

# Handbook

*updated July 2018*

TAS

*Tyler Adventist School*

2931 SSE Loop 323, Tyler, TX 75701 ♦ (903) 595-6706 Phone ♦ (903) 593-1210 Fax





*Tyler Adventist School*

2931 S.S.E. Loop 323, Tyler, TX 75701  
(903) 595-6706 Phone  
(903) 593-1210 Fax

## TABLE OF CONTENTS

03	Administration
07	Admissions
06	Accreditation, Affiliation & Operation
11	Attendance/Absences
17	Birthday Parties
15	Child Abuse Reporting
12	Closed Campus Policy
07	Code of Ethics
21	Computer/IPad Policy
13	Disciplinary Procedures
10	Dress Code
13	Electronic Devices
12	Emergencies
17	English
09	Financial Information
04	Goals & Objectives
16	Health Habits
16	Home and School Association
11	Hours of Operation/Dismissal
17	Instructional Program
18	Library Policy
04	Mission Statement
19	Outdoor School Policy
10	Personal Appearance
04	Philosophy
08	Physical Examinations
13	Playground Rules
26	Policy Changes or Additions
26	Privacy
24	Procedure for Resolving Concerns
18	Progress Reports
15	Prohibited Actions
15	Record Keeping
17	Religious Emphasis
19	Responsibilities of Parents, Teachers and Students
12	Severe Weather Closing
16	Sexual Harassment
13	Skateboards, Skates & Bicycles
18	Standardized Achievement Tests
18	Supplies
11	Transcripts
19	Textbooks
12	Verified Volunteers
12	Visits and Phone Calls

## ADMINISTRATION

**Principal/Teacher, grades 4-8**

**Dorothy Sauder**  
(936) 524-3307, cell  
dottiesauder@gmail.com

**Teacher, grades K-3**

**Sue Peugh**  
(512) 983-0513  
business4speugh@gmail.com

**School Board Chairman**

**Brian Shultz**  
(903) 262-8814, cell  
bshultz@valornet.com

**Pastor**

**Pastor Michael Tuionetoa**  
(309) 706-3838, cell  
pastor.mst@gmail.com

**School Treasurer**

**Dea Traverso-Banfe**  
(903) 343-9591, cell  
deatraverso@hotmail.com

## **MISSION STATEMENT**

Tyler Adventist School's mission is be Heaven Bound; to instill in each child the desire to be like Jesus, and to take each step with Him as they climb the ladder to academic excellence.

## **PHILOSOPHY**

The staff and board of TAS believe that all true wisdom and knowledge come from God. The highest education is found in the Bible and a correct knowledge of Scriptures lies at the foundation of all true education. Developing a personal relationship with Christ is one of the first steps to obtaining a true education.

True education will seek to draw the learner closer to God. Through study of God's Word and developing a personal relationship with Him, students and teachers should demonstrate Christ's teachings and principles in both words and actions. When God's Word is believed, received, and carried into practice, education of the highest order results.

Students should not be trained to repeat what others have propounded. Instead, they should be taught to develop higher thinking skills and be able to study for themselves "whether these things be true". Students should develop a loving service for mankind rather than selfish ambition. By serving others, we partake in Jesus' ministry and develop characters fit for heaven.

Students should strive to obtain excellence in all aspects of life: spiritual, physical, mental, and social. This means developing a personal relationship with God, following the laws of health, developing good study habits, filling the mind with "whatsoever things are true, holy, pure, and just," and learning to interact with others in a positive, uplifting manner regardless of social status, race, or ethnicity.

While our goal is to provide a rich, academic experience, it is important that each child develop a personal relationship with Jesus Christ as their personal Savior. We strive to give the students opportunities to develop this relationship through daily worships, weeks of prayer, Bible class, witnessing and outreach projects, and active participation in the church.

## **GOALS AND OBJECTIVES**

The educational philosophy of Tyler Adventist School (TAS) is guided by the belief that education is more than a program of instruction. Rather, true education recognizes the close relationship between the spiritual, mental, and physical natures and thus strives for the development of the total individual.

### **Spiritual Goals**

- ✧ To develop in each child a personal prayer life and relationship with Jesus
- ✧ To provide an atmosphere in which the students may become personally acquainted with Jesus as their Lord and Savior
- ✧ To guide in the formation of wholesome attitudes and characters marked by Christian love, integrity, loyalty to God and nation, self-discipline, responsibility, and acceptance
- ✧ To impart a thorough knowledge of the Bible as the inspired Word of God

- ✧ To guide students toward obedience to the Word of God and its principles
- ✧ To promote reverence for God and thoughtful kindness to man
- ✧ To encourage students to develop their talents, to be persons who are aware of the needs of their neighbors, and to be practicing Christians who are willing to serve others
- ✧ To enable students to see ways to serve God and the church regardless of chosen profession

### **Physical Goals**

- ✧ To provide an environment in which the student will learn the value of a temperate and healthful lifestyle
- ✧ To teach the value of lifetime Christian recreation
- ✧ To provide avenues for development of physical fitness
- ✧ To foster healthy mental and physical habits
- ✧ Combine the knowledge of nutrition, science, and kinetics for physical development

### **Academic Goals**

- ✧ To ensure a mastery of the common skills and knowledge basic to all future learning
- ✧ To provide an atmosphere in which students will be inspired toward academic excellence
- ✧ To encourage students to think critically, independently, and creatively
- ✧ To develop basic skills, intellectual curiosity, habits of accuracy, self-discipline, and responsibility

### **Social Goals**

- ✧ To provide opportunities for students to demonstrate acceptance of and respect for the rights of others
- ✧ To provide opportunities for students to understand and without prejudice demonstrate an appreciation for all people and cultures
- ✧ To provide opportunities for students to accept his or her civic responsibility for the environment and maintenance of peace
- ✧ To provide an environment in which each individual receives respect and fair treatment by others
- ✧ To be loyal and patriotic citizens
- ✧ To develop a respect for the dignity of worthwhile labor
- ✧ To develop social graces and acceptable social behavior

