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God's Vision and Our Commitment

Demonstrate the Power of implementing God's Council in the field of educational endeavor:

"Our ideas of education take too narrow and too low a range. There is need of a broader scope, a higher aim. True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man." ED 13

"The character of the work done in our church school should be of the very highest order. Jesus Christ, the Restorer, is the only remedy for a wrong education; and the lessons taught in His Word should ever be kept before the youth in the most attractive form. The school discipline should supplement the home training, and both at home and at school simplicity and godliness should be maintained." CG, page 310

Provide Christ Centered, character-oriented education with the purpose of restoring the image of God in the soul:

"In Christ is the fountain of all knowledge. In Him our hopes of eternal life are centered. He is the greatest teacher the world has ever known, and if we desire to enlarge the minds of the children and youth, and win them, if possible, to a love of the Bible, we should fasten their minds upon the plain and simple truth, digging out that which has been buried beneath the rubbish of tradition, and letting the jewels shine forth. Encourage them to search into these subjects, and the effort put forth will be an invaluable discipline." Fe 450

"Character building is the most important work ever entrusted to human beings; and never before was its diligent study so important as now. Never was any previous generation called to meet issues so momentous; never before were young men and women confronted by perils so great as confront them today." ED 225

"Higher education is an experimental knowledge of the plan of salvation, and this knowledge is secured by earnest and diligent study of Scriptures. Such an education will renew the mind and transform the character, restoring the image of God in the soul." CPTS 11

Train youth to engage in service:

"One great object of our school is the training of youth to engage in service in our institutions and in different lines of gospel work...Ernest efforts are called for on the part of all connected with our institutions, not only our schools, but our sanitariums and publishing houses also, to qualify men, women, and youth to become co-laborers with God." 6T134

"It (true education) prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." ED13

Provide manual training:

“At the creation, labor was appointed as a blessing. It meant development, power happiness... The youth should be led to see the dignity of labor. Show them that God is a constant worker... As a rule, the exercise most beneficial to the youth will be found in some line of effort that is useful...So far as possible, facilities for manual training should be connected with every school. ED 214-215

“A portion of time each day should be devoted to labor, that the physical and mental may be equally exercised.”-- Mrs. E.G. White, in Health Reformer. The Signs of the Times, September 6, 1877

“If the young had been given a thorough education in the different branches of labor, if they had been taught labor as well as the sciences, their education would have been of greater advantage to them.” EF (1923), Page 39

Staff that models dedication, self sacrifice and a close connection with God:

“Wise teachers should be chosen for our school, those who will feel responsible to God to impress upon minds the necessity of knowing Christ as a personal Saviour...All who teach in our schools should have a close connection with God and a thorough understanding of His word, that they may be able to bring divine wisdom and knowledge into the work of educating the youth for usefulness in this life and for the future, immortal life. They should be men and women who not only have knowledge of the truth, but who are doers of the word of God...Let self be merged with Christ, and Christ in God, and there will be such a display of His power as will melt and subdue hearts.” 6T152-153

“The work of educating our youth as outlined for us in the instruction given by God, is to be sacredly maintained. We must choose as teachers those who will educate in right lines. Said my Instructor, ‘Let not teachers be chosen to educate and train the youth who will not maintain the simplicity of Christ’s methods. His teachings contain the very essence of sanctified simplicity.’” CPTS 249-250

Training and participation in healthful lifestyles:

“Health is an inestimable blessing and one more closely related to conscience and religion than many realize. It has a great deal to do with one’s capability for service and should be sacredly guarded as the character, for the more perfect the health the more perfect will be efforts for the advancement of God’s cause and for the blessing of humanity. There is an important work to be done in our schools in reaching the youth the principles of health reform. The teachers should exert a reformatory influence in the matter of eating, drinking, and dressing and should encourage their students to practice self-denial and self-control.” CPTS 294

Our commitment:

The desire of Templeton Hills Seventh-day Adventist School (THAS) is to support and encourage each family in the education of their children, and to ensure that the school is a resource for all. We want to “work as if we were working for our lives to save the children from being drowned in the polluting, corrupting influences of the world.” 6T199. We are committed to letting the Holy Spirit work in and through us so that we can truly be a light to our community here in Templeton and the surrounding communities.

