



Atlantic Shores

CHRISTIAN SCHOOL

SCHOOL CALENDAR

Elementary Campus

2019-2020

August	13	Teacher Orientation for New Teachers
	14	Teacher Orientation for All Teachers
	16	Drop-In Open House 10:00-12:00pm and 1:30-6:00pm
	21	First Day of School
	27	Parent Night/Orientation K3 – 6 th Grades 6:00 PM
September	02	Labor Day - NO SCHOOL OR EXTENDED CARE
October	18	End of 1st Quarter
	21	Teacher Workday – NO SCHOOL or EXTENDED CARE
	25	Report Cards Issued
November	07-08	Parent/Teacher Conferences - on 7th **adjusted dismissal - Extended Care is available; on 8th NO SCHOOL OR EXTENDED CARE
	11	Veteran's Day Observed - NO SCHOOL OR EXTENDED CARE
	27-29	Thanksgiving Holiday - NO SCHOOL OR EXTENDED CARE
December	18-20	**adjusted dismissal - Extended Care is available
	20	End of 2 nd Quarter/1 st Semester
	23-05	Christmas Break - NO SCHOOL OR EXTENDED CARE
January	03	Teacher workday - NO SCHOOL or EXTENDED CARE
	06	School Re-opens
	10	Report Cards issued for 1 st Semester
	20	Martin Luther King Day -NO SCHOOL OR EXTENDED CARE
	30	Parent/Teacher Conferences - **adjusted dismissal- Extended Care is available

February	17	President's Day - NO SCHOOL or EXTENDED CARE
March	13 16 20 25	End of 3rd Quarter Teacher Workday - **adjusted dismissal - Extended Care is available Grandparent's Day - **adjusted dismissal- Extended Care is available Report Cards issued for 3 rd Quarter
April	10 13-17 20	Good Friday—NO SCHOOL or EXTENDED CARE Spring Break - NO SCHOOL or EXTENDED CARE School Re-opens
May	25 29	Memorial Day - NO SCHOOL or EXTENDED CARE K5 Graduation 7:00 PM; **adjusted dismissal for K3 – K5 Last day of school for K3 – K5
June	03 04 05	6th Grade Promotion Chapel @ 9:00 AM Last day of school for 6th Grade 1 st –5 th Awards Program 1:00PM, End of 2 nd Semester, Last day of school for 1st-5th Grades, Extended Care is available Teacher Workday—NO SCHOOL –Extended Care is available Teacher Workday—NO SCHOOL—Extended Care is available

***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.

****Adjusted dismissal:** 12:30PM

MAKE-UP DAY SCHEDULE

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

October 21, 2019	Teacher Workday
January 20, 2020	Martin Luther King Day
February 17, 2020	President's Day
April 10, 2020	Good Friday

SIGNATURE ACKNOWLEDGMENT

I, _____
have read all the preceding pages of this Parent/Student Handbook, and am in agreement with the educational philosophy of ASCS, the Admissions Policy and with the Statement of Faith. I am also aware of and in agreement with the policies concerning student debt, the guidelines of conduct, grading procedures, dress code and attendance set forth herein.

Student's Full Name/Signature

Teacher's Name/Grade Level

Parent/Guardian Signature

All parents/guardians and students are required to read this handbook and return this page with their signatures by **August 28, 2019**

(Revised handbook 7-02-2019)

Elementary Student Handbook

All changes and IMPORTANT information are in red

ATLANTIC SHORES CHRISTIAN SCHOOL ADMINISTRATIVE LISTINGS

SCHOOL ADMINISTRATION

Ed Brunot
Head of School (Interim)

Jennifer Maggiore
Director of Early Learning
K3 Teacher

Keisha Thomas
Elementary Director, Grades 1-6

Dr. Gale Hall
Principal

Robin Arends
Director of Admissions
Administration

Resource Director
LaRita Smith

STAFF

Jennifer Landen
Administrative Office Secretary

Bill Freeman
Director of Technology

Polly Brake
Technology Integration Specialist

Becky Brazas
School Nurse

Mallory Schmidt
Summer Camp Director

Stephanie Allen
Business Manager

Jeff Bailey
Facilities Director

Danny Conley
Extended Care Director

Jill Warnecke
Cafeteria Manager

Jennifer Beatty
Office Assistant

BOARD OF DIRECTORS

Amanda Grizzard, Chairman
Dean Wooten, Vice-Chairman
Mark Russell
Teresa Moyer

Pastor Allen McFarland
Gayle Blachura
Dr. Marc Boustany
Derek Washington

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SCHOOL FOUNDATIONS

Welcome to Atlantic Shores

Welcome to Atlantic Shores Christian School. 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 values 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
- Well prepared in all academic disciplines
- Skilled in reading, writing, speaking, listening, and thinking
- 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
- 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

Revised and adopted by the Board of Directors of Atlantic Shores Christian School May 28, 2019

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. 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.
14. 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)

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.

Philosophy of Education

Atlantic Shores Christian School (ASCS) ascribes 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 the 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.

School Esprit De Corps

SCHOOL COLORS

Royal Blue, Kelly 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 School is 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).

School Statement of Policy Procedures

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

ADMISSIONS

Admission 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. All elementary students must be open to instruction from a Christian perspective. ***It is understood that students in grades K3 – 6th should exhibit a definite personal desire to attend ASCS and to know Christ more. *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 profess Jesus Christ as his/her personal Savior and regularly attend 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 **nine weeks**, a new student does not meet the required standards he/she may be asked to withdraw.

Parent/Student Interview

An interview of the parent(s) and student(s) will be conducted by the appropriate principal. The purpose of the interview is to ensure that:

- At least one parent professes Jesus Christ as personal Savior.
- The parent's desire for a Christian education for his/her child.
- The family beliefs and practices are consistent with the mission, philosophy, and core values of ASCS.
- The student entering kindergarten is five (5) years old on or before September 30 and a student entering first grade is six (6) on or before September 30.
- The student has not been expelled, asked to withdraw, indefinitely suspended, denied re-admission, or attending an alternative school.
- **ALL students are accepted on a nine week probationary period in regard to academics and discipline.**
- The student demonstrates on-grade-level academic achievement in reading and math on a nationally recognized achievement test.
- The student has a record of good behavior from his/her previous school.
- The behavioral standards of the student must extend to his life away from school as well.
- They understand that the student must live under the authority of his parent(s) or guardian(s).
- 4th – 6th grade new students will be interviewed with the administration.

Admission Decisions

Admission decisions for the fall enrollment are made from February through August. For enrollment during the academic year, decisions are made after the interview is complete and are based on space availability.

Following the family interview, applicants will be informed of their status through either oral or written (email) notification.

Non-discriminatory Policy

Atlantic Shores Christian School admits 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.

Diversity Policy

Diversity is one of the great strengths of Atlantic Shores Christian School (ASCS). We believe that diversity is critical to the mission of our school as we seek to prepare students to work in an increasingly diverse and global society.

Diversity creates opportunities for people to engage, understand and respect others whose perspectives, values, beliefs, traditions, and world views have been shaped by experiences and backgrounds that may be different from their own, particularly those from minority or other historically underrepresented groups. These differences may include, but are not limited to: race, ethnicity, culture, socioeconomic status, national origin, biological gender, age, and physical abilities.

ASCS embraces the Biblical truths that God created each of us in His own image (Genesis 1:27) and that we are ALL “fearfully and wonderfully made” (Psalm 139:14). These passages guide us in acknowledging and accepting our individual differences and place emphasis on what unites us rather than what divides us.

ASCS will not be tolerant of students who engage in the use of divisive or insensitive language directly or indirectly toward another individual. This includes use of language that is racial in nature regardless of the race or ethnicity of the individual using the inappropriate language. Appropriate disciplinary action will be taken with any student not adhering to this policy.

In accordance with our mission as a Christian school, ASCS seeks to provide a climate of acceptance, empathy and understanding among our student body. By teaching our students to show the love of Christ to all people, our students will be better prepared “to impact their world for Christ”.

Additionally, the use of racial slurs or epithets by any student has been categorized as a level four offense in the student handbook.

Age Requirement

New students entering the K3 Early Learning Program must be 3 years old by September 30th; K4 Early Learning Program the students must be 4 years old by September 30th; Kindergarten Program must be 5 years old by September 30th.

Class Size

The following is a list of maximum capacity for each class:

- K3 Early Learning 13 (with an assistant for classes of 6 or more)
- K4 Early Learning 16 (with an assistant for classes with 10 or more)
- Kindergarten 22 (with a part -time assistant for classes with 12 or more)
- 1st Grade 22 (with a part-time assistant for classes with 15 or more)
- 2nd Grade 22 (with a part-time assistant for classes with 15 or more)
- 3rd Grade 22 (with a shared assistant)
- 4th – 6th Grades 22 (with shared assistants)

ACADEMIC STANDARDS

Grading Scale

Early Learning students K3 and K4 are given O, G, S, N, and U in social, academic and spiritual development.

Kindergarten students are given O, G, S, N, and U in classroom behavior, fine motor, phonics and reading, mathematics, and support subjects.

All 1st-6th grade classroom teachers will give A, B, C grades for all subjects.

In grades 1st – 6th, the following grading scale is in place:

A+	98-100	C+	77-79
A	93-97	C	73-76
A-	90-92	C-	70-72
B+	87-89	D	64-69
B	83-86	F	63 and below
B-	80-82		

Specialty Grading Scale:

O	Outstanding	Student shows high interest, motivates others in class with positive attitude and looks for ways to enhance the learning experience on a consistent basis
G	Good	Student has interest and participates in all areas of learning
S	Satisfactory	Student is meeting the basic criteria but there are areas that need improvement in order to successfully grow
S-	Below Satisfactory	Behavior problems or lack of initiative on a consistent basis
O+ 100	G+ 85	S+ 70
O 95	G 80	S 65
O- 90	G- 75	S- 60

Honor Rolls

An honor roll will be awarded each grading period for grades 3rd – 6th based on all subjects. The 4th quarter honor roll is awarded for student's yearly average at the Awards Assembly. The Honor Roll is divided up into three categories listed below:

- President's Honor Roll: All A's
- Principal's Honor Roll: All A's and B's
- Seahawk's Honor Roll: B average; no grades lower than a C-

Retention

Overall Guidelines:

- **Attendance: No more than 24 days per year may be missed without principal's approval.**
- One's physical, social, and emotional needs are given consideration as well as academic needs.
- Any student having grades that show doubt of mastery of the essential elements.
- Parents will be notified of a teacher's recommendation for retention after having consulted with the principal.
- A student may be considered for retention if weaknesses are shown in several areas.