## Life Skills

**INTEGRITY:** to act according to an accurate sense of right and wrong

**INITIATIVE:** to do something because it needs to be done

**FLEXIBILITY:** to be willing to alter plans when necessary

**PERSEVERANCE:** to keep at a task despite difficulty or delay in achieving success

**ORGANIZATION:** to plan, arrange, and implement in an orderly way; to keep things orderly and ready to use

**SENSE OF HUMOR:** to laugh and be playful without harming others

**EFFORT:** to do your best

**COMMON SENSE:** to use good judgment

**PROBLEM-SOLVING:** to create solutions in difficult situations and everyday problems

**RESPONSIBILITY:** to respond when appropriate; to be accountable for your actions

**PATIENCE:** to wait calmly for someone or something

**FRIENDSHIP:** to make and keep a friend through mutual trust and caring

**CURIOSITY:** a desire to investigate and seek understanding of one's world

**COOPERATION:** to work together toward a common goal or course

**CARING:** to feel and show concern for others

**COURAGE:** to always act according to one's beliefs

**PRIDE:** satisfaction from knowing you did your personal best

**CHRISTIANITY:** to love God with our whole heart, soul, and mind, and to engage in Christian service for God's glory.

## ACCREDITATION AFFILIATION, AND OPERATION

Tyler Adventist School is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities which is a recognized member of the National Council for Private School Accreditation. The Texas Conference Adventist School System is a member of the Texas Private School Accreditation Commission and is recognized as accredited by the Texas Education Agency.

Tyler Adventist School may be found in the Texas School Directory under accredited non-public schools. It is listed in the section of the directory under the county in which your school is located. The title before your name is the Texas SDA School System. This directory is on the internet at: [www.askted.tea.state.tx.us](http://www.askted.tea.state.tx.us)

Tyler Adventist School operates within the educational policies developed by the Board of Education of the Southwestern Union Conference of Seventh-day Adventists. The employment and certification of the school's teaching staff are responsibilities of the Texas Conference Board of Education. The Texas Conference Association of Seventh-day Adventists, Inc. holds

ownership of the school property and plant. The Tyler Seventh-day Adventist Church assumes the responsibility for the financial solvency of the school.

## **CODE OF ETHICS**

Those who are followers of the Lord Jesus Christ should respect, honor, and uplift one another. Thus, a colleague, employee, volunteer, or student should never be placed in a position of embarrassment or disrespect due to any action or statement that has any explicit or implied sexual, racial, age, or ethnic overtones. To do so is a violation of God's law and the civil laws governing our school.

School staff and students are prohibited from engaging in unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of sexual, racial, ethnic, or age-related nature which could create a hostile, intimidating or offensive school environment. Such harassment is intolerable, against the law, and will result in appropriate discipline up to and including dismissal of the offending party.

## **ADMISSIONS**

Tyler Adventist School was established and is maintained for the express purpose of providing a Christian environment for the education of young people. The school has an open admission policy for students who are willing to accept and abide by the standards of the school. NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS Texas Conference Office of Education: Tyler Adventist School admits students of any race to all the rights privileges, programs and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education policies, applications for admission, and extracurricular programs. Denominational affiliation is not as important as the willingness to cooperate in maintaining discipline and Christian deportment. Admission to Tyler Adventist School is a privilege and not a right. Applicants are evaluated on the basis of (1) Christian faith and lifestyle, (2) character, and (3) academics and qualifications.

All students applying for admission may be expected to take placement tests before acceptance is granted. A student will not be admitted to school until all conditions for enrollment are met.

Tyler Adventist School is not currently staffed for the purpose of offering special education for students who have serious scholastic or behavioral problems or for students coping with serious learning disabilities. Therefore, the School Board will not knowingly accept such students. If educational or behavioral difficulties are discovered after admittance, parents may be asked to remove the student.

### **Admissions Procedure**

**Please submit the following documents to the school principal:**

- ❖ Completed student application
- ❖ Most current grade report and a cumulative record card
- ❖ Transcript release form with the name, address, and phone number of last school attended
- ❖ Financial clearance
- ❖ Birth certificate and Social Security card

- ❖ Physical exam for all new students and returning students in 1<sup>st</sup>, 4<sup>th</sup> and 7<sup>th</sup> grades
- ❖ Up-to-date immunization record or the State Affidavit of Exemption (**Students will not be allowed to attend school without this.**)
- ❖ Parent's Driver's License or ID and Vehicle Insurance card (school will make a copy)

Students entering kindergarten must be 5 years of age by September 1 of the year they enter school. Students entering first grade must be 6 years of age by September 1.

Application forms must be reviewed by the Admissions Committee and accepted by the Tyler Adventist School Board. Should an applicant be refused admission for any reason, said applicant will be notified in writing.

## Physical Examinations

Physical examinations by a proper medical authority are required for all new pupils and pupils entering grades one, four, and seven. Medical examination forms should be returned to the school within the first month of the school year. In addition, medical records should reflect up-to-date immunizations or a State Affidavit of Exemption. **Failure to return the forms during the designated time period shall prevent the student from attending school until the requirement is met.**

## FINANCIAL INFORMATION

### Tuition & Fees

The Tuition rate for the school year is \$360 per month (\$3,600 per year) which includes a **non-refundable** \$200 registration fee (spread over 10 months). Tuition is due and payable on the 1<sup>st</sup> of each month August through May, in advance (i.e., August due on the date of registration, September due September 1<sup>st</sup>, October due October 1<sup>st</sup>, etc.). Please mail remittance to the school office or place in the drop box located in the lobby of the Family Life Center. **(Checks or money orders made payable to TYLER ADVENTIST SCHOOL--NO CASH.)**

### Discounts

- A.** A 10% discount will be given for parents who pay for the school year in advance. **This is non-refundable and no other discounts apply.** (If a prepaid student withdraws, they will be charged at the rate of \$360 per month.)

**OR**

- B.** Parents with more than one child will receive a 10% discount on the tuition fees for each additional child. No discount will exceed 10% per child. **No other discounts apply.**

The registration fee of \$200 per student is prorated and **non-refundable** over the school year and is used to partially cover the following items: use of textbooks, workbooks, testing materials, and insurance.

## Financial Policy

Listed below is the Statement of Financial Policy for the Tyler Adventist School, located at 2931 S.S.E. Loop 323, Tyler, Texas 75701. Please read this policy carefully as financial and other penalties apply for non-compliance.

