



# Virginia Beach School of the Arts

## Parent & Student Handbook 2022-2023

Last Revised: August 30, 2023

Welcome to Virginia Beach School of the Arts! We are honored you have chosen us to help enrich your family's homeschooling experience. We know homeschooling can be a daunting experience and we are here to work hand in hand with your family to help you succeed.

### **Mission Statement**

We are committed to empowering families to take ownership of their student's education by providing a positive, enriching, safe and stimulating environment to assist in the homeschooling process. We are dedicated to our families and students, enabling them to achieve their utmost potential and strive to encourage a lifelong love of learning and the arts.

### **Vision**

- To empower parents to take the lead on educating their student(s) through the homeschooling process.
- Enhance the education process through the arts and through a more hands on approach.
- Foster a partnership with parents to instill in each student a sense of independence and confidence in their learning abilities.
- Emphasize academic excellence and individual achievement.
- Challenge students to grow intellectually, artistically, and personally.
- To work directly with parents to instill in students a strong sense of responsibility to one's actions and integrity.

### **Virginia Beach School of the Arts will fulfill this vision by:**

- Hiring an outstanding, energetic, and enthusiastic faculty and staff.
- Having open and direct communication with parents and students.
- Maintain a clear, well outlined, educational plan for the year to allow for the parent/home and instructor/classroom atmospheres to co-exist and move together as one.

## **Parent Partnership:**

The Virginia Beach School of the Arts instructor and parent partnership is key to a successful academic year. Parents and instructors are here with the common goal of helping your student succeed. We must work together to create and sustain an effective partnership. The following principles of good practice describe the respective roles of both partners.

### **Parents Role:**

- Parents must understand that they are working in collaboration with the staff of VBSOTA for the common goal of educating their student(s).
- Parents will ensure that student(s) arrives on time and is ready to begin class.
- Parents understand that their involvement in the educational process is mandatory. Academic days are limited to three hours to lay a strong foundation of the day's coursework. Coursework will go home daily and will require parent involvement to complete.
- Parents agree to remain open to instructors' perspectives and suggestions for the academic, social, and individual development of students.
- When concerns arise, parents will consult with instructor(s) directly in a respectful manner at first notice of an issue.

### **Instructor's Role:**

- Instructors understand that they are working in collaboration with the families and students in their appointed classrooms for the common goal of educating the student(s).
- Instructors will ensure that they are on time and ready to begin class.
- Instructors will clearly communicate and provide guidelines of academic process and procedures for their classrooms.
- Instructors will remain open to input from families and students when offered insight or suggestions to the academic process.
- When concerns arise, instructors will provide open and direct communication at first notice of an issue.
- Instructors will maintain steady and frequent communication to support and enable parents as they progress with their student(s) through the academic year to maintain a stimulating and academically challenging process.

## **On Campus Parent Involvement:**

The Virginia Beach School of the Arts offers multiple ways for daily parent participation on campus. If you would like to be considered for volunteer opportunities, substituting, assisting, or joining our PTO please notify your student's instructor.

Follow our two Facebook pages, Virginia Beach School of the Arts and VBSA PTA and read our email newsletters for upcoming events and volunteer opportunities.

## **Registration and Payment Information:**

Prior to registering, your student will be required to be assessed to ensure proper placement for our programs. Assessments can be scheduled by calling any of our Administrative Staff.

Registering your student at Virginia Beach School of the Arts is now a streamlined process. From our website, [www.vabeachsa.com](http://www.vabeachsa.com), you will be presented with listings for our wide selection of academic and extracurricular courses. Once your selections have been made you will “check out” through our online registration system “Sawyer”. Each family will be required to create a single digital registration form for the entire family which will be used for registering one or more students for any future courses at VBSOTA.

Once online registration is completed families may stop by the main office prior to the beginning of the program to receive a “new student packet”. This packet will contain the following forms required prior to the first day:

- Virginia Department of Education Child Registration Model Form – All spaces must be filled in. If the question doesn’t pertain to your child simply reply, “does not apply” or “n/a”.
- Commonwealth of Virginia School Entrance Health Form. If student(s) do not have a current copy of latest physical, physical must be completed and a copy given to Admin staff within 30 days of first day of attendance.
- Virginia Beach School of the Arts Statement of Acknowledgement.
- “I have read the parent and student handbook” form. Handbook may be found on The Virginia Beach School of the Arts website [www.vabeachsa.com](http://www.vabeachsa.com). Additional printed copies may be requested in the main office at any time.

In addition to the aforementioned forms the following items are required prior to first day:

- Copy of Birth Certificate
- Immunization Record or “Religious Exemption” form if it pertains to your family. Must be received prior to the first day.
- If parents are divorced and have a custody agreement, a copy of said agreement must be kept in student(s) file. Custodial parent(s) have immediate right to admittance to facility and communication with staff.
- List of approved family and friends permitted to pick up child from facility. Information required: Car make and model, car color, full name, and relation to student.

Once registration is finalized, and assessment is completed, Kelly Gish, Our Curriculum Coordinator, will be in contact to ensure curriculum is ordered for your student. If a student is joining the program at the start of the year, our facility will do a large group order prior to the start of term.

## **Options for payment:**

- You may select to pay via debit or with credit card. There is a 2.9% fee associated with paying through the Sawyer site or select the ACH method to have it taken directly from your banking account.