Purpose and Objectives

The supreme goal of THAS is the restoration of the image of God in our students. Working in partnership with the church and the family, we are dedicated to providing a caring environment where students are encouraged to:

- * Come to know God as a Being who personally cares about each individual
- * Recognize God as the Creator
- * Increase their understanding of Bible teachings on a level appropriate to their age
- * Master the basic skills of reading, writing, speech, spelling and mathematics
- * Become acquainted with appropriate common knowledge of history, literature, science, art and music
- * Develop their thinking and creative skills, rather than be mere reflectors of other's thoughts
- * Respect others, regardless of their abilities, appearance, or heritage
- * Recognize and respect their own gifts and talents, and develop them to maximum potential
- * Develop physical skill, and academically and spiritually understand principles of a healthy lifestyle
- * Experience success
- * Become familiar with current technology, (e.g. computers) through use in the classroom
- * Prepare for a life of service to God, family, and the community

History

THAS is a coeducational day school operated under the jurisdiction of the Central California Conference of Seventh-day Adventists and Templeton Hills Seventh-day Adventist Church. The school was established around 1950 and first operated in Paso Robles, CA. before moving to the present Templeton, CA. location in 1976. The school is nestled above the church on a very lush green open area with an amazing view. The current location offers a beautiful setting for our students to grow academically, physically, and spiritually.

School Staff

Our staff are dedicated Christians who enjoy teaching and working with children. They are teachers who have experience working in a multi-grade classroom, and who have degrees and experience that has prepared them to teach the students of THAS.

School Board

The school board is the operating committee for the Templeton Hills Adventist School. School board meetings are held at a regular time and place during the school year and as needed in the summer. Attendance is open to the public except when sensitive topics are being discussed. In this instance the board chair may call for an executive session, which is a closed meeting where only school board and ex-officio members are present. Anyone wishing to attend a meeting and address the board with a specific topic, must submit them in writing or by email to the School Board Chair at least 3 days before the date of the meeting. A list of current officers and contact information is available in the back of the handbook.

General Information

School Day:

Monday through Thursday 8:15 A.M. to 3:30 P.M. (All Students)

Friday 8:15 A.M. to 1:30 P.M. (All Students)

The school is required to account for all students at all times of the school day, from their arrival to their departure. School doors do not open until 7:45 A.M. Please do not leave your children before this time as they will be unattended. Students, upon entering the building, should go directly to their room and prepare for the start of class. No child will be permitted to leave school grounds during school hours except by special permission of both the teacher and administrator.

Being that THAS is a small school, after-school care isn't available. Therefore, children must be picked up within 20 minutes of the end of the school day unless the parent/guardian and a faculty member make other mutual arrangements. Students will wait for their rides on the front lawn near the parking lot until an authorized person arrives to pick them up. Parents who violate this rule will be subject to a \$10 fee per 1/2 hour that the child is left after the above specified time. No student shall be left on or about school grounds before or after school without parental or assigned adult supervision.

2016/2017 Enrollment Plans:

There are three enrollment plans for the 2016/2017 School Year and they are as follows and will be further explained later in the handbook.

- a) Community Plan
- b) Sponsor Plan
- c) Temple Plan

Keys to Excellence

The success of the student is the responsibility of the PARENT, STUDENT, and TEACHER. The home and the school must work together to provide an environment conducive to the student's spiritual, academic, and social well-being. Student success is greatly heightened when the school philosophy is supported at home (e.g. discipline, responsibility, accountability, first-time obedience, and spirituality).

Classroom Visitation and Conferences:

Parents are encouraged to be active participants in the classroom. We invite parents to visit the school. Please call in advance so we are able to prepare and plan for your visit and avoid any disruption in the school schedule.

Please do not attempt to have a conference with a teacher before or during school hours. If you wish to confer with a teacher about your child, please make advanced arrangements to set up an appointment. Children who are visitors to the school should make arrangements with the appropriate teacher at least a day ahead.

Two regular conferences are scheduled with the teachers and parent during the school year (see the calendar). Progress reports are given during each of the four quarters. Periodic meetings and phone calls are done with parents to keep them informed and involved with the progress of the student.

Dress Code and Appearance Code

Our goals for Christian dress and behavior are simplicity, modesty and healthfulness. These goals are the foundation for our dress code. Clothing worn to school and at school functions must be clean, neat, and fit appropriately. Ripped or torn clothing is not allowed. The principal can determine at will what attire, hairstyle, or cosmetics are questionable and inappropriate and shall not be worn. Although sometimes students and their parents may disagree with the faculty on this, please consider the higher goal of our dress standards and school community.

Dress Code:

THAS has adopted a required uniform for the school. Each student is required to have the following school uniform pieces:

Tops:

Short-sleeve and/or Long-sleeve Polo shirts (Navy blue or Light blue)

*All shirts are required to have the school logo, see the school principal for embroidery options

Bottoms:

Khaki/Tan pants and/or shorts (knee length)

Khaki/Tan skirts can be worn by girls, they must be knee length

Shoes:

Students should wear shoes at all times. These shoes should be closed-toed and supportive with a non-marking sole. Comfortable running shoes are required for Physical Education class. Stocking feet or bare feet will not be permitted at any time. Shoes should not be a platform type or have soles or heels that exceed one inch in height or have built-in wheels or wheels of any kind attached to them.

