



ALL-SCHOOL INFORMATION

The following information pertains to families with students at all grade levels. Please read the following information carefully, and contact the school office if you have any questions.

Welcome to a New School Year at SCS!

Calendar

The most up-to-date version can always be found at www.shorelinechristian.org/calendar. There are a few events that we want you to take note of right away! Please put these on your calendar.

Preschool and Pre-K Preview

All Preschool and Pre-K families are invited to join us on Thursday, August 23rd, from 10am - noon or from 4:30pm - 6:00pm. At this meeting you will meet your child's teachers, learn details about the upcoming school year, and receive the remaining forms and paperwork required by the school. Your child is welcomed and encouraged to come. In order to ease the transition on the first day of school, please take a look at the supply list below and additional items that will be emailed to you by the beginning of August. Please bring these items with you to the Preschool Preview. If you are unable to attend Preschool Preview, you may bring these items along with your completed forms on the first day of school (Monday, August 27th).

Elementary Preview

Elementary Preview for grades K-5 is back again this year on August 23rd from 4:30pm to 6pm. Come visit your classroom, meet your teacher, drop off your school supplies and get a sneak peek at the year to come.

Teacher Meet & Greet and All-School Family Picnic

All SCS families, from preschool through twelfth grade, are invited to join us for our Teacher Meet and Greet at 5:30pm on Friday, September 7th, followed by our Annual Family Picnic at 6:00 pm. This is a wonderful evening that offers opportunities to greet old friends and meet new families. We'll be gathering on campus by the amphitheater, so bring a blanket or lawn chairs for seating. The school will provide hot dogs and buns, condiments, plates, napkins, and utensils. **Please bring a salad (last names beginning K-Z) or dessert (last names beginning A-J) to share, enough to serve 10-12 people.**

Emergency Information

It is essential that the office has current contact/emergency information for all our students.

Please let the office know if you have made any changes since you filled out the registration paperwork last spring, including phone numbers, email addresses, and mailing addresses. If at any time during the school year any contact information changes, please update this information with the office as soon as possible.

Inclement Weather and Flash Alert

The best, fastest way to be notified of school closures or changes in schedule due to inclement weather is the Flash Alert system. You can register online at <https://www.flashalert.net/>. **Note: SCS decides**

independently of the Shoreline and Seattle school districts if there will be a school closure or late start due to weather. Do not look at district websites for SCS closure information.

Immunizations

Summertime is a great time to take your child(ren) in for required immunizations. Washington State Board of Health is continually changing immunization requirements at all grade levels for students to be enrolled in school. SCS must file a report with the state to verify that our students are up-to-date with their immunizations. If you have questions, please email school nurse Krista Kennedy at schoolnurse@shorelinechristian.org. All immunization updates are due by August 20, 2018.

Preschool and Pre-K: Vaccines required for preschool include Hepatitis B (Hep B), DTaP, Hib, Polio (IPV/OPV), PCV, MMR, and Varicella. Please fill out the required form available from the school office—all immunizations must be up-to-date. If you have questions regarding your child's immunizations, contact your child's physician. Immunization forms are due at the school on or before August 20, 2018. Please get your completed immunization records to the school on time.

Kindergarten: All children attending Kindergarten are required to have completed all immunizations recommended for their age; these include DTaP, Polio (IPV/OPV), Hepatitis B, MMR, and Varicella. Updated DTaP and Polio immunizations are required after 4 years old. If your child has been in preschool, your immunization paperwork likely needs to be updated. Please have all paperwork/physician appointments completed and turned in to the school office by August 20, 2018.

Sixth grade (middle school): The TDaP vaccine is required of children who are 10-11 years old and attending 6th grade. Parents, please go in to the school office to add the most recent date to your student's immunization form or send a note into the school including the student's name, date the immunization was received, and a signature on the note. These updates must be made by August 20, 2018.

Middle School and High School: The State Board of Health has mandated that all students in grades K-12 have two doses of the varicella vaccine.

Milk

Students in grades K-12 and preschool students remaining in childcare may preorder milk for the school year. Students who order milk may choose white or chocolate, and will have an individual milk carton delivered to their classroom each day (PS-5) or can pick it up from the office (6-12) at lunch time. Milk for the school year is \$50 per student (about \$0.28 per day). You will be given opportunity in February to add or drop milk.

To order, please fill out the order form and return it to the school office *no later than* the first week of school. Your student may be eligible for free milk depending on your family's income. The income chart and "Application for Free Milk" are available from the accounting office.

