



elmwood franklin school

Thinking beyond.

Elmwood Franklin School Family Handbook

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Section 1: School Information and Overview

Introduction

This manual contains information about Elmwood Franklin School and student-related policies and procedures. It is subject to change as procedures are reviewed and revised.

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. An optional summer program, open to Elmwood Franklin students as well as to the greater community, was started in 1979.

In the past twenty years, EFS has undergone even more change as it expanded its campus and facilities, added more programs and athletic activities, and modernized its campus.

Throughout its hundred and twenty-five-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 WNY.

Mission Statement

Elmwood Franklin School prepares children to lead thriving lives.

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 the work of our students and teachers;
- supporting our educational program with extensive resources and well-maintained, well-equipped facilities.

Core Values

Academic Rigor

Elmwood Franklin continually challenges students to grow academically and intellectually so that they can achieve at increasingly higher levels.

Character

Elmwood Franklin strengthens social-emotional skills and demonstrates a commitment to the values of kindness, respect, integrity, teamwork, and perseverance. Students are encouraged to practice their roles as responsible citizens in a wider world.

Community

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

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 learning style, pursue their passions, and develop themselves.

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.

Parent/Guardian and School Partnership Agreement

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

Elmwood Franklin School Parent/Guardian 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 them 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, we encourage faculty, administration, and staff throughout their time at Elmwood Franklin to develop themselves personally and professionally with financial assistance from the school.

Please note that while we strive to maintain a positive and respectful atmosphere at all times, the school reserves the right to exclude families from campus and/or to dismiss students from the school if parents/guardians are unable to abide by the school's policies and expectations for respectful behavior.

As parents/guardians and educators, we agree to:

- Promote the EFS mission as an inclusive, diverse community of learners and educators.
- Treat all members of the Elmwood Franklin community with respect and civility.
- 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.
- Create a culture of high social and academic expectations.
- Resolve conflicts and questions in the spirit of partnership and objectivity and assume that there are at least two sides to every problem.
- Respect the school's responsibility to do what is best for the entire community and for the promulgation of itself as an educational institution.
- Respect the confidentiality of all aspects of the children's experience, including grades, assessments, and the experiences of their peers.
- Communicate effectively, efficiently, and truthfully with each other about all aspects of the child's experience.
- Nurture all children towards an evolving and developmentally appropriate independence.
- 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.

Governance

As an independent school, EFS policies are set and supervised by a Board of Trustees. The Board appoints the Head of School, who is responsible for the day-to-day management of the school. It is this body's responsibility, with the guidance of the Head of School, to determine the school's budget, develop long-range plans, provide leadership in raising non-tuition revenue, administer the school's endowment, and promote the school within the community. EFS Board of Trustees is comprised of volunteers who meet approximately six (6) times during the school year. Selection for this group is based on a recommendation from the Committee on Trustees and Governance of the Board of Trustees. Members are elected for a three-year term, with an option for one additional three-year term. Standing committees of the Board of Trustees include the Executive, Finance, Advancement, Enrollment and Marketing, Building and Grounds, and Committee on Trustees and Governance.

Parent Council

Every parent and guardian of an Elmwood Franklin School student is a member of the Parent Council. The mission of the Parent Council is to support and sponsor Elmwood Franklin School's programs, projects, events, and activities. They strive to encourage communication between administration and Parent Council members by sharing matters of mutual concern, working together on fundraising events, and encouraging involvement by all parents and guardians in

the school community. At each grade level, there are parent grade room representatives who support class activities throughout the year.

Fundraising

Each year, EFS conducts an Annual Fund campaign. Funds contributed by parents/guardians, alumni, grandparents, faculty and staff, trustees, and friends of the school are used to offset operating costs, as the tuition revenues do not entirely cover the cost of educating each student. 100% participation from our parents/guardians, 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 fundraising event, takes place every year and is run by parent/guardian and faculty volunteers. All parents/guardians are encouraged to volunteer and to attend. Proceeds from the Auction go directly to the operating budget and 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.

