

TANDEM FRIENDS SCHOOL

Parent & Student Handbook

2010-2011

"Freedom with Responsibility"

Dear Tandem Friends' Parents and Students,

WELCOME TO TANDEM FRIENDS SCHOOL'S 40TH YEAR! I would especially like to welcome our new families, and encourage all to involve themselves actively in the life of our school. Through our connections within the Tandem community, we come to know one another well. From the day that John Howard and Duncan Alling opened the Tandem School doors in 1970, we have emphasized the power, beauty, goodness, and wisdom of community.

Tandem Friends strives to inspire young people to stretch their minds and open their hearts so that they may commit to moving out into the world with courage, compassion, respect, confidence and love. And in doing so, we make the world better. Everything we do as a school puts us closer to achieving these ideals. Our children benefit from teachers and parents working together to create a community that reflects our mission. In many ways, parenting and teaching are remarkably similar, as both, in Henry Adams's words, "attain a kind of immortality because it is impossible to know when, or if, their influence stops." With this in mind, I am very excited about all the possibilities we will realize this year.

I regularly read and re-read Tandem Friends School's mission statement; each time our school's aspirations inspire me. We will continue to expect the best from every member of this learning community in order to fully realize our mission to educate young people in the Quaker tradition. We believe that each person has "that of God" within, and thus deserves our heartfelt and vigilant caring and our honorable and loving efforts. We believe that students thrive when they experience the freedom that comes with acting responsibly, and the responsibility that comes with freely and ethically engaging the world.

As I look to the new academic year at Tandem Friends and as I reflect on all I have learned from the previous years, I feel a strong sense of gratitude for the teachers, parents, staff members, friends of Tandem, and administrators who have helped the school become the fine community it is today. I am reminded of the Vietnamese proverb, "When eating fruit, think of the person who planted the tree." With humility, hope, gratitude, faith and confidence, I anticipate a rich, meaningful, and productive year.

You will find very important information about the entire school in the Tandem Friends Handbook. Read it carefully and review it with your children, so that you know both what to expect from the school and what the school expects of you and your child.

Again, do not hesitate to call if you have questions.

Sincerely,



Paul B. Perkinson
Head of School

August 2010

Introduction

The essence of the “Tandem Friends Philosophy” is captured in the school’s unofficial mottoes: “Freedom with Responsibility” and “Kindness and Wisdom.”

“Freedom with Responsibility” is a simple idea to express, but a difficult one by which to live. Freedom in an educational setting allows for the growth of each individual in ways we cannot foresee. The open-ended, unpredictable quality of personal growth is the source of much of the excitement and joy in Tandem’s approach to education. Students at Tandem Friends learn that freedom is extended in a direct relationship to responsibility; they learn that responsible freedom is not purely permissive. The freedom to choose one’s own research topic, for example, carries with it the responsibility to bring scholarly discipline to all aspects of the project. We constantly call upon each other to consider the consequences of our actions, not just for ourselves but for each other, our school, and our world.

“Kindness and Wisdom” reflects the Friends belief that there is an Inner Light of goodness and wisdom within each human being. When we seek and then express that wisdom, it manifests itself as kindness towards others.

Voluntary compliance is essential to the atmosphere of trust that is at the heart of Tandem Friends; it is the shared responsibility of all members of the Tandem Friends community to foster and protect this mutual trust. The rules, expectations, and procedures found in this handbook are rooted in Tandem’s founding philosophy and are alive in the Quaker belief that “Truth is continually being revealed.” All Tandem Friends students, faculty and parents are expected to become familiar with and to comply with these rules, expectations and guidelines.

"Kindness and Wisdom, with Kindness Always First"

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"It is a good divine that follows his own instructions." - WILLIAM SHAKESPEARE

Meeting for Worship

Our Quaker affiliation at Tandem Friends reflects our community's belief that spiritual reflection and expression are essential aspects of a true education. Our Wednesday Meeting for Worship is the heart of such exploration and expression. Whether gathering in small worship-sharing groups, in Middle or Upper School Meeting for Worship, or in All-School Meeting for Worship, we carry to Meeting the belief that each of us carries within an Inner Light.

Sometimes, after an initial period of settling into the silence, one or more members may be moved to share aloud a thought, a question, an awareness. One week's Meeting may be enriched by a number of voices; another may be deepened by unbroken stillness. Every Meeting for Worship is different, not only because we have no liturgy or leader, but because the concerns that weigh on our minds and hearts are continually changing.

Like our kindred Friends schools, we experience Meeting for Worship not as a method of indoctrination, but as a natural gift of spirit. Meeting for Worship can comfort the afflicted or afflict the comfortable, allow the Quaker testimonies of Simplicity, Harmony, Equality and Community to resonate more fully, and provide a welcome respite from the busyness of our days. Meeting for Worship is a cherished complement to the goals and values of a Tandem Friends School education.

"From within or from behind, a light shines through us upon things, and makes us aware that we are nothing, but the light is all." - RALPH WALDO EMERSON

Schedules

2010-2011 Weekly Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
1 st 8:50-9:35	1 st Block 8:45-9:55	1 st Block 8:45-9:55	2 nd Block 8:45-9:55	1 st 8:50-9:40
2 nd 9:35-10:20	3 rd Block 9:55-11:05	2 nd Block 9:55-11:05	3 rd Block 9:55-11:05	2 nd 9:40-10:30
Break 10:20-10:30				Break 10:30-10:40
Advisory 10:30-11:05	Break 11:05-11:15	Meeting for Worship 11:05-11:40	Break 11:05-11:15	3 rd 10:40-11:30
3 rd 11:05-11:50	4 th Block 11:15-12:25		Lunch 11:40-12:30	
4 th 11:50-12:35		Lunch 12:25-1:10		Speaker's Series 12:30-1:10
Lunch 12:35-1:15	7 th Block 1:10-2:20		5 th Block 1:10-2:20	
5 th 1:15-2:00		5 th Block 2:20-3:30		6 th Block 2:20-3:30
6 th 2:00-2:45	7 th 2:40-3:30			
7 th 2:45-3:30				

"What we want is to see the child in pursuit of knowledge, and not knowledge in pursuit of the child." - GEORGE BERNARD SHAW

2-Hour Delay Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Meeting 10:30 - 10:45	Meeting 10:30 - 10:45	Meeting 10:30 - 10:45	Meeting 10:30 - 10:45	Meeting 10:30 - 10:45
1 st period 10:45 - 11:20	1 st Block 10:45-11:35	1 st Block 10:45 - 11:40	2 nd Block 10:45 - 11:35	1 st period 10:45 - 11:20
2 nd period 11:20 - 11:55	3 rd Block 11:35 - 12:25	2 nd Block 11:40 - 12:35	3 rd Block 11:35 - 12:25	2 nd period 11:20 - 11:55
3 rd period 11:55 - 12:30				3 rd period 11:55 - 12:30
Lunch 12:30 - 1:10	Lunch 12:25 - 1:00	Lunch 12:35 - 1:05	Lunch 12:25 - 1:00	Lunch 12:30 - 1:10
4 th period 1:10 - 1:45	4 th Block 1:00 - 1:50	Meeting For Worship 1:05 - 1:40	4 th Block 1:00 - 1:50	4 th period 1:10 - 1:45
5 th period 1:45 - 2:20	7 th Block 1:50 - 2:40	5 th Block 1:40 - 2:35	6 th Block 1:50 - 2:40	5 th period 1:45 - 2:20
6 th period 2:20 - 2:55	5 th Block 2:40 - 3:30	6 th Block 2:35 - 3:30	7 th Block 2:40 - 3:30	6 th period 2:20 - 2:55
7 th period 2:55 - 3:30				7 th period 2:55 - 3:30

"We need to restore the full meaning of that old word, duty.
It is the other side of rights." – PEARL BUCK

I. General Information

The vitality of the unique teaching and learning community that is Tandem Friends School depends upon the quality of the relationships between and among all its members. At the heart of Quaker faith is the belief that each person has “that of God,” an “Inner Light” within. Thus, a fundamental Tandem ideal is that students and teachers are comfortable expecting the best of each other. Just as our founders John Howard and Duncan Alling intended, our students find trust extended to them through experiencing a greater freedom of movement than in other school settings. Part of the excitement of each new school year is our renewed curiosity: What will they do with this freedom and trust?

One way in which the answer is determined is through Tandem’s traditional “town meeting” philosophy. Just as we, as a Friends School community, sit together in silent reflection, so do we gather regularly — in daily Morning Meeting, Senate-run Open Meeting, Class Gatherings — to express opinions, air grievances, develop and strengthen communal commitments, work toward a shared understanding, and celebrate our joys.

