

**A SCHOOL FOR CHILDREN  
&  
THE VERTICAL HIGH SCHOOL  
ACADEMY**

**STUDENT/PARENT HANDBOOK  
2011-2012**

## Table of Contents

<i>Introduction</i> .....	3
<i>General Information</i> .....	4
<i>Mission</i> .....	4
<i>Principle Objectives</i> .....	4
<i>Core Values</i> .....	5
<i>What We Believe</i> .....	6
<i>Academic Integrity &amp; Honesty</i> .....	7
<i>Acceptable Use Policy (Internet)</i> .....	7
<i>Accreditation</i> .....	8
<i>Admission</i> .....	9
<i>Advanced Placement</i> .....	9
<i>Alcohol &amp; Drug Policy</i> .....	11
<i>Alma Mater</i> .....	10
<i>Appearance</i> .....	11
<i>Arrival/Dismissal Times</i> .....	11
<i>Attendance</i> .....	12
<i>Awards</i> .....	12
<i>Books</i> .....	13
<i>Cell Phone/Electronics/All Recording Devices</i> .....	13
<i>Conduct</i> .....	14
<i>Daily Routine</i> .....	15
<i>Discipline I</i> .....	18
<i>Discipline II</i> .....	18
<i>Discipline III: Classroom Management System</i> .....	20
<i>Dismissal from ASC/VHSA</i> .....	22
<i>Dress Code</i> .....	23
<i>Extended Day Enrichment Program</i> .....	26
<i>Family Changes</i> .....	26
<i>Fundraising Events</i> .....	27

<i>Grade Reports</i> .....	29
<i>Grading</i> .....	28
<i>Harassment Statement</i> .....	29
<i>Homework Policy</i> .....	30
<i>Laptop</i> .....	30
<i>Lunch</i> .....	31
<i>My Pledge to the ASC/VHSA Community</i> .....	31
<i>Parenting Resources</i> .....	38
<i>Required Academic Performance Sessions (R.A.P.S.)</i> .....	32
<i>Special Needs at ASC/VHSA</i> .....	34
<i>Standardized Testing</i> .....	33
<i>Supply List</i> .....	33
<i>Tests &amp; Project Schedules</i> .....	35
<i>Travel Studies</i> .....	36
<i>Typical Daily Schedule</i> .....	37
<i>Appendix</i> .....	39
<i>Closing of school due to weather conditions</i>	
<i>E.L.I.S.H.A. Student Scholarship Organization</i>	
<i>El Shaddai Founder’s Scholarship</i>	
<i>Community Service Requirements</i>	

## INTRODUCTION

*A SCHOOL FOR CHILDREN, Inc., does not discriminate on the basis of race, sex, age, religion, color, national origin or ability in its' admissions, administration, education, employment or access to programs or services.*

The Families of *A SCHOOL FOR CHILDREN* & The *VERTICAL HIGH SCHOOL ACADEMY*,

Greetings and welcome to an exciting new school year full of possibilities for your child and your family! As a direct result of parents' desire to see their children educated in an academically appropriate, rigorous, nurturing, and value-centered environment, *A SCHOOL FOR CHILDREN* maintains its main purpose to foster the development of innovative thinkers in a non-traditional culturally responsive academic setting. Typically, that means that we are responsive to the unique learning needs of *all* children that we serve: Whether gifted academically and socially or gifted with ADD, ADHD and the like; **all children learn** at *A SCHOOL FOR CHILDREN*.

*A SCHOOL FOR CHILDREN* seeks to foster the development of innovative thinkers who can master their cultural, social, academic and economic worlds and walk as problem-solvers in a changing (global) world. Towards that end, this handbook has been prepared to help you to understand the foundational elements of our school community. I encourage parents to actively read and engage your child in discussions about the content of this handbook. If there are questions, please do not hesitate to contact me immediately. It is with the implementation of these procedures that our year promises to be one of continued adventure and learning in a fun-filled atmosphere. Again, let me say welcome as we partner together to make your child's year one of achievement and overall success.

Sincerely,

Jewel Jones Faison, Ph.D.

Founder/Head of School

## GENERAL INFORMATION

### *MISSION*

It is **the mission** of *A SCHOOL FOR CHILDREN* to challenge students to reach their highest academic potential while inspiring them to make quality decisions for integrity and high moral character and demonstrate these values in their life(styles) and relationships. Our **school's aim** is to foster the development of innovative thinkers who can master their cultural, social, academic and economic environment and walk as problem solvers in a changing (global) world.

### *THIS MISSION IS GUIDED BY THE FOLLOWING PRINCIPLE OBJECTIVES:*

- Our faculty members are mentors, facilitators, coaches, friends and educators of children. They have a demonstrated passion for fostering learning environments for children and are actively engaged with children during the learning process. Therefore, everyone at *A SCHOOL FOR CHILDREN* is a continuous learner.
- *A SCHOOL FOR CHILDREN* supports families in many ways, including after-school care and early morning supervision of children. We also try to provide a one-stop shop for an array of extra-curricular learning opportunities (e.g. piano, band, freestyle art).
- We incorporate community service projects into the regular curriculum for students at every level.
- Our curriculum is designed to meet diverse learning needs. We measure our success by the benchmarked progress of each student. While we do not participate in the misuse of standardized testing, we do use standardized tests to measure student growth in comparison with expected norms.

- Our campus has wireless connectivity and each classroom maintains extensive leveled-reading libraries.
- Students at *A SCHOOL FOR CHILDREN* and *The VERTICAL HIGH SCHOOL ACADEMY* learn in small classes. They participate in small groups, one-on-one instruction and independent learning throughout the day.
- Our school environment reflects an array of diversities. We celebrate the cultures and experiences of our student body. Additionally, our curriculum reflects immersion in cultural diversity of the world in which we live. Understanding others and accepting differences are key to building healthy relationships and communication.

