



**VIRGINIA BEACH
FRIENDS SCHOOL**

Knowledge. Character. Community.

COMMUNITY HANDBOOK

Revised 9/2018

ABOUT VIRGINIA BEACH FRIENDS SCHOOL

MISSION

Virginia Beach Friends School aims to educate the whole child, developing strong academic intellect and personal character, through recognition of each child's individual light and living the Quaker testimonies of Simplicity, Peace, Integrity, Community, Equality, and Stewardship.

DIVERSITY STATEMENT

Virginia Beach Friends School is committed to maintaining an environment in which all people are respected and valued. To that end, discrimination in any form, such as that based on race, color, national origin, creed, religion, ethnicity, gender, gender identity, age, disability, sexual orientation, marital status, veteran status, or other legally-protected status will not be tolerated. The School actively strives to recognize, respect, and celebrate the differences and commonalities that shape the individual and collective identities of its members. As a member of the National Association of Independent Schools, VBFS admits qualified students regardless of race, color, national origin, creed, religion, ethnicity, gender, disability, and sexual orientation to all the rights, privileges, programs and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of any legally protected classification in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

SCHOOL PROFILE

Virginia Beach Friends School (VBFS or "Friends") is a Quaker co-educational independent day school serving students in Preschool through grade 12. Small by design, Friends continues a 350-year tradition of Quaker educational principles committed to an inquiry-based curriculum and experiential learning.

ACCREDITATION

Virginia Beach Friends School is accredited by the Virginia Association of Independent Schools (VAIS). It is a member of numerous national and regional associations including the National Association of Independent Schools (NAIS), and Friends Council on Education (FCE).

HISTORY

Virginia Beach Friends School was started in 1955 by Louise and Bob Wilson, both Quakers from North Carolina who were also instrumental in starting the Virginia Beach Friends Meeting in 1954. In her book, [A View from My Window](#), Louise Wilson outlines the history of the Meeting and school and how she and several fellow young Quakers and friends,

notably Jane Waller, did everything, from driving the school bus to making the lunches during the school's early months. The school continues to maintain a strong relationship with the Virginia Beach Friends Meeting along with members of the Meeting serving on the School Committee.

QUAKER HERITAGE

Quakerism began in England in the 1600s among people who were seeking a direct connection with God and religious community based on equality rather than hierarchy. Today, Quakerism continues to thrive in small but strong communities around the nation and the world, including people of Christian and non-Christian backgrounds. Quakers- also known as Friends, or members of the Religious Society of Friends- believe in the innate dignity or worth of every person, often referred to as their Inner Light, and in values such as community, non-violence, integrity, and respect for all persons. At the core of Quakers' spiritual practice is Meeting for Worship, an extended period of shared silence and reflection, that offers the opportunity for individuals to center themselves, to connect with the Inner Light, and possibly to share a heartfelt message thought to be important for the community. Quaker education strives to be socially responsible. Peace and war, racism and brotherhood, ignorance and poverty, injustice and law, violence and nonviolence – all these are both subjects for study and issues for commitment for students as they seek to become effective citizens. Because Friends believe that faith requires action in the world, VBFS emphasizes the development of a caring community, peaceful resolution of conflict, and service to others. For two centuries these core beliefs and practices have formed the foundation of Quaker educational philosophy and have made Friends schools leaders in providing excellent and innovative education.

Quaker (or Friends') schools exist all over the country and the world and can differ greatly from each other in format and style. There are boarding, single-sex, college preparatory high schools as well as co-ed one-room-schoolhouse style elementary schools. While each Friends school is unique, there are some commonalities. Most Quaker schools are independent schools under the care of a "Friends Meeting" (Quaker Church). VBFS is under the care of Virginia Beach Meeting, who's Meetinghouse is located at the front of the School's campus. Members of the meeting serve on various committees of the School and function as an external support for our institution. Like all Quaker Schools, we too believe every person has an Inner Light, and through classes, Meeting for Worship, and our diverse school community we encourage every child to let their Light shine brightly. We teach students to treat one another with kindness and respect. We foster the daily practices of learning, reflection, service, and care for our school and world. And we welcome children from all faiths or no faith tradition, seeking to nurture them on their spiritual journey. Although the vast majority of students at the nation's Friends schools are not Quaker, the values and practices of Friends remain an essential part of Quaker schools. Families choose VBFS because of its history based in its Quaker heritage of providing

students with a supportive educational environment that nurtures their individuality and gifts and provides a community for all its members.

COMMUNITY

115+ students, 20 faculty, a 10-person staff, and many parents and family members comprise the Virginia Beach Friends School community. VBFS is made up of three unified divisions geared to the developmental abilities of its students (Lower, Middle and Upper Schools). VBFS fosters a spirit of sensitivity to, respect for, and celebration of all people. Students, faculty, staff and administration take care to recognize and affirm the talents and abilities of the members of the community. VBFS nurtures the uniqueness of each individual and engages all constituents in the collaborative process of fostering students' growth and supporting their aspirations. The School promotes self-discovery, learning for its own sake, resourcefulness, and compassion.

GOVERNANCE AND ORGANIZATION

Virginia Beach Friends School is governed by a Board of Trustees, or "School Committee," whose job it is to secure the future of the School. The Board does so by setting basic policies, hiring and supporting the Head of School, undertaking strategic planning, evaluating the performance of the School, and leading in financial support of the School. The Board entrusts the daily operations of the School to the Head of School, who supervises all programs and personnel and is the final arbiter of any disputes that may arise, including those involving parent issues or student disciplinary actions. The Board does not sit in review of administrative decisions.

EDUCATIONAL PHILOSOPHY

Quaker education is globally recognized for academic excellence. The VBFS curriculum (like all Quaker schools) is guided by the Quaker testimonies of Simplicity, Peace, Integrity, Community, Equality, and Stewardship (S.P.I.C.E.S). These testimonies are the foundation blocks for creating lifelong learners in the 21st Century. The Quaker pedagogy translates to classrooms that are student centered and inquiry driven. For example the English teacher uses the socratic method to discuss a text and ensure all voices are heard, or the science teacher who ensures each student has an extended lab period to have a hands on experience of research and discovery. Friends' values combined with a rigorous curriculum that in scope and sequence far exceeds the Common Core, allows Friends' graduates to be academically prepared for higher education, but more importantly, Friends' students are taught from little on up what it means to be kind people. Friends students immerse themselves in a warm and engaging community that inspires authentic inquiry, serious scholarship, and deep reflection. Our small class sizes and individualized instruction ultimately enable each student to

grow academically but also to develop his or her own sense of independence.

DEVELOPMENT

ANNUAL FUND: The Friends School Annual Fund supports faculty salaries, learning materials, financial aid, and campus maintenance. This Annual Giving Campaign, commencing each Fall, is the cornerstone of the school's fundraising efforts. The annual cost of educating a Friends School student exceeds the tuition. Investment income, along with proceeds from the Annual Giving Campaign and other fundraising events, combine each year to make up the difference between tuition/fee income and the actual costs of a Friends School education. Tax-deductible gifts from parents, alumni, grandparents, alumni parents, foundations, and corporations supplement tuition dollars. **Each family is asked to contribute to the fund as they are able and inspired to do so. The school seeks 100% participation from current parents.**

VOLUNTEERS: Friends School is always interested in having parents become involved in the school. Volunteer support is encouraged since it helps reduce the operating costs of the school, bonds the family and the school, and assures that parental input will keep the school sensitive to its families. Parents interested in volunteer work should contact the school, who will determine various needs to be filled.

FRIENDS SCHOOL PARENT ASSOCIATION (FSPA): The Friends School Parents Association (FSPA) exists to build a strong sense of community and connect parents, faculty/staff, and external supporters to positively impact our students.

The FSPA is involved in several activities including:

- Special Events
- Faculty Support and Recognition
- Fundraising
- Community Service

Members of FSPA include parents, grandparents, alumni, teachers, members of the Virginia Beach Friends Meeting, and anyone in the larger community interested in contributing to the mission of the association.

DAILY SCHOOL LIFE

SCHEDULE: The School office opens at 7:45 am. The academic day concludes at 3:00 pm. The main office is staffed until 4:00 pm. Extended day staff is on campus until 6:00 pm.

