENT CONFERENCES

The academic year is divided into two semesters; four reporting quarters. Report cards will be available to parents through the Online Parent Community in November, January, March and June. Report cards will also be given to parents at parent teacher conferences in November and March. Upper School reports incorporate achievement, effort, and citizenship grades for every subject. Lower School reports focus on personal development and academic skills.

Parent conferences are held in the fall and spring and as needed throughout the year. Parents may request a conference with a teacher at any time during the school year. Please call the school office to arrange conferences.

FORMS

Official information record sheets, health forms, and other release forms provided by the school must be submitted by all new students on or before the opening of school, and may be located online. Returning families should update this information as needed. Students will not be allowed to participate in physical education classes or sports without a current health form on file.

HEALTH AND MEDICATIONS

Public Health law requires that all students furnish a health certificate signed by a licensed physician, showing proof of timely immunization. Furthermore, no medications can be administered by the school unless a physician orders specific medication to be given during school hours; written parental permission is received; and the medication is brought to school by the parent in a pharmacy labeled container indicating dosage, frequency, and duration. The school will provide periodic vision and hearing screenings and lice checks.

HORIZONS AFTERSCHOOL PROGRAM

Horizons, our afterschool program, begins at 3:20 p.m. **Parents must call the school before 1:00 p.m. to reserve a place for their child in Horizons.** There is a charge for this service.

If a child is not going to attend Horizons, students will be dismissed at 3:20 p.m. Any child not picked up by 3:30 p.m. will be brought back into the school and supervised in the dining room until 3:45 p.m. at no charge. There will be a \$8 fee for any child picked-up between 3:45 p.m. and 4:15 p.m. The child will be placed in the Horizons program at 4:15 p.m., and the family will be assessed a daily Horizons charge of \$18.

A discounted rate of \$200.00 for the month will apply to all accounts in which the student has attended twelve or more days of Horizons in that billing month.

Billing statements are posted monthly and accessible through the Online Parent Community.

Please notify the school as far in advance as possible as to your pick-up plans. Your child's safety is a paramount concern for the school, so we need to know whom to expect after school.

ABSENCE FROM SCHOOL/EARLY DEPARTURE

Parents must notify the school between 7:00 a.m. and 8:10 a.m. of the reason for a child's absence. In the interest of safety, parents will be called by the school if this is not done.

Upper School students may view their homework assignments online through FirstClass. Students can login to their FirstClass account at
mail.elmwoodfranklin.org/login.

Prep and Lower School student homework should be requested by the parent.

If your child becomes ill during school hours, you will be contacted and asked to pick up your child. It is essential that phone numbers/contacts are up-to-date.

If your child is well enough to return to school but requires medication during school hours, please write a note with complete instructions to the homeroom teacher which will then be given to the school nurse. We ask that children diagnosed with strep throat stay home for 48 hours to allow the medicine to strengthen their immune system and for the safety of other students.

In the event a child needs to leave the school for a scheduled appointment during the day, a parent or guardian must sign the student out and in at the front office.

UNSCHEDULED ABSENCES AND HOMEWORK POLICY

The school strongly discourages planned absences/vacations during the academic year. Please plan your vacations during the scheduled school vacations. Our academic program is enriched and accelerated; any interruption of it inevitably stalls your child's academic progress.

In the event that an absence is unavoidable, we ask that the parent speak with the Head of School and/or Division Heads in advance to discuss the situation.

GENERAL DRIVING GUIDELINES

- Adhere to the 15 mph school speed limit when driving up the incoming arm of New Amsterdam and in front of the school.
- Never make a U-turn in front of the traffic circle outside of the Prep wing. All cars must follow around the circle, and there is no parking permitted on the circle.
- No parking in front of the school during drop-off and pick-up times.
- Remember: drive slowly, be patient, be civil, focus on the task at hand (no cell phones), and stop at all marked stop signs.

DROP-OFF PROCEDURES

- Student drop-off is between **7:30 and 8:15 a.m.**
- Absolutely no parking on the school side of New Amsterdam Avenue between **7:45-8:30 a.m.**
- Students dropped off between 7:30 a.m. and 8:00 a.m. must enter through the main entrance.
Students arriving by bus are dropped off in front of the main entrance door. Once inside, all students arriving before 8 a.m. must wait in early arrival areas supervised by staff. Prep and Lower School students will be supervised in the music room. Upper School students will be supervised in the dining room.
- From 8 to 8:15 a.m. staff members are located at three entrances—the Prep and Lower School door

and the main entrance on New Amsterdam Avenue, and the gym door off of the parking lot—to greet students. Parents should remain in their cars—please no socializing. Be considerate of those waiting behind you. Drop off children and pull away as promptly as possible.

- From 8 to 8:15 a.m. Upper School students may be dropped off along the walkway in the parking lot adjacent to the school to proceed to the gym entrance. This will eliminate the need for Upper School families to pass in front of the school and navigate the traffic circle. Please pull up as close to the gym door as possible to allow other cars to pull in the lot behind you. The Upper School entrance on New Amsterdam Avenue will remain locked at all times. Upper School students not entering through the gym should proceed to the main entrance. Families with students in both Lower School and Upper School should drop off at the main entrance.
- If you would like to park and come into school, please park on the inbound leg of New Amsterdam, the outbound leg of New Amsterdam, the school's lot, or in the lot at the Prep end of school off of the circle.

