



Saipan Seventh-day Adventist School **STUDENT HANDBOOK**

Where Students . . .

Live to learn,

Live to love,

Live to give.

P.O. Box 501063, Saipan, MP 96950

Phone: (670) 234-7326/234-7330

Fax: (670) 235-7326

Email: office@saipansdaschool.org

Website: www.saipansdaschool.org

Facebook: <https://www.facebook.com/sdaschoolsaipan>



Welcome!

Saipan Seventh-day Adventist
School family.

Choosing to be a part of this
school family makes all the
difference in the world, the
benefits are rewarding.

This handbook is a guide
parents and students may
learn the procedures and
policies of
Saipan Seventh Day Adventist
School.

Live to learn,

Live to love,

Live to give.



Table of Contents

<i><u>Title</u></i>	<i><u>Page</u></i>
Introduction	1-2
Philosophy	4
Mission/Brief History/Location	5
Student Goals	6
Academic Procedures/Document Requirements	7
Fees Required	8-9
Financial Requirements/Information	10-11
Withdrawal Procedures	11
COVID-19 Procedures	12-13
Student Behavior Codes	13-17
Student Recognitions	17-18
Parent/Guardian Expectations	18-19
Communication with parents	20
Attendance/Tardiness/Absentees	20-21



Seventh-day Adventist Philosophy

We recognize, principally, God as the only source of existence, strength, and truth. In the beginning, God created in His image a perfect humanity - a perfection later marred by sin. Through Jesus Christ and His Holy Spirit, God determined to rescue humanity from its lost state. Through the Bible, He has revealed His will to the world - a revelation that supersedes human reason. Through His Church on earth, He seeks the missing of His Kingdom.

Secondly, Seventh-day Adventist education is deliberate in providing a Christ-centered curriculum. The policies, standards, and guidelines for even distance learning education courses support this premise. Distance education courses actively engage students in a manner that strengthens their relationship with Christ.

Adventist online and distance education, thirdly, is student-focused and utilizes principles of best practice. Students are engaged in active learning enabled by instructors who select a variety of appropriate teaching strategies, modes, media, and assessment.

We recognize that we are all made in God's image; and every human being, although fallen, is endowed with attributes akin to those of the Creator. Therefore, Adventist education seeks to nurture thinkers rather than mere reflectors of others' thoughts; loving service rather than selfish ambition; maximum development of one's potential; and an appreciation for all that is beautiful, true and good. An education of this kind imparts far more than academic knowledge. It is a balanced development of the whole person. It develops as a child spiritually, intellectually, physically, and socially. It seeks to develop a life of faith in God and respect for all human beings.



Mission Statement

It is our desire to inspire the mind, body and spirit of each child, through engaging, challenging and creative learning.

World-Wide Educational Institution

Though primary education for children was advocated by Adventists during the 1850s and 1860s, it was not until the early 1870s that the newly budding Adventist Church began to recognize and develop a denominationally based school system.



The Saipan Seventh-day Adventist School is a non-profit organization, owned and operated by the Seventh-day Adventist Church, under the direction of the Guam-Micronesia Mission of Seventh-day Adventists. As of 2019-2020, the overall SDA Church Organization operates over 8,800 schools worldwide, with an estimate enrollment of 1.8 million students in preschool through university levels.

Campus Locations

Saipan SDA School operates both the Child Development Center and the Elementary School in Chalan Kiya. It is located behind the Mobile gas station. The Child Development Center is for ages 18 months through age four. The Elementary School (K-8) includes classrooms for Kindergarten thru eighth grade.



Goals

Spiritual

1. To coach students in the development of a personal relationship with Jesus Christ through prayer, love of nature, singing, and fellowship.
2. To help students use the Bible as a guide showing how to live a life of purpose and meaning.
3. To help students visualize the Bible as the Word of God.
4. To help students develop the habit of following the example of Jesus Christ in living to serve others.

Academic

1. To provide an atmosphere where students will be inspired toward academic excellence.
2. To encourage students to think critically, independently, and creatively.
3. To help students develop effective study habits.
4. To provide classes that allows students to obtain the building blocks to lead them to achieve their professional and/or vocational goals.