Admissions Policy

Tandem Friends, a Quaker School, provides an education in which intellectual, ethical, artistic, and athletic ideals are pursued in an outstanding college preparatory setting. This challenging atmosphere fosters intellectual curiosity, creativity, academic achievement, development of individual talents, and service to the community. The fundamental Tandem relationship is one of students, teachers, and staff working together, expecting and discovering the best in themselves and each other. Tandem Friends strongly promotes joyful engagement in learning, personal responsibility, and community trust.

Tandem Friends School fosters capable students who value a spiritual, egalitarian, kind and creative community; thrive on independent, imaginative thought; are fully engaged in learning; and seek the best from themselves and their community. Those best served by a Tandem education are talented, motivated students with a strong work ethic who are capable of higher-level academics, who enjoy lively intellectual discourse, who value the life of the mind, and who live the Tandem ideal: Freedom with Responsibility.

Tandem Friends School does not discriminate on the basis of race, color, gender, sexual orientation, religion, or national and ethnic origin in administration of its educational policies, hiring policies, admissions policies, scholarship policies and loan programs, and athletic and other school-administered programs.

School Hours

STUDENTS SHOULD ARRIVE ON CAMPUS BETWEEN 8:00AM and 8:20AM TO MAKE SURE THEY ARE AT MORNING MEETING ON TIME. Morning Meeting begins promptly at 8:30AM. Middle School classrooms open at 8:10AM; Middle School students who arrive before 8:10AM should wait in the Front Office. School ends at 3:30PM, or at 3:50PM for those students who are on Work Crew.

Work Crew

No Tandem Friends tradition or daily school activity is more important than Work Crew. Since our founding, students and teachers have held the responsibility for maintaining our buildings and grounds. Every faculty member, staff member and student from 6th through 12th grade is assigned to multi-grade Work Crew teams for two academic quarters each year (either 1st and 3rd quarters, or 2nd and 4th quarters) and is counted upon to be at his or her assigned work space each school day afternoon from 3:30–3:50PM. Fifth-grade students work under the supervision of their teacher to clean their own classroom during the same time period.

Each year, seniors are selected to act as Work Crew leaders and supervise the students on their crews. Athletes who serve on Work Crew are responsible for arranging coverage of their Work Crew duties when they have an Away game. On Home game days, athletes should complete their Work Crew responsibilities before attending to their team responsibilities. In the spirit of equality and teamwork, Work Crew leaders and members finish their daily tasks at the same time.

Students and teachers come to understand that Work Crew is one of the most meaningful “learning laboratories” here at Tandem Friends. It is crucial that Tandem Friends parents support Work Crew by acknowledging and honoring their children’s participation.

"Education is not preparation for life; education is life itself." - JOHN DEWEY

After School Hours

All Middle School students must leave campus by 4:00PM unless involved in a supervised school activity such as athletics or drama programs or signed in to the After-School Study Program. The latest pick-up time for the After-School Study Program is 5:45PM.

All Upper School students must leave no later than 5:30PM unless involved in a supervised school activity such as athletics, drama programs, or Friday afternoon "Hours," a discipline-based work period held Friday afternoons from 4:00–5:30PM. For purposes of security and safety, all doors are locked by 5:30PM.

Attendance

At Tandem Friends School, lateness and absences will be recorded as excused or unexcused. An excused absence or lateness is one that is reported by a parent or legal guardian and acknowledged by the school; **it is crucial that parents contact the school at 296-1303, extension 0 before 8:15AM if their child will be late or absent.** Administrative staff will call home if parents have not contacted the school when a student is marked absent in Morning Meeting. A student is considered unexcused when there has been no communication with the school or the reason for being out of school has not been approved by the Upper School or Middle School Director.

Attendance is taken during Morning Meeting (8:30–8:50AM). **Students who arrive between 8:30-8:50AM must report to Morning Meeting, where they will be marked late.** All students must sign in at the School Office in the Main Building if they arrive to school after Morning Meeting has begun.

If a student knows about an absence in advance, he or she must fill out a Planned Absence Form. The Planned Absence Form, available online and in the front office, must be signed by the student, teachers, parent, and Middle School Director (grades 5–8) or Upper School Director (grades 9–12), as appropriate.

Also, in the spirit of Tandem's ethos of Freedom with Responsibility, students are responsible for obtaining any missed work following any lateness or absence.

Absence Policy

As a community that recognizes the value of learning through discourse and experience, we at Tandem Friends School believe that attendance is a vital part of each child's educational career. Daily presence and participation enhance the learning experience for everyone; each person's voice contributes to the vibrancy of the classroom experience.

Guidelines:

- 14 is the total number of days of school a student is allowed to miss.
- We recognize that a limited number of college visits may be necessary. These visits will not be included in any tabulation of total absences, however, every effort should be made to schedule college visits on school vacation days.

Excused Absences:

- Illness, family emergency, religious holidays, college visits on designated days, and doctors' appointments are examples of excused absences.
- We ask that every effort be made to schedule appointments outside of the regular academic day.

Unexcused Absences:

- Examples of unexcused absences include: family trips (including those during Service Days, other in-session / community activity days), rest and recreation days, or missing one or more class periods without a completed and approved Planned Absence Form. Family trips during Emphasis Week are excused only if they have been approved by Emphasis coordinators in advance.
- Please note that skipping school is considered neither an excused nor an unexcused absence — it is a breach of school policy and trust, and will be treated as such.

Consequences:

- Students whose unexcused absences are of concern to faculty, or whose total absences begin to approach the set limits, will be invited to discuss their absences with their Division Head. Advisors may be included in these meetings as well. The goal of such meetings is to find solutions and help the student move beyond any absenteeism problems.

"If we are facing in the right direction, all we have to do is keep on walking."

- BUDDHIST SAYING

- Students who exceed limits may warrant a “contract renewal” discussion among the faculty and administration.

Planning an Excused or Unexcused Absence:

All planned absences of one class period or more must go through this process, even if they are ultimately unexcused.

At least one week before the proposed absence:

1. Student obtains form from Front Office staff or website.
2. Division Head determines whether proposed absence is excused or unexcused.
3. Teachers then sign form, listing work due and missed.
4. Parents/students/Middle School Director or Upper School Director sign the form.
5. Form turned in to Front Office staff.

Responsibilities:

It is the student’s responsibility to make up all missed work.

Suggestions:

- Complete work prior to planned absence.
- Meet with teachers to determine work missed.
- Attend an alternate meeting of the same class.
- Work with a classmate to cover material missed.

Classes missed due to athletic events or field trips are not considered absences. Students who miss classes for these reasons are still responsible for missed class work and work crew.

Student Expectations and Rules

Since its founding, Tandem Friends has operated with a minimum of rules regulating student conduct. This practice is based on the belief that mutual trust and respect on the part of students, faculty members, and administrators are fundamental qualities of a good school, and that real discipline comes from within rather than without.

Guidelines:

Any matters relating to student disciplinary concerns are referred to the Division Directors. The Upper School Director will address most disciplinary matters, and some

cases may be referred to the Student Standards Committee at the Division Director’s discretion. Some disciplinary matters will be handled by the Head of School.

The following list includes some important academic and behavioral expectations with which all Tandem Friends Upper School students are expected to comply. Teachers and students are encouraged to suggest changes that might better reflect Tandem Friends values.

1. Students are to arrive at all classes on time each day, fully prepared and ready to participate. Homework must be completed punctually and meticulously.
2. A student’s first priority at Tandem Friends should be his or her studies. Participation in extracurricular activities is encouraged and applauded, but not if such participation impedes the student’s academic progress. Therefore, if a student needs to miss school on a given day due to illness or fatigue, he or she may not then participate in any extracurricular activities scheduled after school that day **if he or she arrives to school after 10:30AM**. Such activities include, but are not limited to, the following: drama performances and rehearsals, athletic games and practices, field trips, etc. Exceptions will be made for an excused lateness, excused absence, or with special permission from the Division Director.
3. In the spirit of the Friends philosophy, contemplative thinking before speaking aloud, whether in or out of classes, is expected. We ask students to consider the effect their words may have on others within our community, and be mindful of language perceived as offensive or crude.
4. Teachers are responsible for establishing classroom rules that promote effective learning. Students are responsible for learning and adapting to these rules, as they may vary from classroom to classroom.
5. If, after ten minutes, the teacher has not arrived to class, one class member should call the Front Desk to find out the reason for the teacher’s tardiness. Students should remain in class until the teacher or a substitute arrives.
6. Students who do not feel well enough to attend class should first let the teacher know, and then report to the Front Office. We will contact the parents and arrange for transportation home. Students may not leave

"Few things help an individual more than to place responsibility on him, and to let him know that you trust him." - BOOKER T. WASHINGTON

campus for the remainder of the day unless and until a parent has been notified by the school.

