



# Student-Family Handbook

## *2023-2024*

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Head of School

**Tidewater Academy**  
**MISSION. PURPOSE, PRINCIPLES AND VALUES**

**MISSION STATEMENT**

Tidewater Academy provides an engaging curriculum, encourages good citizenship and service to others, and empowers students to be leaders in their communities.

**PURPOSE**

Our purpose is to graduate students to be highly competitive for post-graduation career or college pursuits, substantiating a workforce to positively influence their communities.

**PRINCIPLES**

Prepare students with an academic foundation in the humanities and sciences; offer students distinctive opportunities to exercise critical thinking, leadership, and civic engagement; develop students' oral and written communication proficiency; substantiate students' post graduate career readiness.

**VALUES**

**TRUST:** Inspiring confidence

- Make sound decisions.
- Keep your word.
- Deliver on commitments.
- Faithful to time-honored education and ethics.

**KINDNESS:** Creating belonging

- Be considerate of one another.
- Treat each other with respect.
- Honor what makes each of us unique.
- Have a giving spirit.

**CREATIVITY:** Embracing new possibilities

- Bring excitement to learning.
- Explore innovative.
- Spark imagination.

## **TIDEWATER ACADEMY HONOR CODE**

The honor system at Tidewater Academy is not so much a set of rules as it is a way of living. Lying, cheating, stealing, and the breaking of one's word are considered violations of the Honor Code. Furthermore, each student is expected to observe complete honesty in all matters and to assume responsibility in cases in which honor is violated. The code also assumes that every student is concerned with the strict observance of these principles for his/her own sake, for the sake of his/her fellow students, and for the sake of Tidewater Academy.

## **TIDEWATER ACADEMY HONOR PLEDGE**

On my honor, I have neither given nor received any unauthorized aid on this work.

### **TIDEWATER ALMA MATER**

All hail to thee, Tidewater,  
the White and the Blue.  
We sing our praises for you have been  
An inspiration true.  
We dedicate our hearts to you  
And loyal we will be,  
To thee, our Alma Mater,  
All hail, hail to thee!

### **TIDEWATER FIGHT SONG**

Cheer, cheer for the Blue and the White-  
No finer colors anywhere in sight.  
Fight for one and fight for all-  
We'll fight in the winter, spring, and fall.  
  
What though the odds be great or be small  
Tidewater Academy will win overall.  
While our Mighty Warriors go marching  
Onward to Victory!

School Mascot - Warrior

School Colors - Columbia Blue & White

# **TA PRIDE IS HARD TO HIDE!!!**

## **Tidewater Academy**

**Promotes  
Responsible behavior,  
Individual attention, a  
Drug-free, safe environment, and  
Enthusiasm for education.**

### **Tidewater Academy Student Rights**

Each student has the right:

- to be provided with a classroom atmosphere most conducive to learning.
- to have a teacher who will provide positive support of the student's appropriate behavior and to limit the student's inappropriate behavior.
- to be secure and safe in his/her person and property.
- to be treated with respect, courtesy and consideration by every student, teacher, administrator, and adult in the school.
- to know what the rules of student behavior are.
- to benefit from and be recognized for his/her own efforts.

## **SCHOOL POLICIES AND GUIDELINES**

The school reserves the right to change these rules as needed.

Tidewater Academy promotes a drug-free, alcohol-free, weapon-free, smoke-free environment.

### **Accreditation**

Tidewater Academy is accredited by the Virginia Association of Independent Schools (VAIS), whose accreditation process has been approved by the Virginia Council for Private Education Committee on Accreditation as authorized by the Virginia State Board of Education. Tidewater Academy's Preschool Program is also licensed by the Virginia Department of Social Services.

### **Admissions**

Tidewater Academy admits qualified students without regard to race, color, national origin, religion, or gender. Acceptance is based upon interviews, availability of spaces, and evidence that the student can benefit from and contribute to the total school program. Candidates for admission at both the Upper and Lower Schools will be required to take a admissions test for the purpose of course placement and guidance.

### **Visitors**

Tidewater Academy welcomes visitors. All visitors, including patrons, to either campus is requested to register in the respective main office where they will receive a visitor's pass. All cars are prohibited from parking in the bus area.

### **Announcements**

Announcements are posted on PraxiPower Parent Portal, Tidewater Academy Website and Tidewater Academy Facebook.

### **Lunch Time**

Students eating lunch are to use the school's lunchroom or other designated areas for lunch. Students may either bring their own lunches or purchase sandwiches, salads, and other meals which will be offered daily. Parents will receive menus and price lists. Orders for these lunches will be taken each morning for that day's lunch. Also available for the students will be drinks, chips, and other snacks that can be purchased from the vending machines located in the lunchroom.

### **Drinks and Snacks**

Vending machines are provided for students on each campus. **Students may use machines during break, lunch and after school.**

### **Lockers**

Grades 4-12 are each assigned a locker. Student lockers are school property, the school retains the right to search any locker at any time.

## **Medical**

Birth certificates and Social Security Numbers are required for all students. State law requires the furnishing of documents signed by a physician, showing proof of inoculations for T-dap, Diphtheria, Pertussis, Tetanus, Poliomyelitis, Rubeola, Rubella, Mumps, Chicken Pox and Hepatitis B with month, day and year indicated. All students are requested to have periodic checkups. All students participating in extracurricular sports activities must have a yearly physical. Any pertinent medical reports must be filed with the school.

All prescribed and over-the-counter drugs must be turned in to the school office upon arrival on school property. Such medications cannot be distributed without written parental permission. (Medical Form is included)

If your child is sick, do not send him/her to school. If your child is sent home from school with a fever, you must keep him/her home for 24 hours after he/she is fever-free without the use of fever-reducing medications. This recommendation comes directly from the CDC (Centers for Disease Control and Prevention).

## **Recommendations by Health Department Concerning School-Age Children Medical Conditions**

**CHICKENPOX** - The child will remain out of school until all lesions are scabbed over. A note is needed from physician to return to school.

**IMPETIGO** -Child must remain out of school until seen by a doctor and an antibiotic started. Must have a note from a doctor to return to school.

**HEAD LICE** - Child must remain out of school until all lice and nit casings are gone. (Even if nit casings are empty.) A note may be required from a doctor to return to school in extreme or repeat cases, or parents can send the outside cardboard wrap of shampoo to verify treatment. Children may visit the local Health Department to be seen by nurse to check heads to ensure treatment was effective.

**PINWORMS** - No need for exclusions from school. Recommend child see clinic or doctor for diagnosis and treatment if noted by teacher that child is seen scratching rectum or rectal area.

**PINK EYE (ACUTE CONJUNCTIVITIS)** - Child must be seen by doctor to ascertain whether infection is bacterial or viral. Child should then have note from doctor concerning when he or she may return to school. If infection is bacterial, child can return as soon as eye drops are started. If viral, child can return when symptoms are gone. (Symptoms include running eyes, reddened eyes, exudate in eyes, or child rubbing eyes.)