K3, K4 & K5

- Immaturity
- **Below average performance in phonics skills.**
- **Below average performance in math skills.**
- Language development which reflects difficulty in communicating thoughts in sequence.
- Teacher recommendation based on academic weakness in more than one area.

First and Second Grades

- **Failing in math or reading.**
- Language development which reflects difficulties in being able to express thoughts in sentences and using correct punctuation.
- Maturity
- Teacher recommendation based on academic weakness in more than one area.

Third through Sixth Grades

- Failure to attain a yearly average of 64 and above in **ANY** subject.
- Teacher recommendation based on academic weakness in more than one area.

Any student being retained or having grades that show doubt of mastery of the essential elements may be required to have private tutoring as a prerequisite to returning the following year.

ACADEMIC INFORMATION

Viewing Student Records

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

If you have documents that need to be filled out by your teacher or staff members, please allow 48 hours to be completed. All documents will be mailed directly to the requested doctor or company.

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. If you have questions or would like a conference, please email your child's teacher.

Homework Policy

The instructional time in the classroom provides with a solid environment for instruction and practice for students in school so that worksheets and other assignments are not necessary for homework. Although homework is limited to studying for tests, quizzes, working on projects, and book reports, there will be times when it may be necessary to assign occasional homework:

- For practice and reinforcement—following classroom instruction and review of new work, most students require adequate review to master material essential to the educational process.
- For remedial activity—as instruction progresses, various weak points in a student's grasp of a subject become evident. Homework may be given to help students overcome such difficulties.
- For optimal classroom performance—homework will be used as an encouragement for students who may be slow or distracted from finishing their work during the allotted classroom time.

R.E.A.P. (Review-Exercises-Academics-Practice) Policy (for those desiring additional nightly instruction for their students)—
"Remember this: Whoever sows sparingly will also reap sparingly, and whoever sows generously will also reap generously" 2
Corinthians 9:6

1. Finish classwork not completed.
2. Read 15-20 minutes
3. Write in your journal about the books being read.
4. Write weekly Bible verse 3 times.
5. Write spelling words 3 times.
6. Study each subject 5-10 minutes.
7. Practice math skills 15-20 minutes on IXL.
8. Pick 3 items on spelling/vocabulary BINGO sheet.
9. Practice handwriting.
10. Band/Music students—practice recorder or instrument 15-20 minutes.

*Please note that 6th grade homework needs may be modified to reflect preparation for our Middle School.

Although nightly reading assignments will not be given, we strongly encourage parents to provide time for their students to read nightly. In fact, research shows that unstructured free nightly reading promotes more academic growth than actual homework for elementary students. The goal is to foster a love for reading and to help students in achieving grade level Accelerated Reading goals.

Accelerated Reading

Accelerated Reading is an on-going recreational reading program which is designed to instill and develop a love of reading. Students will be encouraged to select and read books within their reading range (this will be provided by the teacher). First graders will be encouraged to read for at least five minutes each night, second through fourth graders will be encouraged to read for at least ten minutes, and fifth and sixth graders for at least fifteen minutes. Students will have quarterly point goals, and they can take computer quizzes on their books in their classrooms. Points earned can be traded in for incentives at the end of every quarter.

Books are available in the school library, as well as the public library. Points required by grade level:

GRADE	1 ST QUARTER	2 ND QUARTER	3 RD QUARTER	4 TH QUARTER
1 st	2	2.5	3.5	4
2 nd	4	5	6	6
3 rd	6	7	8	8
4 th	8	9	10	10
5 th	10	11	12	12
6 th	12	12	13	14

The goal for students in advanced reading is double the classroom goal. Ex: 4th grade 1st quarter goal is 8 points. 4th grade 1st quarter Advanced Reader goal is 16 points.

Smart Start Reading Students' goal is half the classroom goal. Ex: 3rd grade 1st quarter goal is 6 points 3rd grade Smart Start Reading Student 1st quarter goal would be 3 points.

At the end of each 9 weeks, students who meet or exceed their goal will be permitted to shop from the AR store.

If students meet their A.R. goal they will receive a grade of 100% that will be integrated into their Reading grade. The A.R. grade will account for 10% of their Reading grade. Students who do not meet their A.R. goal will receive an exempt which won't affect their reading grade. The A.R. grade will essentially serve as an "extra credit" category for those students who do meet their goal.

Make-up Work

It is the responsibility of the student and parent to obtain all make-up work assignments and due dates from teachers. Parents may request assignments for students who are absent. Please call the school office **by 10:00 a.m.** to request assignments, which will be ready for pick-up at 2:55 p.m. Parents need to check RenWeb for any online or web-based assignments.

Students are allowed **2 days for each day absent**. For preplanned trips, assignments are **due the first day the student is back in school**.

**Four or more missing assignments at one time will result in a detention.

Late Work

It is our policy that students should complete all classwork and homework assignments. Any work turned in later than the due date will be penalized as follows:

1 st -2 nd grades	1 st -4 th quarter	5 points per day (up to 3 days; anything beyond 3 days is awarded 0 points)
3 rd – 5 th grade	1 st – 4 th quarter	1 st day late—one letter grade off, 2 nd day late—two letter grades off (anything 3 days late or beyond is awarded 0 points)
6 th grade	1 st – 4 th quarter	10 points for 1 st day; 20 points for 2 nd day (up to 2 days; anything beyond 2 days is awarded 0 points)

*The 6th grade policy is modified to reflect preparation for our Middle School.

Testing Policies

In general, a student will only be tested in 2 subject areas (or one test and one project) on the same day.

Summer Reading

Each student is encouraged to complete a summer reading assignment. There is not a set book list for your child to pick books from – it is more individualized based on your child's AR ZPD reading range from the STAR test. They are to focus on the number of minutes read per day/week for 8 weeks out of the summer.

Resource Department

Atlantic Shores offers various resource classes for our students including remedial classes and advanced classes.

The main objectives of our Resource department are:

- To provide assistance in core subjects for K-6th grade students.
- To utilize classroom curriculum to develop individual educational strategies
- To assist students in developing study skills, time management skills, and personal organizational strategies
- To increase the student's skills in order to reintegrate him/her into the regular education classroom

Our licensed Resource team will review applicants with identified learning needs or differences to advise whether those needs can be met by the services that we provide. A student must be able to learn and function well within a standard classroom setting. Common accommodations include: preferential seating, extended test time, and a pull out setting for all unit tests.

All applicants for children with an Accommodations Plan (504) or a Resource Education Plan (REP) must be submitted with the following supporting materials:

- A medical diagnosis of disability
- Psycho-educational testing performed within the last three years (original reports are given to parents after testing either within a public school system or through an outside licensed provider. Reports include numerical findings as well as the tester's assessment.)
- A complete record of school evaluations and accommodations

Applicants *may* be accepted into the Resource program with *only* a medical diagnosis; however, if the staff feels that psycho-educational testing is necessary, parents must comply and have this completed as soon as possible.

Smart Start

This is a custom remedial program developed to meet academic challenges. We want each child to achieve success in the areas in which he/she struggles. This program is designed for K5 through 6th grade students who are performing below grade level in reading and/or math. Students will receive small group or individual instruction in reading or math skills where they are deficient.

The objective of Smart Start is to catch the student up to his classmates and reintegrate him in to the classroom pace. A student must be recommended by a teacher for this program based on test scores and individual evaluation.

A Resource Educational Plan (REP) will be created with goals for each student in Smart Start. Intervention strategies will be used to help students master as many grade level skills as possible. Smart Start reading students will be required to complete only half of the class AR goal for all quarters (unless REP states differently).

Advanced Class Admission

Students new to ASCS will initially be placed in the regular classroom for instruction in order to determine eligibility for advanced reading, advanced math and/or Scholar's Lab. This allows the teacher time to assess each new student.

S.T.E.M. Academy

The S.T.E.M. Academy is a unique educational program designed to engage rising 3rd-6th graders in an exclusive rigorous academic program with a focus on Science, Technology, Engineering, and Mathematics. This innovative program provides for a hands-on and problem-based learning environment. Students will tackle many new concepts while also using the 5 C's of the 21st century student--critical thinking, creative thinking, collaboration, communication and citizenship. The instructional content will cover an array of topics to help develop skills necessary to be college and career ready: computer coding and app design, architecture and building design, and global collaborative projects with other countries. Students will come out of their regular classroom one day a week for instruction in the program.

All students must apply yearly for entrance into the S.T.E.M. Academy. A student's eligibility is based upon several factors including: **ability test results (CogAT)** satisfactory work habits, good behavior and character, academic history, test results, teacher recommendation, and maturity. A student in the S.T.E.M. academy should maintain an average grade of 85% or higher for each grading period and receive a minimum of "S" in character development. Any student who fails to meet the above stated criteria will be placed on probation for the rest of the marking period to correct the issue. If failure to correct the discrepancy results, the student will be placed back in the regular classroom.

Advanced Reading

The Advanced Reading program is designed for students that are reading at least two grade levels above their current grade. Every year each student is assessed using **an ability test (CogAT)**, standardized tests, reading assessments, the reading grade from previous years, and maturity level to determine if the Advanced Reading program would benefit the student. A teacher recommendation is also necessary.

This class serves the students through the reading of higher level novels, and includes comprehension and literary skills practice, as well as enrichment projects. Creative writing and personal essays are also elements of this class to develop children's writing skills, thinking process, and ability to communicate thoughts, opinions and ideas.

