

Standifer Gap SDA
School



2018-2019
Handbook

K through 8th Grade

8255 Standifer Gap Rd
Chattanooga, TN 37421

www.sgsdaschool.org

423-892-6013
standifergapsda@gmail.com

SCHOOL CALENDAR
2018-2019

Faculty/Staff Contact Information

First Semester

August 2	Registration
August 15	First Day of School
September 3 (NO SCHOOL)	Labor Day
October 17	End of First Quarter
October 18-19 (NO SCHOOL)	Fall Break
November 20 (Noon)-Nov. 23	Thanksgiving Vacation
December 21	End of Second Quarter
December 21 (Noon)-Jan. 4	Christmas Vacation

Second Semester

January 7	School Resumes
January 21 (NO SCHOOL)	MLK, Jr. Day
March 1	End of Third Quarter
March 4-8 (NO SCHOOL)	Spring Break
April 19 (NO SCHOOL)	Easter Break
May 13	Kindergarten Graduation
May 15	8th Grade Graduation
May 17 (Noon)	Last Day of School

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Art Schumacher School Board Chairperson	(423) 344-9386

“Thy word is a lamp unto my feet, and a light unto my path”

~ Psalm 119:105 KJVA



*School Calendar is set by the Georgia Cumberland Conference of Seventh-day Adventists and is subject to change.

Interpretation of School Policy

The Administration and Board reserve the right to formulate and implement policies, rules and regulations throughout the course of the year in order to assure the safe and appropriate operation of the school. Those policies will be equal in force and are not subject to legal interpretation of wording or intention.

Matthew 18 Conflict Resolution Process

Please follow the principles laid out in Matthew 18:

1. Discuss the situation with your child’s teacher.
2. If an amiable agreement cannot be reached, a meeting will be set up with the principal, teacher, and parent.
3. If further assistance is needed, contact the School Board Chairperson in writing. A grievance committee will work with the parents and the local school board.
4. If all local efforts are exhausted, the Superintendent of Education of the Georgia-Cumberland Conference may be contacted.

Under no circumstances should individual School Board members be contacted to solve a conflict or problem.

Grading Scale

Letter grades are not given until students reach the third grade.

100-92	A	77-72	C
91-90	A-	71-70	C-
89-88	B+	69-68	D+
87-82	B	67-62	D
81-80	B-	61-60	D-
79-78	C+	59 or BELOW	F

Asbestos Notification

The school building is free from all forms of asbestos and is in compliance of regulatory guidelines.

Introduction

The Standifer Gap Seventh-day Adventist Elementary School began operation in 1948 as a one room multiple grade school. Presently, it is a Kindergarten through Eighth Grade school that operates in cooperation with Georgia-Cumberland Conference of Seventh-day Adventists. Students enjoy the advantage of low teacher-student ratios providing individualized instruction in an inviting environment.

Mission Statement

To nurture within each student a personal relationship with Jesus that encompasses the value of each individual and enhances their academic, social, physical, and spiritual maturity.

Goals

- ◆ Surrender their lives to God, develop a friendship with Jesus and allow the Holy Spirit to work in them.
- ◆ Develop a feeling of self-worth and a sense of belonging in the home, school, church and community.
- ◆ Want to be like Jesus living out the principles of the Seventh-day Adventist Church as outlined in God’s Word.
- ◆ Develop an understanding of our historical heritage, cultural diversity, responsibilities as American citizens and the dignity and worth of others.
- ◆ Accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.
- ◆ Develop decision-making and problem-solving techniques based on a biblical world view.
- ◆ Acquire competency in verbal and non-verbal communication and in the use of information technology.
- ◆ Be able to function responsibly in the world as dynamic Christians.
- ◆ Develop an appreciation of creativity and beauty, both in God’s creation and in human expression.
- ◆ Develop a Christian work ethic with an appreciation for the dignity of service.

Accreditation

We are accredited through the North American Division of Seventh-day Adventists.

Entrance Requirements

Kindergarten

Applicant should be at least 5 years old on or before August 15.

