

*Adventist
Christian School
of
Maryville*

*2921 Sevierville Rd.
Maryville, TN 37804
(865) 982-7584*



**Parent – Student
Handbook**

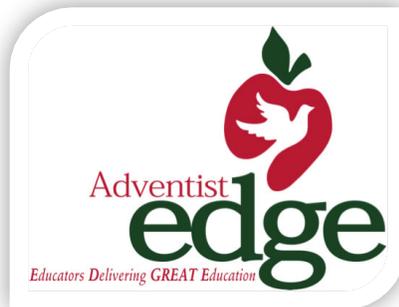
2019-2020

TABLE OF CONTENTS

School Directory.....	1
Philosophy, Objectives, & Mission	2
Admission Information	3
Student Health.....	4
Medical Information.....	5
Accident Insurance.....	5
Financial Information.....	6
Attendance	7
General Information.....	7
Textbooks and Grading Policy.....	8
Threat/Harassment Policy.....	9
Uniform Policy.....	9
Discipline Procedures.....	10
Bully-free Environment Policy.....	10
Student Responsibilities.....	11
Parent Responsibilities.....	12
Grievance Protocol	13
Home and School Association	14
Student Records	15
Withdrawal Information.....	15
Asbestos Free Policy.	15
Personal Property.....	15
Non-Published Policy	15

Accreditation

Adventist Christian School of Maryville is currently accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities. Adventist Christian School of Maryville is recognized as an approved school by the state of Tennessee.



SCHOOL DIRECTORY

2019-2020

Adventist Christian School(865) 982-7584
Maryville-Alcoa SDA Church(865) 984-3720

STAFF

Principal/Teacher – Rachel Clifford.....(706) 326-5033
Lower Grades Teacher – Judy Bartlett.....(252) 414-3040

SCHOOL BOARD

School Board Chair – Jim Epperson(407) 509-8515
Pastor – Ed Santana.....(865) 964-7472
Treasurer – Dale Wilson.....(818) 480-2344
Linda Bradley.....(865) 675-1685
Wade Carpenter.....(865) 856-2008
Sarah Mapp.....(865) 386-1241
Linda Rahner.....(865) 315-4000
Jay Grose.....(865) 963-9159

HOME AND SCHOOL

Home & School Leader– Darlene Allen.....(865) 856-3402

PHILOSOPHY OF CHRISTIAN EDUCATION

The Adventist Christian School of Maryville recognizes God as the ultimate source of existence and truth. We seek to infuse this philosophy in our curriculum and approach to education. In the beginning, God created in His image, a perfect humanity which was later marred by sin. Education in its broadest sense is a means of returning human beings to their original relationship with God.

The distinctive characteristics of this Adventist worldview, built around creation, the fall, and redemption, are derived from the Bible.

The aim of true education is to restore human beings into the image of God as revealed by the life of Jesus Christ. Only through the guidance of the Holy Spirit can this be accomplished. An education of this kind imparts far more than academic knowledge. It fosters a balanced development of the whole person—spiritual, physical, intellectual, and social—a process that spans a lifetime. Working together with our parents, school community, and the Maryville Seventh-day Adventist (SDA) Church, we as a school wish to partner with these divine agencies to prepare our students to be thoughtful citizens in this world and for eternity.

OBJECTIVES OF THE SCHOOL

In harmony with our philosophy of education, the objectives of Adventist Christian School are:

1. To develop a knowledge of God and a meaningful relationship with the Savior by upholding and teaching the Christian beliefs of the Seventh-day Adventist Church.
2. To assist in the formation of a noble Christian character, and encourage habits of conduct such as integrity, purity, and self-control.
3. To promote high scholarship by developing habits of accuracy, critical thinking, responsibility, and resourcefulness.
4. To promote an appreciation and respect for mankind and the welfare of the home, church, community, and nation.
5. To develop an understanding of the principles of healthy living.

MISSION STATEMENT

Adventist Christian School of Maryville provides Christ-centered education where students can develop a closer relationship with Jesus. Biblical teaching, academic excellence, and community service are all emphasized in a safe environment.