Early Childhood: 8:00 am to noon (half day) and 8:00 am to 3:00 pm (full day)
Lower/Middle/Upper School: 8:00 am to 3:00 pm (students may arrive at 7:45 am)

Early Arrival begins each day at 7:00 am
Late Pick-up is offered each day until 6:00 pm

MORNING DROP-OFF:

- We encourage all families to utilize curbside drop-off and pick-up throughout the school year.
- Parents of Friends' youngest students (ages 3 and 4) may park and walk their children in each morning. Please park on the western side of the circle and walk children to their classes.
- At any time, if a parent feels the need to park and walk a child into school, please do so.

AFTERNOON DISMISSAL: Our students' safety is our primary concern, and we ask that everyone adhere to the following guidelines.

- All parents are encouraged to utilize curbside pick-up.
- All adults should pick students up by entering the Laskin Road entrance to the School.
- Adults picking students up may begin to arrive by 2:45 pm daily.
- All students will be dismissed starting at 3:00 pm. VBFS faculty will call students by name to the front of the school via walkie talkie to waiting cars. Students who are of driving age and who have driven to school will be dismissed at this time.
- Parents electing to park and walk-in to pick their child up may do so. Please exercise caution when crossing the parking lot.
- Do not block the area near the faculty parking lot or the handicapped parking area.
- Do not double park on the circle or park in the fire lanes, designated by unbroken double lines.
- Parking is limited to the area in front of the Meeting House, along the fence or under the pine trees on the west side of the driveway.
- Children are not permitted to cross the driveway unless accompanied by an adult.
- After 3:15 p.m., students who have not been picked up **must** be picked up in either the Main Office or the Library where they will be waiting.

RECESS: Lower School and Early Childhood will have 2 recesses a day. We recognize the importance of unstructured outdoor play and will seek to get the students outside as often as possible, which will be most days. Please be sure your child has weather appropriate gear for sun, rain, and snow. All children will be expected to wear a coat for outdoor recess when the temperature is below 40 degrees.

ATTENDANCE & ABSENCES: The single most important factor in ensuring academic success is prompt and regular attendance. For this reason, absences from school for any reason are discouraged. The Office Manager, advisor, and class teacher keeps attendance records for each student. Parents may be asked to provide medical documentation for absences. In some cases, students may be placed on probation and/or may forfeit privileges due to excessive absences or tardiness.

The school is aware that in extreme cases family commitments do not fit into school breaks. The occasional special trip is understandable. However, week-long ski trips, cruises, etc. during the regular school schedule or extending regular school vacations are highly disruptive to the planned curriculum. Absences that occur as a result of this type of vacation will likely be considered unexcused. **Only the Head of School or designee can determine whether an absence or a tardy is excused or unexcused.**

ABSENCES AND TARDIES FOR MIDDLE AND UPPER SCHOOL: Parents must notify the school office if a child will be absent. All class work and tests must be made up within a week of the absence. To make up missed work, MS Students have one additional day for each day they were absent. Since some courses have specific deadlines, students should consult each teacher's syllabus regarding missed work. Parents need to arrange for student work to be picked up during an extended absence.

Upper and Middle School Students are subject to the following policies:

- Students who are absent more than 20% of classes in a semester will be lowered one academic grade. Subsequent absences beyond 20% can see further grade reduction or loss of full credit.
- Parents may file a waiver with the Head of School or designee for extenuating circumstances; classroom

teachers may not excuse excessive absences without an approved waiver on file.

- Students are expected to arrive for class on time. Students who are more than one minute late for class will be marked tardy. Three unexcused tardies equals one unexcused absence.
- Students who are asked to leave a class because of inappropriate behavior will be referred for an unexcused absence.

With regard to lateness to class and unexcused absences, three unexcused tardies to class and one unexcused absences will lead to a Disciplinary Study Period (DSP). DSP will be served after school on Wednesdays from 3:15 to 4:00 in the VBFS library.

ARRIVING LATE OR LEAVING DURING THE SCHOOL DAY: Any student who arrives at school after the normal starting time must check into the Main Office upon arrival. Any student who needs to leave school for an appointment during the school day must inform their advisor of the appointment first thing in the morning. Parents must send a note and call the Main Office informing the school of the student's appointment. The student must then inform the main office of their departure by signing out in the Main Office prior to leaving for the appointment. Parents/guardians of Lower School students must sign the student in/out in the main office.

Upper School students who drive themselves must also sign in and out in the Main Office if they arrive late or leave early.

Seniors may leave campus during their free period or lunch if they have turned in a signed permission slip from their parents. When doing this they must sign in and out at the school office, and return on time for their next scheduled class or they will be marked tardy.

VISITORS: All visitors must sign in at the Main Office and obtain a visitor pass.

HEALTH & EMERGENCY PROCEDURES: Families are required to file a Student Information Form with the school, giving telephone numbers where a parent can be reached and providing authorization for emergency medical treatment as well as the names of doctors and hospitals preferred and insurance carried. These forms need to be updated each year.

MEDICATION & PRESCRIPTION DRUGS: The administering of medication, whether prescription or over-the-counter, requires written authorization. The form is available in the main office. Students are to come to the office at the prescribed times to take the medication.

ACCIDENTS: First Aid supplies for minor injuries are available at the school. In the event of serious injury to a student, either the teacher or the office staff will notify the parents immediately, and 911 may be called if necessary. Families are reminded of the importance of carrying adequate medical coverage. The school does not carry health or accident coverage for students.

LOST AND FOUND: The Lost and Found is located in the main office. Articles not claimed will be donated. Students are strongly encouraged to put their names on their clothing, lunch boxes, etc. for easy identification and return.

FIELD TRIPS: All classes are encouraged to take field trips that enhance student learning and enrich classroom experiences. The school will provide or arrange transportation on all field trips. Students are not allowed to drive their own cars. When traveling in a school vehicle, please observe these guidelines:

- Food and drinks are not allowed in the van or bus.
- Law requires all passengers must wear a seatbelt on the 14 seat bus.
- Please use quiet voices at all times.

- Students are responsible for leaving the van or bus clean, neat, and ready for the next group.

Students are representing Virginia Beach Friends School whenever they are on a field trip. Their behavior is expected to reflect positively on VBFS at all times. Teachers will advise students of dress requirements prior to the trip.

It is policy that anyone – faculty or parent – driving students to or from a school-sponsored activity must have a valid driver's license and proof of insurance on file in the business office. Smoking is not permitted. It is also school policy and state law that seat belts be used at all times by all passengers, and no Early or Lower School students should ride in seats with airbags.

TEXTBOOKS: Students are not required to purchase textbooks. All textbooks will be distributed and collected by classroom teachers in the Lower, Middle, and Upper Schools. Textbooks and CDs and school devices are the property of Friends School and are to be used by students over several years. Middle and Upper School students **MUST** return their textbooks, CDs, devices and other books in good condition at the end of the year. If the books or devices have been lost or damaged, the student's family will be responsible for the cost of a new book or CD or device.

COUNSELOR: A counselor works with students, advisors, teachers, and parents to provide support in academic and personal matters. Anyone can self-refer or refer others to the counselor.

PERSONAL DEVICES: The academic day is designed to maximize student learning and community building. Upon arriving at VBFS, students should always be able to engage with other adults and classmates. To this end, all students upon arriving who are using a personal listening device should remove at least one earbud and acknowledge adults and classmates to show common courtesy. During the academic day, personal music, gaming or similar electronic devices are not to interfere with learning and community building objectives. However, the School understands that some students during free period and study hall use personal devices to help them better focus and/or listen to audio books. Personal devices are to be used in classrooms and supervised study hall with the permission of a teacher. If students bring any of these devices to school and abuse this privilege, the devices(s) will be confiscated and returned to the parent.

CELL PHONES: Cell phones are a part of daily life. VBFS encourages responsible use of mobile devices for all students, regardless of age.