First Grade

Applicant should be at least 6 years old on or before August 15 and have completed a standardized curriculum based primary/ kindergarten program during the twelve-month period preceding first-grade entrance or pass a readiness test.

All Grades

- ◆ Submission of the completed online application and enrollment packet.
- ◆ Supporting documentation presented such as physical forms, immunization form, and birth certificate.
- ◆ The student must present at least one written recommendation from a previous teacher, pastor, or daycare teacher, and the last report card from the former school.
- ◆ New students entering school may be assessed for readiness and/ or grade placement.
- ◆ An interview with the student may be conducted.

In accordance with Georgia-Cumberland Conference school policy, we cannot accept transfer students after April 1 for the current school year. Students are encouraged to make arrangements to remain at their former school or to finish the grade with special assignments from that school.

Please Note: All students are admitted on a six-week trial basis. Standifer Gap School is not equipped to teach students with severe learning and behavioral challenges. However, Standifer Gap School can make limited changes to a child's program.

A family who is dissatisfied with the decision of the school admissions process may appeal the decision. Contact the school administrator for details.

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical contact that, by design or innuendo, is sexual in nature. This kind of behavior interferes with an individual's ability to perform work or school assignments due to the intimidating and hostile environment that is created. Incidents of harassment are to be reported to the administration and will be treated with confidentiality.

Incidents of bullying, shunning, and/or sexual harassment occurring during on-campus or off-campus school-sponsored events are to be reported to the supervising teacher and administrator. As far as possible, every effort will be made to protect student identity and confidentiality. Confirmed incidents of harassment or bullying will result in disciplinary action. This can include e-mails, internet communiques, text messages, voicemails, notes, letters, comments, or jokes with sexual overtones, obscene language, unwanted physical advances, or the invasion of one's personal space.

Discipline

Helping children grow and develop is a team effort. The students, parents, and teachers all need to take an active role.

It is the responsibility of each student to behave in a manner that creates a safe environment for everyone. Walking in the building, respecting school property, and keeping hands and feet to themselves are important ways to create that safe and respectful environment. The use of inappropriate language or harmful speech is very hurtful and does not create that safe environment. Our goal is to reflect Christ-like behavior. Consequences of inappropriate behavior may include loss of a field trip, after school detention, in- or out-of-school suspension, expulsion, or other measures deemed appropriate.

Each classroom teacher develops a set of classroom rules and discipline consequences that are age-appropriate for their students. A copy of this plan will be given to parents during the first week of school. The principal also has a copy of each classroom discipline plan.

not expect to hold an individual conference with your child's teacher during class time.

Students not enrolled at the school may visit only during times designated for visitors. If children of volunteers must be at the school, they should be under the supervision of their parent.

Lunches

All students should bring a nourishing, healthful, satisfying lunch. There is a wide variety of viewpoints on diet. The school encourages parents to send vegetarian lunches with their child. Caffeinated drinks are discouraged.

Field Trips

Student safety and well-being is important. All parents who drive or chaperone on a field trip must have completed the Verified Volunteers program. They should also complete the Volunteer Driver Form and show proof of car insurance.

Students who are required to have booster seats by Tennessee law must also have them for school field trips.

Bullying and Harassment Policy

Staff members or students may not participate in or allow any act of harassment which degrades, injures, or disgraces a student or staff member. Harassment includes jokes, intimidation, or any physical, verbal, or cyber attack directed at a person's race, religion, national origin, age, gender, or physical features.

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending themselves. Bullying behavior has three key components: 1.) Imbalance of power and strength; 2.) Involves an aggressive behavior; and 3.) Involves a pattern of behavior repeated over time.

At school, teachers will be teaching students how to safely stop bullying. All incidents of bullying should be reported to the supervising teachers or administrator. Bullying or disrespect of a student will result in disciplinary actions such as detention, suspension, or expulsion.