Advanced Math

We are pleased to offer an Advanced Math class to our elementary students who need a specialized curriculum designed to meet the needs of high ability math students. Our faculty is continually aware of students who show a desire and have the skill set and processing speed to be challenged in the world of math. Every year each student is assessed using **an ability test (CogAT)**, standardized tests, math assessments, the math grade from previous years, and maturity level to determine if the Advanced Math program would benefit the student.

Speech-Language Therapy

This therapy is provided through partnership with Virginia Beach Public Schools. Students will be served on a first come - first served basis.

National Honor Society

The elementary was granted a charter of the National Elementary Honor Society in 2014, in the name of The Little Seahawk Chapter. Membership in the National Elementary Honor Society (NEHS) is one of the highest honors that can be awarded to one of our students at ASCS. Our chapter of NEHS has worked hard to bring the accomplishments of outstanding students to the attention of parents, teachers, peers, and the community.

Along with other chapters in schools across the nation, our chapter strives to give practical meaning to the Society's standards of Scholarship, Responsibility, Service, and Leadership. These four ideals have been considered as the basis for a student's selection. No student becomes a member simply because of good grades. The National Elementary Honor Society recognizes the total student-one who excels in all of these areas.

The standards used for selection are the following:

- Scholarship – 96% cumulative average for the two most recent semesters (last spring and this fall)
- Teacher Recommendation
- Responsibility, Service, and Leadership – as demonstrated by activities at home, at school, and in the community.
- School Behavior – No lower than a “G” in any of the skill set grades (work habits, social development, and personal development) for the two most recent marking periods.
- Disciplinary Action – No more than one disciplinary action per year
- Membership, however, is more than an honor. Membership brings a new responsibility to continue to demonstrate those outstanding qualities that resulted in your selection.
- Membership also carries a responsibility to the chapter to which you now belong. If our chapter of the National Elementary Honor Society is to be effective and meaningful, each member must become involved. We challenge you to live up to your obligations by participating in all of our chapter meetings and projects.

ATTENDANCE INFORMATION

The elementary school operates between 8:00 A.M. and 2:45 P.M., Monday through Friday. Morning half-day student's dismissal 12:30 P.M. Any student arriving after 8:00 A.M. (1st – 6th grades) and 8:30 A.M. (K3 – K5) is counted tardy.

It is important for the students to be here the entire day, and parents should support the school attendance policy.

Elementary children should not arrive before 7:40 A.M. unless enrolled in the Extended Care program (available for preschool through 6th grade). They will be released to go to their classrooms at 7:40 A.M. Early Learning K3 – K5 students will be taken to their rooms by a worker at 8:15 A.M. Children are not to go to the classroom before 7:40 A.M., even if with a parent or if the teacher is in the classroom. If you have school business to take care of, please park in a designated place. **Please do not leave your car in the traffic pattern line at any time because this can impede the flow of traffic.**

There will be adults at these locations to help your child out of the car. Only K3 – K5 parents may park and walk their student to the classroom. After 8:00 A.M., any school business will be directed through the school office entrance. K3 – K5 half day pick up is at 12:30 P.M. on the Centerville side of the building. After 12:30 P.M. K3 – K5 ½ day students will be sent to the school office where they may be picked up by their parents. A late fee may be incurred as there is no after-care available for students.

Any students arriving after 8:00 A.M. (1st – 6th grades must be in class by 8) or 8:30 A.M. (K3 – K5) will be signed in at the school office and from there will be escorted to class by a Staff member (this includes 4th – 6th graders).

Any students needing to be dismissed from school early at any time during the day will be escorted to the office for dismissal (parents will wait in the visitor's waiting area). To ensure prompt dismissal, please be sure to contact the teacher/office as early as possible.

*In order to prepare for the 2:45 P.M. dismissal, the early dismissal time will end at 2:30 P.M.

Parents bringing water bottles, lunches, etc. during the school day will be asked to leave them at the school office and a Staff member will ensure that is taken to the proper class.

Arrival and Dismissal

The elementary school operates between 8:00 A.M. and 2:45 P.M., Monday through Friday. Morning half-day student's dismissal at 12:30 P.M. Any student arriving after 8:00 A.M. (1st – 6th grades) and 8:35 A.M. (K3 – K5) is counted tardy.

It is important for the students to be here the entire day, and parents should support the school attendance policy.

The back to school season and especially the first day of school is such an exciting time for everyone. In order to ensure an organized and successful first day of school, we strongly encourage all of our parents to review all parking and traffic diagrams as well as drop off and pick up procedures. The drop off and pick up times relevant to your student's grade level is as follows:

	<u>Classroom Doors Open</u>	<u>Classes Begin</u>	<u>Classes End</u>
1 st - 6 th Grades	7:45 AM	8:00 AM	2:45 PM
K3 - K5	8:15 AM	8:30 AM	2:45 PM
K3-K5 ½ Day Classes	8:15 AM	8:30 AM	12:30 PM

First Week of School:

- Understanding the challenges the first few days of school can bring, K3-6th students may be accompanied to class for drop off and pick up.
- ONLY ON WEDNESDAY AND THURSDAY OF THE FIRST WEEK OF SCHOOL, classroom doors will open 7:15-7:45 for parents to walk in and drop off their students. RESERVED PARKING FOR THIS WILL BE IN THE WEST ELEMENTARY PARKING LOT FACING THE EARLY LEARNING PLAYGROUND. Due to the flow and back up of traffic—AFTER 7:45 NO WALK INS WILL BE PERMITTED—STUDENTS WILL NEED TO BE DROPPED OFF IN THE CAR LINE.
- The car line will be available and will begin promptly at 7:45; however the car line is for extended care drop off will be available beginning at 6:30am.
- Any students arriving after 8:00am (1st-6th) or 8:30 am (K3-K5) will be signed into the school office and from there will be escorted to class by a staff member (this includes 4th-6th graders).

Second Week of School and Beyond:

The **drop off and pick up car line** will begin. Please adhere to the following guidelines:

- K3-6th students arriving BEFORE 7:45 – Extended Care drop off at WEST SIDE entrance.
- K3-K5 students arriving before 7:45, with a 1st-6th sibling, will be extended a courtesy stay through 8:15; Those without a 1st-6th student will be assessed an Extended Care charge.
- K3-K5 students arriving 7:45-8:30 - drop off in the regular car line or walked in the building to the designated welcome area where they will be greeted and checked in by a staff member, who will then accompany the student to their classroom.
- 1st – 6th – drop off in the regular car line – they will be greeted and checked in by a staff member.
- Students should not be dropped off at any other area on the grounds to ensure their safety during drop off.

Any students arriving after 8:00 A.M. (1st – 6th grades) or 8:30 A.M. (K3 – K5) will be signed in at the school office and from there will be escorted to class by a Staff member (this includes 4th – 6th graders).

Any students needing to be dismissed from school early at any time during the day will be escorted to the office for dismissal (parents will wait in the visitor's waiting area). To ensure prompt dismissal, please be sure to contact the teacher/office as early as possible.

***In order to prepare for the 2:45 P.M. dismissal, the early dismissal time will end at 2:30 P.M.**

Parents bringing water bottles, lunches, etc. during the school day will be asked to leave them at the school office and a Staff member will ensure that is taken to the proper class.

Car Line Protocol and Guidelines

Although we are a locked facility during the day, open access in the building for student drop off and pickup time presents safety challenges that we feel are important enough to address by having a parent drop off and pick up procedure. Please remember that we love our parents and visitors, and love to see you in our hallways! You are always free to come in through our office checkpoint at any time. However, we value our students, your children, enough to make every effort possible to minimize any security issues; including those vulnerabilities that could occur during any open access period. We trust that you understand and support our continued efforts to provide a secure environment for our students.

We want to ensure that the car line is organized, and moves along as quickly as possible. We can do that if everyone participating in the car line follows the guidelines. Please take a few minutes to familiarize yourself with our car line protocol:

1. Each family will receive two (2) laminated number cards to be used to identify your student during **pickup**. If you need more than two, please notify the school office.
2. Please place your car number on the dashboard (upper right hand corner) OR on your visor for easy recognition by our staff (this will ensure your student is ready for you when you arrive at the pickup point).
3. Due to potential traffic backups onto the main road, we encourage parents not to arrive to begin lining up for car line before the posted times (any more than 5 minutes before the designated drop off or pick up).
4. If a parent must arrive earlier, please park in a designated parking space. Please do not park in the travel lanes of traffic (or in the designated car line area before the time).
5. Please ensure that your student has all belongings ready as you pull forward for drop off (any items in the trunk may require you to move to a parking space).
6. Please do not stop the flow of traffic; you may need to pull forward to put on seatbelts to keep the car line moving.
7. Parents who choose to pick up their students in person instead of going through the car line should sign their student out in the school office no later than **2:30** (this is due to staffing and logistical issues during car line).
8. Students not picked up 15 minutes after dismissal will be taken to the Extended Care program (please see the handbook for fees).
9. Students are to arrive or dismiss through designated drop off and pick up areas before and after school. In the case of late arrival or early dismissal, students and/or parents must enter or exit the building through the main office doorway.

Safety Guidelines

1. Please **do not go around cars that are stopped** – that is a safety hazard.
2. Please **do not get out of your car and walk up** to get your student.
3. Please move through the line expeditiously as we will need to keep the traffic moving to avoid a backup on Centerville – **THIS IS VERY IMPORTANT!**
4. If someone new is picking up your student, please provide them with a number card and the office or your teacher with the person's information ahead of time.
5. Please do not use inappropriate language or gestures while in line! Any inappropriate behavior will be reported to the Administration.
6. Please be patient with our traffic team and be respectful of all of our families so that entry and exit can be a smooth process.