## **Fire Drills/Tornado Drills/Earthquake Drills/ Intruder Drills**

Emergency Drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first fire signal (3 bells at the Upper School and fire alarm at the Lower School) is given everyone promptly clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions for fire, earthquake, intruder, and tornado drills. The school has crisis management plans to be followed in the event of an emergency.

## **Textbooks**

Textbooks, unless otherwise noted, are to be purchased by parents. All ISBN numbers are available. Parents may purchase books online. Please note that many of the books used at the elementary level are consumable

books (the student will use the pages of the book as instruction progresses). Consumable books cannot be purchased used.

### **School Telephone / Cell Phones**

The office telephone is for transacting school business. In the case of illness or emergency, the school nurse, or appropriate administrator will contact the parents. Students should not expect to call home to have books, papers, lunches, or excuses brought to school for them. Students who need to use their cell phones during the school day must receive permission from a staff or faculty member before placing or receiving a call or text message.

**CELLULAR PHONES must be turned off during school hours** unless the device is being used for educational purposes. It is up to the instructor to allow this usage. Parents are asked to refrain from calling and/or texting their children during the school day. Text messages are prohibited during school hours. Teachers have the right to confiscate the devices at any time, and they may also collect the devices when students arrive for class.

### **Student Electronic Communication Device Rules and Expectations**

1. Students must follow school rules when using any of the following electronic communication devices (ECDs):
  - Cell phones
  - Computers
  - iPad and Kindles
  - Smart Watches
2. School rules apply when students are at school or attending a school-sponsored or related activity off-campus. They apply when students are:
  - Attending class
  - Socializing in hallways and elsewhere on school grounds
  - Using school media centers, restrooms, locker rooms, gyms, and other facilities
  - Eating lunch on or off campus
  - Attending school-sponsored activities off campus, such as field trips, dances, etc.
3. The following violations will result in student discipline.
  - Refusal to turn off an ECD when told to by a teacher, administrator, coach, counselor, or other school official
  - Damaging an ECD owned by the school
  - Causing disruption
  - Using an ECD to cheat, including getting and giving answers to tests and copying from the internet
  - Using an ECD to bully, threaten, harass, or attack another student or school personnel whether communicated directly to that person
  - Sending (or asking to receive) pictures or videos of people who are partially or completely undressed, or are pretending to or performing a sexual act
4. Additionally, the school may punish students who misuse ECDs away from school on their own time if both of the following are true:
  - The student's use of the ECD causes significant disruption at school or serious harm to the school, other students, or school personnel
  - The student knew, or should have known, that the harm would happen
5. When a student misuses an ECD, the school may do the following, as long as the severity of the

school's action matches the seriousness of the student's misuse of the ECD:

- Seize the ECD
- Search the ECD within the context of the alleged misuse
- Warn the student, verbally or in writing
- Deny the student the privilege of participating in extracurricular and athletic activities
- Contact the student's parents or the police
- Suspend or expel the student from school in accord with student discipline procedures after multiple violations of ECD policies

**See Student Code of Conduct for Consequences.**

### **School Transportation**

Students scheduled to ride school buses to and from school will ride assigned buses unless they bring written permission to use other transportation. Bus drivers will discharge students at the same stops daily unless the students have cleared other arrangements with the school and the drivers. The administration will allow students to provide their own transportation to and from school if they observe safe driving practices on all occasions and properly park their cars.

The following rules and regulations are for the safety and convenience of students. Students unable to abide by these rules will be disciplined or deprived of their privilege to ride the bus:

- The driver is responsible for the discipline on the bus, as is a teacher in the classroom and students must respect and conform to their regulations.
- Students must board the bus in an orderly manner, be seated, and remain in their seats until the bus comes to a complete stop.
- Boisterous play or fighting is not permitted.
- Heads and hands must be always kept inside the bus.
- The driver has the authority to assign seats.
- Students must arrive at pickup points five minutes prior to their normal pickup time.
- Students must not eat or drink on school transportation unless permission is given by the bus driver.
- Students may not be in possession of alcohol, tobacco, or any other illegal substance(s) on school transportation.
- A student desiring to ride a different bus in the afternoon must have written permission from a parent and approval from the office. (One day in advance)
- Inappropriate language is not permitted.
- Students who arrive to school late on are to report to the office, sign in, and be counted present. It is the responsibility of the student to do so, or he/she will be counted absent for the day.

### **Upper School Individual Transportation**

Upper School students who wish to drive or ride in private vehicles to school may do so with parental permission. However, permission to drive or ride to school in a student-driven vehicle may be revoked if unsafe driving practices are observed on school property, entering, or exiting school property. In addition, the following rules must be practiced:

1. All vehicles must be registered in the office. (See form at the end of this handbook.)



2. All students must park their vehicles in their assigned area; students may not return to their vehicles during the school day without permission from the office. Student parking is allowed only on Tidewater Academy property. No student is to park in the church parking lot or on Church Street.
3. Students who arrive to school late on any transportation are to report to the office, sign in, and be counted present. It is the responsibility of the student to do so, or he/she will be counted absent for the day.
4. The school retains the right to search vehicles parked on school property.

### **Lower School Individual Transportation**

Lower School parents picking up or dropping off Lower School children are asked to observe the Lower School traffic procedures/routine established for safety purposes. **School starts at 8:00 AM; students will report directly to their assigned class. The lower school will dismiss each day at 2:45 PM (11:45 AM on half days).** If you need to put your child in a car seat, please pull around to buckle the child in, or park in the church parking lot and walk around to pick up the child.

### **Weather and Emergency Notices**

In the event of severely inclement weather, the opening of school may be postponed, or school may be closed. Whenever there is a possibility of a school postponement or closing for the day, all parents will receive a text message and email with all information for the day.

If school is closed for an extended period for inclement weather make-up days may be added. In the case of inclement weather, the school reserves the right to restrict driving by student-drivers. Under certain circumstances the school may find alternate transportation for said student-drivers. Student-drivers may be released ahead of the buses during inclement weather.

## **STUDENT GUIDELINES**

### **Attendance**

Good attendance and a quality education parallel each other. Each student is expected to be in regular attendance to maintain a good academic record. To be considered “in attendance” on any given day, a student must be present for a minimum of 50% of the school day. **Students may not miss more than 10 days per semester per class to receive course credit. In cases of extreme illness or circumstances, the Head of School or designee has the authority to review the absences and make an exception.** Decisions regarding excused/unexcused absences rests entirely with the school, even when such “excused” absences are provided by healthcare professionals.