Admissions

Standifer Gap School believes in equality of rights for all students and admission may be granted irrespective of the applicant's race, color, or national origin. Membership in the Standifer Gap Seventh-day Adventist Church is not a requirement for admission. Students enrolled at Standifer Gap School are expected to abide by the policies outlined in the school handbook and all other policies announced either verbally or in writing. Admission is a privilege not a right and may be withheld or withdrawn by the school at its discretion.

Enrollment Checklist

- Application Forms
- Financial Commitment Forms
- Copy of Birth Certificate
- Current Immunization Form
- Physician's Examination
Mandatory for all new students and for students transferring from a school outside the Southern Union Conference.
- Release of Records Form
This form allows SGS to request records to be sent from the former school.
- Consent to Treatment
- Kindergarten, and 1st grade students are required to have had both a Hepatitis B series and a Varicella immunization before entering school. All children entering 7th grade must have a Tetanus-Diphtheria-Pertussis booster (Tdap) and provide verification of immunity to Varicella.
- Reference

Tuition Rates

Tuition is payable over a 10-month period from August through May. The 1st payment is due at registration on August 2. The remaining 9 payments must be received at the school office by the 15th of each month-starting September 15, 2018 and ending May 15, 2019. A monthly tuition bill will be sent to each family around the 25th of each month. *Failure to receive a monthly statement does not negate your responsibility for payment.* It is the parent's responsibility to inform the school about change of address, e-mail, telephone or church membership.

Program	Constituent	Non-Constituent
K, Annual	\$4,450*	\$5,450*
K, 10 Months	\$445*	\$545*
Grades 1-8, Annual	\$4,350	\$5,350
Grades 1-8, 10 Months	\$435	\$535

*Includes monthly snacks fee.

Non-Refundable Pre-Registration Fee

A non-refundable pre-registration fee is required: \$50.00 if paid by March 31 or \$75.00 if paid after April 1. This will hold your child's place for the next school year. For students who have pre-registered and paid before March 31, a \$25 discount will be granted for the registration fee.

Non-Refundable Registration Fee

The registration fee of \$400.00 is due by July 15. This fee includes the cost of student accident insurance, textbooks, yearbook, library fees, and administrative expenses. For students who have pre-registered, the pre-registration fee will be deducted from the registration fee.

Early Payment

A discount of \$10 per family per month is given if tuition is paid on or before the 5th of each month. For tuition paid in full for the semester there will be an additional \$25 discount or in full for the year, an additional \$100 discount.

purpose of this policy. A school employee shall confiscate any device used as a weapon. The principal and/or the local school board reserves the right to take any disciplinary action deemed appropriate in response to the offense.

Personal Property

The school is not responsible for personal property left in the school building or on the school grounds.

Technology Policy

All students and their parents or guardians are required to sign an Internet Acceptable Use Policy and Media Release form.

Electronics

Students are to leave all electronic devices, such as DVD players, MP3 players, tablets and portable electronic game players at home. The use of a cell phone is prohibited unless given permission each time from a school staff member. Students are to turn in their cell phone to the teacher immediately upon arrival at school. Students who do not cooperate with this policy may have the phone confiscated.

School Phone

Students may use the school phone when permission is granted by their teacher or another staff member.

Severe Weather Policy

In case of severe weather such as snow, tornado, etc. school cancelation notification will be provided as early as possible on TV channels 3, 9, and 12, and a Parent Alert will be sent via text or e-mail. For school closings, we do NOT follow Hamilton County's closings. Watch for Standifer Gap School specifically on local news stations. For immediate emergency closing information, please make sure we have your correct cell number and e-mail address, and we will do our best to alert you.

Visits

The school welcomes visitors to watch the school program in action. Please do not wait for a personal invitation or for a special visitation day. If a parent would like to schedule a visitation time in the classroom, please be sure to schedule your visit with the classroom teacher and check in with the school office when you arrive. Please do

Hair

Hair should be neat, clean, not cover the face, and not draw undue attention.

Jewelry

Jewelry of any type is not appropriate.

Make-up

Make-up and fingernail polish should not draw undue attention.