Excused/Unexcused Absences and Tardies

Frequent absences may lead to poor academic work and possible failure, as well as a lack of social development. No single factor may interfere with a student's progress more quickly than frequent tardiness or absences. **3 unexcused tardies equals 1 absence.**

The following reasons are the only acceptable excuses for absences or tardies:

- Personal illness
- Doctor/dental appointments
- Death or serious illness in the student's immediate family
- Extenuating circumstances which must receive advanced approval
- An educational trip (a school-sponsored activity or activity of an educational nature with advance approval by the administration)
- Court appearance
- Traffic/accident/construction issues published via radio/TV

Absences and tardies are unexcused for:

- Over-sleeping
- Hair appointments
- Shopping excursions
- Working on a class assignment
- Personal trips that are not pre-approved
- Failure to bring a note explaining the absence
- These unexcused tardies will result in a discipline notice.

Half –Day Policy

Students arriving after 11:00 a.m. and leaving before 12:30 p.m. will be counted absent for the day.

Planned Absences

A planned absence is considered excused only if a parent submits a permission note to the teacher and principal at least 3 days in advance of the absence (exceptions may be made due to extenuating circumstances). Approval of absences/tardies is at the discretion of the administration. Parental approval does not designate school approval.

It is strongly encouraged that out-of-town trips be scheduled during school holidays, and medical appointments be planned outside of the school day. While absences of this nature would be approved with prior notice, they may not necessarily be notated as excused. It is an excused absent but perfect attendance will not apply.

Please see guidelines for make-up work.

Tardies to School/Class

Parents are responsible to see that their child arrives to school on time. Classes begin at 8:00 A.M. (1st – 6th grades) and 8:30 A.M. (K3 – K5); therefore, it is strongly recommended that students arrive at school no later than 7:45 A.M. (1st – 6th grades) and 8:20 A.M. (K3 – K5).

Tardy students will be unexcused unless a parent/guardian signs the student in and in grades 2-6 provides a note with an acceptable reason. Students will be given a discipline notice or a detention notice for 3 unexcused tardies per quarter. 3 unexcused tardies equals 1 absence/per quarter.

Early Dismissal

Early dismissals are permitted for necessary appointments or for other reasons that constitute an excused absence. **All students needing to leave school early must bring written permission and/or email teacher, assistant AND office staff with the following information:**

1. Parent name and contact number
2. Time of dismissal
3. Reason
4. Means of leaving campus

A student **must** be signed out at the school office by a parent or guardian if leaving school early. If you have not notified your teacher, and/or the front office that you are picking your student up early, there may be a delay of 20 minutes or more before your child can be brought to the office for early dismissal.

Attendance and Credit

In order to maximize the learning experience, a student must be regular and punctual in attendance. When a student misses more than 24 days per year, the administration may consider the need for retention.

Perfect Attendance Award

This award will be given to those students who, at the end of each school year, have been present every day.

Make-up Work

It is the responsibility of the student and parent to obtain all make-up work assignments and due dates from teachers. **Parents may request assignments for students who are absent. Please call the school office by 10:00 A.M. to request assignments, which will be ready for pick-up at 2:45 P.M. Please check RenWeb for any online or web-based assignments.**

Students are allowed **2 days for each day absent**. For preplanned trips, assignments are **due the first day the student** is back in school.

Four or more missing assignments at one time will result in a detention.

STUDENT LIFE

Building and Grounds

All school property was 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 nice 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.

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 (i.e. magazines, books, laser pens, etc.) to school. All personal belongings should be labeled.

Cell Phones and Electronic Devices

During school hours, all cell phones and electronic devices (e.g. Ipods, MP3, Smart/Electronic Watches, cameras, etc.) must be left in the student's back pack and turned off. Cell phones and electronic devices may only be used after school and only with teacher permission. 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. Any E Readers may only be used in the classroom with direct teacher supervision. Any posts or texts made to social media which are a negative reflection on ASCS will result in immediate consequences (included but not limited to ISS, suspension or expulsion).

Cafeteria

A hot lunch program is available to students. K3, K4 and K5 students have the option to purchase the full lunch. 1st – 6th graders may purchase the full hot lunch or items off the a la carte menu. Any student may bring a bagged lunch. The cafeteria also has milk and fruit juices for sale. Only students in the 6th grade will be able to purchase snack items from available machines. Soft drinks may only be purchased after school.

Lunch may be purchased with a check or on a RenWeb cafeteria account. ***Cafeteria privileges will be suspended when an account accrues a balance above \$15.** Only cash is accepted for snacks or ice cream.

While in the cafeteria, students are reminded to obey the following rules.

- All food and drinks are to remain in the cafeteria at a table.
- Each student is responsible to keep his/her area clean during lunch.
- Students are to remain in the cafeteria during the entire lunch period.
- Students are required to practice good table manners during lunch.
- Only 6th graders may use the vending machines during lunch. Students may, with supervision from an Extended Care worker, use machines during afternoon Extended Care. Sodas may only be purchased after school.
- Students must have permission to leave the cafeteria to use the restroom (must have another student with them).
- Students who do not have a lunch will be offered a sandwich or comparable lunch by the cafeteria.

Chapel

There are three different age level chapels each week on Wednesday: 9:00 A.M. K3 – K5, 10:00 A.M. 1st – 3rd grades, and 11:00 A.M. 4th – 6th grades. There will be a variety of speakers and activities throughout the year. Our Combined Chapel is the last Wednesday of each month at 9:00 A.M. The Upper Elementary (4th – 6th grades) has a separate combined chapel usually once a month “Hawksnest Chapel” at 12:00 P.M. Parents are welcome to join us during chapel.

Lost and Found

Articles found should be turned in to the appropriate office. At the end of each quarter, unclaimed items will be disposed of or given to charity. Parents are encouraged to label all personal items (lunch boxes, water bottles, clothing, jackets, etc.).

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

All textbooks are the property of ASCS and are loaned to the students for their use during the school year. The annual book fee helps to offset the cost of textbooks and workbooks. Upper Elementary Students are required to have covers for the protection of their Math, Science and Social Studies books. However, neither contact paper nor taping to the text is allowed. Teachers will collect textbooks at the end of the year, and reimbursement will be required if a book is lost or destroyed. A fine will be assessed if a textbook is damaged through careless handling.

Service Project

All students in grades K3 - 6 will be performing service projects through scheduled opportunities. The purpose is to develop the Christian character trait of servant-hood. We will be following Jesus' example of serving as seen in Matthew 20:25-28; Philippians 2:5-8.

Celebrations

School Planned

- Room parents or parent committees organize and plan the class parties with teacher's supervision.
- Yearly, there are six main parties: Thanksgiving Feasts, Christmas, Valentine's, Grandparent's Day, Easter, and an end of the year party.
- The responsibilities of the room parents are:
 1. Plan parties with the classroom teacher
 2. Co-ordinate the parents to provide goodies
 3. Attend the parties
 4. Coordinate donations

Birthday Celebrations

- Students may have a small celebration, and should consist of something small such as cookies, cupcakes or small treats. ONLY clear drinks (water, Sprite, etc.) in the classrooms!
- Birthdays in grades 1-6 should be celebrated during the regular lunch period or snack time.

Birthday Invitations (or any other type)

Students **may not** distribute invitations during school hours. It is suggested that invitations be mailed or given out somewhere other than the school. If invitations are sent to the school, the teacher will return them to the parent with a kind note of explanation. The only exception would be if the **entire class** (or all the same gender) were to receive invitations. Student addresses and phone numbers will not be given out unless release forms have been signed by parents.

Field Trips

Field trips are ASCS sponsored off-campus trips taken by classes in grades K4 – 6th. The purpose of field trips is for enriching the academic and/or spiritual experience of the students. K3 classes have on site field trips.

No student will be allowed to go on a field trip without a permission slip signed by a parent. Student behavior/health issues may require a parent chaperone. **All chaperones responsible for students in addition to their own student must be background checked.**

VA Council for Private Education recommends that any volunteers who may be called to work in the early childhood setting at any time, for any reason have their fingerprint background check conducted through our Department of Social Services (DSS) Fieldprint process. DSS required fingerprint-based background re-checks every 5 years.

www.fieldprintvirginia.com

All volunteers who chaperone any overnight field trips must be screened through the Virginia Child Abuse and Neglect Central Registry. Please see the following form to complete this screening.

www.dss.virginia.gov/files (background index children's facilities)

Buses will be used for most of the field trips. In the cases where a bus is not available, parents will drive the students. The following policies must be followed:

- It is our policy that all students travel together for field trips on the bus.
- All vehicles driven on a field trip must have a seat belt for every child. No doubling up! NO EXCEPTIONS!
- Children are not allowed to ride in the front seat of a vehicle that has a passenger side air bag. NO EXCEPTIONS!
- In the case where bus transportation is provided, students must ride the bus.

We ask that chaperones **do not bring siblings on the field trips.**

- **Parents may only transport their own student when bus transportation is available.**

Announcements

Parents have access to school announcements through:

- The school website (shoreschristian.org)
- RenWeb
- Alert Now
- Emails from ASCS
- Student Planners
- Weekly parent letter posted on RenWeb and electronically emailed per grade level
- After school classes
- Little Seahawks
- Appropriate bulletin boards

After School Programs

ASCS offers after school programs for our students to stay active after school. Some of the classes include: Mad Science, Soccer Shots, dance, cooking and more. For a fee, the students will learn different techniques and skills for that program. It usually runs for a 4-8 week session.

Little Seahawks

Little Seahawks is for elementary students to participate in sports. Each season is a different sport. Fall: Track, Cross Country, Volleyball and Boys Soccer; Winter: Girls Basketball and Boys Basketball; Jan-March: Running Club; Spring: Girls Soccer, Boys Baseball and Girls Softball. There is a fee for each sport which includes a t-shirt and 6 weeks of skill training with the high school coaches. In addition, there may be an athletic fee to be paid per season.

High School Athletic Teams

Our 5th and 6th graders are able to try out for different athletic teams at our high school campus. For a student to participate in extracurricular or athletic activities:

- Student may not have any failing grades (63 and below)
- Must maintain a 77/C+ quarterly average.
- If a student is declared ineligible, he/she will not be allowed to participate in any competition/event for the entire next quarter.
- Students who have no failing grades, but do not meet the grade average requirement will be able to participate but will be put on academic watch.
- Their grades will be monitored weekly to ensure that necessary standards are met for continued extracurricular participation for the remainder for the semester.
- Students will have the opportunity to regain their eligibility after each quarter.
- Any student whose grades fall below eligibility requirements at the end of each quarter will be put on academic watch.