- Use of cell phones, including texting, is frowned upon during the academic day. Students should only do so in case of emergency. Students found texting or using cell phones during class without teacher permission will have his/her device confiscated.
- Any cell phone brought to school must be switched off or be placed on silent mode during class and community times.
- Lower and Middle School students may not have cell phones out during the academic day. Any Lower/Middle School student found to be using their cell phone during the day will be given a warning and told to put the device in their backpack or cubbie. If a student is given a second warning, the cell phone will be confiscated by the teacher.
- Upper School students may carry cell phones on their person.
- Cell phone use during class time is strictly prohibited without permission of the instructor.
- Any Upper School student found to be using a cell phone for any reason during class will be warned once to put the device away. A second incident of cell phone use will see the phone being confiscated by the teacher.

Cell phone violations will result in the confiscation of the cell phone. It will be held in the School Office to be picked up at the end of the day from the Head of School or Assistant Head of School.

School Communications:

Website-General information about our school and a calendar of school activities is available on the School's website.

Jupiter Grades- Grades, attendance, and student contact information can be found on Jupiter. It provides a valuable link between the school and family and can be used to contact teachers. Please ensure you have a password to access the system.

PHONE MESSAGES: To reach a teaching faculty member during the school day, please call the main office and the office manager will relay the message to the teacher. Non-teaching employees have a voice mail extension that is listed in the school directory. Employees are expected to return phone calls by the end of the next business day.

EMAIL: All employees have a school email account and are required to check it regularly. Email is an excellent way to communicate with teachers as class schedules rarely allow for teachers to return calls during the school day. Employees are expected to return email messages by the end of the next business day.

SCHOOL CLOSINGS: Should it be necessary to close school for the day or have a delayed opening due to inclement weather, announcements will be made on WTKR TV 3, WAVY TV 10, WVEC TV 13, Facebook and the School Website. You should also be notified by the automated telephone system. The school will use the contact numbers provided on the Student Information form submitted by parents; promptly notify school of a change in your phone number. In all cases of inclement weather, parents should assess road conditions in their own areas to determine if it is safe to drive.

RE-ENROLLMENT: Student contracts are awarded on an annual basis. A contract may be withheld due to academic or citizenship probation or if financial accounts are not current. Additionally, the school reserves the right to suspend students from school if the account is in arrears 90 days or more. For a contract to be considered accepted, it must be signed with an accompanying tuition payment plan (ie: FACTS), tuition fees (if applicable), and the enrollment deposit. Students will not be offered a contract for the next school year until all account balances have been paid.

TUITION ASSISTANCE: Need-based financial aid is available for all prospective and returning Virginia Beach Friends School families who apply, on a first-come, first-served basis. Applications for aid along with tax returns are to be submitted to FACTS Grant and Aid Assessment. However, the process cannot be completed until a signed contract is returned along with the deposit to Friends School. Please contact the Admissions Office for more information.

PARENTAL COVENANT

Virginia Beach Friends School believes that a positive and constructive partnership between the school and a student's parents or guardian is essential to the fulfillment of the School's mission. For this reason, Friends School reserves the right not to continue enrollment or not to re-enroll a student if, in the sole opinion of the school administration, the actions of the parent or guardian make such a positive, constructive relationship impossible or otherwise interferes with the school's accomplishment of its educational purposes.

INFORMATION FOR THE FAMILIES OF EARLY AND LOWER SCHOOL STUDENTS

EXTENDED DAY: The Before Care program for Early and Lower School students begins at 7:00 a.m. and ends at 8:00 a.m. Students meet with the Extended Care Specialist in the Fox Building (Early/Lower School Building). If the Early School playground is being utilized, the location may change to the Wilson Center during inclement weather. **Parents are required to sign-in all students who join the Early Arrivals program.**

The Late Departures program begins each afternoon between 3:00-3:15. and ends at 6:00 p.m. In good weather, Late Departures may play on front and back playgrounds. If the weather is inclement, Late Departures will be held indoors.

Children who are not picked up by 3:15 p.m. will be sent to Late Departures, and parents will be charged the late departure fee for that time. **ALL students must be signed out by a parent or guardian when leaving Late Departures. Late Pick-Up: Parents will be charged \$1.00 per minute after 6:00 p.m.**

EXTENDED DAY MIDDLE AND UPPER: Middle School students who are not picked up (or in an after-school program) by 3:15 p.m. will be sent to late departures and parents will be charged . Upper School students are expected to leave or be picked up by 3:15 p.m. unless in a school-supervised activity. Friends School is not responsible for any Upper School students who remain on campus unsupervised or who leave campus and return. These students must report to the gym and will need their parent or guardian to sign them out, and they will be charged the late departure fee for that time. **The safety of our students is of primary concern. ALL students must be signed out by a parent or guardian when leaving Late Departures. Late Pick-Up: Parents will be charged \$1.00 per minute after 6:00 p.m.**

SNACK and LUNCH FOR LOWER SCHOOL:

All VBFS students bring their own snack and lunch and eat at the picnic tables on the playground or in the classrooms when weather does not permit eating outside. Nutritious snacks are requested and may include fruits, vegetables, crackers, cheese, popcorn, nuts, and yogurt. PLEASE, no sodas or candy for snacks or lunches. Depending on the students in a class there may be some restrictions placed on what foods can be brought to school.

LUNCH FOR MIDDLE AND UPPER SCHOOL

Middle School students must sit quietly and eat for the first 15 minutes of the lunch period. All Middle School students will then be dismissed by the teacher on Lunch Duty for a break outside or in a classroom during inclement weather. All students are responsible for cleaning up their lunch trash and washing the tables. Students bring their own lunches. No Middle School students may leave school at lunch. Microwaves are available in most of the classrooms. Food is not permitted during class time unless otherwise permitted by the classroom teacher.

Upper School students may eat in any Upper School classroom, other than Science, or outdoors at a picnic table. On nice days, students are encouraged to eat outdoors. Picnic tables are available to students in an area adjacent to the Main Building and are designated for Upper School students only. All students are responsible for cleaning up their lunch trash and washing the tables. Food is not permitted during class time, unless permission is given by the instructor.

Seniors will be allowed to walk off campus at lunchtime with a permission form signed by their parent or guardian and the approval of the Head of School or designee. All seniors leaving campus for lunch must adhere to the following guidelines:

- Students are permitted to walk only; they may not use cars to leave campus.
- Students must sign out and back in with the office.
- If you return late:
 - First time: warning
 - Second time: lose the privilege for a week
 - Third time: lose the privilege for two weeks
 - More than three tardies: the privilege will be revoked for the remainder of the quarter

Observing Religious Holidays

We want to support the spiritual development of all our students and recognize that observation of religious holidays may come in conflict with our school calendar. Any student who wants to observe a religious holiday and is unable to attend classes, practices, complete homework, or participate in an assessment on a particular day with written permission from a parent or guardian will be excused from any such requirement. The student will be provided an opportunity to make up such requirement within a reasonable timeline as established by the school without any

punitive effect. Since religious holidays are known in advance, we ask that students participate in the school's systems for alerting the teachers and coaches well in advance of the absence. We are committed to an environment where students are not penalized and do not suffer any adverse effects because of their religious beliefs or practices.

STUDENT DISCIPLINE

GUIDING PRINCIPLES

VBFS has a commitment to ensure the safety of all students to live and learn in a healthy environment. Therefore, it is the policy of the school to hold each student responsible for the conduct of his/her own behavior. The discipline system used at VBFS is based on restorative practices and has been developed to aid students in recognizing the necessity for controlling both their emotions and their behaviors, as well as for learning what is and what is not acceptable behavior. This outline is only intended to provide a general guideline for student discipline. Since each incident presents a unique set of circumstances, VBFS has the discretion to determine the ultimate level of discipline for each incident regardless of this general outline. However, the School intends for these guidelines to be followed to the extent practicable.

DISCIPLINE PROCEDURES

It is the expectation of VBFS that all students, regardless of age, will comport themselves using the Quaker testimonies of simplicity, peace, integrity, community, equality, and stewardship as their guiding principles. To this regard, failure of a student to do so may lead to a disciplinary consequences ranging from a conversation with a teacher or administrator to dismissal.