Upper School students are expected to be in their classrooms no later than **8:00 AM**. Students who arrive after **8:00 AM** must report to the office. Attendance will be taken during each class period 1-7. Daily absences and tardies will be recorded for each period. Upper and Middle School students will have 2 minutes to travel between classes on full days, and on ½ day dismissals students will have a 5-minute travel time between classes. Any student not arriving to school or any class period on time will be considered tardy.

Students will be allowed **10 tardies** per year for reasons other than a doctor’s appointment or court date. (Doctor’s appointments and court date notes **MUST** be written by the doctor’s office or court for the student **NOT** to be counted tardy towards 10 allowed per year).

**See Student Code of Conduct for Consequences.**

Lower School students, grades K - 5, will also be allowed **10 tardies** per year for reasons other than a doctor’s

appointment. After the 5<sup>th</sup> tardy a parent conference will take place with the Director of the Lower School.

Each student is expected to report promptly to all classes and activities, with the required supplies and texts.

**Students entering class 15 minutes after its scheduled starting time will be considered absent.**

Any student who has been absent or tardy from school (including homeroom) must bring a dated excuse to the office. This note is to be written and signed by a parent (**a phone call is not acceptable**), within two (2) school days of the occurrence. Administration will determine whether an absence is excused or not.

**Early Dismissal**

When it is necessary for a middle or upper school student to leave school before the regular dismissal time, a parent must call school, send a dated note signed and written by the parent stating the reason, or email the Head of School. **Text messages will not be accepted.**

When it is necessary for a lower school student to leave school before the regular dismissal time, a parent must call school, send a dated note signed and written by the parent stating the reason, or email the Director of the Lower School.

Upper School students leaving early are expected to see the teacher of each class that will be missed and secure assignments before leaving. If a student departs early and returns in the same day, he/she must sign in at the office prior to reporting to the classroom.

Upper School students are not to be excused from class for prom activities or other school projects without written notice from the sponsor of the organization involved in the activity and the permission of the appropriate administrator.

**Responsibilities**

Upon a student's acceptance to Tidewater Academy, he/she and his/her family agree to abide by all school regulations and to be responsible for all fees. Each student should monitor his/her own conduct so that it does not interfere with others but sets a good example for others to follow.

Each student is required to accept responsibility for his/her own conduct and, in so doing, accepts responsibility for the consequences of his/her choices. A student found to be in violation of any school policies or a portion thereof, will be subject to disciplinary action. This action shall consist of either a disciplinary notice to parents, detention, suspension for a set number of days, community service or in extreme circumstances, expulsion from the school at the discretion of the Head of School. The purpose of student discipline is to help the student to make better, more appropriate choices in the future.

Students have the primary responsibility for creating a climate of mutual respect and trust in school in order that the dignity of the individual is protected, and the hopes and ambitions of each student may be realized. To that end, a student shall know, follow, and uphold the rules of Tidewater Academy.

Tidewater Academy affirms that parents bear primary responsibility for their children's well-being, and the school relies upon the cooperation and support of parents in decisions concerning all areas of student life. However, any student whose parents (or guardians) habitually refuse to comply with or abide by school policies will be subject to dismissal from Tidewater Academy.

A student shall follow school rules and regulations from the time he/she leaves home for school and continue until such time as he/she is dismissed and has had a reasonable time to return home.

Each student is expected to conduct himself/herself in an acceptable manner. In other words, he/she should conduct himself/herself in such a way as to reflect credit on himself/herself, his/her school, and the community. The most effective discipline is that which the individual imposes upon himself/herself. Tidewater Academy encourages all pupils to be self-disciplined. However, we urge parents to assume their responsibility for the behavior of their children.

The parties agree that Tidewater Academy reserves the right to dismiss students who continue to pose a distraction to the learning atmosphere of the school.

### **Conduct**

Students are expected to conduct themselves as ladies and gentlemen during the school day, while being transported by school vehicles, and while representing the school on field trips, etc. Courtesy is considered very important, and students will be always expected to be mannerly. Students are expected to follow the Tidewater Academy Honor Code in all matters.

Fighting and abusive language will not be tolerated. Please note the following specific items:

1. Bullying is never tolerated at Tidewater Academy. Bullying has many forms, including physical, verbal, and via electronic devices.
2. Students who become angry or upset with anyone are encouraged to resolve conflicts peacefully. Teachers, administration, and other school personnel can help students find civil, nonviolent ways to handle disagreements. A student who threatens to harm or physically attacks another student or staff member or is part of a group that does this- is subject to consequences.
3. Students are expected to refrain from speaking ill of the school or representing the school in a negative manner, in person or through electronic devices.
4. All persons should walk while in and around the school buildings.
5. Conversational tones should be used when talking at school and on buses.
6. "Horseplay" will not be tolerated.
7. Do not throw rocks, snowballs, or other objects which may cause harm to other individuals or property.
8. All students are expected to help maintain the physical appearance and well-being of the school.
9. Sitting on desktops, tables, cabinets, etc. or writing on school furniture is not permitted. Chairs and tables are to remain on all legs.
10. Any display of affection is not allowed, at any time, in our school.
11. Students whose distracting behavior continually impedes learning will not be tolerated and will be disciplined by the teacher and the administration.
12. Students are not to spit on school grounds.

**See Student Code of Conduct for Consequences**

### **Student Appearance and Attire**

It is the wish of the Administration that our students always present an attractive, neat, and clean appearance. Student dress should not interfere with the orderly operation of the classroom or school. Therefore, students will be expected to follow a dress code.

1. Clothes and shoes that show good taste, avoiding extreme designs and styles which may pose a safety problem, are expected. No pajamas or slippers can be worn.

2. Every student's hair shall be clean, neatly trimmed, and well-groomed.
3. **Hats, caps, or other head covers, such as scarves, are not to be worn or carried anywhere on campus during the school day.**
4. Sunshades and/or dark glasses will not be worn inside the school building, this includes on top of the student's head, unless prescribed by a physician.
5. Young men - Collared shirts, t-shirts, turtlenecks, or mock neck shirts are recommended for grades 6-12. Sweaters, sweatshirts, and fleece shirts are allowed.
6. Young Women –
  - Shorts, skirts, and dresses **may not be shorter than 5 inches above the top of the knee.**
  - **Tank Tops, camisoles, etc. are not to be worn** unless paired with appropriate blouse, jacket, or sweater.
  - No tops with low cut necklines can be worn.
  - No undergarments should be visible.
  - **Midriffs should be always covered, no crop tops**
  - **Clothing should not be excessively tight or skimpy.**
7. Pants are not to be slashed, torn, or dragging on the ground (low-riders).
8. Shirts of any kind with inappropriate displays, such as alcohol, drug, sexual or blasphemous sayings, etc. will not be allowed. **This includes OBX Brew Thru T-shirts.**
9. **All Upper, Middle and Lower School** students may wear shorts. Shorts may not be shorter than 5 inches above the top of the knee.
10. **Sweatpants/athletic/gym shorts and pants, biker shorts, knit shorts, leggings, and yoga pants are not considered appropriate school attire for grades 6 -12.**
11. Occasionally students will be asked to dress for special school function, either the school dress uniform of khaki skirts or pants and a Tidewater Academy polo or formal clothing. Any formal clothing worn during the school day must also meet the dress code requirements outlined in the handbook.
12. Shoes: Lower school students will **not** be allowed on the playground equipment while wearing flip flops and/or sandals. Tennis shoes **must** be worn on the playground.