If you would like to avoid the fee, you may enter in the 100% off coupon code “PAYANOTHERWAY” in the box at checkout then send your payment by:

- Venmo – Virginia Dill @virginia-dill
  - PayPal – 757-717-7187
- Cash or Check dropped off at the Main Office in Bldg. 3083.
  - Automatic Bank Draft (ACH)

Please make sure to note on the selected payment form your student's full name, grade, extracurricular class name, day and time.

Tuition will vary depending on which courses have been selected and does not include curriculum or supply fees. When registering via Sawyer a total for courses will be given at completion of registration. If you have questions or concerns with regards to payments or tuition dues, please contact Virginia Dill at 757-715-7187 or [virgina@vbsota.com](mailto:virgina@vbsota.com).

Tuition is to be remitted monthly, for the semester or for the entire year. Monthly tuition is due in full regardless of attendance due to illness, vacations, holidays, or inclement weather. Tuition, supply fee and curriculum costs are non-refundable.

Student tuition paid over one month late will be assessed as a \$50.00 late fee per month. If you encounter financial difficulties, please consult with Virginia Dill to make arrangements before your tuition balance is outstanding.

When completing your profile for registration via Sawyer please ensure that all information fields are filled out completely and correctly. We ask that you please include two emergency points of contact other than parents or guardians. It is also of the utmost importance to ensure that full disclosure of any allergy/medical issues is detailed in registration.

Students enrolling in our academic year are required by the State of Virginia to be enrolled in an accredited public or private school or registered as a home school student by their sixth birthday. If you require assistance with completing this process, contact us and we will help your family in obtaining the proper forms.

### **Hours of Operation on Campus:**

Facility opens at 7:30 am for early morning class enrollment.

Academic Day runs from 9:10am – 12:45pm

Extracurriculars run at various times from 12:45pm – 3:00pm

Kids Club runs from 12:45pm – 4:30pm

Private Music Instruction and Art courses set their independent schedules.

### **School Hours:**

Please be respectful of arrival and dismissal times and procedures. It is very disruptive to have students arriving late and interrupting classes that are already in session. We have a very compact instructional day and every minute counts. We also cannot be responsible for students who are left unsupervised by guardians outside of school operating hours. If your student(s) arrives late and the program is already in session, student(s) should be brought to the main office in suite 3083 to be accounted for and then the admin staff will ensure their arrival to their program.

### **Daily Academic Schedules:**

#### **Morning Musica:**

- Monday – Friday
- 8:00am – 9:10am: Classical Music introduction while enjoying free play and creative activities. When the weather permits classes may be held outdoors.

### **Preschool for the Arts:**

- Monday - Friday
- 9:10 am: Arrival and Free Play
- 9:30 am – 10:30am: 1<sup>st</sup> Class
- 10:30 am – 10:45 Snack
- 10:45 am – 11:35 am: 2<sup>nd</sup> Class
- 11:35 am – 12:20 pm: 3<sup>rd</sup> Class
- 12:30pm: Dismissal

### **The daily academic schedule for grades 1<sup>st</sup> and up:**

- Monday - Friday
- 9:10 am: Arrival
- 9:15 am: Pledge
- 9:20 am – 10:45 am: Morning Academics
- 10:45 am -11:15am: Snack
- 11:20 am – 12:40pm: Afternoon Academics
- 12:45pm: Dismissal

### **Lunch Bunch/Kids Club:**

- Monday – Friday
- 12:30/12:45pm – 1:15pm

Students who stay for private music instruction, art, or extracurricular activities. Students will eat lunch in their classroom with staff member(s) and be escorted to the next program. When the weather permits the students will be outdoors.

### **Summer Theme Camps and Summer Fun School:**

- Monday – Thursday
- 9:00am: Arrival
- 10:15am – 10:30am: Snack/Bathroom/Outdoor time
- 12:00pm: Dismissal

### **Summer PreK and Summer Jr. Kindergarten:**

- Monday – Friday
- 9:00am: Arrival
- 10:15am – 10:30am: Snack/Bathroom/Outdoor time
- 12:00pm: Dismissal

### **Drop Off and Pick Up Procedure:**

#### **Preschool, Advanced Preschool, Kindergarten, First and Second Grade students:**

Students are to be dropped off in our campus parking lot. Each grade will be given a color-coded car tag to ensure students are escorted by staff to their correct classroom. Please ensure that the car tag is on display at drop off and pick up. If you require an additional tag, please let your student's instructor know.

When entering the parking lot, please turn to your immediate right, following the white painted arrows, and form a double car line pulling all the way forward to the pink arrows in front of suite 3079 even if it is past your student's classroom. This keeps traffic from getting backed up on the public roadway.

Upon entering the parking lot, please have your student ready to disembark your vehicle. Please have them unbuckled and book bag packed. Preschoolers and Kindergartners will be assisted and escorted by a staff member to their correct classroom. First Graders will be escorted as needed.

Please do not converse with staff at pick up or drop off. This slows down the flow of traffic. Please do not leave your vehicle in the car drop offline. If you have information to convey, please email us or contact your student's teacher on dojo. If it is an immediate need, please park at the far end of the lot away from the car line and walk to the building.