7. Food and drink (with the exception of water) are to be consumed only in the kitchens, Middle School Meeting Room, student lounges, outdoors, and other approved/supervised lunch areas. Individual exceptions may be made by teachers on special occasions.
8. The use or possession of drugs, alcohol, and tobacco products is forbidden on campus or on any school-sponsored trip or event. (See Tandem Friends' *Substance Abuse Policy*.)
9. Tandem Friends promotes responsible self-expression. We recognize that the manner and style in which students dress can reflect experiential self-expression and response to cultural trends. Thus, we do not believe in providing a dress code for students. We do require that students dress in a manner that is respectful of the whole school community; we ask students to be mindful of the fact that our learning environment is one where people of all ages and backgrounds are welcomed. Administrators and teachers reserve the right to ask a student to change his or her attire if it is perceived as possibly offensive, disruptive, or inappropriate.
10. All students must sign in at the Front Office in the Main Building if they arrive to school after Morning Meeting. If a student leaves during the school day before dismissal, he or she must sign out and in again upon return. If the student is picked up by a parent, the parent must sign the student out and in upon the student's return to school.
11. Upper School students who have exhibited a pattern of lateness despite intervention may be assigned to Hours, where Upper School faculty or administrators will oversee their participation in a hands-on, campus maintenance work detail. Assignment to Hours is at the discretion of the Upper School Director. Lateness and other behaviors that do not demonstrate responsibility detract from community life; Hours enables students to make up for such detraction through real work. The Upper School Director will inform students of Hours by Thursday of each week.
12. Personal electronic devices (cell phones, iPods, Blackberrys, etc.) are not to be used during community gatherings or in classes (see *Middle School Cell Phone Policy* below).

Middle School Shared Values, Rules and Expectations:

The Middle School follows an additional set of rules and expectations as outlined below. Its contents are considered a living document. Teachers and students are encouraged to suggest changes that might better reflect Tandem Friends values.

Shared Values

- Treat one another with kindness and respect.
- Expect and look for the best in others and ourselves.
- Do our part to maintain an atmosphere of mutual trust.
- Care for our physical environment.

Expectations

- Listen well!
- Get to school on time.
- Get to class on time.
- Do all your work.
- Respect others' belongings.
- Resolve conflicts peacefully.
- Bring your concerns to your advisor or another teacher.
- Follow school procedures, for example:
 - Have parents sign you out in the Front Office when leaving campus early.
 - Complete a Planned Absence Form for pre-arranged absences.
 - If you are feeling ill, tell your teacher and then report to the Front Office. Do not arrange on your own to be picked up.

Rules

- Physical aggression (hitting, kicking, pushing, etc.) is not allowed.
- Verbal put-downs, cursing, and other forms of inappropriate language are not allowed.
- Repeated physical and/or verbal aggression or intimidation is considered to be bullying. Bullying is a serious violation of Tandem values and students who engage in bullying behavior are subject to serious disciplinary consequences that may include suspension or expulsion.
- Behavior that risks injury or destruction of property is not allowed. This includes any and all forms of inappropriate horseplay, particularly in classrooms.

"The willingness to accept responsibility for one's own life is the source from which self-respect springs." - JOAN DIDION

- The use or possession of drugs, alcohol, and tobacco products is forbidden on campus or on any school-sponsored trip or event. (Please refer to the Tandem Friends *Substance Abuse Policy*.)
- Weapons may not be brought to school. In the Middle School, this includes any type of pocket knife. In addition, you may not bring matches, lighters, or other fire-making implements to school.
- Follow food and drink rules:
 - Eat in designated areas only.
 - Do not bring food or drink into classrooms, with the exception of water.
 - Eat, clean-up, and put away food and trash before moving on to another activity.
- Dress:
 - Although Tandem Friends does not have a dress code, students are expected to dress in a school-appropriate manner.
 - Students must wear shoes at all times.
- Tree climbing, skateboarding, and snowball throwing are not allowed.

Middle School Cell Phone Policy

If Middle School students do bring cell phones to school, they may not use them during school hours (8:30AM–3:30PM), with this exception: if a student needs to check for a message from a parent, he or she can do so during lunch, after first receiving permission from a teacher. The student can then get the phone and use it in the presence of the teacher, and return it to his or her locker. 7th and 8th grade students must keep their cell phones in their lockers during school hours. We recommend that students purchase and use locks for their lockers. 5th and 6th grade students must keep the cell phones turned off in their backpacks in their classrooms.

Violations of the policy will result in loss of the privilege to bring a cell phone to school.

The need most cited by parents and students for cell phone access during the day is so that parents and their children can communicate about changes in after school pick-up, or sports team practice or game changes due to weather. The school provides access to telephones when children need to call their parents. With the added option of checking

messages at lunch with teacher permission and supervision, we feel that family communication needs are adequately addressed.

Lateness

Punctuality facilitates Tandem's value of communal experience. It is crucial that every member of the community be mindful of time. Thus, we expect parents to do everything possible to deliver their children to school in time for the Morning Meeting warning bell.

Any student whose lateness to school or class becomes a problem for one or more teachers may be referred to the Middle School or Upper School Director for mentoring. Further attention, if required, may include referral to the Student Standards Committee, loss of certain privileges, or in Upper School cases, assignment to Friday afternoon Hours, a disciplinary work session scheduled from 4:00-5:30PM on Friday afternoons.

Seniors and second-semester juniors who have off-campus privileges will forfeit such privileges on any day they arrive late to school (after 8:30AM) with the following exceptions:

1. Front Office staff has received a message of excuse from parents by 9:00AM.
2. The lateness has been excused through conversation with the Upper School Director by 9:00AM.

Off-Campus Privileges (Upper School)

The freedom to travel off-campus at midday is a long-standing privilege granted to seniors and second-semester juniors with parental/legal guardian authorization. An off-campus permission form must be signed by a parent or legal guardian as well as the student, then returned to the school before off-campus privileges are granted. Students who have received formal permission via their parents, followed by the Upper School Director, may leave campus for lunch only by signing out before leaving and signing in upon return. In order to keep off-campus privileges, a student must return to campus before the start of the next class period and arrive to class on time.

Students who are responsible about their off-campus freedom may be allowed to leave campus for one class

period in lieu of lunch. Such permission is at the discretion of the Upper School Director, who may revoke off-campus privileges for any student who does not meet the conditions outlined above or who does not comply with the school's driving guidelines and lateness policy. Upper School students who are reported as driving too fast when entering or leaving campus will forfeit their driving privileges for a prescribed period of time.

Free Periods (Upper School)

The idea that students should be afforded a certain amount of freedom during the school day was essential to the founding principles of Tandem School. Our program and environment provide exposure to the habits of the mind and to the idea that students need to exercise choice while developing those habits. A free period occurs when a student has no scheduled course at some point during the school day. The unwritten expectation has been that while students decide individually how to use that time, they first devote their energies to their schoolwork. That effort may take the form of completing homework assignments, making up work missed as a result of an absence, meeting with a teacher for assistance, or doing enrichment work that enhances learning. The free period is understood to be a time for constructive activity first — and play or relaxation afterwards. Making good choices about the use of free periods is one way in which students practice and exercise “freedom with responsibility.”

Study Hall (Upper School)

The purpose of study hall is to further provide a caring and supportive environment for our students. To the extent possible, students in study hall will receive faculty help with their methods of study, organizational needs, and general work habits.

At the beginning of each school year, all 9th graders, all students new to Tandem Friends, and any returning 10th–12th graders whose academic work during the previous school year demonstrated an ongoing need for additional structure within the school day are placed in study hall for the first semester. At any time during the school year, students are placed in study hall if they have demonstrated an ongoing need for additional structure within the school day, subject to the recommendation of faculty in collaboration with the Upper School Director.

Those students who have the recommendation of the faculty and the approval of the Upper School Director may be excused from study hall, beginning the second semester of the school year and at any time thereafter.

Expectations for Students in Study Hall:

Students should arrive in study hall on time, with all necessary materials. During a study hall period, visits to the Library or Computer Lab for the purpose of doing schoolwork are contingent upon each individual student's demonstration of responsibility related to such freedom of movement. Every student in a study hall setting is responsible for helping maintain a quiet atmosphere conducive to productive work by fellow students and teachers alike.

Students who have completed all class assignments should have “outside reading” and/or skill-development materials with them (e.g., foreign language vocabulary exercises).

Expectations for Teacher-Proctors in Study Hall:

Teachers who supervise study halls will take attendance, report any absences to the Upper School Director, and stay in the study hall room throughout the period. It is each teacher's responsibility to set the tone and style of his or her study hall toward the goal of creating a quiet and orderly workplace for all.