Physical Education Class Uniforms:

Shall be provided by the student and consist of grey gym pants and/or shorts (knee length), grey t-shirt and/or sweatshirt and comfortable running shoes.

Jackets, sweaters or other outerwear:

All items must be free from logos. No hooded garments are authorized due to safety considerations.

Formal Uniform:

White blouses or oxford shirt with logo, black pants (boys) or knee length skirts (girls), tie and black dress shoes.

Hair:

Should be neat, clean, natural looking and well kept with no extreme colors or hairstyles (e.g. no spikes or shaven). Examples - students who use hair products in their hair should not allow their hair to stand more than one and one half inch from the scalp. Hair color should be the student's natural color. No bleached or multicolored hairstyles allowed. No emblems//designs maybe shaved, painted, or otherwise applied to hair or skin.

Jewelry:

NO JEWELRY OF ANY KIND may be worn to school, except medical bracelets or medical necklaces as needed for health requirements. Students are not to bring to school or wear bracelets, rings, earrings, necklaces or other adornments. Simple wristwatches are fine, but keep in mind that some watches can be a hazard on the play ground.

Appearance Code:

- *The following list provides additional requirements for students to follow when at school functions.
- *Students may not wear conspicuous cosmetics or make-up. Girls may wear natural colored nail polish but no colored polish.
- *Inappropriate advertising and/or messages on clothing are not acceptable. The only authorized logo on any clothing is Templeton Hills Adventist School logo.
- *No hats, caps or other headwear may be worn in the building. Outside, these may be worn but must have no logos.

Students are expected to comply with the Dress Code and the Appearance Code each day school is in session and at all school functions and performances. Students who are in violation of the Appearance Code or Dress Code will not be allowed to attend class. We will ask the parents to bring a change of appropriate clothing or to take the student home until such clothing is obtained. Any absence resulting from inappropriate dress will be unexcused.

Code of Conduct

Students are expected to conduct themselves on and off campus in a manner consistent with Christian living. Courtesy, integrity and dignity are desirable qualities to be found in Christian youth. The faculty of THAS believes that *"the object of discipline is the training of the child for self-government"* (Education, page 287). Proper order and discipline are necessary for success in schoolwork. We will not permit any practice or attitude which tends to nullify a Christian atmosphere or defeats the purpose of the school. Teachers may employ a variety of methods to attain the stated goals. The administrator will make every effort to ensure that disciplinary methods are redemptive, remedial and corrective, rather than punitive.

Bullying Policy:

This school is completely opposed to bullying and **will not tolerate it**. It is entirely contrary to the values and principles we work and live by. All members of the school community have the right to work in a secure and caring environment. They also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment.

Definition of Bullying:

Bullying is defined as an act of aggression, causing embarrassment, pain or discomfort to someone. It can present itself in a number of forms; physical, verbal, making gestures, extortion and exclusion. It is an abuse of power. Bullying can be planned and organized, or it may be unintentional. It may be perpetrated by individuals or by groups.

We agree that:

- *Students have the right to learn free from intimidation and fear.
- *The needs of the victim are paramount.
- *Bullied students will be listened to.
- *Reported incidents will be taken seriously and thoroughly investigated.

Students involved in the following practices may lose school event participation and/or jeopardized their privilege of attending THAS:

- *Undermining the philosophy and objectives of the school.
- *Defiance, willful disrespect, or insubordination of any school or classroom policy, or to any faculty member or adult during any school activity or event.
- *Dishonesty and/or deception in any form, including theft, cheating on examinations, class work, or any phase of school business.
- *Use of profane or indecent language, improper conduct involving persons of the same or opposite gender, practicing lewd conduct or suggestive activity, possession or display of obscene literature, pictures, music lyrics, articles, or any media.
- *Conspiracy to, participating in, or committing any act that threatens, injures, degrades, or disgraces a fellow student.
- *Students are to keep their bodies in control at all times. For instance, they should be careful to keep their hands and feet off/out of other's people's spaces. This includes, but is not limited to, public displays of affection, horseplay, pushing, shoving or bumping into each other.
- *A pattern of refusal or failure to complete assigned schoolwork and/or homework

- *Persistent violation of the dress and behavior standards
- *Wearing, displaying, or having in one's possession anything that indicates gang affiliation
- *Possession or use of weapons of any size, firearms, matches, lighters, or explosives of any type, or any instrument used as a weapon to threaten or injure others while on campus.
- *Using, handling, possessing, prompting or furnishing to others tobacco, alcoholic beverages, narcotics, drug paraphernalia, or approved and over-the-counter medicines or drugs. The latter category also pertains to certain herbal products.
- *Vandalism and/or careless use of school property or that of another student.
- *Tampering with school fire equipment or fire alarm equipment, along with unauthorized use of keys and facilities.
- *Leaving the campus or any school-sponsored activity without proper permission.

