

# **Manassas Adventist Preparatory School**

## **SCHOOL HANDBOOK**



**Adventist Education**

A JOURNEY TO EXCELLENCE

**A Seventh-day Adventist Christian K-8 School**

**8225 Barrett Drive  
Manassas, Virginia 20109  
703-361-5593 (phone)  
703-361-5593 (fax)  
*www.mapschool.org***

# *Manassas Adventist Preparatory School (MAPS)*

## **Mission Statement**

The Manassas Adventist Preparatory School (MAPS) family exists to *show* children Jesus, *nurture* their love for Him and others, *teach* them to think, and *empower* them to serve. We welcome you and your child to our school.

## **Philosophy**

MAPS is operated by the Seventh-day Adventist Church to provide a spiritually-oriented education for children. A belief in the existence of the Creator God is fundamental in the philosophy of Seventh-day Adventist schools. We respect His divine authority and recognize His intervention in human affairs. We believe that true education develops the spiritual, mental and physical powers of each student; preparing them for the joy of service in this life and for the higher joy of service in the life to come. To achieve this goal, we encourage each student to

- **develop** a personal relationship with God and his fellow men as stated in Matthew 2:37-39
- **master** the basic academic skills
- **value** labor, both physical and mental, as the blessing God intended
- **cultivate** physical fitness, mental ability, and moral purity as the blessing that God intended.

MAPS operates in harmony with the guidance and direction of the Office of Education, North American Division of the Seventh-day Adventist Church which is accredited by the Adventist Accrediting Association (Potomac Conference) whose accreditation process has been approved by the Virginia Council for Private Education as authorized by the Virginia State Board of Education, North American Division of Seventh-day Adventist (NADSDA), National Council for Private School Accreditation (NCPSA), Virginia Association of Independent Schools (VAIS), and the Virginia Council of Private Education (VCPE).

# *Manassas Adventist Preparatory School (MAPS)*

## **MAPS Staff**

Ruth Davis	Principal/K-2Teacher
Lily Arizaga	3-5 Teacher
Kris Phillips	6-8 Teacher
Cheri Achilles-Wong	Administrative Assistant
Kelly Varela	Teacher Aide/Spanish/Art
Fatima Juncal	Teacher Aide/PE/Technology
Kala Cote	Before & After Care, Aide
Leslie Jackson	Music Teacher

## **MAPS School Board**

Stan Schurtz	Treasurer
Susie Schurtz	School Chair
Marshalee Brown	Vice - Chair
Randy Davis	Pastor
Roberto Gonzales	Youth Pastor
Tracey Serafica	Home and School Leader
Dennis Baker	Member at Large
Mavis Roth	Member at Large
Jose Segura	Member at Large
Gamaliel Valazquez	Member at Large
Gabriel Madras	Asst. Super. Conf. Dept. of Ed.
Steve Laing	VP Conf. Dept. of Ed.

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### **Objectives**

- To offer students a quality Christian education which trains them to become strong loyal Christians and patriotic law abiding citizens.
- To teach practical principles from the Holy Bible and as seen in the life of our Savior Jesus Christ.
- To help students understand the realities of God through discussion of God whenever appropriate in any academic study.
- To show students through word and deed that the Christian God is a God of absolute love.
- To reveal the Creator and His purpose for each student's life.
- To teach students respect and dignity for all of God's creation.
- To aid parents in leading their children to form a noble Christian character.
- To provide a quality, well-rounded academic program, with emphasis on the skills needed to succeed in life.
- To provide a safe, nurturing environment where students feel free to express their thoughts, ideas, concerns, and feelings without fear.
- To teach the students to think for themselves, and to be responsible for their choices.
- To provide discipline, which is redemptive in nature.
- To enable students to gain physical skills through movement, training, and game participation.
- To develop good sportsmanship in our students.
- To give students a clear understanding of the principles of healthful living.

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# *Manassas Adventist Preparatory School (MAPS)*

## **ADMISSION**

The Seventh-day Adventist Church, in all its church-operated schools on the elementary, secondary, and collegiate levels in the United States, makes no discrimination on the basis of gender, race, color, or ethnicity in the administration of education, policies, application for admission, scholarship or loan programs, or athletic and extracurricular programs.