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

- The student's grades will be monitored weekly to ensure that he/she meets the standards necessary for his/her continued extracurricular participation for the remainder of the quarters.
- 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 on academic watch must attend any teacher sponsored help class in all areas of poor academic performance. Failure to do so will avoid the academic watch period and result in immediate ineligibility to compete.
- 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 or events.

At the discretion of the administration the academic watch can be terminated. If it is determined that the academic watch is not effective and the student has not improved his/her grades to a minimum 77/C+ average and/or no failing grades, the academic watch will be terminated and student will be ineligible to compete. A student may still regain his/her eligibility after each quarter if he/she meets all academic requirements.

Dress Code

K3 –K4

- Students are not required to wear uniforms.
- Students should wear appropriate dress to school and shoes that are in good condition.
- Socks/Tights must be worn at all times.
- Flip flops are not allowed.
- Please send in the appropriate seasonal outerwear.
- Hair policy: clean and neat that does not extend to the bottom of the ear, collar or eyebrows (boys); no more than 2” of bulk (boys); extreme styles; Corn rows and locks should adhere to length standards (boys).
- Please see additional guidelines.

K5 – 6th Grade

- We appreciate the support of parents and students in following the school’s dress code. This allows our teachers and administration to spend less time on “policing” student dress and more time on educational activities.
- We try to be as specific as possible in our dress code description, 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.
- **Students who fail to comply with the dress standards will be notified if dressed immodestly, and may not be allowed to enter class until they are appropriately attired.**
- See following page for details on Acceptable/Unacceptable School Uniform Dress

ITEM:	ACCEPTABLE SCHOOL UNIFORM DRESS:	UNACCEPTABLE SCHOOL UNIFORM DRESS:
Hair	<ul style="list-style-type: none"> • Clean, neat hair; hair that extends to the bottom of the ear, collar or eyebrows must be pulled back (boys)* ALL K3 – 6th grade 	<ul style="list-style-type: none"> • Hair colors that are not natural • Hair that has more than 2” of bulk (boys) • Extreme styles (e.g. Mohawks) • Corn rows and locks should adhere to length standards (boys).
Pants/Shorts/Skorts/Polo Dresses/Jumpers	<ul style="list-style-type: none"> • <u>ONLY solid khaki, navy, black, gray or brown Docker- style</u>/skater style • Solid, plain Polo Dresses: all colors above including solid pink and solid red • Pants/shorts which are not tight or form-fitting • Shorts and Skorts that are not shorter than 2” above the knee • Polo Dresses and Jumpers are to the <u>bottom</u> of the knee or below while sitting • All leggings/tights/socks – Conservative style patterns and prints – Leggings are ONLY TO BE WORN under appropriate length skirts or dresses 	<ul style="list-style-type: none"> • Jeans or jeans style pants, to include corduroy or denim of any color – OK only on DDD/SDDD • Pants/ shorts with cargo pockets – OK only on DDD/SDDD • Dresses, skirts with additions or embellishments – OK only on DDD • Athletic warm up pants • Pants/shorts with holes, tears, frayed edges or so long they drag the ground. • Jeggings or leggings • Pants/Shorts/Skorts/Polo Dresses/Jumpers – fabric must not be velour, lace, tulle, leather, etc
Skirts	<ul style="list-style-type: none"> • Skirts that are solid khaki, navy, black, gray or brown in color • Skirts that are to the bend of the back of the knee—the bottom of the skirt falls in the crease with the knee bent • All leggings/tights/socks – Conservative style patterns and prints – Leggings are ONLY TO BE WORN under appropriate length skirts or dresses 	<ul style="list-style-type: none"> • Skirts that are too tight (form fitting) • Skirts that have slits; pencil skirts • Skirts – fabric must not be velour, lace, tulle, leather, etc
Shirts	<ul style="list-style-type: none"> • Polo shirts, collared shirt or turtleneck which are solid in color and appropriate in size • Polo shirts must be buttoned modestly • Shirts that can be tucked in at all times (boys K5 – 6th grade) 	<ul style="list-style-type: none"> • T-shirts of any kind – OK on DDD • Shirts that are tight, form-fitting or reveal the midriff • Shirts made of a sheer material • Shirts with logos larger than 2” • Sleeveless shirts • Shirts with more than one button undone • Team jerseys – OK only on DDD
Footwear	<ul style="list-style-type: none"> • Socks/Tights must be worn at all times • Shoes that are in good condition, with shoelaces laced and tied (when applicable) • Athletic shoes are to be worn on PE days • Only sandals that have a strap 	<ul style="list-style-type: none"> • Flip-flops, beach shoes or athletic sandals • Slippers; combat-style boots

	<p>across the back of the heel</p> <ul style="list-style-type: none"> All leggings/tights/socks – Conservative style patterns and prints – Leggings are ONLY TO BE WORN under appropriate length skirts or dresses 	
Outerwear in Classroom	<ul style="list-style-type: none"> Polo shirts must be worn under all outerwear Solid colored crew or v-neck sweaters/cardigans Only solid colored sweaters/jackets, ASCS fleece or ASCS jackets worn in classroom (HOODS may NOT be worn on the head inside the building) 	<ul style="list-style-type: none"> Hooded jackets/shirts/blouses in classroom Denim jackets/shirts/blouses in classroom – OK only on DDD Camouflage, trench coats and oversized or flannel shirts Garments with logos larger than 2 x 2 ” Sweaters/Cardigans that are not solid in color/crew or v-neck
Outwear Outside of Classroom	<ul style="list-style-type: none"> Hooded jackets, sweatshirts, denim jackets (worn outside only) 	

ADDITIONAL GUIDELINES

- Shorts may be worn year-round
- Boys must wear belts at all times (3rd – 6th grade)
- Hats/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
- Boys may not wear earrings
- No excessive jewelry. Boys must keep necklaces/chains inside the shirt
- No makeup may be worn at school

DRESS DOWN DAYS

On the **last Friday of each month students are allowed the privilege of dressing outside the dress code** (\$1.00 per Friday to participate or Dress Down Day Pass \$30 yearly fee); these days are used as fundraisers. On Dress Down Days the Activities Dress Code may be followed with the following exceptions:

- Shorts should be no shorter than 2 inches above the top of the knee
- Skirts that are to the bend of the back of the knee—the bottom of the skirt falls in the crease with the knee bent**
- No pajama bottoms
- Athletic shorts and sweatpants must be neat and in good condition
- Girls: Leggings may be worn with a tunic shirt or dress that is at knee length
- Hats/sunglasses may not be worn in the building during school hours.
- Standard jewelry policy applies
- No flip flops, beach shoes, or athletic sandals of any kind may be worn.
- No hooded clothing is allowed in the classroom.
- Unacceptable School Uniform Dress also applies for dress down days (see previous page).

SCHOOL SPIRIT RELAXED DRESS DOWN DAY

Every Friday, students may wear jeans and an ASCS spirit wear shirt if they purchased a School Spirit/Relaxed Dress Down Day Pass for \$30.00 (could include Little Seahawks, Field Day, school play, auction or polo/shirt purchased from school store). Students may **only dress down if they purchased a pass or pay \$1 every Friday to participate**. These days are used as fundraisers. On Dress Down Days the Activities Dress Code may be followed with the following exceptions:

- Jeans shorts or jeans pants only with ASCS t-shirt

- Shorts should be no shorter than 2 inches above the top of the knee
- Skirts must be to the bottom of the knee length or longer (even while sitting)
- No pajama bottoms, leggings, athletic shorts or sweat pants
- Hats/sunglasses may not be worn in the building during school hours
- Standard jewelry policy applies
- No flip flops, beach shoes, or athletic sandals of any kind may be worn
- No hooded clothing is allowed in the classroom
- Unacceptable School Uniform Dress also applies for dress down days (see previous page).

ACTIVITY DRESS CODE

Recognizing that many school activities, especially sports activities, are much more relaxed than the formal school uniform day. Any clothing with messages contrary to the principles of ASCS are not allowed. We offer the following relaxed dress code for such activities:

- Jeans/Pants Must be clean, neat and gender appropriate; No pajama bottoms
- Shorts Shorts that are not shorter than **2” above the knee**; No boxer shorts or tight shorts
- Shirts Shirts should be appropriate size; No sleeveless or cut out t-shirts; no thin strap tank tops, no halter tops, no bare mid-riffs and not too tight

Be reminded that activity dress is to be worn to all athletic events, including those prior to the beginning of school.

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 the positive purposes of God for coming under authority. There are three. 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 a 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 stop 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.

Reprimand

Many infractions of an unintentional or immature nature or even volitional infractions of a minor nature are handled by gentle reprimand and a consistent progression of consequences. Due to the nature of an offense, a student may be given an immediate detention. Parents will be notified.

Redirection

Redirection is a logical extension of the reprimand. It seeks to replace an inappropriate behavior with one that is appropriate.

Warning

A warning is not only a reprimand, but a formal notice of consequences to follow should the inappropriate behavior not be corrected.

Counseling

Counseling is a recognition by the teacher, counselor, or other staff member that the conduct the student is exhibiting may be as much a symptom as it is a problem. The purpose of counseling is to identify and address causes, not just address symptoms.

Separation in Class

On occasion, teachers may find it necessary to separate an offending student from another student or even from the entire class for a longer period of time, ranging from a single class period up to several days. In the case of one student being separated from another, that separation may be permanent. Separation or preferred seating in the classroom may result from the need simply to refocus a student on academic tasks or from the need to protect the class from disturbances or distractions.

Discipline Report

A discipline report is an electronic communication through RenWeb to outline the nature of the offense and serve as official documentation of misconduct. A discipline report requires a timely parent response.