If any student is uncertain about the appropriateness of any article of clothing or other apparel, he or she should check with the appropriate administrator in advance.

### **Property Damage**

Students are required to pay for any, and all, school property that they might damage or lose. Willful destruction of school property will result in disciplinary action.

### **Smoking**

**Smoking, possession of, or use of any tobacco product, vape or similar device, lighters or matches by students on school grounds, in school buildings, school transportation, in personal vehicles, or at sanctioned school events is prohibited and punishable by suspension.**

### **Drugs/Substance Abuse/Weapons**

**A student shall not possess, use, transmit, be under the influence of, or have knowledge of or association with any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, or other controlled substance (such as tobacco) as defined by State law, at any time on school grounds or at a school-sponsored event.**

Use of a drug authorized by a medical prescription shall not be considered a violation of this rule when used as prescribed by the person for whom it was prescribed. (See page 5 - Medical)

**Students are not to bring (or be in possession of) guns, BB guns, pistols as well as shells, bullets, ammunition, knives, explosive devices, or any other personal protection device to school, on school transportation, or to any school event.**

Any student found in violation of the DRUGS / SUBSTANCE ABUSE / WEAPONS rules could be suspended and/or expelled from Tidewater Academy. However, a student separated from the school for substance abuse may, after appropriate, successful treatment and therapy, reapply for re-admission, after one year of recovery.

### **Cheating**

Cheating is an honor code violation and will be handled accordingly. Copying another student's work or plagiarizing printed material is considered cheating. If more than 3 words in a sequence are copied from printed material, a footnote must be attached. Using work from a past student (papers, tests, or any other graded assignments) is also considered cheating. **The use of text messaging to send and/or receive help on tests, quizzes, etc. will be considered an honor code violation.**  
**See Student Code of Conduct for Consequences.**

### **Harassment/Bullying**

**Tidewater Academy strictly prohibits any form of harassment (physical, verbal, electronic) of students, including:**

#### **General Harassment**

This consists of behavior which a reasonable person would objectively find intimidating, hostile, degrading, or humiliating to others, based on all relevant facts and circumstances of each case. Such harassment could create an offensive learning environment, and/or interfere with an individual's academic performance.

#### **Sexual Harassment**

This consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct, or communication of a sexual nature. Sexual harassment may include but is not limited to:

- Verbal harassment or abuse
- Subtle pressure for sexual activity
- Inappropriate or unwelcome touching, patting, or pinching
- Intentional brushing against a student's body
- Demanding sexual favors accompanied by implied or overt threats concerning an individual's educational status
- Demanding sexual favors accompanied by implied or overt promises of preferential treatment
- Offensive displays of sexual materials and/or repeating of sexually related stories or anecdotes, etc.

## **Bullying**

The definition of bullying according to the Virginia Department of Education is:

Any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma.

“Bullying” includes cyberbullying. “Bullying” does not include ordinary teasing, horseplay, arguments, or peer conflict.

Some key elements of bullying are:

- Intentionally aggressive behavior designed to inflict harm
- Repetitive behavior planned into the future
- Interpersonal relationship marked by an imbalance of power

Students believing themselves to be the victim of harassment, sexual harassment, or bullying at Tidewater Academy should report the alleged acts immediately to a teacher, administrator, or the Head of School. Tidewater Academy will act to investigate all complaints as quickly as possible.

Students who sexually harass other students may be subject to civil or criminal litigation or both, as well as discipline by Tidewater Academy, including possible suspension or expulsion.

**See Student Code of Conduct for Consequences.**

## **ACADEMIC OVERVIEW**

### **Lower School Curriculum** **Kindergarten-Fifth Grade**

The curriculum provides learning experiences through which each child acquires the fundamental skills, abilities, and attitudes needed as a basis for all future learning. Emphasis is on the fundamentals of learning as well as on the support programs that are essential to the growth and development of each student.

The reading program includes the application of phonetic analysis, the development of auditory-visual perception, and the use of reading for meaning and pleasure. Mathematics, science, and social studies are basic at each grade level.

Experiences are provided in art, library skills, computer literacy, foreign language, music, physical education, and other areas where children’s talents can be developed.

### **Lower School Promotion Policies**

Students are expected to achieve satisfactory completion of all subjects necessary for successful participation on the next grade level. Each individual case is reviewed, and grade placement recommendations are made based on academic achievements as well as on related matters.

There are four recommendations:

1. **PROMOTION** - Academic progress is satisfactory.
2. **PLACEMENT** - Academic progress is judged acceptable for an individual.

3. **RETAINED** - Another full year is needed at this grade level.

### Grading System

**PRESCHOOL** - Individual Evaluations/Parent Conferences

**KINDERGARTEN - GRADE 2** - E-Excellent; S-Satisfactory; NI - Needs Improvement; U- Unsatisfactory

**GRADES 3-5** - A/100-93; B/92-85; C/84-77; D/76-70; F/69-0

### Middle/Upper School Curriculum

#### Graduation Requirements

#### STANDARD DIPLOMA\*

- English - 5 credits
  - Mathematics - 3 credits: beginning with Algebra 1, Geometry and Algebra 2
  - Laboratory Science - 4 credits: Physical Science, Earth Science, Biology and Chemistry (Environmental Science may be substituted as an Earth Science or Biology)
  - Foreign Language - 2 credits(sequential)
  - History and Social Sciences - 4 credits: must include World History and Geography I, World History and Geography II, Virginia and United States History (1 credit), and U.S. and Virginia Government (1 credit)
  - Health, Physical Education and Drivers' Ed - 3 credits
  - Fine Arts or Practical Arts - 1 credit
  - Electives – 5 credits (**Must include Financial Literacy**)
- Total - 27 credits

\*(21 credits must be earned in grades 9-12)

#### ADVANCED STUDIES DIPLOMA\*

- English - 5 credits (Must include one (1) Dual Enrollment Credit)
  - Mathematics - 4 credits: Algebra 1, Geometry, Algebra II, PreCalculus
  - Laboratory Science - 5 credits: Physical Science, Earth Science, Biology, Chemistry, Physics
  - Foreign Language - 4 credits (2 and 2 sequential)
  - History and Social Sciences - 4 credits: must include World History and Geography I, World History and Geography II, Virginia and United States History, and Virginia and United States Government (Must include one (1) Dual Enrollment)
  - Health, Physical Education and Drivers' Ed - 3 credits
  - Fine Arts or Practical Arts - 1 credit
  - Electives - 4 credits (**Must include Financial Literacy**)
- Total - 30 credits

\*(24 credits must be earned in grades 9-12)

### Adding Courses

No course can be added to an Upper School student's schedule after the eighth school day of the academic year for whole credit courses and of the semester for half-credit courses.

