

TABLE OF CONTENTS

Welcome.....	1	Check-out	
Note From the		Procedures.....	13
Superintendent.....	2	Elementary and Middle School Dress	
School Scripture.....	4	Code.....	13-14
Mission Statement.....	4	Campus Policies.....	14
Philosophy.....	4	Withdrawal.....	15
Statement of Faith.....	4	Confidential Records.....	15
Bible.....	4	Emergency Closing.....	15
God.....	4	Telephone.....	16
Jesus Christ.....	5	Health Services.....	16
Salvation – Eternal Life.....	5	Communicable Diseases.....	16
Church.....	5	Visitors.....	17
Patriotism.....	5	Lunch.....	17
Volunteerism.....	6	Birthdays.....	17
Publication.....	6	Invitations.....	18
Handbook Acceptance.....	6	Parties.....	18
Administrators.....	7	Field Trips.....	18
Admissions and Performance		Articles Prohibited from School.....	18
Polices.....	8	Lost and Found.....	18
Accreditation.....	8	Electronic Communication Devices....	18
Notice of Non-Discriminatory		Traffic Safety.....	18
Admissions Policy.....	8	Complaints.....	19
Health		Discipline Policies.....	20
Insurance.....	8	Skills.....	20
New Student Enrollment		General Regulations.....	21
Policy.....	8	Suspension.....	21
Re-enrollment		Expulsion.....	21
Policy.....	8	Discipline Policy for 4k.....	21
Enrollment		Discipline Policy for 5k.....	22
Procedure.....	9	Discipline Policy for 1st-7th Grade.....	22
Academic		Elementary Discipline Procedures.....	23
Policies.....	10	Cheating.....	23
Criteria to Repeat a		Fighting.....	24
Grade.....	11	Harassment/Bullying Policy.....	24
Attendance		Courtesy.....	24
Policy.....	11	Lunchroom Rules.....	24
Absences and Make-up (Gr. 1-7).....	12	Non-Custodial Parents.....	24
Excused Absences.....	13	Matthew 18 Principle.....	25
Unexcused Tardies and Absence From		Secondary.....	26
(School Grades 1-6.....	13	Admission Policies and Procedures.....	27
Check-in Procedure.....	13	Health Insurance.....	27
		General Objectives.....	27

Community Service.....	28	General Lunchroom Rules.....	41
School Organization.....	28	Traffic Safety.....	41
Secondary Academic Information.....	29	Parking Stickers.....	42
Graduation Requirements.....	29	Athletics, Activities, Organizations, etc.....	42
Secondary Grading Scale.....	29	Miscellaneous.....	43
Report to Parents.....	30	School Closing.....	43
Honor Roll.....	31	School Hours.....	44
Enrichment Activities.....	31	Lost and Found.....	44
Junior/Senior Privilege Program.....	31	Lockers.....	44
Guidance Services.....	31	Spiritual Growth.....	44
Attendance Policy Grades 7-12.....	32	Electronic Communication Devices.....	44
Family Trips.....	33	Loitering.....	45
Tardies.....	33	Non-Custodial Parents.....	45
Semester Test Exemption.....	33	Confidential Records.....	45
Make-up Policy.....	33	Complaints.....	45
Check-In Policy.....	34	Off-Campus Activities Procedure.....	46
Check-Out Procedures.....	34	Unsponsored School Activities.....	46
Junior and Senior High School Discipline Policy.....	34	Endowment Fund.....	46
Process and Procedures.....	35	Scholarship Fund.....	46
General Procedures.....	35	Medication at School.....	46
Disciplinary Options.....	35	Birth Certificate/Immunization Requirements.....	47
Examples of Minor Offenses.....	35	Communicable Diseases.....	47
Examples of Major Offenses.....	36	School Organizations.....	48
Corporal Punishment.....	36	Athletic Booster Club.....	48
Possession of Weapons.....	36	Band Booster Club.....	48
Involvement in Break-In or Vandalism.....	36	Owl Family Association.....	48
Drugs/Alcohol.....	37		
Disrespect.....	37		
Cheating.....	37		
Possession of Fireworks.....	37		
Sexual Misconduct.....	37		
Married Students.....	38		
Harassment Policy.....	38		
Law Enforcement.....	38		
Student Expectations.....	39		
Student Dress Code.....	39		
General Dress Code for All Students..	39		
Dress Code Guidelines for Boys.....	40		
Dress Code Guidelines for Girls.....	41		
Visitors.....	41		

WELCOME TO ABUNDANT LIFE SCHOOL

Since 1977, Abundant Life School has endeavored to educate the boys and girls of our community to emerge as academically well prepared men and women of truth and responsibility. To this day we seek to challenge our students to be critical thinkers with a solid foundation of Biblical values.

Abundant Life School is first and foremost an educational institution with specific goals for our graduates. We train the mind and challenge the heart of each and every student. Not only do we facilitate learning, and train critical thinking skills; we commit ourselves to truth and to passing it on. We work in partnership with the home and the church and the community to instill the values necessary for making a successful life and living.

Our academic program is challenging and prepares students to succeed in college and beyond as lifelong learners and achievers. From preschool through high school our expectations are high and our students grow and graduate as men and women equipped to be responsible, ethical, hard workers whether going to college or entering the work force. The daily environment of our school is conducive to teaching and learning. Ours is a place where structure and orderliness go hand in hand with love and close relationships between teachers and students. At Abundant Life School everyone; student, parent and teacher, works together for the success of the student. One needs only to walk our halls, and listen at a classroom door to witness firsthand a school that works.

We urge you to make Abundant Life your school. A school which for 40 years has been a stable influence in our community. A school which has never lost sight of the proven ingredients of successful teaching and learning. A school whose families are committed to providing the very best education for their children.

Thank you for taking the time to learn more about Abundant Life School.

A Note from the Superintendent

Dear Parents:

Welcome back! Let me be the first to wish you and your children a great year – one of many shared memories which will become a part of the long-lasting heritage of your family. I know that each of you are committed to your child's education and success. I look forward to working with your children and celebrating their successes both inside and outside the classroom.

Our children need all of our support to reach their potential as great thinkers, innovators and leaders. The commitment we make to establish a close partnership between home and school will benefit students as they become productive citizens, competing and collaborating in an ever-changing global landscape.

Educators play a critical role of teaching knowledge and skills but children's attitudes toward school and their habits of studying, reading and learning, are largely developed at home. Studies have consistently linked parental involvement with higher student grades and test scores, more positive student attitudes and behaviors, and improved school environments.

There are many ways to be involved with your child's learning. This includes not only establishing routine homework habits but also making time to get to know your child's teacher and other staff members at his or her school and asking how your child can find success this school year. I want to personally invite you to come to school and get involved.

This handbook has been developed to give all of us guidance on creating a school culture and climate that is conducive to learning, which is the school's primary mission. Creating a safe and orderly learning environment doesn't just happen, it takes everyone working together to ensure it happens.

I believe God is in complete control of every second of our lives and has a wonderful plan for using our school for His glory. I look forward to seeing what God has in store for everyone here at Abundant Life this year.

In Christ,

Justin Moseley
Superintendent

SCHOOL SCRIPTURE

"I am come that they might have life, and that they might have it more abundantly." John 10:10b

MISSION STATEMENT

To assist parents in training their children to become godly young men and women by educating them spiritually, mentally, physically, and socially. (Luke 2:52)

Philosophy

Our philosophy of education is to provide a Bible-based Christ-centered approach that leads the student to a relationship with Jesus Christ. This approach should equip the student with knowledge, skills, and attitudes to be an effective Christian in today's world.

Statement of Faith

As a ministry of Sylvan Hills First Baptist Church, the statement of faith for Abundant Life School is not different than that of the church. The following statement of faith is not inclusive of all we believe. It does include those areas vital to maintaining the historical and Biblical view of the Christian faith so that those from a non-Christian background might understand the basis for our teaching of the Scriptures.

Bible

We believe the Bible to be the inerrant, inspired Word of God. It consists of sixty-six books from Genesis to Revelation. It is God's complete revelation of Himself and His will for mankind. It is the only standard by which to establish and evaluate the historic Christian faith. (II Timothy 3:16-17, II Peter 1:19-21, Acts 1:16)

God

We believe there is one and only one true God. God has revealed Himself in His Word as the Godhead consisting of three persons identified in Scripture as the Father, the Son (Jesus Christ) and the Holy Spirit. This is known historically as the Trinity. They are equal in every divine perfection and execute distinct but harmonious office. (Exodus 20:2-3, Genesis 17:1, John 4:24, Ephesians 4:6)

Jesus Christ

We believe Jesus Christ is the virgin-born Son of God. He was begotten of the Holy Spirit and born of Mary. Jesus Christ pre-existed in eternity past and is co-

equal with the Father and the Holy Spirit. Christ took upon Himself a human body for the purpose of giving His life, the sinless perfect sacrifice, as a ransom for the sins of mankind. His death on the cross and blood atonement were part of God's plan of salvation. Jesus experienced a physical resurrection from the grave and now sits on the right side of the throne of God. One day Christ will return to the earth and rule over it as King of Kings and Lord of Lords. (Revelation 17:14, John 3:16, Matthew 1:18-25, John 8:58, Luke 24:1, I Timothy 2:6)

Salvation - Eternal Life

We believe as a fallen, sinful creature, man must by faith alone receive for himself the sacrifice for sin provided freely by Jesus Christ. It was necessary the sacrifice be a blood atonement for it to be genuine. Salvation is also referred to as being "born again". Salvation frees man from the penalty of hell and promises him unconditionally, a home in heaven. (Romans 10:9-10, Ephesians 2:8-9, John 3:16, I Peter 1:18-19, Hebrews 9:22)

Church

We believe the church is a congregation of born again, baptized believers associated by a covenant of faith and fellowship. The church meets for the purpose of worship, teaching, discipling and exercising of the two ordinances of the church, baptism and the Lord's Supper. The only true head of the church is Jesus Christ who calls men by the Holy Spirit to be under shepherds and lead the church. (Eph. 5:23-24, I Cor. 11:2, Matt. 28:19-20, Eph. 1:22-23)

SCHOOL ORGANIZATION

The school is governed by a School Board elected from Sylvan Hills First Baptist Church membership. The Superintendent and Principals oversee the day-to-day operations of the school.