Renweb/ParentsWeb

Renweb is our Student Information System and school management software. Re-enrollment is completed each spring through Renweb. Parents can log into their ParentsWeb account using the log-in used for registration for your students. Important documents are available through the Resource Documents page in ParentsWeb. Middle school and high school families can check their student's grades, homework assignments, and attendance records through ParentsWeb.

You will need the district code to log in to ParentsWeb. **The District Code is SCS-WA.**

Google Classroom

We will be continuing our use of Google Classroom in grades Preschool-12 as the hub for classroom announcements, upcoming assignments, and missing work. If you are a returning student, your login information will be the same as last year. At the start of school, new students/parents will be given a log in to a Google Classroom account by the Technology Integration teacher Jeff Miller.

Shoreline Christian School Society

Shoreline Christian is owned and operated by the Shoreline Christian School Society, a non-profit corporation. Membership is comprised of many parents and others interested in Christian education. Society members elect the School Board, which makes policy decisions, hires the Head of School, and recommends the annual budget to Society members for approval.

The SCS Society hosts three All Parent Meetings during the school year, attendance is encouraged. The first meeting will be on September 17th at 7:30 pm, look for details in Charger News.

Student Allergies and Medications

It is very important to let the office know of any allergies that your student has and any medication they take for them. We will pass the information along to the classroom teachers. If your student requires having any medication for allergies on campus (i.e. Benadryl, epi-pen, etc.), we will need an Authorization for Medication form, and the medication must be stored in the office. More information about medication is available in the handbook.



MIDDLE SCHOOL AND HIGH SCHOOL INFORMATION

The following information pertains to families with students at the 6th through 12th grade levels. Please read the following information carefully, and contact the school office if you have any questions.

Teaching Staff

Head of School: Michael Smith
Director of Middle School Education: Kori Tjoelker
Director of High School Education: Joel Bratt

Geometry, MS Math: Stephanie Rasor
MS Bible: Char DeKoekkoek
MS Lit, PE, Geography: Kori Tjoelker
MS Math and Science: Emily Korf
HS Math: Adam Haulter
HS Science: Hank Franklin
HS Social Studies: Ben Monsma
HS English: Joel Bratt
HS Bible: Jim Fox

Art: Diane Van Ornum
Counselor: Andrea Grafmiller
PE: Daryl Broekhuis
Music: Daniel Dovich
Spanish: Roxana Soto
Technology Integration: Jeff Miller
Athletic Director: Jeremy Barrie
MS/HS Language Arts: Emily Womelsduff

First Day Schedule

Below is the updated schedule so you know what to expect, and when to be here on that day. We hope to see you then!

9:30am - K - 12 start

10am - Parents are invited to join for Preschool - 12th grade chapel in Shoreline CRC sanctuary. We'll take an all student photo after chapel to celebrate our first day back.

1:50pm - School ends with an early dismissal on the first day.

Coffee and snacks will be available for parents in the amphitheater (in front of the secondary building) from 9-11am. Come by and have a treat on us!

Pick up/Drop Off Procedure

Please keep your vehicle under 5 mph when entering and driving in the parking lot. Watch for pedestrians. During pick up and drop off, many parents and children are entering and exiting vehicles, and crossing the parking lot on foot.

Do not enter the "upper" parking lot during pick up and drop off. It too easily gets congested, is difficult to turn around, and difficult to exit when cars are entering the parking lot.

Drop off

Please drop off your child(ren) in the morning on the yellow line by the concrete wall and pull as far forward as possible. This makes sure that we can take care of as many people as possible and keeps the backup to a minimum.

Please unload from the right side of the vehicle. Students who unload from the left side are at risk of walking into traffic.

Please be considerate of the people behind you. Parents and students who need extra help or need some time getting everything collected should park their vehicle in a parking stall. When everything is ready, you may come around again or walk your child to the drop off zone.

Mr. Hopkins is out every morning to assist you and your child. Please let him know if you need any help. Please park only in the marked parking stalls.

Pick up

Please pick up your child(ren) at the morning drop off area.

Regular Schedule

The warning bell rings at 8:25 am. By the time the tardy bell rings at 8:30 am, students are expected to be seated and prepared for their 1st period class. Students are dismissed from school at 2:45 pm.