Social

1. To provide opportunities for students to demonstrate acceptance of others and respect the rights of others.
2. To provide opportunities for students to understand and develop an appreciation for all race, sex, religions, and cultures.
3. To provide opportunities for students to accept their civic responsibilities to maintain peace and protect the environment.

Physical

1. To provide an opportunity for the development of physical fitness.
2. To promote life-long, healthy lifestyle choices.
3. To provide an environment in which students will learn the value of a temperate life.
4. To teach the value of social skills that exemplifies true Christian recreation.



Admission Procedures

Admission to the SDA Kindergarten through 8th grade campus is open to all students, regardless of ethnic background/origin or religious beliefs. An application is required, and placement is based on age and prior academic work. Applications must be submitted and approved each year for student to attend the SDA School

Documents Required

1. **COMPLETED** Registration Packet – includes the following forms:
 - Application for Admission Form
 - Financial Obligation Contract
 - Transportation-Home Form
 - Medical Information Form
 - Field Trip Permission Form
 - Permission to Publish Student Photos Form
 - Behavior Contract Agreement
2. School Entrance Health Certificate or Blue Card - (You may obtain this from the Commonwealth Health Center or any other medical clinic providing this on island.)
3. Transcript from previous school – (Kindergarten students do not need to submit a transcript)
4. Copy – Birth Certificate
5. Copy – Passport
6. Copy – Entry Permit Card (if non-U.S. passport holder)
7. Copy - Guardianship Declaration (if student is living with a guardian)



Fees Required

Tuition:

	Yearly Face-to-Face	10 Months	Yearly Online	10 Months
Prekinder - Kindergarten	\$3,100.00	\$310.00	\$2,480.00	\$248.00
Grades 1-2	\$3,250.00	\$325.00	\$2,600.00	\$260.00
Grades 3-4	\$3,350.00	\$335.00	\$2,680.00	\$268.00
Grades 5-8	\$3,400.00	\$340.00	\$2,720.00	\$272.00

New Student Fee**: \$25.00

Registration Fee* **:

All Classrooms: \$150.00 per year

Books/Materials Fee**:

All Classrooms: \$500.00 per year

Foreign Student Visa Fee:

All Students: \$500.00 one-time fee

* To reserve a spot, a pre-registration form must be completed, and the \$150 registration fee must be paid in full.

** The Registration Fee & Books/Materials Fee are **NON-REFUNDABLE**, and tuition will not be pro-rated for lack of attendance.

Other Fees

School Uniforms:

Polo Shirts with School Name:

\$15 (cotton) or \$20 (dry fit) – All Sizes

Credit Card Fee:

3% fee will be assessed for credit card purchase.

After School Academy Fee:

\$50.00 per month

- There may be additional fees associated with certain classes.



Insurance:

Required for all students (unless parent/guardian provides proof of insurance from an outside agency).

\$12.00 per year (School Hours)

\$18.00 per year (24 Hours)

Public School System Meals (Optional):

Breakfast \$.50 per meal

Lunch \$.75 per meal

Graduation Fees:

Kindergarten \$25.00

Eight Grade \$50.00

This fee will be communicated by the homeroom teachers and payment required during the second semester of the school year.

Book Replacement/Damage Fee:

All textbooks issued to students are assessed at the beginning and end of the year. If a book is lost or returned with unnecessary or excessive damage, then the student will be charged a damage or replacement fee for the textbook. Students are responsible for their books.

LEGO Robotics/Intramural Sports Fee:

To be announced by activity director or sponsor.

Field Trip Fees:

Will be announced by classroom teachers.

Late Pick-up Fee:

Regular pick-up time is from 3:00-3:15 p.m. Monday through Thursday and from 12:30-12:45 p.m. on Friday. A 15-minute grace period is given for extenuating circumstances. After this time a \$1 per minute fee is assessed when your child is not picked-up before this time. After school care pick-up is until 5:30 p.m. Monday through Thursday and 4:00 p.m. on Friday. A 15-minute grace period is given for extenuating circumstances. After this time a \$1 per minute fee is assessed when your child is not picked-up before this time.



