



**VIRGINIA BEACH
FRIENDS SCHOOL**

Knowledge. Character. Community.

COMMUNITY HANDBOOK

Revised 8//2019

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, conflict resolution, 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.**

Other ways to contribute to the school is to shop at places such as Harris Teeter and Kroger and register your card or inform the cashier of your donation.

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. In order to volunteer at the school with children, parents will need to complete a background check. The background check needs to be conducted 2 weeks, and we must receive clearance in advance of starting to volunteer with children. Anyone with a disqualifying conviction, for example a volunteer driver who has a DUI in the last 10 years, will be unable to drive students.

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, guardians, and grandparents of students, 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 and buildings are opened at 7:45 for arriving students. The academic day begins promptly at 8 am and concludes at 3:00 pm. The main office is staffed from 7:45 am until 3:45 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 Cottage age students (2.5 to 3.5) **are required** to park and bring their children into the cottage. Priority parking will be given to Cottage parents along the wooden fence that borders the traffic circle on the right, and in the mornings between the cones on the cottage side of the loop. Please use the cross walk to cross the parking lot for safety purposes.
- Parents of Early Childhood age students (ages 3.5 to 4.5) may park and walk their children in each morning. Please park along the wooden fence circle and walk children to their classes. Please use the cross walk for safety purposes.
- At any time, if a parent feels the need to park and walk a child to the Lower School, please do so. Please park along the wooden fence that borders the traffic circle on the right. Please use the cross walk for safety purposes.

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.
- Parents will be issued a laminated card with the child/children's last name on them. Please display the passenger side of your vehicle's dashboard so that the dismissal team can easily read it.
- Parents that have alternate pick up arrangements with an authorized designee must have the necessary documentation on file. Please ask the authorized designee to make sure they have a government issued photo ID ready to be displayed for verification purposes.
- All adults should pick students up by entering the Laskin Road entrance to the School.
- Parents of Cottage age students (2.5 to 3.5) are required to park along the wooden fence that borders the traffic circle on the right and walk in to get their children.
- 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. Please park along the wooden fence to the right of the traffic circle.
- 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 unless they are assigned to go to late departures.

- If a parent would like to stay after for their child to play, they may utilize the back playground near the Wilson Center. Parents are responsible for their own children when they stay to play on back campus. During the hours of operation of the Extended Care program, the front playground is exclusively for use of this program.

Special Notes: Please remember that the speed limit for the school's parking lots and driveways is **5 mph**. There will be designated staff members out along the driveways directing traffic during drop off and pick up times. We ask that all parents and authorized pick up/drop off designees follow the directions of those staff members so that drop off and pick up goes as smoothly as possible for everyone. If a parent has an immediate concern that they need to address with a staff person or would like chat with another parent after dropping off or picking up your child/children, please park along the wooden fence to the right of the traffic circle.

RECESS: Early School and Lower School 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. We ask that you also send a labeled water bottle for your child to refill daily, as well as sunscreen and bug spray for application at school. 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 and successful socialization with one's peers 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. **If a child will be missing school for any reason the parent needs to give a note to the school office, or send an email to the office manager prior to the event. If a child is sick or late to school the parent must call the office by 8:15 the day of the absence or tardy.** 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.**

ARRIVING LATE OR LEAVING DURING THE SCHOOL DAY: Children are expected to arrive to school on time. Repeated lateness can impact a child's academic and social participation at school and is often disruptive to the class that is already in session. Any student who arrives at school after 8:05 am 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 Early and 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 for senior privilege 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.

ABSENCES AND TARDIES FOR MIDDLE AND UPPER SCHOOL: Parents must notify the school office if a child will be absent. Students should check Jupiter for assignments and are responsible for communicating with teachers about needed make-up work as soon as they are able. Parents need to arrange for student work to be picked up during an extended absence. Students need to complete any missed assignments as soon as possible. All class work and tests must be made up within a week of returning from the absence after this they will receive a 0 for that assignment.

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 make a written request with the Head of School or designee for extenuating circumstances; classroom teachers may not excuse excessive absences without an approved on file.
- Students are expected to arrive for class on time. Students who are more than one minute late for class or advisory 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.

On time arrival to Advisory and Class: Advisory is an important part of the day for community building among students and ensuring the advisor or teacher has time to check in with the student and deliver news and announcements for the day. We expect all students to be in their advisory by 8am. We also expect students to be in their class at the start of the period, so the teacher can begin teaching all students without disruption. There is 5 minutes of passing time between classes to ensure this is possible. With regard to lateness to class and unexcused absences, three unexcused tardies to class or advisory and one unexcused absences will lead to a Disciplinary Study Period (DSP). DSP will be served after school on Wednesdays from 3:00 pm to 3:45 pm in the VBFS library.

