



***Atlantic Shores***  
***Christian School***

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***STUDENT***

***2017***



***2018***

***SECONDARY CAMPUS***



# Atlantic Shores

Christian School

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## SCHOOL CALENDAR Secondary Campus 2017-2018\*

August	14	Teacher Orientation for all Teachers (New & Returning)
	15	Secondary: International Student Orientation 3:00-7:00 PM
	17	Secondary: New Student Orientation grades 7-12 @ 4:00 PM Secondary: Middle & High School Orientation @ 7:00 PM – All returning students
	<b>21</b>	<b>First Day of School</b>
September	04	Labor Day - NO SCHOOL or EXTENDED CARE
October	11	Secondary: PSAT testing
	20	End of 1 <sup>st</sup> Quarter
	23	Teacher Workday–school out @ noon- Supervised Study Hall available
	27	Report Cards Issued
November	02	Secondary: Parent/Teacher Conferences – school out @ noon/Supervised Study Hall available
	10	Veteran’s Day Observed – NO SCHOOL or EXTENDED CARE
	22-24	Thanksgiving Holiday – NO SCHOOL or EXTENDED CARE
December	18-20	Secondary: Exams – early release for students – school out @ noon/Supervised Study Hall available
	21-02	Christmas Break – NO SCHOOL OR EXTENDED CARE
January	02	Teacher Workday – NO SCHOOL OR EXTENDED CARE
	03	School Re-opens
	11	End of 2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester
	12	Teacher Workday–school out @ noon- Supervised Study Hall available
	15	Martin Luther King Day – NO SCHOOL or EXTENDED CARE
	19	Report Cards Issued for 1 <sup>st</sup> Semester
February	01	Parent/Teacher Conferences – school out @ noon – Extended Care and Supervised Study

		Hall available
	19	President's Day – NO SCHOOL or EXTENDED CARE
March	16	End of 3 <sup>rd</sup> Quarter
	19	Teacher Workday—school out @ noon- Supervised Study Hall available
	23	Report cards issued for 3 <sup>rd</sup> quarter
	30	Good Friday-school out @ noon- Extended Care and Supervised Study Hall available
April	02-06	Spring Break – NO SCHOOL or EXTENDED CARE
	09	School Re-opens
May	24	Secondary: Awards Program 9:00-11:00 AM
	28	Memorial Day – NO SCHOOL or EXTENDED CARE
	29-31	Secondary: Exams – early release for students – school out at noon/Supervised Study Hall available
	31	End of 2 <sup>nd</sup> Semester Secondary: Faculty/Senior Luncheon/Graduation Practice 12:30-2:30 PM
June	01	<b>GRADUATION @ 7:00 PM</b>

**\*Parents**, please note that the dates may change through the year for some school activities.

**Holidays and grading periods** are excluded and should not change.

#### **MAKE-UP DAY SCHEDULE**

If school is closed due to inclement weather and make-up days are needed, the following days will be used:

January 15, 2018	Martin Luther King Day
February 19, 2018	President's Day

# ATLANTIC SHORES CHRISTIAN SCHOOL ADMINISTRATIVE LISTINGS

## ADMINISTRATION LISTING

Gary Carlson, Head of School      Sheila Lucas, Dean of Academics

David Garratt, Dean of Students      Leslie Ribeiro, Guidance Director

Mike Hudgins, Athletic Director

## STAFF

Lacy Tuxhorn  
Administrative Assistant

**Cindy Hudgins**  
Admissions

Nicole Trueworthy  
Cafeteria Manager

Kate Saul  
Administrative Assistant

Polly Brake  
Technology Integration

Facilities Director

Rachel Patel  
Registrar

Sue Passarella  
School Nurse

Marilyn Clark  
Bookkeeper

Avis Brown  
Receptionist

Amber Wood  
School Nurse

Pam Sergent  
Business Manager

Bill Freeman  
Technology Specialist

## BOARD OF DIRECTORS

Gayle Blachura

Rev. Allen McFarland

Marc Boustany

Mark Russell

Rebecca Duenke

Dean Wooten, Vice-Chairman

Amanda Grizzard, Chairman

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# SCHOOL FOUNDATIONS

## Welcome to Atlantic Shores

Welcome to Atlantic Shores Christian Schools (ASCS). Atlantic Shores was established in 1985 as a ministry of Atlantic Shores Baptist Church. ASCS operates as a non-denominational independent Christian School serving families from nearly 100 different churches and a multitude of Christian denominations. Atlantic Shores offers a Christ-centered approach to education with the goal of spiritual, academic, and social excellence. We appreciate the opportunity you have given us to educate your child, and we take this responsibility seriously. Our goal is to be the best Christian School both spiritually and academically; each teacher and staff member individually strives to help achieve this goal.

A Christian education is different! It is different because the Word of God is incorporated into all areas of the educational programs. The Bible is seen as the authoritative source of all education. We trust that a Christian school education can be a life-changing influence on your children.

We believe God has directed a committed staff to instruct and care for these young people. They not only work hard to provide your children with a quality academic program, but their ultimate goal is to train students to lead Christ-honoring lives. In order for children to succeed in a day of shifting standards and unsure guarantees, the home, school, and church must work together to reach this goal. It is with this mindset that we ask you to read this handbook carefully and cooperate with us in maintaining its standards.

In Psalms we are told to instruct our children in the law of the Lord, “that they might set their hope in God, and not forget the works of God, but keep His commandments.” Pray for our school that we will touch lives for the kingdom.

## Mission Statement

With the Word of God as our foundation, Atlantic Shores Christian School will partner with the home and the church in order to lead all students into higher levels of excellence spiritually, academically, physically, and emotionally so that they can impact their world for Christ.

## Vision Statement

The vision of ASCS is to develop leaders who are passionate in their Christian faith, and are equipped academically and biblically to impact the world for Christ.

## Core Values

Core values are an organization’s fundamental and enduring tenets that are not to be compromised for financial gain or short term expediency. We are determined to use our core values to guide our decision-making in each facet of our ministry. It is our belief that by sharing, committing to, and practicing these values, we can reach higher levels of excellence in Christian education. We have identified six beliefs that we believe are truly core.

ASCS is committed to:

1. Shaping the biblical worldview within our school community.
2. Developing an effective partnership with the home and the church.
3. Respecting the God-given uniqueness of each individual.
4. Teaching Christ-like character.
5. Inspiring a passion for learning.
6. Pursuing excellence in academic standards.

## **Student Outcomes**

It is our desire to incorporate these outcomes and to develop programs, strategies, and methodologies within the context of biblical principles to produce graduates with a Christian worldview. Listed below are the outcomes that will help us strive to accomplish the task.

### Spiritual Outcomes:

- Know Jesus intimately, as Lord and Savior
- Actively attend a local church
- Manifest the fruit of the Spirit
- Commit to the Great Commission and the Great Commandment
- Relate to God through prayer and memorizing, analyzing, and applying scripture
- Possess apologetic skills in order to articulate and defend their Christian worldview while having a basic understanding of opposing worldviews

### Academic Outcomes:

- Think critically; solve problems effectively; and draw conclusions from research, personal analysis, and investigation
- Are well prepared in all academic disciplines
- Are skilled in reading, writing, speaking, listening, and thinking
- Are proficient in mathematics, science, and technological skills

### Social Outcomes:

- Understand God has vested authority in people within the institutions He has established (home, church, government, business)
- Possess an ability to communicate and interact successfully in a professional environment
- Have the skills to work cooperatively and effectively with others, including those of other cultures
- Are physically fit individuals who regard their bodies as God's temple and use them to glorify Him
- Demonstrate selfless living in daily life

### Personal Outcomes:

- Treat others with dignity and respect
- Understand that God always deals with man in a personal relationship

## **Statement of Faith**

We believe in:

1. One God in three persons; Father, Son, and Holy Spirit. (Isaiah 45:5, Matthew 28:19, Acts 5:3-4, Colossians 2:9)
2. Jesus Christ as the only way to salvation. We are saved by grace through faith. (Acts 4:12, John 14:6, Ephesians 2:8-9)
3. The verbal, inerrant inspiration and authority of the Scripture in both Old and New Testaments. (II Timothy 3:16-17, II Peter 1:20-21)
4. The Genesis account of the creation of man in six days by the direct act of God. (Genesis 1:1-28)
5. The incarnation, deity, virgin birth, and bodily resurrection of Jesus Christ. (Matthew 1:18, John 1:1&14, John 20:26-29, I Corinthians 15:1-20)
6. The vicarious suffering of Jesus Christ for the sins of the world and the shedding of His blood on the cross to cleanse us from sin. (Philippians 2:6-11, I Peter 1:18 & 2:24, Ephesians 1:7, Colossians 1:19-23, Matthew 27:32-55)
7. The new birth through regeneration by the Holy Spirit as essential to salvation. (John 14:16-17, Titus 3:5, John 3:6-7)

8. The gift of eternal life and eternal security of the believer by the grace of God. (John 10:27-29, Philippians 1:6, II Timothy 1:12, I Peter 1:3-5)
9. The local church as the primary place of fellowship and growth of believers and for the evangelization of the world with the gospel. (Acts 2:38 & 2:42-47, Matthew 18:20, Hebrews 10:24-25, I Corinthians 12:12-27, Matthew 28:19)
10. The person and work of the Holy Spirit and the need for Christian growth and service. (John 14:16-26 & 16:8-11, Ephesians 4:11-12)
11. The visible, personal, and imminent return of our Lord Jesus Christ. (I Thessalonians 4:13-17)
12. The everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost. (John 3:36, Luke 16:19-31, Hebrews 7:23-25)
13. ASCS is responsible for the spiritual and physical well-being of our students and that we have a duty to properly instruct and diligently protect them. (Psalm 127:3-5; Matthew 10:42; Matthew 19:14)
14. The greatest commandments are (1) to love God and (2) to love our neighbors as ourselves. (Matthew 22:36-40). We believe that we should demonstrate love toward fellow believers, those who are not believers, those who actively oppose us or our faith or doctrine, and those who engage in actions contrary to Biblical teaching. We believe that we should deal with those who oppose us graciously, gently, patiently and humbly.
15. Marriage is the exclusive, covenant relationship between one man and one woman. Though sexual intimacy within the marriage relationship between one man and one woman is approved and even celebrated in scripture, we believe that any sexual intimacy outside of this covenant relationship (including, but not limited to, adultery, fornication, homosexuality, bisexuality, incest, etc.) is sinful and prohibited. Further, we believe that God created human beings in two distinct genders: male and female. We believe any attempts to alter or change one's gender or denial of one's biological gender are prohibited and sinful. (Gen. 2:24; Gen. 19:5,13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1; 6:9, I Thess. 4:1-8; Heb. 13:4)
16. This Statement of Faith is not an exhaustive statement of the beliefs of ASCS. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of the Corporation's faith, doctrine, practice, policy, and discipline the School Board of ASCS is the final interpretive authority on the Bible's meaning and application.

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning the truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of the school's faith, doctrine, practice, policy, and discipline, the Atlantic Shores Board of Directors and Head of School are the school's final interpretive authority on the Bible's meaning and application.

## **Philosophy of Education**

Atlantic Shores Christian Schools (ASCS) ascribe the highest, unrivaled authority to the **Holy Bible** as the wholly inspired, inerrant **Word of God** (2 Tim. 3:16, Ps. 119:89). Thus, ASCS ascribes the **cornerstone** (Eph. 2:20), in the foundation of our educational philosophy and programs, to the **one revealed God** of the Bible (Is. 45:5). Wisdom, knowledge, and principles in all learning disciplines and successful living find their **origin in Christ** (Prov. 3:13-20, Col. 2:2-3). They are best realized in a personal relationship with Him (John 10:14, 27; Acts 2:21).

The **educational philosophy and goals**, then, which drive and guide ASCS, are personified by the administrative, faculty, and other school staff members who are committed to being **living models** of those ideals (I Cor. 11:1). They are born again, Bible-believing Christians (John 3:3) who are active in the local church and strive to demonstrate God's relationship to all

facets of an ASCS education (Col. 2:2-3). They also acknowledge and firmly hold fast to the **Scriptural individuality** of each student (Ps. 139:13-16). Thus, the staff earnestly seeks the fulfillment of God's desire for every student to enter into and experience a **personal, saving relationship with Jesus Christ as Lord and Savior** (Rom. 10:9-13, John 3:16). Our theme, **pursuing excellence in education**, permeates the spiritual, academic, social, and athletic components of the ASCS program (Luke 2:52). Our principal aim is significant, lasting impact upon each student's life for further world impact that glorifies God (John 15:8, 16; I Pet. 4:10-11).

A **partnership** exists between school staff and the family in the ASCS educational experience (Phil. 1:3-6). The Bible clearly and consistently teaches that **parents** bear the primary responsibility for the training and education of their children (Deut. 6:7, Ps. 78:4-9, Prov. 22:6, Eph. 6:4). ASCS is, thus, an **extension of the home** by reinforcing Christian values in the vital development of **character**-the inward moral code and attitudes which determine behavior and its results (Prov. 4:23). This **crucial interdependency** of school staff and parents, therefore, demands a spirit of **mutual cooperation and support** (I Cor. 3:7-9).