## **Dropping Courses**

No courses can be dropped by an Upper School student after the final drop date. The final drop date shall be the eighth day of school. Any courses dropped after the final drop date will be recorded on the student's permanent record as a failure. (Written permission by the student's parent(s) will be prerequisite to such a drop.) Any possible exceptions to this policy (medical, etc.) will require the Head of School's written approval.

## **Grading System**

### **GRADES 6-12 - A/100-93; B/92-85; C/84-77; D/76-70; F/69-0**

Grades recorded as "incomplete" must be completed and duly recorded within a reasonable amount of time, not to exceed the next grading period. Exceptions to this rule may be granted by the Head of School and/or Director of College and Career Readiness. Report cards will be issued to parents via students at the end of each grading period on the days designated in the school calendar. Report cards are to be signed by the parent and returned to the school no later than the second day that the student returns to the school after the card is issued.

Examinations are administered in the Upper School (8-12 grades) at the end of each semester. Exams will be valued at 20% of the semester grade. Each quarter will be valued at 40%. Examinations are not administered in the Lower School. However, middle school students (grades 6-7) will take end-of-semester tests, and quarters will each be valued at 50% of the semester grade.

## **SENIOR FINAL EXAM EXEMPTION CRITERIA**

A senior can be exempted from their final exams only. The following is the criteria for the exemption.

### **Grade Criteria:**

The senior must have a cumulative course average of at least 93 when grades and other specified criteria are compiled to determine exam exemption near the close of the fourth nine weeks.

### **Attendance Criteria:**

- The senior cannot have been absent from the class more than five times during the school year. Religious holidays and school-related absences (field trips, athletics, documented college visits, other activities decided by the Head of School) do not count within those absences.
  - Three unexcused tardies to class equals one absence.
  - Six unexcused tardies to an individual class eliminates the student from exam exemption eligibility in that class.
  - Six unexcused tardies to school immediately removes the senior from eligibility for exemptions.
- The senior must attend at least 50% of a class to be counted present in that class.

### **Integrity Criteria:**

Any integrity violation which results in disciplinary action removes the student from eligibility.

Note 1: Taking an Advanced Placement (AP) exam automatically exempts a senior from that final.

Note 2: Any senior who does not take the required exam will receive a zero, and it will count as 20% of their final grade. (Revised 2022)



## **Honor Roll and Headmaster's List**

A student, in grades 3 -12, who makes grades of “B” or above during a given nine-week period will be placed on the Honor Roll for that grading period. A student who makes all “A’s” during a given nine-week period will be placed on the Headmaster’s List for that grading period. Students making the Honor Roll two (2) of the first three grading periods during an academic year and those students making the Headmaster’s List two (2) of the first three grading periods will receive honor recognition at an awards ceremony at the end of the school year.

## **Upper School Promotion Policy**

The Upper School program is designed to prepare each student for college and employment.

A student should consider requirements for college, career and technical school, and employment before choosing a program of studies. College entrance requirements vary; therefore, it is essential that a college-bound student understands entrance requirements of the college of his/her choice.

### **Promotion Requirements**

- A student must have earned at least four (4) units, including English 8, to enter the ninth grade.
- A student must have earned at least nine (9) units, including English 9, to enter the tenth grade.
- A student must have earned at least fourteen (14) units, including English 10, to enter the eleventh grade.
- A student must have earned at least nineteen (19) units, including English 11, to enter the twelfth grade.

Each student's educational program is reviewed, and adjustments may be made at the discretion of the Head of School.

## **Homework**

Homework is an extension of the regular school program, beginning in kindergarten and continuing through the twelfth grade. It supplements, complements, and reinforces classroom learning. The assignment of homework is the responsibility of the classroom teacher. The assignments are of reasonable length to allow time for family and social development.

## **Report Cards**

Report cards, issued four (4) times during the school year, are designed to foster better communications between home and school and serve as an indicator of academic progress. Report cards are to be signed and returned to school in a timely manner.

## **Progress Reports**

Progress Reports will be sent home in the middle of each grading period to the parents of all students. Parent-signed progress reports are to be returned to the homeroom teacher in a timely manner. Progress reports are not restricted to the middle of the grading period but may be issued whenever the subject teacher notes below-average performance.

## **Parent-Teacher Conferences**

A Parent-Teacher Conference is one way for the school to work with parents in building a sound educational program for their children. It is a time to discuss a child’s progress or problems in school and to learn more about the student. Parent-teacher conferences provide the opportunity for healthy and effective communication

between parents and the school. Parents are encouraged to call the school to arrange such conferences as necessary. Please check the school calendar for dates and times.

### **Make-up Work for Absences**

Students who are on school-sponsored activities or who have approved absences have the privilege to make up class work missed. **However, it is the student's responsibility to get the assignments from the teachers prior to the absence.** When a student is absent because of illness, it is the **student's responsibility** to contact the teacher for work missed. Students are responsible for coordinating with their teachers to make up assignments missed. Assignments not made up after five (5) days will be entered as a "0" in the gradebook.

### **Summer School/Transfer Credit**

Summer school is an option for students who want to recover credit due to course failure. It is not an opportunity for students to advance a grade level. Therefore, summer school is only a choice after a student has unsuccessfully attempted a class at Tidewater Academy.

Students desiring credit for a course completed during the summer must have successfully finished the course with at least a "D" through an accredited summer school program. Tidewater Academy grants transfer credit, including summer school, based on the content of the course taken, the applicability of the course to the graduation requirements of the school, and the quality of performance in the course. Only credit that has been completed at a secondary school or special high school program offered through a local two-year or community college will be considered for transfer credit.

Transfer credit, including summer school, will be listed on a transcript as credit earned at another institution. Although the letter grade earned will be recorded on the transcript, the grade will not affect the student's cumulative grade point average at Tidewater Academy. A student's cumulative grade point average is based only on grades earned at Tidewater Academy in grades 8-12. Exceptions can be made with the approval by the Head of School.

**The cumulative grade point average of a student who transfers in at the start of his/her senior year or thereafter will be calculated and listed on the transcript for postsecondary purposes, but the cumulative grade point average will NOT be factored in the graduating class rank and this student will NOT be eligible for the distinctions of valedictorian and salutatorian.**

A transfer student entering Tidewater Academy before the senior year must earn 10 or more credits at Tidewater Academy by the end of the first semester of his/her senior year to have his/her cumulative grade point average included with the graduating class. At a minimum, 22 credits must be earned in grades 9-12 to graduate.