When leaving, please pull out of the car line safely and quickly. Please be courteous and keep to the procedures listed above. If you need to get settled before pulling out onto the road, please park at the far end of the parking lot and arrange your passengers and cargo there.

We request that visitors not park in spaces directly in front of the building and limit use to center areas only between the hours of 8:45 – 9:40 or 12:00 – 1:00.

### **Third Grade – Ninth Grade Students:**

Third grade and up are dropped off on Kings Grant Road, not on Brickhouse Court or in the campus parking lot.

When turning onto Brickhouse Court, pass the back of our building, proceed straight towards the 90° turn at the park entrance. At the park entrance, make a U turn and pull up past the building's alcove. Please have your student ready to disembark your vehicle quickly and safely on the passenger side. Our staff will be on the sidewalk to supervise and direct students to their classroom.

For dismissal, your student will be waiting on the sidewalk under the trees looking for your vehicle. Please have your vehicle ready to be boarded at 12:45 for grades two and up.

Note: If you have a friend or family member who will be doing pick up in your place, please notify your student's instructor and Samantha Marti, Managing Director of Staff, Student and Family Relations.

### **Alternate Pick-Up Location:**

If a situation should arise that prevents parents from picking up their student(s) from their regularly designated locations parents will be notified via email through Sawyer and/or Class Dojo. Our alternative location in case of need will be the Francis Land House. Parents should be notified to enter the Francis Land House from the BACK entrance of Kings Grant Road and exit onto Virginia Beach Boulevard. Students will be supervised by attending staff until the final student is picked up.

### **Transportation:**

The Virginia Beach School of the Arts does not provide transportation for students to or from school under any circumstance.

## **Morning Musica, Lunch Bunch and Kids Club Enrollment Procedures:**

Morning Musica, Lunch Bunch and Kids Club are available for an additional fee and by reservation only.

Reservations can be made via the Virginia Beach School of the Arts website through Sawyer.

**\*\*\*Reservations must be made 24 hours in advance to allow for staffing.**

Morning Musica is available between the hours of 8:00am – 9:10am.

Lunch Bunch is available between the hours of 12:30pm – 1:15pm.

Kids Club is available between the hours of 12:45pm – 4:00pm

Morning Musica's Drop Off Location is in Bldg. 3083

Lunch Bunch Pick Up Location is in Bldg. 3083

Kids Club Pick Up Location is in Bldg. 3093

Morning Musica, Lunch Bunch and Kids Club require a credit card to be kept on file. Credit Card information is kept securely via our Sawyer Registration system. To avoid unexpected charges please ensure that reservations are kept up to date for your student. If you have questions or concerns about reservations or charges, please contact Virginia Dill at 757-717-7187 or [virginia@vbsota.com](mailto:virginia@vbsota.com).

We will be automatically charging credit cards if a parent is more than 15 minutes late. Please expect these charges if you are late. If you are registered for Early Musica, Lunch Bunch or Kids Club and come before your registered time, your credit card will be charged accordingly. We plan staffing according to registrations so please be accurate and timely so we can maintain the proper staff to student ratio.

Our Kids Club remains open until 4:00pm Monday – Friday. If your student is not picked up prior to 4:00pm there will be an additional charge of \$5.00 per minute until student(s) are picked up. This charge will also apply to Emergency Closings due to inclement weather, natural disasters, or facility emergencies. We do understand that emergencies occur. If an emergency arises please contact Samantha Marti, Managing Director of Staff, Student and Family Relations or Virginia Dill, Owner and Executive Director.

## **Identification procedures:**

Identification can and should be requested by any staff member for any individual unfamiliar to our school community. Parents are required to notify both their student's instructor(s) and Samantha Marti, Managing Director of Staff, Student and Family Relations, of any changes to their pickup procedures for their student(s) ahead of time. If parent(s) do not notify in advance staff will contact parent directly to confirm identity of individual and remind parent of requirement.

Information that must be submitted:

- Make, Model and Color of Vehicle
- Drivers Name
- Drivers Relation to student(s)

## **School Calendar:**

Virginia Beach School of the Arts academic session runs from the day after Labor Day to the Friday of the last full week of May. Summer session begins the first full week of June and runs until the last full week of August. VBSOTA follows Virginia Beach City Public School's operation calendar for all holidays and breaks apart from staff days.

An updated calendar may be found on the school's website: [www.vabeachsa.com](http://www.vabeachsa.com) under "more", "Parent Info" and then select "calendar".

Emergency closings or any changes to the operating calendar will be announced via ClassDojo, sawyer, school Facebook page and text to staff from Executive Director.

## **Communication:**

At Virginia Beach School of the Arts, we believe good communication is key to our educational partnership with students, families, and staff. We offer several platforms to ensure that information is readily available. Please ensure that if you are not enrolled in all the following, reach out to your student's direct instructor, admin, or Virginia to help remedy the situation.