- ✧ Your Monthly Statement of Account will be mailed to you at the address of record or hand delivered at school on or about the 16<sup>th</sup> of each month.
- ✧ Full payment of your tuition account is due by the 1<sup>st</sup> day of each month in advance (for example, September tuition is due on the 1<sup>st</sup> of September).
- ✧ Accounts are **LATE ON THE 16<sup>th</sup> OF THE MONTH**. A \$15 penalty will be assessed for payments received as of the 16<sup>th</sup> of the month and a \$30 penalty for payments received after the 1<sup>st</sup> of the following month.
- ✧ Should your account become 45 days past the due date, your student will be suspended from attending class until your account is paid in full, including all applicable late fees.
- ✧ Should your account become 60 days past the due date your student's name will be dropped from the Student Roster of the Tyler Adventist School for non-payment of your account. At this point, your student is no longer considered a student of the Tyler Adventist School and is not eligible to attend classes.
- ✧ If your student's name is dropped from the Student Roster of the Tyler Adventist School for non-payment of account, full payment of the delinquent account and re-registration procedures will apply in order to return his/her name to the Student Roster and be eligible to attend classes.
- ✧ If your account is past due, your student's grades will be withheld until the account is brought current.

While this Policy may sound harsh to some, it is imperative that tuition payments are made and received by the Tyler Adventist School on a timely basis.

## Financial Aid Policy

Financial aid may be available for those students who qualify. Please contact the Principal or School Treasurer for the necessary form. Students who are granted financial aid must maintain a minimum of a C+ average, have conduct in harmony with the guidelines set forth in the TAS handbook and lastly, remain current with the monthly tuition account. In the event any of these criteria are not met, the aid will be discontinued the month following the event. In order for the financial aid to be reinstated, the parent/guardian will need to make a formal request before the School Board and pay any delinquent amount, including late fees at the time of the request.

## Transcripts

Transcripts may be requested by another school and will be released if their financial account is up to date. Students with accounts that are not paid in full will not have their transcripts released until the account is paid in full.

## PERSONAL APPEARANCE

Simplicity, appropriateness, and modesty describe acceptable standards of dress for the students of Tyler Adventist School. Therefore, in order to foster an environment of equality, neatness, and positive attitude, Tyler Adventist School has adopted a uniform policy.

Students must be in uniform at all school functions unless otherwise directed by the Principal. Specific colors or themes will be announced for Spirit Week, Christmas parties, and Valentine's Day.

The school encourages the natural beauty of the young person, therefore, unnecessary ornamentation such as the wearing of jewelry or the excessive use of cosmetics is prohibited. Clear nail polish and clear lip gloss are acceptable for girls.

Students should be aware of allergies of those around them and therefore should avoid using scented grooming products.

Personal cleanliness and neatness in dress are expected of all students attending TAS. Clothes should fit well and avoid a sloppy appearance.

Extremes in hairstyle and color are unacceptable. Hair should be neat, clean, and of a length and style suitable to the sex of the child.

Students who have neglected to prepare properly for school may be sent home. Persistent neglect of personal hygiene and/or appearance may require that the matter be discussed with the parents.

### DRESS CODE

<b>Girls</b>	<b>Boys</b>
<ul style="list-style-type: none"> <li>● Royal or navy blue or white polo shirt or collared button-up shirt (short- or long-sleeved).</li> <li>● Navy blue or khaki slacks, capris, knee-length shorts, skirt, or jumper.</li> <li>● Navy, black, or white socks, tights, or leggings.</li> <li>● Athletic shoes suitable for all activities during the school day in neutral, dark or white colors that compliment the uniform. <i>(No flip flops, high heels, sandals, open toed, back strapped, boots of any kind, light up shoes or backless shoes.)</i></li> <li>● Solid navy or white sweater or jacket (no hoodies) for indoor use.</li> <li>● Any color winter coat for outdoor use only.</li> </ul>	<ul style="list-style-type: none"> <li>● Royal or navy blue or white polo shirt or collared button-up shirt (short- or long-sleeved).</li> <li>● Navy blue or khaki slacks or knee-length shorts.</li> <li>● Navy, black, or white socks.</li> <li>● Athletic shoes suitable for all activities during the school day in neutral, dark or white colors that compliment the uniform. <i>(No flip flops, sandals, open toed, back strapped, boots of any kind, light up shoes or backless shoes.)</i></li> <li>● Solid navy or white sweater or jacket (no hoodies) for indoor use.</li> <li>● Any color winter coat for outdoor use only.</li> </ul>

## **ATTIRE: Education Sabbath/Special Programs**

<b>Girls</b>	<b>Boys</b>
<ul style="list-style-type: none"><li>● Black and/or white church attire (knee length or longer)</li><li>● Black nylons or tights</li><li>● Black dress shoes</li></ul>	<ul style="list-style-type: none"><li>● Collared button-up white dress shirt</li><li>● Bowtie or necktie (Optional)</li><li>● Black pants</li><li>● Black socks</li><li>● Black dress shoes</li></ul>

## **ATTENDANCE/ABSENCES/ TARDINESS POLICY**

Sickness, emergencies and/or deaths in the family are considered **legitimate excuses** for absences. Written excuses are required for all absences or tardinesses. An approved excuse for an absence does not relieve the student from the responsibility of making up missed work.

The school year consists of 180 days of actual classroom instruction. In addition to these 180 days, the calendar includes a day of registration and teacher in-service days. Field days may be counted in the 180 days on the condition that they relate to the class curriculum.

A pupil who is absent as many as **seven days** out of a period of nine weeks, whatever the reason, **may forfeit his/her period grades** unless it is evident to the teacher that the work has been satisfactorily made up. **All students enrolled at Tyler Adventist School are expected to be punctual and regular in attendance.** If it is necessary for a student to be absent for reasons other than those considered legitimate, arrangements must be made with the teacher prior to the absence and all missed work shall be made up.

No child with an infectious or contagious disease shall be allowed to remain in school. Reinstatement into regular classes will be based on a physician's recommendation. When there is a suspected case of contagious disease in the classroom, a professional shall be consulted. Should a contagious condition be confirmed, the child may not return to school without a doctor's note stating that the child is no longer a health threat to the other students.

## **HOURS OF OPERATION/DISMISSAL POLICY**

The school day begins at 8:00 a.m. with worship. It is important that students be at school on time to minimize distractions. When students arrive late, it creates a distraction which takes away from the morning worship.

Students are not allowed in the building before 7:30 a.m. This gives teachers time for their own morning worship and time to prepare for the day.