Discipline issues in the **Early and Lower School** will be managed by the classroom teacher and parents on a case-by-case basis. The Head of School or designee will intervene in cases of repeated problems. The main objective of the Early and Lower School discipline policy is to assist students in making positive behavioral choices. Established consequences will help students develop responsible citizenship. The progression of consequences may be overridden at any time by the severity of the behavior. Behavioral records will be reviewed at parent/teacher conferences.

In general, **Early and Lower School** students respond favorably to classroom reminders in the event of unacceptable behavior. The following courses of action are designed for students who need additional objective disciplinary guidelines and will be applied on a progressive basis.

- The student will work with the teacher/counselor to set and write goals.
- Parents must review and sign goals.
- Student's failure to improve behavior may result in parent/teacher conference.
- Student's failure to improve behavior may result in disciplinary consequences that are in line with the student's offense.
 - Student's continued failure to improve will result in parent conference with Head of School. Based on this conference, other expectations may be implemented to ensure a student's success at VBFS (i.e. counseling, outside professional evaluation, etc.)
 - Student's continued failure to improve behavior may result in a separation from the school and ultimate dismissal.

Middle and Upper School

Discipline issues for **Middle and Upper School** are first dealt with by the classroom teacher. If a student does not respond to the direction of his/her classroom teacher, the teacher will involve an administrator.

Behavior violations for Middle and Upper School students have a wide range. Depending on the age of the student and the severity of the discipline infraction, disciplinary consequences range from minor infractions to major infractions.

Every disciplinary situation is dealt with on a case by case basis addressing the situation at hand considering the age of the student involved along with any past disciplinary history the student may or may not have. All disciplinary decisions and ultimate consequences are made with students' best interests at heart with the ultimate goal that sees students growing from the experience.

Minor Infractions

- Ignoring or disobeying classroom expectations set by teachers- use of cell phone, eating in class when told not to, chewing gum, etc
- Inappropriate hallway behavior- too noisy, disrespectful language
- Classroom disruption
- Late to class (more than five minutes)
- Unexcused absence
- Unexcused presence (loitering on campus/not reporting to the appropriate extended day facilitator)

With regard to lateness to class and unexcused absences. Three unexcused tardies to class and one unexcused absences will lead to a Disciplinary Study Period (DSP). DSP will be served after school on Wednesdays from 3:15 to 4:00 in the VBFS library.

Some behavior violations are more severe: theft; academic dishonesty; fighting; being under the influence of or possessing alcohol, tobacco, or illegal drugs or associated paraphernalia during the academic day (whether on or off campus) or at a school sponsored event; possession of a weapon or a replica of a weapon; harassment or verbal or electronic abusive behavior toward a teacher or student; or any conduct on or off campus that brings discredit to the school are examples, but are not an all-inclusive list. These types of infractions will be referred to the Head of School or designee. Appropriate consequences will be determined and may include suspension, limitation of campus privileges, expulsion, or other consequences.

Major Infractions

- Disrespectful behavior
- Academic dishonesty (including plagiarism, cheating on test, etc.)
- Dishonesty
- Misuse of technology
- Vandalism
- Leaving School grounds without permission
- Drug or Alcohol use while on VBFS grounds
- Theft
- Bullying or Harassing Behavior at VBFS or online outside of School hours
- Violence toward another student or adult on campus
- Egregious behavior not in line with Virginia Beach Friends School philosophy

Major infractions of the Community Handbook will see to students going before the VBFS Honor Council. A committee comprised of selected students and volunteer teachers who sit over and determine recommend disciplinary consequences to the Head of School.

Bullying Policy

Virginia Beach Friends School Social Cruelty Response Program – VBFS believes that every student has the right to learn in a supportive environment free from bullying.

To create a climate in which all students can be free from bullying, VBFS has the following procedures and protocols in place to address such issues.

If a student or parent feels an incident of bullying has occurred, or if you believe that your child is engaging in bullying behavior or being bullied...

First, please speak to your child's teacher promptly. At anytime, a student can confidentially speak to a teacher, the Asst. Head of School, or the Head of School about a perceived incident of bullying.

Second, a parent/student may fill out a Bullying Incident Form found in the VBFS Main Office. This will allow the school to fully investigate any accusations of bullying.

Last, after a full investigation by VBFS, the school will follow-up, as necessary, with all parties involved and written documentation will be mailed home summarizing the school's conclusions in relation to the investigation and allegations.

Outcomes. Virginia Beach Friends School's response to confirmed acts of bullying include a set of escalating consequences administered by the Assistant Head of School with collaboration from the classroom teacher shall include, but not be limited to: warnings and admonitions, reflective writing, parent notification and meetings, loss of school privileges, detention, in-school suspension, or out of school suspension.

A demonstrated pattern of bullying will lead to a meeting with the Head of School and ultimately, dismissal from school may be a consequence for students who engage in bullying behavior.

Bullying as defined by the state of Virginia: "Bullying means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. 'Bullying' includes cyber bullying. 'Bullying' does not include ordinary teasing, horseplay, argument, or peer conflict."

Bullying is characterized by the following:

- Intentionally aggressive behavior designed to inflict harm;
- Repetitive behavior planned into the future;
- Interpersonal relationship marked by an imbalance of power.

Bullying behavior often occurs without apparent provocation, and is considered a form of abuse (i.e., peer abuse). Such peer abuse may be manifested both openly and directly or subtly and indirectly. Bullying may be communicated directly, in person, or via other communication method, including via technology (cyberbullying). Bullying may be physical or emotional. Physical bullying includes: hitting, punching, poking, shoving, pinching, jabbing, kicking, choking, unwanted touching, blocking, chasing and cornering, tripping, vandalizing, stealing, and writing graffiti (on both public and private property and by use of computers or other technological devices).

Emotional bullying includes: name-calling; threatening; taunting; malicious and incessant teasing; spreading rumors; mocking; public humiliation; stalking; making faces or obscene gestures; making offensive racial, religious or sexual comments; ganging-up on others; belittling; persistently excluding others from a group or activity (shunning); ignoring and lying. Bullying also encompasses:

1. Retaliation against a student or school employee by another student for asserting or alleging an act of bullying. Intentional false reporting of bullying or harassment is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm by a. inciting, goading or coercing, b. accessing, or knowingly and willingly causing or providing access to, data or computer software through a computer, computer system, or computer network within the scope of the school division's system, and c. acting in a manner that has an effect substantially similar to the effect of bullying, e.g., hazing.

Bullying is of concern for a school division when an incident occurs at any time during an education program or activity conducted a. at any school-related or school-sponsored program or activity; b. on a school bus or chartered transportation for school sponsored activities and other means of transportation funded by public schools; c. in any community setting where the behavior or interaction of students extended beyond the school environment but has negative impact on the academic setting; 2 or d. through a communication device, computer system, or computer network in a school or off campus which poses a reasonable forecast of substantial disruption of school activities.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as: Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual or by and other distinguishing characteristic.

Cyber-Bullying as defined by the state of Virginia: Cyberbullying refers to any threats by one student toward another typically through emails or on Web sites (e.g., blogs, social networking sites). Electronic communication that supports deliberate, hostile, hurtful messages intended to harm others is a form of bullying. Cyberbullying includes such things as sending mean, vulgar or threatening messages or images; posting sensitive, private information about another person; pretending to be someone else in order to make that person look bad; and defamatory online personal polling Websites.

The complete Statewide Bullying policy can be found in the VBFS Office or online at the website address listed below.

http://www.doe.virginia.gov/support/prevention/bullying/model_policy_to_address_bullying_in_va_schools.pdf

Again, if you believe that your child is engaging in bullying behavior or being bullied, please speak to your child's teacher or the appropriate administrator promptly.

DRESS CODE:

As a Friends school, VBFS works to foster the Inner Light of every student and to empower students to make good choices for themselves--this includes deciding what to wear to school. Our dress code seeks to balance the importance of students' self-expression through clothing and our identity as a place of learning. It is grounded in the principles of simplicity, equity and enforceability.

We expect students to choose clothing that will allow for them to move freely and comfortably at school and fully and safely participate in all activities, i.e. experiments, art and music class, and field trips.