Communications Sources Available are as listed:

- School Newsletter: This is a school-wide newsletter sent out by our owner and Director, Virginia Dill which includes school wide important dates, new class listings, volunteer opportunities and critical course information. If you are not receiving, please reach out to Virginia at [virginia@vbsota.com](mailto:virginia@vbsota.com) and you will be added to our mailing list.
- Class Dojo App: Each instructor has their own Class Dojo page and sends invitations directly to parents in email or text. This is an excellent way to communicate directly to your instructor daily, see photos and videos of your student's day and allows the instructor to communicate with each family individually or as a group. If you have not received an invite for Class Dojo, please let your instructor know immediately and they will send an invitation directly.
- Facebook: VBSOTA maintains two Facebook pages, "Virginia Beach School of the Arts home of the Preschool of the Arts", which is a public page and "VBSA PTA" which is a private group for our community. This is another way to get up-to-date information on upcoming events, see photos of campus wide functions, see volunteer opportunities and where families can share and communicate together. Any Photos shown on social media, will never state the child's name for their privacy and safety.
- Sawyer: Group and individual email style messages that can be sent directly from our registration site to a class roster.

## **For more direct communication please feel free to reach out:**

- Virginia Dill, Owner, and Executive Director  
757-717-7187  
[virginia@vbsota.com](mailto:virginia@vbsota.com)  
Phone Hours: 8:00am – 6:00pm Monday - Friday  
Email available 24/7



- Melanie Hendricksen, Director of Admin and Licensing Procedures  
Available On-Site Monday - Friday  
Office Hours: 9:00 am – 1:30pm Monday - Friday
- Samantha Marti, Managing Director of Staff, Student and Family Relations  
757-619-3149  
[sam@vbsota.com](mailto:sam@vbsota.com)  
Office Hours: 8:00am – 1:30pm Monday - Friday  
Phone Hours: 8:00am – 3:00pm Monday - Friday  
Email available 24/7
- Kelly Gish, Curriculum Coordinator  
240-472-8375 (Text Only)  
Available On-Site Monday - Friday  
Hours by Appointment only.

\*\*\* Please do not text or call Mrs. Dill, Mrs. Marti or Mrs. Gish outside of stated business hours. If you require assistance outside of normal business hours, please email. Email is available 24/7 at [virginia@vbsota.com](mailto:virginia@vbsota.com) and [sam@vbsota.com](mailto:sam@vbsota.com). Please note that any emails, text or voice mail received after hours or on weekends may not be answered until the following business day. In the case of an extreme emergency after hours please contact Virginia Dill.

### **Attendance Policy:**

Homeschooling is an opportunity to not only have more ownership over your student's educational experience, but it also affords families more flexibility for what matters most, family time. We encourage it wholeheartedly! However, we are working in partnership with our families to ensure the best academic progression, so we do strongly encourage regular attendance.

With instructors and families working together and staying in good communication breaks can easily be arranged to not fall behind the class as a group. Daily attendance must be notated as required by the state of Virginia, if you are planning to take time away, please inform your instructor in advance so that attendance may be notated, and a plan of action can be given to stay in steady rhythm with the class upon return to the classroom. You are still free to travel and enjoy the homeschooling flexibility and are not restricted in any way by our requirement to notate attendance. Staff will simply write in "traveling with family" or "schooling off campus".

### **Reporting Absences:**

If you will be absent without prior arrangements being made, please contact your instructor directly and/or the admin staff. We are required by law to maintain attendance with up-to-date attendance records for all programs students are enrolled in.

If your student's absence is due to illness, please disclose the illness so that we can prepare parents for possible outbreaks. All information will be kept confidential. If your student has had a fever, excessive cough, vomiting or

excessive symptoms within the last 24 hours they are not permitted to return to school until symptoms are managed without medication for a full 24 hours. 48 hours may be required for illnesses that arise as part of an outbreak.

### **Tardiness:**

We understand that issues arise but please be respectful of our compact instruction day. If you are running behind, please contact your instructor directly or contact Samantha Marti, Managing Director of Staff, Student and Family Relations.

If a student arrives after the program has begun, please report to the main office so that student may be accounted for and Admin staff will ensure they are delivered to class safely.

### **School Closure Policy:**

In the event of inclement weather, if the Virginia Beach School of the Arts cancels morning or afternoon classes due to inclement weather, parents will be notified via Sawyer, Class Dojo and on the private Facebook page, VBSA PTO. If roads are icy for morning travel, it is possible we will be operating on a delayed start time for Homeschool Unlimited. Afternoon classes may still be held.

Please be alert for communications if inclement weather is expected. Missed days for PreK - 9th grade will not be made up. Students attending afternoon enrichment classes will be offered makeup options.

Any students not picked up in the event of an early cancellation will be picked up from the Kids Club and charged for their attendance.

If an emergency arises and you are unable to pick up a student immediately, please contact Virginia Dill, Owner and Executive Director or Samantha Marti, Managing Director of Staff, Student and Family Relations as soon as possible.

### **Dress Code:**

Virginia Beach School of the Arts requests that the following guidelines be followed:

- Bike shorts should be worn under all dresses/skirts.
- Refrain from clothing with offensive logos, images, and text.
- Please ensure that undergarments are not visible.
- Closed toe shoes are highly recommended. Flip flops and heels have caused injuries in the past.

We reserve the right to to adjust guidelines as deemed necessary.

### **Curriculum:**

With Grades PreK all the way up to high school we want the best for your student(s) and family which is why we have selected tried and true programs and curriculums for our campus.

For PreK students we adapt a supplemented version of "Handwriting without Tears" for early writing and phonics skills and stay current on the most up to date, fun interactive methods to develop their academic, emotional, gross, and fine motor skills.