*MAPS is not equipped at this time to handle students who have special educational needs.*

### **Admission Requirements**

1. A child registering for kindergarten must be at least age five by September 30 and a child registering for the first grade must be at least six years of age by September 30 (verified by registered birth certificate). If special entrance consideration is requested, the child and his/her records will be evaluated, and the results will be considered for approval by the School Board, in consultation with the Potomac Conference Education Department (PCOE).
2. All Kindergartners will have developmental testing prior to acceptance.
3. All children transferring to MAPS from another school will be required to complete the following:
  - Interview with a teacher
  - Educational Testing
  - Submit records from the last school prior to admission
  - Submit two references
4. Children need to have their financial accounts paid in full to be admitted for the new school year. The Finance Committee will consider any request for exception to this policy on an individual basis.
5. The admissions committee will act on all applications within four weeks. If your child is not accepted, you will be notified by phone as soon as possible.
6. A complete medical examination and proof of immunization, for all new students entering grades K, 4, and 7 will be required prior to attendance. Doctor or school-provided forms are acceptable. Immunization records are required by the State. The staff at MAPS will not give medication to students. Speak with the principal if you have concerns or questions.
7. All new students will be accepted under a probationary period of 30 days.

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## **GENERAL INFORMATION**

### ***Arrival and Dismissal Procedures***

#### **School Hours**

Monday-Thursday	8:30 A.M to 3:30 P.M.
Friday	8:30 A.M to 12:30 P.M.

#### **Drop-Off Procedure in the Morning**

- Student Arrival: 8:15 – 8:30 A.M.
- Drive down Fairmont Avenue to church parking lot first turn in – follow along on gym side to cones. School staff will be there to greet your child. If you wish to walk them in, please park in the church parking lot.

#### **Pick up Procedure in the Afternoon**

- Student Dismissal: 3:30-3:45 P.M. (M-TH) 12:30-12:45 (F)
- Drive down Fairmont Ave to church parking lot first turn in – follow along on gym side for carpool line. Children will be lined up for dismissal. Please wait in your car until your child is called.

#### **Early Pick Up**

- Notify the school office if you need early pick up for your child.
- Pull up by the fence on the Barrett Drive entrance and park.
- Walk through parking lot to school and ring bell

#### **Late Pick Up**

- Students will join aftercare at 3:46 PM, and will be charged \$2.50/half hour for childcare.

#### **Emergency Route**

- Drive up the driveway from the gym and pull through the open gate, your driver's door has to be facing the front door of the school.
- Do not enter school entrance or park in either parking lot when emergency route is in effect. You will be notified by way of parent alert.

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**Attendance** - MAPS is bound by the laws of the Commonwealth of Virginia to maintain regular attendance and punctuality records; but more importantly students need to learn the importance of punctuality and regular attendance. Students who enter the classroom late, disrupt the educational process and may miss worship, important announcements, and specific directions for schoolwork and assignments. Students who are absent or tardy put an added burden on themselves, classmates, and the teacher.

### **Tardy**

- Students who are not in their classroom by 8:30 A.M. will be marked tardy for that day. If you know your child is going to be tardy, please call the school office.

### **Absences - Excused**

- Only absences for medical or legal appointments involving the student, sickness, religious reasons, a death in the immediate family, and individual situations that are declared by the administration to be of an emergency nature are considered excusable.
- The school should be notified as soon as possible of an absence.
- A parent/guardian requesting that an absence be excused is to provide documentation for excused absence. This may be sent by a written note, e-mail or text.
- Classwork missed must be satisfactorily made up per classroom policy.

### **Absences – Unexcused**

- Should parents/guardians plan to take their child out of school for a trip or any other unexcused absence, the school should be notified beforehand. Upon return students will be given missed assignments and will have two weeks or by the end of grading period to complete them. Make up tests must be completed during normal school hours.
- Parents are strongly encouraged to schedule vacations during school holidays.

### **Excessive Unexcused Absences and/or Tardiness**

The responsibility for each student's attendance belongs solely to the parents and/or guardians.