## **CAMPUS LIFE**

### **Student Services**

The Tidewater Academy Director of College and Career Readiness strives to aid each student in developing his/her abilities to the fullest, making sound choices and increasing self-awareness. Guidance services available include:

- Individual and group counseling by appointment
- Schedule changes
- Testing services
- Career counseling
- Post-secondary school placement
- Dual Enrollment
- Senior Seminar

### **Extracurricular Participation**

As members of the Virginia Colonial Conference, all student athletes (players and cheerleaders) must meet conference standards for participation: For each quarter, students taking six (6) subjects for credit must pass five (5). Students taking less than six (6) subjects for credit must pass all they are taking. Additionally, TA requires any student taking seven (7) subjects must pass six (6). According to VCC guidelines, fall sports eligibility is determined by the FINAL GRADE of the previous school year and/or first quarter grades. Winter eligibility is determined by first quarter grades and/or second quarter grades. Spring eligibility is determined by second quarter grades and/or third quarter grades. Summer school courses may be counted toward fall eligibility. Semester or Trimester averages are not used to determine eligibility, nor are interim progress reports.

Any student falling below a 2.0 (“C”) grade point average overall will be placed on academic probation. Beginning with the day report cards go home, students placed on academic probation will sit out games for 15 school days (official school holidays and weekends will not be included as part of the 15 days). During this 15-day period, the student is allowed to practice with the team and sit on the bench in street clothes at home games. However, the student is not allowed to travel with the team on away games or sit on the bench at away games. At the end of the 15-day probationary period, the student must produce documentation from all his/her teachers to show that a 2.0 (“C”) average has been achieved. If a 2.0 average is achieved on the 15<sup>th</sup> day, student is eligible to return to the team full time. If a 2.0 (“C”) average is not achieved, the student may continue to check grades daily until which time a 2.0 (“C”) average is achieved. The student may then return to full time status on that team. Prior to the starting date for each school sport, student’s academic records will be reviewed by the Head of School, Academic Counselor and/or Athletic Director for compliance with the above rule. Final decisions on eligibility will be made by the administration

If a student receives two failing grades (F’s) on their report card at the end of any grading period, they will be removed from the team for the next nine weeks (quarter). They will not be allowed to practice, sit on the bench at home games or travel with the team.

When teams are dismissed early for scrimmages or games, students are to check with teachers of classes they are missing to get their assignments before they leave campus. Upon returning to school the next school day, students will be responsible for the work which was covered/announced in the class they missed. Students should come prepared to attend all classes and participate in any scheduled work or tests in that class if the games or scrimmages are cancelled.

Students who are participating in extracurricular activities (including athletics) must be in school. Student-athletes must be present for a minimum of 50% of the school day to participate in any sports activity (practice or game) on the same day. The only exception will be if the Head of School and/or Athletic Director excuses the absence. If the absence is excused, there is no specified minimum amount of time required for eligibility to play or practice that day. Examples of excused absences are dentist or doctor appointments, court appearances, and funerals. The Athletic Director and /or Head of School must approve any deviation from this policy.

### **Student Organizations & Activities**

The administration and staff believe it is important for students to be given an opportunity to develop qualities of leadership and cooperation. They acknowledge the value of organizations and activities. Activities are based on student needs and interests and may vary from year to year.

### **Student Government Association (SGA)**

Every student in grades 6-12 is a member of the Student Government Association. The purpose of the SGA is to represent the student body and to support the administration.

### **Athletic Activities**

Tidewater Academy offers extracurricular sports programs for both male and female students. All sports teams are tentative, based on student participation. Sports exist in our school because we recognize that they are good for our students; good in the sense that they are enjoyable; good in the sense that they are educational; good in the sense that they help keep our bodies fit; good in the sense that they provide a healthy outlet for our energies. For sports to remain “good” for us, we have a code of sportsmanship to guide us, to remind us, to help us conduct ourselves in an appropriate manner. The “code” implies an expectation for all coaches, players, cheerleaders, and spectators. That code encompasses a few simple basic ideas, including courtesy and respect for the rules, opponents, guests, and officials; enthusiasm for playing the game and modesty and graciousness in victory or defeat; fairness and responsibility to the sport, to our opponents, to our respective schools.

Specifically:

- We shall not take part in any actions that are derogatory to our opponents, to the officials or in any way in bad taste to spectators in general.
- We shall respect the property and reputation of our opponents as well as that of our own school.
- The VCC constitution prohibits any kind of noise makers at basketball games.
  
- To reinforce the intent of the sportsmanship code VCC teams are expected to shake hands at the end of each athletic contest.

For each sport, a parent list of duties including ticket take-up, kitchen duties, and cleanup will be issued. Parents whose children participate in a sport are expected to fulfill their obligation in helping the athletic department by fulfilling their responsibilities as delegated.

## Other Activities

The Association of Virginia Academies sponsors participation in forensics, in which Tidewater Academy takes part. Activities include spelling, public speaking, monologue presentation, poetry reading, creative writing and handwriting. This competition is for students in grades 5-12. The handwriting competition is for students in grades 1-7 and the Creative Writing Competition is for students in grades 3-12. These activities develop individual skill, and encourage creativity, self-expression and sound thinking. The AVA also sponsors Scholastic Bowl competitions for Upper School students and an annual Field Day competition for Lower and Middle School students.

## Social Functions

1. Events must be well-chaperoned by faculty members.
2. All events must end by midnight.
3. The organization's president and sponsor are responsible for making all arrangements, including the scheduling of place, food, cleanup, chaperones, and financing.
4. The sponsoring organization must provide for cleanup, which must be completed prior to the following school day. (Cleanup form must be presented to the appropriate administrator or sponsor.)
5. When a student enters a social event, he/she may not leave the building until he/she departs the event. Students who leave the building will not be permitted to reenter and must leave the Academy grounds.
6. Only Tidewater students and their dates may attend social events. Exceptions must be approved by the Head of School or designee. Attendees who are not students at Tidewater Academy must be registered with the sponsor of the event.
7. Proper dress, conduct and language are required at all social events.
8. Misconduct will receive the same disciplinary action as in-school infractions.
9. End of school parties that are held off campus, including graduation parties/beach trips, are not school-sponsored events.

## Parties

Classroom parties at the Lower School for special holidays are permissible, but they are to be held at the discretion of the teacher. Often, with our younger students, parents may want to provide the class with cake, cupcakes, or other goodies in recognition of their child's birthday. This is permissible if it is coordinated with the child's teacher.

**Parties that are held off-campus, at night during or on the weekend are not considered school events and the school will not be responsible for disseminating invitations. Do not send invitations to school for your child to give out unless he/she is inviting the entire class.**

## Fundraisers

No fundraising project by any class or club will take place unless approved by Administration.