Monday	Tuesday	Wednesday	Thursday	Friday
First Period 8:30 - 9:15	First Period 8:30 - 9:45	Second Period 8:30 - 9:45	First Period 8:30 - 9:45	Second Period 8:30 - 9:45
Second Period 9:20 - 10:05				
Chapel 10:10 - 10:40	Break 9:45 - 9:55	Break 9:45 - 9:55	Break 9:45 - 9:55	Break 9:45 - 9:55
Break 10:40 - 10:55	Third Period 9:55 - 11:10	Fourth Period 9:55 - 11:10	Third Period 9:55 - 11:10	Fourth Period 9:55 - 11:10
Third Period 10:55 - 11:40	A 11:15 - 12:00	A 11:15 - 12:00	A 11:15 - 12:00	A 11:15 - 12:00
Fourth Period 11:45 - 12:30	Lunch 12:00 - 12:25	Lunch 12:00 - 12:25	Lunch 12:00 - 12:25	Lunch 12:00 - 12:25
Lunch 12:30 - 12:55	B 12:30 - 1:15	B 12:30 - 1:15	B 12:30 - 1:15	B 12:30 - 1:15
Fifth Period 1:00 - 1:45	Fifth Period 1:20 - 2:35	Sixth Period 1:20 - 2:25	Fifth Period 1:20 - 2:35	Sixth Period 1:20 - 2:25
Sixth Period 1:50 - 2:35				
Homerooms 2:40 - 2:45	Homerooms 2:40 - 2:45	Homerooms 2:40 - 2:45	Homerooms 2:40 - 2:45	Homerooms 2:40 - 2:45

Class Registration

Students were registered for classes at the end of the 2017-2018 school year. New high school students who have not selected their classes yet should contact Andrea Grafmiller, the school counselor (agrafmiller@shorelinechristian.org), to register for classes.

There will be opportunity during the first three weeks for students to add or drop classes. Students should see Mrs. Grafmiller to initiate this process.

Attendance Policy

We encourage our families to make appointments outside of school hours. When this is not possible, please have your student bring a note into the office 24 hours prior to the appointment or absence and we will give them the appropriate attendance form.

If your student is ill or late to school please call or email the school office (206.364.7777 or attendance@shorelinechristian.org) as soon as possible. When your student returns to school he/she must come to the office for an admit slip.

Please be sure to read through the complete attendance policy at your earliest convenience. This will be made available on Renweb under "Resource Documents" and hard copies are available from the office upon request.

High School Retreat

The annual High School retreat will be held this year on Friday, September 21st and Cedar Springs Camp. This is a regular school day and attendance is required.

Middle School Retreat

Middle School students will be going to the Firs Chalet up at the Mt. Baker ski area on September 12-14. Cost is \$90 per student, and parents are welcome to join us. More details will go home to families during the first week of school.

Immunizations

Sixth grade: The Tdap vaccine is required of children who are 10-11 years old and attending 6th grade. Parents, please go in to the school office to add the most recent date to your student's immunization form or send a note into the school including the student's name, date the immunization was received, and a signature on the note. These updates must be made by August 20, 2018.

Washington State has updated their immunization requirements in students in grades 9-12. They are now required to have two doses of the varicella vaccine. Please email vaccination updates or questions to our school nurse Krista Kennedy at schoolnurse@shorelinechristian.org.

Locker Assignments & Student Schedules

Middle School lockers will be assigned on the first day of school. Students may bring their supplies then.

High School locker assignments will be handed out the first day of school along with class schedules.

Students may not change lockers during the year.

Noon Off-Campus Privilege and Campus Driving

With parental permission, juniors and seniors may leave campus during the noon hour on designated open-campus days. A signed 2018-2019 permission form must be on file granting this permission. Forms are available in the office. Extra forms are available on Renweb under "Resource Documents."

Senior Yearbook Portraits

If you plan to have your son or daughter take senior pictures from a professional photographer, please schedule these appointments as soon as possible. The school encourages students to have these photo sessions scheduled during the summer months or on scheduled days off in order to avoid missing school. For the yearbook, we will need a headshot, 2" x 3" by mid-October. Electronic submission to Emily Womelsduff, ewomelsduff@shorelinechristian.org is preferred, with at least 300 dpi resolution.

Textbooks and Devices

Bring Your Own Device

Students in grades 9-12 must bring a device to school with the following capabilities: it must be able to connect to our wireless system and your GoogleApps account, and it must have a keyboard attached and/or available (Bluetooth keyboards ok), it must have a battery that can last through a day of school without having to be

recharged. Please let the office know if you are unable to afford a device. The school has a limited supply of used equipment that may be available. Middle School students are also encouraged to bring devices fitting these qualifications, but are not required. **Cell phones do not count as eligible devices.**

Middle School

Middle School students will be provided with textbooks at the beginning of the year. Each student will be given a textbook and is responsible for returning it at the end of the year. If a teacher determines that a textbook has been abused or lost, you will receive a bill for the full replacement cost. Abuse can mean that there is writing in or on the book, the binding is broken, pages are missing, or any other signs that the book has been mistreated.