- If a student has more than 7 unexcused absences within one marking period (quarter) and/or 5 unexcused tardies within a two-week period within one marking period (quarter), the administration will send a letter to the parents or guardians.
- If a student's attendance exceeds the criteria for more than one marking period (quarter), then the parents/guardians will meet with the principal to resolve this problem.
- If the same student's attendance exceeds the criteria for another quarter after the parents have met with the principal to resolve the matter, then said parents/guardians may come before the school board to resolve the matter.
- A student who misses more than 20 percent of the school days in any period (including excused absences) may forfeit their grade for that period.



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### **BEFORE AND AFTER CARE**

**Before Care: 6:45-8:15 A.M.**

**After Care: 3:45 – 6:00 P.M.**

- Parents must request care at least 24 hours beforehand using the COZI app.
- \$2.50 for ½ hr (per child)

### **FINANCES**

#### **Registration**

A non-refundable registration, as well as book fee deadline are sent out in the newsletter to reserve a space for your child for the next school year.

#### **Tuition**

- All tuition rates are deducted through FACTS Tuition Management Company.
- At the beginning of every school year, when you register with FACTS, a one-time \$45 maintenance fee is charged.
- Outstanding accounts must be paid up-to-date no later than the first day of school. Any request for special arrangements concerning tuition or fees must be addressed to the Financial Committee.

#### **Student Withdraw**

Parents withdrawing their children from school during the school year must do so in writing. Tuition will be pro-rated for the number of weeks that school has been attended. A partial week will be counted as a full week for purposes of determining the tuition due. The registration fee is non-refundable.

#### **Sponsors**

Persons willing to invest in the education of worthy students in need of financial assistance are encouraged to do so. Active participation in this sponsorship plan is necessary for the continuing operation of our school. If you are able to help, please contact the school board officers.

### **FIELDTRIPS**

- Each class is encouraged to take field trips each year. It is hoped that these trips will provide an enriching and valuable learning resource for the instructional program.
- In some instances, a fee may be necessary to defray expenses.
- A signed permission slip from the parent must be on file for each student before the student is permitted to go
- Field trips are possible only as transportation is available. In most cases, parents will be needed to help with transportation.
- Parents who are willing to drive need to complete the Chaperone/Driver Field Trip Form and provide a copy of their current driver's license as well as a copy of their insurance coverage (insurance declaration page). In accordance with the PCOE, each driver must have the following coverage: \$50,000 property damage liability and \$250,000/\$500,000 bodily injury before you can transport other students in your vehicle.
- Parent Chaperones must almost complete a background check to help supervise other students.

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### **INSURANCE**

The school carries minimal student accident medical insurance. Medical expense benefits paid by the program are in excess of any expenses payable by any other group or family insurance covering the same accident.

### **TECHNOLOGY**

**Media Release Form and Student Pictures** - This gives authorization for us to use a student's picture for school publication purposes that may arise, such as the newsletters, the school website, marketing brochures, and/or the like. For their protection, only students' first names will be published outside of the school.

#### **Personal Electronic Devices (cell phones, Apple watches, i-Pads etc.)**

Personal electronic devices must be muted or turned off upon arrival at school and stored in student's backpack. They may not be turned on without teacher's permission and may be used only for educational purposes or emergencies. The school is not responsible for lost or stolen devices.

- 1<sup>st</sup> – warning
- 2<sup>nd</sup> – device taken and returned to parent at end of day
- 3<sup>rd</sup> - \$50 fine, device taken and returned to parent

#### **Internet Use Policy**

MAPS is pleased to offer students access to a computer network for electronic mail and the internet. To gain access to email and the internet, all students must obtain parental permission and read and sign the [Internet Acceptable use Policy](#) as listed on the school website.

### **MEDICAL**

#### **Health**

- Hand sanitizing stations are provided throughout the school.
- Students are encouraged to wash hands regularly.
- Healthy snacks and fresh air breaks are promoted regularly.

