

Manassas Adventist Preparatory School

SCHOOL HANDBOOK



Adventist Education

A JOURNEY TO EXCELLENCE

A Seventh-day Adventist Christian K-8 School

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

Manassas Adventist Preparatory School (MAPS)

Mission Statement

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

Philosophy

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

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

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

Manassas Adventist Preparatory School (MAPS)

MAPS Staff

Kelly Wilkinson	Head Teacher / Principal
Ruth Davis	Teacher
Dainett Bowers	Teacher
Cheri Achilles-Wong	Administrative Assistant

MAPS School Board

Stan Schurtz	Treasurer
Sandra Maydwell	School Chair
Kelly Wilkinson	Head Teacher/Principle
Randy Davis	Pastor
Matt Thomas	Member at Large
Katrin Mueller	Member at Large
Peppy Clark	Member at Large

Manassas Adventist Preparatory School (MAPS)

Objectives

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

Manassas Adventist Preparatory School (MAPS)

Table of Contents

Mission Statement..... 1
Philosophy..... 2
MAPS Staff..... 3
MAPS School Board..... **Error! Bookmark not defined.**
Objectives 4
ADMISSION 6
 Admission Requirements 6
GENERAL INFORMATION 7
 Attendance 7
 Field Trips 8
 Insurance 9
 Media Release Form and Student Pictures 9
 Medication 9
 Personal Property 10
 School Lunches 10
 School Telephone..... 10
 Snow Days 10
 Uniform Policy / Dress Code 10
 Visitors 11
REPORT CARDS AND GRADING..... 12
 Acceleration 12
 Retention 13
 Graduation Requirements 13
POLICIES AND REGULATIONS 14
 Conduct 14
 Discipline 14
 ***Responsibilities of Students 14
 Responsibility of Parents 15
 Responsibilities of the Teacher 16
 Responsibilities of the Principal 16
POTOMAC CONFERENCE PARENT-TEACHER CONCILIATION PROCEDURE..... 17
FINANCIAL INFORMATION 18
STUDENT WITHDRAWAL 18
NEED FOR SPONSORS 18
FINAL COMMENTS 18

Manassas Adventist Preparatory School (MAPS)

ADMISSION

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

MAPS is not equipped to handle students who have special educational needs.

Admission Requirements

1. A child registering for Kindergarten must be at least age five by September 30 and a child registering for the first grade must be at least six years of age by September 30 (verified by registered birth certificate). If special entrance consideration is requested, the child and his/her records will be evaluated, and the results will be considered for approval by the School Board, in consultation with the Potomac Conference Education Department (PCOE).
2. All Kindergartners will have developmental testing prior to acceptance.
3. All children transferring to MAPS from another school will be required to present records from the last school prior to admission. The school office will contact the former school.
4. No child will be admitted whose account from the previous school year has not been paid in full. The Finance Committee will consider any request for exception to this policy on an individual basis.
5. For registration and tuition fees, see the supplemental Financial Information packet.
6. The School Board will act on all applications within four weeks. If your child is not accepted, you will be notified by phone as soon as possible.
7. A complete medical examination and proof of immunization, for all new students entering grades K, 4, and 7 will be required prior to attendance. Doctor or school-provided forms are acceptable. Immunization records are required by the State. The staff at MAPS will not give medication to students. Speak with the principal if you have concerns or questions.

All new students will be accepted under a probationary period of 30 days. A review of the student's progress will be arranged at the end of that period.

Manassas Adventist Preparatory School (MAPS)

GENERAL INFORMATION

Attendance

Normal school hours are:

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

Students are not to arrive before 8:15 A.M and should leave immediately after school dismissal or no later than 3:45P.M, or 12:45 P.M on Fridays.

The school will not be responsible for children who arrive earlier or stay later than these times. The school principal must approve exceptions to this policy.

Students who are not in their classroom by 8:30 A.M. will be marked tardy for that day.

