



**TEMPLETON HILLS
ADVENTIST SCHOOL**

**STUDENT HANDBOOK
2020 - 2021**

Templeton Hills Adventist School Handbook

2020-2021



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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 a need of a broader scope, a higher aim. True education means more than the pursual 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.”

Education, pg 13 [\[1\]](#)

“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.” Counsels to Parents, Teachers, and Students, pg 174 [\[2\]](#)

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.” Fundamentals of Christian Education, pg 450 [\[3\]](#)

“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.” Education, pg 225 [\[1\]](#)

“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.” Counsels to Parents, Teachers, and Students, pg 11 [\[2\]](#)

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.” Testimonies to the Church, Vol 6, pg. 134 [\[4\]](#) “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.” Education, pg 13 [\[1\]](#)

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. Education, pg 214 [\[1\]](#)

“A portion of time each day should be devoted to labor, that the physical and mental may be equally exercised.”-- Proper Education, 1877 [\[6\]](#)

“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.” Testimonies to the Church, Vol. 3, pg 154, [\[5\]](#)

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.” Testimonies to the Church, Vol 6 pg. 152, [\[4\]](#)

“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.’” Counsels to Parents, Teachers, and Students, pg 249 [\[2\]](#)

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.” Counsels to Parents, Teachers, and Students, pg 294 [\[2\]](#)

Our commitment

Templeton Hills Seventh-day Adventist School’s goal 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.” Testimonies to the Church vol. 6, pg 169 [\[4\]](#)

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 Templeton Hills Adventist School 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 personally
- Recognize God as the Creator of the Universe
- Read and understand the Bible that will be taught according to their ages
- 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 critical thinking and creativity
- Respect others regardless of their abilities, appearance or heritage
- Develop their gifts and talents to the maximum potential
- Develop physically, academically and spiritually
- Understand and apply principles of a healthy lifestyle
- Experience academic success through engagement and productivity
- Become familiar with current technology and use it in the classroom

- Prepare for a life of service to God and community

History

Templeton Hills Adventist School is a coeducational day school operated under the jurisdiction of the Central California Conference of Seventh-day Adventist and Templeton Hills Seventh-day Adventist Church. The school was originally established in 1942 in Paso Robles, California and operated there until 1976, when Templeton Hills Adventist School was moved to the present location in Templeton, California. The school is nestled above the church on a very lush green open area with an amazing view, adjacent to our community garden. 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.

Alyssa Brantley

Learning and inspiring a love of learning is what brings the sparkle into Alyssa's eyes and why she decided to become an Educator. The experiences that have equipped her to teach include being the eldest of seven children, teaching piano, peer tutoring, teaching and counselling at summer camps, leading Vacation Bible School, five years as boarding school dorm leadership, three years teaching high school mathematics and agriculture, and one year teaching in a multi-grade classroom. She has a BA in Mathematics and is currently working towards her MA in Teaching at Pacific Union College. When not planning lessons and dreaming of chalkboard drawings, she enjoys rock climbing, hiking, gardening, and making music.

Carmen Collins

She has a passion for teaching and learning, especially how people acquire a second language. It has inspired her to complete a MA degree in Spanish linguistics at Western Michigan University and an MA degree in English TESOL at Andrews University. Before her graduate studies, she completed a BA in Elementary Education and Administration at the Adventist University of Chile

and a BA in Spanish with a minor in Bilingual Education and Geography at Andrews University. Mrs. Collins enjoys students of all ages. She has 18 years of teaching experience at all levels K-12 and College. In her spare time, she likes to hike, walk and enjoy nature. She loves to read the Bible and books about nature and health. One of her favorite activities is to work in community projects and meet new people.

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 a letter or email to the school board chair at least three days before the date of the meeting. A list of current officers and contact information is available in the back of the handbook.

Daily Schedule

Monday through Thursday	8:00 A.M. to 3:00 P.M. (All Students)
Friday	8:00 A.M. to 12:30 P.M. (All Students)

The school is required to account for all students at all times of the school day from the moment of 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 class. No child will be permitted to leave school grounds alone. If a parent needs to pick up their student for an appointment during school hours, proper arrangement with the teacher and administrator is expected ahead of time.

After-School Care is available to all students in attendance that day. See section on “After-School Care Program” for more information. Any student still on campus 15 minutes after school ends that will be automatically placed in after school care.

Students will wait for their rides on the front lawn near the parking lot until the parent or guardian arrives to pick them up. No student shall be left on or about school grounds before or after school without parental or assigned adult supervision.

Keys to Excellence

The success of the student is the responsibility of the parent student, parent and the teachers. 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 maximized when the school philosophy is supported at home (e.g. discipline, responsibility, accountability, first-time obedience, and spirituality).

Classroom Conferences

Two regular conferences are scheduled with the teachers and parents 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.

Ms. Brantley and Mrs. Collins are also available to meet parents and guardians by appointment Mondays through Thursdays from 3:30 to 4:00 pm.

Dress Code and Appearance Code

Our goals for Christian dress and behavior are simplicity, tastefulness, modesty and healthfulness. Because our purpose is to teach our students to dress professionally, clothing worn to school and at school functions must be clean, neat, and fit appropriately. Cooperation in this matter is appreciated.

Dress Code

Templeton Hills Adventist School 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 or skorts can be worn by girls (knee length or longer).

Shoes

Students should wear shoes at all times except in the classroom. These shoes should be closed-toed and supportive with a non-marking sole. Comfortable running shoes are required for Physical Education class. 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.

Due to COVID-19 cleanliness requirements, we are asking that that students remove their shoes to enter the classroom. They may wear socks, slippers, or any indoor shoes to be left at school for that purpose. There will be an area at the entrance of each classroom for each student to keep their shoes.

