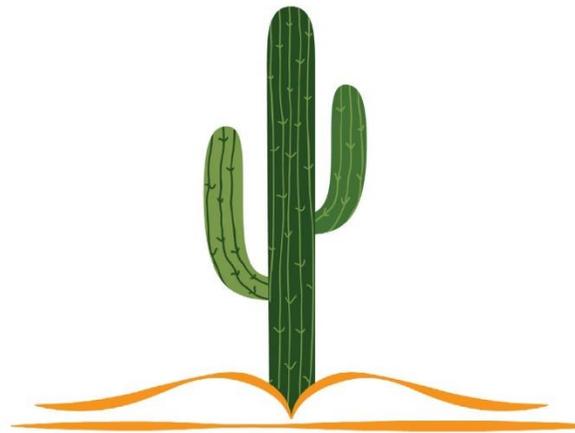


# 2020-2021

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## Parent & Student Handbook



# SAGUARO HILLS

## Adventist Christian School

4280 W. Irvington Rd.  
Tucson, AZ 85746  
520-325-1454

[saguarohillsschool@gmail.com](mailto:saguarohillsschool@gmail.com)  
[www.saguarohillsschool.org](http://www.saguarohillsschool.org)



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## Faculty and Staff

Starr Schwinn	Teacher Principal, Grades 3-8
Norma Sanchez	Teacher, Grades K-2
Gladstone Simmons	Pastor
Orville Nance	School Board Chairman
Bob & Dannell Tapley	Treasurers

## School History

Saguaro Hills Seventh-day Adventist Christian School (SHACS) began in 1999 at the Midvale Park Seventh-day Adventist Church with the commitment to provide Christian education for children in the greater Tucson. By the early 2000's Saguaro Hills moved to its current location off of Irvington Road. This more than 25 acres property has been an ideal location to promote the development of Christian characters in its students.

## School Philosophy

Saguaro Hills SDA Christian School was established to provide a redemptive education; to enable and equip the student for the process of decision making, which is central to restoring in human beings the image of God that has been largely marred by sin. It involves the transmission of values as well as teaching students how to learn to make wise decisions and communicating the information needed for such choices. It involves training the student to be thinkers, not mere reflectors of other people's thoughts. This kind of education is not achieved without physical, mental, emotional, and social wellness. And it should lead not only to a career but also to the development of a relationship with God. Thus, whole person is the object of education: physical, intellectual, emotional, spiritual, and social.

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## Policies and Procedures

### Admissions

Saguaro Hills SDA Christian School is a K-8 school open to anyone interested in securing a Christian education whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by SHACS's standards. It must always be understood that attendance at SHACS is a privilege - not a right. Any student or parent who does not conform to the school's standards of conduct and/or is unwilling to adjust to our environment must forfeit this privilege.

SHACS seeks to provide an educational setting that best fulfills the prospective student's needs as well as the needs of all students. For this reason, each prospective student will be considered on an individual basis. **No prospective student shall be denied admission or participation in scholarship programs on the basis of gender, race, color, or national origin.** SHACS reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications, including a willingness to cooperate with SHACS administration and to abide by its policies.

By attending SHACS, students choose to adopt a Christian lifestyle. Each student agrees to accept the moral responsibility associated with education in a Christ-centered school, whether on or off campus. Our school knowingly accepts and retains only those students who are willing to make this commitment. It is hoped that adherence to this commitment while at the school will extend beyond the years spent here, to become a lifetime commitment to the eternal principles of honor, integrity, and morality.

The word honor is defined as a keen sense of right and wrong and adherence to action or principles considered right. The word integrity is defined as the quality or state of being of sound moral principles; uprightness, honesty, and sincerity. The word moral is defined as capable of making the distinction between right and wrong in conduct.

Students are required to sign the following pledge:

As a student of this school, I pledge to support the administration's efforts to provide a positive, safe, and orderly environment by promising to read, to become familiar with, and to follow the policies outlined in the Parent/Student Handbook. I also pledge to choose to be a student who both on and off campus:

- Seeks to develop physical, mental, and spiritual energies to serve and honor God
- Respects and protects the rights of all people
- Practices principles of honesty, integrity and morality
- Pledges to make consistent and lasting progress toward achieving my highest academic potential
- Refuses to use or support the use of tobacco, alcohol or drugs

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- To aid in determination or appropriateness of admission and to finish the registration process, the following must be completed or made available by the prospective student and the student's parent(s)/guardians:
    - Completed application and enrollment with registration fee (when applicable)
    - Completion and submittal of scholarship applications and/or financial information forms
    - Interview and testing when required
    - Completed consent to treatment form, medical records form, and media release form
    - Pledge of cooperation and commitment by both parent and student
    - Other paperwork as deemed necessary by the school principal prior to the start of classes

The following are grounds for denial of admission or re-enrollment:

- Behavioral and disciplinary issues that are not reconcilable
- Special academic, emotional and neurological development, or medical needs that cannot be adequately met by SHACS
- Outstanding payment of previous tuition without written agreement and approval by the Finance Committee

Prospective students with special medical needs shall be reviewed by an advisory team comprising the student's physician, a public health representative or a consultant chosen by the principal, and the student's parents/guardian. Students with special medical needs shall be admitted with unanimous approval of the advisory team. If approval is not reached the matter will be referred to the School Board for decision, after consultation with the appropriate medical authorities and the child's parents.