The school is composed of three divisions, the elementary, which includes 4k-4th grades; the middle school which includes 5th-7th grades; and the secondary, which includes grades 8-12. Classes in the elementary division are self-contained, with the teacher being responsible for most academic subjects. The middle school and secondary students are departmentalized with students changing classes for each course period.

PATRIOTISM

The flag is displayed and given proper respect in every classroom. The following pledges are said daily:

PLEDGE TO THE BIBLE - I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet, a light unto my path, and will hide its word in my heart that I might not sin against God.

PLEDGE TO THE CHRISTIAN FLAG - I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands, one Savior, crucified, risen and coming again with life and liberty for all who believe.

PLEDGE TO THE AMERICAN FLAG - I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible with liberty and justice for all.

VOLUNTEER POLICY

Any person who desires to volunteer in any capacity, must fill out a volunteer application. These must be approved by the administration. Each applicant will have a criminal background check done. After an applicant is accepted they will be notified, and their application will be on file in the main office.

ABUNDANT LIFE SCHOOL PUBLICATIONS

Abundant Life school may take photographs or videos of daily activities or special events to be used in promotional publications for the school. This may include the school website, school brochures or school videos. If you object to your child's picture being used in this manner please notify their principal in writing before the school year begins.

HANDBOOK ACCEPTANCE POLICY

All students and parents are expected to abide by the policies of Abundant Life School when the child is registered. These policies are included within this handbook. By registering for the upcoming school year the parent and student agree to support and abide by the policies of the school.

ADMISSIONS AND PERFORMANCE POLICIES

It is the philosophy of Abundant Life School to assist parents in training their children to become godly young men and women by educating them mentally, physically, spiritually, and socially. It is the desire of ALS to make Christian education available to as many students as possible. Because ALS is a ministry

of Sylvan Hills First Baptist Church, we will accept any student whose desire is to receive a Christian education. However, if the system determines through testing and other vital factors that we cannot meet the child's needs, we will not accept the child in our system.

ACCREDITATION

Abundant Life School is fully accredited by the Arkansas Nonpublic Schools Accrediting Association (ANSAA) and is an associate member of the Association of Christian Schools International (ACSI).

NOTICE OF NON-DISCRIMINATORY ADMISSIONS POLICY

Abundant Life School admits students of any race, color, nationality or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

HEALTH INSURANCE

All students enrolled at Abundant Life School are required to have health/medical insurance provided by their parent(s)/guardian(s).

RE-ENROLLMENT POLICY

Abundant Life School believes that a positive and constructive working relationship between the school, student and the student's parents/guardian is essential to the accomplishment of the school's educational mission. The school, accordingly, reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of the student and/or his or her parents or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational purposes. This takes precedence over any other policy.

ENROLLMENT PROCEDURE

The following materials must be in the school office prior to final admission:

- Application/Registration form
- Immunization record
- Birth certificate

- Achievement test scores from previous school
- Registration and testing fees and all tuition to date
- Transcript request form.

K4 students must be four years old on or before September 1st.

K5 students must be five years old on or before September 1st.

Grade 1 students must be six years old on or before September 1st.

Birth Certificate/Immunization Requirements

A copy of your child's birth certificate and immunization record must be provided before entering school. The State Department of Health requires that all children entering school be in compliance with the state law regarding the number and timing of immunizations.

The following immunizations are required to enter school:

Vaccine	Minimum Number of Doses
Polio, OPV, IPV	3 (the last dose administered on or after 4 th birthday)
DTaP, DTP, DT, TD	3 (the last dose administered on or after 4 th birthday)
Measles (M, M/R, M/M/R)	2
Mumps (M, M/M/R)	1
Rubella (R, M/R, M/M/R)	1
Hepatitis B	3 (Adult dose 2)
Varicella (Chickenpox)	1 (or a written note stating your child has had the disease including the date and your signature)

Interview

Students and parents of students entering ALS must meet with the principal and/or admissions counselor prior to acceptance.

Entrance Testing Requirements, New 5k Students

New students entering 5k will be given diagnostic tests to determine grade level and/or show deficiencies.

ABUNDANT LIFE SCHOOL

GRADES 4k-4

**Mrs. Tracey Hammons
Elementary Assistant Administrator**

GRADES 5-7

**Mr. Matt Kephart
Principal**

ACADEMIC POLICIES

Kindergarten

Kindergarten students receive report cards at the end of each nine weeks. The evaluation scale is indicated as follows:

- O - Outstanding
- S - Satisfactory
- I - Improving
- N - Needs improvement

Elementary Grading System

All grading will be based on percentages in a given marking period, as percentages offer the fairest and most accurate system of averaging and calculation of grades. Report card grading is based on percentages but recorded with the letter grade equivalency as follows:

Students will be on a nine week grading system.

Percentage Grade	Letter Grade
90-100	A Excellent
80-89	B Good
70-79	C Average
60-69	D Below Average
59-below	F Failing
	I Incomplete

All Conduct

- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

Report to Parents:

1. Parents are strongly encouraged to keep track of student performance at any time at <http://secure.headmasteronline.com>. Call the office for your username and password to access this site.
2. Parents will receive Quarterly Reports at the end of 9 weeks and Semester Reports at the close of each semester. Only semester grades will be recorded on student transcripts.
3. Parent-teacher conferences will be conducted during the first and third grading period. Parents should try to attend these important conferences to better understand their child's progress.
4. Additional communication between parents and teachers is encouraged, as this contact is extremely important. Parents are encouraged to initiate conferences as needed throughout the year.

5. Abundant Life School encourages the use of daily progress checks through the use of assignment notebooks.

Honor Roll

The Honor Roll will be published each 9 weeks. Students with all "A's" will be named to the Principal's Honor Roll. Students with grades no lower than "B" will be named to the Academic Honor Roll.

Criteria to Repeat a Grade

Kindergarten -- A conference will be held with parents whose student is questionable. Such factors as personal development, maturity, reading readiness, and number readiness will be discussed. A decision will be made that will best benefit the child.

Grades 1-7 -- Any student making an "F" for the final average in the following subjects will be required to attend and pass summer school before being promoted to the next grade. These subjects are as follows:

Grades 1-2 **Math, Reading, Language or Phonics**

Grade 3 **Math, Reading, Language**

Grades 4-7 **Math, Reading, Language, Science, History**

Only two subjects can be repeated during summer school. Students failing two or more of the above subjects will not be promoted to the next grade.

Homework (Grades 1-7)

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid each student in advancing his or her studies. Each child in grades 1-7 will have a planner in which daily homework assignments important notices are recorded. The parents are required to sign the planner daily so communication is assured. Students are expected to successfully complete their assignments each day. The completion of the homework assignment is an important aspect of teaching the character development trait of responsibility. **NO HOMEWORK WILL BE REQUIRED ON WEDNESDAY NIGHT OR PROGRAM NIGHTS.** However, tests may be given on Thursdays if the teacher has given prior notice through test schedules or in the planner.

Standardized Testing

ALS administers standardized testing to students in grades 5k-7. Results will be placed in student permanent record and made available to parents or guardians.

ATTENDANCE POLICY

It is important that students attend school every day. Circumstances occasionally prevent this, and students do miss school from time to time. If your child is absent, we require the following:

When returning to school, all students must bring a note which includes the following:

- **date of note**
- **date(s) of absence(s)**
- **reason for absence(s)**
- **parent's signature**

If a student misses 3 consecutive days due to health reasons a doctor's note will be required upon returning to school in order for the absences to be excused

The administration will need ALL of the above information. This information will help in determining whether the absence is considered excused or unexcused.

A student who has accumulated twenty-five (25) days of excused or unexcused absences during the school year will be required to attend summer school to make up the work missed, or to repeat the grade. Proper documentation from your child's physician is needed for consideration to make exceptions in cases of long term illness. School board approval will be required will any exception made.

Absences and Make-up (Grades 1-7)

An excused absence is an absence due to personal sickness, serious illness in the family, medical appointments and situations resulting from providential hindrance. All other absences are unexcused. Final authority for judging the legitimacy of an absence rests with the administration.

Students may receive an excused absence for special reasons or for family trips if arrangements are made by parents with the principal in writing at least 2 weeks before the absence occurs. All make-up work is due on the day the student returns and tests will be taken on schedule. An example would be, if a student was absent 2 days they would have 2 days to make up the missed work. Students will not be excused during achievement tests, the first 2 weeks of school or the last 2 weeks of school.

The following guidelines apply to family trips:

- 1. Students may not have any grades below a "C".**
- 2. Students may not miss more than 5 consecutive days per year for family and church related trips.**
- 3. These trips will not be excused the first 2 weeks of school or last 2 weeks of each semester.**
- 4. The school must be notified in writing 2 weeks prior to trip.**

4K-4 Grade

Students who come to school later than 10:30 a.m. or leave before 1:00 p.m. will be marked absent 1/2 day.

Excused Absences

An excused absence is one in which the student was absent with the parent's permission and knowledge for the following types of reasons: illness, school activities, funeral, unavoidable crisis, etc. 100% credit will be given for makeup work completed within the allotted time frame. A note must be sent to the office to obtain an admit slip.