*Adventist Christian School of Maryville guides each child to **SHINE**.*

Seek Honor Inspire Nurture Evangelize

<i>You will seek me, and find me...</i>	<i>...or whatever you do, do all to the glory of God.</i>	<i>...Encourage one another, and build each other up.</i>	<i>.. that you love one another, as I have loved you...</i>	<i>...Always be prepared to give an answer...</i>
<i>Jeremiah 29:13</i>	<i>1 Corinthians 10:31</i>	<i>1 Thess. 5:11</i>	<i>John 13:34</i>	<i>1 Peter 3:15</i>

ADMISSION INFORMATION

Adventist Christian School of Maryville has been established with the support of the Seventh-day Adventist Church. It is currently operating grades K-8. Any student expressing a desire for a Christian education is welcome, provided they show respect for the Word of God, maintain a reverent attitude during religious exercises, participate in all school activities, and observe school regulations. The school, however, does not have the necessary equipment or staff to meet the needs of students with major learning or behavioral difficulties.

A child must be at least five (5) years of age, by August 15, in order to enroll in kindergarten. A child must be at least six (6) years of age, by August 15, or have completed kindergarten in order to enroll in first grade.

All new students may be tested to determine grade placement. All new students will be accepted on a (9) week academic/behavior probation. All student admissions are subject to approval by the school board.

The school in no way discriminates against students on the basis of religion, race, color, sex, national or ethnic origin.

In accordance with the Georgia-Cumberland Conference Schools policy, we cannot accept transfer students after April 1 for the current school year.

APPLICATION REQUIREMENTS: A standard application may be obtained from the school. These forms should be completed and signed by the parent/guardian and the student. A copy of the student's birth certificate or other certified proof of age must be submitted with the application. A new student must present their latest report card with their application. New students must fill out a Transcript Request Form to send to the previous school for records/transcripts (which may include the physical examination and immunization records)

Your child will need to have a medical examination by a physician within 30 days of the first day of school and an updated immunization record from Tennessee.

Registration implies an obligation to meet on time the financial responsibilities that accrue out of tuition, fees, or other applicable charges approved by the school board.

STUDENT HEALTH

MEDICAL EXAMINATION: A medical examination is required for all students entering school for the first time, or those transferring from non-Southern Union schools. Returning students must update immunizations, as required, and supply ACS with updates.

All immunizations and physicals must be kept current. Hearing and vision screenings should be done regularly. ACS reserves the right to require a student to obtain a physical if there is a medical concern. Tennessee Immunization Form, showing up-to-date shot records, can be supplied by your doctor's office or the health department. Students may be exempt from this immunization requirement if their lives or health would be endangered or if their parents follow a religious belief whose teachings are opposed to such immunizations. If this is the case, an exempt card for the student must be on file in the school office. All new or transferring students will have 30 days after beginning school to return the completed immunization card.

If a student is suspected of having a fever, contagious illness, or any other communicable health problem, the parents/guardians will be notified and requested to immediately remove the child from school until the problem is resolved. A note from a physician or the Health Department may be required to re-enter class.

A child who is found to have head lice will be sent home for treatment. A lice killing product should be used for the removal of all the lice eggs. The child will not be permitted to return to school until the lice are completely removed from the child's hair.

In consideration for the health of all children and staff, the school must be informed of any contagious diseases your child might have. These diseases include strep, chickenpox, and pinkeye. Students should not return to school until fevers are gone for at least twenty-four hours.

MEDICAL EMERGENCIES AND MEDICATION

In case of a serious emergency, such as injury, accident, or sickness, the school will attempt to contact the student's parent or guardian. If this individual cannot be reached, and in the judgment of the teacher or principal immediate medical attention is needed, the teacher or principal will summon or take the student to receive medical aid. All students must have a Consent to Treatment form, signed by the parent or guardian, on file in the school office.

All medication should be given to the teacher upon arrival at school. No medication, prescription or over-the-counter, may be administered by any teacher or student, or school official without prior written authorization from the parent/guardian or doctor. Doctor prescribed medication must be in its original container with instructions on how the medication should be administered.

For students with asthma, diabetes, or severe allergies, an Authorization for Student to Carry Prescription/Medication form must be on file in order for the student to carry this medicine with him/her.