## **Entrance Age**

Students entering Kindergarten must be at least five years of age before September 1. Students entering first grade must be at least six years of age before September 1. A Birth Certificate must be presented upon registration. Students entering any grade must be independent and completely capable of consistently caring for their physical and personal hygiene needs. If concerns arise regarding the child's developmental and/or academic readiness, placement may be re-evaluated or reassessed, in consultation with the parents, teacher and principal.

## **Immunizations**

State-required health forms and immunizations must be completed before any new student may enter school. Please see immunization requirement information on the following website: <https://education.azgovernor.gov/edu/arizona-school-immunization-requirements>

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Any child who has not had the state-required immunizations must have a notarized parent-signed exemption form on record.

### **Outstanding Balances**

All outstanding accounts with Saguario Hills SDA School, as well as registration fees, must be paid in full before registration can be completed and admission granted. All accounts must be paid in full or a SHACS Plan Contract signed, submitted to, and approved by administration in writing at the end of every quarter, for child to continue in school.

### **Physical Examinations**

Physical Examinations are required of all new incoming students and 7<sup>th</sup> graders. The 7<sup>th</sup> grade examination must include the scoliosis exam. These completed forms must be placed on file within the first week of school. All student health-related forms will be kept in special files under the highest degree of confidentiality.

## **Financial Information**

### **2020-2021**

#### **Registration Fee**

The nonrefundable registration fee is \$100 per student, with discounts available for early payment. If at the end of the year there is a credit on the account, you will be refunded at least one month after the last day of school.

#### **Tuition**

Tuition is spread over a 10-month period, inclusive of all general regular academic classes falls into the following categories:

Kindergarten-8      \$570.00 per month

Tuition is due on the 20<sup>th</sup> of each month. A \$25 late fee will be added to your statement for each child, for each month the payment is received after the 20<sup>th</sup> of the month.

#### **Miscellaneous Charges**

These may include charges for childcare before or after school, hot lunches, field trips, mission trips, class trips, yearbook, vision/hearing tests, and others.

#### **Past Due Accounts**

The school expects all accounts be kept up-to-date. If an account becomes 30 days past due, the parents and pastor of the church paying the subsidy will be notified. If satisfactory arrangements are not made immediately, the parents will be asked to withdraw their child or children from school until the account is paid in full. All accounts must be paid in full or a

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SHACS Financial Plan Contract signed, submitted to, and approved by administration in writing at the end of every quarter, for the child to continue in school.

### **Hot Lunch and Day Care (Before and After Care) Charges**

The privilege of charging miscellaneous debits onto a student's account such as, but not limited to, hot lunches and Day Care (Before Care and After Care) charges, is a benefit available only to parents with accounts that are current.

\*A \$35 FEE WILL BE CHARGED ON ALL RETURNED CHECKS.\*

## **Academic Performance Reporting**

### **Report Cards and Progress Reports**

Report cards are available online at the end of each quarter. Final report cards at the end of the year will be available for download online. If a student is having difficulty with a subject during a grading period, the parents will be notified so that a corrective plan can be implemented. Those without internet access can obtain printed copies of report cards and other documents by request.

### **Standardized Testing**

Students will participate in standardized testing each year. This testing occurs up to 3 times a year. Refer to the annual school calendar for more information.

### **Conferences**

When a student is having difficulty with a particular subject, or if disciplinary problems should occur, the student's parents will be notified and a meeting arranged with the school principal and/or teacher. See also p. 19.

## **Attendance**

### **School Hours**

SHACS operates on a five-day school week. Classes are held Monday through Thursday from 8:30am to 3:30pm and Fridays from 8:30am to 12:30pm.

The school is open Monday through Thursday from 8:00am to 4:00pm and Friday from 8:00am to 1:00 pm. The school office is open by scheduled appointments only.

Students must be dropped off at the school no later than 8:15 am. Classes will be dismissed at 3:30pm. Students should not arrive more than 30 minutes early or stay more than 30 minutes after school. Students who are at school before 8:00am or after 4:00pm will be charged a fee for supervision. The fee will be \$5 per half hour or a part thereof before

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8:00am and \$5 per half hour after 4:00pm Monday-Thursday's and 1:00pm on Friday's. For example, a 45-minute period will account for a one-hour period resulting in a \$10 fee.

Saguaro Hills SDA Christian School is located at 4280 W. Irvington Rd., Tucson, Arizona 85746. Contact information is as follows:

Main telephone: 520-325-1454

Main email address: [saguarohillsschool@gmail.com](mailto:saguarohillsschool@gmail.com)

Website: [www.saguarohillsschool.org](http://www.saguarohillsschool.org)

Regular attendance is a critical component for success in school. When students are absent from school, it is vital that proper arrangements are made for the absence and that responsibility is taken for appropriate reentry into school. Absences in the following categories will be handled as indicated:

### **Excused Absences**

Absences are excused in the case of illness, funerals or weddings of close relatives, and family vacations. These absences may be excused if the following procedures are followed.

1. Parents of students seeking permission to miss school for any reason are asked to contact the school in advance. Requests for permission to miss school must come from the parents - not from the student. In the case of illness or emergencies, a phone request by the parent(s) will suffice. However, any absence due to illness that exceeds three days will require an excused absence form as well. The school may also require a physician's release in order for the student to return to school following an extended absence due to illness.

2. With excused absences, the school may require that some of the work to be missed be completed before final permission is granted.