### ***CORE VALUES***

Foundational to our mission and guiding principles are core values which drive the atmosphere and behavior of all individuals who join the *A SCHOOL FOR CHILDREN*'s community. These selected values are grounded in God's Divine Pattern for the successful governance of kingdom organizations (Apostle Charlene Glover, 2009). Thus, these values are practiced in every aspect of the school's educational program. They are:

*Faith, Love*

*Unity, Integrity*

*Excellence, Commitment*

*Growth, & Covenant*

### **WE BELIEVE THAT:**

- Any attempt to foster academic learning in the absence of Christian values, character and integrity is at best futile and an oxymoron.
- Learning is a lifelong process that involves active involvement and direct personal experiences in the context of existing knowledge.
- Children are unique and have their own desires, needs and aptitudes.
- Each child has the right to learn in an environment that is supportive, respectful and nurturing to his or her own style of learning while preparing him/her for the diversity of the world in which they must function.
- All children **DO** learn.
- Academic achievement and competition are not substitutes for honor, character and integrity.
- We practice a multicultural responsive approach to learning and we value diversity.
- We provide an environment that encourages and supports open communication in relationships among students, faculty, parents and community.
- Each child must accept responsibility and be held accountable for acceptable social behavior and for meeting and exceeding appropriate expectations for academic performance.

**ACADEMIC INTEGRITY & HONESTY** (*Be guided by the following definitions*):

**Work cited:** All resources used in research will need to be cited. The methods of citation will be explained by the coaches. Example of a website citation (<http://citationmachine.net>) is helpful for constructing work cited pages.

**Plagiarism:** Using phrases or ideas that are not your own without identifying the proper source. Merely changing a few words, for instance, does not relieve the student from the responsibility of crediting the passage to the original author(s).

**Cheating:** Giving or receiving assistance from written material, another person, or any other source when the work is to be completed independently. Attempting to cheat carries the same consequences as cheating itself.

**Misrepresentation:** Submitting as one's own work any work that is prepared by another person. (This includes work prepared by parents or tutors.)

**You should assume that the additional consequences of all violations will be failure "F" for the assignment.**

#### **ACCEPTABLE USE POLICY (COMPUTER & INTERNET USE)**

Every parent must read and sign the ASC/ VHSA Acceptable Use policy for student internet access. Please see the on-line policy for download and return.

## ACCREDITATION

As a non-graded, multi-age, non-traditional learning environment, *A SCHOOL FOR CHILDREN* (ASC) is fully accredited under the Standards for a Non-Traditional Educational School by the Georgia Accrediting Commission. The Georgia Accrediting Commission has been serving Georgia's schools since 1904. The founding father of this commission, Dr. Joseph S. Stewart, provided leadership to the organization of what is known today as the Southern Association of Colleges and Schools (SACS).

In 2013 (after five years of the high school's existence), The *VERTICAL HIGH SCHOOL ACADEMY* of *A SCHOOL FOR CHILDREN* will apply for accreditation status directly with SACS. Nevertheless, the rigor and relevance of the high school diploma from schools commissioned by the Georgia Accrediting Commission is accepted by colleges and universities throughout the country and abroad.

Further, ASC/VHSA has association with Trumpet of God Ministries & Training Center for oversight of Biblical Studies and Apostolic Training. The school, while an independent Georgia Corporation is submitted to the spiritual leadership and oversight of the presbytery at Trumpet of God Ministries in accordance with the order of the Christian faith as embraced by the founder of *A SCHOOL FOR CHILDREN*, Inc.

## **PLACEMENT**

Advanced Placement and Honors courses are available in all four core subjects for an additional charge. All Advanced Placement and Honors courses are taught by certified teachers and an accredited transcript is provided upon successful completion.

## **ADMISSIONS**

Parents are expected to fully disclose any and all challenges that their child might have that may interfere with learning. This includes, but is not limited to, diagnosis and intervention strategies used in their learning situations (e.g., tutoring, special education plans, IEPs, 504 Plans). This information must be disclosed prior to application for admittance to ASC.

All documents will be considered and used to anticipate the student's needs, should (s)he be admitted. No child will be denied admission solely on the basis of learning differences, provided that ASC has adequate staff to meet those needs. However, ASC Admission Committee reserves the right to acknowledge the limitations of our program in meeting the special needs of students.

**ALMA MATER --- (SCHOOL SONG) ---- (JUST FOR THE SOLDIERS)**

Awesome we take a stand; The best school in all the land

Coaches prepare us to grow, think, and live.

We utilize (develop) social skills; To Build our relationships

And carry our lives to bring Glory to God.

Potentiality, Success academically,

The right kind of attitude with love in our hearts

Nothing can block our path, While traveling on our way

A journey to higher heights, a vision comes true.

**CHORUS**

***A SCHOOL FOR CHILDREN***

Has inspiration, we walk in the faith of;

The Kingdom of God.

The highest integrity; We demonstrate Liberty,

By mastering (Conquering) Challenges, each day with the word.

**CLOSING BRIDGE**

***A SCHOOL FOR CHILDREN***

A School for Mastering

A School for Conquering

A School for God

***A SCHOOL FOR CHILDREN***

## **ALCOHOL & DRUG POLICY**

Possession and/or use of alcohol or drugs is forbidden. Further, the possession and use of alcohol on and off campus will be subject to the same disciplinary action. The ASC community is relatively small in comparison to the traditional school. As a member of the ASC community your behavior is a reflection on the entire community. *No man is an island unto himself!*

## **APPEARANCE**

Students are expected to wear the acceptable uniform. Even when there is opportunity to “dress-down” students are expected to wear modest clothing and have modest appearance as becomes one representing Christian values. Any student who chooses to continuously appear disheveled in their dress and personal presentation will be subject to suspension and/or possible dismissal from the school.

## **ARRIVAL/DISMISSAL TIMES**

Students may arrive at school as early as 8:15 a.m. and should be picked up by 3:10 p.m. All students who are not picked up by 3:10 must go to the Extended Day Enrichment Program and will be charged \$5.00 per 20 minutes. This charge is to be paid directly to the Enrichment personnel on duty on that day for the extra care of your child.

Parents who are unable to pick up your child by 3:10 p.m. should enroll their child in the Extended Day Enrichment Program. Information and enrollment may be completed on-line.

## ATTENDANCE

We gladly participate as a partner in the education of your child. Thus, you are primarily responsible for your child's school as we assist you. That includes your child's attendance. Therefore, if your child is going to be absent:

1. Call the primary coach and state the reason for the absence. At that time the coach will alert all who are involved with your child of the absence.
2. Should there be projects or demonstrations that cannot be repeated your child may be given a pencil and paper exercise to demonstrate competency. **At no time will there be a requirement of the coach to re-teach lessons due to student absenteeism.**
3. It is the parent's/student's responsibility to check the Snap Grades System for the homework assignments and class work recovery. Please do not ask the coaches for repeat assistance on this because they have other assignments which must be completed. If the information needed is not on the system encourage your child to use the buddy system with classmates. This encourages partnerships, responsibility, and promotes attendance. Nothing can replace being in the classroom.
4. Parents will receive a call from the coach or the administration for all students who are absent for more than two (2) days from school.