Middle school students are welcome to bring their own device (meeting the same criteria as high school above) and use it at school with teacher permission. Chromebooks are an affordable solution that meet the criteria. Phones are not appropriate devices for classroom use. Middle school students are not required to have their own device.

Middle School students may purchase an ASB card after picture day for \$5. These cards allow them free admission to regular season home sports events, and discounted admission to away games and post season sports events.

High School

Teachers will be using a variety of paper and digital curriculum materials. High school students are required to pay for licensing fees for digital materials. Instructions on when and how to purchase these materials will be given to the students by individual teachers at the beginning of the year.

High School fees, including fees for high school retreat, yearbook, ASB card, and gym uniform (9th and 10th grade PE only), are charged at the beginning of the school year.

Athletics: Middle School

Students are invited to participate on the Middle School sports teams, including girls' volleyball and boys' soccer in the fall, basketball in the winter, and track and field in the spring. All registration forms are now online at <http://www.shorelinechristian.org/athletics>. The fee for each middle school sport is \$100.00. If you are unable to pay this fee, you can make arrangements for a waiver or payment plan with the athletic director. Your son or daughter may not be at the first practice unless they have turned in a valid physical, paperwork, and the Athletic Participation Fee. The fall sports due date is August 13.

Physical Exam: If this is your student's first time participating in middle school athletics, he/she will need a full physical exam before participating. Physical exams are valid for 24 months. Please make your physical appointments immediately; sports physical appointments are very difficult to book in August. If you are unclear whether or not a returning athlete needs a physical, please contact Jeremy Barrie at jbarrie@shorelinechristian.org. There are often coaching needs at the middle school level; please contact Jeremy if you are interested in helping out.

Athletics: High School

Participation Requirements

The first day of fall sports turnout is August 20, 2018. In accordance with state guidelines, your son or daughter may not be at the first practice unless they have turned in a valid physical, paperwork, and the Athletic Participation Fee. All registration forms are now online at <http://www.shorelinechristian.org/athletics>. Contact

Jeremy Barrie to make arrangements if you are unable to pay the fee. The due date for these items for high school fall sports participants is August 13.

The coaches will be given a master list of who is and is not eligible, and you will not be allowed to participate or count your turnouts until the fee, physical, and forms have been turned in.

Athletes must have completed ten practices before their first contest. Please be aware that athletes may not miss more than four days in a row, Sunday excepted, without losing all credit toward the first ten days of turnout, as per WIAA rules. Preliminary game schedules will be posted on the school website or you may email the athletic director to have the schedule sent to you.

Athletic Participation Fee

Athletic Participation Fees (APF) for all sports is \$200.00 per sport per season. Managers, video, and statisticians can help the teams free of charge but they still need to fill out an emergency authorization form and a risk form. If you are unable to pay the fee or need to work out a payment plan, please contact the athletic director to make arrangements. Contact Athletic Director Jeremy Barrie at jbarrie@shorelinechristian.org if you have difficulty paying the fee.

Physical Exam

If this is your student's first time participating in high school athletics, he/she will need a full physical exam before participating. Physical exams are valid for 24 months. Please make your physical appointments immediately; sports physical appointments are very difficult to book in August. If you are unclear whether or not a returning athlete needs a physical, please contact Jeremy Barrie at jbarrie@shorelinechristian.org.

Soccer

The soccer team will practice starting Monday, August 20. Time and place for practices are to be determined; we will email you with an update when it is available. Everyone should have appropriate soccer cleats, soccer socks, and shin guards are required (no exceptions). The shin guards must have the NOCSAE symbol and proper height range of the athlete printed on them or they will be considered illegal on the day of a match. If you need to tape up your socks and shin guards, please bring your own tape to do so. We cannot stress enough how important it is for each athlete to bring ample water to each practice. This is considered a boys' varsity soccer team but girls are allowed to compete on the team.

Volleyball

The team will begin practice at school on Monday, August 20. All practices will be in our gym on campus. Times are to be determined; a schedule will be provided later this summer.

If you have questions about anything regarding high school athletics, please contact Jeremy Barrie, athletic director (jbarrie@shorelinechristian.org). Please contact the coach and athletic director if you or your student will not be at the first turnout of any sport.