3. All work missed must be made up at the teacher's directive. The student must take the initiative in completing missed work.

### **Prearranged Absences**

Students and their parents should make every effort to give reasonable notice to the school if they will be absent for reasons other than illness. These absences fall into the following categories:

1. Family vacations that cannot be scheduled during normal breaks.
2. Church or government commitments.
3. Medical or dental appointments.
4. Serious personal or family issues.

Students will be given permission to miss school for medical and dental appointments provided a letter from the student's parents is brought to the office before school on the day of the appointment. If necessary, the school will issue an early dismissal approval notice. Leaving school without permission will be considered an unexcused absence.

A student who misses classes because of illness may not participate in extracurricular activities that day.

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## Unexcused Absences

SHACS reserves the right not to grant permission to miss school, particularly when the student is not going to be accompanied by a parent or if a student is struggling academically. Absences for hunting, shopping, haircut appointments, "sleeping in," or when proper arrangements have not been made in advance are considered unexcused. This could affect the student's grade and/or result in the administration taking some form of disciplinary action to discourage further absences of this type. Any student who is absent for more than ten days or partial days in any one semester (with the exception of excused illnesses) may be denied credit for the classes missed. In addition, scholarships may be withdrawn if more than 10% of school days (18 days) have been missed in a year.

## Tardiness

All students are expected to be on time for school. Any student not at school with the proper books and materials when classes begin is considered tardy. Students arriving late for the following reasons, when their parent(s) notify the school, will not be counted as tardy:

1. Medical or dental appointments that could not be scheduled otherwise.
2. Carpool or bus transportation being late.

Students who know they will be late to school for some unavoidable reason must ask their parents to notify the school of the reason. SHACS begins its school day at 8:30 am. Any student not in their respective classrooms at 8:30 am will be counted tardy.

The consequences for all combined unexcused tardies during the school year are as follows:

1-4: recorded

5: violation slip is issued, parent's signature is required

6+ each additional tardy will result in a violation slip which may affect overall grades

10 + an administrative decision

Any school work missed by a student due to a tardy or an absence, will not be released for completion by the student, without a verbal or written excuse from their parent(s) or guardian(s).

## Student Conduct

"Whatever you do in word or deed, do all in the name of the Lord Jesus..." Col 3:17

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to the time that students are in school and at school activities as well as the time they are away from school. Expectations for conduct in particular areas are as stated in each category below:

### General Student Conduct

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1. **RESPECT for PROPERTY/SPACE:** Students are to show courtesy and respect for other students, teachers, staff and visitors. Teachers' and students' desks, storage areas (cubby-holes), and personal belongings are to be respected as private property. Areas off limits to students include the offices, electronic equipment room, storage closets, teachers' desks, and other students' cubby-holes and desks.
  2. **VANDALISM:** Individual students will be assessed for damage they cause to any part of the school property including books, textbooks, desks, walls, etc. The student(s) responsible will be assessed the amount of damage when the damage occurs and the parent(s) will be notified.
  3. **MORALITY:** Christian standards of moral and social conduct are expected of all students. Cheating, stealing, lying, other forms of dishonesty, profanity, dirty jokes, pornography, fighting, and use of inappropriate reading materials shall be considered serious offenses.
  4. **REVERANCE:** SHACS considers the spiritual life of students and faculty a vital part of Christian education. Conduct during chapel and worship times is to be reverent. Students are expected to bring their Bibles and participate in singing and other forms of worship. They are to listen attentively to speakers and refrain from distracting behavior.
  5. **DECORUM:** There is to be no running, shoving, or horseplay in the halls, classrooms, restrooms, or anywhere on the school campus. Please see statement below on bullying for more information.
  6. **ROLE MODELS:** The age range of students at SHACS is wide. It is a matter of courtesy that each respects the needs and rights of the other. We expect the older, more mature students to take the lead in avoiding conflict and displaying a respectful example to others.
  7. **PDA:** Physical expressions of affection or inappropriate contact are considered improper behavior on the school grounds and at school functions. Hand-holding, lap-sitting, extended embracing, kissing, and other inappropriate gestures will not be tolerated. Students engaged in such practices will be subject to probation, and if the behavior persists, suspension or expulsion.

### **Conduct in the Community**

Students at SHACS represent our school to the community. The student's lifestyle outside of school should be consistent with the Christian principles we represent. Therefore, all students who enroll in grades seven and above are required to sign a Student Commitment Form.

The student agrees not to engage in the following behaviors while a student at SHACS:

1. Drink or have alcoholic beverages in his/her possession;
2. Smoke, Vape or have tobacco of any kind in his/her possession;
3. Use or have harmful drugs in his/her possession;

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4. Become involved in sexual immorality in relationships or in the use or possession of literature, movies, or other media that are sexually explicit;
  5. Use profane or obscene language.

Violations of the above commitment can lead to suspension and/or expulsion from SHACS.

### **Conduct in the Classroom**

1. Teachers are given the responsibility of using preventive and corrective measures to ensure a high level of discipline within their classroom. Students are to conform to the rules and structure of the class.
2. Additional rules set forth by teachers to govern the activities of their classes in the building on the playground, and on field trips are fully supported by the administration and carry the same importance as rules listed in this handbook.

### **Student Discipline**

The primary task of SHACS is to provide a quality Christian education. This is impossible in an undisciplined environment. Indeed, the ability to develop self-discipline is part of a student's education. The school and home must work together in helping the students learn how to effectively discipline themselves.

