



**Joshua 1:9**

**Savannah  
Adventist  
Christian  
School  
2018-2019  
Handbook  
& Calendar**



# Handbook

Policies for K to 10<sup>th</sup> Grade

2018–2019

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## **GENERAL INFORMATION**

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### **MISSION STATEMENT**

To deliver exceptional education, while emphasizing a personal relationship with Christ, in a distinctively Seventh-day Adventist Christian environment that will be an outreach and benefit to the community in which we live.

### **PHILOSOPHY OF EDUCATION**

Savannah Adventist Christian School is operated by the Seventh-day Adventist Church to provide a spiritually oriented education for children. A belief in the existence of the Creator God is fundamental in the philosophy of Seventh-day Adventist schools. We respect His divine authority and recognize His intervention in human affairs. We believe that true education develops the spiritual, mental, and physical powers of each student; preparing them for the joy of service in this life and for the higher joy of service in the life to come. To achieve this goal, we encourage each student to:

- Develop a personal relationship with God and his fellow men as stated in Matthew 22:37-39
- Master basic academic skills
- Value labor—physical and mental—as the blessing God intended
- Cultivate physical fitness, mental ability, and moral purity

### **POLICY OF NONDISCRIMINATION**

It is the policy of the Seventh-day Adventist Church and of Savannah Adventist Christian School to admit students of any race, creed, or culture to all the rights and privileges, programs, and activities generally made available to students of the school. This school receives no federal funds and is therefore not subject to IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973; we retain the right to determine if we are able to meet the individual needs of applicants.

# ADMISSIONS INFORMATION

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## ADMISSIONS

1. Kindergarten: Applicant must be **five** years of age by **August 15** of the current school year.
2. First Grade: Applicant must be **six** years of age by **August 15** of the current school year.
3. All applicants must meet the requirements for admission which include:
  - Copy of Birth Certificate
  - Current Immunization Records\* – GA Form 3231
  - Current Report Card and Consent to Release Information (if applicable)
  - Online Application and Application Fee
4. All new applicants will be interviewed by the principal and classroom teacher; students in grades K to 5 will be asked to provide a letter of recommendation from a previous teacher, principal, or pastor, and students in grades 6-10 will be asked for two reference forms (one from a previous teacher and one from a pastor or principal). If deemed necessary, placement testing may also be done. Approval for admission is signaled by an invitation to complete the Online Enrollment process. The enrollment process must be completed before a student may attend classes.
5. *All new students are admitted to SACS for a 3-month probationary period.* If no issues or problems have been encountered during the probationary period, the student's status will be changed by the school board from probationary to regular status.

\*The state of Georgia requires an up-to-date immunization record for each child on file at the school office.

## **REGISTRATION POLICY**

Registration for the next school year will begin on the first school day in January of the current school year. Priority will be given as follows:

1. January starts the Constituency Registration (this includes currently enrolled students, siblings of current students, and members of the Savannah First Seventh-day Adventist church). This is on a first-come, first-served basis. The application and enrollment processes are to be completed online. Complete instructions can be found on the school website. A non-refundable application fee of \$50 is charged *for new students only*. A registration fee is charged for all students during this period and is to be paid online.
2. “Open House” marks the beginning of the Open Enrollment period. This also is on a first-come, first-served basis. No other priority is given once Open Enrollment starts. The application and enrollment processes are to be completed online. Complete instructions can be found on the school website. A non-refundable application fee of \$50 is charged *for new students only*. A registration fee is charged for all students and is to be paid online.

Once a class is full, a waiting list is prepared for that class and names are listed in the order they are received. Completed online application, application fee, and online enrollment (but not enrollment fee) required. When a space becomes available, families on a waiting list will be given 48 hours to pay the full registration fee, or the space will be offered to another student on the list.

## **WITHDRAWAL POLICY**

Parents finding it necessary to withdraw their child from school will need to follow these procedures:

1. Have a conference with the principal.
2. Notify the classroom teacher.
3. Return completed withdrawal form to the business office.

Tuition and other charges need to be paid in full before records can be sent to the new school. Depending on the date the withdrawal process is completed, tuition is charged for either a half-month or a full month.

## ATTENDANCE INFORMATION

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### HOURS OF SCHOOL

Classes for all grades begin at 8:15 a.m. and are dismissed at 3:15 p.m. Monday through Friday. Students are expected to be on time and in attendance regularly. We ask that appointments for routine medical care be scheduled outside of school hours. ***Particular attention should be given to getting to class on time.*** Students not in the classroom by 8:15 will be counted tardy. Drop-off time is 8:00 a.m., and students should be picked up no later than 3:30 p.m. (See below for extended care.) Students MUST NOT be left at school before an adult supervisor is present.

### EXTENDED CARE PROGRAM

Extended care supervision is provided from 7:00-8:00 a.m., and from 3:30-6:00 p.m., Monday-Friday. During *Eastern Standard Time*, after-care will end at 5:00 p.m. on Fridays. Students who are not registered for a school-authorized after-school event or program will be signed in to after-care. We have two plans available. (A) Flat-rate plan. Parents may register for pre- and/or after-care supervision at a flat rate at the beginning of the school year. Payments for the flat-rate plan must be made in advance. (B) Hourly plan. An hourly fee of \$8/hour will be charged in ¼ hour increments, minimum ½ hour charge, for any student dropped off before 8:00 a.m. or picked up later than 3:30 p.m. Bills are available on Monday afternoon for the previous week and payment is due weekly; a balance of \$100 or more will disqualify you from utilizing the program.