MEDICATION RELATED EMERGENCIES: An allergic reaction to medication can happen at any time, no matter how long the child has taken the medication. The teacher will call the parent immediately, or if the situation is life threatening, call the local EMS-911.

STUDENT ACCIDENT INSURANCE: The school carries an accident insurance policy which covers medical payments for school accidents which are not covered by the family's medical insurance. The policy is in effect when the student is:

- On the grounds during the daily hours that school is in session.
- Traveling directly to and from home for regular school sessions.
- Participating in an activity solely sponsored and supervised by school authorities.

When a student has an accident before, during, or after school, it must be reported to the principal that same day. Failure to do so may mean loss of insurance claim.

FINANCIAL INFORMATION

The ACS School Board wants you to know that we are working for you to provide your child with the best education at a cost that you can afford. The Maryville Seventh-day Adventist Church subsidizes Adventist Christian School on a monthly basis; therefore, parents who are official members of this church will have a lower tuition rate than non-members.

GENERAL FINANCIAL POLICIES:

- The enrolling individual's parent, custodial parent, guardian etc. is fully responsible for the financial obligations outlined in the financial agreement. Such responsibilities include payment of the account, damage to property, and fees.
- Payment of the \$100 registration fee reserves the student's space for the school year and is non-refundable. This is due at registration.
- Payment of the \$25 school supply fee is due at registration.
- Tuition is divided into 10 equal monthly payments and is due on the 10th of the month, beginning with the month of August and running through the month of May. Checks should be written out to Adventist Christian School of Maryville. Payments may be mailed or given directly to the teacher, principal, or school treasurer.
- Should an account be in debt for 30 days, without proper arrangements with the ACS Finance Committee, students may be required to withdraw until the financial obligation is rectified.
- Checks returned as non-sufficient funds will not be re-deposited and must be covered by a money order. All bank fees associated with non-sufficient funds will be added to the student's account.
- Returning student's account from the previous school year must be settled before the student is permitted to enter for another school year.
- A student transferring from another school, must, at the time of registration, present a statement showing that the account at the other school is paid in full.
- If you have a financial emergency and are temporarily unable to make your scheduled financial payments, please contact the Finance Committee to make alternative arrangements.
- Student report cards, records and transcripts will not be released unless all financial obligations have been resolved.

2019-2020 Tuition Rates

Grades K-8	Member	Community
Tuition	\$3000	\$3450
Per Month/10 months	\$300	\$345

Discounts

- There is a 10% discount when the full year's tuition is paid by August 15th, 2019.
- Tuition for the second or third child in a family is discounted by \$50 per month.

FINANCIAL ASSISTANCE

Limited financial assistance is available for families of the Adventist Christian School of Maryville showing financial need. Applications for financial assistance may be obtained from the principal. All financial assistance applications should be submitted directly to the principal.

ATTENDANCE

Adventist Christian School is bound by state laws to maintain regular class attendance. Every student is expected to attend school regularly and to be punctual. Tardiness is disruptive to the learning of others, and excessive tardiness will be reviewed by the faculty and school board.

Parents should therefore send WRITTEN EXCUSES, remembering that only valid excuses can be accepted. An excused absence consists of sickness, death in the family, and medical appointments. All students are encouraged to schedule non-emergencies (dental appointments, doctor appointments, etc.) outside of school hours.

The school is required by the state of Tennessee to report a child who has more than five (5) unexcused absences. Therefore, pre-arranged absences must be cleared through the homeroom teacher in advance should there arise a need to plan days away from school. The teacher will give instructions to the student and parent concerning work to be completed either prior or following the planned absence.

GENERAL INFORMATION

1. School hours are from 8:00 AM – 3:00 PM, Monday-Friday.
Please be considerate of our teachers and their planning time by picking up your child promptly. Students should arrive and leave within 15 minutes of the scheduled school hours unless other arrangements are made with the principal.
2. During school hours, no student will be permitted to leave the school grounds with anyone other than a teacher, parent, or guardian without written consent from the parent or guardian.
3. Parents are welcome at the school. It is requested that ALL visits be made by appointment with the teacher. For the security of the students, all visitors to the school are asked to sign in.
4. School will be open on all regular school days. When severe weather conditions threaten, parents should tune in to WBIR (Channel 10) or <http://www.wbir.com/closings/> for school closure and delay announcements. Parents will also receive an email notification of closures of delays.