God gave parents the responsibility for the overall discipline of their children. This responsibility does not end when the student leaves for school. While the school assumes discipline responsibilities during school hours, it expects full and complete cooperation from each parent. For proper functioning, the school must reserve the right of final discretion in school disciplinary matters. Recognizing parental responsibility, the school will consult parents for their counsel and participation.

Each student is expected to conform to all the regulations of the school and yield to the authority of parents, teachers, staff, and administration. Conduct should reflect an ongoing growth in Christian character.

Loving discipline is much more than monitoring student behavior. Jesus, in the Sermon on the Mount, was concerned about attitudes as well as conduct. Improper attitudes will be confronted. We seek to promote attitudes of cooperation, kindness, respect, and, especially, those attitudes listed as the "fruits of the Spirit" (Galatians 5:22-23).

Discipline must also deal with a student's relationship to the teacher, to other students, to his own self-image, and above all, to God. Learning how to maintain proper relationships is a key to the student finding a useful place in the community and the work of God's kingdom.

Discipline should be designed to be redemptive, remedial, and corrective rather than punitive. Corporal punishment is not to be used as a means of discipline.

The principal in cooperation with the faculty is responsible for establishing disciplinary procedures. All members of the school staff share in the responsibility for supervision of

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student conduct. Minor irregularities are handled by individual staff members. Repeated offenses or major infractions of school rules are to be cared for by the administration, the administrative committee, or the school board.

The goal of our discipline policy is a responsible self-disciplined student who respects the sovereignty of God, authority of parents, faculty, and administration, the rights of his/her fellow students, and the property of the school.

The teacher is given the authority and responsibility for using preventive and corrective measures to maintain a high level of discipline within the classroom. Continued or unusual negative behavior or attitudes will be reported by the teacher to the administration. The student will then be called in for counsel and correction.

Parents will be notified of the student's attitudes or behavior as the situation or circumstances may warrant. They may be called in for a conference to participate with the school in counsel or remedial action. The school must maintain the final authority to determine any action taken.

If discipline and counsel do not correct improper conduct or attitudes, the school may choose to implement more severe consequences such as probation, suspension, or expulsion. Expulsion from school will forfeit any scholarship funds received from third-party organizations.

## **Discipline Policy**

The basic guidelines for student conduct grown out of the school's philosophy and objectives. Respect for the rights of others, applicable state laws, insurance regulations, care of school property, and church standards are all considered in determining specific citizenship guidelines. Some school rules are overtly spiritual in nature, while others are part of the need for orderly and safe conduct while at school. The goal of the administration in every discipline situation is the redemption of the student.

To that end, our behavior goals are based on the following beliefs:

1. We believe that learning increases when there is good behavior.
2. We believe that every student can behave well.
3. We believe that our success is measured by how well we teach students to be reliant on Jesus.
4. We believe that our standards for behavior should be those taught in the Bible.
5. We believe that when students misbehave, they should be given the opportunity to correct the effects of their misbehavior. This may include the principles found in Matthew 18.

## **Suspension**

In certain cases, the School Board may recommend that a student be suspended from school as a consequence for serious behavioral choices. Documentation of the suspension will

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be placed in the student's file.

### **Severe Disciplinary Offenses**

Severe offenses (such as fighting, possession of weapons, possession of drugs or other illegal items, and/or open threats/defiance of teachers and staff) requires immediate intervention. Students who commit a serious offense will be given a student conduct referral. A copy of this referral must be signed by the parent and returned to the main office the following school day. Student will not be allowed in class the following day without parent's signature.

### **Sexual Harassment**

Sexual harassment of any student by another student or any employee or other person under the supervision of the school, is unlawful and is prohibited.

SHACS is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment must be reported immediately so that school authorities may take appropriate action. Students who sexually harass others are subject to discipline, up to and including expulsion.

Sexual harassment is defined as unwelcome sexual advances or requests and other conduct of a sexual nature which is offensive. Harassment can be spoken, written, physical and/or distributed through electronic means. It includes offensive pictures, graffiti, jokes, and gestures. If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors, or activities, it is prohibited sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to their teacher. The student may also report to the principal, vice-principal, or other administrative personnel, as the situation warrants. If the harassment comes from an adult, the student should report directly to the principal or another responsible adult.

Teachers will discuss this policy with students in an age-appropriate way. Any student who engages in sexual harassment shall be subject to disciplinary action, up to and including expulsion.

### **Electronic Media**

Nonverbal, oral, or written communication, on and off campus, including video, pictures, and graphics on classroom computers, personal computers, smart-phones, or other devices, must demonstrate a positive purpose and basic Christian principles of decency. Should the school become aware that a student has been viewing or communicating inappropriate content on or off campus or misrepresenting the Christian values of the school in communication, the student will be subject to disciplinary action.

Students are responsible for good behavior on school computer networks just as they

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are in the classroom or school campus. Communications on the network are often public in nature. General school rules for behavior and communication apply.

The network is provided for students to conduct research and to communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and responsible behavior is expected. The school has the right and duty to monitor and restrict both the amount of time online and the sites visited. This responsibility extends to any communication to or from sites.