Detention

To deal with willful student disregard for established school policies and regulations, a program of correction through detention assignment for grades 2-6 has been established. **Once a detention has been assigned, the student must serve the detention regardless of extracurricular commitments. Detention notices are emailed to parents via RenWeb.**

Detentions are held from 3:15 P.M. – 4:15 P.M. on Wednesdays. Failure to report to an assigned detention will result in an ISS. Any student who misbehaves during detention will be asked to leave and to serve a double detention.

A student who accumulates 3 detentions in a quarter will be assigned an in school suspension (ISS).

Detentions will involve Bible study as well as various helpful activities such as cleaning, weeding and assisting in other areas.

Student-Principal Conference

Students may be referred to the principal's office directly for especially severe offenses or when teacher-directed disciplinary responses prove inadequate to control the discipline problems a student is having. The principal, in turn, has an array of measures at his/her disposal, ranging from conferencing to the imposed specific consequences. The teacher's written report shall specify to the principal the offense of which the student is accused, and indicate those corrective measures the teacher has already attempted. Frequently, but not in every case, the principal may choose to involve the student's parents in a conference.

Teacher-Parent or Principal-Teacher-Parent Conference

Such a conference may be requested by the school or by the parent and is a reflection of the premise of home and school cooperation on which the educational program is built. The purpose of such a conference is to provide an opportunity to correct what has become a serious discipline problem so as to avoid further disciplinary actions.

K3-K4 Early Learning Discipline

These guidelines are followed by the K3 through the 1st grade teachers so that consistent standards of discipline may be maintained.

1. First Offense – verbal warning
2. Second Offense – time out by age
3. Third Offense – missing an activity
4. Fourth Offense – parent called, discipline report emailed
5. Repeat Offense – Sent to office, parent called, discipline report emailed, parent may be asked to pick up student, possible suspension.
6. **Early dismissal from school**

*A parent conference will be required after a child receives 4 discipline reports in a quarter.

K5 Through 6th Grade Discipline

These guidelines actively promote communication between school, students, and parents.

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

LEVEL ONE OFFENSES

1. Disrespect, rudeness to other adults or students
2. Dress code violations
3. Tardy to school/class – more than 3 unexcused per quarter
4. Horseplay
5. Unprepared for class (not having books, supplies)
6. Disruptive behavior (**Included but not limited to verbal, physical, social**)
7. Missing work – 4 or more assignments of any kind at one time.
8. Direct disobedience

***At the discretion of the administration, the parents may be asked to pick up a child for the remainder of the day.**

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

- Discipline Report
- Wednesday Detention
- Behavior Contract
- Withholding from extracurricular activities

LEVEL TWO OFFENSES

1. Profanity, cursing, **vulgar language, inappropriate signs and gestures**
2. Inappropriate Internet usage – social media, texting, Instagram, etc. **at ANY time**
3. Lying/dishonesty
4. Hitting, touching someone inappropriately

5. Pattern of disrespect/disobedience/disruptive behavior
6. Horseplay resulting in injury/damage to property/another student
7. Cheating (automatic “0” given)
8. Verbal/Written harassment (to include social media outlets)
9. Repeated level one offenses or level two offenses

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

- Wednesday Detention
- Behavior Contract
- Withholding from extracurricular activities
- ISS

LEVEL THREE OFFENSES

1. Fighting
2. Stealing
3. Repeated profanity or cursing
4. Tobacco use/possession
5. Repeated Cheating
6. Consistent disobedience, rebellion, disrespect, lying and disruptive behavior.
7. Inappropriate touching between male and female students (open display of affection)
8. Any repeated level one or two offenses
9. Having 3 detentions in one quarter will be an in school suspension (ISS)
10. Plagiarism/forgery (accessing another person’s electronic information)
11. Inciting a fight
12. Vandalism (may be asked to provide retribution)

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

- Wednesday Detention
- Behavior Contract
- Withholding from extracurricular activities
- In School Suspension (ISS)
- Out of School Suspension (OSS)

All In-School Suspensions will be at a cost to the parent of **\$60 a day**. The students will be in a separate room with a substitute teacher and will do all of the day’s classwork, plus extra work.

LEVEL FOUR OFFENSES

1. Defiance or direct confrontation with school authorities
2. Repeated suspensions
3. Failure to comply with the terms of disciplinary probation
4. Repeated instances of cheating/plagiarism
5. Repeated Bullying
6. Chronic violations of rules and regulations not corrected by lesser measures
7. Activities outside the school which call for police intervention
8. Any off-campus misconduct seriously detrimental to the reputation and Christian witness of the school
9. Verbal or physical assault of a teacher or other individual
10. Extortion
11. Arson
12. Intentional destruction of school property
13. Bullying – intentional, hurtful, unwanted behavior perpetuated over a period of times in a relationship characterized by an imbalance of power (including social media outlets)
14. 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
15. 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
16. Sexual harassment

17. Sexual immorality-The student's behavioral standards at school must extend to his life away from school as well. Thus, ASCS retains the right to refuse enrollment to or expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual/transgender or is a practicing homosexual/bisexual/transgender, as well as any student who condones, supports, or otherwise promotes such practices. In addition, for the family and the school to be in partnership, parents/guardians must also be in personal agreement with the school's sexual morality beliefs. In addition to sexual immorality, any use of or involvement with tobacco, drugs, alcohol, cheating, fighting, stealing, lying, or un-Christian entertainment/behavior may result in immediate expulsion from ASCS.
18. Lewdness
19. Repeated Cursing, Obscene language or gestures
20. Suggestive Language
21. Any posts or texts made to social media which are a negative reflection on ASCS will result in immediate consequences
22. Racial slurs, behaviors (see Diversity Policy on pg. 8)
23. Any repeated level one, two, or three offenses.

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

- Out-of-School Suspension (OSS)
- Behavior Contract
- Withholding from extracurricular activities
- Expulsion

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.

In-School Suspension (ISS)

When disciplinary action results in an in-school suspension (ISS), the following procedures should be followed. The parents(s)/guardians(s) should be notified immediately by phone and followed by a letter. The notice should include the nature of the offense; attempts to remediate the situation; dates and length of the in-school suspension; and dates and conditions for return to regular classes.

- The ISS program at ASCS was established to assist the administrator of discipline and teachers in maintaining order and discipline within the student body. All in-school suspensions will be at a cost of **\$60.00 per day**.
- The purpose in establishing the ISS program is to promote the continuing learning process of the student while providing consequences for inappropriate actions.
- The ISS program is designed to be an alternative to out-of-school suspension.
- Students are supervised in a structured environment and denied the privilege of socializing with their peers throughout the day.
- Students are given assignments to complete, which are designed to provide positive learning educational experiences.
- Students may not participate in or attend any school activities during the suspension period.
- Students must satisfactorily complete assignments in ISS.

Guidelines for Students

1. Report to the office. Do not go to the classroom.
2. Report prepared with paper and pencils and/or pens **and Bible**.
3. Stay on task and complete assigned work.
4. Meet all requirements of students assigned to ISS.
5. Students who bring their lunch from home must have their lunch with them when they report for ISS, or they may order from the cafeteria

Out-of-School Suspension (OSS)

When disciplinary action results in an out-of-school suspension, the following procedures should be followed. The parents(s)/guardians(s) should be notified immediately by phone and followed by a letter/discipline notice. The notice should include the nature of the offense; attempts to remediate the situation; dates and length of the out-of-school suspension; and dates and conditions for return to regular classes. The OSS program at ASCS was established to assist the administrator of discipline and teachers in maintaining order and discipline within the student body.

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 quizzes 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.

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
- Extra-curricular suspension
- 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 been placed on a behavior contract, 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 post on blogs and on any social-networking Web sites such as Facebook, Twitter, Instagram, Snapchat, 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 2. 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),
- Using a restricted aid during a quiz, test or assignment (e.g. hidden notes, cell phones, programmable calculators, PDA's, etc.).
- Furnishing any information to another student (helping another student to cheat).

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

- Failure to acknowledge use of an author's words by quotation marks and by endnotes.

- Failure to thoroughly paraphrase an author's words by using one's own words and syntax.
- Failure to endnote or acknowledge a paraphrase in the text of the paper.
- Failure to acknowledge by endnote the use of an author's ideas or organization of such ideas.

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 teacher and 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 unwelcomed sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature. Sexual harassment is unacceptable behavior.

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

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

Any student who believes that this policy has been violated by another person should immediately report the violation to the teacher and administration.

Bullying

Bullying behavior is a form of harassment and antisocial behavior which does not know any geographic, racial, or socio-economic boundaries. It is defined as intentional, hurtful, unwanted behavior perpetuated over a period of time, in a relationship characterized by an imbalance of power. Bullying is unacceptable behavior.

Bullying can occur in three main ways:

- Physical: where the person being bullied is hit, kicked, or when belongings are taken or damaged.
- Verbal: consists of consistent and habitual 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.

Any student who believes that this policy has been violated by another person should immediately report the violation to the administration.

Cyberbullying

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. All forms of harassment in cyberspace, often called cyberbullying, are unacceptable.

Cyberbullying 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, web site postings (including blogs), or 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). All reports of harassment in cyberbullying will be investigated.

Interrogations/Searches

As determined at the school's discretion, authorities may search a student or student's property.

In order to ensure the safety and well-being of all students, searches of a student's locker, 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. Parents will be notified via phone and/or email. No strip searches will be conducted.

MEDIA CENTER/TECHNOLOGY

Library/Media Center

The Library 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 recreational needs of its users.

Daily Operations

The library is open 8:00 A.M. to 2:45 P.M. Monday – Friday.

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.
- Patrons may check out a maximum of two books at a time.
- A patron's library account must be settled before the patron may check out more books.

Materials that may not be checked out:

- Reference materials (except at the discretion of the Media Specialist.)
- Periodicals
- Newspapers

Fines and Charges

- Patrons are assessed fines for overdue books (five cents per day per book).
- Fines accrue only on school days and do not include holidays or weekends.
- Patrons 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 patron.
- 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.