DISMISSAL PROCEDURES

- All students will be dismissed at **3:20 p.m.**
- Absolutely no parking on the school side of New Amsterdam Avenue from **3:00-3:45 p.m.**
- Parents should remain in their cars—please no socializing. Be considerate of those waiting behind you. Pick up children and pull away as promptly as possible.
- If you would like to park and come into school to pick up your child(ren), please park on the inbound leg of New Amsterdam (outbound leg is reserved for buses during pick-up), the school's lot, or in the lot at the Prep end of school off of the circle.

- During pick-up, teachers will not allow children to go to cars that are not stopped at the curb. No double parking.
- Students will be waiting for pick-up in the following locations: Beginners in the classroom; Prep I and Prep II along the main entrance steps; Grade 4 at the bench to the right of the main entrance; Grade 3 in front of the 3rd grade classrooms; and Grades 1 and 2 near the Prep walkway.
- All Upper School students will be picked up from the walkway in the parking lot adjacent to the school. Parents without children in Lower School may turn into the lot, thus avoiding the need to pass in front of the school and navigate the circle. Please remember that the outbound leg of New Amsterdam must remain clear for buses.
- Be sure to inform all surrogates—grandparents, nannies, friends, etc.—who pick up your child(ren) at dismissal of our procedures.

WHERE TO PARK

- The parking lot adjacent to the school
- On the inbound arm of New Amsterdam
- The lot adjacent to the circle by the Prep wing

WHERE NOT TO PARK

- In front of the school (7:30-8:30 a.m. and 2:45-3:45 p.m.) from Prep to the main entrance (white lines)
- Where the buses park (outbound side of New Amsterdam)
- Anywhere on the circle

For dismissal changes, please call the office before 1:00 p.m. so messages can be relayed to the children and their teachers.

BUILDING SECURITY PROCEDURES

Elmwood Franklin seeks to maintain a warm, welcoming, and accessible environment while still ensuring that our students, faculty, staff, and families feel safe, secure, and protected.

- Students arriving between **7:30 and 8:00 a.m.** on school days must use the main entrance. All other doors, including the gym and Prep/Lower School entrances, will remain locked prior to 8 a.m. The Upper School entrance will remain locked at all times.
- Between **8:00 and 8:15 a.m.**, the gym, Prep/Lower School, and main entrances will be unlocked. There will be an EFS administrator at each door to welcome students as they arrive.
- Between **8:15 a.m. and 3:00 p.m.**, all entrances to the school will remain locked. To gain entrance to the school, please ring the bell at the main door. During this time, all visitors to the school building—including parents and other family members—must check in. **Everyone visiting during school hours will be asked to sign in and wear a visitor pass.** This will allow all faculty and staff members to more easily identify who is in the school building and for what purpose.
- If a student is being picked up during the school day, an adult must check in to the front office. We will not send a child out to a waiting car.
- Between **3:00 and 3:30 p.m.**, the main entrance door only will be unlocked to facilitate pick-up. After 3:30 p.m., it will again be locked and visitors must ring the bell for entry.

In addition, under no circumstances should pets be brought into the building or allowed to be off-leash on the grounds. We strongly recommend that pets be left at home or in the car, especially during drop-off and pick-up. We have children and adults in our community who are allergic and/or afraid of dogs. And unfortunately, the combination of cute pets and

small children can have unpredictable consequences. The sight of an adorable puppy can cause a child to run into traffic without looking. Similarly, the sight of excited, onrushing children can cause an animal to bolt, get into traffic, or bite. No matter how calm, well-behaved, or even-tempered an animal is, accidents can happen.

SCHOOL CLOSING

In case of school closing, families will be notified by automated phone message. EFS closing announcements are also broadcast on WBEN, WKBW, and WGR radio stations as well as all of the local television networks. News of our school closing will also be noted on the school website,

www.elmwoodfranklin.org. The decision to close EFS is made independently and is not necessarily the same as that of the public school systems.

DRESS CODE

In general, at the discretion of the administration, any form of dress that distracts from the educational mission of Elmwood Franklin will be considered a violation of the dress code. Each child's appearance should contribute to an atmosphere of serious academic purpose.

In particular, please follow the following guidelines:

Grades 1 - 8:

1. All clothing must be clean, neat, and appropriate for school.
2. Clothing may be in any solid color. This includes shirts, blouses, turtlenecks, skirts, jumpers, dresses, pants, walking-shorts, sweaters, tights, socks, polar fleece vests and pullovers.
3. Skirts, dresses, jumpers, and walking-shorts may be no shorter than approximately four inches above the knee.