VISITORS: All visitors must sign in at the Main Office and obtain a visitor pass. Please present photo ID when signing in.

HEALTH & EMERGENCY PROCEDURES: Families are required to file a Student Information in SchoolCues, 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 on school cues. If there are any changes throughout the school year to emergency phone numbers or contacts the parent must share this new information in writing to the school office.

MEDICATION & PRESCRIPTION DRUGS: The administering of medication, whether prescription or over-the-counter, requires written authorization from a doctor. 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 Sick Bay Room located behind the reception desk 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. 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 social/emotional 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 only with the permission of a teacher. If students bring any of these devices to school and abuse this privilege, the device(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.

- Lower and Middle School students may not have cell phones out during the academic day. If a student needs to contact their parent for an urgent matter during the school day they can ask their advisory for permission to use the school phone. 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.
- 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.
- 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 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. Parents should have a functioning account at all times. In the Middle and Upper School Jupiter is used for daily assignments and grading. While it is the student's responsibility to stay up to date with assignments through Jupiter and to achieve their own academic success, Parent access to Jupiter enables you to view your child's progress on a regular basis.

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. When the message is received, 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. Once the email is received, 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 ALL students begins at 7:00 a.m. and ends at 8:00 a.m. Students from age 2.5 through 4th grade will check in with the Extended Care Specialist in the Kindergarten room of the Fox Building (Early/Lower School Building). Students in grades 5th through 12th will check in with the Extended Care Specialist in the Kindergarten room of the Fox Building (Early/Lower School Building), and then relocate to the 3rd/4th Grade room across the hall. **Parents are required to sign-in all students who join the Early Arrivals program.**

The After Care program for Early and Lower School students begins each afternoon between 3:00-3:15 when the classroom teacher delivers the child to extended care and ends at 6:00 p.m. In good weather, Late Departures will play on front playground. During the hours of operation of the Extended Care program, the front playground is exclusively for use of this program. If a parent would like to stay after for their child to play, they may utilize the back playground near the Wilson Center. If the weather is inclement, Late Departures will be held indoors Wilson Center. Early School and Lower School students (cottage-4th) are expected to be picked up by 3:15 p.m. or to have been registered for extended care in order to ensure our staff to student ratios. All Early School and Lower School students who have not been picked by 3:15 will be taken to after care and parents will be charged the daily fee and the late registration fee. **ALL students must be signed out by a parent or guardian when leaving After Care. Late Pick-Up Fee: Parents will be charged \$10.00 per minute after 6:00 p.m.**

EXTENDED DAY MIDDLE AND UPPER: Upper and Middle School students (5th-12th grade) 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 and Middle School students who remain on campus unsupervised or who leave campus and return. After 3:15pm, students who have not been picked up **MUST** be picked up in either the main office or the Library where they will be waiting. **The safety of our students is of primary concern. ALL students must be signed out by a parent or guardian when leaving the VBFS campus.**

NOTES ON EXTENDED CARE

Electronic devices are STRICTLY prohibited during the Extended Care program unless the students are completing work on their school-issued chromebook/computer or the Extended Care Specialist has elected to use electronic

devices are part of the program that day. Students who are enrolled in the extended care program should be utilizing their time to complete homework, read a book, or enjoy the extracurricular activities provided through the structure of the program.

Students who are enrolled in the extended care program are REQUIRED to bring an extra snack and their own water bottle for use during the program.

All students in the Extended Care program are REQUIRED to be pre-registered/enrolled. Failure to pre-register your student will result in late fees in addition to the regular cost of the program (please see pricing options on main website for more details).

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 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 or school there may be some restrictions placed on what foods can be brought to school- please check with your teacher at the beginning of the year.

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,, 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.

Outside Lunch Options

VBFS has partnered with My Hot Lunchbox (myhotlunchbox.com) to allow families and students a greater variety of lunch options from neighboring food vendors. Parents interested in having their child/ren participate in My Hot Lunchbox will receive sign-up information at the start of each school year. Parents are in charge of signing up directly with My Hot Lunchbox. Parents can make and change orders directly through the My Hot Lunchbox website. Deliveries are made to school two times a week. My Hot Lunchbox works directly with local food vendors to provide families and students a wide variety of food options that can take the place of parents having to prepare daily lunches for their child/ren.