It is not possible to list all activity that is not permitted, but the following are examples of unacceptable behavior that extends to all technology:

- Sending or displaying offensive messages or pictures
- Distributing personal information about yourself or any other student on sites using chats, blogs, social networking, or email
- Arranging a meeting with an online contact without school or parental approval
- Using obscene language
- Harassing, insulting, or stalking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another person's password or sharing your password with others or  
Browsing in another person's folders, work, or files
- Using profiles or any other technology to bypass the school's filtering, including using other wireless networks such as mobile hot spots, etc.
- Intentionally wasting resources
- Using the network for commercial purposes

Students engaging in any of the foregoing will be subject to disciplinary action up to and including suspension or expulsion from school.

### **Cell Phones**

Any cell phones brought to school will be collected at the beginning of the day by the homeroom teacher and will be stored in the designated wall pocket, to be picked up by the student at the end of the day.

No Personal electronic devices will be allowed to be used before or during the school day or in aftercare, except with permission of a teacher or other staff. If any of these items are used without permission, at the discretion of the teacher, they may be confiscated and held at the school office until a parent or guardian claims them.

### **Bullying**

All members of the school community are committed to ensuring a physically and emotionally safe environment. We strive to value the rights of all people to learn without fear.

A student shall not intimidate or harass another student through words or actions. Such

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behavior includes, but is not limited to:

1. **Physical Bullying** – any physical contact or the threat thereof that causes physical pain or mental discomfort, damaging or stealing property, hiding/ taking belongings, etc.
2. **Verbal Bullying** – teasing/name calling, making remarks that are offensive, discriminatory, insulting, threatening, repeated teasing, intimidating someone, etc.
3. **Emotional/Social Bullying** – spreading rumors, excluding someone, ignoring, making fun, preventing people from befriending someone, etc.
4. **Cyber Bullying** – any form of bullying using cell phones, computers, social media - Facebook, Twitter, Instagram, etc. - or any other electronic equipment.
5. **Proxy Bullying** - To direct or encourage others to perform any act of bullying (does not mitigate the responsibility of the individual who perpetuates the actual acts of bullying).

When such conduct is repetitive or appears likely to be repeated, it is considered bullying.

Our school expects students and/or staff to immediately report incidents of bullying to the principal. Staff members are expected to immediately intervene when they become aware of a bullying incident.

Parents will be notified when their student has been involved in acts of bullying. Students who bully may be subject to disciplinary measures. Law enforcement will be notified if appropriate.

### **Academic Integrity**

Cheating is taking dishonest advantage of teachers and/or other students. Cheating includes, but is not limited to the following behaviors:

- glancing during a test or quiz
- non-sanctioned "team" work on an assignment
- habitual absenteeism on test/assignments days
- failure to cite sources adequately on assignments
- copying a research paper or assignment
- possession or use of cheat notes
- stealing a paper, test, or answer key
- carrying a test out of a room
- copying from someone else's paper or test
- excessive "outside assistance" on an assignment
- allowing another student to copy from one's examination
- communicating in any way with another student during the examination including the use of digital message devices taking photographs of a test or quiz
- inventing or altering data for a lab experiment or field project
- submitting another person's work as your own

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- changing academic records outside of normal procedures
  - resubmitting returned and corrected academic work under the pretense of grader evaluation error

The general policy for a student who cheats will be to receive a grade of 0 (zero) on the work and a prompt phone call to the parent or guardian. A student who continually cheats may lose credit for the class and may also be suspended or expelled from school.

## **Student Dress Code**

Saguaro Hills SDA Christian School recognizes the diverse nature of dress today and while we appreciate each student's desire to express him or herself, the objective of our dress code is to motivate self-discipline in the areas of modesty, cleanliness, neatness, and acceptability.

Boys and girls will be required to wear polo shirts or long sleeve shirts/blouses that are either navy blue, red, or dark green in color. Pants, skirts, shorts, skorts, or jumpers must be navy blue or khaki. Girls may wear either loose pants or skirts, but skirt length must be below the knee while seated.

The following dress practices are prohibited:

1. Clothing is not to be torn, frayed, or have holes.
2. Clothing should not be extremely tight or loose, such as sagging. Pants must sit at natural waist line and not inhibit movement.
3. Shirts must be not transparent and have sleeves. Shoulders must be covered and there are to be no bare midriffs. Undergarments, cleavage, stomachs, or backs must not be showing.
4. No hats, hoods, or headwear should be worn indoors. Exceptions may be applied for.
5. Clothing with inappropriate words, sayings, pictures, or emblems are not permitted. This applies to book covers, carry bags, or any other item where such images can be displayed. These items should have plain colors, where possible, without graphic images.
6. Clothing that promotes music groups, TV shows, and movies will not be allowed.
7. Athletic, sweat and jogging pants/shorts are not allowed, except when engaging in physical education classes or special events.
8. Skirts/dresses should be knee length or longer while seated.
9. Closed-toe, properly fitted and secured shoes are to be worn at all times. Tennis or running shoes should be worn for physical education activities.
10. Hair, make up and nails should be neatly groomed and of natural hair colors.
11. Body piercings, tattoos, and writings are not permitted anywhere on the body. Any pre-existing tattoos must be covered up before entering school each morning.
12. Dangling jewelry is not permitted for safety reasons.

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13. Due to some allergies, colognes and perfumes are not permitted. However, body deodorants are highly encouraged.

Any questions regarding dress code requirements should be directed to the school's administration. Students who fail to comply with the dress code requirements will be sent home.

## **Foods & Snacks**

SHACS does not serve meals. Students should be sent to school with sack lunches that will support their health as well as their ability to assimilate what they learn in school without impediment.