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

Section 2: Student Conduct

The Elmwood Franklin School Code of Respect

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

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

An EFS student

respects themselves by:

- being prepared for daily work
- dressing appropriately
- taking pride in personal appearance
- abstaining from illegal substances
- eating healthy

respects other students by:

- being thoughtful and kind
- including others
- welcoming students into groups and activities
- sharing
- acknowledging and respecting differences
- respecting the privacy and space of each other
- 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 themselves and others.
- returning things that have been borrowed
- learning to use computers effectively and appropriately
- taking pride in the school's appearance

A few other thoughts:

- Running should be confined (under supervision) to the playground, field, and gym.
- Students should not sit on desktops, stand on chairs, or put their feet on furniture.
- During Lower School recess, children should play outside, weather permitting. They should not stay in the building unless there is a medical reason to do so or if the weather is inclement.
- During Upper School recess, children go to the dining room or gym and are supervised by the advisors.
- No gum, candy, pocket toys, etc.
- Cell phones and smartwatches must be off and kept in a student's locker during school hours. Students may be allowed to use cell phones on a limited basis and with permission after 3:15 p.m.
- Food and beverages purchased from the gym lobby vending machine should be consumed in the gym lobby or taken home.

Care of School Property

Students are required to take proper care of the school building, equipment and books. Particular care should be shown in cleaning up the dining room and homerooms. Students are to be held accountable for keeping the building neat, clean and attractive and staff members are responsible for reporting to the Division Head any students responsible for damage done to any school property.

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 recurring behavior by an individual or group that:

- Intentionally does physical or emotional harm to another person or persons
- Targets those of lesser social standing (whether real or perceived)
- Deliberately exploits a power differential between two students on a recurring basis

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, including social media.)

Bullying is often motivated by differences or *perceived differences* around race, color, religion, sex, gender identity or expression, 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 guidance to change behavior for those whose actions are bullying.

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

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/guardians should report concerns about bullying to their child's classroom teacher, advisor, dean, or division head.

School Response to Bullying

The division head will investigate all reports of bullying, contact parents/guardians 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/guardians throughout the school year to ensure that there are no recurrences.

The following disciplinary steps can be taken, and depending on the severity of the situation, may not necessarily occur in this particular order:

- 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 and required.

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.

Weapons Policy

Weapons of any kind are prohibited at Elmwood Franklin School. Weapons include but are not limited to any knife, cutting tool, firearm, item designed to look like a weapon, or any other instrument or implement capable of inflicting serious bodily injury. Possession of a weapon of any kind will result in disciplinary action up to and including suspension and possible expulsion.

Drug/Illegal Substance Policy

The use, possession, or sale of drugs on Elmwood Franklin School property or at school functions is strictly prohibited. Drugs shall be defined as a substance, legal or illegal, consumed with the intent of altering the body or mind, including alcohol, tobacco, and vaping products. Prescription medications dispensed to students through the school health office are not included in this definition of drugs.

Should it be determined that a violation of the school drug policy has occurred, the school reserves the right to proceed with an investigation, which may result in a search of the student's locker or personal belongings. Possible consequences may include suspension or expulsion. If violations include illegal activities on school grounds, our security personnel or the police may be notified.

Student Responsible Technology Use Policy

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

Educational Purpose

- The EFS network has been established for limited educational purposes. This can be defined as using the computer and iPad to research and write reports and papers, practice a skill, and communicate with others to reach the goals that have been set in school.
- EFS has the right to place reasonable restrictions on the material accessed or posted through the network. Students are also expected to follow the rules set forth in the Family Handbook and the law in their use of the EFS network.

Personal Responsibility

- Students and parents/guardians should be aware that network and e-mail accounts are monitored, and all documents are accessible by administrators and teachers.
- Students are expected to behave in a manner that is respectful, honest, and safe when utilizing technology.

Student Internet Access

- All students will have access to Internet resources. 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.
- Students will have e-mail access using a school account for educational purposes. Students are not permitted to access their personal e-mail accounts or use social media while at school.
- 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.