4. Blue denim jeans, sweat pants, jogging suits, yoga pants, active wear, jogging shorts, and Spandex are not allowed. Gym and running shorts, athletic pants, jackets, and tops may be worn only in gym classes and for sports events.
5. T-shirts are not allowed. Tops with writing or slogans are not allowed.
6. Collared shirts, turtlenecks or Henleys are to be worn by boys.
7. Low-cut blouses, tank tops, and cropped tops are not allowed.
8. Clogs, sandals, platform shoes, slipper shoes, or those with heels over an inch are not permitted. Shoes must have backs. Tie shoes must be tied. Safety is our primary concern.
9. Hats are to be worn outside only.
10. All hair color must be of a natural hue and style (i.e. no green, purple or two-tone, mohawk, etc.)

Prep:

1. Solid color tops and bottoms, suitable for indoor or outdoor play. (No jeans)
2. Clogs, sandals, platform shoes, slipper shoes, or those with heels over an inch are not permitted.
3. Shoes must have backs. Tie shoes must be tied. Safety is our primary concern.

LUNCH AND SNACKS

Elmwood Franklin School provides a daily snack and lunch that balances our students' need for nutrition—to keep their minds and bodies sharp throughout the day—with their food preferences and eating habits.

Parents who prefer to pack a lunch for students may do so in accordance with the guidelines below.

Lunch and snack are included as part of our all-inclusive tuition and will continue to be available to all students whether or not they bring a lunch from home.

Guidelines for Packed Lunch

- Lunches should be nutritious and well balanced.
- Students electing to bring a packed lunch must bring it with them to school in the morning. If lunch is forgotten, students may have the school lunch. Parents should not drop off lunches later in the day.
- No refrigeration is provided. Lunches should be packed in insulated bags or boxes with reusable ice-packs to keep food cool, if necessary.
- Lunches must remain in lockers except at lunchtime. Students may not snack throughout the day.
- Lunches are for personal consumption and may not be shared with other students.
- No soda, candy, glass containers, metal cans, toothpicks or skewers, or fast food is allowed.
- Please try to use reusable containers and mark them clearly with the student's last name. (Also label lunchbox or bag.)
- Due to many children and adults with severe nut allergies, **NO PEANUTS OR OTHER NUTS** (almonds, cashews, walnuts, etc.) should be brought to school. Peanut butter on sandwiches is fine.

Allergy tables will continue in Prep and Lower School to ensure the continued safety of students with food allergies. Other guidelines may be added as needed throughout the year.

If you plan to bring snacks to school, please check first with your classroom or homeroom teacher who will be able to advise you about appropriate choices and alert you to any students who have food allergies.

Tutors and outside consultants are prohibited from bringing any food into the school.

POSITION ON STUDENTS WITH FOOD ALLERGIES

Elmwood Franklin School acknowledges and respects the growing number of students enrolling in our school with potentially life-threatening food allergies. EFS is committed to working in partnership with parents to ensure a safe environment for all students.

- While EFS believes that the student and family are the prime managers of a child's allergy, EFS will adhere to the following guidelines and practices to minimize risks and provide a safe educational environment for food-allergic students:
- The school nurse will distribute a list of "Children with Known Allergies" to all faculty and staff at the start of the school year based on the required health forms received. The list will be updated and re-distributed as new information becomes available.
- At the start of the school year, Parent Council Room Representatives will receive a grade-by-grade allergy list (without students names). The list will be updated and re-distributed as new information becomes available.
- Following the distribution of the "Known Allergies" list, the designated Parent Council Room Reps will communicate with their class parents as to what allergies exist in their grade and request that parents bear this in mind when sending in food for the whole group, including for field trips and special events.
- Homeroom teachers and Upper School advisors will request parents of students with food allergies to provide a safe snack to be kept in the classroom to ensure students with allergies will always have an acceptable food option during times when food is brought into the classroom for

special occasions (after play parties, holiday parties, etc.).

- Faculty will communicate with substitute teachers any information on students with known food allergies.
- Children with severe, life-threatening food allergies must provide EFS with an epinephrine auto injector. It is also strongly suggested that parents provide the school with an action plan that is completed by the child's physician and parents. The action plan will be kept in the Health Office.
- Students will be instructed that they should never share food to prevent accidental exposure.
- Other classroom/school materials, including art and craft supplies or toys, may include food allergens, such as wheat, milk, or seeds. Faculty will refer to the "Children with Known Allergies" list during planning phases of classroom activities.
- EFS will enforce a "no eating" policy for its students on school buses—its own and those it rents—while transporting students for field trips or sporting events.
- Each fall, EFS will provide training and education for faculty and staff regarding best practices for managing students with food allergies.
- EFS strongly encourages parents of students with food allergies to educate their child in the self-management of their food allergy, including:
 - identifying safe and unsafe foods
 - learning strategies to avoid exposure to unsafe foods
 - recognizing symptoms of an allergic reaction

- informing an adult as soon as accidental exposure occurs or symptoms appear
- reading labels as is developmentally appropriate

ELMWOOD FRANKLIN SCHOOL CODE OF RESPECT

In March of 1997, the EFS Upper School faculty elected a committee composed of faculty and administration to heighten awareness of the issues of respect and responsibility in the entire school community.