Student Sexual Harassment Policy:

THAS is committed to providing a school environment free from sexual harassment for all students. THAS maintains a School Student Sexual Harassment Policy and Guidelines for Responding to Student Sexual Harassment Complaints on file in the school office. Copies of the policy are available upon request.

School and Personal Property

Lost Items:

The school will not be responsible for the personal property left in the school building or anywhere on the school premises.

Damage to School Property:

Responsible students will be required to pay for the damages they do to school property, including schoolbooks, whether accidentally or maliciously.

Chewing Gum:

Gum will be permitted in or on school premises only at teacher's discretion.

Playground Equipment and Policy:

- *Students are not to take school playground equipment or any other equipment out before or after school hours.
- *Monkey Bars are not for climbing on but only swinging across.
- *One person on the slide at a time, including going up the stairs.
- *No climbing on any of the fencing.
- *Students may climb on top of the inside of the jungle gym.
- *Students may not get on or use any of the playground equipment when playing a game.
- *No person, including adults, is allowed to push another person in a swing.

Conduct in Building:

Students are not to run in the halls or in classrooms at any time. The school offices are to be used by teachers and staff members only. Students must be in supervised areas only.

Contraband Items:

The following items are considered to be contraband and must be surrendered to teachers or the administrator: firecrackers, cigarette lighters, skateboards, any gambling device, obscene literature and pictures, or anything detrimental to the welfare or morale of the student. Electronic devices will be allowed at school only at teachers' discretion.

Valuables:

We discourage students from bringing large sums of money or valuable items to school.

Pets:

No pets are to be brought to school without prior approval and arrangements.

School Lunches:

Parents are responsible for providing their children with an adequate and nutritious lunch. Bringing unclean meats as described in the Scriptures, or tea, coffee and soft drinks containing caffeine is prohibited. A "Vega" diet is encouraged but not required. "Vegan" is a plant based diet in which the following items are not consumed: meat, fish, dairy products, eggs or any other animal products.

School Telephone and Cell Phones:

*The school telephone is only to be used for emergencies and school business. Students should not be called during school hours except in case of emergency.

*Students will not be allowed to use the telephone for any reason other than emergencies. The school phone is to be used by authorized persons only.

*Cellular phones brought to school must be TURNED OFF during school hours, unless permission is given by the teacher.

*If the cellular phone rings or is utilized by the student during the day, it will be confiscated. The phone will be returned after a period of 3 school days. Electronic devices not specifically requested and/or used for school purposes or assignments, or approved by school administration, are forbidden on school property.

Medication at School:

Necessary medications can be administered by school personnel only. Schools do not permit self-administration of drugs, whether prescribed or not. The California State Education Code section 49423 states: "Any pupil who is required to take, during the regular school day, medication prescribed for him or her by a physician, may be assisted by designated school personnel if the school district receives: (1) A written statement from such physician detailing method, amount, and time schedule by which such medication is to be taken, and (2) A written statement from the parent/guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement."

Blood-borne Pathogens:

THAS maintains a Blood-borne Pathogens Exposure Control Guidelines Policy on file in the school office. Copies of the policy are available upon request.

Attendance

The attendance policy of THAS is based on the convictions that classroom learning incorporates far more than the assigning of worksheets or daily assignments. Professional teacher's have invested a great deal of their lives in training for this profession, and on a daily basis, they invest a great deal of time in the development of meaningful lesson plans and classroom activities, hence there is no adequate replacement for what is missed when a student is absent from class. If students are tardy, they not only miss out on the morning announcement and instruction for the first period class, but they also disrupt classroom activities, especially worship. Habitual absences and/or tardiness affect a child's achievement and may set the stage for a lifetime of punctuality problems.

A minimum of 90% daily attendance is required by all students, with three tardies equaling an absence. A maximum of 18 absences are allowed for the entire school year. When this number is exceeded, whether excused or unexcused, **the student will be considered ineligible to continue to the next grade unless other arrangements have been made in special circumstances.**

Excused Absences:

All absences due to illness, dental, medical and optical services, and death in the family are excused. We require a signed letter by the parent/guardian explaining the nature of the absence. There may be times when a parent or guardian finds it advisable for his child to be absent for reasons other than those stated above. In such cases, you must make arrangements with the administrator and the teacher before the absence is incurred.

Unexcused and Unacceptable Absences:

Assisting with housework, baby-sitting, entertaining visiting relatives or friends, running errands or shopping, private off-campus music lessons, and parental disciplinary restrictions are some of the excuses that normally cannot be accepted.

Attendance Probation:

If a student acquires more than nine absences, or more than 50% of the allowable absences for a school year, he/she will be put on attendance probation. The following steps will occur: 1) The Administrator will contact the parent(s)/guardian(s) of the student to inform them of the student's number of absences. 2) The parent(s)/guardian(s) will meet with the Administration to discuss the problems/issues relating to the excessive absences. 3) The parent(s)/guardian(s) of the student will sign an Attendance contract specifying the attendance of the student. If the student breaks the contract, he/she will be put on critical probation. If the excessive absences continue past 18, the student will not be allowed to continue to the next grade. 4) The administrator will contact the School Board Chair and inform them of this contract.