If you know your child is going to be tardy or absent, please call the school and let the teacher know before school begins. Parents will be called to see why students are absent.

If a parent is going to be more than 15 minutes late, he or she should call the school in advance.

A flat rate fee of \$10.00 will be charged for late pick-ups from 3:45 - 4:00 and 12:45 - 1:00, and an additional \$1.00 per minute for each subsequent minute after 4:00, or 1:00 (on Fridays).

This fee will be collected when child is picked up or no later than the following morning. The student will not be permitted back to class until the fee is paid.

MAPS is bound by the laws of the Commonwealth of Virginia to maintain regular attendance and punctuality records. Reasonable allowances will be made for absences, but- Only absences for medical or legal appointments involving the student, sickness, religious reasons, or a death in the immediate family are considered excusable. Classwork missed must be satisfactorily made up. A student who misses more than 20 percent of the school days in any period (*including* excused absences) may forfeit their grade for that period. Parents are strongly encouraged to schedule vacations during school holidays.

A parent/guardian requesting that an absence be excused is to provide, upon return to school, a written note for the teacher. The note must contain the student's name, date, reason for the absence, and the parent's/guardian's signature. The principal will determine if the absence is to be excused. If there was a doctor's visit, please include the note from the doctor's office with appropriate signature(s).

Work that is not handed in due to an *unexcused* absence MAY NOT be made up.

The following procedure will be followed for dealing with excessive tardiness/absences:

1. Teacher notifies parents in writing when three unexcused absences or five unexcused tardies occur. Teacher makes four copies of truancy letter: (1) original is sent to parent; (2) a copy will be placed in the student's permanent file; (3) a copy will be given to the principal and/or School Board chair; and (4) a copy will be given to the teacher.

Manassas Adventist Preparatory School (MAPS)

2. Upon the sixth unexcused absence or seventh unexcused tardy, the head teacher/principal appraises the local School Board of the truancy problem and the School Board chairperson then sends a written letter to the parents. A copy of this letter will be placed in the student's permanent file.
3. Upon the seventh unexcused absence or 10th unexcused tardy, the head teacher/principal notifies the School Board and the School Board chairperson or principal notifies the conference. At this point, the school would send copies of previous letters that were sent to the parent(s) and the unexcused absences and tardies form to the conference.
4. The conference office Associate Superintendent will send a letter to the parent with copies to School Board chairperson, principal, and classroom teacher, apprising the parents of the attendance requirements and, if the problem continues, what further action will needed to be taken. The action would be if two more unexcused absences or tardies occur, the board would request that the parent(s) appear before the board to discuss the truancy concerns and come up with an outlined plan.
5. If truancy problem persist, the local School Board needs to take further action, such as notify social services or take steps to dismiss the student.

Pick up Procedure in the Afternoon

Please go around through the church parking lot and form a line by the gym door. The children will be dismissed at 3:30 p.m. Monday thru Thursday and 12:30 p.m. on Friday.

Drop-Off Procedure in the Morning

If you are parking and walking your child in, then park in front of the building. If you are doing a quick drop off, please go around, through the church parking lot and proceed through the gates. Drop off for all children is by the orange cones, so they can walk safely into the building.

EMERGENCY ROUTE - Drive up the driveway from the gym and pull up thru the open gate, your driver's door has to be facing the front door of the school (essentially backwards from morning drop-off).

*** Do not enter school entrance or park in either parking lot when emergency route is in effect. You will be notified by way of parent alert.***

Field Trips

Each class is encouraged to take a limited number of field trips each year. It is hoped that these trips will provide an enriching and valuable learning resource for the instructional program. In some instances a fee may be necessary to defray expenses.

A signed permission slip from the parent must be on file for each student before the student is permitted to go. Students must wear khaki pants and blue shirt with logo unless otherwise notified.

Field trips are possible only as transportation is available. In most cases, parents will be needed to help with transportation. Parents who are willing to drive need to complete the Chaperone/Driver Field Trip Form and provide a copy of their current driver's license as well as a copy of their insurance coverage (insurance declaration page). In accordance with the PCOE, each driver must have the following coverage: \$50,000 property damage liability and \$250,000/\$500,000 bodily injury before you can transport other students in your vehicle.