#### **Emergencies**

- In the event of an emergency, 911 will be called immediately.
- In the event of major injury, the teacher(s) will:
  - A. Administer first aid.
  - B. Contact the parent or guardian. Once contacted, the parent or guardian must:
    - i. Come to the school and pick up the child and/or
    - ii. Direct MAPS personnel where to take the child for emergency treatment and meet the teacher and child at the treatment facility.
  - C. If the parent/guardian cannot be reached MAPS staff will consult the child's file for family physician and/or authorized treatment procedures and proceed accordingly.
  - D. Attending personnel will construct a factual report and date of the injury for the school records.
- In the event of minor bumps, bruises, and abrasions, the teacher(s) will:

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- A. Administer first aid
- B. Make a factual report of the injury and first aid given.
- C. Notify the parent or guardian (at day's end) of the injury and first aid given.

**Medications** - MAPS dispenses medication according to the policy set up by the PCOE for schools in Virginia that do not have Delegating Nurses.

- E. The MAPS school board has elected to have the parents be responsible for giving the medication, i.e., they will come to the school with the medication for their child and administer the medication.
- F. The "Administration of Medication Form" must be completed by a physician (prescriptions) or by a parent(s) (non-prescription) for a student to receive medication during school hours. These medications will be kept in a secure location. (ex. inhaler/epi pen. Since we do not have a school nurse, all the school is allowed by law to administer, without a doctor's note, is a Band-Aid or ice.

Code of Virginia 22.1-274.2 (2000) "requires local school boards to develop and implement policies allowing students with asthma to possess and self-administer inhaler during the school day, at school-sponsored events, or on a school bus or property provided that written consent of the parent and written notification by a primary care physician with instructions are given, and an individualized health care plan is developed."

Code of Virginia 8.01-226.5:1 (2000) "releases any school employee from liability as a result of supervising the students self-administer asthma medication."

### **Sickness**

- Students who show symptoms of contagious illness should stay at home (vomiting, fever, rashes, diarrhea). Parents will be called to pick up their student if symptoms develop.
- A child should be symptom free for 24 hours before returning to school.
- If a child is unable to participate in PE due to health issue, a note from parent or doctor is needed.

**Covid** –MAPS follows the Virginia Private Schools Covid Policy endorsed by the Potomac Conference of SDA.

**Asbestos** - Given the historic nature of our building, MAPS has been inspected in harmony with the Environmental Protection Agency's Asbestos Hazard Emergency Response Act (AHERA) regulations. During the inspection, some asbestos-containing building materials (ACBM) were found. The inspector has determined there is no immediate danger to the students and faculty. To minimize further health hazards, MAPS has a management planner prepare an Operation and Maintenance Plan (O&M Plan). This plan describes where the asbestos is located and gives directions about proper removal and maintenance.

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### **PERSONAL PROPERTY**

- MAPS is not responsible for personal property left on the premises.

### **SCHOOL LUNCHES**

- Students should bring sack lunches with non-refrigerated items. A microwave is available for student use.
- Tuesday is “Pizza Day,” where a student can purchase a slice of pizza (or more), along with a vegetable, dessert, and drink. A form is available on the MAPS website to order. All orders must be placed by Monday.

### **SNOW DAYS**

- MAPS follows the Prince William County Schools for school closings/delays due to snow, ice, or hazardous road conditions.
- EXCEPT in the case of closing due to low temperatures. MAPS students do not wait at school bus stops, so the same dangers are not present for our students.
- EXCEPT when Prince William County Schools announces a one- or two-hour delay on Fridays. In this case, time missed in the morning will be made up at the end of that day.
- PARENT alerts will be sent out by 6:00 A.M. on school snow days.
- The first 3 snow days of the year there will be no school. After that there will be virtual classes on snow days.

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### **UNIFORM POLICY / DRESS CODE**

Uniform dress is expected to be worn by all students each day. All uniforms must be neat and clean. Students should practice good hygiene and take pride in their appearance. *If a student is out of uniform, parents will be called to bring uniform to school.*

#### **Regular Uniform – Monday & Wednesday**

- Polo shirts in the colors of red, forest green, and navy blue may be worn.
- At least one navy blue polo must have the MAPS logo.
- Pants will be khaki and navy-blue long pants, shorts or skorts.
- Shorts and skorts must be no more than a fist-width from the knee.
- Shorts may be worn from the beginning of the school year until November 1 and from April 1 until the end of the school year.
- K-2 students may wear jeans. (3-8 will have announced fund-raising \$1 jean days)
- Tights and leggings have to be black, red, forest green, navy blue, white or shades of khaki.
- All shoes must be sensible...no opened-toed shoes.