For our Kindergarten through high school students, we implemented “The Good and The Beautiful” curriculum for a strong foundation and supplement as needed to adapt to your students’ individual needs and to provide you with an excellent foundation to educate at home as well.

“The Good and The Beautiful” is a religious based curriculum but we do not touch on the religious aspects in the classroom and leave this to parental discretion. We want all denominations, cultures, and backgrounds to feel welcome and included on our campus. We truly believe that “The Good and The Beautiful” is the most comprehensive, family and classroom friendly homeschool curriculum available.

Order forms for curriculum will be made available at the beginning of each academic term or upon registration if enrolling during a term already in session. Each student will purchase their own personal set of curriculum books and supplies at the start of the academic year directly from our curriculum coordinator, Mrs. Kelly Gish. She can be reached by text at 240-472-8375 between the hours of 9:00am – 4:00pm or via email 24/7 at [kelbel1980@hotmail.com](mailto:kelbel1980@hotmail.com).

## **Home Schooling Requirements and Helpful Information:**

### **Notice of Intent:**

Students enrolling in our academic year are required by the State of Virginia to provide a “Notice of Intent” to their local school superintendent and be registered as a home school student by their sixth birthday.

If you require assistance with completing this process, contact us and we will assist your family in obtaining the proper forms.

### **Movies, Videos, Music, and Screen Time:**

Movies, videos, music, and screen time should be used only as an enhancement to the education of the student. Jukebox Classroom, Nature Documentaries and other educational shows may be shown for no more than 15 minutes daily upon approval. Jukebox classroom and other educational songs may be played in the background at any time.

If a movie or video would enhance a lesson but is longer than 15 minutes, the movie or video would require approval by admin and a plan presented to parent(s) with a brief description and ratings information for approval.

### **Parent Teacher Conferences:**

Parent teacher conferences may be requested at any point in the academic term. However, with the “Statement of Acknowledgement” agreement parents should be working in conjunction with their student’s instructor daily keeping abreast of their student(s) homeschool progress when reviewing at home daily. Daily parent involvement is required in our programs.

### **Parent Visits:**

We are a homeschool enrichment center and encourage parental involvement in the classroom. Parents of students who are invited by instructors will be welcome to assist in the classroom. It is required that parents give notice before arrival and sign in at the main office before entering classrooms during academic hours.

No parent or volunteer is permitted to be left alone with a class or individual students for any purpose unless parent or volunteer is a paid member of Virginia Beach School of the Arts staff.

## **Report Cards:**

Home schooling does not typically require a Report Card in the traditional sense due to the fact that you are aware of your student's progress daily as you work with your student daily at home. The Good and The Beautiful has built in assessments that can be observed by both parent(s) and instructor(s), so that their progress is consistently monitored. Your student's instructor will keep you abreast daily of any deficiencies or areas of concern they notice while in the classroom.

## **Rest Period Requirements:**

Preschool students between the ages of 3 Years and 4 Years old are required to rest if on campus for more than 5 hours. Rest must take place prior to the fifth hour. The rest period must be one hour but no more than 2 hours. After the first 30 minutes, students who are not resting may engage in quiet activities to not disturb sleeping students. Nap Mats are not provided. Mats must be provided by students and should be clearly labeled with the student's name. Nap mats are required to go home weekly to be cleaned.

## **Behavior and Discipline Policies:**

Virginia Beach School of the Arts believes in conscious discipline and teaching our students techniques that will help them with making good, positive choices and set them up for success in their futures. Our behavioral guidance will be constructive and appropriate to the students' age and development.

## **PreK, Jr. Kindergarten and Kindergarten Students:**

We are firm believers that manners matter and that big feelings matter. With our younger students we understand that they are experiencing a lot of "new" in their lives and we want them to have a safe space to learn and grow.

When issues arise, we will take them on a case-by-case basis. Each student's needs and abilities are different. Appropriate classroom behavior takes time to develop. Our aim is to teach them in a loving, patient, and supportive manner that suits their age and abilities. In our classrooms we follow the guidelines listed below:

- Attempt gentle redirection and practice simple conflict resolution.
- Give gentle reminder of behavioral expectation.
- Call in assistance from available aid or from admin staff.
- Anytime behavior is reoccurring, or excessive parents will be notified via Class dojo.
- If behavior warrants and incident report should be completed.

## **Time Out:**

If a time out is warranted the following should be followed:

1. Time out will be used sparingly and will not exceed one minute for each year of the student's age.
2. It will be appropriate to the student's developmental level and individual needs.
3. The student will either remain in the classroom or be escorted to the main office to admin staff.
4. Student(s) will always be in sight and sound range of supervising staff member.
5. Student(s) will not be left alone inside or outside of the facility.

## **Biting Policy:**

Virginia Beach School of the Arts maintains a "3 bite Policy". If a student is involved in a biting incident more than three times they will be suspended from all programs on campus. VBSOTA reserves the right in extreme cases (ex. Broken skin, bleeding) to dismiss student(s) if deemed necessary to the safety of fellow students and staff.

## **First Grade and up:**

As with any age we understand that each stage of growth is full of its own unique challenges. Our goal as a community here at VBSOTA is to create a safe and loving environment for growth not just in academics but in life.