Manassas Adventist Preparatory School (MAPS)

Insurance

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

Media Release Form and Student Pictures

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

Medication

In the event of an emergency, 911 will be called immediately. In the event of injury, the teacher(s) will:

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

In the event of minor bumps, bruises, and abrasions, the teacher(s) will 1) administer first aid; 2) make a factual report of the injury and first-aid given; and 3) notify the parent or guardian (at day's end) of the injury and first-aid given.

MAPS dispenses medication according to the policy set up by the PCOE for schools in Virginia that do not have Delegating Nurses. The MAPS school board has elected to have the parents be responsible for giving the medication; i.e., they will come to the school with the medication for their child and administer the medication.

The "Administration of Medication Form" must be completed by a physician (prescriptions) or by a parent(s) (non-prescription) for a student to receive medication during school hours. These medications will be kept in a secure location. Since we do not have a school nurse, all the school is allowed by law to administer, without a doctor's note, is a Band-Aid or ice.

Code of Virginia 22.1-274 (1990) "requires a school board to provide pupil personnel and support services, including student health services."

Code of Virginia 22.1-274.2 (2000) "requires local school boards to develop and implement policies allowing students with asthma to possess and self-administer inhaler medications during the school day, at school-sponsored events, or on a school bus or property provided that written consent of the parent and written

Manassas Adventist Preparatory School (MAPS)

notification by a primary care physician with instructions are given, and an individualized health care plan is developed.”

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

Personal Property

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

School Lunches

Food items* may be purchased for lunch from the school as long as the student has money. Students may purchase a “lunch card” and must replenish the balance as needed. We also have Tuesday “Pizza Day,” where a student can purchase a slice of pizza (or more), along with a vegetable, dessert, and drink. *See the attached lunch price list to get an idea of what your student can purchase.

There is a microwave available for the student’s use.

School Telephone

The school telephone is for school business only. Teachers should not be called during school hours, except in cases of emergency. Students cannot be called to the telephone during school hours.

Snow Days

Please check Prince William County Schools website and local TV stations for announcements of school closings due to snow, ice, or hazardous road conditions. We follow their decisions on closings EXCEPT in the case of closing due to low temperatures. MAPS students do not wait at school bus stops, so the same dangers are not present for our students

Another exception to this policy will be when Prince William County Schools announces a one- or two-hour delay on Fridays. In this case, time missed in the morning will be made up at the end of that day. Parents will be contacted by telephone should any other exceptions occur. You can also check www.mapschool.org or the MAPS Facebook page.

Uniform Policy / Dress Code

Polo shirts in the colors of red, forest green, and navy blue may be worn.

Pants will be khaki and navy blue long pants, shorts or skorts. *Carpenter- or cargo-style pants or shorts are not allowed.* Shorts and skorts must be no more than a fist-width from the knee. Shorts may be worn from the beginning of the school year until November 1 and from April 1 until the end of the school year.

One blue polo has to be handed into the school to have the logo on it for field trips. A \$30 fee is required to purchase a white oxford shirt for special performances. Each student will need a pair of navy pants or skirt for this uniform.

Only gray sweatshirts are allowed as outer wear in the classrooms.

Navy blue logoed sweatshirts will be transitioned in, in the 2017-2018 school year.

K-1 is the only grades allowed to wear jeans.

Manassas Adventist Preparatory School (MAPS)

Tights and leggings have to be black, red, forest green, navy blue, white or shades of khaki.

All shoes must be sensible...no opened-toed shoes.

You will get a call to pick up your student, or bring clothes to school for them, if they are not in proper school uniform.

Visitors

In general, the presence of student visitors is discouraged due to limited space and class interruptions.

Any adult, who needs to contact a child for any change of program, must check in first at the office.

The school is locked at all times.