**Monday-Friday, school dismisses at 3:00 p.m.** Our teachers are officially off duty 30 minutes after dismissal. Students need to be picked up within 15 minutes of dismissal, to allow the teachers time to wrap up the school day.

In order to provide for efficient and safe arrival and pick up of all our students, drivers are to drive up to the main entrance of the school through the parking lot, not the street entrance, to load and unload students. Please be mindful of other families who are also in line by keeping conversations to a minimum. If you need to speak privately with a teacher or come inside for

any reason, please park in the lot and walk in; or pull forward and to the left side so that the other parents' vehicles are able to approach the drop off/pick up point. Pick up and dismissal are not the times for visiting the classrooms or having parent-teacher conferences, as the teachers' attention must be on supervision of the students.

## SEVERE WEATHER CLOSING

In case of bad weather, it may be necessary to close the school. If the Tyler Independent School District decides to close school and makes such an announcement over local radio (KTBB 600 AM) and TV stations (KLTV 7), then the Tyler Adventist School will also cancel classes.

## EMERGENCIES

In case of serious emergencies, due to accident, sickness, or otherwise, the school will attempt to contact the parent or guardian of the child involved. If the parent/guardian cannot be contacted, an attempt will be made to call other emergency numbers designated by the parent/guardian at registration.

However, if the parent cannot be reached, and in the judgment of the staff, immediate medical attention is necessary, a member of the staff will summon or take the child to receive medical aid. If your child is taken to the emergency room, neither the school nor any staff member assumes any financial obligation for the care and/or treatment by a doctor, hospital, or ambulance.

At registration, each parent/guardian must complete an emergency medical release. The name of the child's physician and the address and telephone number of the doctor's office should be listed. This gives the school permission, if needed, to take the child to the nearest emergency medical facility. Please be assured your child will be carefully monitored and comforted. The school will complete an accident form. The form will be kept in your child's file at the school.

In case of disasters, such as a flood or violent storm, the children will remain in school or relocate to a location that is advised by the authorities. Parents will be notified of their child's new location if we are forced to relocate.

If parents need to contact the school due to an emergency, they should call one of the teachers' cell phone numbers (listed on page 3).

## CLOSED CAMPUS POLICY

At no time during the daily session are pupils allowed to leave the school grounds, except by previous arrangement. If arrangements have been made and the child is to be picked up, the parent or legal guardian must notify the teacher before removing the child. If someone other than the parent is picking up the child, the parent must notify the classroom teacher, preferably in writing or by text message. The person picking up the child may be asked to show identification before being allowed to leave with the child. The school assumes no liability in cases where students leave the premises in violation of the above policy.

## VERIFIED VOLUNTEERS

The Texas Conference of Seventh-day Adventists has a ruling about who can be on campus or with us on field trips, *including those who sometimes meet us at our destination*. Any parents and others who are present with the study body (any student other than your own child) or go on field trips or meet us at a place off campus where we have our ***students must take Verified Volunteer screening***. This is an online training course that takes about 45 minutes to complete.

**It includes a background check! *The training must be completed no less than 72 hours before the time you wish to be with our students.*** This **does include** those who bring birthday treats, and/or who wish to eat lunch with their child/ren, come to help with a meal, or are here to celebrate any other activity held during school hours. It also includes anyone who comes into the building during school hours to decorate for an evening program. Rescreening and retraining are required every three years. [Link: [www.ncsrisk.org/adventist](http://www.ncsrisk.org/adventist)]

## **VISITS AND PHONE CALLS**

Although parental visits to the school are always welcomed, parents are requested to make arrangements with the classroom teacher in advance of such visits.

Persons other than parents or members of the school's supervisory committees shall be permitted to visit in the classroom only by the express permission of the principal or School Board chairperson.

Parents should not telephone the teachers or students during school hours **except in the case of an emergency**. Call the school at 903-595-6706 or the church office 903-593-4265. Should such a call be necessary, the parties shall keep the length of the telephone call as short as possible.

Students shall not be allowed to use the telephone without authorization from the classroom teacher.

## **ELECTRONIC DEVICES**

**No electronic devices will be allowed on campus.** If violated, the phone/electronic device will be confiscated until meeting with the principal and parent.

## **PLAYGROUND RULES**

Students will play outside only under teacher supervision. Climbing trees is prohibited. When in the gymnasium, students will avoid behavior which could cause damage to property or other students.

## **SKATEBOARDS, SKATES & BICYCLES**

**UNDER NO CIRCUMSTANCES are skateboards, skates or bicycles to be used on the school or church property.**

## **DISCIPLINARY PROCEDURES**

Self-government is the object of discipline. Directing this development without hindering it by undue control is the continued study of this school. Good discipline consists of responsible behavior, which encourages active, cooperative participation by each student.

Disciplinary matters are principally the responsibility of the teacher, who is answerable to the School Board for maintaining a proper atmosphere of order in the school. The teacher shall always keep in close communication with the parent or guardian, the principal, the School Board chairperson, and the pastor regarding any significant disciplinary problem that might arise. In addition, the teacher/principal shall keep the board informed of a disciplinary problem which might result in an action. Before any student's name is presented to the board for a disciplinary action, every effort will be made by the teacher to contact the parent/guardian.

In extreme cases of discipline, the teacher, in consultation with the principal, may suspend a student. The parents and/or guardian of any child who is suspended shall receive a written notification of the suspension including the reason for the suspension and its duration. A suspension shall not exceed three days without the authorization of the School Board. All missed work during suspension must be made up.

A student may be expelled only by the action of the School Board following careful study of the problem.

If a parent or guardian is dissatisfied with a disciplinary action administered to his/her child, the parent or teacher should first speak to the teacher who initiated the discipline. Should this prove unsatisfactory, the parent or guardian has the option of airing the grievance by following the Procedure for Resolving Concerns on page 24.

### **At-Risk Behavior**

Because of the deep concern and love the staff and administration hold for all students, they wish to do everything possible to protect them from life-threatening behavior that is common in today's society. At TAS, this is accomplished in two ways: first, by educating the students and parents about the perils of potentially harmful behavior; and second, by making certain the campus is free from the negative influence of this behavior.

It is also believed that, regardless of the time or place, certain behavior is not conducive to a Christian lifestyle, and what a student does outside of school will eventually affect student behavior in school. For this reason, the school's role in guiding, intervening, and disciplining students exhibiting at-risk behavior is not limited to school hours or property. Therefore, the School Board will review any reports of at-risk behavior.