As the committee approached the task, it decided to have the students help build a stronger community by giving each child a survey sheet to discuss and complete in the regular Thursday advisee meetings. The students were asked for positive statements in engendering a kinder EFS. From the individual survey sheets, each advisee group pulled together a consensus list of positive behaviors. The next step was for each grade level to compile one list of positive behaviors to demonstrate the four aspects of respect. The last step was for the committee to choose the recurring statements from the grade level sheets and make them the framework of the Code of Respect.

The Code is truly a grassroots movement with input from all parts of the EFS community, most especially, the students.

The Elmwood Franklin School Code of Respect:

Elmwood Franklin School is a place where students, teachers, staff and parents

- appreciate excellence in learning
- respect one another
- listen to one another
- trust one another
- look forward to coming together with one another
- learn from one another
- share talents with one another

An EFS student respects him or herself by

- dressing appropriately
- taking pride in personal appearance
- eating healthy foods
- staying chemical free
- being prepared for daily work

Respects other students by

- being thoughtful and kind
- including others
- welcoming students into groups and activities
- sharing
- allowing for differences
- respecting the privacy and space of others
- complimenting each other on success and effort

Respects adults by

- being courteous and considerate
- obeying classroom rules
- greeting teachers and staff by name
- listening and following directions
- displaying an attitude of cooperation

Respects school property by

- cleaning up after him/herself and others
- returning things that have been borrowed
- learning to use computers effectively and appropriately
- taking pride in the school's appearance

ELMWOOD FRANKLIN ANTI-BULLYING POLICY

Elmwood Franklin School, in keeping with its mission, is committed to an educational environment in which all members of the school community are treated with respect and celebrated for their contributions.

Accordingly, the school is dedicated to providing an atmosphere that is free from harassment, intimidation, and bullying. EFS believes in the goodness of all children and will provide ample support for all students to live up to our high standards of citizenship.

Bullying is any behavior by an individual or group that:

- Intentionally does physical or emotional harm to another person or persons
- Is carried out repeatedly over time
- Targets those of less social standing

Bullying can take any of three forms:

- Verbal – name calling, teasing, threats, etc.
- Physical – hitting, kicking, taking and damaging belongings, etc.
- Relational – spreading rumors, excluding/shunning, gossiping, etc.

(Verbal and relational bullying can take place in person and/or via electronic communications.)

Bullying is often motivated by difference or perceived difference around race, color, religion, gender, ancestry, national origin, sexual orientation, mental or physical disability, or other distinguishing characteristics, including, but not limited to, physical appearance, clothing or other apparel, and socioeconomic status.

Elmwood Franklin School's approach to bullying prevention and maintaining an environment of respect and celebration has four parts: education for all students, support for those who have been victimized, empowering students who act as bystanders, and help to change behavior for those whose actions are bullying.

Faculty and staff at EFS will do the following to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school
- Watch for signs of bullying and stop it when it occurs
- Build positive, open, trusting relationships with students so adults and children can work together to foster a school environment where respect is paramount
- Respond quickly and sensitively to bullying reports
- Look into all reported bullying incidents
- Assign consequences for bullying based on the school discipline code
- Give consequences for retaliation against students who report bullying
- Engage in professional development to help better understand issues around bullying and maintaining a school environment that is safe for all students

Additionally, students will receive direct instruction in building critical social skills that will help with making friends, developing strong bonds to school and peers, problem solving without anger, treating others with compassion, and learning to recognize, refuse, and report bullying. EFS will also work closely with a consultant who will advise the administration on best practices and provide training and other resources for faculty and parents.

Students at our school will do the following things to prevent bullying:

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone, especially those who are often left out

- Report bullying to a faculty member or complete a “Bullying Concern” form

Students who are aware of bullying – students who act as bystanders – can be a powerful force in helping to address it and will be encouraged to do so in an appropriate way.

Reporting Bullying

Bullying should be reported to an adult at school immediately. Students who experience victimization or act as bystanders may report incidents in person or in writing. Faculty will immediately step in to ensure that the victimized student is safe and report it to the appropriate division head. Parents should report concerns about bullying to their child's classroom teacher, advisor, dean, or division head.

School Response to Bullying

The division head and deans will investigate all reports of bullying, contact parents and other relevant adults, and keep a written record of the report. The division head, dean, or classroom teacher will communicate regularly with the student and parents throughout the school year to ensure that there are no recurrences.

The following disciplinary steps can be taken:

- Written warning
- Detention
- Loss of privileges – exclusion from certain areas of the school, recess, field trips, sports, etc.
- Suspension
- Expulsion

As part of the effort to help a student who has been bullying and to avoid the necessity of further disciplinary action, counseling may be recommended.

Off-Campus Bullying

At times, off-campus conduct between EFS students will cause a harmful impact on the EFS community. If there is a sufficient nexus between a student's off-campus conduct and the EFS community, EFS will address the student's misconduct in accordance with the steps outlined above.

