



Handbook 2017-2018

Delta Seventh-day Adventist Elementary School
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The purpose of this handbook is to help explain the mission, goals, policies and regulations of the Delta Seventh-day Adventist School so that parents and teachers can work together to ensure the very best possible education for each student.

Education is a partnership between home and school and it is our aim to keep the lines of communication open and flowing freely. Our goal is to provide a high quality, Bible-based education for both children who attend the Adventist church as well as any students from the community desiring a Christian education.

We believe that the ultimate purpose of man is to love and serve God as well as our fellow men. In that light all instruction and learning must be directed toward helping students achieve an education that balances mental, physical, spiritual, and social aspects of life and emphasizes Christ-like attitudes and behaviors in all areas.

The aim of our school can be summed up in the following quotation:

"To restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose in his creation might be realized... this was to be the work of redemption. This is the object of education, the great object of life." Education, p. 15.

Specific Objectives

1. To promote a Christ-centered curriculum.
2. To guide in the development of a Christ-like character assisting students to develop a code of moral values which includes reverence and respect for God and the Bible, consideration and respect for others, and honor in all human relationships.
3. To develop habits of accuracy, insight, and sound judgment.
4. To learn to be thinkers rather than to reflect other's thoughts.
5. To assist students in developing a desirable personality and to discover those interest and capabilities within themselves.
6. To promote participation in physical fitness and the teaching of healthful living habits.
7. To provide the environment and atmosphere in which students may acquire the highest level of competence possible in the four R's:

Reading, Writing, Arithmetic, and Reasoning in preparation for successful citizenship in today's world.

8. To present a philosophy of life based upon the principles of cooperation and mutual respect rather than competition and rivalry.

9. To inspire young people by example and instruction to recognize the "Father" image of God and to accept Christ as their personal friend and Savior.

Non-Discrimination

This school is operated on a non-discriminatory basis. Children are treated equally and services are made available without regard to race, color, religion, national origin or ancestry.

Admission

Minimum Age

A student may enter the Delta SDA School if she/he reaches the age of five on or before the 15th of September for Kindergarten and six for first grade. New students may be asked to take an informal assessment to determine their current level of functioning and for program development specific for that child.

Registration

Our registration forms may be obtained from the school and should be filled out, signed by parents and the student, and then presented to the teacher. **New students will be admitted on a one-month probationary period** to ensure a successful match between the student and the Delta Adventist School.

Character references will be requested along with the most recent copy of the report card from the school most recently attended.

All students both former and new enrollees will be admitted by vote of the school board.

*Although some accommodations may be available to students with learning disabilities we are not equipped to offer intensive special education services. In addition we are not equipped to provide the level of services necessary for students with serious behavioral issues.

Medical Records

State law forbids registering any student whose medical records for immunizations are not current, or who do not have on file a form seeking exemption from such immunizations for personal or religious reasons.

Physical Examinations

A physical examination by a doctor not more than 90 days prior to registration is required from the following applicants:

a) All students registering for the first time in our school.

General Information

Legal Status

The Delta Adventist School is owned by the Rocky Mountain Conference of Seventh-day Adventists. It is operated by the Seventh-day Adventist churches of Delta County.

Asbestos Free School

As required by AHERA, the federal law that governs asbestos in schools, we are informing you in this handbook that our school has been declared “asbestos free.” As per our management plan and as required by law we are giving you this annual report of an “asbestos free” school. If you have any question or need further information you may contact the school principal or the ***Rocky Mountain Conference, Department of Education 2520 South Downing Street, Denver, CO 80210.***

School Day

School begins at 8:00 a.m. and ends at 4:15 p.m. Monday through Thursday. Each school year families are given a calendar.

Student Arrival and Pickup

No student should arrive on campus before 7:45 a.m. Parents should arrange to have their children picked up at 4:15 p.m.

Absences and Tardiness

Attendance at all school sessions is required. According to state law *“the only valid excuse for absence for both public and private school students is sickness or death of an immediate family member”*.