#### **PE Uniform – Tuesday & Thursday**

- Regular uniform or approved PE uniform, and tennis shoes.

#### **Dress Uniform – Special Events**

- Long-sleeve, white oxford dress shirt with school logo paired with navy slacks or skirts.
- Dress shoes in dark colors.

#### **School T-Shirt & Jeans – Friday**

- School official T-shirt only or regular – uniform shirt

#### **Free Dress Days – Parent Alert from teacher**

- Modest shirts – cover belly
- Pants and shorts in good condition (no holes, cut-offs, or ripped)
- T-shirts with positive character messages

#### **Dress Standards**

- Hair should be clean, neatly combed, and worn so as not to obstruct vision. No extreme or unnatural colors or hairstyles.
- Hats are not to be worn inside the school building.
- Shoes should have a closed heel and toe.
- No earrings, rings, necklaces, unnecessary items of adornment should be worn, or excessive cosmetics used.
- For swimming activities - modest one-piece bathing suits.

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### **VISITORS**

In general, the presence of student visitors is discouraged due to limited space and class interruptions. Any adult, who needs to contact a child for any change of program, must check in first at the office.

The school is locked at all times. Please only come to front door and ring bell for entrance.

### **VOLUNTEERS**

#### **Volunteer Guidelines**

- Complete verified volunteers, print certificate, and complete information for a background check.
- Notify teacher, principal, or office of days you can volunteer.
- Be aware of emergency meeting spots (fire, earthquake etc.) and participate in all drills while on campus.
- Never leave children unattended.
- Always check doors to be sure they are locked.
- Never give children medicine.
- If a child is hurt under your supervision with more than a minor injury, be sure to fill out an incident report. Apply ices to bumps and bruises.
- Keep student's academic or behavioral performance confidential.
- Please contact teacher or administrator for help with any discipline issues.

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## **REPORT CARDS AND GRADING**

### **Report Cards**

The report card includes academic and attitude marks. Marks are an indication of how the pupil is progressing in acquiring skills and knowledge in the subjects that he/she is studying.

- Grades and graduation diplomas will be held until all financial obligations are met or appropriate financial arrangements have been made.
- Reports cards will be sent to the custodial parent only unless otherwise requested by the custodial parent.
- Students attaining all A's will be recognized on the principal's list.
- Students attaining A's and B's will be recognized on the Honor Roll.

### **Grading Scale**

#### **Grades K-2**

- I - Independently masters standard of learning
- P - Progressing towards mastery of standard of learning
- NT - Needs more time to master standard of learning

#### **Grades 3-8**

A = 93 - 100 %

B- = 80 - 82 %

D+ = 67 - 69 %

A- = 90 - 92 %

C+ = 77 - 79 %

D = 63 - 66 %

B+ = 87 - 89 %

C = 73 - 76 %

D- = 60 - 62 %

B = 83 - 86 %

C- = 70 - 72 %

F = 0 - 59 %

### **Incomplete**

An incomplete may be given to allow extra time to finish due to illness or unforeseen factors. The student will be given two weeks from report card distribution to do the work or receive a failing grade.

### **Acceleration**

Skipping of grades is not permitted. Acceleration may be considered during the first three grades if a child has entered the first grade at age seven or over and is ready to cover and complete the study program in these grades more rapidly than the average student. Only in exceptional cases would this be advisable above the primary grades. When a teacher believes that it is advisable for a student to accelerate his/her study program because of age and maturity, he/she must secure approval from the principal and the Potomac Conference Department of Education before any commitment is made to the parents of a student.

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A written request must include:

1. Students name
2. Date of birth
3. Present grade in school
4. Standardized test results (must be above 90% in math and reading)
5. Teacher recommendation

Although each student should continually strive for scholastic achievement, the goals should be realistically attainable. Success at a lower grade level is better than frustration at a higher level.

### **Retention**

A student will be retained (i.e., repeat a grade) only with the concurrence of the parents, teacher, principal, and Potomac Conference Department of Education. A written request must include similar information as listed under "Acceleration."