Personal Technology

- Use of cell phones and smartwatches are prohibited during school hours and during school activities (sports, trips, etc.). If brought to school, cell phones and smartwatches must remain off and kept in lockers.
- Students may be allowed to use cell phones AFTER SCHOOL with permission from a supervising adult.
- Students are not permitted to bring laptops or tablets to use in school without permission. Accommodations will be made in school, if necessary.
- AirPods and headphones may only be used with the permission of a supervising adult.

Privacy

- 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.
- Parents/guardians, teachers, and administrators have the right at any time to see the student's accounts and files.

Inappropriate Access to Material

- 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.
- 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.

iPads

Providing students with an individual iPad in a 1:1 environment enhances each student's overall learning experience. Utilizing the iPads at Elmwood Franklin School gives students access to learn anywhere, anytime—both in classrooms and at home. This 1:1 personalized learning also 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 the 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) 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 a teacher's permission.
- Students may not take photos and videos without a teacher's permission and must have the consent of the person being recorded.
- The Internet may be used only with a teacher's permission. Teachers will direct students to appropriate websites.
- 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.

(b) 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 its very best to supply a replacement while it is gone.
- The following fees apply for lost or damaged equipment
 - Cracked or broken screen
 - \$50
 - Lost iPad
 - Full cost of the iPad

(c) Lost iPad charger

- \$40

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/guardian signature. When first issued an iPad, parents/guardians will be required to sign a letter of consent giving their child permission to use specific educational tools/applications.

EFS User Terms and Conditions

Students understand and agree to the following responsibilities and privileges when using EFS-provided iPads and other devices:

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 device settings or placing malware on the device or network.
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 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 and apps on the EFS network.
7. I will use all technology equipment for the purpose for which it is intended.
8. I will not change, copy, rename, delete, read, or otherwise access files, software, or apps that I did not create unless I have permission from my instructor.
9. I will not use a computer or iPad for anything other than course-related work.
10. I will not make a 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 iPad and computer privileges in school or other disciplinary action.

Section 3: Attendance Information and Procedures

School Hours

The school day begins promptly at 8:15 a.m. and ends at 3:15 p.m. except for any half-day Beginner students. Early arrival begins at 7:30 a.m. and is available at no additional charge. The Horizons 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 3:30-5:45 p.m.

Student Drop-off

- Student drop-off is between **7:30 and 8:15 a.m.** **Students who arrive after 8:15 a.m. will be marked tardy.**
- **Absolutely no parking on the school side of New Amsterdam Avenue between 7:45 and 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 8:00 a.m. will wait in the early arrival area supervised by staff.
- From **8:00 to 8:15 a.m.**, staff members are located at three entrances—the Prep and Lower School door, the main entrance, and the gym door off of the parking lot—to greet students. Parents and guardians 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 **8:00 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.
- If you would like to park and walk your child 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 the school off of the circle.

Student Dismissal

- All students will be dismissed at **3:15 p.m.**
- **Absolutely no parking on the school side of New Amsterdam Avenue from 3:00-3:45 p.m.**
- Parents/guardians queued on New Amsterdam or along the walkway near Upper School must remain in their cars. 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, in the school's parking lot, or in the lot at the Prep end of school off of the circle. **The outbound leg of New Amsterdam must remain clear for buses.**

- 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, Prep I, and Prep II at the playground; Lower School students between the Prep/LS entrance and main entrance; Upper School from the walkway along the parking lot adjacent to the Upper School. See the attached map of pick-up locations.
- Be sure to inform all surrogates—grandparents, nannies, friends, etc.—who pick up your child(ren) of our procedures.

Building Security

Elmwood Franklin seeks to maintain a warm and welcoming environment while ensuring that our students, faculty, and staff are safe and secure.

- Students arriving between **7:30 to 8:00 a.m.** on school days must use the main entrance.
- Between **8:00 and 8:15 a.m.**, students may enter through the gym, Prep/Lower School, and main entrances, where an administrator or teacher is stationed to welcome students as they arrive.
- After **8:15 a.m.**, all entrances to the school will remain locked. To gain entrance to the school, please ring the bell at the main door and remain in view of the camera for purposes of identification. Visitors will be asked to identify themselves via the intercom. During this time, all visitors to the school building—including parents/guardians and other family members—must check in with the school receptionist.
- If a student is picked up during the school day, an adult must come to the main entrance door to pick up the student. **We will not send a child out to a waiting car.**
- If a student is dropped off during the school day, the student must enter through the main entrance.