FIELD TRIPS

Off campus educational activities are coordinated with the school program. Notices regarding each field trip are sent home informing parents and guardians of the costs and details of these scheduled activities. Written permission will be required for each trip. If no written permission slip is returned to the school, the student will not be able to attend. Field trips are considered school days.

CURRICULUM

Curriculum taught in Seventh-day Adventist Schools is based on the Word of God. It is rooted in the belief that God created us with minds that can grasp spiritual and intellectual truths, and aims first to lead the student to accept Christ as his/her personal Lord and Savior. The curriculum stresses educating students for a life of worship, growth, and service. It places a high estimate on the worth of the individual student, and dictates that Seventh-day Adventist values be developed in every subject area at all grade levels.

Teachers offer a cohesive curriculum enabling students to make connections between the many fields of learning by integrating faith throughout the curriculum, collaborating with other teachers during co-curricular activities, and implementing a cross-curricular approach.

GRADING POLICY: Subject mastery is to be strived for in all subject areas. Academic requirements may be adjusted to meet each student's needs. The breakdown for grades is listed below.

A	92 or above	C+	78-79.9	D-	60-61.9
A-	90.-91.9	C	72-77.9	F	59 or below
B+	88-89.9	C-	70-71.9		
B	82-87.9	D+	68-69.9		
B-	80-81.9	D	62-67.9		

Progress reports will be issued mid-quarter. These are given to help the parents be aware of student progress. Late assignment policies will be determined by the classroom teacher. Parents are asked to monitor the completion of the daily assignments by reviewing their child's assignment notebook.

COMPUTER/ INTERNET POLICY: All students and their parents/guardians, are requested to sign a computer and Internet technology policy statement. This form is located in the application packet.

THREAT/HARASSMENT POLICY: Please note that all information received by the school administration or staff regarding students who threaten others with personal injury, death, and/or property damage to the school will be treated in a serious manner by the school administration. Any action toward or by a student of this school to harass through conduct or communication of a sexual, racial, and religious nature shall be a violation of this policy and there will be consequences not limited to suspension and expulsion.

UNIFORM POLICY

REQUIREMENTS:

Students of Adventist Christian School of Maryville are expected to come to school neatly groomed. Students are required to dress in the ACS uniform on Fridays, field trips, and during performances. Each student will need to have one (1) polo with the school logo and one (1) oxford long sleeve shirt with the logo.

- Students are expected to wear solid colored polo shirts and khaki bottoms (navy, black, or khaki colored pants)
- Pants, skirts, and shorts must be neither too baggy nor too tight fitting. They must be high enough on the waist so that no skin or underwear shows at any time. They may not be ripped, frayed, or made of stretchy material.
- Shorts, skirts, or skirts should be uniform style and the hem should “touch” the top of the knee and be no shorter.
- Extreme hairstyles and colors are not permitted. Hats are not permitted inside the classroom.
- A minimum of make-up may be worn and should look natural.
- Only clear nail polish may be worn.
- Athletic shoes are required for recess and Physical Education.
- No heels, open toe sandals, or flip flops.
- The only acceptable ornamentation is medical ID’s. Jewelry, wrist bands, and temporary tattoos are not permitted.

This dress code applies to all school functions, class programs, and field trips unless notified differently by the teacher. If a child is found out of uniform the parents will be contacted and requested to bring the appropriate uniform to school. The School Board will address any ongoing occurrences of dress code violations.



Instructions for ordering:

1. Go to readsuniforms.net
2. Click on the apple icon labeled “EDUCATION”
3. Click on the shopping cart icon that is labeled “SHOP NOW”
4. Click on Tennessee
5. Click on our school’s logo
6. Type in the code MASTN and click the “Sign-In” button
7. Click the clue words that say, “Click here to see the items for “Maryville Adventist School”
8. Be sure to use the “Next” button at the bottom of the page to see more products

DISCIPLINE PROCEDURES

Teachers and parents should work together for the development of the right character in the children. Conduct or habits contrary to the standards of ACS, even those that might take place off campus, may cause the student to be subject to review by the school administration and school board. The teacher expects the student to conduct himself/herself in such a manner that disciplinary measure will not be necessary. However, should discipline be needed, the following steps will be followed.