Dress Code Policy Clothing that contains any of the following is prohibited:

- expletives
- references to drugs, alcohol, violence, or weapons
- offensive images or text including derogatory references to race, religion, sex, ability or disability, age, sexual

orientation, gender identity or expression, or national origin

Clothing should provide coverage for the student's *midsection, including the abdomen, low back and buttocks.*

Hats are allowed on campus and in buildings. Classroom teachers may ask students to remove their hats during class. Hats will be removed during Meeting for Worship and other assemblies.

Footwear must be worn at all times. Lower School students can not wear flips flops. All students must wear appropriate footwear for PE.

Dress Code Enforcement

We encourage students and parents to continually discuss the best dress choices for school and to adhere to the dress code. Upper school faculty share the responsibility of monitoring students' dress. If a faculty member deems a student's dress to be in violation of the dress code, the protocol below will result.

- The faculty member will talk with the student about their dress choice and notify the student's advisor and head of school about the conversation.
- Students with repetitive dress code violations will face further consequences including a meeting with their advisor, the head of school and their parents.

(With gratitude to Moses Brown School for their inspiration and work on this dress code policy that we too have adopted)

HOMEWORK: As an independent school offering a college preparatory curriculum, Friends School recognizes the importance of homework. Although formal college guidance begins in the Upper School, our goals are the same in all divisions: preparing students to become independent learners through their college career and beyond.

As educators, we strongly believe that students need to have independent practice time to hone the skills and concepts they learn in school. It is also a time to develop as readers, through independent reading. The amount of time set aside for this work will vary in any group. The purpose of homework is to give students time to work through and practice what they have been taught without close adult supervision. Students feel a sense of accomplishment when they are able to work on their own. As students mature, longer reading assignments and responses are part of daily and weekly homework.

We recognize that time spent on each child's homework will vary depending on the student's ability, effort, and time management. However there are some general expectations for homework. In Lower School mandatory homework will not begin until 1st grade and will be minimal, mainly reading. Each teacher will share their expectations on back to school night. In the Middle School students can expect to have 15 minutes - 20 minutes in each core academic subject each night. In Upper School students can expect to have 20-30 minutes in each core academic subject each night.

GRADING: Student work and performances are graded in order to communicate current competence and skill level. In the Early and Lower Schools student evaluations reflect a more developmental approach and do not include letter grades. Starting in Middle School, students will receive letter and numerical grades on assessments. They are also expected to submit assignments when due. Individual teachers have their own systems for dealing with late assignments. A student may not take a zero in lieu of turning in an assignment that a teacher considers essential to the

course.

GRADING FOR MIDDLE AND UPPER SCHOOL: Student work and performances are graded in order to communicate current competence and skill level. The Middle and Upper School teachers will document grades and comments twice a year at mid semester, and report final grades earned for the transcript at the end of each semester. Both divisions use a more traditional grading system detailed below.

A (Outstanding or Excellent) The student demonstrates significant growth in his/her ability to apply course concepts and terminology to new problems in order to produce convincing and interesting solutions.

B (Commendable) The student consistently demonstrates comprehension of course concepts and terminology. The student’s work reflects a greater degree of discipline and sophistication than is expected of students in general at the given grade level. The student displays an ability to apply concepts and terminology to new problems.

C (Adequate) The student is progressing at an acceptable rate, given his or her grade level and the instructor’s expectations. The student usually comprehends concepts and terminology of the course and has a foundation on which to build.

D (Inadequate) The student achieves below minimum expectations and does not have a sufficient foundation on which to build. The teacher will comment on specific weaknesses when recording the grade.

E (Failure) The student’s effort and performance are so far below expectations that the school cannot grant credit. The teacher will write a commentary on the student’s performance.

The grade for the marking period consists of grades for class work, assignments, quizzes, tests, and extra credit. Averaging the marking period grades with the semester exam derives the semester grade. Weighting of semester exams may vary from class to class. Only final grades appear on a student’s transcript.

Upper School GPA

A student’s cumulative average is based upon all high school course work at Friends School in grades 8 – 12 in which a letter grade is assigned. Pass/Fail grades are not included. The table below details the grading and corresponding quality point scale is used in the Upper School.

Letter Grade	Numerical Grade	GPA
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3

D	6-66	1.0
D-	60-62	0.7
E	59 & Below	0
P		N/A
F		N/A
I	Incomplete	N/A
WP	Withdraw/Pass	N/A
WF	Withdraw/Fail	N/A

HONOR ROLL: The Honor Roll is computed for students in 6th through 12th grades each semester.

Honor Roll criteria for Middle School are as follows:

- A student must have at least a B in all classes during the marking period.
- Students who are on probation for matters of honesty are ineligible for Honor Roll consideration.

Students who have been suspended for any reason during a quarter are ineligible for Honor Roll consideration that marking period.

The Honor Roll criteria for Upper School are as follows:

- Gold Honor Roll: GPA of 4.0 or above
- Silver Honor Roll: GPA of 3.5-3.99
- Bronze Honor Roll: GPA of 3.0 with no grade lower than a C and no grades of WF or I.

INCOMPLETES AND FAILURES: When an Upper School student has failed a course, no credit is given. If that course is required for graduation, the following options exist:

1. The student must either repeat the course or substitute a similar course at the discretion of the instructor and Head of School or designee.
2. When a course at another institution is substituted for the course failed, permission and approval must be obtained from the Head of School or designee prior to the enrollment for credit to transfer.
3. The transcript will carry both the failing grade and the grade in the course taken to make up for the failure. Both grades figure into the GPA.

DROPPING & ADDING COURSES: Adding or dropping courses is subject to the approval of the student’s parents, the teacher of the course, the advisor and Assistant Head of School. Courses dropped after the first two weeks of the semester are shown on the transcript with the grade earned at the time that the course is dropped unless the school has initiated or concurs with the drop. A student adding a course is required to complete all work that was assigned to the class prior to his entering. A student may not add a course that has been in progress for more than two weeks.

ATHLETICS: Friends School emphasizes participation at all levels, and has a “no cut” policy although playing time may be limited at the JV and Varsity level. Students or parents may direct sports-related questions to the coaches or the Athletic Director.

Friends School expects its players and spectators to demonstrate good sportsmanship. During athletic events, Friends School will not tolerate any spectator, student or adult, whose behavior is disrespectful towards players, officials, coaches, or other spectators. Nor will Friends School permit any type of spectator behavior that either detracts from the proper conduct of the game or disadvantages a player or team. The ideal is to cheer for one's own team and to applaud good play by both teams. **Taunting and jeering the officials or opposition have no place at Friends School.** If opposing teams or their fans practice poor sportsmanship, do not respond in kind. The Athletic Director or other members of the school administration will handle such incidents. MS/US students unable to maintain passing grades in all classes while on an athletic team may be removed from the team until his/her grades improve.

EXTRA-CURRICULAR ACTIVITIES: All Upper School students are encouraged to participate in at least one extra-curricular activity each year. Activities may include playing on a sports team or participating in an organized after-school club or group. After school activities may include groups that focus on anime, chess, diplomacy, sewing/quilting, video production, or other student interests.

STUDENT DRIVING: Students with a valid driver's license are allowed to drive to school. All students who wish to drive to school must complete a Driver Registration Form. Forms may be obtained from the Main Office. Students must park in the designated student parking area off of the Donna Drive entrance. Friends School has a closed campus during the school day. Students are not allowed to leave the campus during the school day without parental permission. After cars are parked in the morning, no students should be in the parking area until the end of the school day. Students are not allowed to drive on field trips.

The speed limit on our campus is 5 miles per hour at all times. Violations of safe driving practices and speed limits will result in the loss of the privilege of driving to school.

MIDDLE AND UPPER SCHOOL ADVISOR PROGRAM: In the tradition of independent education, Friends School faculty members also function as advisors to students. Advisors serve as student advocates and assist students who need help organizing priorities, developing a study schedule, reviewing study habits, handling relationships with teachers and other students, etc. Each student is assigned an advisor who will meet with students daily and parents at least twice a year.

The advisor does not supplant the classroom instructor. The classroom teacher has first-hand knowledge of a student's progress and is the logical person to contact about classroom problems. The advisor serves in a broader capacity, monitoring situations that cross over several academic disciplines or into the personal realm.