### ABSENCE POLICY

**\*\*Perfect attendance is defined as NO tardies, absences or early dismissals for the school day.\*\***

***Excused*** absences are recorded only for: student illness, death in the immediate family, observance of a religious holiday, or participation in an approved Pathfinder event. A parent's or doctor's note stating the reason for the absence, must be presented either before an absence or on the next school day following an absence. Students with vomiting or diarrhea should be kept

home until all symptoms are completely gone. Students with influenza-like illness should remain at home until at least 24 hours after they are free of fever (100° F) without the use of fever-reducing medications.

Please contact the school office by 10 a.m. with notification of illness; in all other cases, it is in the student's best interest that absences be pre-arranged (see below). Students will be allowed to make up schoolwork for *excused* absences, with a time limit given according to classroom policy. The grade may be affected in the case of work not being made up in a timely manner.

***Pre-arranged*** absences may be necessary or desirable on occasion. To fall under this category, parents must make arrangements with the teacher in writing at least 24 hours prior to the absence. These absences are recorded as ***unexcused***; however, students will be allowed to make up work either before or after the absence at the discretion of the teacher, with a time limit given according to classroom policy. It is important to understand that not all classroom content can be made up, such as teacher lectures, cooperative activities, etc., and that the grade may be affected by these missed components. The grade may be affected in the case of work not being made up in a timely manner.

All other absences are considered to be ***unexcused***. Schoolwork missed will not be made up, and the grade may be affected. Leaving school prior to 12:00 noon will count as a full day's absence; leaving school prior to 2:15 p.m. will count as a half-day's absence. An at-home suspension is not considered pre-arranged, but is not counted when reporting absences to the authorities.

Students who are consistently and/or disruptively late/absent are subject to probation or withdrawal at the board's discretion, and may be reported as habitually tardy to the authorities as required by law. Please note: a tardy is considered unexcused except in uncontrollable circumstances such as weather or power emergencies. Two (2) unexcused absences or six (6) unexcused tardies during a quarter grading period may result in academic probation. The school may report to the authorities after four (4) absences or eight (8) tardies in the same period.

## TRANSPORTATION

Your child's safety is of paramount importance. Therefore, it is necessary for you to complete and sign a form for our records telling how your child will be transported to and from school and with whom. You will be expected to list all persons who have permission to transport your child. Please note: If your child is being picked up by a non-designated driver, send written permission releasing your child to his/her custody.

Bicycles, skateboards, motorized boards, scooters, and hoverboards may be used only as a means of transportation to and from school, and require written parental permission. When school is dismissed, the student is to walk the bike/other off the grass and ride directly off campus. During the school day bicycles/other are off limits to students.

Having a vehicle on campus is a privilege, not a right, and requires written parental permission. The following regulations will help define the appropriate use of these vehicles:

- All students driving a vehicle to and from school must complete a Vehicle Registration Form, and provide proof of insurance and a copy of their current valid Georgia driver's license.
- Students are not to leave campus during school hours for any reason, unless prior arrangements have been made between parent and principal.
- Vehicles are to be operated in a safe and legal manner by their designated drivers only.
- Students are not to be in the student parking area during school hours. Student vehicles are not to be used during school hours for off campus field trips.
- Students may not transport other students, including relatives, without prior written consent from parents/guardians of all involved students.
- Student vehicles are to be locked and parked in the designated area of the church parking lot during school hours. Students are not allowed to loiter in this area during school hours. Students who violate parking regulations, or drive on campus in an unsafe manner, are subject to a fine or possible loss of campus driving privileges.
- Savannah Adventist Christian School is not responsible for any vandalism to vehicles or for items stolen from vehicles while parked on this campus.

# BEHAVIOR & DISCIPLINE INFORMATION

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## STANDARDS OF CONDUCT

In order to represent at all times the high spiritual, academic, and social principles to which Christian Education is dedicated, Savannah Adventist Christian School requires the following standards of conduct of all of its students.

- Students shall respect the Bible as the Word of God.
- Students shall practice the principles of Christian morals, ethics, fair play, and courtesy in all school relationships.
- Students shall show proper respect at all times to administrators, teachers, and other staff members.
- Students shall keep their conversation above reproach and refrain from profanity and off-color conversations.
- Students shall abstain from all forms of rough, vulgar, and uncouth behavior.
- Students shall care for all school property as belonging to God and His church.
- Students shall refrain from physical contact. There shall be no hurtful contact.

## SPECIFIC OFFENSES

In addition to these general principles of conduct, there are several specific offenses which will result in immediate disciplinary action. The following is a list of some of those offenses:

- Undermining the religious ideals of the school
- Obscene or inappropriate behavior
- Vandalism or destruction of property
- Bullying, shunning, threatening, biting, or fighting
- The possession or use of tobacco products, alcohol products, or illicit drugs of any kind
- The possession or use of weapons of any kind or items that could be considered a weapon
- Tampering with the fire alarm
- Illegal activities
- Cheating or forgery
- Sexual misconduct or harassment

## **WEAPONS POLICY**

Students shall not possess weapons or dangerous instruments of any kind on school grounds, in buildings, nor at any school-related or school-sponsored activities away from the school campus, nor shall they possess any item that looks like a weapon. Any instrument intended or used for the purpose of inflicting harm or injury constitutes a weapon for the purpose of this policy. The principal and/or the school board reserves the right to take any disciplinary action deemed appropriate in response to a violation of the weapons policy. The weapon will be confiscated.