#### **At-risk behavior includes, but is not limited to, the following:**

1. Showing an attitude of insubordination and/or exhibiting distracting and disrespectful behavior
2. Using or possessing narcotics or any form of tobacco, drugs, or alcoholic beverages
3. Using profane language
4. Indulging in lewd or suggestive conduct; possessing or displaying obscene material; and/or visiting unacceptable websites
5. Engaging in intimate social relationships
6. Displaying dishonesty including: theft, cheating in exams or class work, and/or dishonesty in any other phase of school activity
7. Committing an act that injures, degrades, or disgraces another student or a teacher
8. Instigating or engaging in physical conflict
9. Bringing potentially harmful items to school
10. Gambling or possessing gambling devices
11. Bringing portable electronic devices such as video games, CD players, radios, cell phones or pagers to school

12. Leaving class activities or school grounds without permission or illegally entering the school grounds or building
13. Willfully destroying school property or demonstrating vandalism of any kind, tampering with fire alarms, extinguishers, thermostats, and other safety equipment

## **PROHIBITED ACTIONS**

### **Any student who does one of the following may be suspended:**

- ✧ Commits a sexual assault
- ✧ Commits an assault
- ✧ Is found in the possession of a firearm (toy or real)
- ✧ Is found in the possession of a knife
- ✧ Is found in the possession of a dangerous object
- ✧ Is found in the possession of an explosive device
- ✧ Is found in the possession of a controlled substance
- ✧ Sells or distributes a controlled substance
- ✧ Commits an act of vandalism with property damage
- ✧ Participates repeatedly in mutual combat
- ✧ Participates in robbery or extortion
- ✧ Participates in gang motivated intimidation
- ✧ Participates in hate motivated behavior constituting a statutory violation
- ✧ Commits an assault on or threatens a student or staff
- ✧ Threatens to kill or harm someone (joke or not)
- ✧ Makes a hit list or journal describing intent to harm someone

### **Record Keeping**

All facts of Health and Safety Code violations, Code of Conduct Violations, and such items will be recorded for each student. This record will include all information on suspensions and expulsions. Such records shall not be transferred.

## **CHILD ABUSE REPORTING OBLIGATIONS**

In accordance with the Texas Conference of Seventh-day Adventist Office of Education policy and Texas law, school staff are required to report to proper authorities the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school is prohibited from contacting parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal activities. If reasonable suspicion exists, school personnel do not have any legal alternative except to report to the

proper authorities. Suspected cases are to be reported, without investigation, based on visual evidence, child report, or third party report. Guidelines adopted by the Texas Conference Office of Education will be followed.

## SEXUAL HARASSMENT

Tyler Adventist School is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures so school authorities may take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination as well as any legal consequences resulting from their actions.

Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature that is offensive. It can be spoken, written, or physical behavior. It includes showing or creating offensive pictures, graffiti, jokes, and gestures.

Sexual harassment occurs when the offensive behavior or material creates a hostile school environment. If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors or activities, it is sexual harassment.

Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, it should be reported to the classroom teacher or principal. If the harassment comes from an adult, it should be reported to the principal or other responsible adult.

## HOME AND SCHOOL ASSOCIATION

The success of the school depends upon the fullest cooperation between parents and teachers. Only through a sympathetic understanding of one another's work will the parent and teacher be able to fully benefit the child. The Home and School Association is dedicated to fostering this close working alliance between parents and teachers. All parents of children enrolled in the school are members of the association.

The Tyler Adventist School Home and School Association seeks to actively promote the benefits of Christian education in the homes and churches of its membership. The various programs, social events, and school volunteer work inaugurated by the Association are avenues through which all church members may be kept aware of their responsibility to sustain Christian education.

## HEALTH HABITS

Recent studies indicate the direct relationship between the physical and mental natures. Seventh-day Adventists place special emphasis on health principals. **Accordingly, the School Board suggests that children have a wholesome and healthy breakfast and a nutritious lunch.** All students bringing lunches are to comply with the Biblical requirements outlined in Leviticus 11. Clean meat foods include land animals that have a split hoof and chew the cud (such as beef, lamb, goat). Prohibited animals would include pork, etc. Water animals must have fins and scales (such as salmon, trout, tuna, bass). Prohibited seafood would include catfish, shrimp, and crab. Poultry and turkey are considered clean meats. **All lunches should be free of caffeinated/carbonated beverages.**

Lunches should be limited to only one dessert. If you have questions regarding appropriate types of food to send in your child's lunch, please ask. We want to help and can share suggested menus with you.

Gum chewing will not be permitted on school grounds. Since eating between meals is not permitted, drinks and other food items should be consumed during the designated lunch period.

Because of sanitary reasons, food allergies, and vast differences in families' dietary habits, students will not share their lunches with each other.

In an effort to promote a healthy body, all children will take part in a varied daily exercise program. Weather permitting, exercise will be taken out of doors. In addition, coats, hoodies, and hats should not be worn in the classroom. If your child is prone to being chilled, please send a sweater or jacket in uniform colors for classroom use.

## **BIRTHDAYS**

Birthdays may be celebrated as long as they do not interfere with the instructional time in any classroom. If a parent would like to provide a birthday party, the following procedures must be followed:

1. Parents will need to make arrangements with their child's teacher in advance.
2. The activity will **only be scheduled** during the lunch break.
3. If parents are not going to be present, they must send easy-to-serve items.
4. Parents must arrange for or take charge in any clean-up that may be necessary after a party.

## **RELIGIOUS EMPHASIS**

In keeping with the basic objectives of education as outlined in this handbook, the school offers a Christian emphasis throughout its entire program. A consistent attempt is made to undergird all areas of instruction with the conviction that God is the creator and sustainer of life. Effort is made to discern vital moral truths from the study of nature and mankind.

To enhance opportunities for spiritual development, the following elements are incorporated into the school program: daily devotional periods in the classroom, prayer, chapel programs, and worships by the pastor. During the fall and spring of each school year, weeks of spiritual emphasis are conducted. As interest arises, baptismal classes will be conducted.

## **INSTRUCTIONAL PROGRAM**

High scholastic standards are essential for an education that will help prepare our children for life in an increasingly complex world. TAS is committed to providing the best teaching tools and the most effective methods to enrich the lives of the students who attend our school.