COMMUNITY SERVICE: Upper School students are required to complete twenty hours of community service for each year of Upper School enrollment. Verification of these service hours is required by March first in the year of graduation; students who have not met the requirement will not be graduated in June. MS students are required to complete 15 hours of community service each year.

Study Halls: Study Halls are designed to allow Middle and Upper School students to have time during the day to complete homework assignments that they may not have time for outside the school day because of athletic practices, lessons, work, etc. In that regard, the following guidelines apply to all students.

- In study halls, students may read, study, do homework, make up missed assignments, use the library, seek extra help from another teacher or use a computer for research or word processing.
- Students are expected to be on time and remain for the entire period. The study hall teacher will keep attendance records.
- Upper School students who come to study hall without work will be sent back to their cubbies to get work and will be considered tardy.

- Students may not use as an excuse “I have no work.” Students can always use the time for independent reading or study even if they are all caught up on written homework.

GRADUATION REQUIREMENTS: All distribution and graduation requirements must be met for the receipt of a Friends School diploma. A Certificate of Attendance is given to a senior who has *not* met all graduation requirements.

Friends School Graduation Requirements

English—4 credits required

9th grade English, 10th grade English, 11th and 12th grade electives

Science--3 credits required, 4 credits strongly advised

9th-Biology, 10th-Chemistry, 11th- Physics, 12- Physics or two science electives, Forensics(9th-12th), and Pathogenesis (11th and 12th)

Social Studies—3 credits required, 4 credits strongly advised

9th grade-Ancient World, 10th grade-Modern World 11th grade- US History, Senior Year Government, or electives

Mathematics—4 credits required,

Algebra 1, Geometry, Algebra II, Precalculus, Calculus,

Foreign Languages—successful completion of three years in one language to the third year level (for example, Spanish III) or completion of two years each in two different languages to the second year level, (for example, Hebrew II)

Spanish is the language offered at VBFS, another language may be taken online

Visual Arts and Performing Arts—2 credits required .5 must be in visual .5 in performing + 2 additional half credits in the art of your choosing

Health & Physical Education—2 credits

Intro to Fitness 9th (encouraged), Health (required) 10th, 1 additional credits, Sports count as ½ credit,

Ethics/Quakerism/World Religions—1 credit

½ credit of Ethics, ½ credit of Quakerism Class (any students who join VBFS in High School) or World Religions

Total—24 credits total needed to graduate

Community Service—twenty hours per year of Upper School enrollment

FINAL EXAMS: Upper School students have cumulative exams/projects at the end of the year. Four days are set aside in June for final assessments. During the exam period, two exams per day are scheduled, and no regular classes are held. Students' performance on these exams is an important indicator of their mastery of course material. Teachers who are offering semester long classes have the option of giving a final or final project in the last week of the semester. Final grades in year long courses will reflect the cumulative assessments from the semester (80%) and the final exam grade (20%).

During the exam periods, school begins at 8:30 a.m. with advisory. The first exam begins at 9:00 a.m. and ends at 11:30. There is an hour for lunch. The afternoon exam begins at 12:30 p.m. and ends at 3:00. All students are dismissed at 3:00

p.m. Exams, final exhibitions, or culminating projects are held for every class. Students are not required to be on campus during the blocks when they have study hall or early dismissal. A quiet study hall will be available every block during the exam periods. Lunch privileges are the same as on regular class days.

ACADEMIC PROBATION: Students in grades 6 through 12 who earn two Ds or one E in a marking period will be placed on academic probation. Students will receive an "academic warning" with progress reports if his/her grades meet the above criteria and will be required to work with the assistant head of school and teacher(s) to create a system for receiving extra help or tutoring. Students will have until the end of the term to improve grades and may continue to participate in extracurricular activities. The assistant head will notify the student and the parents of the probation. In consultation with the parents, the advisor and teachers will determine a suggested course of action. At a minimum, this plan will include a system for receiving extra help or tutoring. If a student remains on probation for a second term, a meeting with teachers and parents will be arranged to determine a required course of action. A student on probation for more than two terms over a two-year period faces the possibility of dismissal. **Students on academic probation are ineligible to participate in extracurricular activities.**

TRANSCRIPTS: To comply with federal law, the school must have a signed release before forwarding student records to individuals. Release forms are available from the Main Office or on the school website. Business office and library accounts must be current before records are released.

There is no charge for regular mail delivery, and transcript requests are normally processed within 3 business days of receipt. Official transcripts will be sent directly to an institution, agency, employer, or other third party. Official transcripts may also be issued to students, for inclusion in admission packages, in sealed envelopes with a signature across the seal. Unofficial (no signatures or school seal) transcripts will be released directly to students/parents for personal use. **Transcripts and/or records will not be released if the student has outstanding books or if there is a tuition balance due.**

RECORDS: After a student graduates or withdraws from Virginia Beach Friends School, the school will keep on file the final transcript, standardized test scores such as the College Boards, and the school's official recommendation.

COMMUNICATION: Virginia Beach Friends School students are best served when parents are aware of what is happening in school and when the school is aware of major developments at home. To this end, both teachers and parents are strongly encouraged to initiate contact about any important questions. Contacts between teachers and parents are not restricted to the end of a grading period.

Regular communication between home and school is vital. The Jupiter portal is invaluable in keeping up to date with student progress. Please refer to the school calendar for parent/teacher conferences, this can be found on the website. In addition, teachers will be in contact with parents if more frequent communication is necessary, and parents may get in touch with teachers at any time to discuss their child.

From time to time parents have questions or concerns about a particular class or assignment. Faculty members always appreciate the opportunity to talk with parents directly about such matters, and they are in the best position to give accurate information about activities in their classes. Therefore, the following steps are recommended as issues emerge:

- Parents and students are encouraged to talk first with classroom teachers.
- Advisors should be included in conferences involving more than one of the student's teachers.
- If a resolution has not been reached, a conference will be scheduled with the Assistant Head of School for Academic Affairs or the Head of School.

REPORTS TO PARENTS: Student evaluations for Early and Lower School students are issued twice a year- at the middle

and end of the year. There will be parent teacher conference in the fall to set goals for the year, and one in the Spring to discuss progress. At this age the reports are not graded but rather indicate progress on skill and knowledge mastery.

Progress Reports are distributed twice a year for Middle School and twice a year for Upper School students at the mid-semester. Report Cards are distributed twice a year for Middle School and twice a year for Upper School students. Progress reports give a tentative letter grade, and comments on current progress. Report Cards give a letter grade indicating the final grade of the semester or year. Students experiencing significant difficulty in courses will receive more frequent written comments.

In cases of parental divorce, the school will include both parents in all communication and hold joint conferences provided there are no court orders to the contrary and each parent wants to be included. The custodial parent is asked to advise the school about special arrangements, if any, and to provide a mailing address and phone number for the non-custodial parent.

STANDARDIZED TESTING: To allow the School to assess its program and to review the progress of individual students, achievement tests are given to students in the winter.

Friends School students take the following standardized tests:

- Students in Lower and Middle School take the *Educational Records Bureau* assessments..
- Tenth grade students take the ACT Plan test in the fall.
- Eleventh grade are required to take the *PSAT* in the fall and are expected to take the *College Boards* (SAT II) and/or the *American College Test* (ACT) in May or June of their junior year and again in the fall of their senior year.
- *Advanced Placement* tests are administered in May to students enrolled in online and on campus advanced placement classes.
- Dates for standardized tests will appear on the school calendar. The results of standardized tests will be shared with parents.

Testing accommodations may be arranged for students with a learning difference in Lower and Middle School if the school is presented with a current psychological evaluation documenting the learning difference or with a current I.E.P. from the public schools. Upper School students may apply for waivers directly through the testing agency.

Learning Center: The Learning Center is located in the library and will be staffed by our learning specialist from 7:15-4:30. The learning specialist will provide academic support to students with learning differences and challenges of any age. Often these differences are documented after testing when the School Counselor will develop a Personalized Education Plan (PEP) for the student. The School Counselor will work with both the learning specialist and classroom teacher to support any necessary accommodations. Educational support may include organizational assistance and instructional strategies for success in school. The Learning Center helps learners of all abilities achieve a higher level of self-sufficiency. The Learning Specialist is not a private tutor for particular subject areas, for example Spanish 4 or Calculus. If your child needs a tutor she can make recommendations.