Check-In Procedure

Students arriving at school after 8:00 a.m. are required to check in through the main office before attending class.

Check-Out Procedures

Parents shall be required to check out their students at the office at the time of departure. Parents cannot under any circumstances expect to check their child out of school early to attend private lessons of any kind.

ELEMENTARY AND MIDDLE SCHOOL GENERAL DRESS CODE GUIDELINES

1. Where judgments differ, the administration will make decisions as to the acceptability of student dress and will reserve the right to ask any student to change into appropriate clothing.
2. Frayed, ragged, oversized or sagging clothing is not permitted.
3. Socks or tights are to be worn with shoes. Fifth through seventh grade girls can wear any type of sandals without socks.
4. Only one earring can be worn in each ear. Girls in elementary school may not wear cosmetics. Girls in 5th-7th grades may wear moderate cosmetics.
5. Boys will not be allowed to pierce ears or wear earrings.
6. Only Abundant Life School sweatshirts are allowed to be worn. ALS T-shirts may be worn any day.
7. Hats and caps may not be worn to school.
8. Students should not wear any attire or hairstyle that would draw undue attention to themselves or obstruct vision. Boy's hair should be kept neatly groomed and should not touch the top of the collar nor hang over the eyebrows. Boys are not allowed to put dye, hydrogen peroxide, bleach or any other substance in their hair in order to change the color. Boys are not allowed to shave their heads nor are they allowed to have two distinct layers of hair. Layers must be faded together. The Administration will have the final decision as to whether a hairstyle is acceptable or not.
9. At all school functions students will be expected to dress modestly.

10. No Tattoos – permanent or temporary.
11. Hoodies/Pullovers—Students may ONLY wear ALS hoodies or pullovers.
12. Jackets must zip all the way (No half-zip jackets allowed except for ALS attire.)
13. Every Friday is SPIRIT DAY with ALS T-shirt of their choice.

MIDDLE SCHOOL (5th-7th) CHAPEL DRESS CODE GUIDELINES

1. On chapel days, girls must wear a white button-up dress shirt and a black, khaki, or navy skirt. Must be at least knee-length
2. On chapel days, boys must wear a white button-up dress shirt with a tie (no bow ties).
3. Any neck tie except novelty ties (characters, cartoons, etc.) may be worn. Ties must be worn all day.
4. Slacks are required for chapel days and may be black, khaki, or navy

K4-7th Required Uniform for Boys:

Pants & shorts--Navy and Khaki, knee length (shorts may be worn at the discretion of the parents throughout the school year.)

Shirts—Any solid color Jersey Knit polo may be worn.

Sweatshirts-- All ALS sweatshirts are acceptable.

Middle school (5th-7th) boys must keep their shirt tucked in throughout the day.

K4-7th Required Uniform for Girls

Slacks, Capris, & Shorts --Navy and Khaki (shorts may be worn at the discretion of the parents throughout the school year.)

Shirts--Long and short sleeve solid color Jersey Knit polos in any color.

Blouses--Long and short sleeve blouses in Yellow and White.

Skirts--Box pleat in Navy, Khaki, or ALS Plaid –(must be knee length)

Skorts--Khaki, Navy, or ALS Plaid –(must be knee length)

Jumpers—Any style jumper in Navy, Khaki, or ALS Plaid – must be knee length.

Sweatshirts-- All ALS sweatshirts are acceptable.

Leggings--Navy, Red or White--can only be worn with jumpers, skirts or Culottes. (This includes, tights and knee socks.)

Bloomers or Bike shorts--Navy (for wear under skirts or jumpers)

CAMPUS POLICIES

ALS Elementary students may enter the building no earlier than 7:30 a.m. Early room will be available for those students arriving before 7:55 a.m. At 7:55 students will be dismissed to their classrooms.

Students who have not been picked up from school by 3:20 p.m. will be taken to After-School Care and must be picked up there. Parents will be charged for this service. Abundant Life School will not be responsible for any student on campus before 7:30 a.m. or fifteen minutes after school is dismissed.

Afternoon pick up times:

4k-2 nd	3:00-3:20pm
3 rd -4 th	3:15-3:30pm
5 th -7 th	3:30-3:50pm

Withdrawal

Notice of intended withdrawal for any reason should be given to the school at the earliest possible time. Student's records will not be forwarded to the new school until all obligations have been met. If a child attends any portion of a month the entire month's tuition must be paid.

Confidential Records

According to the family educational rights and privacy act of 1988, a student's records are confidential and will be open only to members of the professional staff and to the student's parent(s)/guardian(s), or to the student himself/herself, if he/she has attained the age of eighteen (18), at times prearranged with the principal and the student.

1. Parents will sign a release before a student's records are forwarded to another school.
2. Upon request, parents may be given the student's records to carry to another school.
3. School will forward education records to other educational institutions that have requested records.
4. Permanent records and high school transcripts may be withheld by the principal in the event a student has not completed the withdrawal process and cleared past-due financial accounts.

Emergency Closing

If school is closed due to inclement weather or other reasons, parents will be notified through text alerts, local television outlets, the "Abundant Life Owls" facebook page, and the school answering machine message.

We all know the importance of our children's safety. Therefore, on days school is open, but questionable conditions exist (icy and snow packed streets), and your decision as a parent is to keep your child home until conditions improve, your decision will be honored by the school.

Telephone

Only emergency telephone messages for students should be made to the

school office. The office will make every effort to relay these messages promptly without interrupting class time. **Personal matters should be handled at home before the student leaves for school.**

Health Services

Children who become ill or hurt at school are brought to the office. If your child is in much discomfort you will be called and asked to come and take your child home. If your child's temperature is 100 degrees (oral) or over, he/she will need to go home. **He/she should not return to school until he/she is fever free for 24 hours.** In the case of small superficial cuts and abrasions, the injury will be gently cleaned and bandaged. Students are not permitted to help themselves to First Aid materials. Parents and physicians are urged to schedule the administration of all medicine at home. However, when home consumption is not possible, medication will be administered at school under the following conditions:

1. The parent or guardian will fill out a medication permit.
2. All medication will be kept in a locked container under the supervision of the nurse.
3. All medication must be in the original container with the following information:
 - A. Child's name
 - B. Doctor's name
 - C. Date of prescription
 - D. Name of drug
 - E. Directions for administering the medication
4. If there is need for medication (prescription) on a long term basis, that is, more than two weeks, a doctor's statement is required.

No oral medication will be administered by the school without written instruction from a parent.

Each year your child will be screened for vision and hearing problems and scoliosis. Your child may be screened for head lice as needed. Should lice be found, your child will be sent home for treatment and may not return until they are nit free.

Communicable Diseases

Parents of students diagnosed as having a communicable disease are required to notify the administrator within 24 hours of the diagnosis.

The determination of whether a student diagnosed as having a communicable disease is to be permitted to attend classes or participate in school activities shall be made on a case-by-case basis by a team composed of the treating physician, a physician selected by the administrator, an attorney selected by the

administrator, the student's parents or guardian, public and school health officials. Final determination will be made by the administrator. If the student is admitted, the administrator will periodically re-evaluate the decision based on prevailing circumstances.

In making its determination, the school shall consider (a) the behavior, neurological development, and physical condition of the student; (b) the expected type of interaction with others in the school setting; and (c) the impact on both the infected student and others in that setting.

The following efforts shall be the institutional intent, and shall be adhered to, whenever appropriate:

- A. The medical records of all students shall remain confidential, except where disclosure is mandated by law.
- B. The number of school personnel who are aware of the student's condition shall be determined by the administrator as needed to assure proper care of the child and to detect situations where the potential for transmission of the disease may increase.
- C. ALS will follow rules and regulations recommended by the AR Dept. Of Health regarding communicable diseases and the control of these diseases.

Visitors

Parents, church ministers, and alumni are welcome to visit the school. Although we do have an open door policy, it is never permissible for parents to drop-in to their child's classroom for observation without first making an appointment with the teacher and clearing it with the principal. All visitors should check in at the office first and obtain a visitor's badge; do not go directly to any classroom.

Lunch

Lunches must be brought from home or ordered by school sponsored lunch programs. The student will eat in the lunchroom with his/her respective class. Due to time limitations, the drink and snack machines cannot be used during lunch on either campus. Please do not send canned soft drinks for the K4-2nd grade students.

Students will not be allowed to take food or drink out of the cafeteria. Elementary students **MAY NOT** check out for lunch due to the limited time.

Birthdays

This is an important time for children. If you wish to send cupcakes or other simple refreshments on your child's birthday please notify the teacher in advance. The refreshments may be shared with the class during recess time, but teachers will not use instruction time for this activity.

Invitations

If you would like to send out invitations to a party through the school, then you must send an invitation to every student in the class. Otherwise, the invitations must be delivered outside of school. The only exceptions apply to “all boy” or “all girl” parties. In these cases invitations must be sent to all the boys or girls in the class.

Parties

Parties scheduled during the year are: Harvest, Christmas, Valentines, Easter and End-of-the-Year. At Christmas and Easter, Santa Claus and Easter bunnies will not be emphasized. It is our desire to give positive re-enforcement to the real meaning of these holidays.

Field Trips

When a particular group of students or class goes on a field trip, only those students with written permission from the parents will be allowed to participate. Field trips are planned during the year to coordinate with your child's area of study. You must have, on file in our office, a signed permission slip for field trips. Absences from school-sponsored field trips will be considered unexcused. Students will be transported on the school bus only. Elementary and middle school students must wear their “Field Trip T-shirt”.