Emergency Procedures:

If there is a sudden onset of severe weather, heating system failure, sewer failure, fire, earthquake or any other extreme circumstance, we will alert parents by phone about an early dismissal. Students will be dismissed to their parent(s)/guardian(s) as soon as practically possible after the emergency event occurs. When parents are not available, we will seek to contact a backup person and make necessary arrangements. The teacher and or administrator is responsible for notifying the parent(s)/guardian(s) or backup person as soon as possible.

Homework Policy

Homework may be a part of the instructional program of the school.

Homework may contribute to some student's success at school by reinforcing and maintaining skills taught in the classroom and may help those students to become independent learners. However, family time and student's involvement in other wholesome activities, like music lessons, etc., are also very important and have been found to enhance and facilitate learning of academic concepts and principles.

Therefore, if homework is assigned, parents are encouraged to help their children to complete the assignments in a timely manner. A student's achievement in school may be positively affected by parental direction and assistance with homework assignments.

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

- *Provide a comfortable, quiet, well-lighted place to do homework
- *Arrange an appropriate time for study
- *Minimize distractions: telephone calls, television, visits, etc.
- *Take an active interest in what the child is doing
- *Encourage the students to do their best, but do not do the work for them
- *Confer with the teacher if the child needs special help
- *Make resource materials available
- *Give personal supervision where it is needed
- *Discuss with your child how to carry out the study plan

Homework assignments are to be turned in on the date it is due. The penalty for late work is a 20% credit deduction. Students will have two days to make up any incomplete assignments, and then will receive a zero "0" on said assignment. If the student is absent due to illness or any other excused activity, he/she will have five days to make up the missing assignments. The teacher may, at his/her discretion, make allowances for late work due to an excused absence or some unavoidable hardship.

Academic Probation

The teachers at THAS have a high standard of academic excellence that each student will be held accountable to. There will be many different forms of assessment that address the various learning types such as audio, visual, kinesthetic, etc. Students are expected to perform according to their abilities and grade level. Students who do not meet this standard by failing to complete multiple assignments will be subject to Academic Probation. Academic Probation will be assigned when a student has a "D" in any academic/core class. The student will be required to stay on probation until he/she has raised the grade to at least a "C" by the next progress report (five weeks). Students who fail to complete the required assignments while on Academic Probation, will be subject to further discipline, suspension, or expulsion.

Parent/Teacher Reconciliation Procedure (version 1.3)

Parents are encouraged to cooperate with the school board and school staff to strengthen the bond between them and the church. On occasion problems may arise between the parent(s) and teacher(s) and the following is our chosen method for reconciliation. This method is based on Matthew 18 and 1 Corinthians 6 and the following must be adhered to in order for a grievance to be accepted.

Step 1:

The parents should first talk with the teacher/principal involved and attempt to resolve the problem on an informal basis. The parent will call to make an appointment with the teacher/principal to discuss their concerns/complaints and attempt to resolve the problem on an informal basis. The parent(s) and teacher(s)/principal will refrain from talking with others about the concerns/complaints.

Step 2:

If the problem is not resolved with the parent(s) and teacher(s)/principal; the teacher/principal will write a summary of the parent(s) concerns/complaints and the steps that were taken to attempt to resolve the issues. The parent(s) will fill out a Grievance Form (see below) with their concerns or complaints and the steps that were taken to attempt to resolve the issues. The teacher/principal will immediately refer the parents to the School Board Chair. The School Board Chair will then meet with the parent(s) and the teacher/principal to attempt to resolve the problem on an informal basis. During this meeting the teacher/principal, parent(s), and the School Board Chair will review the Grievance Form and the School Board Chair will sign it.

Step 3:

If the problem is not resolved on the school level with the teacher/principal, the School Board Chair will convene a formal meeting of the full school board. The parent(s) and teacher/principal will be present for this meeting. When such a meeting takes place, the conference superintendent of education must be informed by the school board chair of the concerns/complaints.

Step 4:

If the problem is not resolved in step three, the School Board Chair then contacts the conference Superintendent of Education. The School Board Chair will forward copies of each of the complaint summaries, and the minutes of the specially convened school board meeting held in step three, to the conference Superintendent of Education. The Superintendent of Education will attempt to resolve the problem by meeting with the parent(s), teacher/principal and School Board Chair.

Step 5:

If the parties involved are not satisfied with the results of step four, the School Board Chair will request that the Superintendent of Education refer the matter to the conference K-12 administrative body or its duly appointed committee which deals with such matters. They will contact the parents and the School Board Chair with their decision. The K-12 administrative body or its duly appointed committee's decision shall be considered to be final.