School Supplies: Middle School

Student Planner: It is important that teachers and students have identical planners, therefore each student will be provided with a planner from the school to put in their 3-ring binder.

Middle School PE:

- Clean gym shoes for gym use only, with non-marking soles (may also be used for indoor sports)
- Deodorant (no spray) to be kept in locker

- An SCS PE uniform. Uniforms cost \$25 (\$12.50 T-shirt / \$12.50 shorts) if your child does not already have a uniform. Students can bring a check to PE during the first week of school, or parents can pay in the office.

Middle School Supplies (to be replenished throughout the year as needed):

- A durable 3-ring binder with 5+ dividers (zipper binders okay)
- 4 spiral notebooks (college-ruled)
- Blue or black pens, red for grading
- Pencil box or pouch
- 3+ Highlighters
- Pencils and erasers (keep a supply of extras in your locker)
- Pair of scissors
- Fine tip markers
- NIV study bible
- Glue sticks (4 large)
- 2 boxes of Kleenex for homeroom
- **Choose one:** package of wipes **OR** Ziploc bags (gallon)
- Loose-leaf paper (college-ruled)
- 3 x 5 cards (4 packages)
- White-out
- Colored pencils
- 3 large stretchy book covers
- Plastic 3-hole punch for binder (optional)
- Scientific Calculator – Texas Instruments TI – 30X IIS
- 8th grade only – 1 sturdy, coil notebook at least 100 pgs.

School Supplies: High School

All Students:

- Bible (NIV)
- Loose-leaf notebook paper (college-ruled)
- Spiral notebooks
- Pencils
- Blue, Black, and Red Pens

For Math and Science Classes:

- Graphing calculator (TI-83 or TI-84 recommended)
- Closed toe shoes for lab classes
- Composition notebook for science classes

For English Classes:

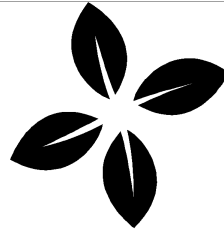
- Spiral or otherwise-bound notebook to serve as a journal
- Electronic device

For 9th and 10th PE Class:

- Clean gym shoes for gym use only, with non-marking soles
- PE shorts and t-shirt (purchased from school for \$25.00 --\$12.50 T-shirt / \$12.50 shorts--if you do not have them from last year) - **10th grade students have the option to bring their own shorts, but must still have a PE shirt**

For Global Insights:

- Colored pencils required



SHORELINE

CHRISTIAN SCHOOL

MILK ORDERS 2018 - 2019

We will be operating our school milk program again this year. If you wish to order milk for your child(ren) please do so by completing the form below (indicate chocolate or white milk preference). Please return the form and payment by Monday August 20, 2018. The price for milk for the **entire year is \$50.00** (about 28¢/day). Opportunity will be given in February to add or drop your milk order for the second half of the year. Children remaining in childcare for the lunch hour may order milk in the same way, please mark "childcare" on the form.

Your student may be eligible for free milk, depending on your family's income. The income chart and "Application for Free Milk" will be included in the Charger News in September. Please return the Application for Free Milk to the school Accounting office with your milk order if your family qualifies. This information will be kept confidential. Contact the school office if you have any questions.

Shoreline Christian School MILK ORDER FORM

STUDENT NAMES:	Choc.	White	GRADE	PRICE
				\$50.00
				\$50.00
				\$50.00
				\$50.00

Office Use Only

Check #

Date Paid

Amount Paid \$

Month Added



Medication Administration Policy

Purpose: to provide for the safe administration of prescription and non-prescription medications to students.

Prescription Medications, Administered by the school staff – Oral, inhaled or injectable

(Available to students in grades K-12)

1. If it is necessary for a student to receive oral or inhaled medication which is deemed necessary to be administered by the school during school hours, the medication must be:
 - a. provided in the clearly labeled, unexpired, original container
 - b. accompanied by the completed SCS Authorization for Prescription Medications to be Taken at School form which is signed by the physician/nurse practitioner/ physician's assistant/ dentist/ parent (faxed forms are allowed)
 - c. administered by and logged by an employee designated by the Head of School
 - d. stored in a locked area not accessible to students
2. Injectable Medications – Under normal conditions, no injectable medications are kept on campus. Any conditions requiring administration of injectable medications must be reported to the school during the registration process or as soon as the condition becomes known, so that individual arrangements can be made.
3. Medication will be administered until one of these situations occurs:
 - a. the medication supply is used up
 - b. the prescription expires (if a prescription medication)
 - c. the school year ends
 - d. the parent makes a written request that the medication be stopped
4. It is the student's responsibility to report to the office at the set time to receive medication.
5. Failure to follow the stated policy will result in the medication not being administered.