Articles Prohibited From School

Items such as toys, questionable literature, gum, skateboards, skateshoes, matches, lighters and dangerous weapons are not permitted at school at any time and will be confiscated. Administration will make determination on any other questionable items.

Electronic Communication Devices

Electronic devices such as cell phones, tablets, laptops, etc. can only be used for educational purposes when a student is given permission by the teacher. Students are not allowed to use their electronics in between classes. The use of headphones will only be permitted when permission is given by a teacher. Electronics used without permission will be taken to the main office, the parent will be called to come get it, and the student will receive a demerit. Further offenses can result in detention for one week or the confiscation of the device for one week.

Traffic Safety

Abundant Life School reserves the right to deny parking and driving privileges to any student who displays erratic, unsafe, or unlawful driving. All driving on the parking lot should be courteous and should follow guidelines established. Listed below are the traffic safety guidelines:

1. The speed limit is 10 m.p.h. on the school and church property.
2. Pedestrians do have the right of way.

3. The right hand lane is for drop off and pickup only. The left hand lane is for through traffic and for exiting only. Please do not block this lane at any time.
4. The traffic is one way during morning drop off and afternoon pick up entering from Highway 107 and exiting from the church.

Complaints

Any person feeling aggrieved concerning any matter connected with the school will contact the individual concerned before discussing it with other patrons.

1. If a person has a complaint about a teacher, the individual will first contact the school office to set up an appointment with the teacher to seek a solution to the problem. This will be done before discussing the matter with other patrons.
2. If the matter cannot be resolved satisfactorily, the person will contact the principal for an appointment.
3. If no solution is found to the problem, the matter will be referred to the superintendent.
4. School board members will not attempt to solve school problems, but are to refer the aggrieved person to the above procedure. If a board member is approached, he/she will notify the principal.

DISCIPLINE POLICIES

Discipline Philosophy

In order to provide suitable educational opportunities for all students in the classroom and to enhance the effective moral training of the students, Abundant Life School adheres to the following philosophies:

1. The responsibility and authority to discipline comes from God (Ephesians 6:14). A teacher stands in Loco Parentis, that is, in the parent's stead. He or she has the same God given authority as they.
2. Christian love should be at the heart of all discipline. One side of love is correction and chastening, an essential part of the firmness of love. Firmness without love becomes harsh, whereas love without firmness is a sentimentality. (Proverbs 3:11-12).
3. The school seeks to instill the following characteristics in our students:
 - Cheerful obedience to all in authority
 - Responsibility in doing assigned or expected tasks
 - Cooperation with others within and outside the classroom
 - Courtesy and respect for others
 - Cleanliness in person and property
 - Truthfulness and honesty in work and life
 - Respect for property that belongs to others
 - Promptness in attendance and assignments
 - Morally good conduct in respect to recreation, social relationships, and language

DISCIPLINE POLICY

Good order and self-discipline by the students are to be expected. Emphasis is placed on positive values. When behavior violations do occur, each case will be dealt with patiently, with respect to the personal dignity of the student, the teacher and all who have been offended by the misconduct. A goal of Abundant Life School is to successfully guide our students to achieve self-discipline in the following areas:

BASIC SKILLS:

- 1. LISTENING**
- 2. FOLLOWING INSTRUCTIONS**
- 3. QUESTIONING**
- 4. SHARING TIME, SPACE, PEOPLE AND THINGS**
- 5. INTERACTING SOCIALLY**

CONSTRUCTIVE SKILLS:

- 6. COOPERATING WITH OTHERS**
- 7. UNDERSTANDING RULES**
- 8. ACCOMPLISHING A TASK**
- 9. EXHIBITING LEADERSHIP**
- 10. COMMUNICATING EFFECTIVELY**

GENERATIVE SKILLS:

- 11. ORGANIZING TIME**
- 12. RESOLVING MUTUAL PROBLEMS**
- 13. TAKING THE INITIATIVE IN PROBLEM SOLVING**
- 14. DISTINGUISHING FACT FROM FEELING**
- 15. SACRIFICING FROM A MOTIVE OF LOVE**

These 15 skills as listed are grouped developmentally. They are used as an objective standard for making decisions about a student's behavior and growth in self-discipline.

The first five, or **BASIC** skills are those skills a child needs to develop in order to get along in school or other institutional settings. These skills are taught and used appropriately as the criteria in making decisions about a child's behavior during the period of Kindergarten to Third Grade.

The **CONSTRUCTIVE** skills are those a child needs to get along in a democratic environment. These skills are taught and used as decision making criteria concerning a child's behavior in grades Three through Six.

GENERATIVE skills are needed to transform the institutional and democratic environments. Although they are generally taught in grades Seven through Twelve, many Abundant Life School elementary students will display mastery of some of these skills.

GENERAL REGULATIONS

1. Good classroom discipline is first and foremost the responsibility of the classroom teacher.
2. Emphasis is placed on positive values rather than on punishment.
3. Students will be held accountable for any disorderly conduct or destruction of property.
4. Serious or continuous disciplinary problems will be referred to the Principal.
5. In serious cases, if a student's behavior does not improve through any other means, the Principal will follow the procedure for suspension or expulsion, as outlined below:

SUSPENSION is defined as the temporary exclusion of a student for disciplinary reasons. Suspension from school will be the decision of the Principal in consultation with the Superintendent. Students may be suspended by the Principal for serious reasons for a period of time not to exceed ten (10) days. The Principal will notify the student and the student's parent(s)/guardian(s) of the reason for the suspension, the time of the suspension, and the requirements for reinstatement. Students may be placed on probation at the discretion of the principal.

EXPULSION is defined as the permanent dismissal of a student from school. Expulsion from school will be the joint decision of the Superintendent and the School Board. A written report containing reasons for the expulsion will be sent to the student's parent(s)/guardian(s).

DISCIPLINE POLICY FOR 4K

Sylvan Hills First Baptist Church maintains a licensed day care center. Our 4K program falls under state regulations regarding day care and as a result has specific guidelines to be followed, which are mandated by the state are as follows:

Open Door Policy

We have an open door policy at Abundant Life School. Although we do have an open door policy it is never permissible for parents to drop-in to their child's classroom for observation without first making an appointment with the teacher and clearing it with the principal.

Corporal Punishment

Physical punishment will not be administered to 4K children due to state regulations. Disciplinary measures used will be age appropriate and will be handled with discretion. In most cases, steps will be taken by the classroom teacher to correct any behavior problems.

Disciplinary steps:

1. Talk to child.
2. Set apart from group.
3. Child will be taken to the Principal for conference.
4. Parent will be called and conference scheduled.
5. Parents will be called to pick up a child who displays continued non-compliance or defiant, disruptive behavior. The student must be taken home within an hour of the call and will not be allowed to return to school the following day.
6. In extreme cases of non-compliance, a child may be asked to leave Abundant Life School.

According to Minimum Licensing Requirements:

4K children are subject to be interviewed by Child Care Licensing, DCFS (Division of Children and Family Services) Special Investigations and law enforcement for investigative purposes and/or for determining compliance with licensing requirements.

DISCIPLINE POLICY FOR 5K

Kindergarten has a discipline policy that operates by a checkmark system. When a child breaks a rule, such as talking or getting out of his/her seat without permission, he/she is given a checkmark. When other disciplinary measures do not prove effective, and the child gets three checkmarks in one day, the child receives a paddling.

To help keep you informed of your child's behavior, the children's folder is usually stamped daily if they have not received any checkmarks. On Friday, children are given traffic lights to take home. 0-2 checkmarks per week equals a green light, 3-5 equals a yellow light, and 6 equals a red light.

DISCIPLINE POLICY FOR 1ST-7TH GRADE

Discipline in grades 1-4 will be administered by means of a check system. A child is allowed two checks in one day. A child's name is put on the board with each check, so the student knows each time they receive a check. Three checks in one day will result in more severe disciplinary action (see #1 under Elementary Discipline Procedures on the next page), and also could include, paddling, in-house suspension, or suspension.

Fifth through seventh grade will use a demerit system.

These are only some examples for receiving checks or demerits. Other offenses would be left to the teacher's discretion.

Areas of Offense

Areas include any behavior or display of attitude in opposition to the basic principles and purposes of the school or which restrict the spiritual or academic atmosphere of the school. A complete list of specific offenses would be impractical in this handbook, but the following is a list of certain general offenses:

- Disrespect to the teacher, toward any authority figure or another person will not be tolerated. Any student accused of insubordination toward a member of the faculty or staff shall, at the discretion of the Principal, be suspended. Should such disrespect manifest itself in physical contact with the staff or faculty member, the student shall be suspended, or at the discretion of the Superintendent, be terminated from the school system.
- Continuously talking without recognition, continuously interrupting the teacher or a class discussion
- Writing or passing notes, throwing objects indoors, chewing gum, eating in class, etc.
- Fighting, excessive noise, disorderly conduct in restrooms, halls, lunchroom, playground or classroom
- Lying, cheating, or stealing
- Leaving school grounds without permission
- Tampering with school or church equipment or destroying another's property in any manner. Parents will be held financially responsible for all damages incurred.

Elementary Discipline Procedures

1. Offenses of a minor nature will be handled by the classroom teacher. Repeat offenses may require any one or a combination of the following:
 - Student Counseling
 - Loss of privileges
 - Phone call to parents
 - Written letter sent home
 - Parent/teacher conference
2. Major offenses or any repeated minor offense (after above stated steps have been taken) result in a principal referral. The principal will have the following alternatives:
 - Spiritual Counseling
 - Loss of privileges
 - Corporal punishment
 - In house suspension
 - Out of school suspension
 - Expulsion

Harassment/Bullying Policy

In keeping with the philosophy of Abundant Life School that each person is a sacred individual, it is the policy of Abundant Life School to provide for its

students and employees an educational environment free from harassment/bullying. Harassment/bullying based on gender, race, religion, or physical appearance will not be tolerated. All teachers and school staff are instructed to stop harassment/bullying when they witness it and to inform the school administration of all allegations or rumors of harassment. Consequences could include but are not limited to, in house suspension, paddling or suspension. Disciplinary actions will be left to the administration. Any credible threat of bodily harm, written or verbal, will be reported to local law enforcement and the school board for consultation regarding discipline.