In the interest of promoting better health and academic success for our students, and in concert with the diabetes prevention and other health and lifestyle improvement programs, we ask that students not be sent to school with sugary snacks or drinks including candies, cookies, and sodas. Pork and shellfish products are prohibited.

A form will be distributed at orientation to determine the allergies that our students may have. Once that is determined other prohibitions will be put in place. This may include not sharing meals and even the limitation of which foods will be allowed on campus.

In addition, we strongly advise parents to provide a nutritious breakfast free from sugary foods, flavor enhancers, preservatives, artificial colorings, and other chemical additives, since research has clearly shown that these will significantly impair a child's ability to learn. Providing better dietary choices will not only go a long way toward helping to prevent chronic diseases such as diabetes, hypertension, obesity, and heart disease, but will also greatly enhance your child's educational experience and ultimate academic success. Any questions regarding meals and prohibited foods should be directed to the school's administration.

## **Opportunities for Involvement**

Parent and community involvement are critical to SHACS's overall effectiveness. Parents can get involved through any of the following opportunities:

### **Fundraising**

SHACS families are required to take an active part as well as supportive roles in fundraising activities held throughout the year. These activities include but are not limited to Fall Festival, hot lunch sales (by parents), and participation in programs such as Partnering for Eternity where students can help offset some of their tuition by being of service to older adults in the community.

### **Field Trips**

SHACS conducts field trips that are designed to enhance the classroom experience by

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adding value to the instruction that students receive. Scheduled field trips will appear on the monthly school calendars posted on the school website and/or newsletter. At least one week prior to the field trip, a Field Trip Permission Form, which includes emergency contact and consent to treat information, will be issued by email to each student's parents for signature. These forms must be signed and returned to the school at least one day prior to the scheduled field trip. Students who do not have a signed permission form on the day of the scheduled field trip will not be permitted to attend.

**Student supervision & safety is the primary purpose for parental involvement on our field trips. Parent drivers are expected to supervise the students at all times. Parents are asked not to bring siblings from other classrooms on the field trip, since a classroom field trip is designed and organized for the students of a specific classroom and/or grade. Any parent needing to bring along an infant or a toddler on the field trip must make prior arrangements with teacher. All field trip drivers must comply with the insurance requirements. (Bodily Injury Liability \$250,000/\$500,000)**

### **Volunteering**

There are numerous ways for parents to get involved with SHACS through volunteering their services. Opportunities include serving as field trip chaperones, working as a classroom assistant, and helping with various fundraising efforts. Volunteers who assist in classrooms must submit a volunteer application and complete the "Verified Volunteers" online program found at <https://www.ncsrisk.org/adventist/>. Volunteers must also go through an orientation session and must recognize that student information is confidential and therefore must be handled accordingly. Drivers will need to complete the online background check and submit a driving record.

## **Parent/School Communication**

### **Email, Electronic Newsletter**

The primary method for communication with parents will be through email. All parents are required to have an email address so that school calendars, correspondence, and bulletins can be sent directly to them without delay. Official or legal notices will be sent by postal mail. The newsletter for SHACS will contain interesting articles on student accomplishments and school activities, as well as announcements of special events.

### **Parent-Teacher Conferences (see p. 7)**

Parent-teacher conferences are scheduled after the first Quarter and after the Third Quarter (refer to the annual school calendar). This gives each student's parents a specific block of time to discuss with the teacher(s) the progress and development of their child. Parents and teachers are encouraged to request special conferences at any time during the year, as may be needed. Parents should schedule appointments with teachers when they

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have concerns or other issues they want to discuss. Because SHACS is small with limited administrative staffing, drop-in or after-school visits with teachers are strongly discouraged. We try to encourage teachers to leave school issues at school and focus on their own families when it is time for them to be away from the school setting.

### **Electronic Applications**

SHACS will utilize a variety of apps to communicate with students and families. These may include Facebook, Remind, Class Dojo and/or Jupiter. Jupiter is an online program to track student progress. Student grades, attendance, homework assignments, and other information can be viewed online through student and parent logins.

### **School Closure or Emergency Information**

If school is cancelled or delayed in the morning due to weather conditions, a message will be sent to parents via the Remind Application. Parents have a choice in whether this is a text, email or both. Emergency messages will also be posted on SHACS Facebook page. If you are in doubt as to whether or not the school will be open, please call the school office or the principal directly. If it becomes necessary for the school to be closed on short notice or while school is in session, parents will be notified and arrangements will be made to ensure that students safely arrive at their homes.

### **Complaint Policy**

The success of the school depends in large measure upon the fullest cooperation between parents and teachers. It sometimes happens that questions and concerns arise in regard to the school program. We ask that when this happens, parents and teachers follow the council of Matthew 18:16-18.

Step 1. Talk directly to the teacher or staff member involved. Please make an appointment for the conference. If this does not resolve the issue, then

Step 2. Discuss the matter with the principal.

Step 3. The school board is ready and willing to hear legitimate concerns regarding the school or teacher, provided earnest effort has been made by the parent and teacher to clear up the matter and when those efforts have been unsuccessful.

Step 4. The Arizona Conference Superintendent of Education may be helpful when the above procedures have not brought satisfaction.

## **Health & Well-being**

Students are not allowed to come to school with a fever (temperature above 100.4 degrees), communicable disease, or when not sufficiently recovered from an illness. If your child has thrown up recently, is coughing, or doesn't feel well, please keep him/her at home.