SCHOOL FIELD TRIPS

School trips are an integral part of the EFS program. Parents or guardians always receive advance notice of these outings. Transportation is usually by EFS vehicles, buses, and occasionally by private cars. Parents may be asked to drive or provide extra supervision for field trips. The parent's car insurance is the primary coverage when parents drive on field trips or to sports events. In excess of any amount not covered by the parent's personal insurance, the Elmwood Franklin School's insurance will become effective. All students are required to wear seat belts. Cars equipped with airbags should not seat children in the front seat. We also expect a smoke-free, drug-free, and alcohol-free environment for our students. Field trip expenses are included in the comprehensive tuition fee.

LOST AND FOUND

All lost and found articles are kept in the Physical Education Office next to the gym. Parents are urged to check the lost and found from time to time. Prep has its own lost and found located at the Prep entrance.

TUITION

Tuition may be paid in accordance with one of three payment plans. Under Plan A, a 2% discount is given for payment of the full year's tuition by July 1. Under Plan B, half the tuition is due July 1 and the balance is due December 15. Plan C tuition, which includes an administrative fee, is deducted on the 15th of each month beginning in July and ending in April. **A monthly late fee of 1.5% is assessed on any statement balance not paid by the 25th of the month.** Any individual who has selected Plan A or Plan B, and who has not paid by August 25, will be required to pay under Plan C. July and August payments must be paid before a child is allowed to commence school in September. Included in the tuition amount are charges for instruction, materials and supplies, lunches, snacks, school pictures, yearbooks, technology, outdoor education, and field trips. In addition, free speech, vision, and hearing screenings are available for Lower School and Prep children. Financial aid is available upon submission of an application and current tax return and is awarded on a relative need and funds available basis. Tuition rates are revised on a yearly basis.

Parents may make payments to Elmwood Franklin School for tuition, afterschool and summer programs, and donations by having the amount(s) due directly deducted from their savings or checking accounts. This can be done by completing an AUTHORIZATION AGREEMENT FOR PREAUTHORIZED CREDIT form which you can obtain from the business office. Feel free to contact the Business Office should you have any questions regarding this service.

Please note that parents choosing Tuition Plan C will be required to pay through the direct payment plan.

DEPOSIT

A \$500 deposit is required when applying for admissions or re-enrolling for the next school year. The deposit is due March 1 for returning students and must be paid to finalize a student contract. It is the first \$500 of tuition. This amount is deducted from the payment plans shown on the student contract for the balance of the tuition.

PAPERLESS STATEMENTS

Statements will be posted online the first week of each month for tuition, Horizons afterschool program charges, or any other fees. Parents/guardians will receive an e-mail when statements are available. Payment is due on the 15th of the month and there is a 10-day grace period. Any balance not paid in full by the 25th of the month will be assessed a late fee of 1.5%. In addition, the school charges a \$35 fee for a bounced check or returned ACH payment.

ONLINE PAYMENTS

Parents who have chosen Payment Plan A or Payment Plan B can pay tuition online by credit card. In addition, all families can pay Horizons afterschool program charges online by credit card. Please note that a 2% administrative fee is assessed when paying by credit card online or in person.

For families on Plan C who have selected ACH payments, tuition payments cannot be made online, as ACH payments will continue to be deducted directly from the bank account on file and applied to the student account.

STUDENT ACCOUNT HOLDS

Any student account with a balance that is 90 days past due may have a hold placed on the account until the account is brought current. A student account hold will result in the withholding of student transcripts and will prohibit a student from

matriculating or graduating until the account has been satisfied.

SMOKE-FREE CAMPUS

For the health and safety of all members of the EFS community, our entire campus is smoke-free. Smoking is not permitted on the school grounds, in the building, or on field trips.

DAMAGE TO SCHOOL PROPERTY

Parents or guardians are financially responsible for all damage to school property and equipment caused by their children.

LIABILITY - PERSONAL INJURY AND PROPERTY DAMAGE

Although the school is equipped to give first aid in cases of minor injuries, it does not assume responsibility for any accident or sickness incurred during the time a student is enrolled in the school.

While the school will use reasonable care to safeguard a student's personal belongings, it assumes no responsibility or liability for loss, theft, or injury thereto. All objects of unusual value should be kept at home. All personal property brought to school, including clothing, should be well marked for identification.

DISCIPLINE

At EFS, discipline is regarded as an educational opportunity and we take advantage of the incident to counsel the student to exhibit the best parts of his or her character. Students who do not act in accordance with the mission of the school and its Code of Respect will be sent to the appropriate Division Head or Dean. In the Upper School, the student will be asked to complete an incident report and discuss the situation with the Dean, the Advisor, and, if necessary, the Division Head and the Head of School. The Administration will follow through with the appropriate consequences. If the problem persists, the Head of School will become involved. In the Lower

School, the student will discuss the infraction with the Division Head who, in conjunction with the classroom teacher, will decide on appropriate consequences. In all disciplinary cases, parents will be informed in a timely fashion and, if necessary, asked to come to the school to discuss the situation.

EXPULSION

The following circumstances may result in a student's dismissal from EFS:

- Failure or inability to maintain the school's academic standards.
- Refusal of a student or his or her parents to comply with the rules and regulations of the school.
- Refusal of a student's parents to comply with the Enrollment Contract.
- Any pupil whose influence upon fellow students is considered detrimental to their welfare.