Guest Policy

For reasons of welcome and safety, we require any guests visiting the school to sign in at the Front Office upon arrival. Prior to leaving, guests must check back in at the Front Office to sign themselves out.

Students who wish to have guests visit them for the day need approval from the Middle School Director or Upper School Director prior to the visiting day.

Athletics

Tandem Friends encourages participation in organized sports for the overall wellness of growing adolescents. The focus during Middle School is the development of skills, knowledge of the game and team cooperation. Tandem belongs to the Delaney Athletic Conference, a group of similar-sized independent schools.

**"When indeed shall we learn that we are all related one to the other,
that we are all members of one body?" - HELEN KELLER**

All students who wish to play must submit a completed Virginia High School Physical form along with the \$125.00 fee before the start of pre-season play. Tandem practices a “no cut” policy which allows all skill levels to participate. Sportsmanship, skill, enthusiasm and cooperation all translate into playing time at the discretion of the coach. Each year, Tandem Friends offers the following sports, depending on player interest: tennis, volleyball, soccer, field hockey, cross country, basketball, golf, and lacrosse.

Student athletes are responsible for informing teachers of sports-related missed classes by way of an athletic planned absence notification.

Meals

While Tandem Friends School does not provide meal service, the Parents Association sponsors a lunch plan for interested families at an additional charge, and donates proceeds toward a faculty Wish List Fund and a variety of other school initiatives.

It is vital that all students eat breakfast before school begins. Those not participating in the PA lunch plan should always bring a nutritious lunch to school. Refrigerators and microwaves are available in the Junior/Senior Lounge, the Community Hall Kitchen Lounge and the Middle School meeting room.

Students in the senior class and second-semester juniors, under our established guidelines, may leave campus for lunch. All other students eat lunch on campus in approved areas, and must clean up after themselves. This expectation is not only good practice in community living, but it is also a general health and safety issue.

Medications

Critical medical needs will be referred immediately to the student’s parent or family physician.

The school may treat minor injuries (such as minor cuts, abrasions or bee stings) and will administer acetaminophen or ibuprofen, over-the-counter remedies, and prescription medications as authorized by the parent/legal guardian. Authorization forms for such treatment are sent home at the beginning of the school year; they can also be accessed from the Tandem Friends website. If a child requires prescribed medication to be administered during the school day, the

medicine must be in its original bottle and labeled with a name and current date. It will be kept and administered in the Front Office.

Over-the-counter medication, such as acetaminophen or ibuprofen, antihistamines, cough syrup, etc., may be brought to the school and will be kept in the Front Office. Medication will be dispensed at the student’s request. Under no circumstances may a student share his/her medications with another student.

Residence Policy

Tandem Friends students are required to reside with parents or legal guardians. Other arrangements are not permitted except in rare circumstances, and only with advance and formal approval by the Head of School. When parents or legal guardians are out of town for an extended period of time, we ask that they apprise the school of their specific childcare arrangements.

School Driving Guidelines

Our success as an educational community depends on parental and student cooperation. We expect that students who exercise a driving privilege as approved by their parents will do so in good faith, and will abide by the detailed guidelines stated below. Entering our campus and parking on school property as a student driver is a privilege, and this privilege may be revoked either temporarily or permanently if a student does not drive in a responsible manner and/or abide by the guidelines that follow.

Student Drivers

Speed limit is 10 mph on school property. Students driving at excessive speeds or recklessly on school property will have their off-campus and/or driving privileges revoked. All students must park in the main parking lot next to the gym.

We wish to remind students and parents of the following state-mandated driving laws:

“If you are under age 18, you may carry only one passenger under age 18 during the first year that you hold your driver’s license. After you have held your license for one year, you may carry only three passengers under age 18 until you reach age 18. Learner’s permit holders may not carry more than one passenger under age 18. Passenger restrictions do not apply to family members.”

"There are two kinds of light - the glow that illuminates, and the glare that obscures." - JAMES THURBER

Students Driving Other Students:

Tandem Friends School makes every effort to transport students to sporting events and field trips in school-authorized vehicles. There may be occasions, however, when a student may need to transport other students. In such cases, student drivers must submit a copy of their driver's license and insurance card to the Athletic Director, teacher, or other trip sponsor prior to the event. In addition:

- The student driver must also have a parental permission form on file to transport other students.
- Students driving other students must have a driving record free of convictions, DUIs, reckless driving, etc.
- Not wanting to be exposed to additional liability, some parents may not want their children driving other students. PARENTS MAY INDICATE ON THE DRIVING PERMISSION FORM ANY RESTRICTIONS THAT THEY WISH REGARDING CAR DRIVING/RIDING PERMISSIONS.
- Parents whose child may be transported by another student must indicate the driver(s) with whom their child is allowed to ride on the Permission Form.

Regardless of parental wishes and the amount of information the school obtains, Tandem Friends School does not have absolute control over student actions, particularly after the school day is over. We encourage parents to talk seriously with their children, both those who drive and those who do not, about the school driving policies and parental policies relating to driving.

Occasionally, parent drivers may be asked to drive to a sporting event or field trip. We are grateful for the parental participation and appreciate their help with our efforts to ensure students are riding with safe drivers. We ask that parents adhere to the following guidelines:

- Obey posted speed limits and traffic signs.
- Provide a copy of a valid driver's license and insurance card to the School Business Office. The school's insurance does not cover parent drivers. In case of an accident, a parent's personal insurance would provide coverage.
- Have a driving record free of convictions, DUIs and reckless driving.

- Fill out a trip form with the names of students riding with you. The trip sponsor will provide the form.

Sexual Harassment

Sexual harassment is unwanted sexual attention that makes a person uncomfortable or causes problems in school, work, or in social settings. Some examples are verbal slurs or abuse; suggestive, offensive, or derogatory comments; sexist remarks about someone's body, clothing, or sexual activity; insults of a sexual nature; requests or demands for sexual favors; catcalls or other suggestive or insulting sounds or gestures; unnecessary and unwanted physical contact; and physical assault. Students who have complaints of sexual harassment should report them immediately to the Head of School or Directors of Upper or Middle School. Complaints will be considered confidential, and each complaint will be thoroughly investigated. If the evidence supports the allegation that sexual harassment has occurred, corrective action, including the possibility of dismissal, will be taken. Sexual harassment cannot be tolerated or overlooked in our community.

Upper School Standards

The notion of discipline is founded upon the school's basis of trust and its commitment to freedom with responsibility. The Standards Committee, composed of student representatives from grades 9–12 and volunteer faculty members, works collectively with those students referred to Standards for disciplinary reasons deemed most appropriate for peer review. The committee determines the nature of the infraction and makes recommendations regarding appropriate disciplinary action to the Upper School Director and/or Head of School. Simpler disciplinary issues in the Upper School may be handled directly by the Upper School Director, while other behavioral concerns or violations are dealt with by the Head of School.

Middle School disciplinary issues are handled by teachers and the Middle School Director.

Student Senate

Since its founding, Tandem Friends has embraced John Dewey's idea that a school should be an "embryonic democracy" in which students participate directly in the

"The one thing that unites all human beings, regardless of age, gender, religion, economic status or ethnic background, is that, deep down inside, we ALL believe that we are above-average drivers." - DAVE BARRY

running of the school. Student Senate officers are elected by their peers, serve for one academic year, and oversee the Senate meetings as well as Open Meetings in which all Upper School students and faculty gather to address any issues of concern raised by any member of the community. Senate meetings are called every other week; a faculty member serves as advisor; and school administrators regularly enlist the Senate's input on issues related to student life. The Student Senate Constitution was crafted by the Student Senates of 2004–2005 and ratified by the student body in 2005.

Special Events

Numerous activities, traditions and celebrations occur throughout the school year, enhancing parent-teacher communication, enriching student learning, and helping to build community spirit. Among these special events for Tandem students are the Community Potluck, Back to School Night, the Tag Sale, the Spring Fundraiser, Emphasis, Pancake Wednesdays, Grandparents Day, Spring Day and Mother's Day Music Festival. Details of these and other unique Tandem Friends traditions can be found in our weekly Friday Letters and on the website at www.tandemfs.org. Students from other local schools (including former students) are not allowed to be in attendance at these events.

II. Academic Policies

The Academic Committee oversees all academic policies and procedures at Tandem Friends School and is engaged in ongoing curriculum review and comments. Comprised of the six Department Chairs (English, History, Math, Science, Foreign Language and the Arts), the Middle School Director, School Librarian, Technology Coordinator, and College Counselor, the Academic Committee is chaired by the Division Director(s). Questions or requests regarding academic credits, course designations, waivers or substitutions, independent or off-site studies, or any other academic matters should be channeled through the Upper School Director. The Head of School works in consultation with the Academic Committee on an as-needed basis.