Minor Incidents—Daily infractions of classroom behavior will be addressed by the supervising teachers.

For repeated infractions, the parents, teacher(s), and student(s) will meet. The principal will be notified at that time.

Major Incidents—Teacher discretion (call to parents, in-school suspension, referral to School Board, which may warrant the student to be suspended or expelled. **Major Incidents** may include blatant disrespect toward the teacher/instructor, use of profane language, possession of obscene literature, intentional damage to school/church property, willful intent to do others harm, leaving the premises without a teacher's permission, and possessing or bringing tobacco, alcohol, drugs, weapons, lighters, or explosive devices on to the school campus.

Should a student need to be taken out of school for a major incident, the parent and child must meet with the disciplinary committee before the student can return to school.

BULLY-FREE ENVIRONMENT POLICY

Students, staff, and the school community are expected to conduct themselves in a respectful manner. Bullying is anti-social behavior and will not be tolerated. Bullying/harassment is intentional, repetitive, and harmful behavior targeting another person. It may occur on school property, at extracurricular activities, or on field trips. Each student is responsible for his/her own actions and is held accountable.

Examples of bullying are as follows:

- Verbal: name calling, put-downs, threats
- Physical: pushing, hitting, tripping
- Social: rumors, trying to isolate and make the victim feel rejected

STUDENT CONDUCT

It is distinctly understood that each student who presents himself/herself for admission to the school thereby pledges to observe all the rules and regulation of Adventist Christian School of Maryville. He/she further pledges to maintain a constructive and cooperative attitude in doing any task that is assigned to him or her. The student must always understand that Adventist Christian School has specific Christian standards.

STUDENT RESPONSIBILITIES

1. Students are required to relate themselves respectfully to those in charge and fellow students. It is understood that each faculty member has disciplinary rights over any student during all school activities.
2. Students should be honest. Abstain from cheating and stealing.
3. The school recommends a wholesome vegetarian diet for students' school lunches; therefore, it is requested that no soda, caffeinated drinks, or meat be brought. It is strongly recommended that sweets be omitted or limited to one.
4. Unauthorized items, such as, but not limited to, music, video games, secular magazines, comic books, video players, cell phones, playing cards, and items that encourage violence or interest in non-Biblical super heroes will be confiscated.
5. Students will be permitted to use the school telephone by permission from the teacher only. In case of an emergency, parents are to call the school number or the teacher's phone.
6. Students may not sell anything on campus without permission from a teacher.
7. The relationships between students should be conducted in a dignified manner. The "hands off" policy will be enforced.
8. Students must adhere to the technology policy. Failure to do so, may result in loss of privileges or other disciplinary measures.
9. Students' personal discussion topics should be free of content relating to things of a secular nature. (secular music, video games, movies, TV shows, etc.)
10. Students must abstain from indecent or disorderly conduct, profane language, and possessing obscene literature.
11. All students who enter the school must abstain from the use of tobacco, alcohol, or any other habit-forming drug.
12. Students shall not possess weapons, or dangerous instruments of any kind on school property or at any school sponsored activity.
13. Students shall protect and care for the property of the school, themselves, and others. Willful or careless destruction of school property will be charged accordingly. The student shall immediately report any damages or misuse to the teacher, whether it is accidental or intentional.

PARENT RESPONSIBILITIES

1. Uphold the ideals of the school in the home.
2. Regularly monitor homework planners.
3. Ensure your child is dressed according to the uniform policy prior to arriving at school each day.
4. Make every effort to have your child in school on time and for the full required days of instruction.
5. Provide a time/place for your child to do homework free of distraction.
6. Refrain from engaging in conversation that will tend to undermine either the teacher or the school.
7. Be aware of the need of good health habits in your children. In order for your child to perform at optimal efficiency, he/she should get daily sufficient sleep, exercise, nutritious meals, and have positive social interactions with family members.
8. Carefully monitor and limit the time spent on media devices such as TV, iPads, computers, video games, movies, and cell phones.
9. Parents must agree to be responsible, along with their children, for any damage done to school property by that child.
10. Meet financial obligations to the school in a prompt manner. Students' grades may be withheld until the account is settled.
11. Parents are required to directly supervise their children on school property after school hours.
12. If a parent's behavior/actions towards the school program, or the staff, are deemed by the school board to be detrimental to the good of the school program, the children of that family may be dismissed from the school.