Financial Requirements

Full monthly payment is due on the last day of every month. Once an account becomes more than 15 days late, a 3% late fee will be assessed each month. Any student account that is not paid in full by the end of every month will be considered delinquent and will enter the following 3-Step Financial Delinquency Status:

- Step 1 – A letter of reminder will be sent to parents/guardians and/or to the individual responsible for finances, requiring payment to be made within 5 working days.
- Step 2 – Student can be suspended from attending any school activity until payment is made. A letter of suspension will be sent. Person(s) responsible for finances must make payment to SDA accountant.
- Step 3 – If an account remains delinquent and financial arrangements are not made within 45 days, then the student is withdrawn and the account may be sent to a collection agency.

If an account is identified as delinquent, no school records may be released until payment is made in FULL.

Other Financial Information

Tuition is a yearly fee divided into monthly payments.

1. Tuition payments will NOT be pro-rated. Tuition is calculated by the month. There is no refund for a student who withdraws or misses school; for days cancelled due to increment weather such as typhoons, storms; or for any other reason during the middle or any time of the month. There are no refunds for missed days of school.
2. Payment Methods:
 - Cash
 - Check – made payable to Saipan SDA School



- Credit Cards – Visa, MasterCard
 - Payroll Allotment
3. Returned Checks – A fee of \$30.00 will be charged for all returned checks; and a cash re-payment must be made immediately in this case.
4. Discounts Available:
- Multiple Student Discount – For students in the same immediate family a discount is given
 - 2nd Child – 10% discount
 - 3rd Child – 15% discount
 - 4th Child – 20% discount
 - Advance Payment Discount –
 - Pre-Payment for entire semester – 5% discount on tuition fees
 - Pre-Payment for entire school year – 10% discount on tuition fees

Withdrawal Procedure

Any parent wishing to transfer or withdraw their child from the SDA School should do the following:

1. Fill out the withdrawal form in the office at least five days before the last day of attendance.
2. All financial obligations must be paid in full.
3. Fill out a transcript request form for permanent records to be sent to a new school if necessary. Transcript requests may take 5 – 7 working days to be fulfilled.

Tuition payments will not be pro-rated for students who are withdrawing. The above procedures will assist the teacher and administration in order to help the child with the transition process, making it as smooth as possible.



Student Expectations Covid-19 Procedures

Practice the 3 W's –

Wash your hands.

Watch your distance.

Wear a face covering

Students enrolled in Saipan SDA School should conduct themselves in the following ways to ensure the safety of themselves and each of the other students and staff.

- A. As a reminder**, it is essential for all teachers, students, and staff in the community, especially in Saipan SDA School, to continue to **practice good hand hygiene, wear a face-covering** (not required for children 2 and under), **social distancing**, and limit time spent in close public places as much as possible. Students will **wear sanitized face shields** (supplied by the school). Likewise, each classroom has section-dividing protectors and equipped with a Ultra-Violet Mobile UVC System with Reflectors. *
- B.** Students will have their temperature checked (1) upon arrival, (2) during the mid-day, and (3) at departure; One designated administrator will be taking temperature and keeping a log of any symptoms each student might have. A fever is 100.4°F or 38°C. During the day, if a student is recorded to have a fever the responsible parent will immediately contacted, the child will remain in an area designated will waiting for quick pick-up. *
- C.** Students will be directed to their appointed classroom and sit in the designated seat



each day. That seating place and the entire area in the surrounding will be sanitized twice per day while the student attends class, and upon leaving the complete area will be sanitized again. *

- D. Students are encouraged to stay home when they are sick and if they recently traveled to a place with COVID-19. *
- E. Washing hands often with soap and water for at least 20 seconds will be practiced. If soap and water are not available, students will use an alcohol-based hand sanitizer. Places will be cleaned by sanitizing and disinfect frequently touched objects and surface. *
- F. Covering coughs/sneezes with a tissue, then placing the tissue in the trash. If there is no tissue the teaching instructor will supply some. Avoiding touching your eyes, nose, and mouth with unwashed hands. *

Positive Behavioral Acts

- 1. Respect Others – An attitude of care, appreciation, and respect should be given to peers, staff members, and anyone on the campus of the SDA School or off-campus during any school sponsored event.
- 2. Be Involved & Strive High – Students are expected to actively participate in all school activities, doing their best always.
- 3. Be Prepared – Students are expected to be prepared in the following areas:
 - Come to school on time every day.
 - Complete all homework on time.
 - Manage study time at home and school to be prepared for class activities.
 - Have school supplies at school each day.
 - Wear school uniform at all times.