### **Graduation Requirements**

In order to finish eighth grade and receive a Graduation Diploma from Manassas Adventist Preparatory School, the student must successfully complete the following courses:

#### Grade 7

Bible  
United States History  
Science/Health  
Math  
English  
Music (in 7th or 8th)  
Spelling  
Reading  
Physical Education  
State History

#### Grade 8

\*Bible  
\*World Geography  
\*Science/Health  
\*Math  
\*English  
Art (in 7th or 8th)  
Spelling  
Reading  
Physical Education  
State History

\*Students earning a final grade of (F) in a starred subject will receive a Certificate of Completion rather than a Graduation Diploma.



## *Manassas Adventist Preparatory School (MAPS)*

### **DISCIPLINE GUIDELINES AND RESPONSIBILITIES**

#### **Discipline**

The purpose of discipline at Manassas Adventist Preparatory School is, first and foremost, to teach self-discipline. It is not intended to be punitive or controlling, but redemptive in nature. In addition, we want to provide a safe, orderly learning environment for all students in attendance.

Each teacher has a set of classroom rules and will handle minor infractions of classroom rules. Consequences for misbehavior within the classroom are determined by the classroom teachers and will be communicated at the beginning of the year. Consequences may include, but are not limited to: warning (verbal/written), time away (in class, office, or another classroom), loss of privilege, etc.

Students who choose to consistently violate the Standards of Conduct or show severe behavior such as bullying, dishonesty/theft, sexual inappropriateness, profanity, possession or use of weapons, tobacco, alcohol or illegal drugs, or physical violence/threats, will be dealt with individually, as each case warrants in consultation with the teacher, principal, and parents. Consequence will be determined by the situation, grade level, and as much as possible will be redemptive in nature. They may include a student growth plan, suspension or referral to school board for expulsion.

#### **Student standards of Conduct**

The standards of conduct at Manassas Adventist Preparatory School are based upon respecting oneself, the rights of others, state laws, insurance regulations, property of others, and Church standards.

1. Every student is expected to use language befitting a follower of Christ. Slang expressions, impure, abusive language, racial slurs, obscenities, and using God's name in a careless manner is not acceptable.
2. Each student is expected to be honest. Stealing, deceiving, falsehoods, fraud, or any act of dishonesty will be dealt with by the administration.
3. Each student, in cooperation with the parents, is expected to adhere to the school uniform policy.
4. Any public display of affection is not permitted. This includes handholding, walking arm-in-arm, hugging, kissing, and leaning one's head against another's shoulder.
5. Each student is expected to observe proper safety precautions. No weapons or any instrument that is intended to be used as a weapon to cause harm is allowed on campus at any time. Should a student bring such an item to campus, he/she will be may be suspended and may also face dismissal from MAPS.
6. Student must not leave school ground independently without supervision.
7. Each student must agree and follow the [School Internet Acceptable Use Policy](#).
8. Books or school technology devices lost or damaged by the student will be replaced at the student's expense.
9. Students damaging or destroying school property will be required to pay for all repair or replacement costs.
10. Each student is expected to follow all the regulations of the school, written or announced, and to give prompt attention to the directions of school personnel.

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11. Sexting – The use of any digital technology, or other device to send, disseminate, or forward any image containing sexually explicit photos, videos, or other imagery of another person, whether or not that person is enrolled at the school; or the distribution by such means of any indecent language or material, is strictly forbidden and shall be punishable by expulsion.
12. Bullying (verbal, emotional, physical), Shunning and/or Harassment (this includes sexual harassment) will not be tolerated.
13. Manassas Adventist Preparatory School does not admit or retain students who engage in sexual misconduct, which includes but is not necessarily limited to, non-marital sexual conduct or homosexual conduct; or those students who practice or appear to advocate for any form of sexual behavior or orientation that in the judgement of the school's administration is inconsistent with the Christian identity, teachings, beliefs, or faith mission of Manassas Adventist Preparatory School and the Seventh-day Adventist church.