Computer System Acceptable Use Policy

Atlantic Shores Christian School provides access to a computer system for all faculty, administration, staff, and students. The system includes, but is not limited to, all hardware, software, data, communication lines and devices, terminals, printers, CD-Rom devices, tape drives, servers, DVD players, personal computers, filtered Internet access, and local area networks. All of our Internet-capable computers have been equipped with an age-appropriate filter that will not permit access to inappropriate sites. Our goal in providing this service is to promote educational excellence, resource sharing, innovative instruction and communication, and to prepare our students for the 21st century.

Internet Security

All users of our computer system should expect only limited privacy in the contents of data files or record of Internet activities. Routine maintenance and monitoring of these files may lead to discovery that this policy, for our students' disciplinary code, or the law has been violated.

Network Etiquette

Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- All communication should reflect our school and Savior in a positive way.
- Show consideration and respect to others.
- Report immediately any violation to the responsible teacher, staff member, librarian, or technology director.
- Relinquish the use of a computer to those who are involved in educational or research activities.

- Wash hands after using the keyboard and mouse.
- Treat the computer system with respect.

Proper and Improper Use

Students are responsible for appropriate behavior when using the computer system just as they are in the classroom or hallway. Use of the computer system is a privilege, and as such can be terminated or suspended for misuse at any time. Information accessed, sent, or read on our system is public in nature, and students are advised never to access or participate in any materials or activities on these systems that they would not want parents or teaching staff to access. Even though measures have been taken to limit Internet access, these means do not provide a fool-proof method for enforcing all the provisions of our policy concerning the computer system use.

Students are prohibited to use the computer system:

- To access, upload, or distribute pornographic, obscene, sexually explicit materials
- To download, install, upgrade software programs from home or over the Internet onto school PC's local hard disk or network disk
- To transmit obscene, abusive, offensive, disrespectful, or sexually explicit language
- To violate any local, state, or federal statute
- To vandalize, damage, or disable the property of another person or organization
- To access another person's materials, information, or files without implied or direct permission of that person
- To violate copyright, or otherwise use another person's intellectual property without his or her prior approval or proper citation
- To use IM (Instant Messaging) service or to send messages from one account to another
- To log-on with another person's name or to send a message with someone else's name as author
- To harass another individual by acting in a manner that distresses or annoys another person
- To arrange for a meeting with other individuals without parental approval
- To post false or defamatory information about an individual or organization
- To post private information about themselves or other individuals
- To offer, provide, or purchase commercial products or services, or to gamble
- To create or transmit computer viruses
- To access or participate in chat rooms or multi-user environments such as newsgroups

If a student inadvertently accesses information that is profane or obscene, the student should immediately disclose the inadvertent access to the supervising teacher, staff member, librarian, or technology director. This will protect the student against an allegation that he or she intentionally violated the policy. This will also allow the website to be added to the list of sites that are blocked by filtering software.

Consequences For Violations

It is our sincere hope that students will not intentionally violate the acceptable use policy. However, if a violation does occur, parents will be notified of the circumstances, and actions taken following each offense. The following disciplinary consequences are in force if violations occur:

- Any individual that makes any unauthorized commitments over the Internet will be held financially responsible.
- Any individual that participates in actions that are not allowed by this policy will be subject to or denied access and/or disciplinary measures and/or appropriate legal action.
- **Accessing another person's electronic information may lead to consequences under Level 3 or 4 Offenses.**

Observation Cameras/Security Monitors

Observation Cameras are located in all K3 – 6th grade classrooms and specialty classes. They will not be used in areas of the school where staff or students have a "reasonable expectation of privacy," such as restrooms. Security monitors are used in the hallways.

The primary uses of our observation and security cameras are:

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

Building security

PARENT INFORMATION

Visitors

Visitors are welcome to visit the school. Upon arrival, they are to report to the school office for permission from the administration to remain and attend classes. **All visitors must register and obtain a visitor's badge.**

Conferences with a teacher require an appointment.

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

Family Information

Parents are required to return a completed Student Health and Emergency Information form at the beginning of each year. **It is imperative that any change of address, telephone numbers (both home and work), and emergency contacts be updated through RenWeb.** **If you have custody papers for your child, the school office must have a copy of the most recent ruling.**

Parent/Teacher Communications

1. Appointments to see teachers
2. 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.
3. Parent/Teacher Conferences
4. Regularly scheduled conferences will be once a year.
5. 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:
6. All concerns should be first brought directly to the teacher.
7. If the situation is not resolved at the teacher level through direct contact, it should then be addressed with the appropriate principal.
8. If it is not solved at this level, it should then be presented to the administrator for his consideration.

ASCS Web Page

Parents, teachers, students, and the community can go to our school's web page and learn current information concerning our school and the events in involving our students.

ASCS will strive 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 program.
- To promote communication with faculty and staff.

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

RenWeb

RenWeb is a feature on our ASCS web page that connects parents, students, and teachers. It will be up-dated weekly by teachers. Each student and parent will receive a unique user account for personalized security and access.

The web site allows parent to:

- Check on students' grades
- Receive email alerts when new grades are posted
- Receive emails regarding school or class information from the school website (shoreschristian.org) and RenWeb – weekly parent letter; after school classes; Little Seahawks, etc.
- Check the status of the students' homework
- Receive emails from students' teachers
- Verify daily attendance
- Manage all financial accounts (tuition, cafeteria, etc.)

- Weekly parent letter is posted under Resource Documents
- Update Family Information

Parents who need assistance with setting up or using their RenWeb account should contact the technology director by phone at 757-479-1125.

Volunteers

Volunteers are a key element to the success of our school. **All volunteers will have a background check. See policy on pp. 20-21.** 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. All volunteers must check in through the school office to obtain a visitor's sticker.

School Cancellation

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

Inclement Weather Days

When school is cancelled because of inclement weather, digital learning days will be instituted to reduce the necessity of scheduling make-up days to compensate for lost instructional time. Digital learning days will be used when multiple consecutive days are cancelled. On the second consecutive day that school is closed, students will be required to access RenWeb to obtain their assignments for all classes that day, and will be required to complete and turn in assignments electronically or the next day per the assignment instructions. If there are further cancelled days, students should follow the same procedure. No more than three digital learning days will be assigned during one year.

In keeping with current policy, the administration will evaluate the impact of lost educational days and determine the need to schedule actual make up days to insure that the School's educational integrity is maintained.

Child Protection Policy

If there is any known or suspected abuse or neglect by an adult of a child attending Atlantic Shores Christian School, the teacher, the school principal, 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 principal.
- The principal and/or administrator shall meet with appropriate parties to discuss findings to determine a course of action. The administrator is notified of findings.
- The principal 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 appropriate officials and/or the parents.

School Statement of Policy Procedures

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

FINANCES

Financial Agreement

In consideration of a family's desire to have their child enrolled at Atlantic Shores Christian School, the parent or legal guardian agrees with ASCS as follows:

Books and Enrollment Fee

In order to secure enrollment, the parent or legal guardian agrees to pay the Non-Refundable Books and Enrollment Fee. Students are not enrolled until the Books and Enrollment Fee is paid and a family financial contract has been signed.

Tuition Payments

Tuition may be paid in full no later than June 1 for the upcoming school year or by using the monthly payment option through FACTS Monthly Tuition Management. When using the monthly option, the first monthly installment is due July 1, with equal installments due on the first day of each succeeding month until the final installment is paid on the first day of May. For any student enrolling after July 1st, the first monthly installment will be due on the day of accepting the contract and the second installment due on the first day of the succeeding month with the final installment due on the first day of May. By accepting the agreement, the parent or legal guardian acknowledges that he/she authorizes the school to allow FACTS or any other school designated ACH withdrawal program to pull their monthly tuition payment and to continue to attempt to pull any past due balances from their account until all past due balances have been collected. The parent or legal guardian agrees to be bound by the terms of the financial contract and the terms and conditions defined in the Tuition & Fee Schedule.

Student Past Due Account Policy

A late payment charge of \$50.00 will be assessed if payment is received after 9:00 a.m. on the sixth of the month. **Any account that becomes the equivalent of two monthly payments past due will not be allowed to attend classes until the account is brought current.** Any days missed due to a student sitting out for 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). If no resolution is reached within 10 days, the student will be asked to immediately withdrawal with all past due amounts still considered owed. For any account that is past due for any length of time prior to the start of the school year, the school reserves the right at its sole discretion to give up the student's place to another family seeking enrollment at the school. Unresolved past due balances will be turned over to the school's attorney for collections.

Tuition Reimbursement; Student Withdrawal

The parent or legal guardian acknowledges that if, after July 31, they withdraw their child or if their child is asked to withdraw from the school for any reason, the parent or legal guardian is liable for tuition and fees due through the entire month the withdrawal takes place. Student records, report cards, and transcripts cannot be released until the balance of all charges is paid in full. This includes requests from other schools or seniors requesting transcripts for college.

School Policies

By accepting the family financial contract, the parent or legal guardian agrees to accept the rules and regulations of the school including, but not limited to, those stated in the current Student Handbook, Athletic Handbook, Statements of Faith, Admissions Policy, and the policy concerning payments as referred to above.

Medical Release

The parent or legal guardian authorizes employees of ASCS to take such measures as deemed appropriate when their child is ill or injured and acknowledges that ASCS employees will make every reasonable effort to contact a parent, guardian, or emergency contact. The parent or legal guardian acknowledges that treatment may include but not be limited to such things as the administering of advanced first-aid like the use of an Epi-pen in the event of a life-threatening allergic reaction or the calling of 911 in the event of a serious illness and/or injury. The parent or legal guardian gives permission for the school to administer, on an as needed basis, any of the following three over-the-counter medications (acetaminophen, ibuprofen, cough drops). The school will not administer prescription or other over-the-counter medications unless the parent or legal guardian has provided a separate authorization form for these medications. The parent or legal guardian releases ASCS and its employees from any claims of liability connected with its reliance on this permission, and agrees to indemnify, defend and hold them harmless from any claim or liability connected with such reliance.