## **BULLYING PREVENTION PROGRAM**

SACS participates in the Olweus Bullying Prevention Program. The definition of bullying is:

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.

Four rules govern our school's anti-bullying policy:

1. We will not bully others
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school & an adult at home.

## **GENERAL REGULATIONS**

1. Students enrolled in our school are expected to maintain high standards of conduct (above).
2. Respect is one of the fundamentals of our faith. Students are expected to show proper respect for God, their teachers, and the rights of others. Students will conduct themselves in harmony with the standards and spirit of the school at all times.
3. We assume no responsibility for valuables or money lost or stolen to school. Don't bring them!
4. Students are expected to participate in all of their grade level activities, including outdoor play. If a student is unable to participate in the normal school program for any reason the parent should notify the teacher.
5. Due to insurance regulations, children not enrolled in this school will not be permitted to visit in the classrooms unless they are potential students.

6. Students are permitted to bring their cell phone/smart device/tablet to school at your own risk. However, they must check their device in upon arriving at school and it must be left off and in the custody of school staff until departure from campus or sign-in at after-care. Any student who fails to turn in their device and is discovered to have it in their possession or to have used it for any purpose during school hours will have their phone confiscated and a parent will have to retrieve it. (Second offence is a fine and possible suspension.) Emergency calls may be made to/from the school phone.
7. MP3's, iPods, game players, other electronics not specified above, playing cards, magazines, and pets ARE NOT ALLOWED at school unless specifically requested by the teacher.
8. Students are not permitted to leave school premises during school hours. A parent wishing exception to this regulation should contact the teacher or principal.
9. Gum chewing is not allowed on the school campus at any time.

### **STUDENT PLEDGE**

Parents and students should understand that every student who presents him/herself for admission to the school thereby pledges to observe willingly all its regulations as outlined in the school manual and classroom regulations, and to uphold the Christian principles upon which the school is operated. It is also part of the student's contract that he/she will, to the best of his/her ability, perform all duties assigned to him/her in connection with the school. A student who breaks this pledge forfeits his/her right to remain in the school. If he/she is retained, it is at the discretion of the faculty and school board.

### **DEPORTMENT AT SCHOOL FUNCTIONS**

It is the responsibility of the parents and supervising adults to see that the children conduct themselves properly at school functions. Programs are for the benefit and enjoyment of all and should not be disrupted by noise, confusion, or improper behavior.

## SCHOOL-WIDE DISCIPLINE POLICY

Just as God disciplines His children to bring them closer to Him, discipline, when needed at Savannah Adventist Christian School, shall be redemptive in nature. Disciplinary actions attempt to balance justice and mercy, taking into account the maturity of the student, penitence, and other factors. Inappropriate behavior will result in corrective action. The procedure followed in that action is as follows:

**Step 1. In the classroom:** The classroom teacher will handle infraction of rules and standards by following his/her classroom discipline/management plan. The teacher will communicate with parents regarding reoccurring discipline issues and will record discipline incidents on the student's anecdotal record. If a student has a reoccurring problem with a specific behavior or a serious infraction against the standards of conduct, he/she will be referred to the principal (Step 2).

**Step 2. In the office:** The principal will investigate the situation to determine the best course of action. He/she may request a conference with the student, parents/legal guardians, and classroom teacher. Continued misconduct or serious infractions will result in probation and/or suspension. The school board is notified. Probation is defined as a trial period in which a student is given time to redeem bad conduct. Suspension #1 (1 day) may be an in-school suspension. Suspension #2 (1-3 days) will be out of school. The principal has the authority to suspend for a period no longer than 3 days. Repeated suspensions or extreme infractions will result in moving to Step 3.

**Step 3. In the board meeting:** Any student subject to suspension or expulsion will be discussed by the school board in executive session. While the principal has the authority to suspend a student for no more than 3 days, the school board may lengthen that time. In the case of student expulsion, the student in question will be placed on suspension pending board action. Parents of any student recommended for expulsion will be notified in writing of the board's intent prior to the meeting and invited to attend on their child's behalf. Expulsion is seen as a last resort in the solution of a disciplinary issue. Disciplinary actions taken by the school board are final, while all other actions may be appealed to the higher authority (principal or school board). See GRIEVANCE & RECONCILIATION POLICY for further details.

## ACADEMIC EXCELLENCE

Students must maintain passing grades to maintain regular status at SACS. The following guidelines are specifically for students in grades 3-10, but may be applied to all elementary grades as appropriate:

- Participation in after-school clubs or sports requires a minimum C in every class or by exception from the administration.
- Students with grades below 65% in more than one core subject area\* will be placed on academic probation and will be required‡ to participate in after-school study sessions.
- Students with grades below 65% in more than two core subject areas\* will be placed on an individualized intervention program, and may be subject to retention at the end of the school year.
- Students with more than two (2) unexcused absences or more than six (6) unexcused tardies during a grading period and with an average grade below 70% across all subject areas, will be placed on academic probation and required‡ to participate in after-school study sessions.