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Students must be fever-free for 24 hours before returning to school. A sick child cannot remain at school. If the school staff feels that a student is not well enough to remain at school, the parent will be called to come and pick him/her up as soon as possible.

### **In Case of Emergency**

Your current address, phone numbers (home, mobile, work and emergency), medical & other pertinent information must be on file in the office, as well as the contact information for two additional adults who have agreed to take responsibility for your child if you cannot be reached.

Changes to this list should be reported IMMEDIATELY to provide adequate protection in the event of an emergency.

### **Administering Medications**

Teachers are not permitted to diagnose a health condition or give any internal medications, including aspirin. However, any student who is required to take medication during the regular school day as prescribed by a physician may be assisted by the school nurse or other designated school personnel if the school has on file the following:

1. A written statement from such physician detailing the time schedules, amount, and method by which such medications is to be taken and,
2. A written statement from the parent or guardian of the student indicating the desire that the school assist the student in matters set forth in the physician's statement.

Such medication must be delivered to the school in the original container bearing the pharmacy label. This label is to contain the name and place of business of the seller, the serial number and the date of such prescription, the name of the person for whom such a drug is prescribed, the name of the member of the medical profession who prescribed the drug, and must bear directions for use as prescribed by the member of the medical profession.

All medication will be stored safely and securely. A strict system of logging administered medications will be maintained. All medications will be returned to the parent at the end of the school year. New medication documentation (as stated above) is required for each school year.

Authorized students may need to carry emergency medication e.g. asthma inhalers, insulin, severe allergic reaction kits, or anticonvulsants. Documentation required for students who are allowed to carry and self-administer medication must include the signed consent of the physician, parent and student. (See appendix. The school office shall maintain a list of all students on medication.

## **General and Miscellaneous Information**

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## **Contraband and Law Enforcement Intervention**

Knives (including pocketknives), guns, toy guns, water pistols, or any weapons or toy representations of a weapon are not permitted on the school grounds and will be confiscated and disciplinary measures taken.

In the case of suspicion of possession of weapons, controlled substances, and/or refusal to comply by the student, law enforcement may be called to mediate or investigate the matter. The student may be immediately suspended pending further investigation. Parents will be notified when it has been necessary to involve law enforcement.

## **Right to Privacy**

Your privacy is important to the school and is understandably an area of concern for every student and parent. SHACS values the right of students and parents to privacy and seeks to preserve and protect it. However, this right to privacy is not unlimited. This policy seeks to explain how information is collected and used and also to define your privacy rights as a student or parent at SHACS.

As part of the admissions process, and throughout a student's enrollment, the school will occasionally request personally identifiable information from students and parents. This will likely include, though not be limited to, the students' and parents' names, addresses, email addresses, phone numbers, and the student's date of birth and social security number. The school will also generate personally identifiable information about its students in the form of student records, which may include academic records, health records, and disciplinary records. This information is necessary for the school to provide its services to its students and parents and will only be utilized by the school or its agents for that purpose.

The school does not sell, trade, or otherwise transfer to outside parties any personally identifiable information. This does not include trusted third parties who assist the school in conducting its business or providing its services, so long as those parties agree to keep this information confidential. We may also release personal information when we believe release is necessary to comply with the law.

The school may desire to publicize student participation and achievement on its website or in its publications. This may include school utilization of photographs, videos, writings, and voice or performance recordings of a student or parent for educational, or promotional purposes in the school's marketing materials, newsletters, press releases, website, videos, media outreach, and other such publications. Use of all the foregoing is included in the media release form required to be signed by parents prior to the start of the school year.

SHACS is a private religious school that does not accept federal funds. As such, it is not subject to the provisions of the Federal Educational Rights and Privacy Act (FERPA). However, confidential records will only be readily available and accessible to authorized personnel, the student, or the parent or guardian.

School property includes, but is not limited to, desks, lockers, school computers or

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electronic devices, classrooms, common areas, school athletic equipment, school vehicles, and any other property owned or controlled by the school. Students have no privacy rights or expectation of privacy in the utilization of any school property. The school may search school property at any time for any reason pursuant to the school's search and seizure policy.

Student property is generally defined as the student's own body and any item owned by the student or worn by the student. Student property includes, but is not limited to, student-owned backpacks, bags, purses, computer or electronic devices, telephones, clothes, and

student/parent owned vehicles. Student property may be searched under certain circumstances to maintain student safety or to enforce school rules or policies.

This policy may be changed from time to time by the school. Changes will be made available either online or in writing, and continued enrollment in the school constitutes acceptance of any changes to the policy.

The school search policy is effective for all students in attendance. This policy is designed to balance the privacy of the individual student while allowing school officials to maintain a safe environment for all students. The school administration has the right and responsibility to conduct (in the presence of an adult witness, when possible) a search of student property, including the student, clothes, and/or backpack (or similar personal items) when there is reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, or other contraband in violation of a school rule, school policy, or law. A student's personal computer, tablet, smart-phone, or other technology may also be searched when there is reasonable suspicion that the devices contain information relevant to a serious violation of a school rule, school policy, or law. The school will use reasonable efforts to make the search minimally invasive and targeted.

Law enforcement may be contacted, where appropriate, before, during, or after a search. When appropriate, the school may report violations of law to appropriate authorities. Parents will be notified after any search.