## AWARDS (ACADEMIC & SPECIAL AWARDS)

Students who perform well academically (A and A-B averages) throughout the year will be awarded at the end of the year. There are NO mid-year honors at ASC/ VHSA.

Senior awards in VHSA are calculated based on a cumulative numeric

average over the four years of high school on a 4.0 scale. The last reporting period grades will end 2 weeks before the set graduation date. All grades earned after that point will not count toward the graduation award.

## **BOOKS**

All book fees must be paid by September 1<sup>st</sup> of the school year. The school will not be able to add book fees in as a part of the monthly tuition. Children must have the use of their books and workbooks. Therefore, parents must pay the book fee on time. Students who do not have their books purchased by September 1<sup>st</sup> will not be permitted to attend class.

## **CELL PHONES/ ELECTRONICS/ALL RECORDING DEVICES**

ASC/VHSA strictly prohibits the use of cell phones, texting, cameras and other electronic game devices during the school day (unless given permission for a special function by instructional/ administrative personnel.) **THERE ARE NO EXCEPTIONS!** Students who violate this rule will be impacted by the following consequences:

1<sup>st</sup> Offense – Parents may pick up the item at their convenience.

2<sup>nd</sup> Offense – Parent must pick up the item AND pay a \$25.00 recovery fee.

3<sup>rd</sup> Offense and every subsequent offense – Parents must pick up the item and pay \$50.00.

Due to privacy issues, students are not allowed to take photographs or make video or audio recordings while on the campus, unless it is under the supervision of a member of the instructional/ administrative staff.

**STUDENTS WILL BE SUBJECT TO DISCIPLINARY ACTION FOR ANY**

## VIOLATIONS OF THIS GUIDELINE.

Parents who need to speak with their child before the end of the school day (for emergencies) may call them on the office phone at the school 229-903-1030.

When you text your child or allow your child to text you, that means that you are encouraging them to break the rules.

## CONDUCT

ASC is a community of individuals working, playing and growing together. Support and respect for one another is the key element that makes the environment function well. To foster such a community, there must be expectations for behavior on the part of all members of the ASC family. Students should always behave in a manner that reflects the following community covenants: **I am free to learn; I allow others to be free to learn; I am a thinker.**

There can be no room in a community such as this for actions that are rude, disrespectful or dishonest. As representatives of the school, students are expected to conduct themselves honorably, both on and off campus.

Conferencing and forgiveness are practiced on a regular basis when infractions occur. However, the following behaviors represent major violations of the basic Christian principles of respect, integrity and concern for others and as such are punishable by suspension and/or dismissal from ASC.

- Possession of (real or fake) alcohol or illegal drugs \*
- Possession or threats with knives, guns or any object used as a weapon. \*
- Stealing or Vandalism
- Cheating or Plagiarism
- Fighting (physically or verbally) \*

- Bullying or Harassment of any kind
- Excessive complaining
- Conduct that in any way threatens the safety, health or well-being of any student or employee, or that subverts the school's mission, rules or values, and/or interferes with the work of employees or students
- Using the internet to offend or intimidate fellow students, employees or any member of the ASC community
- Sexual harassment, lewd comments, distasteful conversations and/or gestures

## DAILY ROUTINE

1. School is open at 8:15 a.m. for an 8:30 a.m. start time. Do not arrive before 8:15 a.m. unless you are in early morning care or you have an appointment with a coach to do so. **All students are dismissed at 12:00 p.m. on Fridays.**
2. Please **do not** leave your car unattended in the flow of traffic when dropping off or picking up your child. Parents are welcome to come into the building in the mornings. However, you **must** park in a marked parking space so that you will be out of the line of traffic. There are others in the building that must not be held up from getting to their jobs by us interrupting the flow of traffic. Please respect these instructions.
3. Each student is to **sign-in** and **sign-out** at the exact time of their arrival and departure. *If there are aftercare students they must sign-out at the time of their departure.*

4. If a student is leaving early, please inform the coach in charge. Homework and/or assignments are the responsibility of the student when they leave early; this **CANNOT** be the responsibility of the coaches who have many other duties to perform. Students should refer to the community directory for phone numbers of classmates. Students must place homework in the appropriate place **upon arrival**.
5. Students must place lunches in designated areas **upon arrival**. No lunches or other food items should be kept in the book bag. ***PARENTS PLEASE CHECK YOUR CHILD'S BOOK-BAG PERIODICALLY FOR OLD LUNCHES!***
6. Students **are not** allowed to have carbonated sodas nor energy drinks at school. Please do not send them in student lunches. They will **not** be allowed to drink them!
7. Parents, who are bringing student's lunch for the day, must have them on campus by 11:30. While students have some flexibility as to when they take their lunch, all lunch must be consumed and students must be ready for afternoon work at 12:55 p.m. daily. Our students tend to want lunch and a break, so please be timely with your deliveries! **We suggest that lunch come with the child in the morning!**
8. We have an open door policy to parents viewing of students' work. Your child is responsible for making sure that his/her work is presentable at your request. One of our academic mantras is: " **THIS IS MY WORK!**" Thus, they must be responsible and accountable to you for having work prepared for your review, upon reasonable request. Your viewing can not

- be disruptive to the regular schedule. Parents who want to view students' work should schedule it for after school. Also, for monitoring grades please use [www.snapgrades.com](http://www.snapgrades.com).
9. Food or drink may only be consumed where there is staff to supervise intake. Students are **not** allowed to share food without staff permission.
  10. Students **are** allowed to chew **SUGARLESS** gum. No candy or other sugary items should be consumed on campus.
  11. Friday (one-half day) is generally filled with formal chapel, testing, student club meetings and make-ups. Parents are assured that students have assessments every Monday, Wednesday and Friday. Don't ask them whether or not they have homework; support them by requiring them to prepare.
  12. As a part of the order in the home, children should have a designated time and place to study. This time and space **MUST** be monitored by parents of all children. Their hormones do not typically allow them to stay on task without your help. In order to make this experience worthwhile your child will need help with developing good study habits.
  13. On Monday-Thursday school is over at 3:10 p.m.; and Friday school is out at 12:00 noon. Children who continuously (more than three times) remain at the school past 3:15 p.m. (12:15 p.m. on Friday), **will automatically be assessed a fee of \$5.00 per 0-5 minutes**. While we understand occasional tardiness, please be respectful with an apology and arrangements for payment for the service. We are brothers and sisters. Let us not take the advantage of one another.