### **Responsibility of Parents**

1. Uphold at home, the Christian values taught at school.
2. Provide students with sufficient rest (eight to 10 hours).
3. Provide a nutritious breakfast and lunch for your child.
4. Meet financial obligations to the school promptly.
5. Meet with teachers in person or by phone after school hours, not during class or recess time.
6. Discuss complaints concerning the school with the proper individual(s).
7. When complaints arise, parents should see their child's teacher to resolve the problem. If satisfaction is not found, the school principal should be advised of the situation. If at this point, resolution has not been attained, the School Board Chairperson should be advised.
8. Always uphold the school and the teachers in the presence of students.
9. Keep students who show symptoms of contagious illness at home (vomiting, fever, rashes, diarrhea). Parents will be called to pick up their student if symptoms develop. Further, a child should be symptom free for 24 hours before returning to school.
10. Assume responsibility, along with their child, for any damage done to school property.
11. Show and express interest and concern in the progress of their student.
12. Be aware of, and abide by, the school's uniform policy.
13. Read all correspondence and respond promptly.
14. The relationship between the parent and school is essential to the success of the child in all aspects of the school experience. The school recognizes that failure to maintain a positive working relationship between the parent and school will have a negative effect on the child. Therefore, if the School Board determines that the parent/school relationship is counter-productive to the student's success, the parents will be required to withdraw their child/children from the school program.

### **Responsibilities of the Teacher**

1. To encourage each student to become all that they can be.
2. To maintain adequate and precise records of each student's progress.
3. To keep parents informed about the progress of their child in school.
4. To notify parents, within a reasonable time, of any student whose quality of schoolwork is likely to result in a D or F at the end of the grading period.
5. To provide playground supervision during recess periods.
6. To provide adequate and reasonable supervision to those students entrusted to their care.

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### **Responsibilities of the Principal**

1. To aid in maintaining the spiritual, scholastic, and financial integrity of MAPS.
2. To work cooperatively with the School Board to set up policies and procedures that will best provide a positive Christian learning atmosphere.
3. To work cooperatively with the PCOE in formulating educational policies and guidelines.
4. To carry out the rules, policies, and decisions of the local School Board, Conference, and Union Education Department.

# *Manassas Adventist Preparatory School (MAPS)*

## **Appendix**

### ***Potomac Conference Parent-Teacher Conciliation Procedure***

On occasion, issues may arise between parents and teachers. Most issues should be resolved through ordinary conversations between parent and teacher. In the event of a significant concern, however, the following steps are to be followed.

1. The parent should contact the teacher about the concern. If after speaking with the teacher, the parent does not believe the issue has been resolved, the parent is to speak with the principal to find resolution. The principal may try to resolve the issue in this initial conversation. The principal may also ask the parent to write his/her concern out and an appointment will be scheduled, or the parent may not feel the issue has been resolved by the conversation and wish to write his/her concern out.
2. After the parent writes his/her statement of concern, it is given to the principal. At this point the principal may attempt to find a resolution. If unable to find a resolution, or if such an attempt is not appropriate, a conference involving the teacher, principal and parent is arranged to discuss the concern. If resolution is made, the teacher writes out the statement with one copy to be given to the parent and another copy to be kept at the school.
3. If there is no resolution to the concern at step two, the principal will present the concern to the PCOE and the School Board Chairperson and together determine if the issue should be taken further. If it is determined that additional steps are needed and the concern is one that does not involve personnel issues, a meeting with the School Board Chairperson, parent and principal will be arranged. (If personnel issues are involved, see step five.) This meeting may also include representation from the PCOE and/or the teacher, if the situation warrants. If resolution is made, no further steps will be taken.
4. If there is no resolution at step three, the concern is presented to the School Board with a PCOE representative present, and the decision of the School Board will be final.
5. If after the meeting with the teacher, principal and parent, there is reason to believe that the issue is one of personnel-related (see step three), the principal will consult with the PCOE and the School Board Chairperson. They will determine if it is a personnel issue. If they concur that it is a personnel issue, a meeting of the personnel committee will be arranged with a PCOE representative present. The teacher or principal involved will be notified prior to the personnel committee meeting.
6. If the personnel committee is not successful in reaching a resolution, the concern is taken to the School Board. The School Board, with a PCOE representative present, then makes a recommendation to the Potomac Conference Vice President for Education. The Vice President for Education presents the concern and the Board recommendation to the Potomac Conference K-12 Board of Education for their decision.