If the parent or legal guardian does not choose to provide medical release consent, they understand that it is their responsibility to complete, sign, and file a "Medical Release Non-consent Form" with the school office within 30 days of signing the family financial

contract. Non-consent forms expire at the conclusion of the school year and must be re-submitted to the school office each year when a new contract is signed. Non-consent forms are available on our website or at either school office.

Media/Photography Consent

The parent or legal guardian gives consent to Atlantic Shores Christian School (ASCS) to publish or copyright all photographs and videos in which their child appears. This would include, but not be limited to, use of photographs or videos in school brochures, school media sites, advertising, videotapes, and other like publications.

If the parent or legal guardian does not choose to provide media/photography consent, they understand that it is their responsibility to complete, sign, and file a "Non-consent Form" with the school office within 30 days of signing this contract. "Non-consent Forms" expire at the conclusion of the school year and must be re-submitted to the school office each year when a new contract is signed. "Non-consent Forms" are available on our website or at either school office.

School Activities

The parent or legal guardian gives permission for their child(ren) to take part in all school activities, including sports and school sponsored trips away from the school premises, and absolve the school of liability to the parent/legal guardian or their child because of an injury to their child while at school, in transit, or during any school activity.

Policy of Non-Discrimination: Atlantic Shores Christian School admits students of any race, color, and national or ethnic origin.

Business Office

The hours of the school business office are 8:00 A.M. to 4:00 P.M., Monday through Friday. The address for the Business Office is:

Atlantic Shores Christian School
1217 N. Centerville Turnpike
Chesapeake, VA 23320

Payments may also be made via the RenWeb program using the Pay Now system. If you have any questions regarding your account, call the business office personnel at 757-479-9598 ext. 209.

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 Books & Registration Fee 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.

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

Extended Care

ASCS offers before and after school care for students in K3 through the sixth grade. If your child needs to use this service, you must pre-register him/her, as it cannot be used as a "drop-in" service.

Morning:	K3-K5 6:30 – 8:15 A.M. (Monday-Friday)	\$30.00 per week
	K3-K5 drop off after 7:45	\$10.00 per week
	1st-6th 6:30-7:45	\$30.00 per week
After School:	3:10 – 6:00 P.M. (Monday-Friday)	\$45.00 per week

Fees will be billed weekly and added to your RenWeb Account. Payments are due immediately upon posting of the bill on RenWeb (see RenWeb for billing amounts and for making payments). Students who attend any part of a week are responsible for that week's

charge. Students attending days that school is closed and extended care is offered will pay an additional \$20.00 per student per day. Half days will not be an additional charge. *If a student is picked up late, there is a \$1.00 fee per minute, per child for the first time there is a late pick-up. After the first late pick-up there will be a \$5.00 fee per minute, per child for every late pick-up thereafter.* Any family whose account has a balance due beyond 30 days from the billing date will be asked to discontinue use of the Extended Care service until their account is made current.

Health/Medical

Student Health

- At the beginning of each school year, parents **must provide the school clinic with any medications and equipment, prescribed by the student's Health Care Provider, which is required for the well-being and safety of that student during school hours (EX: Inhalers, Epi-pens, Etc.)**
- Please note, every NEW student must have a Student Health and Emergency form filled out within 7 days after the first day of school attendance.
- 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 as 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.
- DO NOT send your child to school if he/she has experienced a **temperature >100 degrees (without the use of fever reducing medication), vomiting, or diarrhea within the past 24 hours.**
- If your child becomes ill while at school, arrangements should be made to pick up your child within 45 minutes of receiving a call from the school nurse.
- If a parent/guardian does not choose to consent to treatment or administration of medication in the school clinic, a "Medical Release Non-consent Form" must be filled out and signed within 30 days of signing the school contract. Non-consent forms are available on the school website or at either school office. These forms expire at the conclusion of the school year and must be re-submitted to the school office each year a new contract is signed.

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 the student is enrolled at ASCS. According to Federal regulations, only medical and necessary personnel have access to these records. Upon graduation, withdrawal or transfer, the health record will be placed with the cumulative records.

It is ASCS school policy that all email communication, including clinic visits by a student, will be transmitted via Ren web. If a parent/guardian does NOT wish to receive email communication regarding clinic visits of their child, they must notify their child's school nurse within 7 days after the first day of school attendance. It is the parents'/guardians' responsibility to ensure that the school has valid email addresses and correct contact information on file.

Immunizations

- **DTP or DTap-** a minimum of 4. A child must have at least one dose on/after 4th birthday.
- **Tdap** (a different vaccine than DTaP)- one dose for rising sixth graders prior to beginning school. No grace period allowed.
- **Haemophilus Influenza Type b (Hib)** - This vaccine is required ONLY for children up to 60 months of age. A primary series consists of one to three doses, dependent on the age the first dose of Haemophilus Influenza Type b (Hib) is administered.
- **Hepatitis B-** A complete series of 3 doses of Hepatitis B is required of all children. 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.**
- **Measles, Mumps, & Rubella (MMR)-** A minimum of 2 measles, 2 mumps, and 1 rubella. First dose must be administered at age 12 months or older. The two measles must be at least 28 days apart. The second dose of vaccine must be administered prior to entering kindergarten.
- **Pneumococcal (PCV) Vaccines-** This vaccine is required ONLY for children less than 60 months of age. One to four doses, dependent on age at first dose of pneumococcal conjugate vaccine is administered.
- **Polio-** A minimum of 4 polio vaccines. A child must have at least one dose on/or after 4th birthday. A 4th dose is not necessary IF the 3rd dose was administered at 4 years of age or older AND at least 6 months following the previous dose.
- **Varicella (Chickenpox) Vaccine-** two doses required. First dose must be administered at age 12 months or older. Second dose of vaccine must be administered prior to entering kindergarten but can be administered at any time after the minimum interval between dose 1 and dose 2.

Documentation of all the required immunizations is to be submitted PRIOR to the first day of school attendance. Additionally, a record of a comprehensive physical examination (School Physical) MUST be submitted for all K5 (regardless of preschool attendance/physicals) and incoming Elementary students, dated up to 12 months PRIOR to the first day of school attendance.

The State of Virginia allows the following:

- **Conditional enrollment** if the student has at least one dose of each to the required immunizations **AND** with a plan for receiving the remainder of the doses **WITHIN 90 DAYS**.
- **Religious Exemption**- Form CR-1 is an affidavit stating that the administration of immunizing agents conflicts with the student's religious tenet or practices. It must be signed by a NOTARY PUBLIC and STAMPED WITH THE NOTARY'S SEAL.
- **Medical Exemption**- 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 a 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.
- It is recommended that all parents notify the clinic of any medications (over the counter, herbal/homeopathic or prescription) taken at school or home, or any medical conditions that pertain to their child.
- With parental permission the school may administer, on an as needed basis, any of the following three over-the-counter medications: acetaminophen, ibuprofen, or cough drops. A stock supply of these medications are available in the clinic.
- **All other over-the-counter and/or prescription medications require a completed and signed Prescription Authorization form before the medication(s) can be administered.** Forms are available in the school office, clinic and online on the school's website.
- Parents are allowed to come to the clinic to administer medications to their child.
- Students are NOT permitted to carry medication to school.
- Students are NOT permitted to self-administer ANY medication (over-the-counter, herbal/ homeopathic or prescription). **There is an exception for Asthma Inhalers or Epi-pens prescribed by their Health Care Providers with written authorization. This authorization MUST be on file in the Nursing Clinic.**

Parental Responsibilities for Medication Administration at School

- If possible, schedule medication to be given before and after school.
- Give the first dose of medication at home.
- If a second dose of a medication needs to be given during the school day (EX. Inhalers), please notify the clinic of the time of the first dosage 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.
- In accordance with state regulations for the Virginia Department of Health, medication in plastic bags or other non-original containers cannot be accepted.
- Ensure that ALL designated areas of the "Prescription Medication Administration Form" is completed and signed by BOTH a parent/guardian and a licensed medical practitioner.
- Provide medication to school in a timely manner when school staff indicates 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 medication no later than the last day of school. Medication will be destroyed the last day the nurse is in the clinic.
- Collect medication that has been discontinued or is expired. Expired or discontinued medication will not be held at the school, and medication will be destroyed.
- Medication Authorization by the licensed prescriber and parental consent must be renewed yearly.
- Parent/Legal Guardian must sign for receipt of ALL medication, 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 rest room or 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.

1. *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.
2. CONJUNCTIVITIS (Pink Eye) – Must stay home while any colored drainage present AND until 24 hours of antibiotic treatment has been completed.
3. *DIPHTHERIA – MUST have doctor's permission to re-enter school AND documentation that two cultures failed to show presence of the disease.
4. 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.
5. *HEPATITIS A – MUST have doctor's written permission to return to school.
6. *HEPATITIS B (acute) – MUST have a doctor's written permission to return to school.
7. *HEPATITIS E – MUST have doctor's written permission to return to school.
8. 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.
9. INFLUENZA (FLU) – Must stay home until student is without temperature over 100.00 F for 24 hours without the use of fever reducing medications.
10. *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.
11. MENINGITIS – MUST have doctor's written permission to return to school.
12. MENINGOCOCCAL INFECTION – MUST have doctor's written permission to return to school.
13. *MUMPS – MUST have doctor's permission to return to school AND must stay home until all swelling is gone.
14. OTITIS MEDIA (EAR INFECTION) – Must stay home IF uncontrolled drainage from the ear canal is present.
15. PEDICULOSIS (Head Lice) – MUST stay home until the child is free of lice and nits (ASCS has no nit policy).
16. *PERTUSSIS (WHOOPIING COUGH) – MUST have doctor's written permission to return to school AND must stay home for 5 days after the initiation of antibiotics therapy.
17. *RUBELLA (GERMAN MEASLES) – MUST have doctor's written permission to return to school AND must stay home for 7 days after onset of rash.
18. *SALMONELLOSIS – MUST have doctor's written permission to return to school, must stay home until cessation of diarrhea, AND until stool cultures are negative.
19. 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.
20. 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).
21. *TUBERCULOSIS – MUST have a doctor's written permission to return to school.
22. 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.
23. 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.