Graduation Requirements

Twenty-two credits are required for graduation. Academic credit is not given for courses taken prior to 9th grade,

although these courses may help meet a student's distribution requirements if they are considered to be high school-level classes. The distribution requirements are as follows:

- 4 years of high school English;
- 3 years of high school math taken during the high school years, including at least Algebra I, Geometry, and Algebra II;
- 3 years of high school history, including U.S. History and U.S. Government;
- 3 years of high school science, including Biology and Chemistry;
- 3 years of a foreign language taken during the high school years;
- 1 year of study in the arts (art, music, drama);
- Competency in word-processing and other computer skills must be demonstrated;
- An approved and completed Senior Project.

Academic Credit

Required courses, which include courses needed to meet the distribution requirements as well as courses required by grade, must be taken on a graded basis. Some elective classes may be taken on a Satisfactory/Unsatisfactory basis with the prior approval of the teacher and the Upper School Director.

Final examinations or other forms of assessment are given at midyear and end-of-year for all year-long courses, beginning in 8th grade. Seniors only may be exempted from final examinations at the discretion of the teacher.

Students who elect or are required to retake a course that they passed with a low grade will receive one credit only. The higher grade will be the one calculated into the GPA, though both grades will be indicated on the official transcript.

Transfer students who passed a course at a previous school may be required to repeat the course at Tandem Friends if they are deemed unprepared for the next class in the sequence. Such circumstances occur most frequently in math and foreign languages; course placement is determined by the teacher with assistance from the Department Chair. Students repeating a course under these

"Every individual has a place to fill in the world and is important in some respect whether he chooses to be so or not." - NATHANIEL HAWTHORNE

circumstances will receive the credit and grade earned at their previous school and will receive an Audit-Satisfactory/Unsatisfactory notation for the repeated course.

Senior Project

The Senior Project is a year-long, independent study project in which each senior explores in detail a self-chosen subject area. The process includes a research component, an extensive journal, a rubric-based synopsis, and a formal, individual presentation to the Senior Project Committee, as well as a presentation to the community. An approved and completed Senior Project is required of each Tandem Friends student in the senior year. Successful completion of the Senior Project with a passing grade earns 1/2 credit.

Course Load

Tandem Friends requires that students in grades 9–12 enroll in at least six courses per term. **Students taking approved independent study courses or tutorials, or approved off-campus classes, are expected to devote forty to fifty minutes each day during school hours to these classes.**

Advanced Placement Courses

Students enrolled in Advanced Placement classes will receive an extra point for such classes when their GPAs are computed. In order to enroll in an AP class, a student must first be recommended by his or her previous teacher in that subject, having met the following guidelines as formalized by the Academic Committee in Spring 2005:

- The student has established a record of strong academic performance and achievement.
- The student exhibits a focused and consistent work ethic.
- The student has excellent class attendance.
- The student submits consistently high-quality work, on time.
- The student demonstrates proven ability to work independently.
- The student understands the ramifications of studying a college-level, AP course while in high school.
- The student demonstrates skill in prioritizing academic and extracurricular activities.

- Juniors may take a maximum of 2 AP courses during their junior year (exceptions with approval of the Academic Committee).
- Seniors may take a maximum of 3 AP courses during their senior year (exceptions with approval of the Academic Committee).
- AP students **must** take the Advanced Placement Exam in May and must pay for each AP exam prior to the test.

Independent Studies

All independent study courses must be approved by the Academic Committee. Students and parents, along with faculty sponsors, are required to sign a completed Independent Study Proposal Form, available online or from the Upper School Director. **All approved independent study courses are taken on a Satisfactory/Unsatisfactory basis.** Grades for independent and certain other courses designated as Satisfactory/Unsatisfactory will be evaluated as follows:

S	Satisfactory
U	Unsatisfactory

Offsite Classes for Credit

Tandem Friends School students who wish to earn credit toward graduation at another high school or college must receive approval from the Academic Committee. Only students considered to be in good standing will be considered for distant study.

Only grades of C (70%) or higher earned at an Academic Committee-approved institution will be added to the student's TFS transcript.

Requests for Foreign Language Waiver Policy

The waiving of the foreign language graduation requirement is considered only for Upper School students. All students entering the Upper School, whether rising from the Tandem Friends Middle School or transferring from another school, are expected to engage in foreign language study. This is true even for students who have been exempted from foreign language study in the Middle School in order to participate in the Learning Resource Center.

"It's not that I'm so smart, it's just that I stay with problems longer."

– ALBERT EINSTEIN

The criteria for a waiver are as follows:

- There is a written request from the student's parents.
- There are clear indications that the student is finding foreign language acquisition extremely difficult, despite accommodations made by the teacher and steadfast effort on the student's part.
- There is recent (within the past three years) educational testing supporting the waiver, preferably with a specific recommendation from the test administrator or a qualified test interpreter.

Procedure:

1. The student's parents submit a written request to the Academic Committee by January 15th in which they state their reasons for requesting the waiver.
2. The parents also submit recent (within the past three years) educational testing or arrange for such testing to take place.
3. The Academic Committee will not act on a waiver request until testing is completed, a written report has been sent to the school, and the Director of the Learning Resource Center or another qualified staff member has read the report.
4. The Academic Committee chair informs the teacher of the relevant class in which the student is currently enrolled, and the department chair, that a waiver has been requested.
5. A meeting of the Academic Committee is scheduled to consider the request. The current teacher is invited to attend. The Upper School Director, the Director of the Learning Resource Center, and the department chair must be present at the meeting.
6. The goal of the meeting is to arrive at consensus, which is defined as all present are in agreement, or any individuals disagreeing with the majority opinion agree to "step aside" to allow the decision to go forward.
7. If the Committee cannot arrive at consensus, then the matter will be referred to the Head of School who will make an informed decision.
8. The Academic Committee chair is responsible for communicating the results of the decision, in writing, to the parents. A copy of the letter is placed in the student's file. The chair also informs the student and the current teacher.

Grading

The focus of our grading system is to assess student growth and provide feedback to students to help them continue to perform at their highest level.

Teachers and/or academic advisors inform parents at any time they feel a student's work warrants parental notification, through the use of an Academic Update notification, e-mail, phone call, or face-to-face conversation. Tandem Friends has a two-semester academic year, and formal assessments are provided quarterly through teacher-written comments for all students in all subjects. Grades are issued at this time as well.

Midterm grades are interim grades. They are intended to inform students and parents about current levels of achievement, and do not become part of a student's permanent record. During a student's senior year, both fall midterm and first-semester grades are sent to colleges as part of the student's application.

Only final grades become part of a student's permanent record and appear on transcripts issued by the school. In the Upper School, they are the basis for awarding credits toward a diploma, for meeting distribution requirements, and for computing grade point averages used in college admissions.

The grading scale used is as follows:

A: Honors - indicates consistently excellent effort, outstanding quality of work, and mastery of material.

B: indicates consistent effort, consistent completion of work, and good progress toward learning goals.

C: indicates acceptable effort and/or progress, but probably some need for improvement.

D: indicates below-average effort and/or progress. In math and foreign languages, a student will have to repeat the course before moving to next level.

F: Fail - indicates failure to meet the course requirements, and student will have to repeat course.

"If you want others to be happy, practice compassion. If you want to be happy, practice compassion." - DALAI LAMA

Beginning with the 2010-2011 academic year, Tandem Friends School will use the following grading scale:

Grade	% Range	GPA
A+	98–100%	4.0
A	93–97%	4.0
A-	90–92%	3.67
B+	88–89%	3.33
B	83–87 %	3.0
B-	80–82%	2.67
C+	78–79%	2.33
C	73–77%	2.0
C-	70–72%	1.67
D+	68–69%	1.33
D	63–67%	1.0
D-	60–62%	0.67
F	<60%	0
IN		Incomplete *

* Grade will be assigned when missing work is complete.

Incompletes/Withdrawals

An Upper School student may withdraw from a course within the first three weeks of a semester with permission from the teacher, advisor, Division Director and parents. If he or she is taking only six classes, the dropped class must be replaced; permission to join an ongoing class must be given before the original class is dropped. The withdrawal is not entered into the permanent record if it is made during the first three weeks of the semester. "Drop/Add" forms are available online or from the Upper School Director.

A student may withdraw from a full-year course at the end of the fall semester with permission from the teacher, advisor, Division Director and parents; in this case, "Withdrawn" is entered on the permanent record along with the grade earned at the time of withdrawal.

Students may be given "Incompletes" at the conclusion of a semester at the discretion of the teacher. Students have up to two weeks to make up the missing work; after two weeks, a grade must be given and recorded.