After-school study sessions will be available from 3:30-4:30 p.m. on Tuesdays and Thursdays, staffed by a minimum of one certified teacher with other assistants depending on enrollment. The cost is \$20/week (two one-hour sessions), which will be added to the student account and must be paid weekly. Students who are required to enroll in this program‡ due to grades or attendance issues (see above) will be given first priority. Other students may choose to enroll if space is available.

\*Core subject areas for grades 5-10: reading, writing, language, math, science, social studies; for grades 3-4: reading, writing, language, math.

‡Parents who choose an off-campus tutoring program may provide proof of on-going enrollment in lieu of mandatory participation in the SACS program.

## ATHLETIC GUIDELINES

The goals of the SACS after-school athletic program are to grow relationships and bond together as individuals, to develop and perfect athletic skills, and to model Christ's character in our practice and in competition. This program is available to students in grades 5-10.

Participation is a privilege, not a right. The school retains the right to require a physical examination by a qualified medical doctor.

Eligibility requirements:

- Academic Eligibility - At least a "C" grade in every class. Student athletes who do not attain to this level will miss games and practices until the next grade check. Every Friday students will have grades checked to make sure that they meet the requirements.
- Behavior Eligibility - Serious behavior infractions may result in a dismissal from the team.
- Attendance Eligibility - Students who were absent from school are not allowed to practice or play in games that afternoon or evening, unless excused by the principal.

Transportation to games - It is the parent's responsibility to arrange transportation to and from games.

Intramural games - only those students who are registered on a team will be allowed in the gym during games unless directly supervised by a parent. Siblings will be signed in to after-care.

Joshua 1:9 (NIV):

“Have I not commanded you? Be strong and courageous.  
Do not be afraid; do not be discouraged, for the Lord your God  
will be with you wherever you go.”

## **INTERNET USAGE AND POLICY**

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Savannah Adventist Christian School makes technology resources available to students to enhance their educational work at school. While the range of computer, telecommunication, and other technologies allows access to vast resources and information, it also places enormous responsibility on each student to use these systems in a considerate, ethical, and lawful manner. The use of these technologies is a privilege, not a right, and is subject to terms and conditions. Any user must adhere to the same code of ethics that governs all other aspects of life within the SACS community. Actions performed or initiated through the use of technology must reflect the honesty, integrity, and compliance with the rules of conduct set forth in this Handbook.

### **TERMS & CONDITIONS FOR TECHNOLOGY USE**

1. Technology use must be for educational endeavors only, in accordance with the principles of Adventist education. Personal use is permitted only with special permission. For example, students should not use the Internet for e-mailing or entering chat rooms unless it is part of an academic activity being used and monitored by an instructor.
2. The use of technology at SACS is a privilege, not a right. Inappropriate use will result in loss of the privilege.
3. Files/accounts belonging to others should not be accessed or used without written permission.
4. Be polite. In all communication, use language appropriate for a positive school environment.
5. Users are responsible for reporting problems, abuses, or misuses of technology resources to a faculty member in a timely manner.

### **ACCEPTABLE INTERNET USE POLICY**

1. Do not share anyone's personal information, such as home address or phone number.
2. Do not tamper with system security or interfere with another individual's account.
3. Do not disrupt network use for others. This includes sending chain letters or any other type of communication that might cause a congestion of the Internet.
4. Vandalism of any sort will result in loss of privileges. This includes, but is not limited to, uploading, downloading, or creating a virus.

*(Continued on next page)*

5. All communications and information accessible via the network should be assumed to be private property. Copyrighted materials may not be used without the permission of the author. Do not plagiarize; when using ideas or words that are not your own, cite the source of the information appropriately.

Warning: When using the system, you may feel you can easily break a rule and not get caught. This is not true. Electronic footprints are imprinted on the system whenever an action is performed. Therefore, you are likely to be caught if you break the rules.

### **GENERAL INFORMATION REGARDING COMPUTER USE**

1. The Internet is considered a limited forum, and therefore the school may restrict students' right to free speech for valid educational reasons.
2. Privacy is not guaranteed for the contents of personal files on the school computers or Internet system. Routine maintenance and monitoring of the system may lead to discovery that this policy, the school code, or the law has been violated. An individual search will be conducted if there is reasonable suspicion that such a violation has occurred. The investigation will be reasonable and related to the suspected violation. Furthermore, teachers and parents have the right at any time to see the contents of a student's computer-related files.
3. SACS will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the system. In the event of a claim that a student has violated this policy, the school code, or the law in the use of the system, the student will be given written notice of suspected violations and an opportunity to present an explanation according to school code and/or state and federal law. Additional restrictions may be placed on computer and/or Internet use.
4. SACS makes no guarantee that the functions or the services provided by or through the system will be error-free or without defect. The school will not be responsible for any damage suffered including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information attained through or stored on the system. The school will not be responsible for financial obligations arising from unauthorized use of the system.

## **CHROMEBOOK INCENTIVE PROGRAM**

The purpose of the Chromebook program is to give incentive to students in grade 7-10 to take care of the Chromebooks and to reward them for doing so. Chromebooks belong to the school. Please see the Chromebook Incentive Program supplement for more details.

## **ELECTRONICS USE POLICY OUTSIDE OF SCHOOL HOURS**

1. Bring your device at your own risk.
2. Only the student who owns the device may use it.
3. A student must be seated when using the device.
4. All technology- and Internet-related policies apply.
5. There may be times when use of the device is not allowed, even if you have it with you.
6. SACS teachers and staff reserve the right to search and/or confiscate the device and to return it to parents when deemed necessary, with or without apparent cause.