ASCS strives to provide the most specialized and relevant academic instruction possible (Col. 3:23). **Curriculum** is Bible-centered, presenting a **Christian worldview** (Col. 2:6-8). Any secular textbook material that supplements the curriculum is very carefully weighed in relation to the Christian educational philosophy and goals of ASCS (Acts 17:11, I John 4:1). Furthermore, material found to be opposed to the Biblical worldview is actively addressed by the **classroom teacher** and aligned with the Christian philosophy and goal of ASCS. Curriculum develops recollection, as well as analytical thinking skills, and is academically challenging. It also teaches God's values of right and wrong and promotes the development of **Christian character** (Prov. 2:1-10). Curriculum also serves to assist students in the awakening to **God's will** for their lives and the **initial equipping** for it (Col. 1:9-12, Rom. 12:1-2).

The ASCS **total program** is genuinely sound, relevant, and Christ-centered. It involves both a qualified, dedicated staff and the home to **serve students well** in the years to come, preparing them to meet the callings and challenges of their time (Acts 17:26, Matt. 25:21). **This is the heart of an ASCS education.**

## **The Role of ASCS with the Home**

It is the responsibility of parents/guardians to train and nurture their children (Eph. 6:4.) ASCS strives to assist the home in providing a Christian education for the family. The school cannot take the place of the home in any child's life. Therefore, the entire staff of ASCS must continually work to develop a strong and supportive working relationship with every family.

The school will endeavor to provide the family with several things. These include:

- Open lines of communication so parents know what is being taught at school, the progress of the child in school, any problems or concerns that develop with the student, and the spiritual progress of the child.
- Support for the home as being God's instrument for the development of the child.
- A productive learning environment to ensure a quality education for each child.

## **School and Family Unity**

Atlantic Shores Christian School is in partnership with the parents/guardians for the spiritual and academic development of their child. A partnership can only function effectively when there is unity between the school and the family. A family must be in agreement with and in acceptance of the school's statement of faith, its core belief that the Bible is the inerrant Word of God and that the Bible's teachings are foundational to the school's admissions policies, academic and extracurricular programs, discipline and overall philosophy of education.

Any family who is not in unity with the school's philosophy of education or undermines the school and its policies will be asked to meet with the Administration to discuss how unity can be restored. If unity cannot be restored or the family continues to undermine the school and its policies, the student will be asked to withdraw.

## **Admissions Policy**

Attending ASCS is a privilege and not a right. As students and parents consider making ASCS their choice, the following standards and policies must be followed as a pre-requisite for admission and continued enrollment at ASCS:

1. Full cooperation is expected from both students and parents in the education of the student. A family must be in agreement with and in acceptance of the school's Statement of Faith, its core belief that the Bible is the inerrant Word of God and that the Bible's teachings are foundational to the school's admissions policies, academic and extracurricular programs, discipline and overall philosophy of education. If at any time the school determines that this agreement or cooperation is unacceptable, the student will be requested to withdraw.
2. Students in 7<sup>th</sup> grade or higher must profess Jesus Christ as their personal Savior. All students must be open to instruction from a Christian perspective. It is understood that students should exhibit a definite personal desire to attend ASCS. If the student's behavior or attitude indicates an uncooperative spirit or one that is inconsistent with the philosophy and standards of ASCS, the student will be requested to withdraw.
3. Parents must be united in their belief that enrollment at ASCS is the best thing for their child. It is required for enrollment at ASCS that at least one parent must profess Jesus Christ as their personal Savior and regularly attending a Bible believing church. Parents must exhibit a strong desire for having their child taught from a Christian perspective with the Bible as the moral and spiritual foundation of all of our teachings.
4. The student's behavioral standards at school must extend to his/her life away from school as well. Thus, ASCS will refuse enrollment to or expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual/transgender, is a practicing homosexual/bisexual/ transgender, as well as any student who condones, supports, or otherwise promotes such practices as ASCS believes this behavior is contrary to God's word, the Bible. For the family and the school to be in partnership with God's Word as our foundation, parents/guardians must also be in personal agreement with the school's sexual morality beliefs and conduct as it relates to themselves and their student(s). In addition to sexual immorality, any use of or involvement with tobacco, drugs, alcohol, cheating, fighting, stealing, lying, or un-Christian entertainment/behavior by the student may result in immediate expulsion from ASCS.
5. The biblical and philosophical goal of ASCS is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. All students, while enrolled at ASCS, are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior.

A student's acceptance is based upon past achievement, a favorable pastoral recommendation, a family interview with the administration, and this signed agreement from parents and student declaring that they will abide by and support the rules, regulations and standards of ASCS. All students are accepted on a probationary basis in regard to academics and discipline. If at the end of the first semester a new student does not meet the required standards he/she may be asked to withdraw.

### **Non-discriminatory Policy**

Atlantic Shores Christian Schools admit students of any race, color, gender and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. The school does not discriminate on the basis of race, color, gender, and national or ethnic origin in the administration of its educational policies, admissions policies, financial assistance, and athletic or other school-administered programs.

### **School Esprit De Corps**

#### **SCHOOL COLORS**

Blue, Green, and Silver

#### **SCHOOL MASCOT**

Seahawk

#### **SCHOOL VERSE**

*"For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them."* Ephesians 2:10, NAS

### **ACADEMIC AFFILIATIONS**

Atlantic Shores Christian Schools are accredited by the Association of Christian Schools International (ACSI) and the Southern Association of Colleges and Schools (SACS), which are recognized by the Virginia Council of Private Education (VCPE).

## ACADEMIC INFORMATION

### Graduation Requirements (grades 9-12)

The following are Atlantic Shores Christian School graduation requirements after successful completion of the 8th grade. We offer high school students three diploma programs. These programs will assist those who definitely are planning a college education as well as those who will not be continuing formal education after high school. If a student fails a required course, he must make it up in an approved summer school program or repeat the course.

#### Advanced Honors Diploma

The Advanced Honors Diploma includes College Preparatory Diploma requirements, in addition: a GPA of 3.6 or above; a grade of 85% or higher on at least three honors and two AP or Dual Enrollment (College) courses.

#### College Preparatory Diploma<sup>1</sup>

English	4 credits
Bible	4 credits (or one per year of attendance)
History	4 credits
Math	4 credits <sup>2</sup>
Science	4 credits
Foreign Language	2 credits (same language)
Health/PE	2 credits <sup>3</sup>
Speech	1 credit
Computer I	1 credit (required unless Spanish 3 taken)
Electives	<u>2 credits</u>
Total	28 credits

#### General Education Diploma

English	4 credits
Bible	4 credits (or one per year of attendance)
History	4 credits
Math	3 credits
Science	3 credits
Health/PE	2 credits <sup>3</sup>
Computer	1 credit (required unless Spanish 3 taken)
Speech	1 credit
Electives	<u>4 credits</u>
Total	26 credits

<sup>1</sup>The College Preparatory Diploma is the **minimum coursework** that is expected of students that plan on attending a four-year college.

<sup>2</sup>Math requirements for earning the College Preparatory Diploma are Algebra I, Geometry, Algebra II, and 1 other higher level math course. Personal Finance and Pre-algebra **do not** count toward the College Preparatory Diploma.

<sup>3</sup>The two sport option may be used to fulfill PE/Health credits. In order to earn one PE/Health credit, the student must successfully participate on a sport team for two seasons, within 9<sup>th</sup>-12<sup>th</sup> grades, and two credits are earned for four seasons.

## Dual Enrollment/Advanced Placement Programs

The Dual Enrollment (DE) and Advanced Placement (AP) Programs are cooperative educational endeavors between secondary schools and colleges and universities and allows students to meet requirements for high school graduation while simultaneously earning credit at colleges and universities. The particular courses to be offered are determined through the mutual agreement of the school system and the college. All courses offered carry transferable college credit.

Qualified juniors and seniors may enroll in DE and AP courses. Students are required to purchase their textbooks, do considerable outside reading, and complete all course requirements to receive college credit.

AP courses and exams are designed by The College Board, and classes are taught by qualified ASCS faculty. Students enrolled in AP courses will be required to take the AP exam in the spring and will be required to pay the examination fee. In order to be eligible to receive high school or college credit for the course, students must take the examination. Most colleges require a score of “3” or higher on the AP exam in order for the student to earn college credit.

ASCS has established a unique dual enrollment agreement with John Brown University, Regent University, and Bryan College. Students will pay tuition for the course to the college/university at a discounted rate. Courses are taught on our campus by qualified ASCS faculty, using the college/university’s curriculum. Upon successful completion of the course, students earn both college and high school credit. A grade of “C” or better is required to earn college credit.

### Credit Awarded

- College credit shall be awarded by the college to the participating high school student upon successful completion of the course. Three semester hours will be the equivalent to one-half high school credit. Six semester hours will be equivalent to one high school credit. In the case of lab sciences, four semester hours will be equal to a high school credit.
- The college course semester grade will be used in computing the student’s high school grade point average.
- After completing the college course, the student must request that the college send an official transcript to the guidance director.

## Weighting and GPA Calculation

Honors courses earn an additional 0.5 and AP/DE courses earn an additional 1.0 when calculating a student’s GPA. Non-honors high school courses taken in middle school will not be calculated in the student’s cumulative high school GPA. Non-honors zero bell courses will not be calculated in the student’s cumulative high school GPA unless the course is needed as an elective to meet graduation requirements, or is needed as one of the required six courses for a senior.

## Grading Scale

Numeric	Letter	4 Point Scale	Honors	AP/DE
100	A+	4	4.5	5
99	A+	4	4.5	5
98	A+	4	4.5	5
97	A	4	4.5	5
96	A	4	4.5	5
95	A	4	4.5	5
94	A	4	4.5	5
93	A	4	4.5	5
92	A-	3.9	4.4	4.9
91	A-	3.8	4.3	4.8
90	A-	3.7	4.2	4.7

89	B+	3.6	4.1	4.6
88	B+	3.5	4	4.5
87	B+	3.4	3.9	4.4
86	B	3.3	3.8	4.3
85	B	3.2	3.7	4.2
84	B	3.1	3.6	4.1
83	B	3	3.5	4
82	B-	2.9	3.4	3.9
81	B-	2.8	3.3	3.8
80	B-	2.7	3.2	3.7
79	C+	2.6	3.1	3.6
78	C+	2.5	3	3.5
77	C+	2.4	2.9	3.4
76	C	2.3	2.8	3.3
75	C	2.2	2.7	3.2
74	C	2.1	2.6	3.1
73	C	2	2.5	3
72	C-	1.9	2.4	2.9
71	C-	1.8	2.3	2.8
70	C-	1.7	2.2	2.7
69	D+	1.5	2	2.5
68	D+	1.4	1.9	2.4
67	D	1.3	1.8	2.3
66	D	1.2	1.7	2.2
65	D-	1.1	1.6	2.1
64	D-	1	1.5	2
0-63	F	0	0	0

## Graduation with Honors

Students who have met the requirements for the Advanced Honors Diploma will qualify as honor graduates.

## National Honor Societies

ASCS was granted a charter of the National Honor Society in 1996, in the name of Karen Farley. The Gloria Dell National Junior Honor Society was established in 2007. Membership is based upon scholarship, leadership, service, and character standards. Students in grades 8-12 must have a 90.0 average or a cumulative 3.7 GPA, have completed required community service, and have teacher recommendations based on scholarship, character, and leadership, to be eligible. Once these requirements have been met, students complete an application describing their desire and qualifications for membership, after which successful candidates are invited to become members. Continued membership is based upon maintaining the required standards.

Students must have attended the school for a semester before becoming eligible for membership. Transferring students who have already been inducted into the National Honor Society, National Junior Honor Society, or Beta Club may transfer their membership upon receipt of a recommendation from the sponsor at their previous school, and a continued 90.0 average. **Other honor societies, (including Spanish, Theatrical Arts, Tri-M, Art, and Math), are offered and all have their own criteria for membership.**



## **Honor Rolls**

Each grading period Honor Rolls will be posted on the website and school bulletin boards. The Honor Roll standards are as listed below:

### Dean's List

7<sup>th</sup>-8<sup>th</sup> Grades Students achieving all grades of 93% and above

9<sup>th</sup>-12<sup>th</sup> Grades Students achieving 93% or higher in each course and/or 90% or above in DE/AP classes

### Honor Roll

7<sup>th</sup>-8<sup>th</sup> Grades Students achieving all grades of 83% and above

9<sup>th</sup>-12<sup>th</sup> Grades Students achieving 83% or higher in each course and/or 80% or above in DE/AP classes

## **Valedictorian and Salutatorian**

The selection procedure is as follows:

- These honors are applicable for graduating seniors who have completed one year of attendance at ASCS prior to their senior year.
- In order to be considered for one of these honors, the student must complete either the advanced honors or college preparatory diploma requirements.
- The valedictorian award will be given to the student with the highest grade point average (GPA) and the student with the next highest grade point average will be the salutatorian.