4. Ask for Help – Students are expected to request assistance when needed from teachers, staff, and parents.
5. **Understand & Follow Classroom Procedures** – All teachers will have detailed procedures and expectations to be followed. Each student is expected to understand, respect, and follow the procedures for his/her various classes, this includes distancing.
6. Language Habits – All students who have ELL status and in the process of learning English are always expected to speak and write English. **Using other languages besides English is not allowed**, as this will slow the English learning process. Teachers will help ELL students in this process and work with each student on an individual basis.
7. Reach Out – Students are expected to reach out beyond themselves, looking out for others - including peers and staff. Students are expected to appreciate opportunities for making the Saipan SDA School and the island of Saipan a better place. Students will actively participate in community service projects throughout the school year.

Negative Student Behavior(s) to Avoid

The following behavior(s) will NOT be tolerated from any student attending the Saipan SDA School:

1. Bullying in any form – Students may not engage in verbal, physical, or sexual abuse of other students or staff. Students **MUST** always show respect to others. Fighting is prohibited.
2. Using swear/curse words or rough language.
3. Possession and/or use of Stimulants; students may NOT bring any kind of stimulant to school including but not limited to the following:



- Alcohol
 - Cigarettes
 - Marijuana
 - Betel nut
 - Tobacco
 - Any other illegal drugs or medication
4. Possession and/or use of Weapons – Students may not bring or use weapons of any kind at school, including but not limited to, the following:
 - Knives
 - Guns
 - Explosive devices
 5. Stealing – Students may not take anything from another student, staff member, or object that is not their own property.
 6. Cheating & Plagiarism – Students may not cheat on tests, quizzes, or daily work. Plagiarism for research projects or other assignments is not allowed.
 7. Property Damage – Damage or destruction that a student causes to objects belonging to another student will be replaced by the offending student. Items that are property of the school will be charged to that student's account.
 8. Leaving School Premises – Students are not allowed to leave the school campus or any area (field trip location) in which school activities are being held. Students must always remain with their assigned teacher or supervisor.
 9. Defiance – Students are not permitted to show negative attitudes or acts of defiance toward any teacher or staff member.
 10. Breaking the Line of Communication Between Staff & Parents – Students are not allowed to divert communication between staff members and parents in any way, such as throwing away letters to parents, diverting phone calls,



or forging parent signatures on progress reports or other forms.

Student Expectations

Students enrolled in the SDA School should conduct themselves in the following ways to ensure the safety of themselves and each of the other students and staff.

8. **Respect Others** – An attitude of care, appreciation, and respect should be given to peers, staff members, and anyone on the campus of the SDA School or off-campus during any school sponsored event.
9. **Be Involved & Strive High** – Students are expected to actively participate in all school activities, doing their best at all times.
10. **Be Prepared** – Students are expected to be prepared in the following areas:
 - Come to school on time every day. Classes begin at 8:00 a.m. Students who arrive after 8:00 a.m. are late.
 - Complete all homework on time.
 - Manage study time at home and school so as to be prepared for class activities.
 - Have school supplies at school each day.
 - Wear school uniform at all times.
11. **Ask for Help** – Students are expected to request assistance when needed from teachers, staff and parents.
12. **Understand & Follow Classroom Procedures** – All teachers will have detailed procedures and expectations to follow. Each student is expected to understand, respect, and follow the procedures for his/her various classes.
13. **Language Habits** – All students who are ESL status and in the process of learning English are always expected to speak and write English. Using other languages besides English is not allowed, as this will slow the English learning process. Teachers will help ESL



students in this process and work with each student on an individual basis.

14. Reach Out – Students are expected to reach out beyond themselves, looking out for others - including peers and staff. Students are expected to appreciate opportunities for making the SDA School and the island of Saipan a better place. Students will actively participate in community service projects throughout the school year.