## **PARENTAL INFORMATION**

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### **PARENTS AND VISITORS**

SACS welcomes parents/visitors. Please note that all visitors are to sign in at the office and parents who come in between the hours of 8:15 a.m. and 3:15 p.m. must sign in and wear a name tag while on the premises. We discourage parents from visiting classrooms during school hours without prior arrangement with the teacher. Parents are reminded that all conferences are to be scheduled during non-school hours (before 8:00 a.m. or after 3:45 p.m.). SACS doors remain locked at all times. All visitors should enter through the doors located at the front of the building. For the security of our students and staff, appointments for campus tours should be made by telephone or email. Please be prepared to show a photo I.D. to be granted access. *During school hours, please park in the church parking lot, rather than leaving your vehicle in the pick-up/drop-off zone.*

## **PROGRESS REPORTS**

The teachers and school officials are ready to help you with questions or problems connected with the school in the areas of: registration, finances, conduct of your children, and academic progress. Official progress reports will be made at the end of each nine-week grading period. Regular parent-teacher conferences are scheduled at the end of first and third quarters. Parents of students in grades 3-10 are requested to use the RenWeb application to maintain knowledge of student progress throughout the school year. Printed mid-term reports will be made when deemed needful or as requested by a parent. If you would like information or a conference with any teacher or school official, please feel free to contact that person.

## **ADMINISTRATION OF MEDICATIONS**

Medications should be given at **home** when possible. Medicines brought to school by students are to be kept by the teacher. SACS teachers are permitted to supervise a student taking his/her medication only if the proper request for "Administration of Medication Form" is completed and on file at the school office. All medication must be properly labeled with the student's name, name of the medication, and the appropriate dosage. It must be in the original container and the time to be given must be clearly stated in writing. Over the counter, non-prescription medication such as aspirin, cough medications, over-the-counter allergy medications, etc., will not be administered by SACS Staff. Students may self-administer non-prescription medications provided they have no more than a two-day supply, clearly marked with parental permission.

## **BOOKS AND MATERIALS NEEDED**

The school furnishes textbooks, workbooks, some art supplies, supplementary books, and visual aids. A supply list appropriate to each grade level is available via the school website. All personal items should be clearly marked with the student's name. It is helpful and very much appreciated if you will check with your child occasionally to see if any supplies need replenishing.

## **HOME AND SCHOOL ASSOCIATION**

All parents are encouraged to support and be active in our Home and School Association. Activities are held on a regular basis, and will be announced well in advance. Home and School sponsors activities that support the school.

## **SNACKS AND LUNCHES**

Scientific research has shown that eating breakfast is an indicator of school success. We encourage families to provide a nutritious breakfast at home each morning. Although food is not generally allowed in the classroom except during the scheduled lunch period, SACS teachers will allow students to eat fresh fruits or veggies as a morning snack at a designated time each day. Water is always allowed at any time. Other drinks, including water with food coloring or sweeteners, are not to be consumed in the classroom.

Hot lunches are not regularly provided at school, so it is expected that students bring lunches from home. We strongly encourage healthy eating habits and balanced, nutritious lunches. Students in K-4th grade have access to a small refrigerator in the classroom and all students have access to a microwave for use when needed. Because of time restraints, it is recommended that food items require less than 3 minutes for heating. The following requests are made:

- Limit sugary foods -- substitute fresh fruit instead!
- Eliminate carbonated and caffeinated beverages -- substitute 100% fruit juice instead!
- Vegetarian lunches are recommended. If you choose to send meat products, consider lunch meats such as chicken and turkey.
- Students are expected to eat their own lunches; no sharing or exchanging of food.
- If the school provides food for students without a lunch, a charge will be added to the bill.

If parents would like to provide a special treat for the whole class on occasion (birthday, holiday), please arrange ahead of time with the classroom teacher and please provide a list of ingredients. If your child has food allergies or is on a restrictive diet, please notify the teacher in writing and plan to provide alternative treats on special occasions. Teachers will only serve treats if the ingredient list is provided. Because of this policy, non-food treats are encouraged.

## **UNSCHEDULED SCHOOL CLOSINGS**

In case of severe weather, we will generally follow the lead of the public schools of Chatham County. We will notify parents of all school closures by the ParentAlert text message system.

## TELEPHONE USAGE

The school telephone is available for student use in an emergency situation. After obtaining permission from the teacher, the student may make a call from the school phone line. Please have all special arrangements taken care of prior to the school day. Student cell phones must remain off during school hours. Parents will be notified promptly of any emergency involving their child.

## GRIEVANCE AND RECONCILIATION POLICY

Any parent is expected to interact with SACS staff, students, and parents of other students in a manner that is mature and exceeds the behavior expectations of SACS students as outlined in this handbook. If a parent's interactions are deemed by the School Board not to have meet this standard, the parent may be banned from campus and/or their student may be asked to withdraw.

When a parent, or other individual with a concern, has a grievance with a school staff member or school official, the following Local Conflict Resolution Procedure will ensure both parties of due process. It is founded on the Biblical principles outlined in Matthew 18.