## **Promotion and Retention**

### MIDDLE SCHOOL

To be promoted from one grade level to the next in grades 7-8, a student shall:

1. Attain an overall percentage of 64% or above.
2. Attain an average of 64% or above in four out of five of the following core subjects:
  - Bible
  - English
  - Math
  - History
  - Science

Any student having grades that show doubt of mastery of the essential elements may be required to attend an approved summer school program or private tutoring. The summer school program must be approved by the administration. It is the responsibility of the student to provide ASCS with an official copy of the summer school grade(s) no later than one week prior to the first day of school.

### HIGH SCHOOL

A student earns one credit per year for each course successfully completed. No semester credits (0.5) are given unless the course is a semester course. If a student fails a required course, he must make it up in an approved summer school program or repeat the course.

Students must earn:

- 6 credits to be considered a sophomore
- 12 credits to be considered a junior
- 19 credits to be considered a senior

## **Progress Reports/Report Cards**

Parents are highly encouraged to monitor their child's grades at any time by logging into their Renweb account. Mid-term progress reports and quarterly report cards will be posted on RenWeb. A final report card will be mailed home at the end of the school year. It is the parent's responsibility to access this information on RenWeb, but a paper copy of progress reports/report cards may be requested by calling the school office.

## **Semester Exams**

Every student is required to take semester exams. The following exemptions will be made:

- Any senior who maintains an average of 95% or above is exempt from taking the semester examination in that course.
- Any junior may be exempted from one final examination provided the student's average in the course chosen for exemption is 95% or above.
- Students who have more than 12 total absences (excused or unexcused) in a semester may not be exempted from taking the exam in that course.

Semester exams will count for 20% of the final grade for the semester.

## **Testing Policies**

Teachers are required to give students at least three days' notice of a test. A student should have no more than two tests (or one test and a major paper or project) due on the same day. If there is a discrepancy the student should contact the office staff immediately, and the student will be informed as to which tests he will be required to take on the assigned day.

## **Homework Policy**

Homework is an integral part of the school program which reinforces what has been taught, ensures the student has a good understanding of the lesson, and allows the student to practice personal responsibility.

- Each student is required to complete all assignments, and may be required to complete missing assignments after school. Teachers will give at least one day's notice if this is necessary.
- Students who leave school early for athletic events, field trips, medical appointments, etc., are responsible for obtaining all assignments for that day, and submitting all due work on that day, before leaving.
- Work not turned in on time will receive a zero. There will be additional consequences for repeat offenses. Any late projects will be accepted but there will be a significant reduction to the grade.
- To encourage student attendance at prayer meetings and Bible study/services, homework will not be assigned on Wednesdays. However, tests and quizzes may be given on Thursdays, provided appropriate notice is given for students to study.
- Students should plan to spend the following amounts of time on homework.

Middle school: Approximately 1-1½ hours each night, four nights per week

High school: Approximately 2-2½ hours each night, four nights per week

## **Make-up Work/Pre-Planned Absences**

When absent, the student is required to make up missing assignments as soon as possible, according to the following guidelines:

- If absent on the date the assignment is due, all work assigned prior to the absence should be handed in on the day of return.
- If absent on the day the assignment is given, the student will be allowed the number of days missed, plus one, to make up the work.

- If absent the day before a test or quiz, the student will be required to take it on the day of his return unless significant review was missed due to absence, as determined by the teacher. Tests which are not completed within the specified time determined by the teacher may result in a significant grade reduction.
- It is the responsibility of the student and parent to obtain all make-up assignments and due dates from teachers (on teacher's RenWeb web page or by emailing the teacher), or by requesting assignments at the school office. Requests should be made before 10:00 a.m. so that they can be picked up at 3:20 p.m.
- When absent for longer than 2 days for reasons other than sickness, the student will be allowed the number of days missed plus one to make up assignments, tests and quizzes. If an absence is anticipated the student is strongly encouraged to plan ahead and obtain a Planned Absence form from the office. Each teacher will then provide all assignments for the period of absence. This will ensure the student has time to complete all assignments in a timely manner. It is requested that out-of-town trips are scheduled during school holidays, and medical appointments be planned outside of the school day.
- Students who miss class due to regularly scheduled athletic events/extracurricular activities/field trips must turn in assignments and make up tests and quizzes the next time they are in class.
- If a student is absent unexcused, all completed daily work and quizzes will warrant a grade no higher than fifty percent.
- If a student is absent unexcused, tests and semester exams may be made up, but the grade will be lowered by two letter grades (twenty points).

## **Schedule Changes**

Schedule changes for 7<sup>th</sup>–12<sup>th</sup> grades will not be permitted unless extreme circumstances warrant. If a change is necessary, students are to make an appointment with the guidance director and obtain a Course Change Request Form. Please be aware that the following notations will be made on the transcript regarding course withdrawals:

No Record – Withdrew before the end of first month

WP – Withdrew passing

WF – Withdrew resulting in failing grade

No classes may be dropped after the first four weeks of school. The parent, teacher and guidance director must sign a drop/add form before the course is officially dropped. The student must remain in the class until he is notified that administrative approval has been granted.

## **Additional Learning Resources**

Additional learning resources are available for those students who need extra academic and organizational support. Full time resource is offered for one full bell each school day and is considered an elective with credit, and accommodations and classroom modifications are made according to individual needs. An additional fee applies, and further information can be found on the school website.

## **Summer Reading**

Each student is expected to complete a summer reading assignment, chosen for each grade by the English department. Students in Advanced Placement and Dual Enrollment courses will be expected to complete additional assignments.

## **Extra Credit Policy**

No extra credit assignments will be given to an individual student in order to artificially raise a student's average.

## **Repeat Courses**

If a student passes a course and elects to repeat the course, the student will receive credit for the higher grade. The lower grade will remain on the student's transcript, but will not be calculated in the grade point average.

## Reclassifying/Grade Placement

A student may opt to reclassify (repeat a grade) for academic purposes only. Students who wish to reclassify may only do so before the school year begins and with administrative approval. Once the school year has started the student's grade designation cannot be changed.

Juniors are able to receive a diploma a year early provided that

- they have met the graduation requirements no later than the end of August (following their junior year)
- no more than 3 required classes are taken outside of school to count towards graduation

A student may only walk early if all graduation requirements are fulfilled at time of graduation

## Awarding Transfer Credits

The standard unit of credit for graduation will be based on a minimum of 140 clock hours of instruction.

- Atlantic Shores Christian Schools will accept all credits earned in accredited public secondary schools, including summer schools, special sessions, schools accredited through the Virginia Council for Private Education, and educational programs operated by the state. Credit shall also be accepted for courses satisfactorily completed in accredited colleges and universities when prior written approval of the Dean of Academics is obtained.
- When credit is awarded in less than whole units, the increment awarded will be no greater than the fractional part of 140 hours of instruction.
- Students transferring from out-of-state will be required to earn 24 standard credits for graduation. Each student's prior record shall be evaluated to determine the number of credits previously earned and the number of additional credits required for graduation. Students transferring from states not giving credit for health and physical education shall not be required to complete these courses.
- Students below ninth grade will receive credit for all high school level courses completed, but these credits will not be used to when calculating the cumulative high school GPA.
- Students transferring from non-accredited schools or from home schooling will receive credits at the discretion of the administration, utilizing the following criteria:

Course descriptions, including time allotment per course  
Results of standardized tests  
Results of objective-referenced tests

## Alternative Methods for Granting Credits

### Online courses and other approved courses outside of school

Students may enroll in and receive standard or verified credit through supervised online or other approved courses in subjects not available to them through the school's schedule, and with prior approval of the Dean of Academics. Credit shall be awarded for successful completion of such courses when the work is done under a certified program of instruction, and an official transcript is received by the school.

If a student desires to take a summer class in order to accelerate to a higher level class for the next school year, a request for approval must be made to the administration. As a general guideline, in order to be approved, a student must have a 95% average in the preceding class and on course exams, with a standardized test score within the same range.

### Dual Enrollment/College Classes

Dual enrollment allows students to meet requirements for high school graduation while simultaneously earning credit at colleges and universities. The particular courses to be offered are determined through the mutual agreement of the school system and the college. All courses offered carry transferable college credit.

### Credit Awarded

- College credit shall be awarded by the college to the participating high school student upon successful completion of the course. Three semester hours will be the equivalent to one-half high school credit. Six semester hours will be equivalent to one high school credit. In the case of lab sciences, four semester hours will be equal to a high school credit.
- The college course semester grade will be used in computing the student's high school grade point average.
- After completing the college course, the student must request that the college send an official transcript to the guidance director.

### **Resource**

The Resource Program at Atlantic Shores is designed to help identified students be successful in all subject areas. The main objectives of the resource program are:

- To provide supplementary assistance in any content area where a student is experiencing difficulty.
- To develop individual educational strategies to strengthen academic skills.
- To develop a strong collaboration between parents and teachers.
- To emphasize study skills, including time management and test taking strategies, in order to empower the student to become self-sufficient and self-supporting in all skills.
- To be available for scheduled conferences as needed and to assist in the service and support of families, students, and staff.
- To develop a mutual understanding and relationship between resource students and their teachers.

Parents, teachers, and administrators can refer students for resource services. Testing is administered to determine whether a student meets the criteria for services. Participation is determined by parental consent as there is a substantial additional cost for students in the Resource Program. A Resource Service Plan is written for eligible students, which includes present levels of performance, instructional goals and objectives, services to be provided and special accommodations in the classroom.

Classroom teachers will be given a copy of the specific accommodations for all the resource students they teach. The Resource Director will meet with all classroom teachers to discuss these accommodations. It is very important that teachers communicate fully with the Resource Department throughout the year to ensure that students are successful and are reaching their full potential.

Teacher responsibilities include the following:

- To discuss academic concerns with parents and with parental consent make the initial student referral for resource services.
- Make the necessary modifications and accommodations as required in the student's RSP.
- To alert the Resource Director of any academic problems the student is experiencing so that re-teaching and additional help can be given in Resource.
- To inform the Resource Director of any upcoming projects, tests, quizzes, etc., along with study guides and other student information three days in advance.
- Allow students the chance to retake any test which falls below 70 percent. (This will be retaken in Resource.)

# GUIDANCE

## Guidance Services

Guidance and academic career counseling services are available to students as an integral part of the school's academic program. The guidance director helps each student understand his/her potential, formulate plans, and make decisions concerning college and career. The services we provide are:

- Academic and educational counseling
- Student and parent workshops
- College admissions, college scholarships, and financial information
- Scheduling course selections
- Career/vocational information
- Standardized, pre-college, college entrance exams and aptitude testing
- Requests for records and transcripts
- Method Test Prep course to prepare for college entrance exams
- College and Career Exploration class (eighth grade)
- Counseling of students-athletes

These services can be utilized by contacting the guidance office at 479-9598, ext. 237.

## Viewing Student Records

Parents/guardians may view a child's cumulative record at the school guidance office upon request. Cumulative records are treated as confidential material; privacy right of parents and students are safe guarded. Except as provided by law, no outside agencies or individuals may have access to student records without written parental consent.

## Method Test Prep

ASCS makes available to all students access to *Method Test Prep*, an online course that helps students build their math, reading, writing and SAT/ACT test prep skills. Parents and students may set up their personalized account with Method Test Prep. Contact the guidance office to obtain the link and referral code. Students can listen to math, verbal and writing tutorials. Each tutorial is accompanied by a quiz to test student mastery. The program is highly adaptive and keeps track of a student's strengths and weaknesses. Students have access to a large pool of practice questions and receive instant feedback upon completion of each question. This feedback includes easy-to-understand explanations.

## Transcripts

Transcripts are official documents that are sent from institution to institution. Transcripts can be sent to a college/university or place of employment upon request. Please allow 24 hours for processing.

## Forms/Evaluations

If a student has a form or evaluation that they would like to be completed by their teachers, they should be submitted to the Guidance Office and allow 2 days for completion. Once the forms are completed, they will be returned to the student in a sealed envelope.

## International Student Policy

- Students coming to ASCS may have the option of earning a College Preparatory Diploma or higher only if they begin grade 11 or earlier in a US school.
- ASCS Guidance Office does not provide transcripts (official or unofficial) to any agencies, neither homeland nor international. Transmission of official or unofficial student documentation will be provided directly to colleges and/or universities.
- The primary responsibility of the ASCS Guidance Department is to work with the students in preparing them for college. We do not work with third party agencies.

## ATTENDANCE INFORMATION

### Arrival and Dismissal

The secondary school classes begin at 8:20 A.M. and end at 3:15 P.M., Monday through Friday. Students arriving after 7:15 A.M. and before 8:10 A.M. will go to the dining commons where there will be administrative supervision. After 8:10 A.M., students will be admitted to the classroom wings to prepare for homeroom, which will begin at 8:20 A.M. Seniors may go to their lockers any time before school.

All students should leave campus by 3:45 P.M., unless involved in organized activities. Any student unable to leave by 3:45 P.M. must report to a supervised study hall, and parents will be charged for this service.

### Attendance and Credit

In order to maximize the learning experience a student should be punctual and regular in attendance. Parents have the responsibility to monitor their student's attendance and tardy habits.