Other absences are not excused although emergency situations will be taken into account. **Please provide a written note signed by the parent or guardian for absences and or being tardy.**

Students will be given three days grace period to make up work for each day absent. Work missed by unexcused absences or work not completed after the three day grace period will become a zero in the gradebook. Parents and teachers are encouraged to work together to keep attendance regular. Punctuality is an important character trait.

A total number of unexcused absences equaling fifteen percent of the school days in a semester (14 days) may result in failing grades for the student for that semester.

Closed Campus

School Operating Policy dictates that the Delta Adventist School operates a closed campus. Students are not permitted to leave the school at any time without authorization from both parents and the administration. This covers the time period from when the student arrives on campus until he/she leaves for home after school is dismissed.

Parent-Teacher Conferences

For the first quarter, Parent-teacher conferences will be held, and the students' report cards will be presented to the parents at that time. The remaining quarters, conferences will not be scheduled at the close of each quarter. However, conference will be called by the teacher when he/she deems them necessary for the progress and success of each student. Students may be required to attend conferences depending on the purpose for the conference.

Parents are free to call and schedule a conference with the teacher whenever they see the need for one.

Unwritten Rules

Unwritten rules may be developed by the faculty or school operating committee (SOC) as circumstances warrant. These shall have the same force as those outlined in this handbook. Responsibility for interpretation and application of all regulations shall rest with the teacher.

Accident Coverage

The school is participating in a student accident program, which provides secondary medical coverage for your child for any injury while he/she is under the care and direction of the school.

Federal Funds

Seventh-day Adventist Schools are owned and operated by members of the Seventh-day Adventist Church. We do not accept federal funds of any kind for operating, maintaining, or equipping our schools. Our schools are operated and maintained by conference subsidies, church subsidies, private donations, wills, grants and tuition. We do not accept federal or state vouchers for tuition costs. Because of this, it is extremely important that your child participate in all required school programs. It is a way of saying Thank You to the financial supporters from the Delta, Cedaredge, and the Paonia Seventh-day Adventist churches for their support.

Telephone

The school telephone is for business use. Students will be allowed to use the phone in case of **illness, injury, or other extenuating circumstances**. Students should not receive calls during school hours except in cases of emergency or important messages. **Permission to use the phone must be received from the teacher**. Students bringing cell phones at school should give them to the teacher as they arrive and pick them up as they leave.

Student Responsibilities

The rules given below are intended to be few and general. It should be understood however, by students and parents that other rules made by the teachers or the school board during the school term carry the same force. The rules given below will be clearly defined if student conduct should require them.

Dress

Attire worn to school should always be clean, neat and in good repair. There should not be any tears, cuts or frayed clothing. All clothing should be modest, and loose fitting. Pajamas are not to be worn to school.

Hair and nails should be neat and well-groomed and a natural color at all times. The faculty and administration reserve the right to determine what is acceptable grooming.

When skirts are worn without shorts under them they must be knee length. With shorts worn under the skirt they can be no shorter than fingertip length.

During warm weather shorts fingertip length or longer may be worn.

Images on clothing can be nature pictures, or appropriate uplifting sayings. Clothing imprinted with slogans, ads, pictures, writing, patches, or other negative comments that are unbecoming to the Christian testimony (i.e. beer ads, secular rock groups, skulls, etc.) will not be permitted.

The students will need tennis shoes for P.E. If they wish, they may wear “water” shoes or nice sandals in the classroom.

(NO flip flops)

Inappropriate attire may include, but is not limited to the following:

A) Low, revealing necklines, halter type, or tank tops are not permitted. All tops must have sleeves. Tight sheer clothing or bare midriff (shirt or blouse should be long enough to cover the midriff during P.E. or recess activities, such as reaching up to catch a ball or jumping jacks.)

B) Clothing should not fit tightly

*Parents will be notified when clothing is inappropriate, and the teacher keeps some large sizes of clothing on hand to be worn over top inappropriate clothing.

Cleats or other attachments to shoes, athletic or otherwise may damage the floors or be dangerous to other students in group activities should not be worn. Shoes are to be worn at all times for safety, health and insurance reasons. Shoes and socks appropriate for PE should be worn.