- Step 1. Discuss the matter with the teacher\*\* involved.
- Step 2. If the matter is unresolved, meet with the teacher and principal. Fill out a conflict resolution form.
- Step 3. If further assistance is needed, contact the School Board Chairman and present a written statement. (Individual School Board members should never be contacted regarding a conflict or personal problem.)
- Step 4. If the involved parties are still unable to resolve the issue, the Superintendent of Education may be contacted.

\*\* all meetings with the teacher(s) and/or principal must be by appointment, and will not be scheduled between the hours of 8:00 a.m. and 3:45 p.m.

When a parent has a grievance with a student at Savannah Adventist Christian School, please contact either the principal or the student's teacher directly, not with the child.

# SCHOOL DRESS CODE

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All Savannah Adventist Christian School students are required to wear school-approved uniforms. No exceptions to the uniform policy will be permitted. It is our goal to make the school uniform policy financially affordable to parents. Uniforms may be purchased at **any** store. Stores may include: K-Mart, Wal-Mart, Target, JCPenney, Old Navy, Sears, and online from frenchtoast.com.

**1. Polo shirts:** Shirts must be polo style with a collar and buttons, and the appropriate size for the child. Shirts must be tucked into bottoms. Undergarments should not be visible beneath uniforms. Color: hunter green, standard red, white, navy.

**2. Uniform-style bottoms:** Pants, shorts, skirts, and jumpers are to be khaki or navy, and must be the appropriate size for the child. No baggy pants or “slim-fitting” pants are to be worn. No fleece or denim. Pants shall be worn so that the waistband is worn at the waist. A fitting belt must be worn with any garment with belt loops.



**2a. Shorts, skorts, jumpers, skirts and dresses:**

The hem of these items shall be no higher than 3 inches above the knee.

**2b. Tights, leggings, or shorts** of solid khaki, white, black, or navy color should be worn under skirts, jumpers, and dresses for modesty purposes.

**3. Shoes and socks:** All students shall wear socks and shoes. Shoes shall be closed toe and closed heel so as to protect the entire foot. Sock color: solid khaki, black, white, or navy color.

**4. P.E. Uniforms (gr 5-10):** A Warriors t-shirt is available for purchase. Students are expected to wear the t-shirt with black knee-length athletic shorts and laced athletic shoes to P.E. classes.

**5. Field Trip Uniforms:** A SACS t-shirt is available for purchase. All students will be expected to wear the yellow school t-shirt on field trips.

*(Continued on next page)*

**6. Outerwear:** Coats and jackets shall be appropriately sized for the student and may be worn when the weather conditions dictate, and must be removed upon entrance to the building. For classroom use, hoodies will be available for purchase at the school; the hood must remain down while inside the building. No other outerwear will be permitted in the classrooms. Please write name on all outerwear.

**General Guidelines** (including uniforms, dress-down days, and school spirit days):

1. If you are not sure, do not wear it.
2. Shorts/skirts are to be no higher than 3 inches above the knee.
3. Tops must have sleeves, and should cover the tummy at all times. No words on tops.
4. Graphics, emblems, and logos must be limited to those appropriate for a Christian educational environment.

The following will not be permitted:

1. Extreme fashions in hair.
2. Wearing of all jewelry such as earrings, bracelets, rings. (This is a safety issue.)
3. The excessive use of cosmetics, including bright or gaudy fingernail polish.

Philippians 4:6 (ESV):

“Do not be anxious about anything,  
but in everything by prayer and supplication with thanksgiving  
let your requests be made known to God.”

# FINANCIAL INFORMATION

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## TUITION & FEES

Tuition may be paid in monthly installments due on the first day of each month. If payment is not received by the tenth of the month, a \$25 late charge will be added. A five percent discount is allowed if the tuition is paid for the entire year in advance. There will be a \$25 fee for any check that is returned by the bank, and personal checks will not be accepted as payment to replace a bounced check. It is school board policy to ask parents to withdraw their child from school if they become two months behind in payment at any point in the school year and at the end of first semester if they are behind at all. No school records will be transferred to another school until the school bill is paid in full.

### **Tuition Fees for K-8th grade:**

Yearly \$ 5450 (August)  
10 Mo. \$ 545 (Aug.-May)  
12 Mo. \$ 455 (June-May)

### **Tuition Fees for 9th & 10th grade:**

Yearly \$ 6450 (August)  
10 Mo. \$ 645 (Aug.-May)  
12 Mo. \$ 540 (June-May)

Enrollment of more than one child per family:

1. Full tuition for the first child.
2. Second child - \$30 per month discount (10-mo. plan).
3. Additional \$30 per month discount (10-mo. plan) for each additional child.

**Registration Fee:** In addition to tuition, a registration fee is charged at registration. This helps to defray some of the cost for student insurance, textbooks, workbooks, achievement tests, library expenses, technology resources, and instructional supplies. The registration fee is \$450 for grades K-8 and \$650 for grades 9-10.

**Other Fees:** Other fees may be assessed by the school board when deemed necessary.

**Scholarships:** A limited number of partial scholarships may be granted to qualifying individuals each school year. New and returning students must apply by the last day of the current school year. Please visit our website for the most current information about applying and donating.

**Parent Participation Program:** One of the ways we keep costs down is by having volunteers help with a variety of tasks. Each family is required to volunteer a minimum of 10 hours per school year (June-May). Participants will record their service hours in a log book at the school or via an online submission form. For those families unable to donate time and expertise, there may be an option to donate gift cards for certain projects. In May, a charge of \$10/hr will be billed for any Parent Participation hours not completed.