Harassment/Bullying – Internet or Social Media

Harassment/bullying will not be tolerated at any time. This includes hours when school is not in session. Students should not harass/bully others on the internet or social media in any way. If a student harasses/bullies someone by use of the internet or social media, then they will face disciplinary action at the discretion of the administration.

Courtesy

Courtesy is something we must all be aware of in our daily relationship with each other. All of us need to remember to control our speech and actions. Paul reminds us that "Love...does not behave unseemingly". For example, yelling and running through the halls amounts to being inconsiderate and is not appreciated by anyone.

Lunchroom Rules

1. Each student is responsible for picking up trash and depositing it in the proper containers.
2. Food or drink that has spilled must be cleaned up immediately.
3. Improper or inappropriate behavior will result in disciplinary action.
4. Talking above a normal conversational level is not permitted.

Behavior Not Covered Above:

Abundant Life School reserves the right to punish behavior which is not conducive to good order and discipline in the school, even though such behavior is not specified in the preceding written rules. This can apply to off campus behavior that does not adhere to the spirit and mission of the school.

Non-Custodial Parents

Non-custodial parents are not to use the school as a meeting place to visit with their children. In the case of divorced parents, a copy of the court order, stating visiting rights will be required to be on file in the school office. A principal will allow a non-custodial parent to take the child as specified in the court order. A copy of the child's report card may be given to the non-custodial parent.

MATTHEW 18 PRINCIPLE

If a student or parent is offended by the words or actions of a teacher or any person involved in the system, as Christians they should go first to that person through whom the offense came and share this with that person. If, after consulting together and praying for mutual understanding there is no reconciliation, then they should agree to go together to counsel with the principal or person directly over him, but never before approaching the person committing the offense. In like manner, if the matter is not resolved there, it may then, and only then, be taken to the superintendent. If the matter cannot be resolved there, then it should be taken to the president of the school board to meet with the board for final disposition of the matter.

ABUNDANT LIFE SCHOOL

SECONDARY

GRADES 8-12

**Justin Moseley
Superintendent/Secondary Principal**

ADMISSION POLICIES AND PROCEDURES

- A. Abundant Life School has a non-discriminatory policy. ALS does not discriminate on the basis of race, sex, color, handicap or national or ethnic origin in the administration of its educational policies, admission policies, scholarship or loan programs, athletic and other school administered programs.
- B. The specific procedures for new student admission is outlined in the "New Student Enrollment Packet" which may be obtained by calling the main office.
- C. Students who have been suspended from another school will be accepted only upon the discretion of the superintendent, and will enter under probation for the first semester.
- D. All students entering grades 8-12 must be interviewed prior to acceptance. Students enter on a probationary basis.
- E. Re-enrollment for current students begins in the spring semester.
- F. A student will not be re-admitted if there is an outstanding tuition balance from the previous year.

HEALTH INSURANCE

All students enrolled at Abundant Life School are required to have health/medical insurance provided by their parent(s)/guardian(s).

GENERAL OBJECTIVES

- 1. To provide the students continual opportunities to learn about and know God through a relationship with His Son, Jesus Christ, since man is spiritually depraved.
- 2. To promote in our students a God-centered orientation to life.
- 3. To promote an instructional design in which students are taught that each discipline is embodied in God's truth.
- 4. To promote the development of moral character consistent with the principles of the Bible.
- 5. To promote a high level of literacy and academic achievement per the ability of the student.
- 6. To promote understanding of man's purpose of being, which is to bring glory to God.
- 7. To foster a relationship in which a partnership is developed between home, school, and church.
- 8. To develop in students the ability to critically analyze the world's interpretation of the truth from God's Truth.

In summary, Abundant Life Schools' Philosophy of Education, Statement of Faith and General Educational Objectives are intended to instill the following qualities in each student:

1. A student who is concerned about his personal relationship with Jesus Christ and his daily walk with Him.
2. A student who is concerned about the spiritual welfare and development of others.
3. A student who understands and accepts the consequences of his behavior.
4. A student whose speech reflects a disciplined Christian life.
5. A student who daily seeks the will of God in his life.
6. A student who is daily becoming a more mature witness for Christ.
7. A student who exhibits a Biblical sense of right and wrong.
8. A student who is challenged and eager to learn, utilizes that knowledge to enrich his or her life, and in turn, enrich the lives of others.

It is our belief that if all of these results are achieved in the lives of our students, the academic results will be equally high.

COMMUNITY SERVICE

Each student in grades 9-12 will be required to perform community service. This service can be done through your church, the school, the city or other approved organization. Each student must submit their community service plans to the guidance counselor for approval. Once approved then the student may begin.

The following hours of community service do apply:

Grade 9	10 hours
Grade 10	15 hours
Grade 11	20 hours
Grade 12	25 hours

Community Service must be completed each year in order to graduate from Abundant Life School.

SECONDARY ACADEMIC INFORMATION

Graduation Requirements

In order to graduate from Abundant Life School, students must obtain a minimum of 24 (twenty-four) credits, including the following:

4	Bible
4	English
3	Social Studies
3	Science
4	Math
2	Foreign Language
1	PE/Health
1	Fine Arts
1/2	Speech
1/2	Psychology
1/2	Business Math
1/2	Economics

Many of these general subject fields have specific courses which are required by Abundant Life School.

A minimum Grade Point Average (G.P.A.) of 2.00 will be required to graduate from Abundant Life School.

All courses will have a 4 point GPA value except the following (which will have a 5 point GPA value):

Honors Algebra 1, Honors Algebra 2, Honors Geometry, Advanced Mathematics, Chemistry, Physics, Anatomy, Pre-AP English, AP English, AP Calculus, and the annual Advanced English elective.

Honor graduates will include any student with a GPA of at least 3.75.

Valedictorian and Salutatorian will be determined by the student's overall GPA. To be considered for these honors the student must have attended Abundant Life at least their 11th and 12th grade years. Documented home school credits and concurrent college credits can only be counted as a 4 point GPA value. In the case that Co-Valedictorians are named there will not be a Salutatorian.

Abundant Life School does offer several courses "on-line". These courses are offered through Park City Independent. This service may also be used as an opportunity for students needing to recover credit after failing a course. No course will be taken "on-line" if the course is available to be taken in class, with the exception of courses taken for credit recovery.

Secondary grading scale:

A=90-100
B=80-89
C=70-79
D=60-69
F=59-below

1. Incomplete, late assignments and assignments required in order to receive credit for a course must be completed by the date assigned by the teacher unless there are extenuating circumstances approved by the teacher prior to the deadline or there is a major, prolonged illness.
2. Each teacher is allowed flexibility in establishing his or her individual incomplete/late work policy.
3. Students who do not hand in major assignments, projects, or class requirements are in danger of receiving a failing grade. Overdue assignments may be required to be completed without credit.
4. All work must be made up by the close of the grading period. If assignments are not submitted by the end of the grading period because of some emergency situation, the student may receive an "incomplete" on his/her report card. In such cases, the student will confer with his or her instructor and guidance counselor and will be placed on a schedule to complete missed work. The student will be responsible for completing all work within the time frame allotted or will receive a zero. The final grade will then be recomputed and marked on the student's report card.
5. **Grades 8:** Any student failing a subject (yearly average) will be required to attend summer school and make up that credit before being promoted to the next grade. Any student failing more than one subject (yearly average) will be required to repeat the grade or be dismissed from the school at the discretion of the principal.
6. **Grades 9-12:** Any student failing a semester will be required to re-take it in summer school or through on-line credit recovery. A student may only make up two semesters. Students who fail three semesters will be required to repeat the grade or will be dismissed from the school as determined by the principal.
7. Abundant Life School does not offer Summer School courses. Any summer school courses must be taken at an accredited, approved institution.

Report to Parents:

1. Parents are strongly encouraged to keep track of student performance at any time at <http://secure.headmasteronline.com>. Call the office for your username and password to access this site.
2. Parents will receive Quarterly Reports at the end of 9 weeks and Semester Reports at the close of each semester. Only semester grades will be recorded on student transcripts.
3. Parent-teacher conferences will be conducted during the first and third

grading period. Parents should try to attend these important conferences to better understand their child's progress.

4. Additional communication between parents and teachers is encouraged, as this contact is extremely important. Parents are encouraged to initiate conferences as needed throughout the year.
5. Abundant Life School encourages the use of daily progress checks through the use of assignment notebooks.

Honor Roll

The Honor Roll will be published each 9 weeks. Students with all "A's" will be named to the Principal's Honor Roll. Students with grades no lower than "B" will be named to the Academic Honor Roll. No exceptions will be made in the case of grades in 5 point GPA value courses.

Enrichment Activities

The principal will approve all enrichment activities.

1. Speakers - Teachers inviting speakers will clear this with the principal.
2. Off-Campus Trips - No off-campus trip will be taken without the approval of the principal. Before students are taken off the school grounds written approval will be obtained from the parent/guardian of each child.

Junior/Senior Privilege Program

The Junior/Senior Privilege Program is subject to review each year. Exact details of the program will be passed out to students during the first few weeks of school.