Manassas Adventist Preparatory School (MAPS)

REPORT CARDS AND GRADING

Final grades will be mailed to all parents whose financial account is current on the last day of school. Grades and graduation diplomas will be held until all financial obligations are met or appropriate financial arrangements have been made. Reports cards will be sent to the custodial parent only unless otherwise requested by the custodial parent.

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

- Kindergarten is graded on a developmental scale.
- Grades 1-2 are marked E, S, N, P, and F.
- Grades 3-8 are marked in the grades labeled A, B, C, D, F, I.
An incomplete may be given to allow extra time to finish due to illness or unforeseen factors. The student will be given two weeks from report card distribution to do the work or receive a failing grade.

Students attaining all A's will be recognized on the Principal's list.

Students attaining A's and B's will be recognized on the Honor Roll.

Acceleration

Skipping of grades is not permitted. Acceleration may be considered during the first three grades if a child has entered the first grade at age seven or over and is ready to cover and complete the study program in these grades more rapidly than the average student. Only in exceptional cases would this be advisable above the primary grades.

When a teacher believes that it is advisable for a student to accelerate his/her study program because of age and maturity, he/she must secure approval from the principal and the Potomac Conference Department of Education before any commitment is made to the parents of a student.

A written request must include:

- 1 The name of student
- 2 Date of birth
- 3 Present grade in school
- 4 Standardized test results
- 5 Teacher recommendation

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

Manassas Adventist Preparatory School (MAPS)

Retention

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

Graduation Requirements

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

Grade 7

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

Grade 8

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

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

POLICIES AND REGULATIONS

Conduct

In order to maintain the best setting for learning, it is necessary to maintain orderly conduct at all times. Respect for authority is the foundation of good discipline. The students must understand that while they are at school or any of its functions, the faculty has the responsibility to supervise their behavior. Students failing to comply will face disciplinary action.

Discipline

For violation of the following basic behavior standards, a student is liable for immediate suspension and/or dismissal:

- A. Violation of any school regulation.
- B. Any insubordination towards school personnel.
- C. Physically striking or fighting with another student.
- D. Consistent failure to complete daily assignments

Responsibilities of Students

Every student is expected to use language befitting a follower of Christ. Slang expressions, impure, abusive language, racial slurs, obscenities, and using God's name in a careless manner will not be tolerated. Disregard for this policy will be handled in the following manner.

- A. The student will receive a warning for the first offense.
 - B. A parent-teacher conference will be scheduled after the second infraction.
 - C. Habitual offenders will be suspended from school.
1. Each student is required to have all items on the supply list on hand at all times.
 2. Each student is expected to be honest. Stealing, deceiving, falsehoods, fraud, or any act of dishonesty will be dealt with by the administration.
 3. Each student, in cooperation with the parents, is expected to adhere to the school uniform policy.
 4. Hair should be clean, neatly combed, and worn so as not to obstruct vision. No extreme or unnatural colors or hairstyles.
 5. Hats are not to be worn inside the school building.
 6. Shoes should have a closed heel and toe.
 7. Earrings, rings, necklaces, unnecessary items of adornment, or excessive cosmetics will not be permitted.
 8. Special events involving students may have specific dress codes, with which all students are to comply.
 9. Bathing suits worn at school-sponsored functions or trips should be modest. Ladies are expected to wear a one-piece styled bathing suit. Gentlemen are expected to wear boxer-style swimsuits.
 10. Any public display of affection is not permitted. This includes handholding, walking arm-in-arm, hugging, kissing, and leaning one's head against another's shoulder.
 11. Each student is expected to observe proper safety precautions. No weapons or any instrument that is intended to be used as a weapon to cause harm is allowed on campus at any time. Should a student bring such an item to campus, he/she will be immediately suspended and may also face dismissal from MAPS.