Regular classroom instruction is offered in the following subjects:

Bible, language arts (reading, handwriting, spelling, grammar, writing, proofreading), mathematics, health/science, social studies, art, music, physical education, and technology.

Effort is made to utilize the particular skills of the classroom teachers in enhancing the existing curriculum. In addition, parents with special training are encouraged to participate in the varied activities of the school, which may include instruction on manual skills or taking part in extra-curricular activities.

## SUPPLIES

Students may not help themselves to school supplies without permission. A supply list will be sent home prior to the first day of school detailing what students need to bring for their respective classrooms.

Images or logos on all school supplies, including lunch boxes, water bottles, backpacks, and shoes should be of a character that does not conflict with Christian values. For example, pictures of science fiction characters, characters associated with violence, or cartoon characters such as Pokémon or super heroes should not be brought to school.

## PROGRESS REPORTS

Report cards are distributed approximately 7 school days after the close of each marking period. At the close of the first and third marking periods, **parent-teacher conferences** may be scheduled. At the time of the conference, parents may obtain an in-depth review of the grades and ask any relevant questions regarding the grading system used to evaluate a student's progress. The conference cannot be scheduled during school hours or during dismissal. Interim reports are available upon request.

Parents can help their children make the best use of time spent on study at home by following these suggestions:

- ✧ Provide a comfortable, quiet, well-lit place to study.
- ✧ Arrange an appropriate time for study.
- ✧ Minimize distractions, including telephone calls, television, music, internet use, visits, etc.
- ✧ Take an active interest in what the child is doing.
- ✧ Encourage students to do their best.
- ✧ Confer with the teacher if the child needs special help.
- ✧ Make resource materials available.
- ✧ Give personal supervision where it is needed.
- ✧ Discuss with your child how to develop and carry out a study plan.

## LIBRARY POLICY

Each student will be allowed to check books out of the school library on library day. Books may be returned to the teacher if the library is closed. In addition, students will be responsible for the replacement cost of lost or damaged materials checked out and may not make further use of the library until books are returned or paid for.

## STANDARDIZED ACHIEVEMENT TESTS

Standardized achievement testing begins in the 3<sup>rd</sup> grade. These tests are administered in the

Fall of each year to determine how the level of achievement among our students compares with other students in their grade level nationwide, and to assess the strengths and weaknesses of our students, in an endeavor to show where they may need help on a more individual level.

Student performance is impacted by the following factors: (1) what a student learns in school, (2) what a student learns outside of school\* and (3) a student's native intelligence. Other specific influences include (4) reading ability, (5) attention span, (6) internal motivation, and (7) good parenting practices, such as ensuring enough sleep, proper nutrition and hydration, and carefully controlled, conservative use of media.

*\*Students can benefit from an environment enriched with extracurricular activities, such as music lessons, Sabbath School, Adventurer Club, Pathfinder Club, Vacation Bible School, and family excursions.*

## **OUTDOOR SCHOOL POLICY**

Outdoor school is an extracurricular activity offered by the Texas Conference of SDAs for an additional fee which is not included in the tuition fees charged by TAS. If you would like your 5<sup>th</sup> or 6<sup>th</sup> grader to attend Outdoor School in April, please plan accordingly as it is solely the responsibility of the parent to pay the fee (approximately \$175 per student). If the parents wish to fundraise for Outdoor School, they must first obtain board approval if using school property. All accounting for said fundraising activities is the responsibility of the parents.

## **TEXTBOOKS**

Textbooks constitute an important resource of the curriculum in all schools. However, a good class is not based solely on the textbook. The teacher uses the readings and other resources in the textbook as a major ingredient for the student assignments in addition to other carefully selected materials. This does not mean the textbook should be the "final authority" on the contents of the subject being discussed, but it is one of the many classroom resources.

Textbooks are provided to each student on a loan basis and are kept in the classroom. A charge will be made for the replacement of any book which is lost, damaged, or vandalized.

## **RESPONSIBILITIES OF PARENTS, TEACHERS AND STUDENTS**

A successful educational program is the result of the combined efforts of parents, teachers, and students in upholding the standards of excellence and moral conduct.

"In the formation of character, no other influence counts so much as the influence of the home. The teacher's work should supplement that of the parents, but it is not to take its place. In all that concerns the well-being of the child, it should be the effort of the parents and teachers to cooperate" (*White, Education, p.283*).

"The parent's work of education, instruction, and discipline underlies every other. The efforts of the best teachers must often bear little fruit, if fathers and mothers fail to act their part with faithfulness" (*White, Fundamentals of Christian Education, p.69*).

### **The Parents' Responsibilities**

In the formation of character, no other influence is as important as that of the home. Consequently, the teacher is unable to effectively encourage the growth of Christian character in

the child without the **active support** of the parent. Briefly outlined, the parent's responsibilities shall include the following:

- ✧ To uphold the personal Christian standards in the home that are taught in the church and school.
- ✧ To initiate and maintain communication with the teacher in matters that will assist the teacher in working with the child.
- ✧ To make every effort to ensure the child's daily attendance at school, including a prompt arrival and departure from the school premises.
- ✧ Parents should make every effort to notify the school, prior to school opening, in the event that a child will be absent.
- ✧ To avoid disruption of the daily school program either through repeated phone calls or visits to the school to arrange personal items of business.
- ✧ Appointments with teachers should be made to discuss non-emergency issues.
- ✧ To help the child develop positive health habits. The child should be given wholesome breakfasts and receive adequate sleep to ensure readiness for the classroom work.
- ✧ To prepare lunches that conform to the health standards set by the Seventh-day Adventist Church. Carbonated beverages and excessive sweets are discouraged.
- ✧ To maintain a home atmosphere and program that will not interfere with schoolwork and homework. It is strongly encouraged that television viewing and the playing of video games be restricted during the school week.
- ✧ To avoid any criticism of the teacher and/or the school program in the presence of the child; to discourage any spirit of disrespect in the child
- ✧ To pay tuition and other school fees promptly.
- ✧ To participate as actively as possible in the work bees and other activities to upgrade the school's facilities and appearance.
- ✧ To contribute to the success of educational enrichment by attendance at all school events.
- ✧ To volunteer for school activities in and outside the classroom.
- ✧ To attend any parent-teacher conference scheduled by the teacher.