Guidance Services

God has given to many the task of directing young people into God's truth and His will for their lives. The counseling staff at Abundant Life seeks to offer Biblically based and responsible assistance in meeting the challenge. Guidance and counseling services are available in three major areas: personal counseling, college and career planning, and testing. A professionally trained counselor is available to all students in grades 8-12. The counselor regularly assists students with personal and academic concerns.

1. Testing

All 8-11th grade students are given yearly achievement exams. All dates are announced in advance and the students are thoroughly briefed as to what is expected of them.

2. College & Career Planning

The PSAT exam is offered to the sophomores and juniors. Details as to these programs are available in the Guidance Office.

College entrance examinations will be made accessible for juniors and seniors to take. Registration packets for both Scholastic Aptitude Test (SAT) and American College Testing (ACT) are available through your

guidance counselor.

Juniors and Seniors are also helped with applying for financial aid.

Schedule Changes and Course Withdrawal

Once schedules are complete, changes will only be made if students are missing a required course. Other extreme, extenuating circumstances will be considered. In Class and Online Courses may only be dropped during the first two weeks of the course.

ATTENDANCE POLICY - GRADES 8-12

Philosophy and Intent

Abundant Life School supports the philosophy that the instructional program is a vital part of a formal education. We further believe that it is necessary to require that students attend school a maximum number of days for instructional purposes during each school year. Parents are strongly discouraged from taking students out of school for any reason other than family emergencies.

Students are required to maintain a level of attendance which enables them to meet their responsibilities as learners and teachers to fulfill their obligations to the students.

Students and their parents/guardians hold the main responsibility for school attendance and for following the attendance policy. The Board asks for the cooperation of both students and parents/guardians in these matters so that the student can receive the best education possible.

A student who has accrued more than twelve days of absenteeism, excused or unexcused, during a semester shall not receive credit for courses attempted. Special exceptions may be made if circumstances indicate acceptable efforts on the part of the student. Proper documentation from your child's physician is needed for consideration to make exceptions in cases of long term illness. School board approval will be required will any exception made.

Excused Absences

An excused absence is one in which the student was absent with the parent's permission and knowledge for the following types of reasons: illness, school activities, funeral, unavoidable crisis, etc. 100% credit will be given for makeup work completed within the allotted time frame. A note must be sent to the office to obtain an admit slip. Failure to bring a note will result in an unexcused absence.

Family Trips

These absences must be prearranged with the principal adhering to the following stipulations:

1. Not more than 5 consecutive absences.
2. Notice two weeks prior to the absence will be required in writing.
3. Students may have no grades below a "C".
4. The administration will make final decisions regarding the status of prearranged absences.
5. Assignments will be due upon return to school.
6. Prearranged absences will count toward the total number of absences per semester. Since the school calendar allows for many vacations in and around the holiday season, parents should try to make vacations and doctor's appointments coincide with school vacation time.

Tardies

Any student that is absent/tardy more than 20 minutes of class will be considered absent.

Semester Test Exemption

In order to be eligible for semester test exemption, a student must have at least a semester average of a "B" AND have no more than 5 absences in the course during that particular semester. Eleventh grade students may exempt up to 2 semester tests per semester, and twelfth grade students may exempt all of their semester tests.

Make-Up Work Policy

Class work, homework, projects, etc

If a student is absent from school, the work that was assigned before he was absent will be due when the student returns. Parents may call the school office for assignments on the day of the absence to prevent the student from falling behind in the class.

Weekly work

Weekly work consists of such items as spelling tests, memory work, etc. that occur on a certain day each week. Students are responsible for this work even if they were absent the day before. If a student is absent on the day of a weekly test, quiz, etc. they must make up the work on the first day they return.

Tests

Students should not expect the teacher to delay tests or allow extra time because they missed the day before a test. Major tests are always announced in advance. If a teacher gives a review and the student is present on that day, but absent on the test day, then they must take the test on the day they return. If a student is absent on review day, then he is responsible for obtaining that review from a friend or the school and must be ready to take the test when he returns.

Consideration will be given for students that miss several days in a row. In the case of extended illness parents must contact the teacher to arrange for make-up tests.

It is the responsibility of the student to make sure all work is made up. Any conflict on make up work or tests will be resolved by the school administration. Students will be allowed one day to make up homework for each day absent. Make up work not done during the allotted time will receive a grade of 0.

Check-In Procedure

Students arriving at school after 8:00 a.m. are required to check in through the main office before attending class.

Check-Out Procedures

Students shall be required to check out at the main office at the time of departure with a note if they leave school during the scheduled school day. Students in grades 8-11 may not check out for lunch unless checked out in person by the parent. Students cannot be out longer than the allotted lunch time. Students may not be checked out in order to leave with another student unless checked out in person by the parent and permission is given by both sets of parents.

8th – 12th GRADE DISCIPLINE POLICY

Attendance at Abundant Life School is a privilege. The school exists for the purpose of providing a complete and wholesome education with emphasis in moral and Christian training. Effective instruction in these areas requires good order and discipline, which may be described as the absence of distractions, friction, and disturbances which interfere with the effective functioning of the student, class, and school. Therefore, the following policy and procedures will be supported in order to maintain such discipline.

Policy

It is the policy of Abundant Life School that each student enrolled in the school has a basic right to the best education and training afforded by the school. However, when a student interferes in any way with a teacher's right to teach, or a fellow student's right to learn, that student forfeits his/her basic educational right and will be subject to those penalties imposed by the Administration or School Board. The first line of discipline lies with the classroom teacher. Students are to be subordinate to teachers at all times during school hours, whether in or out of class, or at any school sponsored event whether at home, away, or enroute to or from the event. Insubordination in any form will not be tolerated!

Process and Procedures

Due to repetition or magnitude of misbehavior, discipline problems may be referred to the principal or his designee. Any student referred for immediate attention must be accompanied by the teacher or by a written explanation as to the situation prompting the referral. The teacher will receive a copy of the student discipline referral with a description of the action taken by the office when the situation has been resolved.

General Procedures

When the teacher's attempt to deal with the problem has not been effective, the principal or his designee will weigh each offense and consider the offense on its own merits. The principal or his designee will discipline students on an individual basis after considering all the facts of the incident. He will also take into consideration the nature as well as the intent of the offense. However, there are certain violations that will merit immediate expulsion from Abundant Life School. These will be noted later in this book.

Disciplinary Options

Discipline is administered in grades 8-12 by means of a **demerit system** for minor offenses and for major offenses by means of corporal punishment, In-school suspension, and suspension/expulsions. While a minor offense results in a demerit, a major offense results in an office referral.

Behavioral demerits will result in detention hall. Detention hall will be served at lunch with an administrator or designee. The student will perform minor work around the school for the detention or remained isolated in the detention room. When a student's demerits (behavioral and/or non-behavioral) accumulate to seven in a nine-week period, an In-School Suspension may be assigned. Excessive In-School Suspensions could result in a suspension.

The following are examples of minor offenses:

1. Not getting a paper signed
2. Talking without permission.
3. Passing notes (exceptions will be made for offensive and vulgar comments).
4. Eating in class, hallway or bathroom.
5. Failure to have book, pencil, or other required classroom materials
6. Dress code
7. Unexcused tardy
8. All book and gym bags must be stored in lockers. Those left in the hall may result in a demerit.
9. Minor offenses of public display of affection.

Parents are notified in writing of the student's offense.

The following are examples of major offenses:

1. Possession of a weapon or dangerous materials
2. Destruction of school property
3. Possession or use of drugs, alcohol, or tobacco
4. Disrespect toward a member of the staff
5. Cheating
6. Sexual misconduct
7. Harassment
8. Inappropriate language
9. Leaving school grounds without permission
10. Fighting
11. Stealing

Corporal Punishment

Corporal punishment shall be administered by a member of the administration. It will be reported to parents before it is given.

The following are further explanations of some of the major offenses:

Possession of a Weapon

A student having in his possession and/or displaying, using, or threatening to use any weapon or instrument that could be classified as a weapon shall be terminated or placed on probation at the administration's discretion. Credible threats will be reported to local law enforcement authorities and the school board.

Involvement in a Break-In or Vandalism, or destruction of school property

A student who has been involved in a break-in and/or damage to school property shall be disciplined at the discretion of the school administration. Financial compensation will be required for the damage. Law enforcement will be contacted when the administration feels that it is necessary.

Possession; Illegal use; or Sale of Drugs or Alcohol

Any student under the influence of non-prescription drugs, any student having possession of illegal drugs, any student using drugs illegally, or any student selling drugs on or off campus shall be disciplined with the possibility of expulsion. Local law enforcement personnel will be contacted.

Any student under the influence of alcoholic beverages, or any student possessing alcoholic beverages on or off campus shall be disciplined with the possibility of expulsion.

Drug Screening Policy and Procedures

Students from grades 8-12 will be selected randomly for screening each month

throughout the school year. A random selection process will be used that will keep the student's identity unknown until selections are complete. Because of the random selection process, individual students may be screened multiple times during the year. School administration will be the only school personnel involved in this process.

Any student in grades 8-12, based upon reasonable suspicion, will be required to immediately provide a reliable sample for the purpose of determining possible substance abuse. Reasonable suspicion may result from the following: (a) observed behaviors; (b) receipt of reports by two or more witnesses; (c) detection of odor by a school employee; or (d) discovery of a prohibited substance on the student, in the possession of the student, in or around school premises, school property, vehicles, or other areas in which the student has had access.

A contracted, outside collection agency will conduct the screenings and notify parents and the designated school official of the results. Results will be a matter of school record and will not be forwarded to law enforcement authorities unless required by law.