When conflict arises please consider...1 Corinthians 13:1-8, 13 (NIV)

"If I speak in the tongues of men or of angels, but do not have love, I am only a resounding gong or a clanging cymbal. If I have the gift of prophecy and can fathom all mysteries and all knowledge, and if I have faith that can move mountains, but do not have love, I am nothing. If I give all I possess to the poor and give over my body to hardship that I may boast, but do not have love, I gain nothing.

Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonor others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres.

Love never fails. But where there are prophecies, they will cease; where there are tongues, they will be stilled; where there is knowledge, it will pass away.

"And now these three remain: faith, hope and love. But the greatest of these is love."

Parent/Teacher Conciliation Procedure Grievance Form (Version 1.2, Step 2)

Parent(s) Name:

Date Submitted to the Teacher/Principal:

Grievance (Please be Specific):

Steps taken did the teacher/principal take to resolve this issue?

What would resolve your grievance?

Parent(s) Signature(s)/Date:

School Board Chair:

Date Reviewed:

Teacher/Principal Signature/Date:

Signature:

Financial Information

General Pricing Information:

There are four types of fees charged to both Community and Sponsor students who are enrolled at THAS: Application Fee, Registration Fee, Annual Tuition and Field Trip Fees.

Application fee: A fee of \$20 is to be submitted with the completed application for each new student. This fee is separate from the registration fee and is non-refundable. There is no application fee for continuing students. If a student's enrollment is interrupted for any reason, whether voluntary or involuntary, there will be a new application fee charged for re-admission applications.

Registration fee: An annual registration fee of \$220 is charged for each student. A deposit of the first \$120 is required at the time the student's application is submitted to the school. Once the application has been reviewed by the school board and the student has been notified of acceptance, the deposit becomes non-refundable. The registration fee balance of \$100 per student is due before the first day of attendance. The registration fee of \$220 applies whether a student is enrolled for the first day of school or enrolls at any other time during the school year. No student will be permitted to attend classes until the full registration fee has been paid.

Annual tuition: The amount for tuition is an annual charge for 10 months of instruction. An installment payment plan is available to make monthly payments of \$345.00 from September thru June. The annual tuition for the 2016-2017 school year is \$3,450.00 per student. A 5% discount will be given on the full annual charge if paid in full by September.

Field Trip fee: THAS takes pride in offering monthly field trips. They range from trips in the San Luis Obispo County area to Yosemite, depending on the grade level. As part of the registration, the field trip fee is required. The base field trip fee is \$80.00 per student. The fifth through eighth grade students who attend Outdoor Education at Camp Wawona in Yosemite will be required to pay additional fees for that trip. The base field trip fee must be paid in full **before** the students begin the school year.

Summary of Tuition and Fees for both Community and Sponsor Students

	<u>Breakdown</u>	<u>Total</u>
New Student Non-Refundable Application Fee (Paid with registration fee deposit)		\$20.00
Registration Fee per Student (divided into two payments) \$220.00		

(Registration fee deposit)	\$120
(Registration fee balance due prior to the first day of school)	\$100

Field Trip Fee(s)(payable over a 10 month period) \$80.00

Additional fees apply to grades 5th-8th for Outdoor Education, Yosemite, Camp Wawona

<u>Annual Tuition</u>	Community Students	Sponsored Students
Grades K-8	\$3,450/year	\$1,725 (Sponsor(s) pay other half)

Annual Tuition per Month for 10 Months

Grades K-8	\$345/month	\$172.50/month (Sponsor(s) pay other half)
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Templeton Hills Adventist School 2015-2106 Enrollment Plans

Temple Plan: Constituent members are members of the Templeton Hills Seventh-day Adventist Church and children from the Templeton Hills Seventh-day Adventist Church Constituent families may attend the Templeton Hills Adventist School without paying monthly tuition. This program is designed to insure that every Seventh-day Adventist child eligible to attend the school may do so regardless of their financial ability to pay. The school and school board are to have no knowledge of which families financially support the school. However, every family in our church is encouraged to donate to this new plan as well as our local church budget and other ministries. All donations are private and in no way determine any student's ability to attend the school. This is a life long commitment for our church members to support Christian Education and it is between them and God on how much and how often they give.

Last year it cost approximately \$81,000 to run the school and the church subsidized approximately \$52,000 of that. This year the church will subsidize approximately \$61,000 from the local church budget and we expect approximately \$40,000 from a local Thrift Shop that is being run by constituent church members. In addition to that, we estimate an additional \$21,000 from church members to be given to the Temple Plan in lieu of constituent students having to pay tuition. This is based on the number of students we have in the Temple Plan. The rest will come in the form of fundraising efforts and other outside donations.