### **The Teachers' Responsibilities**

- ✧ The teachers' responsibilities are outlined in considerable detail in the educational code of the Southwestern Union Conference of Seventh-day Adventists. A pertinent summary of these includes the following:
- ✧ To exemplify a genuine Christianity in every phase of his/her conduct on and off the school's premises.
- ✧ To reciprocate in the spirit of cooperation with the parents and students under his/her care, being careful to avoid any criticisms of the parents and/or their home program in the presence of the children.

- ✧ To become acquainted with the parents/guardians of each student and to inform them regularly concerning their child's educational progress. Should a problem arise in the areas of physical health, behavior, or personal attitude, the teacher shall discuss the matter with the parent as soon as feasible.
- ✧ To maintain an accurate and timely record of student attendance, academic performance, and behavior; and to keep parents informed of such.
- ✧ To take the necessary steps to maintain discipline in the classroom to preserve the courteous and orderly conduct of all students in the school building and on school property.
- ✧ To take a personal interest in each student. When engaged in counsel or correction, the teacher shall be careful to preserve the student's self-esteem.
- ✧ To participate in the local Adventist fellowship including regular attendance at the services of constituent churches sponsoring children at the school.
- ✧ To encourage all students to reach their highest potential when carrying out the various assignments of the school program. Correspondingly, the appearance of the classroom and the instructional leader shall illustrate his/her commitment to excellence.

### **The Student's Responsibilities**

- ✧ To display the characteristics of self-control, self-respect, honesty, and modesty.
- ✧ To become aware of and follow the regulations of the school, including those outlined in this handbook.
- ✧ To cooperate cheerfully with their teachers at all times as they endeavor to carry out the school program. If differences of opinion should arise with fellow students or the teacher, these are to be discussed in a courteous manner.
- ✧ To aim to develop a sound character and a good reputation.
- ✧ To take a personal interest in the welfare of fellow students.
- ✧ To take home and deliver to parents all communication, i.e., letters and graded papers.

### **COMPUTER/IPAD POLICY**

Using a school computer or iPad is a privilege, and all use should demonstrate respect for God, for others, and for self. Tyler Adventist School has adopted the following computer use policy:

Tyler Adventist School is pleased to offer the students access to a computer network for the Internet. The reason for using the Internet is to participate in curriculum projects developed by your child's teachers. To gain access to the Internet, all students must obtain parental permission and must sign and return this form at registration.

The Internet is a powerful resource for expanding the educational experience of each student. Access to the Internet will enable students to explore thousands of libraries and databases, throughout the world. Unfortunately, it is true that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or offensive. The school believes, however, that the benefits to students in the forms of information resources and

opportunities for collaboration, exceed any disadvantages, and therefore has chosen to make Internet available to our students.

Since the network is provided for students to conduct research, access is given to students who agree to act in a considerate and responsible manner. Computer use will be limited to specific activities and assignments as given by the teachers.

**Parental permission is required.  
Access is a privilege – not a right.  
Access entails responsibility.**

Students are responsible for good behavior and communication on the school computer network just as they are anywhere on the school campus.

It is presumed that users will comply with school standards and will honor the agreements they have signed. The school takes very seriously the responsibility for appropriate use of the network. Teachers will guide students toward resources acceptable within the framework of the general school standards. The network is protected with software that restricts access to objectionable sites on the Internet and eliminates a vast majority of potential problem situations. If a student should find some way of bypassing this software and access inappropriate material, the school will not be liable and the student will forfeit network privileges and will face other disciplinary and/or legal action.

All students and teachers are encouraged to use Tyler Adventist School's computers to improve learning and teaching through research, collaboration, and dissemination of successful educational practices, methods and materials available through use of the computer.

Students are expected to abide by all the rules established for computer use. Should a student lose his/her computer privileges, he/she must find other sources or avenues to complete the required class work assignment(s). The loss of privileges may not be used as an excuse for not completing assigned class work.

Network storage areas may be viewed by the teachers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that stored files will ever be private.

Students will take responsibility to be polite and courteous in all communications. They must be responsible with all computer hardware and software. They will respect others' passwords, folders, work and files. They will be taught about copyright laws and they will observe them. Any activity not in accordance with these general rules may result in a loss of access as well as other disciplinary or legal action.

Students are responsible for good and acceptable behavior, maintaining the Christian values as set forth in the Student Handbook while using the computer network, just as they are in a classroom, hallway, or playground. Communication on the network is often public in nature; therefore, general school rules for behavior and communication apply.

Using computers during school time is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the Acceptable Use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decision is final. Also, **the system administrators may deny a student the use of the school's computer at any time.** The administration, faculty, and staff of Tyler Adventist School may request the system administrator to deny, revoke, or suspend a specific student's use of the computers.

Any problem with a computer, monitor, printer or programs running on the computer should immediately be reported to the teacher.

## **A User May:**

- ✧ Use the Internet to research assigned classroom projects.
- ✧ All school computers are for school related work only.

## **A User May Not:**

- ✧ Use/browse the Internet except when given permission by the teacher.
- ✧ Use the Internet for personal e-mail or to visit social media sites.
- ✧ Go into a chat room.
- ✧ Have food or drink of any kind near the computers.
- ✧ Attempt to learn or use any passwords of other students, staff, or administrators.
- ✧ Give a password to another user.
- ✧ Use the Internet for any illegal purpose.
- ✧ Use impolite or abusive language.
- ✧ Violate the rules of common sense or etiquette.
- ✧ Change computer files that do not belong to the user.
- ✧ Send or receive copyrighted material without permission.
- ✧ Use profanity, obscenity or other language that may be offensive to other users.
- ✧ Re-post (forward) personal communication without the author's prior consent.
- ✧ Copy commercial software in violation of copyright laws.
- ✧ Use the network for financial gain, for commercial activity, or for any illegal activity.
- ✧ Damage computers, computer systems, or computer networks.
- ✧ Tamper with, add to, delete, or reconfigure, or in any other way adjust the desktop screen, programming or networking of school computers.
- ✧ **Reveal the personal address or phone number of yourself or any other person.**
- ✧ Publish texts, images, or any other information about Tyler Adventist School and its students, faculty, or staff without the permission of the school's administration.  
**Regardless of where a student accesses the Internet--at home, at school, or in any other place--the student is in violation of the school's policy if the student violates this prohibition.**
- ✧ Upload or create computer viruses.
- ✧ Load software of any kind on a computer's hard drive without administrative permission.
- ✧ **Under no circumstances are programs and/or disks or CDs from home to be used or installed on the school computers.**

## **BY USING TYLER ADVENTIST SCHOOL'S COMPUTERS, YOU ACKNOWLEDGE THAT YOU:**

- ✧ Understand the rules and regulations of the Tyler Adventist School Acceptable Use Policy.
- ✧ Realize that if the rules are violated, your computer privileges will be canceled and you may face other disciplinary and/or legal action.
- ✧ Any violation of this policy can result in loss of computer privileges and other disciplinary and/or legal action.