Negative Student Behavior(s) to Avoid

The following behavior(s) will NOT be tolerated from any student at the SDA School:

Other Items That Should NOT Be Brought to School

The following items should not be brought to school and will be confiscated if found at school. The following list includes but is not limited to:

- CD Players/Radios, Headsets, iPods, MP3 Players
- Inappropriate Literature
- Inappropriate Music
- Toys or Games
- Skateboards/Longboards
- Any item that may interfere with learning

Cell phones may be brought to school but should be turned off and put away. If student is using phone during school hours without permission, it will be turned in to office for parent(s)/guardian(s) to be picked up.

Consequences of Negative Student Behavior

Students will be treated individually and with respect, courtesy, and love when being disciplined. The following behavioral consequences may be issued, to prevent the occurrence of negative student behavior(s):



Classroom Management Plan – Each teacher maintains a plan of action for negative student behavior(s). Students will receive this first course of action, if needed, which may include immediate, in-class consequences. This plan will be communicated by the classroom teacher to students and parents at the beginning of the school year.

1. After-School Detention – Students being disciplined by their teacher for any negative behavior(s), may be asked to serve one period of detention (30 minutes after school). Teachers will send a “Detention Form” home with the student the day before the scheduled detention is to be served, to notify parent(s)/guardian(s). All detentions will be documented and put in the student’s file.
2. A Parent/Guardian/Teacher Conference will be scheduled for students who have served 3 after-school detentions for continued negative behavior(s), to discuss a behavior improvement plan for the student.
3. Students who persist in negative behavior(s), after implementation of a behavior improvement plan, will be required to attend a Parent (/Guardian/Teacher/Principal Conference. The student may receive 1 full day suspension from school and any school activities. Academic work that is missed cannot be made up. Length of suspension will be determined on a case-by-case basis.
4. Probation – Students may return to school following a suspension, on a probationary status. They will be monitored to ensure that the negative behavior does not repeat, or any other negative behavior(s) occur.
5. Expulsion – If a student continues to exhibit negative behavior upon their return from a suspension, his/her name will be taken to the school board to discuss possible student dismissal from enrollment at Saipan SDA School for the remainder of the school year.

Parents may be contacted at any point, as deemed necessary, regarding a student’s negative behavior(s). Any consequence may be given, according to the severity of the issue.



Student Recognition

1. Classroom Rewards – Each teacher will implement class-wide and individual programs to recognize positive student behavior. Notes of appreciation may be sent home to show parent/guardian.
2. Student of the Month Award – Students who show outstanding achievements in the areas of spiritual, academic, social, and physical areas of school life may be nominated by their teacher for this award.
3. Academic Awards – The SDA School believes in the value of recognizing academic achievement. Students will be recognized each quarter for the following scholastic grade achievements:
 - Principal's List – Student who earns all A's with an average of 92% - 100% = A. For a student to be on the principals list they must earn all A's on their report card.
 - Honor Roll List – Students who make all A's and B's with an average of 88% - 91% = B+ to A-. For a student to be on the Honor Roll List they must earn all A's and B+'s on their report card.

Parent/Guardian Expectations

“Parent Volunteer Discount” – The staff of the Saipan SDA School share the belief that parents, and teachers are team-players in educating children. Because of this, parents are encouraged to be involved in the school in as many ways as possible. The school encourages each family to donate 50 hours of volunteer service to the school each year in classrooms or for school activities. A log sheet will be kept by each homeroom teacher for logging these hours. During the month of May, any family who has completed 50 hours will receive a \$75 tuition discount on their May



billing. One discount applies per family. Below are ways parents can be involved:

1. Classroom Assistance – Helping teachers with any task in the classroom such as setting up bulletin boards, preparing materials, etc.
2. Field Trips – Driving for and/or helping supervise during field trips or other school activities.
3. Reading Aloud – Read to or with students during class.
4. Outdoor School – Join an Outdoor School Planning Committee – Committee hours will be logged.
5. Sharing a Career or Hobby – Making a class presentation or allowing a field trip to your place of work to share your career/hobby with students, and helping staff plan for and/or implement school events are all ways to earn 50 hours of volunteer service.