Sponsor Plan: Sponsored students are children from non-SDA families and are required to pay \$172.50 (half the regular tuition) directly to the school each month as well as registration, application and field trip fees of \$220.00 per student for the year. The sponsor family is encouraged to give to the Temple Plan. Each sponsored family has at least one sponsor family from the church, approved by the church treasurer (Someone who regularly pays tithe and church budget offering and into the Temple Plan). You may have more than one family sponsoring the financial portion, but we would prefer that

there is only one family for the spiritual portion. The sponsored family must be willing to learn about and participate in local church budget giving and Temple Plan giving as well as being mentored by the sponsor to attend church programs. They would be encouraged to attend Sabbath school and church on a regular basis. Any sponsored student that falls more than 2 months behind in tuition may be subject to dismissal from school until the account is reconciled or other arrangements are made.

Community Plan: Community children are required to pay full tuition of \$345 a month directly to the school as well as registration, application and field trip fees of \$220.00 per student for the year. Acceptance to the school is decided after the entire school board interviews the child and family to evaluate if this would be a benefit to the other children of the school and an asset to our Sabbath keeping Institution. No tuition discounts are available unless they come in line with the sponsored program above. Any community student that falls more than 2 months behind in tuition may be subject to dismissal from school until the account is reconciled or other arrangements are made.

Admission and Student Insurance

Admission:

Special Needs Students:

THAS is not equipped to meet the special needs of some students. They may be denied admission if their needs cannot be met.

Limitations of Educational Services:

THAS is not staffed to provide Special Education services for students with emotional, developmental, or learning disabilities that cannot be accommodated in a regular classroom setting. The Administration of the school holds final authority regarding the terms of acceptance of a child as a student of THAS.

Physical and Immunizations: (Immunizations resulted from California SB277)

Students entering first grade must present a current physical examination, proof of up-to-date immunizations (including a Varicella immunization) and a current tuberculosis test before admission, as required by California State Law. All seventh grade students must have a series of 3 doses of the hepatitis vaccine and a physical. Physicals are required for all new students with results returned to the school by the first day of their attendance at school.

Required immunizations include:

- *Polio vaccine- three doses, a fourth dose is required if the first three were prior to age 2
- *DPT or DT- four doses, a fifth dose is required if the first four were prior to age 2
- *Measles, mumps and rubella
- *Hepatitis B- three doses for four years, three doses for seventh grade
- *Varicella (chickenpox)- kindergarten.

Medical Exemption for SB277:

“If the parent or guardian files with the governing authority a written statement by a licensed physician to the effect that the physical condition of the child is such, or medical circumstances relating to the child are such, that immunization is not considered safe, indicating the specific nature and probable duration of the medical condition or circumstances, including, but not limited to, family medical history, for which the physician does not recommend immunization, that child shall be exempt from the requirements of Chapter 1 (commencing with Section 120325, but excluding Section 120380) and Sections 120400, 120405, 120410, and 120415 to the extent indicated by the physician's statement.”

Age of Admission:

Students may apply to the school if they have reached the age of five on or before September 1 of the current year, and must have passed the school readiness test. However, please consider that many top educators recommend at least one more year of development before formal classroom instruction begins.

Non-discrimination Policy:

THAS is operated for the youth of the Seventh-day Adventist Church. However, any child of good reputation, regardless of religious affiliation, who desires a character-building education and is willing to abide by the THAS standards, will be considered for enrollment. THAS admits students of any national origin, ethnic origin, race, or social status, and makes no discrimination on the basis of the above factors. The School Board reserves the right to refuse admittance to any student(s) who do not exhibit behavior in harmony with the school's principles.

Current Community and Sponsor Students:

Returning students applying for admission may consider themselves accepted unless notified otherwise by the School Board. According to the working policy of THAS Board, no student may be enrolled until the students previous account is paid in full or other arrangements have been made.

New Students:

New students will be accepted on an individual basis as they apply during the year. Report cards, standardized achievement tests, and letters of recommendation from the previous school will be used to assess prior school performance. The following items are required to be provided for new students:

- *The child's cumulative folder

*Certified copy of birth certificate, passport or other governmental documentation of identity

*Social security card

Additional Requirement: In addition to the above requirements, any new student and their parent (s) or legal guardian are required to meet with the School Board prior to acceptance.

Insurance:

The registration fee includes the premium for student insurance. Coverage is limited to injuries sustained during participation in authorized school activities. **Students who remain on school property will be covered a maximum of 15 minutes following dismissal of school on that particular day.** Any accident and medical follow-up must be reported to the school principal immediately to qualify for coverage.

Tuition/Financial Aid

Discounts

Prepayment of annual tuition:

Tuition will be discounted 5% if the full year's tuition is paid at the time of registration or by September 1.