In addition, under no circumstances should pets be brought into the building or allowed to be off leash on the grounds. We strongly recommend leaving pets at home or in the car, especially during drop-off and pick-up. We have children and adults in our community who are allergic or afraid of animals. And unfortunately, the combination of cute pets and small children can have unpredictable consequences. Seeing an adorable pet 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.

Attendance Policy and Absences

Elmwood Franklin School ensures the maintenance of adequate records verifying the attendance of all enrolled students in accordance with New York State regulations.

Description of coding system:

Each student has an attendance record maintained in the school's Blackbaud Student Information System. All late arrivals, absences, and early dismissals are recorded on the student's record.

Description of absence recording and reporting process:

Each day, homeroom teachers in Prep and Lower School and advisors in Upper School record attendance by 8:15 AM. Attendance is also recorded in each academic and Special class for Upper School students.

If a student is absent and the school has not received a phone call from the parent or guardian notifying the school of the absence, the school nurse will call the parent or guardian so a reason for absence can be determined. There are no unexcused absences allowed at EFS.

In Upper School, a student will be counted as absent for the day if they have missed three or more core academic classes (math, English, history, science, and world language) due to absence, tardiness, or late arrival. Elmwood Franklin School will notify parents and guardians by email if their child has been absent for a total of ten days in the school year. Parents and guardians will be notified by phone if their child has been absent for a total of fifteen days and again at twenty days. In accordance with New York State guidelines, Elmwood Franklin School may need to report a Prep II-eighth grade student's attendance record when they reach 23 total days of absence, which is 15% of the school year, and their academic performance is negatively impacted by their absences.

Attendance is reported on the student's report card at the end of every trimester.

Missed Assignments

Materials and assignments for absentees are sent to the office by 9:30 a.m. or posted on Google Classroom if the work that was missed can be completed independently at home. In the event of an absence, all students should complete all assignments made during or after the period of absence in a timely manner. We request that the absentee's family collect the necessary homework and materials from the school office.

Long-Term Absences and Homework Policy

The school strongly discourages planned long-term absences during the academic year. Parents/guardians should plan their vacations during the scheduled school vacations. Our academic program is enriched and accelerated; any interruption of it inevitably stalls a child's academic progress.

In the event that a long-term absence is unavoidable, we ask that the parent/guardian meet with their child's Division Head and/or advisor in advance to discuss the situation. Due to the nature of the program and our teaching routines, homework cannot be given in advance of the absence, but your child will be given the opportunity to make up the work within a reasonable period of time when they return.

Early Departures

The early departure of a student from school is allowed when there is a written or telephone request to the office by the custodial parent or guardian. Students departing early are to inform their homeroom teacher and sign out in the office prior to leaving. Early departures require parental/guardian verification.

Delayed Departure and Horizons

All students will be dismissed at 3:15 p.m. Any child not picked up by 3:30 p.m. will be brought back into the school and placed in the Horizons Program. There will be a fee for any child picked up after 3:30 p.m.

The Horizons afterschool program is open on all days Elmwood Franklin is in session and is available from dismissal until 5:45 p.m. The schedule includes activities and crafts planned by Horizons staff, Homework Lab open to students in grades 1-8, outside play or gym time, and a daily snack. Please note that Horizons ends promptly at 5:45 p.m.

Families can sign up for the year in advance or utilize the service as needed from day to day. Students who are registered may use Horizons every day school is in session. If a child is not going to Horizons, please be sure the child's homeroom teacher knows they will be picked up at regular dismissal.

Families not registered who need child care for the day should send a note in with the student to the classroom teacher, email Director of Auxiliary Program Wilfred Murrett at wmurrett@elmwoodfranklin.org, or call 716-877-5035 to make arrangements. Please make sure classroom teachers are always aware of dismissal plans.