In addition, parents are strongly encouraged to do the following on a regular basis:

- Make sure your child arrives at school and is picked up after school on time.
- Check progress reports that are sent home – discuss strong/weak areas with your child – sign progress report and have child take back to homeroom teacher when due.
- Provide assistance with homework and preparation for tests.
- Read and understand all correspondence sent home from the administration and teachers.
- Attend the Parent Teacher Conference meetings twice a year – which occur after the 1st and 3rd quarters of the year.



- Communicate classroom concerns with the classroom teacher directly. Bring issues to the principal, after discussing them first with the homeroom teacher, only if concern is not resolved.
- Support classroom teacher(s) and school programs.

Communication with Parents

It is vitally important for the student's success that the SDA School staff and parents stay in regular communication. The following communication(s) will be made by the SDA Staff in order to reach out to the parent(s)/guardian(s) including the following:

- Friday letter from the principal.
- Progress reports are now available online: www.renweb.com. Access instructions for Ren Web available at the main office.
- Regular letters of events coming up and important information to be sent home by the teacher.
- Any or all of these methods can be sent to the parent via email, if requested and indicated on the "Communication Sheet" during registration day.

In addition, parents are welcome to contact teachers at school, or to request a conference with teacher after school hours. Parents are welcome to call or stop by to see the principal or office manager at any time as well. **Parents must first sign-in at the office before visiting any classroom.**

Attendance

Attendance is very important for all grades. This is part of the educational process and should be a high priority. A student may not be absent from school for any reason for more than 4 unexcused absences during a 9-week (quarter) grading period. Absences exceeding this amount may require the student to repeat a portion or all of that class or school year.

Tardy – The Saipan Seventh-day Adventist School day begins at 8:00 a.m. One of the most valuable life skills a



student can learn is taking the responsibility of arriving at school every day on time. This skill can easily be accomplished and will transfer as a valuable asset for the future. One of the most important times of the school day is the morning. This is the time when important school news is announced, teachers give an over-view of plans for the day, and instructional goals are reviewed and/or set. The whole tone of a child's school day is set in the first part of the day. Please help support your child's development in learning habits that will help them be successful at school and throughout life. If a student arrives to school after 8:00 a.m., that student is considered tardy. Three tardiness within a quarter grading period is considered equal to 1 day and is recorded as an unexcused absence for that student. If your child arrives after 8:00 a.m., the parent/guardian and student must come to the office in order to sign their child in and the student to receive a tardy pass. Students who are tardy will not be allowed to enter their classroom without a pass. Excessive tardiness, (12) within one quarter grading period, may be grounds for student dismissal from school. The parent(s)/guardian(s) would then be required to re-register their child and pay the registration fee, in order for their child to continue attending classes at Saipan SDA School, subject to school board approval.

Excused Absences – Absences may be excused due to illness, medical or dental appointments, family funerals, rosaries and approved, prearranged family trips (at least one-week notice). Any other absence must be requested in writing to the principal and is subject to approval. Excused absences allow the student to make up any missing work. Students are not allowed to make up any class-work due to unexcused absences.

Early Pick-Up – When parents or guardians find it necessary to pick up students before the end of the school day, because of schedule changes that cannot be avoided, the parent/guardian may call the school office to notify the teacher. This enables the student to be ready for pick-up in the office. Parent(s)/guardian(s) are required to come to the office in order to sign their child out.



Daily School Schedule

School Begins – 8:00 a.m. – Monday through Friday.
Students should be in their homeroom class by 8:00 a.m.

School Ends – 3:00 p.m. – Monday through Thursday.
School is dismissed at 12:30 p.m. on Friday.

Daily Drop-Off – Students should be dropped off in front of the school office. They are to wait on the benches on the first floor until their teacher arrives to escort them to class. Students may arrive at school as early as 7:00 a.m., providing a SDA school staff member is present. The school is not held accountable for any student dropped off before 7:00 a.m. when a staff monitor is on duty.

