

Quick Start Guide to All Things FSA

In today's world we are all overwhelmed by the volumes of information coming at us through countless communication channels. We want to make your experience at The Friends School of Atlanta (FSA) as satisfying as possible, so we have created this "quick start guide" to point out where you can find the information you need to be fully engaged with your child's education and the FSA community.

We suggest you consult the following resources on an ongoing basis:

- The Parent Handbook, found on your NetClassroom account page and the website under publications, is organized to be user friendly and contains comprehensive information about the life and traditions of FSA. Whether you are new or returning to FSA, all families are asked to read the handbook at the beginning of the year.
- Always read the *Late Quaking News* (LQN), the email newsletter that comes out every Monday and includes upcoming dates to remember along with important news items about upcoming events, calls for volunteers and the life of the school.
- Also always, read the emailed *Announcement Sheet*, which is used to disseminate time-sensitive information that can't wait for the next LQN.
- Teachers communicate with the families of elementary students using a folder that goes home every night, which we call "kidmail." Kidmail is a two-way system. Teachers can send home assignments, artwork, class newsletters and other communications via the kidmail folder. Parents can send notes to teachers, signed forms, etc. back to school in the same kidmail folder.
- We direct middle school families to their personal Net Classroom pages to get information about classes and homework assignments as well as a Student Directory. Parents and students receive login information as school opens. Middle school students also keep a planner for their assignments, which helps them cultivate the habit of being independently responsible for their work.
- FSA's website also has in-depth information on our Quaker foundation and values, a Curriculum Guide for each grade level and calendars for school events, among other resources.

- At the end of the year, two emailed mailings, one in May and one in June, provide important information regarding elementary summer reading lists, forms needed and activities you can anticipate to be ready for the next school year. Please look for those mailings and fill out all requested forms, etc.
- If you are on social media, be sure to “like” Friends School of Atlanta on Facebook and follow us @FSAatl on Twitter as well as on Instagram. We post/tweet lots of photos and other news of the school via social media.

Who to Ask for Specific Questions

The following chart is meant as an overview regarding who at the school you should contact for specific information or concerns. For most issues, the classroom teachers (homeroom teachers in middle school) should be able to address your questions, suggestions or concerns. For other matters, please check the chart below. If, after speaking to the person(s) listed below, you feel that your concern has not been adequately addressed, you should direct your questions to the Elementary School Head, Middle School Head or Head of School, as appropriate. Contact information for all FSA faculty and staff can be found on the website under FSA Community - Faculty and Staff.

Contact:	For matters relating to:
Family Engagement Coordinator (Front Desk) Anna Knipfer aknipfer@friendsschoolatlanta.org 404-373-8746 x8142	<ul style="list-style-type: none"> ● Getting midday messages to someone at FSA ● Boxed lunch delivery ● Afterschool Clubs ● Questions about who to contact ● Medical/Clinic ● Parent volunteer opportunities
Classroom Teachers Homeroom Teachers (Middle School) (See staff directory on FSA website under Community-Faculty and Staff)	<ul style="list-style-type: none"> ● Your child’s progress or special needs ● Other classroom issues ● Problems between children ● Class placement/returning students ● Homework
Registrar Carolyn Ball cball@friendsschoolatlanta.org 404-373-8746 x8117	<ul style="list-style-type: none"> ● NetClassroom login info ● Changes in email, phone and/or mailing address ● Changes in student info

	<ul style="list-style-type: none"> ● Student records
<p>School Counselor Rachel Wellborn rwellborn@friendsschoolatlanta.org 404-373-8746 x8134</p>	<ul style="list-style-type: none"> ● For 4th through 8th grade, child development issues and social/emotional health ● Questions about high school transition, school applications and <i>A Better Chance</i>
<p>Director of Advancement Nancy Bent nancy.bent@friendsschoolatlanta.org 404-373-8746 x8135</p>	<ul style="list-style-type: none"> ● Fundraising ● School communications ● Marketing ● Beloved Community Dialogue
<p>Director of Admissions Alvanita Negrón anegrón@friendsschoolatlanta.org 404-373-8746 x8132</p>	<ul style="list-style-type: none"> ● Admissions/Applications process ● Admissions Events ● Carpool possibilities
<p>Director of Afterschool Programs Jerry Sweeney jsweeney@friendsschoolatlanta.org 404-373-8746 x8129</p>	<ul style="list-style-type: none"> ● Afterschool care ● Afterschool arrangements ● Childcare signup for school events
<p>Aftercare Staff cell: 404-957-1523</p>	<ul style="list-style-type: none"> ● Communication with school after 3:00pm
<p>Director of Building and Grounds Chris Micallef cmicallef@friendsschoolatlanta.org 404-373-8746 x8131</p>	<ul style="list-style-type: none"> ● Anything pertaining to facilities: safety, maintenance, operations, etc.
<p>Director of Finance Elsie Santway elsie.santway@friendsschoolatlanta.org 404-373-8746 x8140</p>	<ul style="list-style-type: none"> ● Financial matters/billing and records ● Financial aid ● Enrollment contracts ● Human resources ● Purchase approvals ● Expense reimbursements ● Facility rentals ● Scheduling building use
<p>Director of Technology Laurie Marion lm Marion@friendsschoolatlanta.org 404-373-8746 x8118</p>	<ul style="list-style-type: none"> ● Anything to do with FSA computers, printers or other technology (except copiers) ● FSA network ● Faculty/staff Google password reset

	<ul style="list-style-type: none"> ● Technology use ● Donating electronic equipment to FSA
<p>Education Heads Michelle Cullen (Elementary School) mcullen@friendsschoolatlanta.org 404-373-8746 x8138 Laura James (Middle School) ljames@friendsschoolatlanta.org 404-373-8746 x8133</p>	<ul style="list-style-type: none"> ● Approval for written notices to be sent home ● Maker Faire (Elementary School Head) ● Visiting artists or speakers ● ITBS ● Scheduling rooms for tutors ● Other general Elementary or Middle School concerns
<p>FSPATA Co-Clerks Fatimah Hinds fhinds@friendsschoolatlanta.org 678-478-3218 Amanda Martinez amandayp@yahoo.com 404-769-0641</p>	<ul style="list-style-type: none"> ● Parent concerns for the Board of Trustees ● Parent leadership opportunities ● General questions about how things work and who to ask at FSA
<p>FSPATA Fall Festival Co-Clerks Logan Ritchie logan_ritchie@hotmail.com 617-797-1628 Laura Franzke laura_franzke@hotmail.com 404-556-1017</p>	<ul style="list-style-type: none"> ● Fall Fest information ● Fall Fest volunteering opportunities
<p>Auction Co-Clerks Erica Stevens stevensae4@gmail.com 678- 488-4290 Pamela Garland pamelamgarland@gmail.com 404-229-2153</p>	<ul style="list-style-type: none"> ● Volunteering for the Auction ● Donating to the Auction ● Attending the Auction
<p>Head of School Waman French</p>	<ul style="list-style-type: none"> ● School policies ● Admissions

<p>waman.french@friendsschoolatlanta.org 404-373-8746 x8136</p>	
<p>Learning Specialists Amanda Ashworth (Elementary School) aashworth@friendsschoolatlanta.org 404-373-8746 x8121 Kerrie Lynn (Middle School) klynn@friendsschoolatlanta.org 404-373-8746 x8151</p>	<ul style="list-style-type: none">● Information about learning needs and ways the school can meet those needs● Accommodations for standardized tests