ASC is a community of individuals learning, working, playing and growing

together. We treasure the atmosphere of our community and are committed to maintaining a culture of achievement, mutual respect and integrity. We will maintain faith, love and unity at all cost. If there are concerns, **DO NOT** overlook them. We will follow the Biblical principle in Matthew 18:15-17; 5:23-24. It is better to speak the truth in love (Ephesians 4:15), than to allow dissatisfaction to fester and a root of bitterness to spring up and defile many (Hebrew 12:15).

## **DISCIPLINE I**

*“Now no chastening seems to be joyful for the present, but painful; nevertheless, afterward it yields the peaceable fruit of righteousness to those who have been trained by it.” (Hebrews 12:11 NKJV)*

ASC/VHSA maintains small classes and a family-style atmosphere. Thus, the traditional discipline procedures found in many private schools are inappropriate for ASC/VHSA. What this means is essentially there are not as many options for maintaining students who do not abide by the rules and regulations of acceptable behavior. While we do adhere to the belief that some infractions are more severe than others, the disposition of punishment is limited to counseling, musing using The Liberty To Learn system, parent-teacher-student conferences, corporal punishment and/or suspension.

## **DISCIPLINE II**

### *CORPORAL PUNISHMENT POLICY*

Subject to the terms of this policy, corporal punishment is authorized as a disciplinary tool as a last resort at **A SCHOOL FOR CHILDREN**. If a parent/guardian would like to veto the use of corporal punishment, he/she must write a letter to the Head of School as a part of the admissions process. Included in this letter the parent must state the reason for the veto, the suggested steps

that the school should take in the case that corporal punishment is warranted, and the parents' solemn promise of response. Failure to return the completed veto form equates to parental consent. The following are the basic procedures for this policy:

1. Corporal punishment is defined as punishment that inflicts pain. Swats are to be given on the buttocks area only. Running laps or stairs is appropriate corporal punishment only for P.E. or athletics. No other form of inflicting pain (slap with ruler, holding book over-the-head) will be allowed.
2. The Head of School or her designee only may administer corporal punishment.
3. A child may receive no more than three swats for one offense. A child may not receive more than three swats per day.
4. Any school age child may receive corporal punishment.
5. Corporal punishment will be administered in a private location such as the principal's office and witnessed by another adult.
6. Corporal punishment shall not be administered if it requires holding a student or struggling with a student. If a child refuses to take swats, the child will be given an appropriate 1, 2, or 3-day out-of-school suspension.
7. Corporal punishment should be administered to Special Education students only if permitted by the child's I.E.P. and pursuant to the terms of the I.E.P.
8. Parents will be called BEFORE any corporal punishment is administered. Additionally, a written notice will be sent home to the parent when corporal punishment has been given.

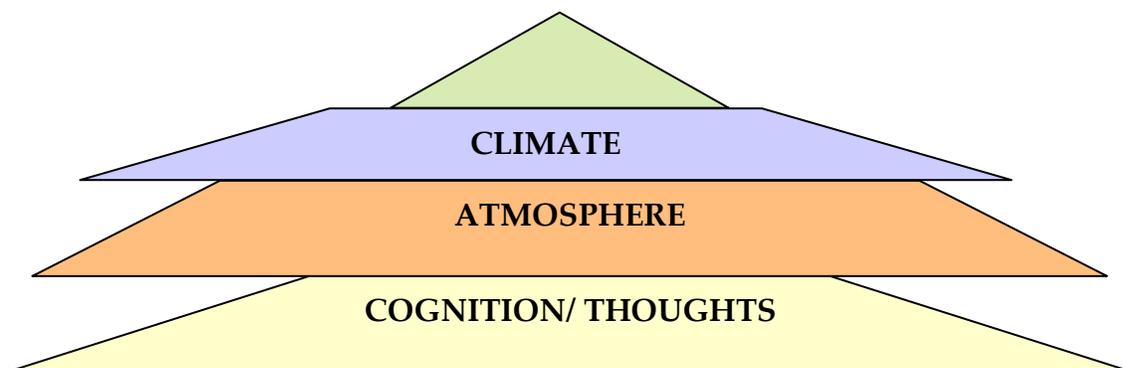
9. Corporal punishment should be used only after other approaches for correcting behavior have been tried unless the offense is serious enough to justify its use on a first offense.

### DISCIPLINE III CLASSROOM MANAGEMENT SYSTEM

ASC/VHSA embraces the **Liberty -To- Learn Classroom Management System**©. This system is implemented during the first week of school. Each student and parent will complete a contract after the implementation period. The principles of discipline start with **“thought.”** Below is a pictorial representation of the foundation on which character development and our discipline curriculum rests at ASC /VHSA.

*Thoughts* create behaviors; *Behaviors* practiced create habits; *Habits* create atmospheres; and *Atmospheres* create **Climates.**

**Climates** are the prevailing conditions or environments sustained in a certain place. The climate in ASC is one of *respect, honor, and achievement.*



**Model of Discipline adopted from teachings by Charlene Glover, Apostle & Senior Pastor at Trumpet of God Ministries and Training Center 2006,**

The Liberty to Learn Classroom Management System© (Faison, 2007) involves three basic *COVENANTS* to which all ASC community participants agree to adhere; they are:

- I am free to learn
- I allow others to be free to learn
- I am a thinker

The Liberty to Learn Classroom Management System© has four (4) basic components which are discussed practiced during the first month of the school year. Students are taught and they practice accountability, responsibility and integrity. Components of the Liberty to Learn System are (1) The Morning Chit-Chat; (2) Muse & Say (Write); (3) Incident Reflections; and (4) Talk-Out (Friday Overview Sessions).