Family Discounts:

When two or more children from the same immediate family are enrolled, the tuition of the second student will be discounted 20% and the tuition of the third students will be discounted 30%. All additional students from the same immediate family will receive a 30% tuition discount. The sibling whose grade level has the highest tuition rate will be considered the first student.

Installment Plan for Tuition

Ten Installments:

Tuition is an annual figure. THAS accepts tuition in ten equal installments beginning on September 1 and ending June 1. The installment amount is a constant figure throughout the school year and does not vary because of holidays. A common misunderstanding is the expectation that there should be no payment due on June 1 because the school term will end in early June. June is the tenth equal, monthly installment.

Due Dates:

The school mails invoices and statements for tuition installments each month on or about the 20th for the installment due on the first of the following month. Installment payments not received at the school by the tenth of the month are past due.

Late Charge:

When any portion of an installment payment and/or other fee is past due beyond the 10th of the month in which it is due, a late charge of \$10 may be added to the student account. Payment of a late charge is due by the first of the month following the month in which it is assessed.

Consequences of Non-Payment:

A student whose account includes any amount that is 45 days past due will be suspended from school unless acceptable arrangements have been made. When a family is unable to meet its agreed terms as stated in the student contract and this handbook, it is the parent's responsibility to notify the School Board Chairperson and Administrator as soon as possible before the delinquency goes beyond 45 days. If any contractual agreements need to be adjusted, or at a later date new arrangements are needed, it is possible that an accommodation can be made, but only with prior school board approval. When a family owes a balance beyond the end of the school year, diplomas and report cards will be held until the account is paid in full. Also, when a family owes a balance beyond the end of the school year, no child of that family will be accepted the following year until the balance owing from that family is paid in full or special arrangements have been made.

Method and Place of Payment:

When a child is enrolled in this school, the parents of the student must agree to have bills paid on time each month. Payments must be made by check or money order; no cash will be accepted. Please make checks payable to Templeton Hills Adventist School or THAS. Also, indicate in the memo portion of the check or money order the student's name and the month installment is due in order to insure proper accounting. All payments are to be delivered to the School Administrator in person or via the drop box in the hallway.

Tuition Assistance:

Financial assistance may be available from many sources. A few are listed below. This is not an exhaustive list. It must be understood that THAS does not guarantee that all requested or promised tuition assistance will actually be paid on the student's account. When an expected source does not make payments as planned, the student's family accepts payment responsibility for the unpaid amount.

Financial assistance through agencies of the Seventh-day Adventist Church:

**Central California Conference Education Endowment Fund-*

Grant requests are made through the THAS and are subject to the approval of the Central California Conference Endowment Committee.

**Central California Faith Advance Scholarship Fund-*

Grant requests are made through THAS and are subject to the approval of the School Board.

**Pacific Union Minority Student Scholarship Fund-*

At the time of this print, THAS students and Templeton Hills Seventh-day Adventist Church members do not qualify for assistance from this fund.

**Baker Family Tuition Trust Fund of Templeton Hills Seventh-day Adventist Church-*

Grant requests are made through the THAS and are subject to the approval of the Trustees.

**3 Way Matching Scholarship-*

Grant requests are made through the THAS and are subject to the approval of the Benevolence Committee of Templeton Hills Seventh-day Adventist Church.

Financial consideration in the event of withdrawal:

THAS is unable to prorate for partial-month attendance. Tuition installment payments are due on the first of the month and are to be paid in full regardless of the number of days of school the student attended. There will be no prorating of monthly tuition installments.

School Handbook Acknowledgement

Student Name _____

Address _____

Phone Number _____

This school handbook was created to promote an understanding of the policies and procedures at Templeton Hills Adventist School. It is important that both parent(s) and student(s) be familiar with the expectations of the school.

Please sign and copy this page and return it to the Principal. The signed page will be placed in your child's permanent folder. Your signature means that you have received this school handbook and understand the policies and procedures of Templeton Hills Adventist School.

I/we have read, understand and agree to abide by the policies and procedures of Templeton Hills Adventist School Handbook as well as my/our child/children

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Templeton Hills Adventist School Board Officers and Teachers

Templeton Hills Adventist School Principal/School Board Secretary:

Steven Champion, Phone: (509-230-5693) Email:
tempeltonhillsadventistschool@gmail.com

Templeton Hills Adventist School Kindergarten-Second Grade Teacher:

Zlata Champion, Email: zcha250@lasierra.edu

Templeton Hills Church Pastor:

Pastor Zac Page, Phone: (661-742-8105) Email: pastorzacpage@gmail.com

School Board Chair:

Malon Bruce, Phone: (209-327-5679) Email: malon.bruce@aol.com

Vice School Board Chair:

John Bergquist, Phone: (805-720-1355) Email: mountaintopjohn@gmail.com

School Treasurer:

Alice Brooks, Phone: (805-610-4569) Email: thas.treasurer@gmail.com