Jewelry

For safety reasons students are not permitted to wear any kind of jewelry, including earrings, bracelets, necklaces, hair ties, rubber bands or chokers. (a basic medical bracelet may be worn but not a necklace) .

Conduct

The following conduct by any students will subject him or her to dismissal or other disciplinary action:

- 1) Undermining the school's religious ideas.
- 2) Defiance or insubordination toward any teacher or staff member.
- 3) Participation in verbal or physical harassment, bullying, humiliating or degrading another student.
- 4) Using profane language, indulging in lewd conduct, possessing or displaying obscene literature or pictures.
- 5) Dishonesty, including: theft, illegal entry, willful deception, or cheating.
- 6) Using liquor, narcotics or tobacco in any form, or using non-medical drugs, having them in one's possession, or sharing them with another student.
- 7) Gambling, betting, or other gambling devices.
- 8) Improper conduct involving the opposite sex.
- 9) Horseplay and fighting are unacceptable conduct, and will be appropriately disciplined by the school board. Wrestling, boxing, touch football or any other hard physical contact sports are discouraged for safety and insurance reasons.
- 10) Any damage to school property should be reported promptly. Vandalism by students will not be tolerated.
- 11) We encourage all students to be friends; however we discourage inappropriate boy/girl relationships.

**No radios, TVs, game systems, cell phones or other electronic leisure media are to be in possession of a student on the school grounds except as directed by the teacher.*

**School insurance does not cover accidents involving skateboards, trampolines, and contact sports such as football or wrestling. Bicycles and scooters may be ridden to the school but must be parked during school hours. Students are not allowed to bring weapons to school. Bringing money or expensive toys is discouraged, as they may be stolen or lost. The school is not responsible for the loss of personal items brought to school.*

School Lunches

School lunches need to be provided by parents. As a part of our mission we promote a healthy lifestyle and we ask that students bring juices rather than sodas and respect the dietary rules concerning clean and unclean meats such as pork or shellfish, found in Leviticus 11 and Deuteronomy 14 . ***Students may bring fruit, nuts or crackers for a snack at first recess.***

****There is to be NO exchanging of food by the students.***

We have a microwave to warm food. These foods should be in a container with a cover to prevent messes in the microwaves.

Hot lunches will be provided once per month by the church members and school families.

Weapons

The use, possession, sale, or furnishing of weapons and controlled objects (which include knives, guns, dangerous objects, or explosive devices including fireworks) will be cause for immediate suspension from school pending School Board action.

Discipline

Purpose: Discipline is basically a method of counseling with a prescribed set of guidelines, designed to help the student to accept a more meaningful Christian behavior. The object of discipline is the training of the student for self-control. Students should be taught self-control and accountability.

Suspension is the temporary separation of the student from normal school activities for major discipline reasons, school work cannot be made up during suspension from school, the student will receive a zero for missed assignments.

A student may be suspended for up to three days for repeated offenses when other procedures have not been effective.

In case of a serious overt act, or by violation of school regulations, the teacher, in consultation with the School Operating Committee (SOC) Chairman may temporarily suspend a student from school pending School Board action.

Students will not be sent home until the parents or guardians have been notified. If parents are unavailable, a relative or emergency contact may be asked to retrieve the student should their behaviors endanger the safety of the students or teacher; or disrupting the learning environment.

In-house Suspension

The Student will be allowed to come to school but will be isolated from the rest of the students. All schoolwork will be assigned. The student may be asked to write a paper related to the offense.

Out of school Suspension

The Student will remain at home for the prescribed duration and will not be allowed to make up missed school work.

Probation

If a student's behavior continues to be detrimental to the school, after repeated warnings and parental counseling, he/she shall be placed on probation. This is a serious step, just short of dismissal. A student placed on probation by the SOC must not violate any school rules, and must demonstrate a positive attitude in all school activities.

Dismissal

The SOC is the ultimate authority in the dismissal of students. As a general rule, dismissal is used only when other means of correction fail to effect a change of conduct.

Additional Regulations

Program Attendance

Attendance is required at all school programs.