Daily Pick-Up – Students should be picked up between 3:00 – 3:15 p.m., Monday – Thursday, and between 12:30 – 12:45 p.m. on Friday. The classroom teacher will note who has picked up each child and the time of their departure, based on the information given in the “Transportation Home” form. If someone other than individual(s) listed on this form will be picking up a student, the parent/guardian must send a note or phone call ahead of time, granting permission for that individual to pick up their child. This individual must come into the office to sign a dismissal sheet, when a pick-up occurs for this situation,

After School Academy – students may be picked up between 4:00 – 4:15 p.m. Students who have enrolled in After School Care should be picked up no later than 5:15 – 5:30 p.m. Monday – Thursday. Afterschool Care on Friday ends promptly at 4:00 p.m. Please arrange to pick up your child prior to 4:00 p.m. on Friday.



School Uniform

Students are always to wear the school uniform as listed in this handbook. If there is a reason why a student cannot wear the uniform on any given day, a note from the parent must be written to provide explanation, or the student will receive an office referral and the parent(s)/guardian(s) may be contacted.

The school uniform is a forest green polo shirt and choice of khaki bottoms. The polo shirt may be purchased from the SDA School Office. The bottoms vary for female and male students as listed below:

Female Students:

- Shirt – Forest green polo shirt with school name
- Bottom:
 - Skorts
 - Capri-Style pants
 - Knee length shorts may be worn during P. E. class.

Male Students:

- Shirt – Forest green polo shirt with school name
- Bottoms:
 - Grades Kinder – 6th
 - Knee-Length shorts
 - Long pants
 - Grades 7th – 8th
 - Long pants only, no shorts allowed

Shoes for both females and males should be closed toe shoes suitable for school activities.

P. E.:

Students should wear school uniform shirts or specified P.E. t-shirts during their P.E. class.



Modesty – Students should wear their hair and clothes in a modest fashion. Clothing should not be tight or extreme form fitting. Hair should be in natural colors. Any make-up worn should be in natural colors.

Jewelry – Students are not allowed to wear jewelry to school. The school dress code takes a modest and conservative approach, to keep students focused on academics.

Academics

The academic success of each student is very important to every teacher and staff member of the SDA School. Because of the small family atmosphere, the teachers can reach out in many ways to help individual students. The Saipan SDA School uses curriculum that has been developed by The Education Department of the North American Division of Seventh-day Adventists. All textbooks used are from United States publishing companies. Instruction is in English for all classes.

Student Portfolio – The teachers maintain a file for each student containing academic work, to observe, study, and determine academic patterns; note weak areas; and recognize accomplishments. Detentions are documented in this file as well.

Homework Policy – Classroom teachers will establish the schedule for giving homework and will follow established grading weights for homework assignments.

Computer Policy – Laptop computers and/or personal tablets are not allowed at school, except when given prior permission by a staff member.



Grade Standards – The following percentage points equate to the letter grades as listed below:

<u>Letter</u>	<u>Percent</u>	<u>GPA</u>
A	92 – 100%	4.0
A-	90 – 91%	3.7
B+	88 – 89%	3.3
B	82 – 87%	3.0
B-	80 – 81%	2.7
C+	78 – 79%	2.3
C	72 – 77%	2.0
C-	70 – 71%	1.7
D+	68 – 69%	1.3
D	62 – 67%	1.0
D-	60 – 61%	0.7
F	0 – 59%	0.0

Academic Assistance

The SDA School upholds high academic standards in order to help students achieve success. Students are not allowed to have a grade of an F in any class beyond three consecutive weeks. If a failing grade is not brought up, the following steps will be taken:

1. Conference with parents, student and teacher to develop an academic plan of action to bring the grades up. Results must then be seen within three weeks of implementation of the plan.
2. Academic Probation – If the three-week plan of action shows no positive results, the student will be placed on academic probation. This requires that the parents find a private tutor to help the student improve their study habits and academic skills.

A student with a D or below in a core subject, will be placed on probation through the next quarter, and the student will not be allowed to play in intramural sports.



If the student receives a D or below for a second quarter in the same subject, after receiving remedial help, and/or continuing to show a lack of effort in bringing the grade up, the student may be asked to withdraw from school.