GRIEVANCE PROTOCOL

For Dealing with Parent* Concerns/Complaints

Georgia Cumberland Conference Office of Education

The following procedure is founded on the Biblical principles of Matthew 18. Any questions regarding this protocol should be directed to the GCC office of Education.

1. Parent/Guardian is to make an appointment with the teacher alone or as a family to deal with the complaint. **Under no circumstance is the issue/complaint to be discussed with a third party.**
2. If the complaint remains unresolved after Step 1, the unresolved complaint is to be taken to the principal/head teacher for the purpose of securing assistance in finding resolution. **A meeting among the three parties (principal, complainant, and teacher) is to be held with the principal chairing the meeting. Should the grievance involve the school principal, the school board chair would serve as the facilitator and keep minutes. Should the principal be involved, the Office of Education is to be notified.
3. At each instance in which a complaint is registered, the teacher should have the right to address the complaint directly. If the complaint remains unresolved, then the complaint will be referred to the Executive Committee of the school board. At this point, the Office of Education is to be directly involved.
4. If, after the above steps prove unsuccessful, and the complaint remains unresolved, a final appeal of the issue can be made to the school board. In order to ensure fairness, the teacher is to be present at this meeting. A representative from the Office of Education will be invited by the school board chair to participate in the discussion of the issues. Should the parent/guardian be a member of the school board, he/she will remove him/herself from the decision-making process relative to the issue at hand. A final resolution of the complaint will be acted upon at this level. All parties are to be officially notified, in writing, of the school board's decision.

HOME & SCHOOL ASSOCIATION

PURPOSE: The purpose of the Home and School Association is to advance the cause of Christian education in home and school and to help in the development of Christian character in all its members and their dependent children. To this end, the Home and School Association shall devote itself to the following:

- Studying in a well-directed manner, the principles, purposes, and applications of Christian education in the home, school, and church.
- Highlighting the needs and the positive aspects of the school to the constituency.
- Assisting in providing the school with the necessary equipment to enable it to meet the highest standards.

OBJECTIVES:

- To educate parents, in cooperation with the church and school, in their work of fostering the development of the whole child.
- To provide an opportunity for parents and teachers to develop a positive relationship in their work for their children.
- To promote cooperation between parents and teachers in the educational process.
- To give guidance for establishing in the home an atmosphere of love and discipline in which Seventh-day Adventist Christian values can be instilled in children through Bible study, prayer, worship, and the example of parents.

CHILD ABUSE: Teachers and “school officials” (as well as other professionals) are required by law to report cases where it is known, or there is REASONABLE cause to suspect abuse or neglect.

STUDENT RECORDS: As required by the Amended Family Education Rights and Privacy Act of 1974, Adventist Christian School of Maryville hereby gives notice to all parents of students in attendance that it is its policy that a cumulative folder is kept for every student in the school office. This is required by the Southern Union Conference of Seventh-day Adventist Department of Education. This folder will contain the student's name, contact information, academic records, health records, achievement forms, and any other pertinent information.

WITHDRAWAL INFORMATION: Students are considered enrolled in school and will continue to be responsible for all tuition payments until they have officially withdrawn from the school. Any refund of tuition payments will be prorated. Registration fees are non-refundable.

ASBESTOS FREE: Our school facility is asbestos free.

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

NON-PUBLISHED POLICY: Every effort is made to make a handbook as complete as possible. However, unforeseen situations may arise and the constraints of time and space make it impossible to include every conceivable situation. For this reason, it is sometimes necessary for the school staff and/or the school board to make or adjust policy during the year. These adjustments are just as binding as the written information in the handbook.

INTERPRETATION: ACS reserves the right to make clear any interpretation of policy, written or implied, and it is not subject to legal interpretation of wording or intent.