Seniors will be allowed to walk or drive 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 must have a completed permission slip in the office.
- 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

- o Third time: lose the privilege for two weeks
- o 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 a 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 the advisor and 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 3:00 pm to 3:45 pm 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 a 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 a 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 characteristics.

Cyber-Bullying as defined by the state of Virginia: Cyberbullying refers to any threats by one student toward another typically through emails or on Websites (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. Early and Lower School students cannot wear flip-flops. All students must have appropriate footwear for PE at all times.

Dress Code Enforcement

We encourage students and parents to continually discuss the best dress choices for school and to adhere to the dress code. 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 POLICIES AND EXPECTATIONS:

Early and Lower School: At VBFS we have reflected on current trends and best practices with regard to homework, as well as considered our own history and mission as a Friends School when it comes to homework. The Lower School faculty and administration agree that family time, independent exploration, and learning out of doors is important to the development of the whole child. We also know that to create lifelong learners research supports that some homework; reading in particular is an important element in reaching learning goals now and in the future. As a result of our discussions and reflection, we have come up with the following shared understandings of homework in the Early and Lower School for VBFS.

- Cottage and Early Childhood students will not have homework.
- Kindergarteners should not have homework but might have an occasional project or game to play, and optional homework will be given.
- Reading nightly is a goal for all of our students, with family or by themselves!
- Math review, games, and journal prompts that allow for simple rehearsal of previously learned skills is valuable in terms of committing skills and facts to memory. And, this work should be fairly simple rather than frustrating or challenging.
- We hope projects and homework will be an impetus for students to learn with and from their families
- As students get older, they can handle an increase in homework responsibility but this should be an extension of the learning in the classroom.
- Optional means optional, so parents need to honor this as well and not treat an “optional” piece of homework as a must.

Teachers will talk about how much homework time is expected at your child’s grade level at Back to School Night in September. We increase homework slightly as students rise in the grades, and we really want to honor that children need down time, free of academic work or scheduled activities. We believe our homework expectations allow students ample time to engage in their many passions, as well as have family time too.

Middle and Upper School: As an independent school offering a high school and 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 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.

ASSESSMENTS, GRADES, AND REPORT CARDS: 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.

Students in Early and Lower School will receive a full report card with skills and knowledge assessments as well as comments from their teachers twice a year- at the end of first and second semester. At the end of the first and third quarters, parents will receive an informal verbal update on the students progress in school with their classroom teacher in a parent teacher conference. Parents and teachers are always welcome to schedule a conference to communicate about a child's progress when they feel it is necessary throughout the year.

Students in Middle and Upper School will receive a progress report with grades and comments at the end of the first and third quarters. This will be followed by a mandatory parent teacher conference with the advisor at this time to talk about the student's academic progress. At the end of the first and second semesters, the student will receive first and second semester grades. These are the grades that will then appear on the student's official transcript.

GRADING: Student work and performances are graded in order to communicate current competence and skill level.

Lower School:

Cottage and Early Childhood Report Card Assessments

A- Always

S- Sometimes

R- Rarely

NY- Not Yet

NA- Not Assessed

K-4th grade Report Card Assessments

4-Advanced Proficient- Consistently demonstrates proficiency; grasps applies and extends key concepts, processes and skills

3-Proficient- regularly grasps and applies key concepts, processes and skills with limited errors

2-Developing Proficiency- beginning to grasp key concepts, processes and skills

1-Novice- Not making expected progress towards proficiency

NA- Not assessed

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	63-66	1.0
D-	60-62	0.7
F	59 & Below, Failing	0
P	Pass	N/A
I	Incomplete	N/A
W	Withdraw	N/A

HONOR ROLL: The Honor Roll is computed for students in 6th through 12th grades each semester. Honor Roll students will be recognized with a special honorary breakfast at the end of the first semester and with academic distinction at the end of year Academic Awards Ceremony.

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 semester are ineligible for Honor Roll consideration that marking period.

The Honor Roll criteria for Upper School are as follows:

- A student must have a 3.5 and above for that marking period.

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.

FINAL EXAMS: Middle and Upper School students have cumulative exams/projects at the end of the year. Four days are set aside in June for final assessments. Middle School students begin with a gradual increase of number of final exams and projects and exam week is a mix of review, exams and fun end of year activities. In the Upper School, 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 (90%) and the final exam grade (10%).