Manassas Adventist Preparatory School (MAPS)

12. Students may not ride bicycles except for normal arrival and departure. Vehicles must be locked and kept in appointed areas. Skateboards may not be brought to school.
13. A student is permitted to leave the school grounds with an adult after satisfactory arrangements are made with the principal.
14. Books lost by the student will be replaced at the student's expense. Students damaging or destroying school property will be required to pay for all repair or replacement costs.
15. Each student is expected to follow all the regulations of the school, written or announced, and to give prompt attention to the directions of school personnel.
16. All students are required to take part in the Physical Education program.
17. All students are required to take part in Music class.
18. No gum chewing is permitted at school.
19. Any unresolved questions about compliance with these standards will be referred to the School Board for a final decision.
20. Cell phones that are brought to school must be turned off at 8:30 A.M. They must be kept in book bag until 3:30 P.M., at which time they may be turned on. All cell phones will be confiscated if this rule is not followed.
21. Sexting – The use of any digital technology, or other device to send, disseminate, or forward any image containing sexually explicit photos, videos, or other imagery of another person, whether or not that person is enrolled at the school; or the distribution by such means of any indecent language or material, is strictly forbidden and shall be punishable by expulsion.
22. Bullying (verbal, emotional, physical), Shunning and/or Harassment (this includes sexual harassment) will not be tolerated.
23. Christian behavior is expected at all times. ***

Responsibility of Parents

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

Manassas Adventist Preparatory School (MAPS)

relationship between the parent and school will have a negative effect on the child. Therefore, if the School Board determines that the parent/school relationship is counter-productive to the student's success, the parents will be required to withdraw their child/children from the school program.

Responsibilities of the Teacher

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

Responsibilities of the Principal

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

Manassas Adventist Preparatory School (MAPS)

POTOMAC CONFERENCE PARENT-TEACHER CONCILIATION PROCEDURE

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

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

Manassas Adventist Preparatory School (MAPS)

FINANCIAL INFORMATION

All tuition rates are deducted through FACTS Tuition Management Company. Registrations, as well as book fees, are due no later than the first day of school. At the beginning of every school year, when you register with FACTS, they charge a one-time \$38 maintenance fee. Outstanding accounts must be paid up-to-date no later than the first day of school. Any request for special arrangements concerning tuition or fees must be addressed to the Financial Committee, which consists of the School Board Chairperson, school principal, school treasurer, and the Manassas Seventh-day Adventist Church pastor.

STUDENT WITHDRAWAL

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

NEED FOR SPONSORS

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

FINAL COMMENTS

We are pleased that you have chosen Manassas Adventist Preparatory School for your educational experience. May God bless as we seek to serve him.

*** Manassas Adventist Preparatory School, as a Christ-centered learning community, welcomes all those whose behavior and lifestyle are consistent with the beliefs of the Seventh-day Adventist Church. Regarding Human Sexuality, students can remain in good standing providing they conduct their lives in a manner that is consistent with the teachings of the Seventh-day Adventist church on sexual orientation and behavior. Manassas Adventist Preparatory School does not admit or retain students who engage in sexual misconduct, which includes but is not necessarily limited to, non-marital sexual conduct or homosexual conduct; or those students who practice or appear to advocate for any form of sexual behavior or orientation that in the judgement of the school's administration is inconsistent with the Christian identity, teachings, beliefs, or faith mission of Manassas Adventist Preparatory School and the Seventh-day Adventist church.

*** Given the historic nature of our building, we have had our school inspected in harmony with the Environmental Protection Agency's Asbestos Hazard Emergency Response Act (AHERA) regulations. During the inspection, we found some asbestos-containing building materials (ACBM). The inspector has determined there is no immediate danger to the students and faculty. To minimize further health hazards, we had a management planner prepare an Operation and Maintenance Plan (O&M Plan). This plan described where the asbestos is located and gives directions about proper removal and maintenance. As we follow the plan, we will be protecting the health of all building occupants. If you would like to read the O&M Plan, you may do so by arranging a meeting with me. To ensure all our patrons have received this announcement, I am asking you to sign below showing that you have read this letter.