RESPONSIBILITY AND CIVILITY

We expect that students will, in all cases, take responsibility for their actions. As EFS is training citizens for the future, we recognize that early expectations of accountability will set patterns of moral behavior in the future. The school views discipline as an active partnership with the parents. We believe that students are well served when parents and the school take a united stand. As always, the school is eager to communicate with its families. We expect that all discussions will be conducted according to the highest standards of civility and respect.

PARENT AND SCHOOL PARTNERSHIP AGREEMENT

We expect that all parents of EFS staff and faculty will adhere to the following partnership agreement.

In 2003/2004, The Board of Trustees voted to accept this statement:

Elmwood Franklin School Parent and School Partnership Agreement

Elmwood Franklin is a school that emphasizes high academic achievement, good study skills and positive character development. We set high standards for each child with whom we work, and then give support to enable him/her to meet these expectations. We expect our students throughout their years here to achieve success in becoming self-motivated and in assuming responsibility for their actions.

The early years of education are crucial in an individual's life. Our role is to provide each student with the basic skills to learn effectively and the fundamental elements of knowledge, which will become the foundation for all subsequent learning. Learning how to learn, developing an enthusiasm for acquiring knowledge and cultivating a lively curiosity during these years sets a life-long pattern of sound attitudes.

At Elmwood Franklin, we value an atmosphere of genuine respect and courtesy between student and student, adult and student and adult and adult. We not only set a positive tone to support our students but also, we encourage faculty, administration and staff throughout their time at Elmwood Franklin to develop themselves personally and professionally with financial assistance from the school.

As parents and educators we agree to:

1. Promote the EFS mission as an inclusive, diverse community of learners and educators.
2. Treat all members of the Elmwood Franklin Community with respect and civility.
3. Help support a home environment that encourages the development of positive learning attitudes and habits including, among other things, consistent, on-time drop-off, regular sleeping routines, and disciplined access to electronic media.
4. Create a culture of high social and academic expectations.
5. Resolve conflicts and questions in the spirit of partnership and objectivity and assume that there are at least two sides to every problem.
6. Respect the school's responsibility to do what is best for the entire community and for the promulgation of itself as an educational institution.
7. Respect the confidentiality of all aspects of the children's experience, including grades, assessments and the experiences of their peers.
8. Communicate effectively, efficiently and truthfully with each other about all aspects of the child's experience.
9. Nurture all children towards an evolving and developmentally appropriate independence.
10. Understand that tuition only covers 80% of the school's operating costs, which means that the school needs to exercise tight fiscal responsibility including running a balanced budget, collecting tuition payments in a timely fashion, and asking for annual and capital donations as well as volunteer efforts.

STUDENT RESPONSIBLE TECHNOLOGY USE POLICY

Students and their parents implicitly agree to all facets of the Responsible Usage Policy by their enrollment at the school. In exchange for the use of the Elmwood Franklin School Network, whether at school or away from school, the student understands and agrees to the following responsibilities and privileges:

A. Educational Purpose

- (a) The EFS computer network has been established for limited educational purposes. This can be defined as using the computer to research and write reports and papers, practice a skill, and communicate with others to reach the goals that have been set in school. It has not been established as a public access service or a public forum.
- (b) EFS has the right to place reasonable restrictions on the material accessed or posted through the system. Students are also expected to follow the rules set forth in the student handbook and the law in their use of the EFS network.

B. Personal Responsibility

- (a) Students using the EFS network may be tempted to break a rule under the assumption that it cannot be caught. Students and parents should be aware that networked computers leave electronic "footprints" that document what all users do and view.
- (b) Students are expected to behave in a manner that is respectful, honest and safe when utilizing technology.

C. Student Internet Access

- (a) All students will have access to the Internet World Wide Web information resources through their classroom, library media research center, or school computer lab only under direct teacher supervision. All Internet searches will have a specific direction and are for subject related assignments. Exploring the web without specific goals from a teacher is not permitted.
- (b) Students will have e-mail access only under their teacher's direct supervision using a classroom account for educational purposes. Students will not be allowed to access their personal e-mail accounts or use chat rooms while at school.
- (c) The school has put filters in place to limit the incidences of inappropriate content. However, no filters are 100% accurate. Students should follow directions given by their teachers for completing assignments and finding appropriate sources of information.

D. Personal Technology

- (a) Use of cell phones and MP3 players (e.g. iPods) is prohibited during school hours and all school activities (sports, trips, Horizons, etc.). If brought to school they must be turned off and kept in lockers at all times.
- (b) Students are not permitted to bring laptops to use in school without permission of the Upper School deans. Accommodations will be made in school.

E. Privacy

- (a) Students should expect only limited privacy in the contents of their stored files on the EFS network. Routine maintenance and monitoring of the EFS network may uncover any violations of policy.
- (b) Parents, teachers and administrators have the right at any time to see the contents of student files.