- Students with excessive absences and tardies will be affected academically and may be subject to failure.
- Students will be counted absent if they miss 15 minutes or more of a class.
- When a student misses more than 24 days from a class per year, credit may not be granted for that course.
- Any student who is absent for more than twelve days of class in a semester will not be exempted from the semester exam.
- All absences (excused or unexcused) count towards total absence count. Exceptions are school events such as field trips and athletic events, and college visits (3 permitted each year).
- If a student is absent unexcused, all completed daily work and quizzes will warrant a grade no higher than fifty percent.
- If a student is absent unexcused, tests and semester exams may be made up, but the grade will be lowered by two letter grades. Students who earn a D or F will have sixteen points deducted from their grade.
- Any student who is absent (excused and/or unexcused) from any class for more than 12 days in a semester will be excluded from all extracurricular and athletic activities for the remainder of the semester.

Absences/tardies will be excused for the following reasons only:

- Personal illness
- Doctor/dental appointments (refer to "Planned Absences")
- Death or serious illness in the immediate family
- Educational trip (school sponsored activity or activity of an educational nature with advance administrative approval)
- Pre-approved necessary family trips
- Approved college visits
- Court appearances
- Extenuating circumstances approved by the administration

Unexcused absences/tardies include the following:

- Over-sleeping
- Working on class projects and assignments
- Unapproved personal trips
- Failure to verify absence within three days of absence
- Missing carpool
- Truancy
- Suspension
- Delinquency in tuition payments or other school financial obligations

Approval of absences/tardies is at the discretion of the administration. Parental approval does not designate school approval.

### **Reporting Absences**

The office is open from 7:45 A.M. to 4:00 P.M. each day. If a student is absent, a parent/guardian is to call the office before 9:00 A.M. (479-9598 ext. 233) and provide the following information:

1. Student's first and last name
2. Reason for absence

Parents will be contacted if students are absent and unexcused for the day. Absences will be considered unexcused if a parental phone call or signed note is not received within three (3) days. Students who have been absent because of certain illnesses must submit a doctor's note to return to school

### **Planned Absences**

When absent for longer than 2 days for reasons other than sickness, the student should obtain all necessary make-up work prior to the absence and will be allowed the number of days missed plus one to make up assignments, tests and quizzes. A planned absence is considered excused only if a parent submits a permission note to the administration at least 3 days in advance of the absence (exceptions may be made due to extenuating circumstances). If an absence is anticipated the student is expected to obtain a Planned Absence form from the office and have each teacher sign it, indicating that the student has received his assignments for the period of absence. It is **strongly encouraged** that out-of-town trips are scheduled during school holidays, and medical appointments be planned outside of the school day.

### **College Visits**

Juniors/Seniors are allowed a maximum of three excused days for college visits per year. A parent must submit a written request to the principal, and upon approval the student is given a form to be signed by each of his teachers. The student must follow the same procedures as with a planned absence.

### **Tardies to School/Class**

Parents are responsible to see that their child arrives to school on time. Classes begin at 8:20 A.M.; therefore, it is strongly recommended that students arrive at school no later than 8:10 A.M. Tardy students will be unexcused unless a parent/guardian signs the student in or provides a note with an acceptable reason. Student drivers who are habitually tardy may temporarily lose driving and parking privileges. If riding in a carpool that arrives late, all occupants may be counted tardy.

**Tardiness to school is considered a level one offense. Accumulating three unexcused tardies in a semester will result in an after school detention, five unexcused tardies will result in a Saturday detention, and an In School Suspension will be issued after 10 tardies are accumulated.**

Students are expected to arrive to all classes on time. Students are given four minutes to travel between classes, and they are expected to be seated in their classes when the bell rings. Tardies of fifteen minutes or more count as an absence. Students must provide a note to be admitted to class. Tardies to class, once the school day has begun, will be treated by the classroom teachers as a level one offense.

### **Early Dismissal**

Early dismissals are permitted for necessary appointments or for other reasons that constitute an excused absence. All students, regardless of age, needing to leave school early must bring written permission with the following information: parent contact number, reason for dismissal, time of dismissal, and means of leaving campus.

A student **must** sign out in the office if leaving school early. A student who does not drive must be signed out in the office by a parent or guardian only after being released from the classroom by the office staff through intercom.

### **Half-Day Policy**

Students arriving after 11:00 A.M. will be counted absent for ½ day. Students leaving before 12:30 P.M. will be counted absent for a ½ day.



## ATHLETICS/EXTRACURRICULAR ACTIVITIES

Atlantic Shores Christian Schools provide numerous opportunities for students to participate in extracurricular activities. Students are encouraged to take advantage of these opportunities; however, students will not be allowed to sacrifice the quality of their academic program to participate in athletics or extracurricular activities.

### **Middle School/High School Academic Responsibilities**

A student's first priority must be to his academic performance. Since participation in athletics and extracurricular activities requires a significant commitment of time, parents must monitor their child's academic progress. Students participating in athletic and extracurricular activities must complete all academic responsibilities, such as the completion of make-up assignments, tests, and quizzes prior to practicing or competing with their team.

Once a student has committed to a team/extracurricular activity it is expected that the student will continue with that commitment. Early withdrawal may lead to a penalty.

Students enrolled in PE/Health may use the PE portion as a study hall during their sport season on game days ONLY.

### **Absences-Athletics/Extra-Curricular**

Students who miss class due to regularly scheduled athletic events/extracurricular activities/field trips must fulfill all academic responsibilities as follows:

- Students are responsible to obtain the day's assignments before dismissal. The assignments will also be posted on RenWeb.
- All assignments must be turned in the next time the class meets.
- Missed tests or quizzes should be made up the next class period, or as assigned by the teacher.
- Students should expect to be held from participating in extra-curricular activities until all academic responsibilities have been fulfilled.

### **Athletic Fees**

Every student-athlete is required to pay a \$75 athletic fee for each sport in which they participate. Parents have the option of selling advertising in the seasonal sports media guide in lieu of payment. Refer to the Athletic Handbook for further information.

### **Academic Eligibility and Waiver Stipulations**

For a student to participate in extracurricular or athletic activities he/she may not have any failing grades (semester grades), and must maintain a semester average of 77 (C+ or 2.4 average). If a student is declared ineligible he/she will not be allowed to participate in any competition/event for the entire next semester although he/she will still be allowed to practice. A student will not be allowed to accompany the team to away games or miss school for athletic purposes. Students who have no failing grades, but do not meet the 77 average requirement will be able to participate but will be placed on academic probation and monitored weekly.

The only exception to this rule is if a student attends summer school and retakes the failed subject for grade retrieval. This exception may only be used by students who received no more than one failing grade at the end of the second semester. Students will have the opportunity to regain their eligibility after the first and third quarters.

A one-time academic waiver may be granted to students in grades 9-12 to allow them to participate in extracurricular activities and athletics. This waiver allows extracurricular participation for one semester.

During the waiver period, students will be required to abide by the following:

- Student grades will be monitored weekly, and if a student has a failing cumulative grade in any class, he/she will be required to sit out for one week, and until all grades are passing.
- Students receiving a waiver must attend any teacher sponsored help class in all areas of poor academic performance. Failure to do so will void the waiver.
- If required to sit out because of failing weekly grades, students may continue to practice with the team/group, but may not participate in games/events, leave school early for games/events, or travel with the team to away games/events.

If at the end of the waiver period the student has not improved his/her grades to a minimum 2.4 GPA and/or no failing grades, the waiver will be revoked and the student will be ineligible to compete. A student may still regain his/her eligibility after the first or third quarters if he/she meets all academic requirements.

### **Attendance and Participation**

Any student involved in athletics or extracurricular activities may not participate in that activity (practices, games, programs, events, etc.) if the student is absent the day of the activity. In order to be eligible to participate in athletic and extracurricular activities, students will be required to be at school by 10:00 A.M. and complete the rest of the school day. A student will not be allowed to participate in any extracurricular activity for that day if he/she leaves school because of sickness or for unexcused reasons. If a student needs to leave early then the early dismissal checkout procedures (outlined on page 13) should be followed. The administration will make the final decision when questions arise, and will require parent verification for early dismissals

Any student who is absent (excused and/or unexcused) from any class for more than 12 days in a semester will be excluded from all extracurricular and athletic activities for the remainder of the semester. This does not include school related absences. In the event of extenuating circumstances, an appeal can be made to the administration.

**Please refer to the ASCS Athletic Handbook for the school's complete athletic policies and procedures.**

# STUDENT LIFE

## Building and Grounds

All school property has been provided through the sacrificial gifts and labors of many parents and friends, and belongs to the Lord. It is of utmost importance that we all work together to keep our property looking attractive and in good condition.

- Help keep property in good repair by never defacing or harming it.
- Report anything that is damaged or broken to the office.
- Obtain permission from the administration to post items anywhere.
- Keep all hallways and grounds clean, neat, and free of trash.
- **Food and drink are not allowed outside the dining commons without teacher permission, with the exception of clear, spill-proof water bottles.**

## Personal Property

Students are responsible for their possessions and are not to bring valuable items or large amounts of money to school. **The school will not be responsible for items which are damaged or lost.** Students are not permitted to bring inappropriate items (e.g. magazines, books, laser pens, etc.) to school. All personal belongings should be labeled, and personal items, including purses, are to be kept in lockers. Book bags are to be emptied at the beginning of the day and stored on shelving provided. No items should be left on the floor. Athletic apparel and sports bags should be stored in the appropriate locker room.

## Lockers

Each student is assigned a locker. Students are cautioned against sharing their combinations with others. Any locker malfunction should be reported to the school office. Students are responsible for keeping their assigned lockers both clean and neat, inside and out. Lockers should not have inappropriate pictures or any stickers on the outside or inside, and students are not permitted to write on or share lockers. All lockers must be closed and locked at all times. Students should not place in their lockers any item which is forbidden in the Student Handbook. Students should obtain the permission of the Dean of Students if they wish to decorate the outside of a locker.

**STUDENTS ARE NOT ALLOWED TO CHANGE LOCKERS OR ENTER ANOTHER STUDENT'S LOCKER.** The school reserves the right to inspect any locker at any time without notifying the student.

## Hall Passes

If a student leaves class for any reason, he/she must have the teacher's permission, and sign the classroom sign-out sheet. Any students in the hallways during class time should carry their planner, signed by their teacher, stating time and destination, The student must sign in promptly when returning to class.

## Cell Phones and Electronic Devices

During school hours, all cell phones and electronic devices (e.g. iPods, MP3, cameras, I Pads, E Readers etc.) must be left in the student's car or locker and turned off. Cell phones and electronic devices may only be used before school in the dining commons and outside of the building, and after school may be also used throughout the building. Temporary confiscation and appropriate discipline will result if students do not follow the policy, and parents will be required to pick up the electronic device from the appropriate administrator. Electronic devices may be allowed in the classroom only for educational purposes, with the prior approval of the teacher, and should remain in the student's locker at all other times. It is highly recommended that parents keep a record of all identifying numbers (such as serial numbers) in the event that a device be misplaced or lost. Students who do not adhere to school rules regarding electronic device use will lose classroom use privileges.

## Dining Commons

A hot lunch program is available to students. Additionally, students will be able to purchase soft drinks and snack items from available machines. The vending machines are off limits to students during school hours except during lunch. Parents are encouraged to use our pre-paid system for their student's lunches. Students may not order food from outside restaurants without prior administrative permission.

While in the dining commons, students are reminded to obey the following rules:

1. Respect and obey cafeteria workers.
2. Speak in a conversational tone and exhibit appropriate behavior.
3. Clean their personal area and deposit their trash in garbage cans.
4. Do not roam around the lunch room.
5. Do not leave the lunchroom without permission.
6. No food or drinks should be taken outside of the commons area.
7. Creating a disturbance in the serving line, breaking in line, or saving places for others is prohibited.
8. **Use of cell phones and other devices is not allowed during lunch in the cafeteria.**

## Chapel

The purpose of ASCS Chapel is to provide students the opportunity to worship through song and scripture, to develop spiritual maturity and to grow in godly wisdom. All students will participate in regular chapel and/or Bible studies and are required to bring a Bible. Bibles on electronic devices are acceptable (no phones). There will be a variety of speakers and activities throughout the year. Parents are welcome to join us during chapel.

## Student Leadership

ASCS provides students various opportunities to lead. These areas include the Student Council, Middle School Student Body Government (SBG) and Class Officers. The ASCS Student Council is comprised of class officers from grades 9-12. The purpose of student leadership is as follows:

- To serve and honor our Lord Jesus Christ through word and action
- To develop Christian leadership and Christian character
- To promote vitality and growth in the student body spiritually, academically, and socially
- To have input into the policies and procedures of the school

Middle School SBG and High School Class Officers are responsible for providing leadership in the areas of class unity, service and group functions. In addition, they will work closely with teachers and administration to provide input into the policies and procedures of the school.

Any student interested in serving in a position of leadership must be approved by the teachers and administration and should meet the following qualifications:

- Must be a professing Christian with a clear testimony
- Must maintain at least an 80% academic average
- Must not have any major (level 3 or 4) discipline infractions.
- Must maintain and demonstrate responsibility, leadership, and administrative ability
- Must have completed at least one semester at ASCS prior to elections
- Must support the mission and vision of ASCS
- Must support Student Council activities and be a positive role model in and out of the classroom.
- Students who fail to keep required academic or behavioral standards may be removed from office.