Upper School: During the exam periods, school begins at 8:30 a.m. with advisory. Students will be expected to turn in their books to their teacher in order to receive their exam. Students should bring free read book in case they finish early. The first exam begins at 9:00 a.m. and ends at 11:00. The afternoon exam begins at 1:00 p.m. and ends at 3:00. Students are not required to be on campus if they do not have an exam. A quiet study hall will be available from 7:45-3:00 every block during the exam week. Lunch privileges and early sign out are the same as on regular class days.

ACADEMIC PROBATION: Students in grades 6 through 12 who earn two Ds or one F in a marking period will be

placed on academic probation. If a student's grades meet the above criteria at the end of a quarter, the student and parent will be notified by the assistant head of school that they have been placed on probation. In consultation with the parents, the advisor and teachers the assistant head of school will determine an expected course of action. At a minimum, this plan will include a system for receiving extra help or tutoring. **Students on academic probation will be ineligible to participate in extracurricular activities until their grades have improved.** If a student has not been removed from probation after a second quarter, families will be notified that a third quarter could lead to academic dismissal. A student on probation for more than two semesters over a two-year period also faces the possibility of dismissal.

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 recreational and non-traditional sports, visual and performing arts, STEAM, yearbook club, student government, prom committee, or any other activity that may garner interest from the student body.

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 Senior of Campus Permission 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 REQUIREMENTS FOR FRIENDS STUDENTS:

Quakers believe that “there is that of God in everyone,” an “inner light” which connects us all and which shines brightest through living the Quaker testimonies of simplicity, peace, integrity, community, equality, and stewardship. One of the Friends School components which demonstrates many of these testimonies is community service. Middle and High School students are required to complete annual community service hours. Through community service, our volunteers deepen their understanding of how all living beings are connected, discover their own gifts and the gifts of others, and delve into the real meaning of the Quaker testimonies upon which the school is founded. Through community service, our volunteers learn to let their lives speak.

Our requirements

- **5th and 6th graders complete 10 hours per year**
- **7th and 8th graders complete 15 hours per year,**
- **US students complete 20 hours a year during high school**

Hours are counted for the school year runs from June 1 2019-June 1, 2020. Students must submit signed service completion forms to their advisors.

Students can participate in service that benefits four different types of people or organizations:

- 1) service that benefits Friends Community,
- 2) service that benefits Virginia Beach,
- 3) service that benefits the student’s home community,
- 4) service that benefits the world.

We are so grateful folks want to serve in the VBFS community but we also want them to give back to the wider community. With this goal in mind, we are limiting the number of hours students can serve that will go towards the graduation requirement. Of course students are always welcome to serve more than these hours at Friends, however additional hours won’t count towards the requirement.

- 9th and 10th grade up to 10 hours can be served at Friends,
- 11th grade up to 5 hours can be served at Friends
- 12th grade we would like all of the students’ required hours to be served outside of VBFS.

****Please note school sponsored activities like serving dinner at JCOC or serving with Spirit Rising are not hours served at Friends, these are activities benefiting others not us.****

Study Halls: Study Halls are designed to allow 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.

- Students should come to study hall prepared with their chromebook/laptop and books assignments. Those 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.
- Watching movies, playing games is not permitted.
- Listening to music quietly in earbuds while doing work is allowed if student is focused not distracted.
- No eating in the library.

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.

English—4 credits required

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

Science--3 credits required, 4 credits strongly advised

9th-Biology, 10th-Chemistry, 11th- Physics,
12- Physics or two science electives,

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 11, 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, other languages may be taken online.

(Language waivers will be considered for those with documented learning differences relating to the study of language or for those who are already proficient in 2 languages.)

Visual Arts and Performing Arts—2 credits required, .5 must be in each of the Arts + 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,

Quakerism/World Religions—.5 credit

½ credit of Quakerism Class or World Religions

Online or Dual Enrollment Classes- .5 credit strongly advised

Recognizing that our world of education is changing, we strongly encourage students to take a semester long online class in their senior year, or a dual enrollment college class with VWU. Both of these options will give them an opportunity to expand their elective options, and to prepare for the next stage of their educational journey.

Total—24 credits total needed to graduate

Community Service—twenty hours per year of Upper School enrollment

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. **Transcripts and/or records will not be released if the student has outstanding books or if there is a tuition balance due.**

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.

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.

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.

Friends School students take the following standardized tests:

- Students in Third- Eighth Grade take the *Educational Records Bureau* assessments.
- Tenth and Eleventh graders are required to take the *PSAT* in the fall at school 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 on their own.
- 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 counselor 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 learning specialist or school counselor 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. 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 \$450 for a single semester class with The Virtual Online High School. Courses at Virginia Wesleyan University cost \$200. This is subject to change.