F. Inappropriate Access to Material

- (a) Students will not use the EFS network to access material that is profane or obscene, that advocates illegal acts or that advocates violence or discrimination toward other people.
- (b) If students mistakenly access inappropriate information, they are instructed to immediately tell their teacher. This is to protect students against a claim that they have intentionally violated the EFS Responsible Computer Use policy.
- (c) Parents should instruct their children if there is additional material that they think would be inappropriate for them to access. EFS expects that students will follow their parents instructions in this matter.

G. iPads

Providing students with an individual iPad in a 1-to-1 environment provides an opportunity to enhance each student's overall learning experience. Utilizing the iPads at Elmwood Franklin School gives students the access to learn anywhere, anytime -- both in classrooms and at home. This 1-to-1 personalized learning also narrows the digital divide between

students and promotes responsible use of today's ever-changing technologies.

All iPads are subject to the same responsible use guidelines as all other Elmwood Franklin School electronic devices. All files, documents, and books installed on your iPad by Elmwood Franklin School remain the property of the school. We reserve the right to confiscate and search a student's iPad to ensure compliance with the Responsible Use Policy.

(a) Student Responsibilities

- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused. Never intentionally drop or place heavy objects (books, laptops, etc.) on top of the iPad.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad's screen.
- To extend battery life, students should always turn off and secure their iPad after work is completed. Apps should be closed after use.
- Sound should be off at all times, unless headphones are in use or a teacher has given permission.
- Students are responsible for the headphones and stylus that were assigned to them. Lost items must be replaced at the family's expense.

(b) iPad Restrictions

- iPads are for educational use only.
- Students may not use any lock settings on the iPad.
- Defacing of the iPad, including the EFS ID tag, in any way is prohibited.
- Apps may be opened and used only with teachers' permission. This includes photo and video capabilities.
- Internet may be used only with teachers' permission. Teachers will direct students to appropriate websites. These sites can be accessed through the library/media center webpage or through your teachers' webpages.

- Students may not download apps, music, or videos without a teacher's permission.
- Students may not delete any apps or books that have been downloaded without a teacher's permission.
- Students may not use any personal accounts. This includes but is not limited to iTunes, personal email, or social media sites.

(c) Lost, Damaged or Stolen iPad

- If the iPad is lost, stolen, or damaged, the Technology Department must be notified immediately.
- If the iPad needs to be sent for repairs, the school will do our very best to supply a replacement while it is gone.
- The following fees apply for lost or damaged equipment
 - Cracked or broken iPad screen
1st time: \$25
2nd time: \$50
3rd time: full cost of repair
 - Lost iPad: ½ cost of the iPad
 - Lost iPad Charger: \$40

H. COPPA Compliance

In order for Elmwood Franklin School to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature. When a student is issued an iPad for the first time, a parent or guardian will be required to sign a letter of consent.

EFS USER TERMS AND CONDITIONS

1. For my own safety, personal information such as full name, home address, phone number, age, gender, etc. must never be revealed over the Internet.
2. It is my responsibility to avoid abusive conduct which would include, but is not limited to, the altering of system software, placing of unlawful information, computer viruses, or harmful programs on or through the system, in either public or private files or messages.
3. I am accountable for the use of my password. My password must not be revealed to anyone nor will I use others' passwords. I will be responsible for any problems, which arise from the misuse of my file folder. I will not access any other student's account.
4. I will not use the school's computer network to obtain, view, download, send, print, display or otherwise gain access to or transmit materials that are unlawful, obscene or abusive.
5. I will not use the EFS network to harass, insult or attack others.
6. I will use only authorized software on the EFS network.
7. I will use all computer equipment for the purpose for which it is intended. I will not tamper with terminals, associated equipment, or otherwise disable the system.
8. I will not change, copy, rename, delete, read or otherwise access files or software that I did not create unless I have permission from my instructor.

9. I will not use a computer for anything other than course-related work.
- 10 I will not make claim to others work found on the internet. Plagiarism is a violation of school policy and law.
11. I will not violate copyright laws or use the EFS network for commercial purposes.
12. If I identify a security problem on the EFS network, I will immediately notify a teacher or an administrator.

CONSEQUENCES

Violations of the Student Responsible Technology Use Policy could result in losing computer privileges in school or other disciplinary action.

UPPER SCHOOL STUDENT VIOLATION REPORT

Name: _____ **Grade:** _____

Advisor: _____

I am here because:

My other options were:

How my behavior affected other people:

What do I need to do to make this better and make sure it does not happen again:

I am here because I did something that was in violation of the school's rules and policies. I understand that I made the decision to behave unacceptably and there are consequences for my behavior. I understand that I have the power to make good decisions and to make sure this does not happen.

Student signature

Advisor signature

NATIONAL JUNIOR HONOR SOCIETY

To be eligible for consideration into the National Junior Honor Society, a student must be in seventh or eighth grade and have a high academic average that is a minimum of A-. The high average, however, is only one element of consideration. Scholarship without character would be of little value. Membership is also based on citizenship, leadership and service. Induction opportunities occur in January of a student's seventh and/or eighth grade year. Students must maintain their good citizenship and academic average to continue membership.