Withheld Re-Enrollment Contracts

Students who are struggling academically may not be offered a re-enrollment contract. If the faculty has serious concerns about a student, one option is that the student's contract is held until the end of the year. This means that a

place is reserved for him or her in the following year's class, but that certain conditions must be met in order for a re-enrollment contract to be offered. Decisions in these cases are typically made at a faculty or Academic Committee meeting immediately following senior commencement. Families in this situation are advised to explore school alternatives other than Tandem Friends, pending the final decision.

Promotion from the 8th grade to the Upper School is not automatic. The Middle School faculty will not recommend offering a 9th grade re-enrollment contract to a student if they are not confident that he or she will thrive in the Upper School.

Unpaid account balances may also result in withheld contracts.

Academic Probation in the Upper School

If a student's academic performance results in one or more failing or low-pass grades on his or her quarterly comments, and the student fails to respond to recommendations for tutoring, study hall placement or faculty's offers of support, he or she may be placed on academic probation as determined by the Academic Committee. Failure to meet the individually-prescribed set of criteria for improvement may result in a withheld or withdrawn contract for the following academic year.

Academic Integrity

Any cheating on quizzes and tests, copying homework, sharing information inappropriately with peers before or during assessments, or presenting another's work as one's own are serious breaches of the fundamental trust upon which a Tandem Friends education is based. Such violations are treated with the utmost seriousness, and may lead to suspension or dismissal. Students must take care when incorporating reference material to internalize concepts and rephrase in their own language; merely changing a few words is still plagiarism. Teachers are responsible for clarifying guidelines regarding independent or collaborative work for each assignment. The Tandem Friends website (select Library tab) includes a comprehensive guide to citations and guidelines on plagiarism.

"If you do not tell the truth about yourself you cannot tell it about other people." - VIRGINIA WOOLF

III. Student Services

Advisors

The advisory program at Tandem Friends School is a key component of the curriculum in both the Middle School and the Upper School and reflects a commitment to realizing the mission of the school at each grade level. Quaker history and values are examined in the advisory curriculum and inform the school-wide advisory themes of community, integrity, service, simplicity, justice, compassion, peace, and stewardship. Advisory activities focus on goals, themes, and issues of importance to individual grade levels and to the school community as a whole. The advisory curriculum allows the flexibility to respond to matters of importance in the life of the school. Advisory activities also include review of individual students' academic goals and progress and review of grades and comments. All students are assigned to small group advisories by grade and meet every Monday. The advisory program is designed to support and empower the student in personal development, self-advocacy, ethical behavior, academic excellence, and community engagement.

Nothing is more important in the life of our school than student voice and well being. To that end, the Tandem Friends advisory system will always allow for "Tandem Topics" to be brought before the group, should there be a perceived need to do so. No amount of scheduling should hinder the invaluable experience of spontaneous and heartfelt needs being expressed. Advisors will guide the conversation with their advisees.

College Counseling

In keeping with the Tandem Friends philosophy of honoring the individual and his or her unique interests and talents, the Director of College Counseling works intensively with students and their families to ensure that each individual's needs are met beyond Tandem Friends School. We believe that choosing a college is an opportunity for students to further develop interests, define talents, and to consider their own individual ideas, dreams and values.

The Director of College Counseling is available for consultation, as needed, beginning in the 9th grade. All students in the Upper School receive the college counseling monthly newsletter, and are invited to a financial aid workshop in the spring.

During the fall of their sophomore year, students begin to work with the College Counseling office as they prepare for the PSAT.

Juniors are offered a PSAT/SAT preparation program conducted at Tandem Friends prior to the October PSAT. Additionally, juniors are provided with pre-college counseling sessions that cover all aspects of the admissions process.

All seniors take the SAT I and SAT II in the fall. The Director of College Counseling meets regularly with seniors to work on their college applications, and to assist them and their families in making final decisions once students receive their acceptance letters.

Learning Resource Center

The Learning Resource Center (LRC) is designed to help ensure that all Tandem Friends students succeed in their academic pursuits. A student will be considered for LRC services if he or she is referred by a teacher or parent. An LRC tutor may work with the child one to four times per week, either individually or in a small group of students. The LRC will also work cooperatively with teachers to plan for the particular needs of the child in class.

The LRC program is paid for by the families who use the LRC. Interested families may contact the Director of the LRC for additional information. Parents who choose to hire non-LRC tutors are asked to make off-campus arrangements outside of school hours.

IV. Administrative Policies and Procedures

Tuition and Other Payments

Please refer to your student's Enrollment Contract for payment terms. Any questions regarding payment of tuition or other expenses should be directed to the Business Office.

Withdrawal

The obligation of the parent(s) to pay all fees for the full academic year remains unconditional after receipt of the enrollment agreement or contract cancellation date, whichever comes last. Parents who withdraw their child

"It is easier to build strong children than to repair broken men."

– FREDERICK DOUGLASS

from the school are responsible for all outstanding payments for the academic year.

Financial Aid

A limited amount of financial aid is available. Aid awards are based on three criteria: the financial needs of the candidate's family, the school's financial position, and the candidate's demonstrated potential for excellence both as a student and as a member of the Tandem Friends Community. Contact the Business Office for information on applications. Applications for financial aid must be submitted every year, as aid is not renewed automatically, and may change depending on the school's or the family's financial needs.

V. Parents Association

One of the unique features of Tandem Friends School is the extent to which parents are regarded as an important and vital part of the school community. The Parents Association is devoted to promoting family involvement in the life of the school, as well as the close working relationship between teachers and parents, all for the benefit of our children. To this end, the Parents Association offers the following:

- Monthly meetings, designed to keep parents informed about activities and provide a forum for discussion of school-related issues, generally occur on the first Thursday of every month at 8:30AM.
- Parent representatives for each class, who facilitate communication and interaction among class families. Parents are advised to get to know these representatives and view them as a resource for information about school/class activities and issues.
- A page on the Tandem Friends website and e-mail reminders.
- Coordination of volunteer activities that provide a vital source of support for the school. Parents are encouraged to complete the volunteer form and communicate with the volunteer coordinator about their areas of interest related to lending a hand at the school.
- Opportunities to support school programs, including fundraising, the lunch program, and activities related to sports, drama and the arts.
- Organization of faculty and staff appreciation activities.

Tandem Friends School also recognizes the need to support parents as they strive to care for and guide their children in the world.

A Parent Resource Collection is available in the Front Office to provide books and other materials of interest to parents.

Participation in School Life

Because the interest of parents and families is so important to a child's experience at school, Tandem Friends families are invited and encouraged, to the extent of their interest and energy, to participate in all school activities and events.

Tandem offers students a wide variety of opportunities to express their individual talents. Students feel rewarded in their efforts when their families are present and involved during athletic competitions, dramatic productions, musical performances, academic presentations, poetry/prose readings, and other public presentations.

Families can also get involved in the life of the school by lending a hand in the gardens, sewing costumes and painting sets for play productions, driving students to athletic competitions, chaperoning school trips, serving up soup and sandwiches in the lunch program, or any number of other volunteer opportunities that arise throughout the year. Parent assistance is especially important in our Community Service and Service Learning programs.

Parents are particularly invited to attend Meeting for Worship every Wednesday midday, and at other special times throughout the year as the whole school sits in shared silence together. The Upper School's Wednesday afternoon speaker series offers another opportunity to participate in an exchange of ideas with members of the wider Charlottesville and Quaker communities as they discuss issues of the day.

Fundraising

Each fall and spring, the Parents Association holds a fundraising event that benefits the school. The fundraisers are very meaningful events for the community and provide an opportunity for parents and students to work side by side for a common goal. This group is pleased to support the John Howard Faculty Enrichment Fund, which provides teachers with the means to pursue continuing education and professional enrichment activities that nourish not only these individuals, but the children in the classrooms as well.

"Wherever there is a human being, there is an opportunity for a kindness."

- SENECA

The community has worked together to raise funds for financial aid, diversity, the restoration of buildings and any need that enhances the entire learning community and follows the strategic plan of Tandem Friends School.

The Parents Association also provides financial support for special projects and individual classroom needs through the Wish List Fund.

The school's Development Office, which coordinates all fundraising activities, also depends on the support of parents for the success of its efforts. Each year, board members, parents and friends of the school are asked to contribute financially through the Tandem Friends Fund campaign. Income from this program goes directly into the school's budget to support its programs and facilities. Contributions are tax-deductible, and help to minimize otherwise inevitable tuition increases. Parents also support the work of development through time and energy devoted to planning and organizing fundraising events. Parental assistance is deeply appreciated and entirely necessary in all of Tandem's fundraising efforts.