Extended Year Program (Extended Horizons)

The Extended Year Program runs Monday through Friday, following the last day of school until EFS Summer Camp begins. The program runs from 8:00 a.m. to 5:00 p.m. daily, with a wide range of activities. Outdoor play, fun, and friendship are our main goals. Enrollment is open to current EFS families.

Summer Camp Program

Elmwood Franklin Summer Camp is open to children ages 3 1/2 to 14 and runs for seven weeks from 9 a.m. to 4 p.m. daily. (Extended hours are also available.) Enrollment is open to EFS students and the general public. EFS Summer Camp is led by caring, experienced counselors,

many of whom are certified teachers. The program offers unique, specialized themes and activities. All campers are motivated and encouraged to be their best selves. Information and registration are available online at efssummer.org.

Section 4: Student-Related Information and Procedures

Student Dress Code

Guidelines for All Students

All clothing must be neat, in good repair, and free of graphics, slogans, and text. All clothing logos should be small enough to be covered by one hand. Solids, patterns, prints, stripes, and plaids are permitted. All clothing must be appropriate for school.

Students may wear:

- dress pants, khakis, corduroys, chinos, jeans (no rips or holes), leggings, joggers;
- dress shirts, blouses, or t-shirts (no graphics or text)
- dresses, skirts, or shorts
- polo shirts and turtlenecks
- sweaters, sweatshirts, vests, or fleeces (no hoods)
- ties
- dress shoes, closed-toe shoes, sneakers, boots; shoes must have backs
- clothing with the Elmwood Franklin School logo (no hoodies)

Students **may not** wear:

- jerseys
- athletic wear (hoodies, jerseys, running or athletic shorts)
- shirts with spaghetti straps
- cropped tops and shirts that do not cover the midriff
- hats, jackets, and outerwear while indoors
- flip-flops or open-toed shoes
- undergarments should not be visible
- clothing with rips, holes, tears, or cutouts
- shirts that entirely cover their skirt or shorts

Please ensure that all clothing and belongings are labeled with your child's first and last name.

Homeroom and Advisee Periods

The opening homeroom period begins promptly at 8:15 a.m. It is an important introduction to the day. This is a time for class discussions, current events and items of interest to the children may be relevant. The atmosphere should be relaxed but structured for meaningful participation. Academic programs begin at 8:30 a.m.

Upper School homeroom periods can be structured at the discretion of the advisors, either for academic work, class projects and meetings, or study periods. They can be social times for students and teachers.

Student Coordinating Committee

Purpose and Composition

The Student Coordinating Committee (SCC) is responsible for initiating, scheduling, planning, promoting, and monitoring various student activities throughout the school year. The Committee consists of four representatives from each homeroom in grades five through seven. These representatives serve half-year terms, with elections held in September and January. The president, vice-president, secretary, and treasurer of the SCC are elected by the eighth grade class and serve for the entire school year. All SCC members are expected to maintain a Meeting Expectations citizenship average.

Membership Duties

President—The SCC president is expected to call meetings, arrange an agenda (in conjunction with the faculty advisor), and chair meetings. The president is also responsible for overseeing all SCC projects. The president will, with the help of the other SCC officers, organize lunch dismissal of the Upper School homerooms. Finally, the SCC president must be prepared to deliver a speech on certain occasions (Class Day, Blue-Gray Picnic, etc.).

Vice-President—The SCC vice-president will assume any of the duties of the president should the president be unable to perform them. The vice-president will also make the presentation of the 8th-grade gift.

Secretary—The SCC secretary will keep the minutes of each meeting and undertake any necessary correspondence.

Treasurer—The SCC treasurer will help coordinate the disbursement and collection of all funds related to SCC and eighth grade functions.

Representatives—The SCC representatives for each grade and SCC officers will convey the wishes of their class to the SCC at large. They are also responsible (with the help of their homeroom teachers) for organizing class in-service, social, and community projects. In addition, SCC representatives will promote and assist the SCC projects of other classes.