## DISMISSAL FROM ASC/VHSA

*A SCHOOL FOR CHILDREN* has been known to successfully meet the learning needs of students with a wide range of ability levels. However, parents must be aware that without proper discipline students may not get the greatest benefit from the various instructional modes that are applied. Our administration has noticed an increase number of students applying to the school with “parents-as- buddies” type relationships. These relationships manifest themselves in students choosing (at early ages) what they will and will not do. It has been observed that many of these children are negotiated with during times of rebellion and defiance.

Please take note that *A SCHOOL FOR CHILDREN* is a fine private school that serves students with a wide range of abilities and needs. However, *under no circumstances* do we ascribe to the aforementioned adult-child relationship as the norm. When students are not guided into wholesome ways of setting limits or when parents disrespect our protocol by not maintaining proper order at home and in their dealings with the school, the student becomes a liability to the school. Therefore, these students will be withdrawn with no hesitation, discussion, negotiation or refunds!

As a Kingdom school we maintain a child-centered atmosphere of love and respect. Our children are happy as they learn and they are very proud to go to a school where acceptance and hard work are the norm. We will protect that type of atmosphere at all cost. Any disruption by a child or parent to the orderly operation of the school will not be tolerated.

## DRESS CODE

Premised on the belief that dress reflects attitude, ASC dress code balances the student's freedom of choice with the community's standards of appropriateness. There are times when gender specific clothing is more appropriate (i.e. dresses or skirts for females and collared shirts and ties for males); ASC staff reserve the right to advise students and parents on such occasions.

### *General Uniform Code:*

Students' dress must always be neat, clean, inoffensive, properly fitting and not distracting. No tattoos or piercing are allowed. Undergarments should not be visible and attire must be consistent with the following:

- The school uniform should be worn at all times. The school approved sweater, dress blazer and sweater (**with the school shield**) must be worn as a part of the dress uniform when students are traveling and/or representing the school at official functions.
- Uniformed (Khaki) shorts and/or skorts that extend to at least mid-thigh and fall within six (6) inches of the floor when kneeling are permitted during the summer and spring months.
- No offensive logos are allowed. ASC logos, the school shield, or other positive messages are preferred on T-shirts during dress down days.
- No bandanas or gang related colors may be worn at any time.
- No oversized pants or sweat type pants are allowed. **The uniform pants may not be oversized!** This will be strictly enforced.
- Athletic shoes may ONLY be worn for physical education, approved recreation breaks and on approved dress down days.

***Monday – Thursday Uniform Code:***

On Monday through Thursday students at ASC will wear white or yellow, button-down collar dress shirts (boys), Peter Pan collared white or yellow blouses (girls), green plaid ties (boys), green plaid cross-ties (girls), and (*tan*) khaki uniform trousers (boys/girls), (*tan*) khaki skirts or skorts (girls) and the green plaid skirt. From the months of October through March and on all official field trips students must wear the official school sweater or blazer.

Shoes for students should be neutral, single colored, leather casual/dressy shoes (e.g., Sperry-Top-Sider (boat shoe) types). Another acceptable shoe is the brown or black tie-up oxford. Shoes should be conservative in style. Students must wear shoes that are not distracting (no lights, rollers, charms or characters). **Closed toed and closed heel shoes only.** Heels or soles may not be higher than 2 inches. ***Athletic shoes may be worn for physical education and/or recreation breaks ONLY!*** Socks or tights must be worn as an official part of the uniform. The approved socks for girls are solid green or white knee highs. **NO STUDENT MAY WEAR BEAR LEGS AT ANY TIME!** Socks for students should be long and coordinate with the uniform (i.e. **no** athletic or anklet socks are permitted with the dress uniform). Girls may also wear appropriate smooth opaque or cable knit tights.

Only plain white undershirts may be worn under the uniform shirts and blouses. Underclothing must not be visible. Girls are encouraged to wear shorts under skirts. Shorts, knit leggings or pants that show underneath these articles of clothing are not allowed.

The plain dress hunter green, two-button blazer may be purchased by *VERTICAL HIGH SCHOOL ACADEMY* students on-line at:

[http://blazerdepot.com/pages/acad/harvard\\_childrens\\_blazer.html](http://blazerdepot.com/pages/acad/harvard_childrens_blazer.html)

Parents may have the school emblem embroidered on the blazer locally at Pro 1 Embroidery on Dawson Road at a reasonable cost.

The official carrier of *A SCHOOL FOR CHILDREN*, Inc. uniform is French Toast. Each household, once registered will be forwarded a catalogue from the French Toast Company or you may pick up a catalogue at the school's office. All purchases may be made on-line. Use the link on our web-page to make your purchases.

***Friday Uniform Code:***

Typically students earn the right to dress-down on Friday. The coach will let students know on Thursday if the community has earned that privilege.

***Uniform T-Shirt***

In addition to purchasing the official uniform for your child, the official school T-shirt is required for all students. These T-shirts will be worn during physical education and field trips. Further, we are asking that family members purchase the official school T-shirt to be worn to all school related outings (i.e. Albany State University Homecoming Parade, camping, and physical education classes at the YMCA). The more we are able to order, the less expensive the cost will be for everyone. So please encourage your family members to purchase ASC T-shirts. All T-shirts should be paid for through the secured PayPal account on the web page (\$17.00 each). For 2X and above the cost is \$25.00. T-Shirts will be ordered during the first week in October.

## **EXTENDED DAY ENRICHMENT PROGRAM**

Our intention is to have an Extended Day Program that completely supports itself. Therefore, for those who need it, extended day (after care) will be provided for a minimal fee. No student may enter the building before 8:00 a.m. without special permission. This is the time that coaches are arriving and preparing for students to arrive. Please respect this time. Additionally, extended day (aftercare) will be provided from 3:10 p.m. until 5:45 p.m. Students who are not picked-up by 3:15 p.m. *EST* will be placed in the Extended Day Enrichment at the expense of the parent. There are **NO EXCEPTIONS**. Students must be monitored at all times when they are at ASC/ VHSA. Parents who are tardy picking up their child at the end of the Extended Day period are charged \$5.00 per 5 minute period. See the Extended-Day Enrichment coach for information and to make appropriate payments.

## **FAMILY CHANGES**

If the status of a student's custody changes after the student is enrolled, the enrolling parent/guardian or agency shall notify the school of the new address and contact phone numbers. State law generally prohibits attempts to make a change of custody of a minor child by removing the child from the premises of a school without permission of the person who enrolled the student. This prohibition applies even if there is a court order granting custody of the child to the person seeking to make the change.