Hours may be accomplished in a variety of ways, including: active participation in planning, set-up, or take-down at school functions; planning or driving for field trips; coordination of school-wide fund-raising programs; custodial and yard maintenance; specific help requested by classroom teachers; attendance at regularly-scheduled Home & School meetings; other items deemed appropriate by the Program Coordinator.

All field trip drivers and chaperones and all those who volunteer on a regular basis in our classrooms are required to complete a screening and training program through Verified Volunteers at [www.ncsrisk.org/adventist](http://www.ncsrisk.org/adventist). See the office for information about how to sign up. There is no cost to you or the school for this valuable security measure.

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**ASBESTOS**

*Savannah Adventist Christian School is asbestos free.* The inspection and management plan for Asbestos-Containing-Building-Materials (ACBM) required by the Federal Asbestos Hazard Emergency Response Act (AHERA) has been performed for this facility. The management plan has been submitted to the state for review and approval, and a copy is on file at the school office and is available for public inspection upon reasonable notice. If desired, a copy of the plan may be obtained upon payment of a reasonable reproduction cost.

## HIGH SCHOOL ADDENDUM

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### 9<sup>th</sup> & 10<sup>th</sup> GRADE CLASSES OFFERED

An alternating curriculum is offered for 9th and 10th grade students. A total of 7 units of credit may be offered each year.

	<u>Even Year (2017-2018)</u>	<u>Odd Year (2018-2019)</u>
Religion:	Bible I	Bible II
English:	English I	English II
Math:	Algebra I	Algebra I / Geometry
Science:	Earth or Physical Science	Biology I
Social Studies:	World History	Geography
Computers/Technology:	—	Computer Literacy
Electives:	Physical Education (½ credit) Health (½ credit)	Physical Education (½ credit) Personal Finance (½ credit)

### COMMUNITY SERVICE REQUIREMENT

9th and 10th graders are required to complete a minimum of 5 hours of approved community service each year they are in attendance at SACS.

### WORK-STUDY PROGRAM

A work-study program is offered for high school students to provide experience in the workforce and provide a way for students to help offset the expenses of tuition. The work-study program complies with state and federal laws regarding child labor.

### 11<sup>th</sup> & 12<sup>th</sup> GRADE ON CAMPUS

11th & 12th grade classes are available on the SACS campus through Atlanta Adventist Academy's TRUeConnect program. AAA's policies can be accessed at [www.aaa.edu](http://www.aaa.edu).

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## ADDITIONAL POLICIES

The administration and school board of Savannah Adventist Christian School reserve the right to formulate and implement policies, rules, and regulations throughout the course of the year in order to assure the safe and appropriate operation of the school. Additional policies will be made known to the parents and students. Those policies will be equal in force to the policies in this handbook.

Matthew 18:15-16 (NIV):

“If your brother or sister sins, go and point out their fault, just between the two of you.  
If they listen to you, you have won them over.  
But if they will not listen, take one or two others along,  
so that ‘every matter may be established by the testimony of two or three witnesses.’”

Philippians 4:19 (NKJV):

“And my God shall supply all your need  
according to His riches in glory by Christ Jesus.”

## School Layout 2017-2018

	Pre-K (Ms. Jones)		Preschool (Mrs. Beltran)	
	Teacher Workroom		Restrooms	
	Kitchen		Kindergarten (Mrs. Brown)	
Gr. 9-10 Homeroom (Mr. Kirschmann)	Gym		Offices	Front Porch
			Restrooms	
	Grades 3-4 (Ms. Macumber)		Grades 1-2 (Mrs. Justiniano)	
	Gr. 5-6 Homeroom (Mrs. Martinez / Mr. Justiniano)		Gr. 7-8 Homeroom (Ms. James)	

## School Telephone Extensions 912-748-5977

In the event that no one answers the phone, you can dial an extension at any time after the automatic message begins.

Mrs. Cruze, Office .....	103
Mrs. Brown, Pre-K/Kindergarten .....	104
Pastor Joseph.....	110
Mrs. Martinez, Gr. 5-6/Principal .....	119/115
Mr. Kirschmann, Gr. 9-10 .....	116
Ms. James, Gr. 7-8 .....	117
Mrs. Justiniano, Gr. 1-2 .....	118
Ms. Jones, Pre-K .....	121
Ms. Macumber, Gr. 3-4 .....	123
Cordless receiver .....	205
Mrs. Beltran, Preschool .....	___

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
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30						

October 2018						
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November 2018						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## IMPORTANT DATES AT A GLANCE

■ Begin/end Term      □ Holiday (no school)

- August 13** Open House/Orientation (5-7 p.m.)
- Aug. 15 First Day of School
- Aug. 24 Blessing of the Children (7:00 p.m.)
- September 3** Labor Day: No School
- Sept. 4-7 Week of Spiritual Emphasis
- Sept. 8 Gr. 3-4: Special Music @ Sav. 1st
- Sept. 24-Oct. 2 Iowa Assessments (Grades 3-10)
- October 4** School Portraits (Strawbridge)
- Oct. 7 Cardboard Challenge/Fall Festival
- Oct. 13 High School: Special Music @ Sav. 1st
- Oct. 15-17 Midterm Exams (High School)
- Oct. 17 End First Quarter
- Oct. 18-19 Fall Break: No School
- Oct. 25 Awards Chapel
- Oct. 25-Nov. 12 Operation Christmas Child
- Oct. 29 Parent-Teacher Conf: Noon Dismissal
- November 10** Kindergarten: Special Music @ Sav. 1st
- Nov. 20 Community Service/Noon Dismissal
- Nov. 21-23 Thanksgiving Break: No School
- December 13** Evening Concert @ Bamboo Farm
- Dec. 15 Christmas Concert @ Sav. 1st
- Dec. 17 Piano Recital (7:00 p.m.)
- Dec. 19-21 Final Exams (High School)
- Dec. 20 Christmas Program (7:00 p.m.)
- Dec. 21 End First Semester: Noon Dismissal