Field Trips

Written permission signed by the parent or guardian must be on file with the teacher before the child will be permitted to participate in field trips.

Misunderstandings

School problems should first be taken to the teacher. If the teacher is unable to solve the problem, the chairman of the SOC and the teacher should meet with the concerned parent. If the problem remains unsolved, the next step would be to request a hearing before the SOC at its next regular meeting.

Prescriptions and Medications

All medications must be brought to the teacher. Students shall not have any type of medication in their possession at any time. *A form is to be completed and signed by the parent to authorize the administration of the medicine. It is requested that the following criteria be followed:

- a) Medication prescribed by a physician must be in the original container provided by the pharmacist.
- b) The label must specify the student for whom the medicine is prescribed, the pharmacy and physician's information, dosage, and instructions for administering medicine.
- c) Aspirin or other pain relievers, cough drops and other non-prescription medicines should be authorized the same as prescription medicines.

* Teachers now have to have special training to administer medications. Medications must be stored in the teacher's desk but the student or the parent are responsible for taking/giving them themselves.

Snow Alert Plan

As a general rule, the school will not close because of bad weather conditions unless other Delta schools close. If school should close early because of bad weather, parents will be notified.

Transportation

The school cannot permit students to leave the school in any unauthorized vehicles at any time. Parents should specify in writing, if a child is to go home with another family. Car-pooling arrangements should be on file with the teacher. This is a protective measure.

Visitors

After making arrangements with the teacher, parents are welcome to visit the classroom during school hours. No parent should interrupt a class to converse with a teacher or student unless in an emergency. Students may not invite relatives or friends to visit the school without first securing permission from the teacher. All visitors are expected to conduct themselves in harmony with the standards of the school. Frequent visitors to the classroom may be asked to undergo a background check.

Care of School Grounds and Building

Students, under the direction and supervision of the teacher, should strive to maintain a neat and orderly classroom and school playground.

Financial Information

It is the purpose of the Delta SDA School to make Christian education available to as many as possible. We have tried to keep tuition charges as low as possible. The total cost of operating the school is not covered by tuition.

Entrance Fees

Entrance fees of **\$200** per student, separate from the tuition, are due at the time of registration and are to cover the cost of textbooks, workbooks, student accident insurance, and consumable supplies, such as those for arts and crafts. It is non-refundable.

Tuition

Tuition is a set amount per year and is divided into 9 equal monthly payments of **\$150**. The first payment is due **September** of each school year.

The SOC reserves the right to revise any charges during the school year, if economic conditions make such a change necessary.

Any student whose account is delinquent may have an SOC member visit with the parent concerning the account. Any parent having difficulty in paying an account should contact the SOC to discuss the matter.

**Charges for swimming, field trips, and skiing will be extra charges to be paid by the parent or raised by the student with fund raisers*

Parental Responsibility

- 1) Care for the child's personal needs by providing a nourishing breakfast and lunch. A snack at first recess is permitted. (nuts, crackers or fruit (please, no sweets!))
- 2) Seeing that the child receives adequate rest at night and wears modest protective clothing to school.
- 3) Providing transportation to and from school.
- 4) Attending school functions and parent-teacher conferences.
- 5) Paying fees and tuition on a regular basis.
- 6) Refraining from making critical remarks about the teachers in the presence of the child. Discuss problems in private with the teacher. If the problem cannot be resolved, contact the SOC chairman.
- 7) Encouraging the child to live in harmony with school guidelines.

Non-Published Regulations

Any regulation or changes to this handbook voted by the SOC and publicly announced to the students will have the same force as those appearing in this handbook. Any changes in regulations will be made known to the parents or guardians as soon as possible. Responsibility for interpretation and application of all regulations shall rest with the SOC.

Lost and Found

The school cannot be responsible for articles lost or stolen on the school premises. Students should not leave clothing at school. Clothing should be marked with the student's name for identification purposes. Items not claimed at the close of the school year will be disposed of.

Withdrawal Policy

All textbooks, including library books, must be turned in at the time of withdrawal. A parent will be charged for any books which are not turned in at that time.