## FUNDRAISING EVENTS

Parents, as you know, our current tuition only covers about 67% of the total budget for the academic program at ASC. In order to maintain top quality services, the school depends heavily on the support of its' parents and outside supporters. One way that our parents help is through quality fundraisers and activities. The school fundraisers and activities for which we are soliciting your support during this school year will be given at the first Parents' Partners meeting. **At that time Parent Friends are asked to add to the list of fundraisers so that our school can meet all obligations.**

Please be aware that no club or parent group shall be permitted to open another account in the name of the school or use the school's name and or tax-identification number, separate and from the general account under the signature of the founder and oversight of the CPA firm for the school.

**GRADING:**

ASC’s philosophy of internal motivation and self-efficacy is experienced as students work for the first semester of the school year for the sheer purpose of learning (August – December). While all assignments are assessed as in most American schools, grades are not assigned during first semester.

Students’ work will receive numerical grades after the first semester in accordance with the following (Table 1):

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
Student demonstrates consistent academic discipline, strong retention and understanding of knowledge, and active application of that knowledge.	Student demonstrates consistent academic discipline, strong retention of knowledge, good understanding of that knowledge, and good application of that knowledge.	Student demonstrates moderate academic discipline, basic retention of knowledge, and inconsistent application of that knowledge.	Student demonstrates little academic discipline, weak retention of knowledge, weak understanding of the knowledge, and little to no application of knowledge. Student achievement may not be enough to provide an adequate foundation in the course.	Student demonstrates little to no academic discipline, little to no retention of knowledge, little to no understanding of knowledge, and no application of knowledge. Fulfillment of course requirements and proficiency in academic skills are not sufficient to merit academic credit.

Each coach will explain all deviations from these grading procedures.

**Table 2. LETTER GRADES AND NUMERICAL VALUES**

<b>A</b>	93-100
<b>B</b>	83-92
<b>C</b>	73-82
<b>D</b>	63-72
<b>F</b>	62 and below

**GRADE REPORTS:**

Grade Reports are sent home after Christmas and at the end of the school year. While this is not an every six to nine weeks reporting period (traditional), *student grades and work may be reviewed by parents at anytime through the [www.snapgrades.com](http://www.snapgrades.com) system.* In an intimate community like ASC the practice of parent initiated overviews can be easily accommodated. Students will accept their responsibility to be ready at any requested time. Parents are also encouraged to request conferences whenever needed. Friday afternoons are the best time to accommodate extended conferences.

**HARRASSMENT STATEMENT**

*A SCHOOL FOR CHILDREN* and the *VERTICAL HIGH SCHOOL ACADEMY* does not and will not tolerate harassment of our students or employees. The term “harassment” includes, but is not limited to slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual’s race, ethnic group, color, gender, religious belief, national origin, citizenship, age, or disability. “Harassment” also includes sexual advances, requests for sexual

favors, unwelcomed or offensive touching, and other verbal, graphic, or physical conduct of a sexual nature.

Violations of this policy will subject an employee to disciplinary action up to and including immediate employment termination. Students violating this policy may be disciplined up to and including exclusion from school.

**HOMEWORK POLICY** (*Actual homework time depends upon the work habits of individual students.*)

- Lower Level (ages 7-8)—20 minutes per core class (max. 1 to 1-1/2 hours)
- Intermediate Level (ages 9-10) - 30 minutes per core class (max. 2 hours)
- Upper Level— (11-17) 40 minutes per core class (max. 2 hours, 40 minutes)

**Every student MUST read, every night.** This is time not included in the above homework schedules. Most of our families attend church on one evening each week. Please make your child's coach aware of your church evening so that adjustments may be made to accommodate family worship.

## **LAPTOPS**

All students are required to have a working laptop, a USB/ Flash drive, and a rolling book bag in which to carry their laptops. There is NO exception to this requirement. Much of the research and other curriculum related activities require the use of a laptop.

Parents are encouraged to place the Norton Antivirus Software and activate parental controls [Go into Control Panel; Internet Options; Security; Enable Protected Mode; Set Security Level on HIGH]. This will prevent students from visiting non-regulated sites. **THIS IS A PARENTAL RESPONSIBILITY.** When students visit sites that are unauthorized and illegal for children they risk

crashing their hard drive. This will result in you (parents) needing to purchase a new computer because NO child can come to school for more than two (2) days without his/her laptop. Laptops may be fixed via the school for a small fee.

## **LUNCH**

The students at *A SCHOOL FOR CHILDREN* and the *VERTICAL HIGH SCHOOL ACADEMY* brings their own lunch daily. Often the children and coaches visits local restaurants or orders lunch from local sandwich shops. A parent volunteer will direct the lunch order program and parents may make arrangements for lunch to be purchased and delivered to their child. This lunch order program starts the Monday after Labor Day (September) and ends April 31<sup>st</sup> of each school year.

Parents who wish to bring student lunches to the school should have the lunch at the school by 11:35 a.m. Students are not allowed to consume carbonated sodas nor energy drinks either at the school or the YMCA. Therefore, carbonated sodas and energy drinks sent from home will be construed as a direct violation of this rule and students may receive consequences for such infractions.

**All lunch items must be consumed prior to 12:55 p.m.**

## **MY PLEDGE TO THE ASC/VHSA COMMUNITY**

As a member of this community students are treated as a mature young people, full of valuable opinions and ideas. They are capable of making good decisions and are worthy of our trust. We are able to accomplish so many wonderful things at ASC because of the trust between students, staff, parents and supporters. Without this trust our community would have far fewer choices

and opportunities available to it. Once this trust is breached, it takes a long time to regain it. With trust comes responsibility and accountability. We all have the responsibility to uphold the values of this community. Furthermore, each person in the community is held accountable to others in the community. The personal pledge that students are asked to take which upholds the values of our community is as follows: (*Sign the file copy inserted in the back of this handbook.*)

1. I, \_\_\_\_\_, pledge to conduct myself in a manner that supports the values of this community. I will be honest in my communications and interactions with members of this community. I will take responsibility for my own actions. I will respect myself and my own learning. I will respect my peers and their uniqueness. I will respect our school environment, its rules, and its values. (*See Admissions Package*).
2. **EACH STUDENT MUST DEMONSTRATE MEMORIZATION OF THE PLEDGE DURING THE FIRST TWO WEEKS OF SCHOOL. THE AGREEMENT IS THEN SIGNED AFTER RECITATION AND BECOMES THE PRECEDENT FOR CONSEQUENCES OF VIOLATIONS.**
3. It is the responsibility of the students to maintain snack and lunch areas. A schedule will be developed and maintained by the governance leaders in collaboration with all students for the daily cleaning.