Community Service

The SDA School seeks to teach students to reach out to others and contribute to their community. “Community Service Days” are scheduled throughout the year as listed on the school calendar, as well as service projects initiated through the Bible class curriculum.

8th Grade Graduation Requirements

Academic Requirements – All students in 8th grade must maintain a C- average in the core classes of Math, Science, History, Reading, and Language and must be reading on the 8th grade level, in order to graduate and be promoted to the 9th grade. Students with a grade below a C- will be required to re-take the class to earn the required higher grade. Options and/or provisions for making up any class must be discussed with the Saipan SDA School Principal.

Financial Requirement – Students in 8th grade must have a cleared financial balance, before being allowed to participate in the graduation ceremonies and/or in order to receive their diploma or transcript.

Class Ownership – The 8th grade class will choose various symbols; class colors; and a class aim and motto to represent their class. These will be used through the year and at the graduation ceremony. The class will also elect class officers in September to help lead out in special class activities throughout the year.

8th Grade Class Valedictorian & Salutatorian – The student with the highest-grade point average of all classes taken during the 8th grade year at Saipan SDA School will receive the honor of class valedictorian. The student with the 2nd highest grade point average will receive the salutatorian



award. A minimum of an 87% over-all grade point average is required in order to receive the Valedictorian or Salutatorian award.

Extracurricular Activities

The Saipan SDA School believes in a holistic development approach for their students and being involved in the community. To enable our students to interact with other schools, the SDA School participates in the Private School Intramural Sports League. The following extracurricular activities are provided to the students to promote the spiritual, academic, social and physical development.

* Intramural Sports – Volleyball & Basketball –
Intramural sports are offered for 5th – 8th grades.

* Student Association – grades 5th – 8th (Note:
You must have been a student at the SDA School
for two years, before you can run for SA office)

There is a fee for some of the extracurricular activities listed above, to be communicated at the beginning of the year or season by the activity director/sponsor of activity.

Students must maintain a C- average in all classes, to be eligible to participate in these activities.



Religious Life Activities

The Saipan SDA School believes in promoting a healthy relationship with God, in addition to teaching the value of reaching out to others through community service. Opportunities for spiritual growth include the following:

- * Daily Classroom Worship
- * Weekly “Joint Worship” Program – Chapel
- * Week of Prayer – spiritual emphasis week.
- * Community Service Classroom & School Wide Project(s).

Off-Island Trips

8th Grade Class Trip – The 8th grade class has the option to take an off-island class trip during Spring Break. This trip is fully fundraised by the class. The trip combines educational fun with valuable educational experiences. Before the trip, the 8th grade teacher creates a unit plan showing the curriculum items to be covered throughout the travel experience. The rest of the students in grades Kindergarten through 7th grade will briefly study the country the 8th graders will travel to, prior to the trip as well. The trip is accompanied and led by the 8th grade homeroom teacher/sponsor, in addition to 1 – 2 other staff sponsor(s).



Other Important Information

Food Service – Students may bring their own food to school or purchase the meals provided through the Public-School System. Meals can be ordered and purchased by the month.

Medication – The SDA School staff cannot administer any medication to students unless the parent(s)/guardian(s) requests such assistance in writing and a doctor provides written instructions. Parent(s)/guardian(s) should submit a note, along with any medications, to the Saipan SDA School office for each day their child will need to take medication during school hours. Parents can come to the school to administer any medication to their child throughout the day, as they may deem necessary.

Visitors – For the safety of the students, all visitors (parents, guardians, all others) are required to check in at the office before entering any classroom, playground, or other areas of the Saipan SDA School Campus.

Games/Toys/Skateboard/Long-boards – Please do not allow your child to bring a skateboard, long-board, games and/or toys on campus. These items tend to distract from the education of the student(s). For the safety of each student we ask that they do not bring these items on campus.





Saipan Seventh-day Adventist School

STUDENT HANDBOOK

Signature Page

I have read and understand the information and procedures the Saipan SDA School 2020 – 2021 Saipan Student Handbook.

Printed Name

Signature

Child's/Children's Name

Date

If your child is in grade 5-8 please have them sign.

Student Signature

***Please return this page to the office to be placed in your child's folder.**