## **Junior/Senior Prom**

The Junior/Senior Prom is an annual event sponsored by the junior class. It provides high school students with the opportunity to dress formally and interact socially in a formal setting. Guests should not be of the same gender and should be no older than 21 years of age. All guests who are not enrolled in ASCS must complete and submit the appropriate form for approval at least one week in advance of the event. Outside female guests must have their dresses approved by administration at least three days before the event, following the guidelines in the Student Handbook. All juniors, seniors and underclassmen attending the prom will be dismissed after third bell on the day of the event. Parents who wish students to remain on campus should notify the office beforehand.

## **Lost and Found**

Any found articles should be turned in to the school office. At the end of each quarter, unclaimed items will be disposed of or given to charity. Parents are encouraged to label personal items, clothing, and athletic apparel and equipment.

## **Student Drivers**

Driving a car to and from school is considered to be a privilege, and students must purchase a parking permit at a nominal fee of \$10.00 yearly in order to park on school property. A Driver Registration Form should be completed and a parking permit purchased before the beginning of the school year. These are available in the school office and must be renewed yearly. This permit should always be displayed so that it is visible from the front of the car, or a \$1.00 fine for each offense will be assessed. A five-mile per hour speed limit must be maintained when driving on school property, and students should observe the traffic pattern before and after school. Students are not to play loud or inappropriate music on school property.

During the day, students will not be allowed to go to their cars unless they have permission from the administration; therefore, all personal items should be kept in their lockers. When arriving at school, students are not to remain in their cars or leave the campus, but are to enter the building immediately.

Automobiles are to be used only for transportation to and from school. For activities or athletic events held away from the school, students must ride the school bus, unless official permission has been given.

Violation of automobile policies may result in loss of driving privileges and/or other disciplinary action.

## **Telephones and Messages**

School phones are accessible to students in emergency situations and can only be used with permission. Please note that students will not be called to the office to receive a phone call, but messages will be conveyed to students when necessary.

## **Textbooks**

Textbooks are the property of ASCS and are loaned to the students for their use during the school year. The annual book fee covers the costs of consumable books and helps to offset the cost of hardbound textbooks. Students are required to have covers for the protection of their books. However, neither contact paper nor taping to the text is allowed. Replacement books (hardback or consumable) will be issued only after payment has been received for the lost book. Teachers will collect textbooks at the end of the year, and reimbursement will be required if a book is lost. A fine will be assessed if a textbook is damaged through careless handling.

All textbooks should remain in student lockers, unless in classroom use. Students who habitually leave textbooks on shelving will be subject to discipline.

Students may be issued electronic textbooks in some of their classes and paper textbooks will not be issued. . If a paper textbook is requested, there will be an extra book fee. With the implementation of e-textbooks students are expected to have their device fully charged at all times.

## **Gratis (to give without charge, for no cost, doing so graciously)**

All students in grades 7 through 12 are required to perform Gratis in order to more fully develop the Christian character trait of servant hood and the practical nature of a Christ-centered worldview, based on the example set by Jesus Christ (Matthew 20:25-28; Philippians 2:5-8). The objective of the Gratis Program is to meet the following goals:

- For our students to exemplify the Great Commission by meeting the spiritual and physical needs in our community
- To teach students the importance of modeling the Gospel and showing the love of Christ to those in need
- To be a body of believers that strongly values service to others

Students will be required to fulfill the following hours of service based upon their grade level:

- Middle School                      10 hours per year
- Freshman/Sophomores        15 hours per year
- Juniors/Seniors                25 hours per year

The successful completion of these hours is required for promotion and/or graduation and students are encouraged to utilize mission trips and summer service opportunities to meet community service requirements. Class service opportunities will be made available throughout the year to help students fulfill their Gratis requirement. Verification forms can be obtained online, in the front office or from Bible teachers. There will be a five point reduction to the final yearly Bible grade, and the final report card will be held until Gratis is completed.

## **Announcements**

Students have access to school announcements through:

- Daily video/intercom announcements given during homeroom
- Daily/weekly announcements scrolling on foyer monitors
- The school website ([www.shoreschristian.org](http://www.shoreschristian.org))
- Appropriate bulletin boards

## **Before/After School Study Hall**

A study hall is available for students before school from 6:30 A.M. to 7:00 A.M. and after school from 4:00 P.M. to 6:00 P.M. There is an additional fee to use this service, and students should be pre-registered. Forms can be accessed on the website or in the school office. Fees are charged for a full week only, and they are billed bi-weekly.

All students who are not involved in a supervised school activity must leave the secondary building by 4:00 p.m. Any students not picked up by that time may be sent to the structured study hall room and a fee will be charged. The safety of your student is paramount to ASCS. At the same time, we are unable to assume responsibility for your student's care and safety after school officially closes at 4:00 pm unless the student is involved in a school sanctioned activity and under the direct supervision of a school coach or sponsor, or is enrolled in extended study hall.

Seniors whose schedules are completed before the end of the school day must either leave campus or remain in the media center until final dismissal. Students utilizing the media center should follow all media center guidelines,

## DRESS CODE

At ASCS we strive to honor God through personal dress that is neat, modest, and appropriate. It is the parents' responsibility to ensure that students comply daily with the dress code standards.

Modesty is defined as

- Not revealing –
  - Shirts should be fully buttoned except for top button
  - Skirts should be to the bottom of the knee or lower with no slits
  - Pants should be worn at the waist (no low rise)
  - Undergarments should not be visible
- Not tight –
  - Shirts/pants should be the proper size
  - Pants/shorts should not be form fitting (no skinny cut or jeggings allowed)

We try to be as specific as possible in our dress code guidelines, but with ever-changing dress styles there may be changes that are implemented during the year. Students and parents will be given full notice of any changes.

When students follow the dress code, teachers and administration are able to spend less time “policing” student dress and more time on educational activities. Students who fail to comply with dress standards will be disciplined, and may not be allowed to enter class until they are appropriately attired.

**In all cases the administration will have the final authority about the appropriateness of any school wear.**

Item:	Students must wear:	Students must not wear:
Hair	<ul style="list-style-type: none"> <li>• Clean, neat hair; hair that does not extend below the ear, collar or eyebrows (boys)</li> </ul>	<ul style="list-style-type: none"> <li>• Hair colors that are not natural</li> <li>• Hair that has more than 2” of bulk (boys)</li> <li>• Extreme styles (e.g. Mohawks, dreadlocks)</li> <li>• Corn rows should adhere to length standards (bo</li> </ul>
Pants/Shorts	<ul style="list-style-type: none"> <li>• <u>ONLY</u> solid khaki, navy, black, gray or brown <u>Docker- style</u> pants/shorts/capris</li> <li>• Pants/shorts which are not tight or form-fitting</li> <li>• Shorts that are not shorter than 2” above the knee</li> </ul>	<ul style="list-style-type: none"> <li>• Jeans, to include corduroy or denim of any color</li> <li>• Pants/ shorts with cargo pockets or drawstrings</li> <li>• Athletic warm up pants</li> <li>• Pants/shorts with holes, tears, frayed edges or so long they drag the ground.</li> <li>• Jeggings or leggings</li> </ul>
Skirts	<ul style="list-style-type: none"> <li>• Skirts that are solid khaki, navy, black, gray or brown in color</li> <li>• Skirts that are to the bottom of the knee or below</li> </ul>	<ul style="list-style-type: none"> <li>• Skirts that are too tight (form fitting)</li> <li>• Skirts that have slits; pencil skirts</li> </ul>
Shirts	<ul style="list-style-type: none"> <li>• Polo shirts which are solid in color and appropriate in size</li> <li>• Polo shirts with no more than five buttons, and which are buttoned modestly</li> <li>• Shirts that can be tucked in at all times (boys)</li> </ul>	<ul style="list-style-type: none"> <li>• Oxford shirts or blouses</li> <li>• T-shirts of <b>any</b> kind</li> <li>• Shirts that are tight, form-fitting or reveal the midriff</li> <li>• Shirts made of a sheer material</li> <li>• Shirts with logos larger than 2”</li> <li>• Sleeveless shirts</li> <li>• Shirts with more than one button undone</li> <li>• Team jerseys</li> </ul>
Footwear	<ul style="list-style-type: none"> <li>• Shoes that are in good condition</li> <li>• Shoes with shoelaces laced and (when applicable);</li> <li>• Only sandals that have a strap across the back of the heel</li> </ul>	<ul style="list-style-type: none"> <li>• Flip-flops, beach shoes or athletic sandals</li> <li>• Slippers; combat-style boots</li> </ul>

Outerwear	<ul style="list-style-type: none"> <li>• ASCS sweatshirts, athletic jackets, or fleece</li> <li>• Approved shirts must be worn under all outerwear</li> <li>• Solid colored crew, <b>cardigan</b> or V-neck sweaters, warm up jackets or fleece</li> </ul>	<ul style="list-style-type: none"> <li>• Denim clothing</li> <li>• Camouflage, trench coats and oversized or flannel shirts</li> <li>• Garments with logos larger than 2 x 2 ”</li> <li>• Sweaters that are not solid in color</li> <li>• Sweaters that are not crew or V-neck</li> </ul>
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Additional guidelines:

- Facial hair is not permitted except for senior boys who may have mustaches; side burns should not extend beyond the bottom of the ear.
- Shorts may be worn year-round.
- Boys must wear belts at all times. Belts must not have spikes, studs or chains.
- Hats and sunglasses may not be worn in the building during school hours.
- Aside from females wearing earrings, students may not wear piercings or plugs during school hours.
- No excessive jewelry is allowed. Boys must keep necklaces/chains inside the shirt.
- All shirts worn on dress down days must be approved ASCS apparel.
- Students should expect to have garments or items confiscated if they do not meet the dress code standard.

**Physical Education Uniforms:**

All students participating in physical education are required to purchase a uniform from the school athletic department/office (available August 1).

It is strongly recommended that all garments are labeled.

**SCHOOL SPIRIT DAYS**

On Fridays, students are allowed the privilege of dressing outside the dress code. These days are used as fundraisers for various classes, clubs, and organizations. On School Spirit Days, students may wear appropriate jeans\*, shorts and/or school athletic apparel accompanied by an approved ASCS t-shirt or polo. No jeggings or skinny jeans are permitted. All other standard dress code policies apply. **Only school spirit wear purchased through the school or school website may be worn. Dress down passes may be purchased for \$30.00 a year or \$15 a semester, with a family maximum of \$60.**

**ACTIVITY DRESS CODE**

As representatives of ASCS, students are expected to maintain the ASCS dress code standards of appropriateness, modesty, and neatness when attending any school-sponsored activity both on and off campus.

All clothing should

- Be clean, neat, and gender appropriate.\*
- Fit modestly, and not reveal undergarments or bare mid-riff, chest or back.
- Be in good state of repair with no holes, fraying, or sagging.

\*Any clothing with messages contrary to the principles of ASCS is not allowed. Students found in violation of these standards may be asked to leave the premises.

**\* In all cases the administration will have the final authority about the appropriateness of any activity wear.**



**FORMAL WEAR DRESS CODE**  
**For**  
**Gentlemen & Ladies**

In an effort to promote modesty and appropriateness and to help parents in choosing formal wear, we offer the following guidelines:

**Gentlemen:**

- Dress suit or tuxedo
- No shorts or denim material
- Coordinating tie
- Matching socks
- Dress shoes only

**Ladies:**

- No cleavage or suggestion of cleavage
- No two-piece, midriff-baring gowns
- No cut-outs that reveal skin along a girl's midsection unless cut-outs are small and are filled in with fabric that is of the same color as the dress
- No gowns that consist of a back and a front fastened together by strings or bands of fabric
- Slits may extend no higher than four inches above the knee.
- No **excessively** tight clothing
- The back opening of the gown may be no lower than the bottom of the rib cage.
- Dresses may be no shorter than 2 inches above the top of the knee.

Gowns must be brought to the administration for approval. All gowns must be approved by a female administrator at least 72 hours (3 days) before the event to which they will be worn.

# CONDUCT AND DISCIPLINE

## Philosophy of Discipline

The administration and faculty strongly believe that each student is possessed of worth, dignity and reason and has the potential of manifesting the image of God through his life. Nevertheless, each student has been born with a sin nature that requires the new birth (John 3:3) to overcome. Even after salvation there is a battle with the flesh, and one must struggle to bring it under the control of the Holy Spirit. Young people especially need the guidance and discipline of external authorities to help them learn to control their fleshly drives and impulses until gradually they reach the ultimate goal of all external discipline, which is internal self-discipline.

Obedience to the authority of the school's policies and staff will enable students to avoid the negative effects of discipline. Students are urged to understand and appreciate three positive reasons for coming under authority. The first is that one will grow in wisdom and character as did Jesus when He obeyed His parents (Luke 2:52.) The second is that godly authority is like an umbrella of protection rather than simply domination. When one stays under authority, there is protection from unnecessary temptations that are too strong to handle. Thirdly, godly authority provides helpful direction for life decisions. God works through a chain of command, and students are blessed as they appreciate how God speaks to them through those He has placed over them. Understanding these positive aspects of coming under authority will help the students to be cheerfully obedient and so spare them the negative consequences of disobedience and rule-breaking.