With our classroom size students have the opportunity to form bonds with their classmates as well as staff. We are here to help guide them through their academic and social challenges that will undoubtedly occur in the classroom setting. Communication is our number one resource, communication with the student(s) and with parents. In our classrooms we follow the guidelines listed below:

- Attempt gentle redirection and practice simple conflict resolution.
- Give gentle reminder of behavioral expectation.
- Offer student(s) the option of excusing themselves from the classroom to the admin office for a quiet space to take a pause.
- Anytime behavior is reoccurring, or excessive parents should be notified via Class dojo.
- If behavior warrants and incident report should be completed.

## **Behavioral Consequences:**

When deemed necessary by Director and/or admin staff the following procedure will be followed for excessive and/or repetitive inappropriate classroom behavior.

- First Offense: An incident report will be completed, parents contacted, and warning issued.
- Second Offense: An incident report will be completed, parents contacted, and student(s) will be suspended for two days from all programs on campus and a second warning issued.
- Third Offense: An incident report will be completed; parents will be contacted, and student(s) will be expelled from all programs on campus.

If the first offense is exceedingly egregious, we reserve the right to immediately expel the student(s) for the period of time director/admin feels appropriate to the infraction.

NO parent or volunteer is permitted to be alone with a class or student unless parent or volunteer is paid staff member of Virginia Beach School of the Arts.

No parent or volunteer is permitted to question or confront a fellow student without the direct permission of that student's parent or guardian. If parent persists, this will be grounds for dismissal from Virginia Beach School of the Arts.

## **Unacceptable forms of Discipline:**

Staff at Virginia Beach School of the Arts are here to teach and guide our students to accomplish not only their academic growth but also social and emotional growth. We reserve the right to discontinue employment without notice of those who proceeded with unacceptable forms of discipline not in conjunction with our community values. The following listed will not be permitted and will result in immediate dismissal from our staff.

- Physical punishment, striking a student, rough handling, shaking, restricting movement through binding, tying forcing an uncomfortable position or use of exercise as punishment.
- Punishment given from another student.
- Separation from the group so that the student is away from the hearing or sight lines of a staff member.
- Withholding or forcing food or rest.
- Verbal remarks which are demeaning or public shaming of student.
- Punishment from toileting accidents.
- Punishment by applying unpleasant or harmful substances.

Our academic day is short and behavior issues can delay a large portion of our day. If instructors have need of assistance with behavior issues, they will contact the admin staff so that classes will be able to continue without disruption.

Any time a student exhibits excessively disruptive behavior, tantrums, bullying, violent or angry outbursts that endangers himself/herself or fellow students, the staff or instructor will contact the parent immediately for pick up. Parents will be contacted even if it is a first offense. Communication is key to maintain classroom management.

Disruptive behavior including but not limited to: lying, cheating, name calling, fighting, foul language, threats, destruction of property etc. Will not be tolerated and will be taken very seriously.

If a staff member is unsure if specific behavior warrants immediate dismissal for the day, they will contact the admin staff and/or Virginia Dill.

When discussing incidents with parents, if other students are involved in incident, names will not be released.

If staff members observe another staff member engaging in behavior that is not fitting to our community they will make Director, Virginia Dill and admin staff aware immediately. All observations will be kept confidential as investigation is facilitated.

## **Incident Reports:**

Incident reports will be completed for various reasons. It is a method of ensuring proper communication and log keeping for safety purposes. Incident reports will be completed for the following examples but not limited to: injuries, behavior issues, parent interactions of a serious nature, etc. Anytime an incident report is filed a copy will be given to any student involved if required. Parent(s) may be asked to sign for receipt. If students or parents have questions or concerns about any incident report received, please contact the student's instructor or Samantha Marti, Managing Director of Staff, Student and Family Relations.

## **Suspected Child Abuse or Mistreatment:**

Virginia Beach School of the Arts is required by the State of Virginia to be a mandatory reporter of suspected child abuse and child neglect. Our staff will always maintain at minimum one staff member who is trained in recognizing the signs of child abuse. Any student suspected of suffering abuse will be reported to Virginia Dill, Owner and Executive Director and

appropriate steps for prevention and caretaking will be instituted. The authorities will be notified immediately if warranted by Virginia Dill.

## **Confidentiality:**

All Staff of The Virginia Beach School of the Arts must sign a Confidentiality Agreement and have it turned in upon first day of employment. It states that all contact, medical and personal information pertaining to staff, students and families will be kept confidential. It also states that staff will not forward, share or reproduce any staff, student, or family's private information.

Disclosing any personal information provided to The Virginia Beach School of the Arts or obtained while in employment will result in immediate termination. The Virginia Beach School of the Arts takes it's staff, student(s) and families privacy seriously.

## **Emergency Procedures:**

### **Fire and Active Shooter Drills:**

Admin staff will schedule and execute drills once a month. Logs will be maintained and posted in each suite in plain view by the front entry door. Fire Drill procedure will be mapped and posted by front entry with log. If you have questions about drill procedures, please contact Admin Staff.

If an active shooter is present on campus and students are inside, doors should already be locked. Sound the walkie talkies and follow with a text. Students should be moved to an area out of line of sight. They need to do so quickly and quietly.