Students who do not comply with the request to provide a sample will be removed from school and will not be considered for re-admission until a drug screening is completed. When a student tests positive on a first offense, the student will be required to participate in an approved professional drug counseling/rehabilitation program at the parent's/guardian's expense. As a condition for readmittance to school, a conference must be conducted with the student, parent/guardians, and school representatives. The student will also be subject to follow-up screenings for the next three months, at the parent's expense. At the end of this three-month period, the student will be placed back into the random sampling, but may be subject to mandatory testing at the discretion of the administration. Students who test positive a second time on any subsequent screenings will be subject to permanent dismissal.

Self-referral is encouraged and will result in a coordinated effort between the school, the student, and parents to achieve satisfactory rehabilitative treatment. The school will make every effort to work with the parents/guardians and student for a positive outcome in the case of a self-referral.

Disrespect Towards a Member of the Faculty or Staff

Any student accused of insubordination toward a member of the faculty or staff shall be disciplined by the administration. Should such disrespect manifest itself in physical contact with the staff or faculty member, the student may be terminated at the discretion of the administration and school board. If a student feels like he is punished unjustly then he is not to argue with the teacher. He should speak to an administrator. Disrespect toward authority figures will not be tolerated.

Cheating

Any student accused of cheating shall receive no credit for the assignment/test and may be suspended from school at the discretion of the administration. This includes giving or receiving help on tests, homework, or any other class projects.

Sexual Misconduct

Any student involved in sexual misconduct at school shall be disciplined by the administration. Any sexual misconduct off campus may result in disciplinary actions.

The school board has a moral and legal responsibility to maintain suitable standards within the school and to assure the welfare and health of all students; therefore, it is essential that all pregnant students report their pregnancy to the school administration as soon as the pregnancy is confirmed by a medical authority. In the event that the administration has reason to believe that a student is pregnant; but confirmation cannot be obtained, the student may be suspended until medical proof is presented.

The girl and boy involved shall be disciplined at the discretion of the administration and school board.

Students may not participate in any other relationships that may be viewed as inappropriate, according to Scripture, such as homosexuality. Students may not participate in these relationships, wear apparel or accessories that promote these relationships, or actively promotes such lifestyles on or away from campus.

Married Students

Married students may not attend ALS. Students who marry are classified by law as adults and no longer answer to their parents or guardians. ALS, as an institution, prefers to deal only with students who are responsible to parents or guardians.

Harassment Policy

In keeping with the philosophy of Abundant Life School that each person is a sacred individual, it is the policy of Abundant Life School to provide for its students and employees an educational environment free from harassment. Harassment based on gender, race, religion, or physical appearance will not be tolerated. All teachers and school staff are instructed to stop harassment when they witness it and to inform the school administration of all allegations or rumors of harassment. Any credible threat of bodily harm, written or verbal, will be reported to local law enforcement and the school board for consultation regarding discipline.

Harassment – Internet or Social Media

Harassment will not be tolerated at any time. This includes hours when school is

not in session. Students should not harass others on the internet in any way. If a student harasses someone by use of the internet then they will face disciplinary action at the discretion of the administration. Harassment is defined by any direct or indirect negative talk towards or about another student or staff.

Problems With Law Enforcement

All students are expected to behave in an orderly manner on or off campus. Any student that is arrested or put on probation with law enforcement officials because of conduct shall be disciplined by the school at the discretion of the administration and the school board.

STUDENT EXPECTATIONS

Student Dress Code

The purpose of the dress code is to establish guidelines by which all students are to abide. Careful consideration has been given to the formulation of the policies. Abundant Life School students are expected to live and conduct themselves in a manner that will be pleasing to God and glorifying to the name of Jesus Christ. (II Thess. 1:12)

An additional benefit of the dress code is the atmosphere created by well dressed young people in a classroom setting. We have found that it is generally true that children and young people in play clothes will tend to play; children dressed in clean, neat clothes will most likely behave in a way which corresponds with their attire. Our desire is to eliminate casualness in the classroom and replace it with a business-like atmosphere reflected in the dress of the student.

The cooperation of STUDENTS, PARENTS, and TEACHERS is necessary in maintaining the standards of the dress code. It is very important that the code is accepted fully and is enforced consistently. (It is especially important to be mindful of this when school clothes are purchased.) Enforcing the dress code is not the sole responsibility of the school. PARENTS are expected to cooperate with the school in monitoring their child's DAILY attire.

If, in the opinion of the administration or its representative, the attire is immodest or inappropriate, corrective action will be taken. Dress is not for self expression. It must be understood that hair and jewelry styles which are clearly identified with a segment of culture which is unwholesome or ungodly will not be allowed.

Any student violating dress code will be asked to correct the violation or contact their parents in order to receive new attire if necessary.

General Dress Code Guidelines for All Secondary Students

1. Students should not wear any attire or hair style that would draw undue attention to themselves or obstruct vision. Boy's hair should be kept

neatly groomed and should not cover the collar or be longer than the eye-brow length. Boys are not allowed to shave their heads. Boys are not allowed to have facial hair. Boys are not allowed to put dye, hydrogen peroxide, bleach or any other substance in their hair in order to change the color. Girls who choose to color their hair may not change it to an unnatural color. Students are not allowed to have two distinct layers of hair. Layers must be faded together. The administration will have the final decision as to whether a hairstyle is acceptable.

2. The only "tee shirts" allowed for both boys and girls will be those specifically promoting Abundant Life School organizations. These may only be worn on Friday and must be approved by the administration at the beginning of the school year.
3. Solid, striped or plaid crew-necked or v-necked sweaters may be worn any day.
4. Polo or dress shirts can be long or short sleeved and can be solid or striped, or plaid.
5. Frayed, ragged, or sagging clothing is not permitted.
6. Girls should not wear excessive cosmetics or jewelry. Only two earrings per ear.
7. Boys will not be allowed to pierce ears or wear earrings or other excessive jewelry.
8. Hats and caps may not be worn to school.
9. At all school functions students will be expected to dress modestly and in good taste.
10. No Tattoos – permanent or temporary.
12. All students must have a pair of knee length shorts for P.E. and/or for athletics.
13. Hoodies/Pullovers –Students may ONLY wear ALS hoodies or pullovers.
14. Jackets must zip all the way (no half-zip jacket allowed except for ALS attire).

Secondary Dress Code

Guidelines For Boys

1. Jeans may be worn on Friday if accompanied by an approved Abundant Life t-shirt.
2. Any t-shirt worn underneath another shirt must be of a solid color with no writing or pictures.
3. All shirts must be tucked in, and a belt must be worn.
4. Boys may wear slacks, Bermuda shorts or cargo shorts. No athletic shorts.
5. Slacks or shorts must be a solid color and cannot be sagging or too tight.
6. All shorts must be knee length.
7. Sandals or flip flops cannot be worn.
8. On chapel days, boys must wear a white button-up dress shirt with a tie.
9. Any neck tie except novelty ties (characters, cartoons, etc.) may be worn.

- Ties must be worn all day.
10. Slacks are required for chapel days and may be black, khaki, or navy.

Guidelines For Girls

1. Jeans may be worn on Friday if accompanied by an approved Abundant Life t-shirt.
2. Any t-shirt worn underneath another shirt must be of a solid color with no writing or pictures.
3. Girls are not required to tuck their shirts in.
4. Shirts should not be low-cut, sheer, or immodest in any way.
5. Girls may wear slacks, knee-length shorts (Bermuda/skimmers), or capris (mid-calf or below the knee). No low rise or slim fit (skinny) will be permitted. No athletic shorts.
6. Slacks, shorts, or capris can be any solid color.
7. Knee-length skirts may be worn any day. If a skirt has a sheer layer, the solid layers underneath must be knee length.
8. On chapel days, girls must wear a white button-up dress shirt and a black, khaki, or navy skirt.
9. Girls may wear solid color leggings under their skirts. Leggings cannot be worn by themselves as bottoms.
10. Girls may only have two earrings per ear.

Students should avoid fad dressing (such as gothic styles) and should not choose colors and styles that could be considered distracting. Final decisions about the appropriateness of an outfit rests with the head administrator.

Courtesy

Courtesy is something we must all be aware of in our daily relationship with each other. All of us need to remember to control our speech and actions. Paul reminds us that "Love....does not behave unseemingly."

Visitors

All visitors must report to the office immediately upon entering the building. They are to sign in and get a visitors badge. Only parents of presently enrolled students, church ministers of students in the school, and alumni may eat lunch with students if space is available.

General Lunchroom Rules

1. Each student is responsible for picking up trash and depositing it in the proper containers.
2. Food or drink that has spilled must be cleaned up immediately.
3. Improper or inappropriate behavior will result in disciplinary action.

Traffic Safety

Abundant Life School reserves the right to deny parking and driving privileges to any student who displays erratic, unsafe, or unlawful driving. All driving on the parking lot should be courteous and should follow guidelines established. Listed below are the traffic safety guidelines:

1. The speed limit is 10 m.p.h. on the school and church property.
2. Pedestrians ALWAYS have the right of way.
3. When students arrive at school they must get out of their car immediately and come into the school. They are not allowed to return to their car during the day.
4. When students get out of school for the day they must get into their cars and leave the premises. This applies to high school students who have work study, as well.
5. The right hand lane is for drop off and pickup only. The left hand lane is for through traffic and for exiting only. Please do not block this lane at any time.
6. The traffic is one way during morning drop off and afternoon pick up entering from Highway 107 and exiting from the church.
7. Do not park in front of the dumpster or the space next to it.

Any student who breaks the guidelines will receive warning on the first offense. The second offense will result in a forfeiture of their driving privileges.

Parking Stickers

All vehicles must be registered during the first few days of school. Each student driver will receive a parking sticker once they have paid their \$5.00. This sticker must be displayed on the upper left rear window of the student's car (driver's side). Any student who does not have their sticker properly displayed will receive one warning. On the second offense and there after a \$10 fine and a demerit will be assessed.