## Disciplinary Procedures

Every student is expected to maintain self-discipline successfully so the school can provide a safe and secure learning environment. Disciplinary procedures are used to correct misbehavior, and instill self-discipline and accountability. To be effective, discipline is dependent on school and home communication and cooperation. There are certain conduct violations, including but not limited to tardies, truancies, and cheating, that carry inevitable academic consequences as well as disciplinary consequences.

## Levels of Offenses and Consequences

ASCS will use teacher-initiated discipline to establish a positive and orderly classroom climate that is conducive to learning. Teachers will expect students to maintain self-discipline at all times and will have the primary responsibility to correct and solve any level one disciplinary issues. The following corrective measures will be used:

- Verbal warning/ Teacher counseling
- Communication with parents
- Issue a teacher detention (to be served before or after school or during lunch)
- Issue a disciplinary notice (referral)

All infractions, regardless of severity, will be documented in the student's disciplinary record through RenWeb.

The following disciplinary actions will take place at the accumulated referral level as indicated or at the discretion of the Administration:

1 referral	At the discretion of the Dean of Students
5 referrals	Saturday Detention
10 referrals	Saturday Detention
11 referrals	Suspension and Behavior Contract
15 referrals	Discipline Committee

Parents have access to student behavior and attendance records through Parent Web. All disciplinary notices should be returned with a parent signature or acknowledged through RenWeb, the following school day.

**The level of discipline is at the discretion of the administration.**

### **LEVEL ONE OFFENSES**

Students will accumulate referrals for behavior infractions on a **yearly basis** and will include offenses such as, but are not limited to, the following:

- Rudeness to others
- Dress code violations
- Tardy to class/school
- Gum/candy/food/drink outside of the commons area during school
- Horseplay
- Inappropriate behavior/language
- Unprepared for class (not having books, supplies, or homework)
- Public display of affection
- Disruptive behavior (1st offense)
- Direct disobedience

The administration will use one or more of the following disciplinary consequences for level one offenses:

- Verbal warning/ counseling
- Communication with parents
- After school detention
- Referral

### **LEVEL TWO OFFENSES**

The following offenses are more serious and will immediately merit a more severe consequence to be determined by the administration:

- Bullying (first offense)
- Plagiarism/forgery
- Profanity, cursing
- Inappropriate Internet usage at school
- Lying/dishonesty
- Harassment/threats of violence
- Disrespect to authority
- Pattern of disobedience/disruptive behavior (2<sup>nd</sup> offense)
- Horseplay resulting in injury or damage to property
- Unauthorized use or possession of electronic devices/cell phones during school
- Pattern of repeated Level 1 misbehavior

The administration will use one or more of the following disciplinary consequences for level two offenses:

- Saturday Detention
- Suspension
- Behavior Contract
- Withholding from extracurricular activities

### **LEVEL THREE OFFENSES**

- Bullying (second offense)
- Cheating
- Fighting
- Stealing
- Pornography
- Vandalism
- Truancy/skipping class
- Inappropriate internet/cell phone postings or pictures
- Assault/inciting a fight
- Repeated Level 2 offenses

The administration will use one or more of the following disciplinary consequences for level three offenses:

- Suspension
- Behavior Contract
- Withholding from extracurricular activities
- Discipline Committee

### **LEVEL FOUR OFFENSES**

The following serious offenses are potential grounds for expulsion and will require an appearance before the Discipline Committee:

- Bullying (third offense)
- Defiance or direct confrontation with school authorities
- Repeated suspensions
- Failure to comply with the terms of disciplinary probation
- Repeated instances of cheating/plagiarism
- Chronic violations of rules and regulations not corrected by lesser measures
- Activities outside the school which call for police intervention
- Any misconduct seriously detrimental to the reputation and Christian witness of the school
- Assault
- Threats of violence or bodily injury
- Extortion
- Possessing, delivering, using, or being under the influence of any alcoholic beverage; controlled substance or dangerous drug; abusable glue, paint, or other chemical substance; any mood-changing, mind-altering, or behavior-altering drugs, while on or off school premises or while in attendance at any school-related activity or event
- Infractions which are in violation of state or federal law”, including but not limited to tobacco, “sexting”, possession of prescription medication
- Tobacco use or possession, including electronic cigarettes and/or any alternative nicotine vapor products
- Possessing, delivering, or using any firearm, explosive, knife, look-alike weapon or other weapon while on school premises or while in attendance at any school-related activity or event
- Sexual harassment

The following serious offenses are cause for immediate expulsion, and the student will not be considered for re-enrollment:

- Becoming pregnant or causing a pregnancy
- Having an abortion or being responsible for another’s abortion
- Assault of a teacher
- Sexual immorality/homosexuality/transgender/bisexual
- Intentional destruction of school property
- Arson

## **Disciplinary Notice**

A disciplinary notice is a written communication to outline the nature of the offense and serve as official documentation of misconduct. A disciplinary notice requires a parental acknowledgement and must be returned to the dean of students the next school day.

## **Administrative Detention**

Administrative detention will be served with the Dean of Students on Wednesdays immediately following school. Administrative detention may be used for certain Level One offenses or repeated Level Two offenses. During the detention, students will complete written work which relates to the offense. In the event that the student does not report to detention he/she will then receive a Saturday detention.

## **Saturday Detention**

To deal with willful student disregard for established school policies and regulations, a program of correction through Saturday detention has been established. Once a Saturday detention has been assigned, the student must serve the detention regardless of extracurricular commitments or employment obligations. Students will be granted a minimum of **three** days' advance notice to address such commitments or obligations and to arrange alternative transportation.

Saturday detentions are held from 8:00 am-12:00 pm. Students will be assigned a four-hour work detention and charged \$30.00 for supervision. Students who miss this detention for an unexcused reason will serve an in-school suspension the following Tuesday and be assessed a \$50 fee. A late fee will be assessed to any student who is not picked up within five minutes of detention dismissal.

## **Behavior Contract**

A Behavior Contract is a signed agreement between the student, parent/guardian, and the administration for serious or repeated offenses. The purpose of the contract is to alert the student of the seriousness of the infractions and future consequences if misbehavior continues. A student who has a Behavior Contract is automatically placed on disciplinary probation for the remainder of the school year. Violating the contract may result in a suspension and/or referral to the Discipline Committee.

## **Suspensions**

Only a member of the administration may assign a suspension. A parent or guardian will be notified and may be asked to take the student home on the day of the occurrence. If a parent or guardian cannot be notified immediately, the student may be kept in a designated area until the close of that school day. The term of the suspension will be determined by the administration. Suspensions will be in-school (ISS) unless an out-of-school suspension (OSS) is deemed necessary by the administration. An ISS will carry a \$60 fee per day.

The following are consequences of a suspension:

- The days of suspension are considered unexcused absences.
- All daily work and quizzes must be completed and will warrant a grade no higher than fifty percent.
- Tests and semester exams may be made up, but the grade will be lowered by two letter grades (twenty points).
- Suspended students are not allowed to be on school grounds unless they are serving an ISS. In addition, they are not allowed to participate in or attend any school-related extracurricular activities.
- Any student receiving a suspension will automatically be placed on a Behavior Contract for the remainder of the year.

## **Academic Probation**

A student will be placed on academic probation after the *first or second semesters* when he/she has failed one or more subjects /and or has a semester average of less than 76.5. Students on probation who have one or more failing grades may not take part in any extra-curricular activities, but may be taken off probation at the end of the next grading period if they meet the requirements for academic eligibility. Students who have a GPA below 76.5 will be monitored weekly and lose playing privileges if they have any failing grades. Students who fall below the academic standards after the *first or third quarters* will be placed on academic watch. Their extra-curricular eligibility will be monitored on a weekly basis to ensure they meet the standards necessary for their continued extra-curricular participation for the remainder of the semester. If placed on probation for two consecutive semesters, the student may be dismissed or asked to withdraw.

## **Discipline Committee/Expulsion**

Violating a behavior contract or committing a serious offense will require students and parents to appear before a discipline committee to determine if the student will be allowed to remain at ASCS. The committee is composed of administration and may include faculty members. The committee will determine whether or not the student will be expelled. A majority vote would be required. The student's previous disciplinary record may have an impact on the outcome of the committee's

decision. If the committee's decision allows for return to ASCS, then a redemptive plan will be instituted which may include some or all of the following:

- Suspension
- Random drug testing
- Leadership suspension
- Extra-curricular suspension
- Community service
- Outside counseling
- Accountability
- Probation
- Church

Students who have been expelled, asked to withdraw, or denied readmission (NIB) must wait for at **least 12 months** to reapply for admittance. They must meet re-admittance criteria, and be approved by the school administration.

The administration reserves the right to deny access to school property or to school functions to any student who has been expelled, asked to withdraw, or denied re-admission.

### **Not Invited Back Policy (NIB)**

Students who over time demonstrate an unwillingness to grow and mature within the mission and purpose of the school may be asked to not return for the coming year. When identified, students will be placed on a "Watch List" and have the remainder of the school year to demonstrate significant improvement in the issues which caused them to be placed on the list.

- Students may be classified as NIB if they are in violation of a serious conduct issue at any time during the school year, have accumulated fifteen referrals, or do not exhibit behavior reflective of the philosophy and spirit of the school.
- Students whose parents do not support the school's philosophy and policies may also be classified as NIB.
- Students who are withdrawn as NIB will not be allowed to reapply for at least 12 months.
- Any student classified as NIB may appeal this status to the disciplinary committee at the end of the school year.

### **Social-Networking Websites and Blogs**

All students will be held accountable for what they text or post on blogs and on social-networking websites such as Facebook, Twitter, Instagram, etc. Student sites will not be regularly monitored, but the administration will investigate all concerns brought by students, parents, or community members. Any evidence of "illegal or inappropriate" behavior posted on the Internet will be grounds for appropriate disciplinary action.

### **Cheating/Plagiarism Policy**

Cheating is obtaining or using information in a dishonest way. The consequences for cheating are a zero and further disciplinary action beginning at Level 3. Cheating includes but is not limited to:

- Attempting to get credit for work or ideas that are not your own.
- Discussion of any information about a quiz or test with someone who has not taken it.
- Collaborating on work that is to be done individually. (e.g. copying homework/allowing homework to be copied)
- Using a restricted aid during a quiz, test or assignment (e.g. hidden notes, cell phones, programmable calculators, PDA's, copying a peer's exam, etc.).
- Furnishing any information to another student (helping another student to cheat)
- Posting work on Internet sites such as Quizlet without teacher approval

Plagiarism, the act of using someone else's words or ideas, is literary theft. The consequences for plagiarism are a zero and further disciplinary action. Plagiarism is:

- Submitting as part or all of one's own work material that is copied or paraphrased from another source, including on-line sources, without the proper acknowledgement of that source
- Omitting quotation marks or altering an original passage without using ellipses or brackets when quoting
- Submitting synonyms and following the word order of the original passage when paraphrasing
- Failing to provide parenthetical citation when borrowing ideas or language from a source
- Citing a source in the body of your paper without providing the publication information in a Works Cited list, or vice-versa.

## **Harassment Policy**

Any form of harassment, including sexual harassment or bullying, is absolutely prohibited. Harassment of any kind undermines the character and purpose of our school. Any incident of possible harassment should be brought immediately to the attention of the administration, who will thoroughly investigate the matter in confidence. After reviewing the facts, a determination will be made concerning whether reasonable grounds exist to believe harassment has occurred. Disciplinary action, up to and including dismissal, will be taken against any student who is found to be engaged in harassment.

The school prohibits retaliation against any student who files a complaint in a good-faith belief that he or she has been subjected to harassment, even if insufficient evidence is found to substantiate the complaint. The school will protect any person who participates in the investigation.

### **Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature.

It may include, but is not limited to the following forms:

- Verbal: unwelcome sexual innuendos, suggestive comments, jokes of sexual nature, sexual propositions, and threats.
- Non-Verbal: unwelcome sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
- Physical: unwelcome physical contact, including touching, pinching, brushing by the body, coerced sexual intercourse, and assault.

### **Bullying**

Bullying behavior is a form of harassment and antisocial behavior and will not be tolerated at ASCS. It is defined as intentional, hurtful behavior perpetuated over a period of time, in a relationship characterized by an imbalance of power. Bullying can occur in three main ways:

- Physical: where the person being bullied is hit or kicked, or when belongings are taken or damaged.
- Verbal: consists of name-calling or insulting, racist or sexist remarks.
- Indirect: when malicious rumors or stories are spread or the person is excluded from the social group.

In the event a report of bullying is verified by the dean of students, the student shall be disciplined according to the "Levels of Offenses and Consequences" listed in the student handbook. The level at which the offense will be categorized is at the discretion of the administration.

### **Cyber bullying**

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. Cyber bullying includes, but is not limited to the following misuses of technology:

- Harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images
- Inappropriate web site postings (including blogs)
- Posing as someone else when sending inappropriate material.

Students who feel that they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school official (the director of technology, media center specialist, or administrator).

## **Drug Policy**

It is critical to the overall philosophy and mission of ASCS that the school environment be safe and fosters an atmosphere of God-honoring behavior out of a heart submitted to Him. As part of this mission, it is imperative that students and parents fully understand the consequences for drug use, abuse and/or distribution. The following policies provide a way for the school to minister to its students and families by offering maximum support while maintaining a “Zero Tolerance” commitment to the school community.