SCC Activities

The eighth grade officers act as officers of the SCC and work closely with the Deans, Upper School Head, and faculty advisor to coordinate:

- In-service Projects—These projects are done for the benefit of the entire school.
- Social Projects—These are fun activities (i.e., picnics, dances, movies, etc.) chosen and sponsored by an individual class. The number of projects and time of year vary with each class.
- Community Service Projects—These are projects in which Upper School classes contribute something to the community and may vary.
- Other annual activities—The SCC, as a group, will take part in the planning and execution of other school events, such as the Blue-Gray picnic and Halloween party.

Physical Education Classes

Physical education is an important part of the curriculum, and all students at Elmwood Franklin School have ample opportunity to participate. Physical education classes are provided daily to students in Grades 1 through 6, for five periods a week to students in Grades 7 and 8, and twice weekly to Prep students.

Students in Prep and Lower School do not change for physical education classes. Students in Upper School are expected to wear athletic shorts, a t-shirt, socks, and sneakers. Sweat tops and bottoms are recommended for outdoor classes. In addition, students are expected to have their own locks for their gym lockers.

Athletics

EFS offers an extensive middle school athletic program with interscholastic teams of six different sports—baseball, soccer, swim, basketball, lacrosse, and hockey. Students in grades 4-8 are given the opportunity to participate on interscholastic athletic teams playing seasonal schedules versus other schools in the WNY region. Any student who wishes to participate and makes a commitment to our program will have the opportunity to do so.

Students in fourth, fifth, and sixth grades have the opportunity to participate on intramural teams offered throughout the school year. Running clubs are also offered in the fall and spring for students in fourth through eighth grade.

Field Trips and Outdoor Education

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 buses, chartered buses, and occasionally by private cars. Parents/guardians may be asked to drive or provide extra supervision for field trips. 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.

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.

Upper School Winter Options/Flex Period

The purpose of the Options/Flex Period is to diversify and enrich the learning experience offered to our students. The content may range from academic to activity-oriented. It is also the time used for rehearsals for Upper School plays and musicals, Medieval Night, and other Upper School events. In the winter months, Upper School students have the opportunity to participate in Ski Club or on-campus and around-the-town activities.

Health Forms and Medications

Annual physicals are required of all EFS students. There can be no exceptions to this requirement, as this enables us to ensure each child's safety in our care. Students can only participate in an EFS sport or Physical Education class with a physical completed within the past twelve months on file with the school.

All students attending public or private schools in New York State must be appropriately immunized unless the child has a valid medical exemption with supporting documentation. A current vaccination record must be provided for all EFS students. Medical exemptions from vaccination must be updated annually.

Medications, including over-the-counter, may only be dispensed during the school day with a written parent/guardian request and a valid order from a physician, physician's assistant, nurse practitioner, or dentist. We ask that you anticipate your child's need for inhalers, ADHD medicine, over-the-counter analgesics, etc., at the time of your child's physical. The physician can provide these written orders on our EFS Health Appraisal Form, which is also attached. Your signature at the bottom of the appraisal form will signify your agreement with the dispensation of these medications in school. We ask that an adult bring any prescription medications your child requires in an original pharmacy container.

Lunch Policy

Lunch period is to be a relaxed and informal time for great food and conversation. Good manners and appropriate behavior are expected from each and every student. Children are expected to:

- Proceed to and from the dining room in an orderly fashion.
- Be polite
- Clean up
- After returning trays, return to tables and sit until the class is ready to be dismissed. Children will be dismissed by table when they are in order.

Elmwood Franklin School continues to provide a daily snack and lunch. Parents/guardians 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 are available to all students, faculty, and staff.

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/guardians 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, and labeled with the student's last name.
- 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.
- **ABSOLUTELY NO** soda, candy, glass containers, metal cans, toothpicks or skewers are allowed.
- Please try to use reusable containers and mark them clearly with the student's last name.
- Due to many children and adults with severe nut allergies, no food made with **PEANUTS OR TREE NUTS** (almonds, cashews, walnuts, etc.) should be brought to school, including nut butter sandwiches, granola with nuts, or hummus.