Jeans & T-Shirt Days

On Fridays, students are allowed to wear jeans and a Standifer Gap School t-shirt. School t-shirts will be sold at the beginning of the school year. Jeans should be blue with no rips or holes. They should fit properly. No form fitting, baggy, or cargo-style pants are allowed. If a student chooses to not wear this attire on a Jeans & T-Shirt Day, the regular school uniform is required.

Dress Code Consequences

When a student comes to school dressed inappropriately, the student will be sent to the office and the parents will have to bring the appropriate clothing to school before the student can return to class. When a student disregards the dress code, he/she will be asked to fix the problem. Students whose hemlines consistently do not meet code will be asked to wear pants.

Gum

Chewing gum is not allowed at school. Any student found chewing gum will be charged a \$5.00 fine for each offense.

Illegal Substances

Illegal drugs, alcoholic beverages, and smoking are not allowed on campus.

Weapons Policy

Students shall not possess weapons or dangerous instruments of any kind on school grounds or at any school-related or school-sponsored activities away from school facilities. Any instrument used for the purpose of inflicting harm or injury constitutes a weapon for the

Multi-Family Discounts

We provide a total tuition discount for families with more than one student attending. The discount is as follows:

# of Children	Total Monthly Discount
2 Children	\$15/month
3 Children	\$60/month
4+ Children	\$150/month

Assistance From Churches/Organizations

From time to time, churches or organizations provide assistance to their members whose children attend Standifer Gap. If this is your situation, please contact your church/organization in regard to financial support. At registration, provide written communication from your church or organization outlining how much support they are committing to provide and on what schedule.

Past Due Accounts

Standifer Gap Seventh-day Adventist School is a nonprofit institution that relies on regular tuition payments and financial support from the Standifer Gap SDA Church to cover its daily operational expenses. Acceptance to Standifer Gap Seventh-day Adventist School is granted and continued to those families demonstrating financial responsibility to the school.

Students with outstanding balances on the previous month's statement at the time of the next billing may not be allowed to attend classes until the past due balance has been paid or arrangements have been made with the finance committee.

Accounts Disputes

Parents have 30 days to question their tuition accounts. The school will respond within 15 business days.

Release or Transfer of Records

Before any final report card or permanent records are released to parents or transferred to another school, the family's account must be paid in full. "School records are the property of the school, not the

students or the parents. Private schools may hold records for non-payment of fees.” - K-12 Board of Education.

Progress reports and quarterly grades will be released to the custodial parent for students who have two homes. Noncustodial parents can receive these reports with written authorization given to the school from the custodial parent.

Parental Involvement Program

Each family is encouraged to fulfill their commitment of 18 volunteer hours each year. Our school improves when parents become involved in their children’s education. Families completing their 18 hours will receive a thank you from Home and School at the end of the school year. All volunteers must complete Verified Volunteers training and background screening as mandated by the Georgia-Cumberland Conference of SDA and the North American Division of SDA.

Home and School Association

All parent are encouraged to support and be active in our Home and School Association. Activities are held on a regular basis and will be announced well in advance. Home and school sponsors activities that support the school.

Attendance Policies

Students are expected to be in attendance at school sessions and functions. Students who come to school late interrupt the learning environment of the classroom. Students with good attendance will be rewarded. When absences do occur, they should be explained by the parent to the teacher in writing or by phone within 2 days after the student’s return to school.

Absences and tardies from student illness, death of an immediate family member, student medical and dental appointments, and extreme weather conditions will be counted as excused.

Students are not to leave the school grounds during the school day, except by special permission. When a student must leave school during the school day, the parent or person picking up the student is to contact the teacher in advance so the teacher knows how to plan. All students must be signed out in the front office by the adult picking up

When layering another shirt under a polo shirt, the undershirt should be solid black, navy, red, green, white, or yellow to match the school uniform.

Bottoms

Bottom options for boys and girls include:

- ◆ Pants—navy or khaki.
- ◆ Shorts—navy or khaki and knee-length.