In light of this commitment, ASCS students will be subject to:

- Mandatory drug and/or alcohol testing upon reasonable suspicion
- Random drug testing at the discretion of the administration
- Utilization of the Chesapeake Police Canine Services to sweep the school building and/or parking lot

Reasonable suspicion is a logical conclusion based on experience, observation and first-hand knowledge of student’s appearance, speech and/or behavior resulting in a sincere concern that a student may be involved with drugs. Reasonable suspicion may be based upon but not limited to:

- A drug violation observed by any school employee
- A police report to the school outlining a drug violation
- A personal confession by a student of drug use
- Affiliation with people believed to be involved in drug use
- A credible report to the administration alleging drug use by an ASCS student

Reasonable suspicion will be determined at the sole discretion of the school administration.

Mandatory drug testing will be at the expense of the school and administered according to the following policies:

- Although parental permission and attendance is not required, as a courtesy, at least one parent/guardian will be notified and be allowed, if available, to be in attendance during sample acquisition. Samples for analysis may include urine, hair, and/or saliva. Acquisition of the testing sample will be facilitated and supervised by a school administrator. The sample will then be sent to a lab for analysis. Results of the testing will be available within four days.
- Refusal to submit to testing when requested will be treated as a positive test.

As drug use or possession is a level four offense, if drug testing or canine search determines that drug use or possession has occurred the student involved will be immediately placed on suspension and appear before the discipline committee.

## **Interrogations and Searches**

As determined at the school’s discretion, authorities may search a student or student’s property. Moreover, vehicles which students have driven to school or to school-sponsored activities are also subject to search.

In order to ensure the safety and well-being of all students, searches of a student’s locker, car, outer clothing, pockets, purses, cell phones and other electronic devices, and book bags may be conducted at the discretion of the administration. If a pat-down search of a student’s person is conducted, it will be conducted in private by a school official of the same sex and with another adult present. No strip searches will be conducted.



# **MEDIA CENTER/TECHNOLOGY**

## **Library/Media Center**

The Media Center seeks to provide a wide variety of materials, resources, and equipment necessary to supplement and complement the educational program, curriculum and learning objectives of ASCS, as well as to provide for the informational and educational needs of students.

### **Daily Operations**

- The library is open 8:00 A.M. to 3:45 P.M. Monday through Friday.
- Students may use the Media Center without a pass before school, during lunch, and after school. A pass is required to enter the Media Center at any other time.

### **Conduct**

- The Media Center, especially during class hours, will maintain an environment conducive to study and research. Students are expected to be courteous and quiet.
- Noisy or disruptive behavior is prohibited.
- Books, magazines, materials, and chairs should be returned to their proper places.
- Eating and/or drinking are not permissible in the Media Center.
- Furniture is not to be relocated without the approval of the Media Specialist.
- Defacement of books, computers, furniture, or other Media Center property will not be tolerated.

### **Challenged Materials**

- Any staff member, board member, parent, or student may register and file a Challenged Materials Form if they have a concern regarding material in the Media Center.
- A committee will review the challenged material and determine, through a majority decision, whether to remove or leave the material in the Media Center.
- The individual filing the Challenged Material Form will be notified by mail of the committee's decision.

## **Circulation**

### **Checking Out Materials**

- Materials may be checked out for a period of two weeks.
- Materials may be renewed once (for another two-week period) unless additional time is needed for a research project.
- Students may check out a maximum of three books at a time.
- All library accounts must be settled before more books may be checked out.
- Reference materials, periodicals, and newspapers may not be checked out (except at the discretion of the Media Specialist.)

### **Fines and Charges**

- Fines are assessed for overdue books (five cents per day per book).
- Fines accrue only on school days and do not include holidays or weekends.
- Students are responsible to pay the current retail value of lost or damaged books.
- If a book is paid for and then found within thirty days, the cost of the book less the late fee will be returned to the student.
- Report cards will be held if the student has a delinquent account.
- Money collected from overdue fines is used to purchase new materials for the library/media center.

### **Miscellaneous**

- A photocopier is available to all students at a cost of ten cents per page.
- Students may print on the library's laser printer for five cents a page.

# Computer System Acceptable Use Policy

Atlantic Shores believes that all communication, whether it is in the classroom, the Media Center, or online, should reflect our school and our Savior in a positive way. The use of technology for communication and education enhances a student's experience within the classroom and prepares them for their future endeavors. Since learning is an ongoing interaction between students, teachers, administrators, and parents, using technology devices within education can help augment the curriculum while allowing students to better learn and comprehend the material. It is for this reason that ASCS has put into place an Acceptable Use Acknowledgement for Computers and Mobile Devices that are on campus grounds during school hours.

The policies, procedures and information within this document apply to all the technology devices used in school. Teachers and administrators may set additional requirements for use in their classroom.

**Students must abide by all school rules as outlined in the Student Handbook.**

## Acceptable Use

The use of technology resources is a privilege, not a right. This acceptable use acknowledgement is provided to make both students and educators aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a student violates any of the User Terms and Conditions named in this acknowledgement, privileges will be terminated, and disciplinary action applied. When applicable, law enforcement agencies may be involved.

Students are responsible for the following:

- Using tech devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors, or omissions.
- Complying with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

Students will:

- Ensure that devices are charged and ready for use.
- **Not open or power devices unless prompted by the teacher.**
- **Keep all devices on desk/table top while in use.**
- **Always obey classroom rules regarding device use, to include Smart Watch use/removal during assessments.**
- **Recognize the teacher as the final authority in the classroom, and as such determines whether a student has permission to use a device in the classroom, and has the authority to remove device from student if necessary.**
- Take good care of any school technology devices (*computers, printers, chromebooks, etc.*) or personal devices while using them.

## Device Registration

Students must document all technology devices brought on campus for educational uses and sign this acknowledgement before being allowed to use their devices in the classroom or being given access to the Internet through the school Wi-Fi system.

## Internet

Internet access is provided for educational purposes. ASCS's Internet access is filtered; however, there are times when inappropriate material may slip through. The student must maintain a high degree of discretion when accessing the

Internet. Internet access is monitored via the filtering system and may be blocked at any time. Streaming audio or video is not permitted, as this limits bandwidth availability and causes delays in Internet access.

### **Internet Security**

All users of our network should expect only limited privacy in the content of data files or record of Internet activities. Routine maintenance and monitoring of these files may lead to discovery that this acknowledgement, our disciplinary code, or the law has been violated.

### **Network Connectivity**

Students are only allowed to access the school's network with the permission of the technology department and the classroom teacher. If this is done without this permission, the students will face disciplinary actions deemed appropriate by the administration.

### **Sound, Music, Games, or Apps**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Games are not allowed to be played on any device during the school day without permission. Apps can be used at the discretion of the teacher. These apps need to be directly related to the curriculum.

### **Screensavers/Background Photos**

Inappropriate media may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions.

### **Student Activities Strictly Prohibited During School Hours**

Misuse of school information systems is prohibited. Misuse includes, but is not limited to the following:

- Academic dishonesty
    - Forging, fraudulently altering, falsifying, or otherwise misusing information.
    - Illegal installation or transmission of copyrighted materials
    - Using electronic communications to steal another individual's works, or otherwise misrepresent one's own work.
    - Using electronic communications to fabricate research data
    - Messaging other students or adults while in the classroom to cheat on class work, quizzes, or exams.
  - Any action that violates existing school policy or public law
  - Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
  - Internet/Computer Games not sanctioned by teacher
  - Spamming-Sending mass or inappropriate emails
  - Gaining access to other students accounts, files, and/or data
  - Unauthorized access of school computers, software, information or networks to which the school belongs.
- For example:*
- Circumventing logon or other security measures
  - Downloading and installing VPN or proxy APPs in the attempt to circumvent the web filter
  - Vandalism (*any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components*) of school equipment will not be allowed
  - Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
  - Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the school district.

### **Liability**

The school accepts no responsibility for damage or loss to personal devices, and all devices should remain in student lockers when not being used for educational purposes.

### **Printing**

All printing is to be filtered through the computer lab or the media center.

### **Webcams/Security Monitors**

Webcams are located in all of our classrooms at the Chesapeake campus. They will not be used in areas of the school where staff or students have a “reasonable expectation of privacy,” such as restrooms and locker rooms. Security monitors are used in hallways, the gymnasium, the media center, and parking lots.

The primary uses of our webcams and security cameras are:

- Classroom instruction
- Videoconferencing
- Distance learning
- Teacher and student evaluation
- Staff development and training
- Building security

## PARENT INFORMATION

### Visitors

Visitors are always welcome to visit the school. Upon arrival, they are to report to the school office to register and obtain a visitor's badge. Any visit to the classroom or conference with a teacher requires an appointment.

Only enrolled students are allowed to be on campus during regular school hours. **Any student, visiting or shadowing, must have approval of the Administration.** Visitors attending classes are to abide by all the school rules, including dress regulations. Anyone not abiding with the policy may be asked to leave campus.

### Family Information

Parents/grandparents are required to return a completed Student Health and Emergency Information form at the beginning of each year. It is imperative that the school office is informed immediately of any change of address, telephone numbers (both home and work), and emergency contacts. Family information can be updated on RenWeb.

### Parent/Teacher Communications

Occasionally during the course of the year, misunderstandings or problems can arise between the teacher and a student, teacher and parent, parent and the school, or any of several possible areas. This is often the result of lack of communication between those involved. Using the Matthew 18:15-17 principle, the following procedure should be followed:

- All concerns should be first brought directly to the teacher.
- If the situation is not resolved at the teacher level through direct contact, it should then be addressed with the appropriate dean.
- If it is not solved at this level, it should then be presented to the administrator for his consideration.

#### Appointments to see teachers

Parents or guardians are encouraged to email or call any teacher whenever they have a question or concern about their student's progress. Teachers are also available for conferences by appointment before and after school. If a parent needs to see more than one teacher, he is asked to call the school office to set up a conference time.

#### Parent/Teacher Conferences

Regularly scheduled conferences will be held twice a year. Parents can request scheduled conferences with as many teachers as they wish by contacting the office.

### ASCS Web Page

Parents, teachers, students, and the community can access current information concerning the school and the events involving our students on the school's website.

ASCS strives to achieve four basic goals with our web site:

- To provide current information about our school's academic and daily activity offerings.
- To introduce visitors to our school – its mission, its character, and its overall spirit.
- To provide current information about our athletic/extracurricular program.
- To promote parental communication with faculty and staff.

You'll find Atlantic Shores at <http://www.shoreschristian.org>.

### RenWeb

ParentsWeb allows parent to:

- Check on students' grades/discipline
- Verify daily attendance
- Check the status of students' homework

- Receive e-mail alerts when new grades are posted
- Receive e-mails regarding school or class information
- Receive e-mails from students' teachers
- View the school calendar and events
- Update family information

Parents who need assistance with setting up or using their RenWeb account should contact the technology director on the school web site or by phone at 479-9598 ext 223.

## **Volunteers**

Volunteers are a key element to the success of our school. Volunteers help provide supervision, coach teams, collate papers, serve on committees, serve as guest speakers, assist with class activities, chaperone field trips, work concessions, assist in science labs, help maximize learning opportunities, encourage underachievers, smile, and much more.

Individuals interested in volunteering are required to complete and sign the volunteer application.

## **School/Parent Association (SPA)**

One of the goals of the SPA is to work in harmony with our parents to provide a well-rounded Christian education for our students. It is important that our parents know what is happening throughout the year. To accomplish this, SPA meetings are held throughout the year. All parents are encouraged to attend these meetings. The SPA periodically uses fund-raisers to help support their projects.

## **School Cancellation**

All information concerning the cancellation of school or revised class schedules due to inclement weather will be provided to families through the school's automated notification system.

## **Child Protection Policy**

If there is any known or suspected abuse or neglect by an adult of a child attending Atlantic Shores Christian Schools, the teacher, the school administration, and anyone else employed by ASCS has a legal duty to report the knowledge or suspicion to the appropriate state agency, such as the Children's Protective Service (CPS). This is the case whether the suspected abuse or neglect occurs on or off the school premises. When child abuse is suspected, the following procedure will be used.

- The knowledge or suspicion shall be reported immediately to the administration.
- An administrator shall meet with appropriate parties to discuss findings to determine a course of action.
- An administrator shall immediately report what is known to CPS or other appropriate agency.
- All parties shall cooperate to the extent required by the state agency and perhaps beyond.

## **Confidential Information**

**If a student reveals information to a faculty or staff member that raises concerns for the safety and/or emotional stability of the student, that information will be revealed to the administration, who will take the necessary steps to notify parents.**

## **School Statement of Policy Procedures**

Atlantic Shores Christian School reserves the right to make any changes to, additions, or deletions from this handbook as situations arise that would warrant such changes.

# FINANCES

## Tuition Payment

Monthly tuition payments are due the first day of each month beginning in July through the month of May. A \$50.00 late payment charge will be added to any tuition account if payment is not received by 9:00 A.M. on the 6<sup>th</sup> day of each month. If the 6<sup>th</sup> falls on a weekend or holiday, the payment is due by 9:00 A.M. the following business day. There will be a \$25.00 charge added to an account when a check is returned to the business office from the bank. If at any time an account becomes 60 days past due, the student will **not** be allowed to attend classes until satisfactory arrangements are made with the business office to bring the account up to date.