#### **REQUIRED ACADEMIC PERFORMANCE SESSIONS (R.A.P.S.)**

*A SCHOOL FOR CHILDREN* and *The VERTICAL HIGH SCHOOL ACADEMY* are preparing leaders for the future. Towards that end the curriculum is rigorous and inclusive. **Students in our community must be**

willing to put forth the amount of effort that is consistent with the success that parents expect. The R.A.P.S. program is developed to assist students who demonstrate a *lack of motivation or willingness* to complete daily assignments. It gives students the opportunity to improve their achievement in content areas in which they need extra help. **THIS IS NOT** a traditional tutoring program. The program is designed to give students the needed skills which motivates them toward self-efficacy and academic improvement. The program is held on Saturday mornings from 9:00 a.m. to 12:00 noon for an additional fee of \$75.00 per session. Any student who **is not** working up to standard **MUST** enroll in R.A.P.S. in order to remain at *A SCHOOL FOR CHILDREN* or The *VERTICAL HIGH SCHOOL ACADEMY*. **FAILURE IS NOT AN OPTION, HERE!** **EVERYONE MUST PUT FORTH THEIR BEST EFFORT!** The R.A.P.S. program is NOT the same as the extended learning one-on-one meta-cognitive coaching. This is discussed during the parent orientation session.

## STANDARDIZED TESTING

Recent achievement test scores must be on file for each student. If your child is transferring make sure that recent achievement test scores are included on the transcript. (State Criterion Referenced Tests are not acceptable [CRT]).

## SUPPLY LIST

- 28 colored pocket– 3 pronged folders (colors: 4red, 4purple, 4blue, 4yellow, 4green, 4black, 4orange)
- **Laptop Computer (Wireless internet ready) Mandatory for students age 6-18**

- 5 Black & White 9-3/4 X 7-1/2 Composition Books (Journals/Writing)
- Pencils, pens and pencil sharpener with cover
- 5 glue sticks and 3 small bottles of Elmer's glue
- 10 packs of Loose-leaf notebook paper (ages 8-14 **should not** purchase college-ruled notebook paper)
- 20 rolls of paper towel and 5 boxes of Kleenex tissues (200+ count)
- 3 large bottles of hand sanitizer
- 3 large bottles of liquid soap
- 2 packs of scotch tape (these will fit into sturdy dispensers at the school)
- 3 package of 3 X 5 packs of index cards and box for index cards
- Personal Hygiene Kit (face-cloth, under garments, soap, deodorant in zip-lock)
- 8 GB Jump Drive
- Ruler
- Protractor
- Crayons
- Markers
- Color Pencils
- Erasers
- Large Back Pack w/ rollers

## SPECIAL NEEDS AT A SCHOOL FOR CHILDREN

*A SCHOOL FOR CHILDREN* welcomes students with all ability levels. We have a heart and a mandate to service students with learning and some developmental disabilities. While we understand the quandary that many parents face with trying to find effective services for their child with learning differences, it is our commitment to honestly communicate to parents our ability to help all students. With this understanding, *A SCHOOL FOR CHILDREN*

reserves the right to accept only those students with whom there are adequate staff to make a difference in the learning life of the individual student.

Furthermore, while there may be students who have a combination of disabilities (co-morbidity), one of which may be a learning disability, ***A SCHOOL FOR CHILDREN*** is not equipped to service students with emotional, conduct and/or behavior disorder(s) as their primary diagnosis. This statement is included in an attempt to disclose with honesty the extent to which we are able to service the needs of students. A culture of achievement will always be priority when making admission decisions. We are strictly an academic setting and as such reserve the right to maintain that focus when considering students for admission and continued matriculation. Parents should make every effort to honor this priority in their disclosure of their child's special needs.

***A SCHOOL FOR CHILDREN*** is an approved Georgia Special Needs Scholarship school. For more information visit <https://public.doe.k12.ga.us/sb10/sb10index.aspx> .

## **TESTS & PROJECT SCHEDULES**

Our aim is to create success for *every* student. Therefore, it is not our policy to over-stress students with unreasonable amounts of homework and/or test preparation in one evening. All projects are assigned with a suggested timetable for completion. Do not allow your middle/high school child to procrastinate! Thus, we *typically* will adhere to the following scheduled assessments and projects days:

Monday      Math, Science Assessments and Projects

Wednesday   Social Studies and Language Arts Assessments and Projects

Friday            Spelling, Vocabulary (Wordly Wise or Vocabulary Builder),  
Foreign Language Assessments and Projects

**TRAVEL STUDIES:**

It is the practice of ASC to seek to accommodate family's unique travel schedules during the regular school year. Many parents have a need to travel for business to very interesting places and desire to take their families (children) to expose them to areas of learning not typical in the classroom. However, be advised that it is in the best interest of students to be present for instruction and project work. Thus, we do not have the staff or time to arrange for make-ups beyond reasonably excused absences. However, if you know that your child will be absent for extended family travel, ASC requires advance notice in order to make schedules and assignments for travel study. Again, this function is extended providing that we have the staff to complete your request. We will try to tie assignments in to the travel destination so that the work is meaningful and the learning pleasurable.

## TYPICAL DAILY SCHEDULE

(This is not a schedule etched in stone. ASC is a child-centered environment. However, this schedule is provided so that you will be reminded of the typical activities of the day.)