Appropriate lunch seating arrangements will be made to ensure the safety of all students. Other guidelines may be added as needed throughout the year.

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/guardians and our food service provider 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/guardians as to what allergies exist in their grade and request that parents/guardians bear this in mind when organizing events outside of school, such as birthday parties.
- Homeroom teachers and Upper School advisors will request parents/guardians 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 (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/guardians provide the school with an action plan that is completed by the child's physician and parents/guardians. 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 arts and crafts supplies or toys, may include food allergens, such as wheat, milk, or seeds. Faculty will refer to the "Children with Known Allergies" list during the 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/guardians 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

Birthdays

Birthdays are celebrated in a 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/guardians NOT to bring 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/guardians 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/guardians 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.

Parties

Classroom Parties

Please be guided by the following:

- General class parties should be limited to major event days.
- At all parties, decorations should be minimal (restricted to the children's artwork, for example), refreshments simple and inexpensive (established by the common sense of the teacher), and no presents should be exchanged.

Parties at Home

Under no circumstances should invitations to a party be delivered at school unless all are invited. If it is a limited party, discussion of it should also be limited. No presents should be brought to school.

Section 5: Student Homework and Grading

Homework

Homework should be assigned purposefully. It should reinforce skills learned, practice skills developed in class, or introduce new material that will be used in class. Homework also plays an extremely important part in the development of a child's learning and sense of responsibility. Homework assignments are made regularly. **Teachers certainly may omit weekend assignments up through sixth grade.** During religious holidays and nights when school functions occur, **no homework should be given.** Otherwise, assignments should be made nightly. Length should be appropriate for age, grade level, and time of year.

<u>Grade</u>	<u>Time To Spend On Work Nightly</u>
Last term of Prep II	10 - 15 minutes
First Grade	15 - 20 minutes
Second Grade	20 minutes
Third Grade	30 minutes
Fourth Grade	Approximately one hour
Fifth through Eighth Grades	One to one and a half hours (15 - 20 minutes per subject)

Parents/guardians should be reminded to heed the following:

- Regularly schedule a daily time for the sole purpose of completing assignments. If time is not wasted, assignments are usually not excessive.
- Provide suitable study conditions - desk, supplies, proper light, reference books, etc.
- Take an active interest in what is being done but refuse to do the work.
- Discourage telephone calls for the student during this time and limit screen time.
- Monitor the use of technology during homework to ensure students are on task.
- Provide time for leisure reading.

Homework Lab (Grades 1-8)

Homework Lab is a quiet place for students to do homework under the supervision of a teacher from 3:30-4:30 p.m. as part of our Horizons afterschool program. There is no additional fee for this program for families registered for the Horizons afterschool program. Drop-in rates for the Homework Lab are \$15.00 per day. Please note that this is not a tutoring session.

Universal Study Hall

In the Upper School, study halls allow students to do homework, prepare for assessments, and read quietly. To ensure all students have this opportunity:

- Students should work independently unless the study hall teacher gives permission to work in groups.
- Any work done in groups should be done quietly to avoid disturbing other students.
- Students may use the lavatories one at a time with the teacher's permission.

- Students may use their Universal Study Hall time to meet with faculty for extra help. Students should let their advisor know who they will be meeting with prior to leaving their assigned study hall if they are traveling to a different classroom.
- Students may not use any personal electronic devices and may only use their school iPads for academic purposes.
- Study halls should be quiet and productive. If students have completed all homework, they may read quietly. Please do not bring games and cards.

Report Cards and Conferences

The academic year is divided into three trimesters. Report cards will be available to parents and guardians through the EFS Online Portal in December, March, and June. Upper School reports incorporate achievement, effort, and citizenship grades for most subjects. Lower School reports focus on personal development and academic skills.

Parent/guardian and teacher conferences are held in the fall and winter. At each conference, parents and guardians will have the opportunity to discuss their child’s progress with the teacher(s) and address any questions or concerns. Parents and guardians may also request a conference with a teacher at any time during the school year.