If students are outdoors and an active shooter presents themselves, the teacher will call for the students and run to the nearest safe location away from danger.

In the event of an emergency parents will be sent messages through Sawyer and Class Dojo. Virginia Dill, Owner and Executive Director will then send out notification to all staff to call their class families directly with pertinent details.

### **Fire Drill Procedure:**

Fire Drills will be performed at random every month. Management staff will sound the alarm and the following steps should be followed:

- Staff and Students should drop everything and line up to evacuate.
- Lead teachers should have Walkies and Cellphones on their person.
- Staff and Student should report to their assigned safety locations.
- Once in safe location Lead instructors should send text to Director of Staff, Student and Family Relations with, the following information:
  1. The word "Safe and all accounted for", alert if any children are missing or if any injuries occurred.
  2. The number of students you have in your direct care.
  3. The number of staff with you.

- Once the admin staff has checked the building and ensured that all is clear and that all students and staff are accounted for management will blow three short bursts on whistle to signal that it is safe to return to the building.
- Once returned to the building, fill out your Drill form by the front entrance of your classroom suite and management will initial ensuring it is done.
- Once Fire drill is complete, proceed directly to your “Active shooter drill” otherwise known as the “Turtle Drill.”

### **Active Shooter Drill / “Turtle Drill”:**

- “Turtle Drill” will be completed directly after fire drills.
- Students will be gathered into the best location for coverage:  
A room with no windows or out of direct eye line of an intruder.
- Once students are in, the staff ensures that the door is locked.
- Students should be lined up along a wall and tucked in “like a turtle” making themselves as small as possible.
- Students should be asked to remain silent for one full minute.
- Once minute is up, ensure that drill is logged on drill form for each suite.

### **Inclusion:**

Virginia Beach School of the Arts is an all-inclusive campus. We welcome students from all cultures, religions, races, creeds, political and personal beliefs with open arms. If circumstances arise that are not representative of this, please contact Virginia Dill or Admin staff immediately so that action can be taken.

### **Special Needs:**

If your student has special needs, ADHD, Dyslexia, ADD, Autism, Speech Delay, Academic Delay or any psychiatric condition or academic need for an IEP or special education requirements please inform the school immediately upon diagnosis. Virginia Beach School of the Arts takes these students on an individual, case by case basis after assessing the student. Virginia Beach School of the Arts, as a whole, is not trained for Special Education, nor do we receive funding for resources required.

### **Outdoor Activities and Play:**

At VBSOTA we value time that can be spent in the fresh air all season long! We regularly hold classes, picnics, and playtime throughout our campus. Our campus is beautifully situated between a lovely city-maintained nature trail with ample outdoor classroom space and directly beside The Francis Land House, a living history museum. Classes regularly take nature walks, climb trees, play, and even maintain a community garden all within walking distance to the school. We are so pleased to have these public spaces to explore with our city of Virginia Beach Community.

On campus the students have free play time at the far end of our parking area. We have various sporting equipment, bikes, and scooters for all to enjoy while taking a break from their studies. We also regularly have outdoor games, activities, lessons, and Field Day to keep the students active throughout the school year.

All students will be supervised while spending time outdoors and in play areas. Staff will be standing observing the area and student interactions Staff supervising will be evenly dispersed so that they can maintain a clear view of the entire play area.



## **Rose Hall Park and visits to the Francis Land House:**

All students will be required to have a permission form signed by parent(s) giving consent for students to walk to Rose Hall Park and The Francis Land House grounds at the time of their registration.

When traveling as a class to both locations, students will use the sidewalks and cross only at designated crosswalks. Staff will safely guide students across the street to the grounds. Students will not be permitted to run ahead or out of direct sight.

## **Administering Medication or First Aid:**

As required by the State of Virginia, we will observe the health of all students upon their arrival on campus. This ensures that any student who presents symptoms of illness will be removed from the classroom and the student's parent(s) will be contacted for immediate pick up. Symptoms include but are not limited to, excessive runny nose, redness around or in eyes, rash, hives, fever, upset stomach etc.

If a student misses school for an illness and a parent reports a contagious illness for reasoning keep illness logged if three or more students are reported with the same illness owner should contact CDC with report.

## **Medication:**

Any student needing medication administered during their instruction day will require a "Medication Authorization Form" signed by parent, written notification/prescription with directions, dosage, and parental consent. Students will not be permitted to take medication that is brought to school without notification to instructor and administration. This includes but is not limited to, antibiotics, Tylenol, Advil, sunscreen, bug spray etc.

Students who are observed taking undocumented medication will have medication confiscated. Confiscated medication will be properly stored under lock and key and may be retrieved in the main office. A warning will be issued, and an incident report will be filed. If two warnings are issued student(s) will be withdrawn from VBSOTA programs.

All medication should be brought directly to the main office for daily storage. Medication must be received in its original packaging, within its "used by" date, and have its correct dosage clearly marked. Medication must be picked up by the parent once medication requirements are completed or when medication has expired.

Medication will be administered by Admin staff who are MAT certified.

The Virginia Beach School of the Arts reserves the right to refuse enrollment or disenroll a student whose medical condition requires excessive responsibility and risk for staff who may not be properly trained to care for required extreme medical conditions.

If your student's health or medical condition changes or new development arises, please notify admin staff immediately to ensure good communication and safety.