VI. Acceptable Use Policy

Recent advances in all branches of Information Technology, especially the Internet, have created marvelous possibilities for educating our students by making available new tools and information resources, multimedia capability, electronic communication, etc. Tandem Friends School is committed to providing its students and faculty with the tools and knowledge to take advantage of these technological advances. In return, users are expected to respect the power of these tools, use them ethically and appropriately, and take care of the equipment that provides the service. The implicit hazards associated with their use, such as the potential for infection by malware, exposure to objectionable material on the Internet, etc., require that each user adhere to the following policies in order to ensure the safety and convenience of the entire community.

Acceptable Computer Use:

The freedom to use computers and the Internet at school is a privilege, which comes with its own set of responsibilities. The growing need for self-protection online, and increasing expectations for students to use the technology, demand knowledge of good practices, and the school attempts to help its students learn safe use of the Internet while they gain

technological competence. One of the most important considerations is security. Because many seemingly innocent activities may actually expose the user or the network to hidden risks, all settings and activities must reflect the needs of the school over the desires of the individual. Secondly, consideration for others in the community means that individuals must not monopolize a computer or the school's bandwidth for non-school-related activities. Finally, proper care of the school's resources requires that users not damage, or risk damaging, the school's computers or system through abuse or neglectful activity. Similarly, users should immediately notify a teacher or the Network Administrator of any damage or malfunction so that she or he can take care of such problems as soon as possible.

Tandem Friends School makes no guarantee that the computer network will be constantly running, or that data will be constantly available, or that the protection offered by our security procedures is complete or infallible. Users are encouraged to back up their important files on removable media. Tandem assumes no responsibility and has no liability for any direct, indirect, or consequential damages arising from the use of its computers, network or Internet resources.

The full Acceptable Use Policy is available online, or by request.

Computer Use Guidelines:

The following set of guidelines for computer use at Tandem gives an overview of user responsibilities while using school computers and the school network, but is not intended to be a comprehensive list of Do's and Don'ts. In general, this policy simply specifies how "Freedom with Responsibility" and respect for others at Tandem apply to the world of technology.

1. Since one person's frivolous activities can rob others of computer time needed for education, school computers are reserved for legitimate educational purposes. Therefore, students may never use school computers for Instant Messaging or playing games (unless a teacher explicitly grants permission for the particular activity). Similarly, students may not monopolize computers or the school's bandwidth for entertainment purposes, such as viewing online videos, listening to audio, or accessing Facebook, Myspace, or similar social networking sites for extended periods.

"Any sufficiently advanced technology is indistinguishable from magic."

– ARTHUR C. CLARKE

2. Accessing or viewing pornographic materials at school is never permissible, whether or not technology is involved.
3. Engaging in any form of harassment at school is never permissible, whether or not technology is involved.
4. Use of the school's computers and network is a public, rather than a private, activity, and as such is subject to the same rules and guidelines regarding appropriate language and sensitivity to the needs of others, with respect to potentially inappropriate or objectionable material, that apply elsewhere at Tandem Friends. For example, it is the responsibility of older students to consider the needs of younger students who may be sharing the computer lab with them.
5. Damaging or defacing school property, including computer equipment, is vandalism. Using computers in a manner likely to result in damage is also unacceptable. Users may not eat or drink while working at Tandem computers, due to the danger of spillage causing damage to equipment. Therefore, no food or drinks, including water, are permitted in Computer Labs.
6. Students must always log onto their own accounts when using school computers. Students are responsible for what happens under their own logon.

Using a computer that someone else left logged on is like using someone else's property. Sharing or stealing passwords is strictly prohibited. Never reveal your password, or let anyone else log onto a personal account.
7. Using a privately owned computer while connected to a school network port or wireless access point falls under the terms of this policy, because such use affects the network and those who use it. Because any activity using Tandem computing assets can be traced to the school, and thus reflects on the school, this policy also applies while using a Tandem email account while off-campus.
8. Use of the Internet for research and materials must conform to Copyright and Fair Use laws. Information and materials obtained online for use in academic work must be correctly cited, with credit properly given to the source.
9. Attempting without explicit prior permission to download, execute, and/or install on a school computer

any program or executable file not already loaded and licensed by the school can cause legal problems and configuration issues, and is prohibited.

10. Attempting any security breach or disruption of network communication, including but not limited to "hacking," port scanning or other network monitoring, introducing viruses or other malware, spoofing, or sending email bombs or spam, is never permissible and may be illegal.
11. Attempting to circumvent school security protocols or rules regarding computer or Internet use is a serious violation. This includes assisting, encouraging, or instructing another person in circumventing rules, or revealing passwords to unauthorized persons.
12. Students who violate the Acceptable Use Policy are subject to disciplinary consequences, which may include loss of on-campus computer privileges, and in serious cases, referral to Standards Committee, which could result in suspension or expulsion. Any alleged illegal activities will be investigated by law enforcement agencies, and legal action taken as necessary.

Acceptable Use of Other Technology:

Personal electronic devices (cell phones, iPods, Blackberries, etc.) are not to be used during community gatherings or in classes.

VII. Student Substance Abuse and Property Search Policies

Tandem Friends School is committed to maintaining a student community free of illicit drugs, alcohol, and other substances subject to abuse. Use of these substances by students is not only illegal in most cases, but is also potentially harmful to the body, mind, and spirit, and violates the community trust. Students may at times be subjected to pressure from peers to participate in the use of such substances. No Tandem Friends student should have to endure such pressure.

Tandem's substance abuse policy has two goals:

- To safeguard the community.
- To protect and help the individual student.

"Wisdom is oftentimes nearer when we stoop than when we soar."

- WILLIAM WORDSWORTH

The policy is intended to be firm, caring, flexible, and fair. It is designed to facilitate early intervention, based on the belief that students can and must learn from their mistakes, better earlier than later, and better regarding less serious offenses than regarding more serious ones. Alleged offenders will be treated with respect, and the circumstances of the offender and offense will be examined both for mitigating factors (e.g., character references, previous contributions to the community, professional assessments, etc.) and for aggravating factors (e.g., “providing” in addition to using proscribed substances, endangering the safety of oneself or others, prior offenses at Tandem, etc.). Implementation of the policy is the responsibility of the Head of School, with the assistance of the Standards Committee, which may receive and investigate allegations of drug abuse reported by students, and advise the Head of School regarding consequences.

Proscribed Substances and Violations

Proscribed substances include, but are not limited to: tobacco; alcohol; illicit, non-prescribed drugs; prescription drugs; over-the-counter drugs; or, other substances that are misused. (See school policy on administration of prescription and non-prescription drugs during school hours.)

Possession of drug paraphernalia is not allowed. Students who are found to be in possession of or under the influence of proscribed substances are subject to this policy whether they are on-campus or are off-campus at a school-sponsored event. Possession includes items located in clothing, backpacks, lockers, cars, personal belongings, etc.

Tobacco

Tandem Friends School is a smoke-free campus.

Students found using or in possession of tobacco on campus or on school trips will be reported to the Standards Committee. Consequences may include, but are not limited to: probation, building restriction, suspension, and recommendation or requirement that the student participate in a smoking cessation program.

Students of legal age who use tobacco and keep it in their vehicle for off-campus use are requested to store it out of sight. Even though students may be of legal age to use tobacco, Tandem Friends strongly discourages tobacco use,

based on well-documented research regarding health consequences for the user and his/her companions (second-hand smoking).

For all illegal or proscribed substances other than tobacco, the following policy applies:

Sale or Distribution of Proscribed Substances

Sale or distribution of proscribed substances is considered a flagrant violation. A student found to be in possession with intent to distribute these substances should expect to be suspended or expelled.

Student-Initiated Intervention

This policy is intended to create an atmosphere for students to step forward to get help for their peers by providing information about specific student violations of the substance abuse policy, i.e., “turning in” a fellow student. As such, unless the incident is a flagrant violation (sale of drugs or possession of a large quantity), the response to a student-initiated action is profound and caring but not punitive, and expulsion is explicitly excluded as a consequence.

Faculty members who have concerns about particular students may bring those concerns to the Standards Committee, as well. The committee reports to the Head of School in all cases, even if no action was warranted, and recommends consequences to the Head of School, who makes the final decision. Consequences may include:

- Investigation of facts and assessment of concern by the Standards Committee (Upper School) or administrative staff (Middle School). Investigation includes primarily interviews with persons involved. Committee members should keep in mind the importance of protecting the student’s privacy by using great discretion during the investigation.
- Meeting, including Head of School (or representative), student, and parents to discuss violation and ramifications.
- Medical assessment of drug use behavior: Requirement that student participate in professional assessment and intervention (tests, services, or consultations) to provide additional information. (Is the use habitual or experimental? Which substances?) If test results are negative, the school will pay for the testing. If test

"The friend who holds your hand and says the wrong thing is made of dearer stuff than the one who stays away." - BARBARA KINGSOLVER

results are positive, however, the student/family is responsible for the cost of testing.