Grading

Prep and Lower School:

Explanation of Evaluation

- EE** Exceeds Expectations
- ME** Meets Expectations
- AE** Approaches Expectations
- NM** Does Not Meet Expectations
- NE** Not Evaluated

Number Grades: Third and Fourth Grade

- 90-100 Excellent
- 80-89 Very Good
- 70-79 Good
- 60-69 Passing, Needs Improvement
- Below 60 Not meeting grade level expectations
- NE Not evaluated at this time

Upper School:

Grading and Reporting

The grades are to reflect the child's academic performance as measured against the school's expectations for the particular class or grade in question.

97 - 100 A+	70 - 72 C-
93 - 96 A	67 - 69 D+
90 - 92 A-	63 - 66 D
87 - 89 B+	60 - 62 D-
83 - 86 B	Under 60 = F
80 - 82 B-	Not Graded = NG
77 - 79 C+	Incomplete = INC
73 - 76 C	

Report cards are issued at the end of each trimester. Final exams given at the end of the third trimester are weighted 5% of the final grade for students in grades 5 and 6 and 10% in grades 7 and 8.

Effort Grades

E = EXCEPTIONAL

The student goes above and beyond the expectations of the classroom to maximize their academic potential.

C = CONSISTENT

The student puts forth consistent effort to reach their academic potential.

I = INCONSISTENT

The student often puts forth the necessary effort to reach their academic potential but does not always do so on a consistent basis.

U = UNSATISFACTORY

The student is not putting forth the effort necessary, or not doing so often enough, to reach their academic potential.

Citizenship Guidelines

We hold our students to a high standard for citizenship at Elmwood Franklin and feel it is appropriate to expect our students to be consistently courteous and respectful of everyone in our community.

ME = Meeting Expectations

A student who is consistently courteous and respectful of everyone in our community.

E = Exceeding Expectations

A student who goes above and beyond being courteous and respectful of everyone in our community and contributes to our community in an exemplary fashion.

NM = Not Meeting Expectations

A student who is working toward being courteous and respectful of everyone in our community but is not yet there. Students who receive this mark should also be given specific feedback on how they can improve their citizenship in their comments.

Student Academic Progress Committee

The Student Academic Progress Committee ensures that every student in the Upper School is working to their potential, identifies students who are struggling academically or not meeting the academic expectations of the school, and puts in place the appropriate academic assistance to support students who are not working to potential.

Academic and Citizenship Support

In order to support Upper School students who are experiencing difficulty meeting our standards for citizenship and academic achievement, we have an Academic and Citizenship Support program to monitor student progress, communicate concerns and trends, and provide the necessary support to help our students reach their potential.

Academic

When a student has two or more missing assignments, it will result in the student being placed in the Academic Support program. This program lasts for one week for fifth and sixth graders and two weeks for seventh and eighth grade students. During their time in the program, students will meet with their advisors to uncover the source of the problem and determine what is needed to rectify this issue. They will use recess time to make up missing assignments and have access to preferential seating during Universal Study Hall for increased supervision to ensure they stay on track and not fall behind again for the entirety of their time in the program. Students who are missing assignments due to absence from school will be given a grace period to complete and submit missing work before being placed in academic support.

Citizenship

Misconduct in school will result in the completion of a Citizenship Support Form by the teacher and student, which will detail the nature of the incident and any follow-up actions or

consequences as a result of the misconduct. A copy of the form will be sent to the student's parents/guardians and advisor upon completion. This form will not be a part of the student's permanent record.

Honor Roll

The Upper School Honor Roll recognizes students for their outstanding academic achievement and good character. Students who achieve distinguished academic standing will be placed on the Honor Roll or High Honor Roll for the subsequent academic term. To be placed on the Honor Roll, students must maintain an average of 90 or higher, with no grade in any class lower than an 80 and no citizenship grade below Meeting Expectations. To achieve High Honor Roll status, students must earn a 93 or above average, with no grade in any class below an 80, and no citizenship grade below Meeting Expectations. Averages are calculated using all classes in which a student is enrolled.

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 90 average. 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.