SPORTS AND ATHLETICS

Students in grades 1-6 have 45-minute co-ed physical education classes daily. Classes in grades 7 and 8 are divided into boy/girl sections and meet for the equivalent of four 45-minute classes weekly.

Students in Lower School do not change for physical education classes. Students in Upper School are expected to wear athletic shorts (no jeans or cut-offs), a light colored t-shirt, socks and sneakers. Sweat tops and bottoms as well as cleats are recommended for outdoor classes. In addition, students are expected to have their own locks for their gym lockers, mouth guards and shin guards.

EFS offers an extensive middle school athletics program. Students in grades 4 through 8 are given the opportunity to participate on a variety of interscholastic athletic teams. Our program is voluntary. Any student who wishes to participate and makes the commitment to our program will have the opportunity to do so. We have 18 interscholastic teams of five different sports—baseball, soccer, basketball, lacrosse, and field hockey. Intramural teams and skills clinics broaden the available options, offering softball, tennis and ice hockey.

OUTDOOR EDUCATION PROGRAM

Overnight outdoor education trips are a part of the Upper School curriculum for each grade. There is no additional cost to families for our outdoor education program. Students in grades 5 and 6 travel together to Camp Onyahsa on Chautauqua Lake for a two-night stay in the spring. Students in grade 7 travel to Letchworth State Park for a two-night stay in the fall. Students in grade 8 spend an entire school week at Camp Pathfinder in Algonquin Park at the start of the school year.

WINTER OPTIONS

SKI CLUB and AROUND THE TOWN

Upper School students can choose to participate in a ski club on Wednesdays during winter Options. There is a fee to participate. During winter Options, students depart for Kissing Bridge after lunch and arrive back at school at approximately 6:30 p.m. Students not participating in ski club will participate in the "Around the Town" winter Option, visiting locations throughout Buffalo. During winter Options, Around the Town students depart after lunch and arrive back at school for regular dismissal.

STUDENT PERFORMANCES

Prep and Lower School students perform together in the Johnston Theatre twice during the school year for the Thanksgiving program in November and the Closing Program in June. Additionally, Prep II students and each Lower School grade performs a class play.

Upper School band and chorus students hold two performances annually—one in the fall and one in the spring. In winter, the seventh and eighth grade students perform a play, and in the spring the fifth and sixth grade students perform a musical. Participation in the play and musical is voluntary, and students must try out for a part. Stage crew is also available to students who want to participate.

While in the Johnston Theatre for student performances, please note:

- Doorways and aisles must remain clear
- Cell phones should be silenced
- An entrance/exit is located on either side of the theater
- No flash photography is permitted during performances
- Class performances are filmed by the school and will be available online through a private playlist on YouTube for parents to watch conveniently from a phone, tablet, or computer.

SCHOOL PHOTOS

A professional photographer takes student and class photos in early fall. Each student will receive a photo package including prints of his or her headshot and a class photo at no additional cost to families. Upper School students will also receive a school I.D.

HOLIDAYS

Throughout the year, teachers may plan lessons, activities, or class parties around various holidays or themes such as Martin Luther King, Jr. Day, Earth Day, Chinese New Year, Valentine's Day, St Patrick's Day, or year-end festivities. As an independent school, Elmwood Franklin does not have any religious affiliation.

BIRTHDAYS/PARTIES

Birthdays are celebrated in a low-key, relaxed manner in Prep, Lower School, and Upper School. All students are invited to dress down on the day of their birthday celebration, and birthdays will be recognized daily during all-school morning announcements. **However, we ask parents NOT to bring in any food to school for the safety of our students who have allergies and for the purposes of having a fully inclusive classroom.**

It is appropriate for our school community to celebrate together and these celebrations do provide a social

learning opportunity for our students. Beginners and Prep parents are invited to join their child in the homeroom to take part in their child's birthday celebration. Lower School students will have the opportunity to spend time visiting Lower School teachers and administrators to receive a small gift, such as a pencil, sticker, or eraser and a birthday cup from the Head of Lower School. Upper School students' birthdays will be celebrated during recess with classmates and teachers.

When children invite classmates to their party outside of school, great care should be taken so that those who are not invited do not feel unjustly treated and excluded. Invitations must not be brought to school. Parents may not pick children up at school to drive them to a party or social event unless all the children in a class are going to the event. We ask that presents not be brought to school.

ANCILLARY

HORIZONS AFTERSCHOOL PROGRAM

Horizons Afterschool Program is provided as a service to our parents. The program is open during the days that EFS is in session and is available from dismissal until 5:45 pm.

Further information regarding *Horizons Afterschool Program* (including current fees) see page 89.

EXTENDED YEAR

The Extended Year program is designed to bridge the gap between Elmwood Franklin's end of year dismissal and the availability of summer camps. From 8:00 a.m. - 5:45 p.m., children enjoy a variety of teacher-directed activities such as crafts, computers, group games, cooking, field trips, dance classes, sports, water activities, and math and reading enrichment classes.

SUMMER CAMP

Elmwood Franklin Summer Camp runs from late June to early August for children who are 3½ to 14 years of age.

For more information, visit **www.efssummer.org**.

NOTES