January 2019						
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February 2019						
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March 2019						
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31						

April 2019						
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December 2018						
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30	31					

Dec. 21-Jan. 4 Christmas Break: No School  
**January 7** Begin Second Semester/Third Qtr  
 Jan. 7 Fruit Orders Due (tentative)  
 Jan. 12 Gr. 1-2: Special Music @ Sav. 1st  
 Jan. 17 Awards Chapel; Report Cards  
 Jan. 21 Martin Luther King Day: No School

May 2019						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan. 31 Begin Jump Rope for Heart Fundraiser  
**February 9** ECC: Special Music @ Sav. 1st  
 Feb. 14 Jump Rope for Heart Event  
 Feb. 18 Presidents Day: School in Session  
 Feb. 24 Open House/Science Fair/Book Fair  
 Feb. 25 Open Registration begins  
 Feb. 27-Mar. 1 Midterm Exams (High School)  
**March 9** Celebration of Christian Education  
 Mar. 11 Bump-Up Day (ECC to gr. 5, 'til noon)  
 Mar. 12-14 WrAP Assessment (Gr. 4, 6, 8)  
 Mar. 15 End Third Quarter  
 Mar. 18-22 Spring Break: No School  
 Mar. 28 Awards Chapel  
 Mar. 28 Spring Portraits (Strawbridge)  
**April 1** Parent-Teacher Conf: Noon Dismissal  
 Apr. 2 Field Day

Apr. 13 Chimes: Special Music @ Sav. 1st  
 Apr. 14 Spring Picnic (12-3 p.m.)  
 Apr. 19 Good Friday: No School  
 Apr. 22-26 Student-led Week of Spiritual Emphasis  
**May 6-10** Teacher Appreciation Week  
 May 11 Handbells: Special Music @ Sav. 1st  
 May 13 Piano Recital (7:00 p.m.)  
 May 14-16 Final Exams (High School)  
 May 14 Kindergarten Graduation (7:00 p.m.)  
 May 16 Eighth Grade Graduation (7:00 p.m.)  
 May 17 Awards Chapel  
 May 17 End Second Semester: Noon Dismissal  
 May 27 Memorial Day  
 May 28 Report Cards Due  
 May 28 Summer/Day Camp begins!!!

2 Peter 3:18 (NKJV): “But grow in the grace and knowledge  
 of our Lord and Savior Jesus Christ. “

## Faculty/Staff Contact Information

Edris Alcock-Brown Teacher, Kindergarten	(912) 748-5977 x 104 <a href="mailto:ealcockbrown@gccsda.com">ealcockbrown@gccsda.com</a>
Jennifer Beltran Teacher, Preschool	(912) 748-5977 x ____ <a href="mailto:jbeltran@sacssda.org">jbeltran@sacssda.org</a>
Trisha Cruze Secretary/Treasurer	(912) 748-5977 x 103 <a href="mailto:secretary@sacssda.org">secretary@sacssda.org</a>
Brittini James Teacher, Grades 5-10	(912) 748-5977 x 117 <a href="mailto:bjames@gccsda.com">bjames@gccsda.com</a>
Cynthia Jones ECE Director Teacher, Pre-K	(912) 748-5977 x 121 Home (912) 663-1437 <a href="mailto:cjones@gccsda.com">cjones@gccsda.com</a>
Daniel Justiniano Bible Teacher, Gr. 5-10	(912) 748-5977 x 119 <a href="mailto:djustiniano@sacssda.org">djustiniano@sacssda.org</a>
Raquelvy Justiniano Teacher, Grades 1-2	(912) 748-5977 x 118 <a href="mailto:rjustiniano@gccsda.com">rjustiniano@gccsda.com</a>
Kirby Kirschmann Teacher, Grades 5-10	(912) 748-5977 x 116 <a href="mailto:kkirschmann@gccsda.com">kkirschmann@gccsda.com</a>
Amanda Macumber Teacher, Grades 3-4	(912) 748-5977 x 123 <a href="mailto:amartin@gccsda.com">amartin@gccsda.com</a>
Esther Martinez Principal, Grades 5-10	(912) 748-5977 x 115 Home (912) 748-6875 Cell (912) 704-1342

## School Board Members: Home Phone

Ruth Baker	(912) 925-3478
Chris Corbett	(864) 804-3811
Trisha Cruze, Treasurer	(912) 748-8570
Rafael Familia	(912) 225-9688
Cynthia Jones, ECE Director	(912) 341-9056
Max Konev	(912) 272-4688
Esther Martinez, Principal	(912) 704-1342
Judy Thomas Solomon	(912) 897-8257
Pastor Joseph Wamack	(407) 572-5407
Tammy Young	(912) 925-4387
Kirby Kirschmann, Recording Secretary	
Home & School Leader	