- **Counseling:** Requirement that student (and possibly, the family) participate in a professional counseling program. The student/family is responsible for paying for the cost of counseling.
- **Community Service:** Requirement that the student work in an organization whose mission or activities are of pertinent educational value.
- **Building Restriction:** Requirement that the student limit his/her activities to school buildings and specified outdoor locations for a specified period of time.
- **Loss of Off-Campus Privileges:** Student may be restricted to campus during the day for a specified period of time.
- **Education in Substance Abuse:** Student may be required to attend classes in alcohol, drug, or other substance abuse.
- **Probation:** A formal statement, in writing and in the student's record, declaring that if the student violates the substance abuse policy again within a set period of time, the student may be suspended or expelled.

Faculty- or Administration-Initiated Intervention, or Repeat Offenses

If a student is found by a member of the faculty or administration to be under the influence, using, or in possession of proscribed substances, the response of the school, at the discretion of the Head of School, may include any of the above, plus:

Suspension: the student may not attend school for a specified number of days.

Expulsion: the student is separated from Tandem Friends at least for the remainder of the year, at the discretion of the Head of School, and can only return if she/he reapplies and is readmitted to Tandem.

Repeat offenses will likely result in expulsion.

Note: Many colleges ask whether student applicants have ever been suspended or expelled from high school, and if so, the reason. Students who violate Tandem's substance abuse policy need to be prepared to answer such a question.

Suspicion of Involvement with Proscribed Substances

Faculty or administrative staff may suspect student use of proscribed substances, based on behavioral changes, sudden declines in academic work, or reports from faculty, parents or students in the community who are concerned about the student. In these instances, the student in question may be required to meet with the Head of School (or representative) and parents to discuss the concerns, and may be required to undergo an assessment of possible drug use. Depending on the outcome of the meeting and assessment, the student may face additional consequences.

Compliance and Failure to Comply

Adherence to the Standards Committee's and/or administration's requirements will be monitored by the administration. Failure of the student to comply with mandated consequences may result in suspension or expulsion, at the discretion of the Head of School.

Property Search Policy

At Tandem Friends School, we make every attempt to honor each student's privacy. Searches may be necessary, however, when theft, involvement with proscribed substances, or other illicit activities are suspected. Property searches may include lockers, vehicles, or other personal property, such as book bags, packs, purses, or pockets. Searches are considered to be a serious step, not taken lightly.

Procedure:

- The student in question will be informed of the reason for the search. To respect property and assure fairness, the student will be asked to be present at the time of the search. The student may request that one or both parents be present. If so, all reasonable efforts will be made to contact the parent(s), although if deemed necessary, the search may be conducted before the parent(s) arrives.
- If the student in question is not available due to a school holiday or absence, the search may be conducted anyway. The Head of School (or representative) will conduct the search, together with at least one other school official. The student involved may request that a peer (another student) also witness the search. If no student is available, the search will proceed without a student witness.

"Courage is what it takes to stand up and speak; courage is also what it takes to sit down and listen." - WINSTON CHURCHILL

- The student whose property is searched may be held responsible for any illicit items found during the search, whether or not the items constitute the original reasons for the search.
- Students such as car passengers who share physical space with the student in question may also be held accountable and may be subject to disciplinary action.

VIII. Safe Conduct and Weapons Policy

Tandem Friends School takes very seriously any actions that may jeopardize the safety, order and discipline, or social cohesion of the community, or tarnish the reputation of the school. Any behavior that serves as a negative influence on the school, regardless of where or when those actions occur, is strongly discouraged.

Violence, with or without outward weapons, in communities, within families and among individuals, breaks the law of love.

As a Quaker independent school, Tandem Friends School embraces the Friends' Testimony of Peace and Non-violence. Therefore, no weapons are allowed in any school building, on school grounds, in any vehicle or at any school-sponsored activity (without previous authorization from the Head of School). This prohibition includes faculty, staff, parents and visitors, regardless of any licenses or permits held.

Weapons include, but are not limited to, firearms, explosives, martial arts paraphernalia and knives (except for small pocket knives for Upper School students).

Unauthorized use or possession of a weapon will lead to disciplinary action, including, at the Head of School's discretion, expulsion.

Improper use of fireworks, matches, lighters or other potentially dangerous objects, or tampering with emergency equipment, will also lead to disciplinary action at the discretion of the Head of School.

IX. Communications

The Community Directory provides contact information for students and families in the Tandem community. Should your contact information change during the school year, please notify the School Business Office and the Front Desk immediately so that files can be kept current. Use of the Community Directory for any non-school purpose may violate the privacy of school community members, and families are asked to use discretion in that matter.

In the School Directory, under WHOM TO CALL, is a list of names and telephone extension numbers linked with various question and concern topics. Please know that this list is only a set of guidelines. Tandem Friends School continually strives for open rather than prescribed communication between and among all of its members.

Home / School Communication

The Tandem Friends website, www.tandemfs.org, provides comprehensive information about living and learning at Tandem Friends School, current news, calendar events, recent activities and a variety of Tandem Friends associated media such as photos, slideshows, video and audio. Blogs about Tandem Life and some teacher blogs are accessed via the website. Parents and students may also download important school forms from the site. Parents can sign up for Alerts about calendar and athletic events from the website. These reminders/updates can come as either emails or text messages. The website is the authoritative source of school information.

Students and parents will also have the opportunity to access student assignments and class web pages via Edline on the Tandem Friends website.

E-Notices (electronic messages that are emailed via the website) are used periodically to share important school information that is not grade specific, such as school closings, important news, and more. E-Notices should **never** be ignored, and their email subject line always begins with *TFS E-Notice*.

Tandem Friends publishes the "Friday Letter" every Friday while school is in session. Containing weekly updates on scheduling, sports events, classroom activities, trips and general information, the Friday Letter will be emailed to

"There is nothing to make you like other human beings so much as doing things for them." - ZORA NEALE HURSTON

parents as an E-Notice and posted on the website. Hard copies are available in the Front Office of the Main Building. Many busy parents regard the Friday Letter as their prime Tandem informational “keep-in-touch.”

The school also creates *From the Hilltop*, an occasional electronic newsletter which, in addition to its snapshots of life at Tandem Friends School, provides news and reflections on Tandem’s continual evolution.

Messages and Phone Calls

Parents who need to contact their children or leave a message for them can contact the Front Office at 296-1303, extension 0. In case of an emergency, students will be contacted immediately.

Although teachers are not readily available for phone calls during school hours, they will return calls as soon as possible. Parents may leave a message on a teacher’s voicemail, or contact a teacher by e-mail.

Parent-Teacher-Advisor Conferences

Scheduled after first-quarter comments and grades, parent-teacher conferences enable parents and teachers to discuss student academic performance as well as address any other questions or concerns. As soon as possible, we ask parents to mark conference dates on their calendars. The Middle School also schedules parent-teacher conferences in late February.

In order to schedule meetings with teachers, parents must sign up in the conference appointment notebooks in the Front Office, available approximately three weeks before scheduled conference dates.

When parents wish to meet directly with a teacher or advisor at any other time, they may do so by making arrangements directly with that teacher. Parents who wish to meet with two or more teachers, coaches, etc., should make arrangements through their child’s Academic Advisor. On occasion, the Academic Advisor will contact parents to attend a meeting regarding their child’s studies. Such meetings focus on how best to support a student’s growth and learning.

Snow Days, Weather Emergencies

School closing announcements will be posted on our website, and made through the following radio stations and TV channels no later than 7:00AM:

WVTF	(public radio 89.3 or 88.5 FM)
WWWV	97.5 FM
WVIR	NBC 29
WCAV	CBS 19
WVAW	ABC 16

School closing announcements will appear as pop-up messages on the front page of the website (or be sent as E-Notices), posted on extension 500 on our school phone, and posted on the front page of the website by 7:00AM; when there is no announcement, school is open as usual.

If threatening weather develops while we are in session, we try to finish the day if at all possible. Early closing does not always work well due to the difficulty of contacting parents. Those parents who would like to come and pick up their children early because of concerns about the weather are, of course, free to do so.

General Emergencies

Should a general emergency arise, the school will refer to its Crisis Management Plan. Copies of this plan are available in the Business Office.

Family Matters

A child’s experiences at home and at school continually inform each other. We ask parents to share any significant changes or events occurring in their family situation with their child’s Academic Advisor, and/or Division Director.

"It is best to read the weather forecast before praying for rain." - MARK TWAIN