The hours of the school business office are 8:00 A.M. to 4:30 P.M., Monday through Friday.

For families who are not required to be on FACTS Tuition Management monthly withdrawal program, tuition payments can be made on-line through RenWeb under Family Billing or mailed to:

Atlantic Shores Christian School  
1861 Kempsville Road  
Virginia Beach, VA 23464

Payments may also be made via the RenWeb program using the PayNow system. If you have any questions regarding your account, call the business office personnel at 479-1125 ext. 117.

## Student Debt Policy

All debts must be paid, including but not limited to: tuition, lost or damaged library and text books, athletic fees, lost athletic uniforms, lab or computer fees, cafeteria charges and damaged school property. If all debts are not current at the end of each grading period, then the office will hold the student's report card. If the student is transferred to another school, the office will hold permanent records until all past-due payments are received. If the student is a senior, he/she will be allowed to participate in the Commencement programs, but will not have any transcripts issued by the school or receive a diploma until all debt is paid.

Students will be held out of school if tuition is more than 60 days past due and will not be allowed to return until arrangements have been made with the business office. Any days missed due to financial reasons will be treated academically as a suspension. All daily work and quizzes may be made up, but will warrant a grade no higher than fifty percent, and test and exam grades would be dropped by two letter grades (twenty points).

## Re-enrollment Procedure

Re-enrollment is a yearly procedure. A student's place in a class will not be guaranteed unless the following procedures have been completed:

1. Complete the online Re-enrollment Form on RenWeb for each returning student.
2. Electronically sign the financial contract.
3. Pay the registration and book fees using Pay Now or RenWeb.

**Once these steps have been completed, your child(ren) will be officially enrolled.**

All tuition and fee payments must be current before any student may attend classes for the upcoming year.

## Withdrawals

Parents desiring to withdraw their student(s), for any reason, must make an appointment with the appropriate administrator. Parents will need to fill out a withdrawal form and receive clearance with the business office. If copies of records are needed, at least five school days of preparation should be allowed. Records will not be released until all bills are paid and

any textbooks and materials belonging to the school have been returned. No refunds will be given on enrollment, book fees, or other school fees. If withdrawal takes place, for any reason after July 31, tuition and fees are due for the entire month in which the withdrawal takes place.

## **Fundraising and Gifts**

Atlantic Shores Christian Schools strive diligently to reduce the cost of private Christian education. The fees and tuition charges assessed to families do not pay the full cost of educating your children. The two primary sources of revenue are tuition and contributions. Contribution income includes fundraising events such as the golf tournament, auction, and gift giving. Parents are encouraged to support the school by praying, personal giving of their time, and making additional financial contributions. By doing so, we all help each other in underwriting our children's education.

Individual classes and organizations may have fundraisers to raise money for their specific needs or goals. Participation in these fundraisers is voluntary.



## HEALTH/MEDICAL

### Student Health

Upon enrollment all new students to the school and rising 7<sup>th</sup> graders are required to have a Student Health and Emergency Form filled out and filed in the clinic. Subsequently for each new school year, when the parent checks the “*Permission to Treat*” box in the reenrollment application, they are providing legal documentation of continuing consent. A new form will be filled out only if the student’s emergency, physician, or health history has changed, or if the consent form has been revised.

In order to facilitate the optimal level of health and safety for students, all students are required to go to the clinic regarding health issues. Students are not to make any phone calls to parents. The school nurse will make an assessment of the student and contact parents if necessary. It is important that the nurse be made aware of all health issues in order to provide the health care that is needed while at school. This also allows the nurse to be aware of an illness that may spread to the student body. Do not send your child to school if he/she has a fever >100F, vomiting or diarrhea with 24 hours. Refer to Contagious/Infectious Disease Guidelines). If your child becomes ill while at school, arrangements should be made to pick him up within 45 minutes of receiving the call from the school nurse.

It is ASCS school policy that all email communications, including clinic visits by a student, will be transmitted via RENWEB. If a parent/guardian does not wish to receive email communications regarding their child’s clinic visits, they should notify the school nurse within 7 days of the start of the school year or 7 days after the first day of school attendance. It is the responsibility of the parents/guardians to ensure that the school has a valid email address and correct information on file.

### Health Records

Every student will have an individual health file, which includes the Commonwealth of Virginia School Entrance Health form (MCH-213 D) and a record of clinic services. This record is confidential and will be kept separately from the academic record while a student is enrolled at ASCS. According to FERPA regulations, only medical and necessary personnel will have access to these records. Upon graduation, withdrawal, or transfer, the health record will be placed with the cumulative record.

### Immunizations

- **4 DPT (Diphtheria, Pertussis, Tetanus)** – one dose administered after the fourth birthday.
- **Tdap** – one dose for rising 6<sup>th</sup> graders prior to beginning school as long as it has been 5 years since the last tetanus-containing vaccine.
- **4 Polio (OPV, IPV)** – If only three have been received, at least one dose must be on or after the fourth birthday, and a 4<sup>th</sup> dose is not necessary if the 3<sup>rd</sup> dose was administered at 4 years of age or older and at least 6 months following the previous dose.
- **Measles, Mumps, Rubella (MMR)** – A minimum of 2 measles, 1 mumps and 1 rubella are required. All must be given after the first birthday. The two measles must be at least 28 days apart. The second dose must be administered before kindergarten.
- **Hepatitis B** – A series of three vaccines is required for all students entering sixth grade. At least four months is required between the first and third doses. At least one dose must be given after the age of six months.
- **Varicella** (Chicken pox vaccine) – Two doses. One dose required only for those children born on or after January 1, 1997. The second dose is required for all students who entered Kindergarten after March 3, 2010

Documentation of receipt of all required immunizations is required prior to the first day of school attendance, preferably on the green state form, MCH-213D. Conditional enrollment may be allowed if the student has at least one dose of each of the required immunizations with a scheduled plan for receiving the remainder of the doses within 90 days.

The State of Virginia allows the following exemptions:

- **Religious** – Form CRE-1 is an affidavit stating that the administration of immunizing agents conflicts with the student’s religious tenets or practices. It must be signed by a NOTARY PUBLIC and STAMPED WITH THE NOTARY’S SEAL.
- **Medical** – The school must have written certification from a physician or a local health department that one or more of the required immunizations may be detrimental to the student’s health. Such certification of medical exemption shall specify the nature and probable duration of the medical condition or circumstance that contraindicates immunization.

## Medication Administration

Medication will be administered by a licensed nursing professional (R.N. or L.P.N.) or by school personnel who has received Board of Nursing approved medication administration training. A record of all medication administered will be kept in the school clinic. **A medication authorization form must be completed and signed before any over-the-counter or prescription medication can be administered.** Forms are available in the office or the clinic. It is recommended that all parents notify the clinic of any medications (whether taken at school or home) or any medical conditions that pertain to their child. The more information provided about a student, the better care can be provided. **Please note: all records are kept confidential according to HIPPA regulations. Only medical and necessary personnel have access to these records.**

## Parental Responsibilities for Medication Administration at School

- Parents are encouraged to come to the clinic to administer medications to their child.
- Students are not permitted to carry medications to school.
- Students are NOT permitted to self-administer ANY medications (either over the counter or prescription). There is an exception for Asthma inhalers or Epi-pens prescribed their Health Care Provider with written authorization. This authorization must be on file in the Clinic.
- If possible, schedule medication to be given before and after school.
- Give the first dose of the medication at home. Please notify the clinic staff of the time dose was given at home and if a second dose will be required during school hours, since overlapping doses can be harmful.
- Bring prescribed medication to school in correctly labeled pharmacy container (Student’s name, name of medication, directions for dosage, frequency to be administered, licensed prescriber’s name, date the prescription was filled).
- In accordance with state regulations from the Virginia Department of Health, medication in plastic bags or other non-original containers cannot be accepted.
- Bring over-the-counter medication to school in unopened bottle with student’s name on the bottle. **Please note that ASCS only will administer acetaminophen, ibuprofen and cough drops without a prescription.**
- Be sure ALL designated areas of the “Student Health and Emergency Information Form” are signed by a parent/guardian. If using the “Prescription Medication Administration Form”, BOTH a parent/guardian and a licensed practitioner must sign.
- Provide medication to school in a timely manner when school staff has indicated that medication needs to be refilled.
- Provide school with new authorization and correctly labeled bottle when medication dosage is changed by the physician/licensed prescriber.
- Collect all prescription medication no later than the last day of school. Medication will be destroyed the last day the nurse is in the health office. Over the Counter medications may be kept for the following school year with a written request by parent/guardian.
- Collect medication that has been discontinued. Expired medication or discontinued medication will not be held at the school, and medication will be destroyed within two weeks of the expiration date if it is not picked up.
- Medication Authorization by the licensed prescriber and parental consent must be renewed yearly.
- Parents/legal guardian must sign for receipt of all medications, both prescription and over-the-counter, that is kept in the clinic.

## Environmental Safety

Due to the potential for injury to others, the use of aerosol sprays, perfumes, colognes and any other substance that emits an odor should be avoided in the classroom. If it is necessary to use hair spray or deodorant on school property, it may be done in the locker room with great consideration to the presence of others.

## Exemption from Physical Education

The school's physical education program is designed to meet the needs of all students who are physically able to attend school. Written requests from parents for exemption from P.E. covering one to two days at a time are to be given careful consideration, and the instructor will determine if it is advisable for the student to be excused from activity. A physician's statement must be presented if more than two consecutive days are involved.

## Contagious or Infectious Disease (According to Virginia School Health Guidelines)

No student shall be admitted or continue in school who is known to have a contagious or infectious disease. Parents are to observe the following rules carefully. Students should not be sent to school unless the following conditions have been met.

- a) \*CHICKEN POX – MUST have doctor's written permission to re-enter school, AND must stay at home for 5 days after eruptions first appear or until vesicles become dry.
- b) CONJUNCTIVITIS (Pink Eye) – Must stay home while any colored drainage present AND until 24 hours of antibiotic treatment has been completed.
- c) \*DIPHTHERIA – MUST have doctor's permit to re-enter school AND documentation that two cultures failed to show presence of the disease.
- d) GROUP A STREPTOCOCCAL INFECTIONS (Strep Throat, Scarlet Fever, Rheumatic Fever)-MUST have doctor's written permission to return to school, must stay home until 24 hours of antibiotic treatment has been completed, AND without temperature over 100.0 F for 24 hours without the use of fever reducing medications.
- e) \*HEPATITIS A – MUST have doctor's written permission to return school.
- f) \*HEPATITIS B (acute) – MUST have a doctor's written permission to return to school.
- g) \*HEPATITIS E – MUST have doctor's written permission to return to school.
- h) IMPETIGO – MUST have doctor's written permission to return to school, must stay home until 24 hours of antibiotic treatment has been completed, AND must stay home until lesions are dry and lesions must be covered until skin is completely clear.
- i) INFLUENZA (FLU) – Must stay home until student is without temperature over 100.00 F for 24 hours without the use of fever reducing medications.
- j) \*MEASLES – MUST have doctor's written permission to return to school, must stay home until at least 4 days after the appearance of the rash, AND without temperature over 100.00 F for 24 hours without the use of fever reducing medications.
- k) MENINGITIS – MUST have doctor's written permission to return to school.
- l) MENINGOCOCCAL INFECTION – MUST have doctor's written permission to return to school.
- m) \*MUMPS – MUST have doctor's permission to return to school AND must stay home until all swelling is gone.
- n) OTITIS MEDIA (EAR INFECTION) – Must stay home IF uncontrolled drainage from the ear canal is present.
- o) PEDICULOSIS (Head Lice) – MUST stay home until the child is free of lice and nits (ASCS has no nit policy).
- p) \*PERTUSSIS (WHOOPING COUGH) – MUST have doctor's written permission to return to school AND must stay home for 5 days after the initiation of antibiotics therapy.
- q) \*RUBELLA (GERMAN MEASLES) – MUST have doctor's written permission to return to school AND must stay home for 7 days after onset of rash.
- r) \*SALMONELLOSIS – MUST have doctor's written permission to return to school, must stay home until cessation of diarrhea, AND until stool cultures are negative.
- s) SCABIES – MUST have doctor's written permission to return to school AND must stay home until 24 hours of doctor's prescribed treatment has been completed.
- t) TINEA (RINGWORM) – Must stay home until 24 hours of anti-fungal therapy has been completed AND infected area MUST be covered (Ringworm of the scalp must be treated by a physician).
- u) \*TUBERCULOSIS – MUST have a doctor's written permission to return to school.

- v) UPPER RESPIRATORY INFECTION – Must stay home until student is without temperature over 100.0 F for 24 hours without the use of fever reducing medications.
- w) VOMITING/DIARRHEA – **No vomiting or diarrhea for 24 hours to return to school.** Please notify school nurse if your student has been diagnosed with a medical condition that may cause vomiting such as reflux or if student is having side effects from antibiotic treatment.

\*These are communicable/reportable diseases to the Virginia Department of Health.