Some of the service the specialist provides are:

- Individual evaluation and assessment
- Measurable goals and objectives tailored to individual needs
- Organizational skills
- One-on-one instructional support

- Comprehension skills
- Content area assistant and instructional support
- Individual reports on student progress
- Visual and auditory processing skills
- Remediation of essential academic skills
- Student advocacy

For additional information or to enroll in the Learning Center, please contact the school directly.

ONLINE INSTRUCTION and DUAL ENROLLMENT CLASSES: Virginia Beach Friends School supports a variety of online classes and dual enrollment classes. This expands student choice and opportunity. However, the School recognizes that online course work requires students to be technically proficient, self-motivated and organized. Currently, VBFS allows courses through The Virtual Online High School and Virtual Virginia for High School Credit. For Students who would like to challenge themselves and supplement their academic program with an introduction to college academics students can take classes at or Virginia Wesleyan University.

In order to ensure that all students have the best opportunity possible to succeed, VBFS has developed policies to assist students in their online learning and dual enrollment. These policies are in addition to, not a substitute for, those policies set forward by online educational organizations that VBFS partners with.

Parents of students who earn less than a C (D+ or below), or withdraw after the 15 day drop grace period will be responsible for the full cost of the course payable at the time the student withdraws or receives his/her final grade respectively. This cost is generally \$500 for a 2 semester (full year) class and \$300 for a single semester class for Virtual Virginia and \$375 per semester with The Virtual Online High School. Courses at Virginia Wesleyan University cost \$200. This is subject to change.

TECHNOLOGY:

Technology is used as an educational tool at VBFS and is used at all grade levels. Starting in Middle School, students are provided Google Chromebooks and the policy below governs this initiative.

Chromebook and Bring Your Own Device (BYOD) Policy:

Mission

The mission of the 1-to-1 program at Virginia Beach Friends School is to create a collaborative learning environment for all learners that is in keeping with our Friends mission and values. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed, responsible lifelong learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. Our 1-to-1 program will ensure that each student is prepared for continued study and work in a technologically rich world. As a result of professional

development and collaboration, we will ensure that this program enhances classroom environments by implementing high-quality instruction, assessment and learning through the integration of technology and curriculum. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning.

Device Purpose

To ensure the success of this 1-to-1 mission Virginia Beach Friends School is supplying all 5th-12 grade students with a Chromebook device. 5th and 6th grade will use these solely at school, while 7-12th will be expected to take them home. This device is property of Virginia Beach Friends School. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Jupiter, their personal Google Drive, Google Apps for Education, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high-end computing.

Students in grades 9th -12th may choose to use their own Chromebooks or laptops (BYOD - Bring Your Own Device) - outside purchased instead of school-owned device. These devices must allow students to access Jupiter, their personal Google Drive, Google Apps for Education, educational web-based tools, as well as many other useful sites.

- Virginia Beach Friends School is not responsible for damage, loss, theft or IT issues of student owned devices but will ensure each student has appropriate connectivity to WIFI.
- Students who choose to bring their own personal device do not rescind the School's right to inspect the device at any time while on school property.
- The Acceptable Use & Digital Citizenship Policy governs any student-owned device used on the School campus.

The policies, procedures, and information within this document apply to all Chromebooks used at Virginia Beach Friends School by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebooks and devices use in their classroom.

Receiving Your Chromebook

Chromebooks will be distributed each fall during the first month of school. ***Parents & Students must sign and return the [Chromebook Policy Sign-off and Student Pledge document](#) before the Chromebook can be issued to their child.***

Insurance and Protective Case

Virginia Beach Friends School requires that Chromebook insurance be purchased prior to deployment of the Chromebook to your child. The annual fee will be \$25 per device. The School also requires that a protective case be purchased and presented before a student can receive their Chromebook. Please provide payment with returned Chromebook Policy Sign-off and Student Pledge document to the main office. A suggested case can be easily purchased

through Amazon (select the 11"+ case) -

https://www.amazon.com/HESTECH-Chromebook-11-6-12-3-Neoprene-Compatible/dp/B01855CO5K/ref=sr_1_4?s=pc&ie=UTF8&qid=1537447062&sr=1-4&keywords=chromebook+case

Training

Students will be trained on how to use the Chromebook by their advisor and classroom teachers, in 5th/6th grade in their Organization, Study and Literacy Skills class time will be devoted to fair use and maintaining one's integrity while use technology and social media. Training documents will be available online for students to refer to when needed.

Return

Student Chromebooks and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at Virginia Beach Friends School

Any student who withdraws from VBFS will be required to return their Chromebook and accessories. If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for payment in full. If payment is not received the parent/guardian will be turned over to a collection agency.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Tech Office located in the Wilson Center. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a cubby or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop. Always bring your Chromebook to room temperature prior to turning it on.

Carrying the Chromebook:

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a protective padded case is required and should be used always.

Screen Care:

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.

- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Chromebook

At School

The Chromebook is intended for use at school every day. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home

All students are required to take their Chromebook home each night throughout the school year for charging. *Chromebooks must be brought to school each day in a fully charged condition.* If students leave their Chromebook at home, they must immediately phone parents to bring the Chromebook to school. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound

Sound must be muted always unless permission is obtained from the teacher for instructional purposes. It is recommended that students bring a personal headset or 'ear-buds' for any audio projects they work on.

Printing:

At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework.

At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this.

<http://google.com/cloudprint>

Managing Your Files and Saving Your Work

Students may save documents to their Google Drive, or they may save to an external memory device such as a USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

Personalizing the Chromebook

Chromebooks must remain free of any writing, drawing, or stickers UNLESS the Chromebook is protected with removable skin. A good option for personalization is the protective carrying case. Spot checks for compliance will be done by administration at any time.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the VBFS acceptable use policy.

Software on Chromebooks

Originally Installed Software:

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible always.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. From time to time the School may add software applications for use in a course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software

Students are unable to install additional software on their Chromebook other than what has been approved by VBFS.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS:

If technical difficulties occur, VBFS will use the best efforts to fix and/or repair. If restoring the Chrome OS is required, VBFS will restore the device to the state in which the student originally received it. All student created files stored on an external USB flash drive or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

Protecting & Storing Your Chromebook:

Chromebook Identification:

Chromebooks will be labeled in the manner specified by the School.

Chromebooks can be identified in the following ways:

- Record of serial number and VBFS asset tag
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook

When students are not using their Chromebook, they should be stored in their cubbies within the protective case. Students need to take their Chromebook home with them every night. The Chromebook is not to be stored in their cubbies or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should never be stored in a vehicle.

Storing Chromebooks at Extra-Curricular Events

Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, unlocked classrooms, library, gym, hallways, bathrooms, bus, in a car, or any other entity that is not securely locked or in which there is not supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Head of School's office. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook:

Chromebooks Undergoing Repair

- Loaner Chromebooks will be issued to students if their Chromebook needs repair.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original settings as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Unintended damage will be covered by the School's mandatory insurance.

Dell Warranty

The manufacturer of the Chromebook (VBFS uses Dell) warrants the Chromebook from defects in materials and workmanship for a period of one year. This warranty is only valid for the first 12 months from the date VBFS takes delivery of the Chromebook. This limited warranty covers normal use, mechanical breakdown, or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the Chromebook. The Dell warranty DOES NOT warrant against damage caused by misuse, abuse, or accidents. Please report all Chromebook problems to the Tech Office.

If a Chromebook becomes defective (at no fault of the student) after the Dell warranty expires, VBFS will replace the Chromebook at no charge with a Chromebook of the same age or newer.