## **Tidewater Academy Booster Club (TABC)**

The Tidewater Academy Booster Club was reestablished in 1996 to support athletic activities at TA. Yearly Booster Club activities include the various athletic activities and sponsorship of the Annual Athletic Awards Banquet. The participation and financial assistance of the Booster Club is critical to the continued success of Tidewater Academy.

## **National Honor Society**

Tidewater Academy's chapter of the National Honor Society holds special ceremonies during the year, where new members are inducted. Membership in the National Honor Society is based upon excellence in four areas: Scholarship, Service, Leadership and Character.

## **National Honor Society Membership**

Eligibility is open to students in the tenth, eleventh and twelfth grades. Students may not apply for membership; they are reviewed and selected by a faculty council.

Membership in the National Honor Society (NHS) is based upon excellence in four areas: Scholarship, Service, Leadership, and Character. Each category is judged independently.

## **SCHOLARSHIP:**

To be eligible for consideration as a second semester sophomore, a student must have a cumulative grade point average (GPA) of at least a 4.00 (based on year-end grades from eighth and ninth grades); first-semester sophomores are not eligible for membership. Junior and senior students with a minimum cumulative GPA of a 3.50 are eligible for consideration.

While scholarship is regarded as the MOST important of the four criteria, because without the requisite average a student CANNOT otherwise be eligible for consideration, membership in the NHS is not considered based on Scholarship alone.

Other selection guidelines include the following:

## **Character:**

- Cooperates by complying with school regulations concerning care of school property, etc.
- Demonstrates high standards of honesty and reliability
- Manifests truthfulness in acknowledging obedience of rules, avoiding cheating, and showing unwillingness to profit by the mistakes of others.
- Shows courtesy, concern, and respect for others
- Takes criticism willingly and accepts recommendations graciously
- Upholds principles of morality and ethics
- Observes instructions and rules, punctuality, and faithfulness in obligations both inside and outside the classroom.

## **Service:**

- Maintains a loyal school attitude
- Participates in some outside activity: girl scouts, boy scouts, church groups, volunteer services for aged or disadvantaged, family duties
- Volunteers dependable and well-organized assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Is willing to render cheerfully and enthusiastically any requested service to the school
- Is willing to represent his/her class or school in interclass or interscholastic competition
- Shows courtesy by assisting teachers and other students

## **Leadership:**

- Demonstrates leadership in promoting school activities and regulations
- Exercises influence on peers in upholding school ideals and rules
- Contributes ideas that improve the civic life of the school
- Inspires positive behavior in others
- Demonstrates academic initiative
- Holds school offices or positions of responsibility
- Is reliable and dependable without prodding
- Demonstrates leadership in classroom, at work, and in school activities
- Is dependable in any responsibility he/she accepts

Transfer students must be in attendance for one semester before they are eligible for consideration by the Faculty Selection Committee. To maintain membership in the NHS a student must conform to the following:

- Members must continue to display only desirable character traits.
- Immediate dismissal for:
  1. Any serious infraction of any of the rules in the student handbook, i.e., drugs, alcohol on campus, etc.
  2. Cheating- when there is tangible proof or observation by a faculty or staff member. (Any student or teacher that suspects an NHS member may be cheating should report the incident to the NHS sponsor immediately)
  3. Members must maintain a GPA of at least a 3.50 per semester. Members failing to do this will be put on academic probation and given one semester to acquire a GPA of a 3.50 or better.
  4. A warning will be given for a grade of "D" or "F" on the report card during any grading period. Failure to raise the grade in that subject during the next grading period will result in dismissal.
  5. Failure resulting from the school attendance policy will be reviewed by the Faculty Selection Committee and a decision regarding the student's membership made.
  6. All warnings and dismissals will be given in writing to the student and a copy mailed home to the parents(s).
  7. At the time of dismissal, a student must turn in his/her pin and membership card.
  8. Once a student is dismissed, he/she will never be eligible for membership again in our school.

## **LETTER FROM THE ATHLETIC DIRECTOR**

Dear Parent or Guardian:

Your child has expressed a desire to participate in our interscholastic sport program. It is important that you and your child understand the goals of the program and agree to abide by the rules established by the school for the benefit of those who participate as players, students, and representatives of their school community.

1. Interscholastic sports are part of a broad extracurricular program designed to teach students certain skills and reinforce concepts of self-worth (achievement), cooperative effort (teamwork), and ethical decision making (sportsmanship).
2. All participants must receive a physical examination by a physician prior to the start of practice. Please consult your physician to plan for this examination, and regarding your child's protection against tetanus. If there is a question about your child's eligibility for physical reasons, it will be discussed with you.
3. While the coaching staff and other responsible school officials will do everything within reason to protect your child against injury, including providing the appropriate equipment, safe facilities and training designed to reduce the impact of accidents, injuries will occur. If you are concerned about this possibility, you should discuss it with your son or daughter's coach.
4. Within the first three team meetings, the coach will explain the attendance policy and training rules and rules for participation. In addition to the strict observance of these rules, your son or daughter will be expected to meet all regular school obligations of citizenship and academic achievement.
5. Not all students who wish to participate in interscholastic athletics may be able to do so. The size of the team is necessarily limited by the availability of supplies, equipment, and coaching staff. Cuts will be made, when necessary, based on skill development, readiness for competition, and observance of the rules. No one will be permitted to compete until, in the opinion of the coach, he or she is ready to do so.
6. School equipment issued to your son or daughter for participation is his or her responsibility and must be returned promptly upon request. Reimbursement from the student will be expected for loss or destruction of equipment beyond ordinary wear and tear.

We hope your child will have a successful and rewarding athletic experience. Your support and encouragement of your child will contribute to that success.

Enclosed you will find copies of The Agreement to Participate and Parental Consent forms. Please read the following forms, then sign and return them to school.

Sincerely,

Walter Westbrook  
Athletic Director



**TIDEWATER ACADEMY**  
**Student Athlete Participation Agreement**

Playing or practicing in interscholastic sports can be a dangerous activity involving MANY RISKS OR INJURY. Because of the dangers of participating in these activities, I/we recognize the importance of my child following the coach's instructions regarding playing techniques, training, rules of the sport, other team rules, and to obey such instructions. I/we also understand that to maintain my eligibility to participate in these activities, my child must abide by these instructions, as well as all applicable school, team, and conference rules.

In consideration of Tidewater Academy permitting my child to practice, play or try out for the athletic, intramural and class day programs, and to engage in all activities related to the team, including practicing, playing and travel, I/we hereby voluntarily assume all risks associated with my child's participation and agree to exonerate and save harmless Tidewater Academy, its agents and employees, from any and all liability, claims, causes of action or demands of any kind and nature whatsoever which may arise by or in connection with my child's participation in any activities related to the Tidewater Academy interscholastic athletic program.