Times	Monday	Tuesday	Wednesday	Thursday	Friday	Special Notes
8:15 – 8:30	<b>All students should arrive between 8:15 and 8:25 a.m. They must sign-in, visit, put lunches away and ready supplies for precise start at 8:30 a.m.</b>					Fridays are filled with quizzes and other assessments. In addition, students will participate in bi-monthly chapel on Fridays.
8:30 – 9:00	<b>Prayer/ Pledge/Chit Chat</b>					
9:00 – 11:00	<p style="text-align: center;"><b>Language Arts Block</b></p> <ul style="list-style-type: none"> <li>• <i>Clinical Processes (individualized and small group instruction)</i> and/or               <ul style="list-style-type: none"> <li>• Wordly Wise</li> <li>• Spanish/Latin</li> </ul> </li> <li>• Journal (Daily Journals may be replaced by Brain-Teasers)</li> <li>• Momentum/Action Books/ Read XL/ Assigned Classics/ Read 180*               <ul style="list-style-type: none"> <li>• Individual and Group Reading Clinical</li> </ul> </li> <li>• Language Arts (Grammar/ Usage/Mechanics)/ Writing Process</li> </ul>					
11:00 – 12:00	Social Studies	Science	Social Studies	Science	Art	
12:00-12:55	<b>Lunch: Lower Grades 12:00-12:25; Intermediate and Upper Level 12:30 -12:55</b>					
1:00 -2:00	Math		Math	Math	Math	
2:00 – 3:00	Music		P.E.	Music.	P.E.	

## PARENTING RESOURCES

*The golden rules of parenting: for children and parents of all ages* By Boothby, Rita. Capital Books, c2001.

*Hearing is believing: How words can make or break our children* by Medius, Elisa. —New World Library, Distributed to the trade By Publishers Group West, c2004.

*Hope and healing: peaceful parenting in an uncertain world* By Drew, Naomi. Citadel Press, c2002.

*Living simply with children: a voluntary simplicity guide for moms, dads, and kids who want to reclaim the bliss of childhood and the joy of parenting* By Sherlock, Marie—Three Rivers Press, c2003.

*Mom, I hate you! Children's provocative communication: what it means and what to do about it.* By Fleming, Don. Three Rivers Press.

*Parenting and teaching the gifted,* By Callard-Suzulgit, Rosemary, 1946. Scarecrow Press, 2003.

*Parenting children with ADHD: 10 lessons that medicine cannot teach* By Monastra, Vincent J.- American Psychological Association, c2005.

*Parenting isn't for super heroes: everyday strategies for raising good kids* By Clarke, David, Ph.D.—Barbour Books, c2003.

*Queen bees & wannabees: Helping your daughter survive cliques, gossip, boyfriends, and other realities of adolescence.* By Wiseman, Rosalind, 1969—Three River Press, c2002.

*Raising boys who are different — and how to help them become happy and well-balanced men* By Biddulph, Steve- Celestial Arts 1998

*Raising children who think for themselves.* By Medius, Elisa—Beyond Words Publishing, c2004.

## APPENDIX

### **Closing of School Due to Weather Conditions**

ASC/VHSA follows the closings of the Dougherty County Public Schools with regard to weather conditions. Tune in to the local television station WALB.tv for school closing information. If there is a deviation from this informant your child's coach will give you a personal call.

### **E.L.I.S.H.A. STUDENT SCHOLARSHIP ORGANIZATION**

*EXCELLENT LEARNING INVESTMENT FOR STUDENTS HELPING ALL*

*Information is forthcoming about this scholarship program.*

### **EL SHADDAI FOUNDER'S SCHOLARSHIP**

This scholarship is given to two graduating seniors with the highest grade point average on a 4.0 scale. Grade requirements are calculated as of May 15<sup>th</sup> of the senior year.

### **VOLUNTEER/COMMUNITY SERVICE REQUIREMENTS**

In addition to our mission, we strive to instill a commitment to personal integrity and a sense of social responsibility in each of our students. With this in mind, our commitment to philanthropy is very strong. Learning the value of doing for others is high on our list of priorities for our children.

#### **Lower School**

The Lower School students participate in numerous projects throughout the year, including the following:

#### **St. Jude's Children's Hospital Project**

Students participate in a special assembly in December and donate gifts for children receiving treatment in St. Jude's Hospital in Memphis, Tennessee.

### **Jump Rope for Heart**

This is an annual event coordinated by the physical education instructor. The children must demonstrate how truly strong their hearts are with their enthusiastic jumping in an effort raising generous gifts to the American Heart Association.

### **American Cancer Society's Relay for Life**

Students donate five dollars for the privilege of "dressing down" at school for a day. Funds collected go to support our Relay for Life team, raising money and awareness of finding cures for cancer.

### **Make a Difference Day**

Our projects of this nationwide event will include visiting a local assisted-living home, donating toiletry items to a local rehabilitation center for women, and creating shoebox gift packages for needy children overseas.

### **Telephone Book Recycling Project**

As part of Keep Albany-Dougherty Beautiful, students collect telephone books to be recycled.

### **Salvation Army Canned Food Drive**

Students will donate canned goods at Thanksgiving time each year to help feed the hungry.

### **Middle/Upper School**

On the Middle/Upper level, numerous community service projects will be engaged in throughout the school year. These student-driven activities will work

to foster compassion, selflessness, and generosity in their participants. The projects may include:

The ARC

Broadway Cares/Equity Fights AIDS

Children's Miracle Network

Doctors Without Borders

Food Bank of Southwest Georgia

Georgia Sheriffs' Youth Home

Grace Way Women's Recovery Center

Heifer International

March of Dimes

Open Arms

The Lords Pantry

UNICEF

Madeline's Mission

### **St. Jude's Children's Hospital**

The school's leadership believes that a part of becoming a mature adult involves developing responsibility, commitment, and a sense of community. The purpose of the volunteer/community service requirements is to foster these valuable qualities as a part of each student's preparation for college.

Each student entering 10th grade is encouraged to design his or her personal plan of volunteer service for the duration of the high school career. Students may choose to work individually or collectively. Students should contact the Head of School's Office for approval of their proposed service projects. Students may not serve within a family member's employment,

business, or source of income, and their service activities should reach above and beyond any normal church commitments.

During the school year, the Coaches routinely notify students about opportunities for service with qualifying organizations as these arise.

### **Requirements**

- A total of 55 volunteer hours must be documented by May 1st of a student's senior year in order to graduate from the Vertical High School Academy.
- Students may begin accumulating volunteer hours the summer before their sophomore year.
- Community Service forms are available in the Head of School's Office or on our website in the "Volunteer/Community Serv" section of the Parents tab. Community Service forms must be signed by an agency official and must be approved by a Coach before hours are recorded on the student's transcript.
- The Head of School's office can help a student determine if a specific activity qualifies for school volunteer credit prior to participation.
- The school suggests students use the following as a guideline in reaching their goal of 55 hours of documented volunteer work prior to graduation:
  - 10th grade 20 hours
  - 11th grade 20 hours
  - 12th grade 15 hours