ATHLETICS, ACTIVITIES, ORGANIZATIONS, ETC.

- A. Athletics play an important role in developing healthy bodies, growth in wholesome interpersonal relationships, maturity in handling pressures and how to live with success and failure. Athletes will be expected to promote a Christ-like spirit in sportsmanship and attitude while displaying a cooperative spirit with the faculty, student body, and the school administration.
- B. Occasionally, students must be dismissed early from class in order to compete in an early event. Students will be expected to make prior arrangements with each teacher before dismissal from class. Students may not leave earlier than the time announced.
- C. Class officers will be elected in the fall for each grade (7-12). The requirement for eligibility is a 2.0 G.P.A. and approval from the advisors

and two teachers. Repeated misbehavior, or a G.P.A. that falls below 2.0 during the student's tenure of office may result in that student's removal from office.

- D. All clubs must be approved by the administration and led by an approved adult sponsor.
- E. Any field trip will require that students return permission slips from their parents before being permitted to attend.
- F. Socials with the class and school should be coordinated with the school office as to date, time, location, and sponsor.
- G. Yearbooks are produced under the direction of the yearbook staff. They attempt to capture the school student life in pictures. The advisor will be in charge of its production and in making necessary appointments.
- H. Music classes are offered in both vocal and instrumental for credit. Practices may sometimes be held before and after school to prepare for performances.
- I. The Student Council of Abundant Life School provides a channel to the administration and the Board, provide a well-balanced social program, encourage student participation and spirit in school activities, and uphold the spiritual principles upon which the school was founded. The faculty advisor will be appointed by the superintendent. The governing of this organization shall be in accordance with "The Constitution of the Student Council of Abundant Life High School."
- J. Supervision at Extracurricular Activities: All students should be supervised at all school functions. Parents should not allow students to roam the buildings and grounds without an adult present. Students will be expected to abide by school guidelines and respect others, as well as others' property at all times. Students will be disciplined by school officials for offenses when proper supervision is not provided. **Our beautiful facilities have been provided by God and it is our responsibility to teach our children to respect and care for these facilities.**

MISCELLANEOUS

Emergency Situations

School Closing

If school is closed due to inclement weather or other reasons, parents will be notified through text alerts, local television outlets, the "Abundant Life Owls" facebook page.

We all know the importance of our children's safety. Therefore, on days school is open, but questionable conditions exist (icy and snow packed streets), and your decision as a parent is to keep your child home until conditions improve, your decision will be honored by the school.

School Hours

Abundant Life School will not be responsible for any student on campus before 7:45 a.m. or fifteen minutes after school is dismissed.

Students who are not participating in extracurricular activities must be off campus by 3:45 PM. Parents can not under any circumstances expect to check their child out of school early to attend private lessons of any kind.

Lost and Found

Information regarding lost and found items may be obtained in the office. Unclaimed items left in the office over two weeks become the property of the school and may be discarded or donated to a charitable organization.

Lockers

Only combination locks are allowed on school lockers. These are made available by the school. We advise students to lock their lockers due to the large amount of non-school traffic in the building. The school is not responsible for lost or stolen items.

No decorations of any type are to be placed on the outside surfaces of lockers! You may decorate the inside but no self-adhesive sticker are to be used!! Pictures and other decorations must be in keeping with Christian standards.

Spiritual Growth

Every student will have Chapel on a weekly basis. All subjects are taught as God's truth and are integrated with Biblical teachings. Human relationships - student/teacher and student/student - will be built on the basis of God's teachings whether in the classroom, on the athletic field or in a social relationship.

Every Christian is "God's workmanship, created in Christ Jesus unto good works, which God has before ordained that we should walk in them." Although there will be opportunities for student groups to go out from the school to present programs, to participate in chapel services at the school, etc., we encourage each student to be active in his or her home church.

Electronic Communication Devices

Electronic devices such as cell phones, tablets, laptops, etc. can only be used for educational purposes when a student is given permission by the teacher.

Students are not allowed to use their electronics in between classes. The use of headphones will only be permitted when permission is given by a teacher.

Electronics used without permission will be taken to the main office and the parent will be called to come get it, and the student will receive a demerit.

Further offenses can result in the confiscation of the device for one week.

Loitering

Because of the danger involved, strangers are not permitted to loiter in or near a school building. The principal will call a law enforcement officer if a person persists after being asked to leave. According to Arkansas law, "A person commits the offense of loitering if he: lingers, remains, prowls in or near a school building, not having any reason or relationship involving custody of or responsibility for a student and not having written permission from anyone authorized to grant the same." A sign to this effect is to be posted by each entrance to the school building. (Arkansas Code Ann. 5-17-213)

Non-Custodial Parents

Non-custodial parents are not to use the school as a meeting place to visit with their children. In the case of divorced parents, a copy of the court order, stating visiting rights will be required to be on file in the school office. A principal will allow a non-custodial parent to take the child as specified in the court order. A copy of the child's report card may be given to the non-custodial parent.

Confidential Records

According to the family educational rights and privacy act of 1988, a student's records are confidential and will be open only to members of the professional staff and to the student's parent(s)/guardian(s), or to the student himself/herself, if he/she has attained the age of eighteen (18), at times prearranged with the principal and the student.

1. Parents will sign a release before a student's records are forwarded to another school. This is only if financial obligations are met.
2. Upon request, parents may be given the student's records to carry to another school.
3. Abundant Life School will forward education records to other educational institutions that have requested records.
4. Permanent records and high school transcripts may be withheld by the principal in the event a student has not completed the withdrawal process and cleared past-due financial accounts.

Complaints

Any person feeling aggrieved concerning any matter connected with the school will contact the individual concerned before discussing it with other patrons.

1. If a person has a complaint about a teacher, the individual will first contact the school office to set up an appointment with the teacher to seek a solution to the problem. This will be done before discussing the matter with other patrons.
2. If the matter cannot be resolved satisfactorily, the person will contact the principal for an appointment.
3. If no solution is found to the problem, the matter will be referred to the

superintendent.

4. School board members will not attempt to solve school problems, but are to refer the aggrieved person to the above procedure. If a board member is approached, he/she will notify the principal.

Off-Campus Activities Procedures

The off-campus permit form is to be signed each time students are taken off campus for any reason. These forms are to be kept in the school office until the end of the year. The driver liability form is to be signed by every driver of a private vehicle when transporting students for off-campus activities. This driver liability form needs only to be signed once each year, but retained in the school office until the end of the school year.

Un-sponsored School Activities

Parents who are involved in promoting activities unauthorized by the school must abide by the following guidelines:

1. The event cannot occur on the same day or evening of a school program.
2. No flyers or other types of invitations may be distributed without permission of the administration.

Failure to respect this policy will be interpreted as failure to cooperate with the school program and those parents responsible will no longer be allowed to have their children enrolled at Abundant Life School.

Activities that raise funds should either deposit funds in the school's account under the activities name or establish a separate account requiring two signatures, one being the ALS bookkeeper's.

Endowment Fund

An endowment fund has been established. The interest from this fund is committed to general school revenue in an effort to keep tuition costs as low as possible. Gifts to this fund are tax deductible and are made through Sylvan Hills First Baptist Church.

Scholarship Fund

Some scholarship assistance is available for difficult situations. This is, however, a very limited fund.

Medication at School

Medicine of any kind is not to be provided by the school. No medication sent from home will be administered to a student by any school personnel without a written directive from the parent or guardian.

At the secondary level, students will be responsible for the administration of their

own non-prescription medication. Administration of prescribed medication is handled through the office provided parent or guardian has signed a written approval.

1. **No medication may be given to a student without a written directive signed by the parent or guardian.**
2. **The written directive signed by the parent/guardian will include the time(s) the medication is to be administered to the student.**
3. **Any medicines brought to school will be stored in a designated place where students have no access to them.**
4. **Any medication must be in original bottle (pharmacy).**

Birth Certificate/Immunization Requirements

A copy of your child's birth certificate and immunization record must be provided before entering school. The State Department of Health requires that all children entering school be in compliance with the state law regarding the number and timing of immunizations.

The following immunizations are required to enter school:

Vaccine	Minimum Number of Doses
Polio, OPV, IPV	3 (the last dose administered on or after 4 th birthday)
DTaP, DTP, DT, TD	3 (the last dose administered on or after 4 th birthday)
Measles (M, M/R, M/M/R)	2
Mumps (M, M/M/R)	1
Rubella (R, M/R, M/M/R)	1
Hepatitis B	3 (Adult dose 2)
Varicella (Chickenpox)	1 (or a written note stating your child has had the disease including the date and your signature)

Communicable Diseases

Student Policy

Parents of students diagnosed as having a communicable disease are required to notify the administrator within 24 hours of the diagnosis.

The determination of whether a student diagnosed as having a communicable disease is to be permitted to attend classes or participate in school activities shall be made on a case-by-case basis by a team composed of the treating physician, a physician selected by the administrator, an attorney selected by the administrator, the student's parents or guardian, public and school health officials. Final determination will be made by the administrator. If the student is admitted, the administrator will periodically re-evaluate the decision based on

prevailing circumstances.

In making its determination, the school shall consider (a) the behavior, neurological development, and physical condition of the student; (b) the expected type of interaction with others in the school setting; and (c) the impact on both the infected student and others in that setting.

The following efforts shall be the institutional intent, and shall be adhered to, whenever appropriate:

- A. The medical records of all students shall remain confidential, except where disclosure is mandated by law.
- B. The number of school personnel who are aware of the student's condition shall be determined by the administrator as needed to assure proper care of the child and to detect situations where the potential for transmission of the disease may increase.