**Student's Name** \_\_\_\_\_

**NOTICE TO ALL PHYSICAL EDUCATION STUDENTS, INTRAMURAL PARTICIPANTS AND PARENTS**

There are inherent risks of injury in physical education and intramural activities and therefore a person can be injured by participating. As a result, Tidewater Academy and our staff recently implemented a risk management program for our physical education and intramural programs. Our goal is to eliminate as many risks as reasonably possible and provide a safe program.

We ask for your son or daughter's full cooperation in following his/her teacher's instructions regarding proper conduct, proper use of equipment and facilities, and adherence to the rules of a particular activity.

We look forward to your participation in a productive, enjoyable, and safe physical education and / or intramural program.

**PARENTAL CONSENT**

- I have read and kept a copy of the Agreement to Participate in Athletics. Therefore, I understand the potential risks of injury and the responsibilities of my child while participating in the interscholastic athletics.
- I hereby grant permission for my child to participate in interscholastic sports.
- In addition, my child, \_\_\_\_\_, has permission to ride school transportation for all school-related activities and extracurricular/athletic activities for the 2023-2024 school year.

Parent's Name (please print) \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Daytime Telephone Number \_\_\_\_\_

Evening Telephone Number \_\_\_\_\_

Name and telephone number of Emergency Contact: \_\_\_\_\_

**THE 2023-2024 STUDENT AND FAMILY HANDBOOK IS ACCESSIBLE ONLINE AT [WWW.TAWARRIORS.ORG](http://WWW.TAWARRIORS.ORG). PLEASE VISIT OUR WEBSITE TO READ AND REVIEW POLICIES FOR THE CURRENT SCHOOL YEAR.**

The regulations set forth in this handbook have been deemed necessary in providing for an orderly and successful school year at Tidewater Academy. Your signatures below indicate that you have read the regulations and will cooperate with the school. Ignorance or lack of understanding of the rules will not be considered a viable excuse. Furthermore, the school reserves the right to dismiss any student who discredits the school through his or her actions, on or off campus, or during school or non-school hours. (e.g., any violation of civil or criminal law).

Tidewater Academy believes that a positive and constructive working relationship between the school and a student’s parent/guardian is essential to the accomplishment of the school’s educational mission. The school accordingly reserves the right to terminate or not renew a student’s enrollment contract if the school reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school’s accomplishment of its educational purposes.

I agree to communicate with the appropriate school authority when I have a concern or a question, believing that appropriate communication with the school is the best way to avoid misunderstandings.

---

Parent or Guardian Date

---

Student Date

**PLEASE SIGN THIS FORM AND RETURN IT TO YOUR CHILD’S HOMEROOM TEACHER  
by Friday, September 8, 2023**

**Tidewater Academy**  
**Parking Permit and Carpooling Authorization**  
**2023-2024**

**Student Name:** \_\_\_\_\_

**Student Driver's License Number:** \_\_\_\_\_

**Vehicle Registration Number:** \_\_\_\_\_

**Vehicle Description:**

**Make/Model:** \_\_\_\_\_

**License Plate Number:** \_\_\_\_\_

**Vehicle Color:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Student Driver Signature:** \_\_\_\_\_

**Carpool Authorization**

My child \_\_\_\_\_ has permission to ride with \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

**Medication Authorization Form**

For Prescription and Non-prescription Medications  
VDSS Division of Licensing Programs Model Form

**INSTRUCTIONS:**

**Section A** must be completed by the parent/guardian for **ALL** medication authorizations.

**Section A and Section B** must be completed for any **long-term medication authorizations** (those lasting longer than 10 working days).

**Section A: To be completed by parent/guardian.**

Medication authorization for: \_\_\_\_\_

*(Child's name)*

\_\_\_\_\_ has my permission to administer the following medication:

*(Name of Child Care Provider)*

Medication name: \_\_\_\_\_

Dosage and times to be administered: \_\_\_\_\_

Special instructions (if any): \_\_\_\_\_

This authorization is effective from: \_\_\_\_\_ until: \_\_\_\_\_

**(Start date)**

**(End date)**

**Parent's or Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Section B: To be completed by child's physician.**

I, \_\_\_\_\_ certify that it is medically necessary for the medication(s) listed.

**(Name of Physician)**

below to be administered to: \_\_\_\_\_ for a duration that exceeds 10 workdays.

**(Child's name)**

Medication(s): \_\_\_\_\_

Dosage and Times to be administered: \_\_\_\_\_

Special instructions (if any): \_\_\_\_\_

This authorization is effective from: \_\_\_\_\_ until: \_\_\_\_\_

**(Start date)**

**(End date)**

**Physician's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Physicians Phone:** \_\_\_\_\_

Tidewater Academy 2023-2024  
½ Day Bell Schedule  
(Grades 6-12)

|               |                        |
|---------------|------------------------|
| 8:00 - 8:30   | 1 <sup>st</sup> Period |
| 8:35 - 9:05   | 2 <sup>nd</sup> Period |
| 9:10 - 9:40   | 3 <sup>rd</sup> Period |
| 9:45 - 10:15  | 4 <sup>th</sup> Period |
| 10:20 - 10:50 | 5 <sup>th</sup> Period |
| 10:55 - 11:25 | 6 <sup>th</sup> Period |
| 11:25 - 11:55 | 7 <sup>th</sup> Period |

# Tidewater Academy 2023-2024 SCHEDULE (Grades 6-12)

| TIME          | MIN. | PERIOD                                    |
|---------------|------|---|
| 8:00 - 8:10   | 10   | <b>HOMEROOM</b>                           |
| 8:12 - 9:02   | 50   | <b>1<sup>ST</sup> Period</b>              |
| 9:04 - 9:54   | 50   | <b>2<sup>ND</sup> Period</b>              |
| 9:54 - 10:04  | 10   | <b>Break</b>                              |
| 10:05 - 10:55 | 50   | <b>3<sup>RD</sup> Period</b>              |
| 10:57 - 11:47 | 50   | <b>4<sup>TH</sup> Class of Day</b>        |
| 11:47 - 12:17 | 30   | <b>1<sup>ST</sup> Lunch (6-8)</b>         |
| 12:19 - 1:09  | 50   | <b>5<sup>TH</sup> Class of Day(6-8)</b>   |
| 11:49 - 12:39 | 50   | <b>5<sup>TH</sup> Class of Day (9-12)</b> |
| 12:39 - 1:09  | 30   | <b>2<sup>ND</sup> Lunch (9-12)</b>        |
| 1:11 - 2:01   | 50   | <b>6<sup>TH</sup> Class of Day</b>        |
| 2:03 - 3:00   | 57   | <b>7<sup>TH</sup> Class of Day</b>        |