Non-Prescription Medications, Self Administered by the student – Oral or inhaled

Available to students in grades 6-12. (Grades K-5 must keep all medicines including non-prescription in the office for dispensing.)

1. If it is necessary for a student to receive oral or inhaled medications during school hours which the parent deems may be self administered (non-prescription):
 - a. the administration of the medication becomes the sole responsibility of the student
 - b. a completed SCS Authorization for Self Administration of Non-Prescription Medication form which is signed by the parent or guardian must be provided to the office prior to the self-administration of the medication.
 - c. the medication must be retained by the student for the exclusive use of the student.
2. Failure to follow the stated policy may result in disciplinary action.

4/28/17

Phone Number (H)_____

(C)_____

(W)_____



SHORELINE CHRISTIAN SCHOOL

2018-19 Student Use of Automobiles

Students who drive to school are expected to abide by the following guidelines in the use of their vehicle:

1. The school's parking lot is extremely congested. Students must operate their vehicle in a manner that ensures the safety of all those who use the parking lot.
2. The expectations for safe use of the parking lot extend to any time the students are on campus. This includes before school, during lunch, after school, and the weekends.
3. Drivers are not to exceed **5 mph** while on school property.
4. Only vehicles with handicapped permits are to park in the stalls designated for handicapped parking.
5. The area between the high school building and elementary building is reserved for staff and visitors. It must be kept clear of student vehicles during school hours.
6. Students may not loiter in or around cars during break or lunch periods.
7. The volume of radios or other music devices in the cars should be low enough so as to allow the driver opportunity to hear instructions from someone outside the vehicle.
8. Students leaving the parking lot should not stop their vehicle to talk with others. This creates unnecessary delays and adds to the congestion in the parking lot.
9. Car horns should be used only to warn another driver or pedestrian.
10. Only licensed drivers or those driving in conjunction with a driver's education program are allowed to drive a vehicle at school.
11. Parents, please review with your child your guidelines for safe use of the vehicle. Be advised that the driver carries primary insurance responsibility for their passengers.

By signing this document and by **attaching a copy of insurance verification to this form**, you indicate that you are responsible for operating your vehicle in a manner that ensures the safety of the driver and others. Failure to adhere to the letter and spirit of these expectations may result in the loss of driving privileges, which may include, but not limited to, suspension of off campus driving privileges or loss of the privilege of parking the vehicle on school property.

Driver's Name

Date

Make & Model of Vehicle

License Plate

Color

Year

Make & Model of Vehicle

License Plate

Color

Year

License Issue Date _____

Student Signature

Parent Signature

Be sure proof of insurance is attached



Lunch Period Off-Campus Permission

The students assume the responsibility for their behavior when using off campus privileges. As a result, we feel it is important that we take extra measures to explain our expectations.

Off-campus privileges are limited to open campus days during the lunch period. Only students in their junior or senior year are eligible for off-campus privileges provided they have this form signed by their parent and have it on file in the school office. Freshmen and sophomores may leave campus only if accompanied by their parent or guardian or by prior arrangement with the school's administrator or administrator's designee. Please note that this form applies only to the lunch period. Students are not allowed to leave campus during the school day without permission of the student's parents **and** school administrator or administrator's designee. Students leaving campus without obtaining permission from the school's office will receive an unexcused absence(s) for the period(s) missed and may be subject to disciplinary actions.

Expectations:

1. All Students are responsible for any tardiness resulting from an off-campus excursion. Tardiness resulting from an off campus excursion will have the following consequences:

First Time - Loss of off campus privileges for one week.

Second Time - Loss of off campus privileges for one month.

Third Time - Loss of off campus privileges for the remainder of the school year.

2. Because off campus privileges occur during the school day, all school rules and expectations apply to the time spent off campus.

3. Students activities while off campus are to be in keeping with the school's witness to the community and reflecting the God we serve.

4. Students who transport other students off campus are to have the appropriate insurance and a copy of their proof of insurance on file in the office.

5. The school's parking lot is to be kept free of litter.

6. Students not living up to the spirit or letter of these expectations will lose off campus privileges for a time to be determined by the administrator or administrator's designee.

By signing this form, I agree to abide by the spirit and letter of these off campus expectations.

Date

Student's Name

Parent's Name

Student's Signature

Parent's Signature