Accidental Damage or Loss Protection

As part of the 1:1 Chromebook initiative at VBFS, the School is requiring the purchase of accidental damage insurance prior to the deployment of the Chromebook to your child. VBFS will be the sole provider of this insurance. Under this insurance policy the Chromebooks are protected against accidental damage or loss due to an act of nature. VBFS will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

This insurance policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. VBFS will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

Chromebook Device Insurance

Virginia Beach Friends School requires that insurance be purchased prior to the deployment of the Chromebook to your child. The insurance cost is \$25.00 annually for each Chromebook. Each claim covered by insurance will be assessed an incremental deductible within the current school year. The first claim deductible will be \$25.00 with the deductible increasing by \$25.00 each time a claim is made within the current school year. If a student withdraws from VBFS and then re-enrolls later in the current school year, the coverage purchased at the student’s initial registration will be reinstated along with the number of claims made prior to withdrawal.

Insurance will cover the repair of any accidental damage to your child’s Chromebook. For example, if a student accidentally drops their Chromebook and the screen is cracked a new screen will be installed with the parent paying the \$25 deductible (for a first-time insurance claim). Insurance DOES NOT cover the replacement of a lost, stolen or intentionally damaged Chromebook.

Annual Premium Due at Registration	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
\$25 per device	\$25	\$50	\$75

Lost, Stolen or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The replacement costs are listed below. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

- Replacement of the Chromebook - \$290
- AC Adapter & power cord - \$15
- Battery - \$45

Failure of the parent, legal guardian or student over the age of 18 to pay any fees from an intentionally damaged, lost or stolen Chromebook will be turned over to a collection agency.

Chromebook Technical Support:

The Tech Office located in the Wilson Center will be the first point of contact for repair of the Chromebooks. Services provided by the Tech Office include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

Virginia Beach Friends School

1:1 Technology Use Agreement - Middle & Upper School

PLEASE SIGN & RETURN TO THE MAIN OFFICE

The following information must be filled out completely prior to obtaining your Chromebook. Failure to complete the following information may delay your Chromebook being issued. One form per student must be filled out.

Student Name: _____

Grade: _____

Parents/Guardians: (check one below)

- _____ I am requesting that a VBFS Chromebook be issued to my child.
- **or**
- _____ For 9th-12th graders only, I will be using my personally-owned Chromebook or laptop device.

Parents/Guardians: (initial all below)

- _____ I have read and discussed the Chromebook Policy Handbook with my child and understand I must provide a protective case before a Chromebook is issued to my child. I also understand that my child's failure to follow the information and expectations outlined in these documents may result in disciplinary action. Enter 'N/A' if using personally-owned device.
- _____ I Understand the Chromebook Insurance Policy: The premium is \$25/year and is included with this form. If damaged a deductible of \$25.00 for the first claim, \$50.00 for second claim and \$75.00 for third claim must be paid. Lost or stolen Chromebooks or Accessories are the responsibility of the student/family and must be replaced at full value. Enter 'N/A' if using personally-owned device.
- _____ I have read and discussed the Acceptable Use and Digital Citizenship document with my child. I understand that my child's failure to follow the information and expectations outlined in these documents may result in disciplinary action.

Parent Name: _____

Parent Signature _____ Date _____

Student: (initial below)

For School Issued Chromebooks:

- _____ I have read and understand the Chromebook Policy Handbook & the Acceptable Use and Digital Citizenship Policy. I understand that my failure to follow the information and expectations outlined in these documents may result in disciplinary action.

For Personally-Owned Chromebooks or Laptops:

- _____ I have read and understand the Acceptable Use and Digital Citizenship Policy. I understand that my failure to follow the information and expectations outlined in these documents may result in disciplinary action.

Student Signature _____ Date _____

Virginia Beach Friends School

Acceptable Use & Digital Citizenship Policy - Middle & Upper School

PLEASE SIGN & RETURN TO THE MAIN OFFICE

Digital Citizenship

1. Current filtering methods

Virginia Beach Friends School complies with all federal regulations regarding filtering as specified under the Children's Internet Protection Act (CIPA). This law specifies that each school:

- "certify that they have an Internet safety policy and technology protection measures in place. An Internet safety policy must include technology protection measures to block or filter Internet access to pictures that: (a) are obscene, (b) are child pornography, or (c) are harmful to minors, for computers that are accessed by minors"
- "adopt and enforce a policy to monitor online activities of minors"
- "adopt and implement a policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors' access to materials harmful to them."

VBFS employs the following methods to enforce each of these requirements:

- The School uses an in-house Firewall to block sexual content, gambling, games, as well as many sites specifically identified by teachers and staff. Our email system is filtered by Google Postini services to help filter out inappropriate content & junk email.
- The School has a Network/Internet Agreement form addressing inappropriate acts which must be signed with the Student Handbook by all students and parents. When students violate these guidelines, they are addressed by the Head of School, in cooperation with information provided by the Tech office. These offenses follow the same disciplinary policy as other discipline at VBFS. For more information about the VBFS' Network/Internet Agreement form, please see section 2 below, labeled Acceptable Use Policy (AUP).

2. Acceptable Use Policy (AUP): Technology Code of Conduct

It is the intent of the Virginia Beach Friends School to advance and promote education by assisting in the collaboration and exchange of information. Successful operation of Internet and other related technological service requires that all users regard the system as a shared resource. Users must cooperate to form a community of diverse interests with common purpose of advancing education. It is, therefore, imperative that all users conduct themselves in a responsible, ethical, and polite manner.

General Network Use

The network is provided for students to conduct research, complete assignments, publish their work, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply, and users must comply with School standards and honor the agreements they have signed. Beyond the clarification of such standards, the School is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

As such, I will:

- Use digital devices, networks, and software in school for educational purposes and activities.
- Explore, tinker, collaborate, and be creative with technology.
- Be aware of my activities and the effect they have on others.
- Keep my personal information and that of others private.
- Show respect for myself and others when using technology, especially social media.
- Request permission and give acknowledgement to the use of ideas, words, images and other resources created by others.
- Maintain a safe environment for myself and others by reporting inappropriate use of technology or harassing messages.
- Respect my teachers by following their classroom rules set out for digital devices.
- Ask questions if I don't understand the proper use or function of technology.
- Follow guidelines set forth by the VBFS Chromebook, BYOD and Digital Citizenship policy
- Follow other rules as set forth in the student handbooks.

I will not:

- Cause willful destruction of the school's or others; hardware, software, or data.
- Alter device set-ups in such a way that makes them unusable.
- Install, copy, or download software to any VBFS device without the permission of the Technology Department.
- Store viruses, illegal files, pornography, programs, etc. in school provided digital storage space(s) or on VBFS digital devices.
- Bypass or assist others in efforts to bypass network restrictions including the sharing of proprietary information, accounts, or passwords or by using proxy, VPN or other remote access software.
- Post, text, photos, videos of others involved in school activities on the web without their permission.

I understand that I am expected to follow or will ask questions about good "netiquette" or Digital Citizenship practices when using digital devices:

Examples include:

- Do not share passwords or personal information about yourself or anyone else.
- Do not share or send profane, offensive or pornographic messages.
- Do not harass, bully, disrespect or intimidate others.

Internet / World Wide Web / Email Access

Access to the Internet, and email for educational purposes when appropriate, will enable students to use thousands of libraries and databases and correspondence with experts in their field. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. VBFS believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Publishing to the World Wide Web

Student work may be considered for publication on the World Wide Web, specifically on the school's Website or a classroom Website. In the event anyone requests permission for copyright use, those requests will be forwarded to the

student's parent/guardian. In general, documents may not include a student's full name, phone number, address or other identifying contact information.

Online Safety Awareness

It is our School's goal to empower our students to make their computer/Internet experiences safe and responsible. .To achieve "Online safety" requires training/professional development and community support. The training goal for our faculty, students, and parents is to learn how to be safe and responsible in their use of the Internet. We want to teach critical thinking about online activities. Understanding how to make decisions while online will keep faculty and students safe from predators, but also improve their media literacy.

Online Safety is integrated across the curriculum as well as will be offered during community time assemblies. The faculty receives resources and training to educate themselves, their students, and parents of their students on how to avoid dangerous, inappropriate, or unlawful online behavior.

Student Name: _____

Grade: _____

Student Signature _____

Parent Name _____

Parent Signature _____ **Date** _____