## General Policies

### Gum

Gum chewing is prohibited in the classroom and on the school grounds.

### Student Transportation

For families living in the immediate Tucson and surrounding areas, parents are responsible for arranging their own transportation to and from the school, as the school does not operate buses for local pickup.

### Fire, Severe Weather, and Lockdown Drills

Regular fire drills will be held during each school year. Each area has its respective exit

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and procedures posted. Students are to take the drills seriously. They could save a life. See Emergency Procedures manual for details on specific scenarios.

School closures will be communicated through text, email, and applications (Remind, Facebook).

## **Closed Campus**

Students are not permitted to leave the school campus during school hours without permission from the teacher or principal. If you need to leave early for an appointment you must:

1. Provide a note at the beginning of the day that explains the reason for leaving early, the time of departure, and a parent's signature (see attendance policies).
2. Give the note to the teacher at the beginning of class.

The school will be locked while classes are in progress. Entry for students, parents, and visitors will be through the front gate only. Visitors must be issued proper identification. Please ring the **gate doorbell** and someone will be able to assist you. To make arrangements for a visitor to come on campus, students must contact the school office at least 24 hours in advance. All visitors must check in at the front office or principal.

## **Phone Messages**

Parents may get messages to students by calling the school office, or by calling, texting or emailing the principal directly. Because staffing is limited, it may be necessary to leave a voicemail. Calls will be returned as soon as possible.

The school telephone is considered a business phone. Students may use the phone only with permission from the school staff.

## **School Supplies**

The school supplies list will be provided on the school's website before the start of the year. Parents are responsible to supply their students with proper school supplies. If you cannot find the list, please contact the school as soon as possible.

Thank you for entrusting your children to us at SHACS. We are looking forward to a very exciting and productive year! If you have any questions at all, please feel free to contact us using the contact information contained in this handbook.

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# Medication Authorization and Administration Form Anytown Adventist School

Student's Name \_\_\_\_\_ Date: \_\_\_\_\_

Student's Address \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Street Address Month/Day/Year  
City, State, Zip or Postal Code

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Parent's Name(s): \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Doctor's Phone: \_\_\_\_\_

I hereby request and authorize school personnel to administer the prescribed medication as directed by our doctor.

\_\_\_\_\_  
Parent or Guardian Signature

Cut here .....Cut here

## Doctor's Orders

You are hereby directed to give \_\_\_\_\_  
Name of Child

their medication, \_\_\_\_\_  
Name of Medication

in the amount of \_\_\_\_\_ tablets/capsules at \_\_\_\_\_ a.m./p.m. daily or as follows, \_\_\_\_\_

Duration: \_\_\_\_\_

Possible Side Effects: \_\_\_\_\_

\_\_\_\_\_  
Doctor's Signature Date Phone



## Volunteer Ministry Guidelines Code of Conduct and Guidelines for Volunteers Revised 2005

### Acknowledgment

Because our society is filled with pain, problems, and litigation caused by improper conduct of individuals working with children and youth, it is imperative that those working with children have meaningful guidelines for conduct in order to protect both themselves and those under their care. As a ministry volunteer, you want parents and others to feel comfortable and confident with you.

### My Commitment to Volunteer Ministry

I will,

1. Never leave a child or group of children for whom I am responsible unattended. I will provide appropriate supervision at all times.
2. Always have at least one other adult, eighteen (18) years of age or older, to help with the supervision of children. If I find myself in a situation where I am the only adult present, UNDER NO CIRCUMSTANCES will I allow myself to be alone with one child.
3. Always ask a child's permission before physically touching him/her anywhere, even when responding to an injury or problem. This is especially true for any areas that would normally be covered by a T-shirt and/or shorts. (If an injury is within this area, make sure another adult works with you as care is provided.)
4. Refrain from physical and verbal attacks and corporal punishment which are inappropriate behaviors and should never be used as discipline. "Time outs" or "sit-in-that-chair" may be helpful discipline methods to use with children.
5. Affirm children with appropriate touching by keeping hugs brief and "shoulder-to-shoulder" or "side-to-side". (Always keep hands at (not below) the shoulder level. A caregiver's kiss should be to the forehead or cheek only – not elsewhere. For small children who like to sit on laps, I will encourage them to sit next to me.)
6. Provide extra care when taking small children to the restroom. I will take another adult along, or leave the door open.
7. Be aware of conducting activities in rooms that do not have an interior viewing area, or I will leave the door open during the activity to allow easy observation by others.
8. Cooperate with the volunteer screening process and complete the Volunteer Ministry Information form, as required by the church.
9. Be aware of the signs and symptoms of child abuse and aware of the legal requirements for reporting suspected cases of abuse.
10. Cooperate with church leadership in conducting children and youth ministries by being a volunteer who is loving, kind, firm, and always a thoroughly professional person. Working with children and youth is not only a privilege; it is also a serious responsibility that must be approached with utmost care.
11. Participate in orientation and training programs conducted by the church.

The North American Division of the General Conference of Seventh-day Adventists and Adventist Risk Management, Inc. recommend these Guidelines for Volunteers, which serve as a protection to you, your ministry, and the church from allegations of abuse.

I, the undersigned, have read this document and agree to abide by the Code of Conduct and Volunteer Guidelines outlined above. I will retain a copy of this document and keep it for reference.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Retried 2/15/2011 from <http://www.adventistrisk.org/pdfs/VolGuidelines2005.pdf>