- Parents will be notified via phone call from admin when medication is expired and will have one week to pick up medication from the main office. If medication is not picked up by the week's completion medication will be disposed of and parents will be notified of its disposal via phone call from admin.

## **First Aid:**

If first aid is required, first aid kits can be found in every classroom or in the main office bathroom. If aid is given, please notify parents immediately even if minor via class dojo or phone call.

It is required to fill out student incident report no matter the severity of the incident.

All students will be required to submit a permission form during their initial registration to our programs to allow permission for emergency care to be performed by staff and/or first responders.

If a student falls violently ill or needs immediate professional medical attention, a staff member is to call 911 and administer first aid within their abilities. Staff should have another staff member contact parents, owner, and on-site directors immediately.

After the event, an incident report is to be filled out and given to the Director, admin staff and parents. The owner/Director will contact CDC to report as necessary.

## **Lice:**

If a student is suspected of having lice the parent will be notified and the student will be picked up immediately. Staff will request the student be taken to a treatment center. School will not be closed. Student(s) will not be readmitted to school until professional treatment is given and completion of treatment notification is brought in.

## **COVID:**

As the COVID-19 pandemic is in flux and new data is presented frequently, we will follow the recommended precautions set by the CDC.

## **Sick Policy for Students and Staff:**

Any staff noticing a student is unwell will inform parent(s) that student is not permitted to attend class that day and notify main office. The parent(s) will need to take their student home. If student(s) presents with rash, fever of 100 degrees or higher, profuse runny nose, wet cough, or other pertinent symptoms parent will be contacted for immediate pick up. If the instructor suspects a fever, student(s) shall be brought to the main office to confirm before calling parent(s).

If a student throws up at school, they must be separated from other students and parent(s) called to pick up.

To return to school a student must be fever/symptom free for a full 24 hours without the assistance of medication. In cases of known outbreak time may be extended to 48 hours.

## **No Smoking or Vaping:**

Virginia Beach School of the Arts is a no smoking or vaping school. Smoking and vaping are not permitted anywhere on the school property.

## **Food:**

Virginia Beach School of the Arts is a nut free school. Please ensure that your student's lunch or snack is free of any items with any form nut or trace amounts of nuts. If you send a snack containing nuts with your student, they will not be permitted to consume it and will be given a snack from our small emergency pantry in its place. If you would like to make a donation of prepackaged, allergy free snacks, please ask our staff for suggestions.

All snacks and lunch containers are required to be labeled with the student's name and the date food was prepared. VBSOTA staff will be placing a tag on your student's snack/lunch bags. This tag will be a laminated calendar. Tag will have your student's name and each day of the month they brought snack or lunch crossed. As per licensing, all food must be labeled with the student's name and date, this is our way of taking care of that for you. Please keep tag attached to bag.

Each student will require a lunch box/bag and re-useable, leak proof water bottle. Please ensure that items are clearly labeled with your student's full name. If your child is here for an extended day of classes, please pack ample snacks and lunch to accommodate their appetite for the day.

When selecting items to pack for snacks and lunches please avoid nuts, yogurts, fruit cups, sodas, candy, or items that require silverware or could create a slipping hazard if spilled. Please refrain from sending excessively sugary foods.

All students are required to wash their hands before and after eating. Staff will ensure that table surfaces are sanitized prior to snack/lunch time.

If it is your students first time attending school, please take the time to practice opening and closing lunch containers prior to the start of the program. This is a fantastic way to build their confidence before the start of school.

## **Special Occasions:**

We love to celebrate with all our families and students! When families wish to send in special treats for holidays or birthdays, we happily encourage it! If you would like to send in something special, please contact your student's instructor directly or Samantha Marti Managing Director of Staff, Student and Family Relations, in advance so that we can assure that any allergies or medical concerns are covered. We recommend mini cupcakes or mini cookies, or even small party favors in place of treats. If you require suggestions, please don't hesitate to ask!

## **PTO:**

Virginia Beach School of the Arts has an active PTO for parents and teachers to participate in. If you would like to be involved, please contact the PTO president. Samantha Marti, Managing Director of Staff, Student and Family Relations can provide contact information. PTO gathers parents and staff together to plan events such as "Trunk or Treat", Santa visits, Play dates, School Fundraisers etc. Attending PTO is a fantastic way to build community in the school, make new relationships and enhance your homeschooling experience.

**Virginia Dill and admin staff have no direct dealings with PTO.**

## **Summer Camps:**

Summer Camps, Summer PreK Summer Fun School and Summer Kids Club will follow procedures and policies previously mentioned in the handbook. All summer programs require separate registration from the academic term.

Summer Camps will run weekly Monday – Thursday through the months of June and July between the hours of 9am and 12 noon.

Summer Fun Schools will run weekly Monday – Thursday through the months of June, July, and August between the hours of 9am and 12 noon.

Summer PreK will run weekly Monday – Friday through June, July, and August between the hours of 9am and 12 noon.

Summer Kids Club will be as needed. Days and hours will be presented by the Kids Club Director.

**Withdrawing Procedure:**

If your student must withdraw from the Virginia Beach School of the Arts a full 30-day written notification is required. Your student may attend for those 30 days. Supply and curriculum fees are non-refundable.