## **PROCEDURE FOR RESOLVING CONCERNS**

If a misunderstanding and/or problem arises between teachers, principal, and/or parents, it is imperative that it be dealt with quickly and in a Christ-like fashion (*Matthew 18:15-16*). It is the responsibility of the board to make clear to all patrons of the school that no patron has the right to come to school for the purpose of verbally attacking or haranguing a teacher, either before the pupils or otherwise. In some states such actions constitute a misdemeanor. We are requesting that all concerns follow the concern procedure that is outlined below.

### **Step One: Initial Concern Discussed**

- A.** When a concern arises, the individual with the concern must meet and speak directly to the teacher involved about that concern, seeking understanding and resolution. The concern may be expressed in writing on the Legitimate Concern Form as well as verbally.
- B.** The concern shall not progress to Step Two until Step One has been fulfilled.
- C.** Both parties are expected to write a brief summary of this initial meeting.
- D.** It is considered unethical to discuss the concern with a third party before Step One has been completed.

### **Step Two: Initial Concern Unresolved**

- A.** If the initial concern is unresolved at Step One, the principal/head teacher will set a time convenient for both parties to meet together to discuss the concern seeking resolution. Both parties will present the principal/head teacher with their written summaries of the initial meeting.
- B.** If the principal/head teacher is included in the initial concern, the school board chairman will become involved and follow the procedures outlined in Step Two A.
- C.** The principal or school board chairman will keep written documentation of this meeting and request both parties to sign the completed summary.
- D. It is considered unethical to discuss the concern with individuals not related to the problem.**

### **Step Three: School Board Chair or Superintendent Involvement**

- A. If the concern is unresolved at Step Two, the school board chair will set a time convenient to the principal/head teacher, the individual with the concern, and the teacher involved to seek resolution to the problem. The signed documentation from Step Two will be presented at this meeting.
- B. If the school board chairman was involved in Step Two, the Texas Conference educational superintendent or designee will also be present.
- C. The local church pastor(s) will be invited to attend this meeting.
- D. The school board chairman or conference designee will keep written documentation of this meeting, and request all parties attending the meeting to sign a completed summary.

### **Step Four: School Board Involvement**

- A. If the concern is unresolved at Step Three, the school board chair will invite the concerned individuals to appear at the next school board meeting. The signed documentation from Step Three will be presented at the meeting.
- B. The Texas Conference educational superintendent or designee will be present.
- C. The concerned individuals will be given opportunity to express their complaint and the teacher or principal will be given the opportunity to reply. The school board members may question both parties.
- D. After this questioning period, both the concerned individuals and the teacher or principal will be asked to leave the room while the board decides if this is a parent/student problem, a teacher/principal problem, or a combination of both.
- E. If this is a parent/student problem, it will be dealt with according to policy in the school handbook and Southwestern Union educational policy. This conclusion reached by the board will be given to the parent in written form and the matter will be closed.
- F. If this is a teacher/principal problem, this process will progress to Step Five.
- G. The discussions and conclusions will be kept confidential by all parties involved.
- H. The school board will evaluate the situation to determine if new school policies and procedures should be implemented to avoid similar problems in the future or to correct the current problem.
- I. **At no time during a school board meeting may a complaint against a faculty member be presented without first having followed the procedures outlined in the previous steps.**

### **Step Five: Teacher/Principal Problem**

- A. If it is determined by the school board in the presence of the educational superintendent that the concerns are due to teacher/principal problems, the problems will be concisely outlined in writing by the educational superintendent and presented to the teacher/principal along with expectations to correct the problem. A procedure to evaluate the expected changes will also be determined. Also, a copy of the problems, the expectations, and the evaluation procedure will be shared with the school board chair.

- B. After approximately 60 days, the teacher's/principal's progress will be evaluated with a copy of the results given to the teacher/principal and the school board chair. If expected progress is not evidenced, the superintendent will send the teacher/principal a letter outlining the seriousness of the situation.
- C. After a second 60 day period, the teacher's/principal's progress will be evaluated again with a copy of the results given to the teacher/principal and the school board chair. If adequate progress has been made, the concerns will be considered closed and a letter of appreciation given to the teacher/principal for their accomplishment by the superintendent. If adequate progress has not been made, the superintendent will send the teacher/principal a letter informing the teacher that expected progress is not happening and that an administrative transfer to a new location may be necessary. If possible, the transfer is not to take place during the school year.
- D. At the end of the second 60-day period, the school board, with the superintendent present, will determine if the teacher can continue to function effectively in the school or if the K-12 Board will be asked to transfer the teacher to a new location.

## **PRIVACY**

Tyler Adventist School manages student records in harmony with the guidelines of the Federal Rights and Privacy Act. The basic policies are summarized in the following paragraphs.

Enrolled students and parents/guardians of non-collegiate students under 19 years of age may inspect their official records upon request to school officials. The request must be granted within a period of 45 days from the time the request was made. Only the student, parent/guardian, of non-college students under 19, school administrators, teachers, and others who have been determined to have legitimate educational interests may have access rights to an official student record.

The students, parent/guardian, or other eligible persons must submit in writing a request to review the records or to have the records released to another individual or agency. A copy of the request shall remain on file in the student's educational records. Information from educational records may be released to appropriate persons in connections with emergencies (i.e. protecting health/safety of a student or other persons).

TAS reserves the right to release information to authorized agencies or individuals, which includes the following: student's name, names of parents, address, telephone listing, date and place of birth, gender, participation in officially recognized activities, dates of attendance, and degrees and awards received.

Additional information about policies and procedures pertaining to student records may be obtained by contacting the school administration.

## **POLICY CHANGES OR ADDITIONS**

The School Board reserves the right to make changes or additions to this handbook. Any policy adopted by the School Board and publicly announced is in effect as though published in this handbook. Parents/Guardians of students will be notified in writing of any changes to this handbook.