Additional bottom options for girls include:

- ◆ Skirts, skorts, & jumpers– navy, khaki, or “SGS plaid”. They should cover the knees when sitting. Shorts may be worn under skirts and jumpers.

Dresses

Must be uniform and may be navy, green, or red. They should cover the knees when sitting. Shorts may be worn under dresses. No pants or capris are to be worn under dresses.

Belts

When belts are worn, they should be black or brown leather.

Shoes

Shoes are to be closed-toed. Tennis shoes with non-marking soles must be worn in the gym. Shoes should not roll or have sound.

Socks

All socks, knee socks, tights, and leggings should be solid black, navy, red, green, white, yellow, or khaki to match the school uniform.

Outerwear

The only outerwear permitted inside the building is jackets, cardigans, vests, hoodies, and other approved items that have the school logo on them.

Hats & Hoods

No hats or hoods are to be worn in the school building. Dress up days may be an exception.

returned to the school office as the insurance company dictates. Since parents have a choice of medical care, it is their responsibility to have the forms filled out and returned to the school.

Medication

Students who must have medication administered during school hours should bring the medication to the office along with a parent-signed authorization form provided by the office. The medication must be in the original pharmaceutical container, clearly labeled with the name of the student, the name of the medication, the appropriate dosage, and the time to be given.

Non-prescription medications such as aspirin, cough medications, over-the-counter allergy medications, etc. may not be administered to students by any school staff member. Students may self-administer non-prescription medicines provided they bring one or two days' dosage rather than a whole bottle and leave it in the office along with a parent-signed authorization form.

Dress Code

Students of Standifer Gap School are expected to come to school neatly groomed and dressed in the Standifer Gap School uniform. This dress code applies to all school functions, class programs, and field trips unless notified differently by the teacher. The school reserves the right of making changes to the school dress code as circumstances may require.

Uniforms are to be purchased through Educational Outfitters. Pants and shorts may be purchased from stores other than Educational Outfitters, but they must follow the guidelines below. A detailed price list of the uniform code is available at the school office.

Tops

All tops must feature the Standifer Gap School logo. Shirts must be tucked in. Shirt options include:

- ◆ Short or long sleeved polos—navy, red, green, white, yellow, or black
- ◆ Sweaters, v-neck vests, or cardigans—navy, green, or red
- ◆ Oxfords—blue, white, or blue & white striped
- ◆ Turtlenecks—white

the student. It is the parents' responsibility to get missed work and contact the teacher when it will not disturb instruction or supervision.

Students should be noncontagious and fever-free for 24 hours before returning to school.

Arrival & Dismissal

School begins promptly at 8:00 a.m. and dismisses at 3:00 p.m., Monday-Thursday. We dismiss early on Friday at 2:30 p.m. Students should not arrive at school before 7:30 a.m. Students should be picked up no later than 3:15 p.m.

Aftercare Program

Families whose work schedules make it impossible for them to pick up their children right after school may take advantage of our Aftercare program. Aftercare runs from 3:15 p.m. to 6:00 p.m. Monday-Thursday and 2:45 p.m. to 5:00 p.m. on Friday. There is no Aftercare on half days.

Regular Aftercare fees are \$8.00 per day. If the student is picked up before 3:30 p.m. Monday—Thursday or before 3:00 p.m. on Friday, there will be a charge of only \$2.00. Students picked up after 6:00 p.m. Monday—Thursday or 5:00 p.m. on Friday may be charged \$1.00 for each minute they are kept late.

Aftercare charges are billed monthly per stated dates and appear on the next statement. Unpaid charges may be subject to late fees.

Access Cards

Access cards will allow parents to enter the school during Aftercare hours. Access cards will be issued to parents at registration. Please remember to bring it to access the school building during Aftercare hours.

Accidents

Students should be covered by their parents' insurance. Secondary insurance is provided for each child and is paid for in the initial registration fee. Parents should immediately request the necessary forms when an accident occurs. Claim forms can be picked up from the front office. Claims are filled out by the hospital or doctor and must be