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.

Formal Uniform

White blouses or oxford shirts 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 1.5 inches from the scalp. Hair color should be the student's natural color. No bleached or multicolored hairstyles are allowed. No emblems/ designs may be 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. Simple wristwatches are fine, but keep in mind that some watches can be a hazard on the playground.

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.
- Messages or graphics 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 be asked to change their attire. Students are required to keep a fresh change of appropriate clothing at the school in case of any incident.

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 find in Christian youth. The faculty of Templeton Hills Adventist School 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 allow 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.

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

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 protect and maintain such an environment.

Definition of Bullying

Bullying is abuse of power shown by 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. Bullying can be planned and organized or it may be unintentional. It may be perpetrated by individuals or by groups.

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

- 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, or articles
- Conspiracy with, 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 possessing anything that indicates gang affiliation
- Possession of weapons of any size, firearms, matches, lighters or explosives of any type
- Using any instrument 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 or anyone's property
- 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

Templeton Hills Adventist School 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 it happened accidentally or maliciously.

Chewing Gum

To keep our school clean and attractive and to promote respectful demeanor, we have a no-chewing-gum rule in effect in our building and on the playground.

Playground Equipment and Policy

- Students are not allowed to take school playground equipment or any other item without permission
- 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

- Monkey Bars are not for climbing on but only swinging across
- 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 not allowed to be brought to school and will be confiscated by 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 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 and stored in their backpack.
- If the cellular phone rings or is utilized by the student during the day, it will be confiscated and returned to the parents at the end of the day. No other electronic devices will be allowed at school.

School Lunches

Parents are responsible for providing their children with an adequate and nutritious lunch. Bringing unclean meats as described in the Bible (see Leviticus 11), or tea, coffee and soft drinks containing caffeine is prohibited. A vegetarian or plant based diet is encouraged, but not required.

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

Templeton Hills Adventist School 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 purpose of the attendance policy is to encourage regular and consistent attendance and punctuality in school by all students. There is a high correlation between good attendance, academic achievement and successful everyday work experience. To foster positive work and study habits, THAS administration and faculty believe that students must be in class in order to fully maximize their educational opportunities.

A student may miss no more than nine (9) days per semester. Every three (3) tardies to a class will equate to one (1) 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 is an extended 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.

Homework will consist of a minimum of 30 minutes reading and 15 minutes of any other assignments the pupil did not complete in class. There will be periodical reading quizzes at school for the accelerated reading program; therefore, it is critical that students read consistently so their grade will not be affected. Students who do not complete their daily reading assignments at home will have to make up their assignments at school during Friday specials after school.

Parent/Teacher Grievance Policy

It is our goal to serve you and your family during your time at THAS. We do our best to provide the highest quality educational experience for our families, but once in a while we fall short. When you are confronted by a problem, we ask that you adhere to the following process to deal with your concern.

1. Contact your child's classroom teacher and speak with him or her about the problem on an informal basis.
2. 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.
3. If you are not satisfied with the outcome of that conversation, contact the school principal about the situation with a written outline of the grievance. If the problem is with the Principal/Teacher, please contact the School Board Chair.
4. If the principal is not able to clear up the problem during the meeting, a period of 5 business days will be allotted for the principal to investigate and respond to the problem.
5. If the problem is not worked out in steps 2 or 3, then the party with the grievance can request that the school board chairperson investigates the

situation. The chairperson will determine whether it can be solved at this level or if it needs a hearing before the THAS school board.

6. The finding of the board in response to the grievance will be final and binding.

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 these are our chosen method for reconciliation. These methods are based on Matthew 18 and 1 Corinthians 6.

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.”

If all else fails and the matter needs to be brought before the school board, this form must be filled out prior to that school board meeting.

Parent/Teacher Conciliation Procedure Grievance Form

Parent(s) Name: _____

Date Submitted to the Teacher/Principal: _____

Grievance (Please be Specific):

Steps taken: What steps 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:

 /

Before and After-school care Program

Before-school care is available starting at 7:15 A.M.

After-school care is available for students every afternoon, Monday through Thursday until 5:30 P.M. and Friday until 4:30 P.M.

The charge, which is billed monthly to your account, is \$1.50 per quarter hour or \$6.00 per hour. Any student still on campus 15 minutes after dismissal time will be automatically placed in the after-school care program and charges will begin.

Exceptions may be made for students who have special permission from a teacher to be in a classroom. Students who were not in attendance during the regular school day are not eligible for after-school care. Students who are not picked up by 5:30 PM, Monday through Thursday or 4:30 on Fridays will be charged a late fee of \$6.00 per half hour or portion thereof.

After School Care Rules:

Boundaries

- Students must stay where the care teacher can see them at all times
- Students may not go into the school building without permission
- Students must be accompanied by an authorized adult when leaving the after-school area
- Playground rules apply during after school care, even if parents are on campus

Do Not Bring

Students should not bring video games or electronics to play with after school. If unsure about the appropriateness of a game or toy, please ask the care teacher.

Parent Pointers

- Please notify the school Principal or the care teacher when an unauthorized person may be picking up your child. Only those individuals with written permission to transport your child off campus will be allowed to do so. In case of an emergency, a text to the principal will suffice (269) 697-1495
- Parents who are working or volunteering at school are asked to let the care teacher know so the care fees can be waived

- Remember to sign out your child with the care teacher
- When you have checked your children out from after-school care, please keep them with you at all times. We want to make certain our students are supervised at all times when on our campus
- Please keep non-student siblings with you at all times unless other arrangements are made
- Late charges will be applied when students are not picked up by closing time.

Home and School Association

The Home and School Association allows for parents and families to support the students at our school in many different ways. It is an organization of parents and interested church members whose purpose is to provide parent education and unite the home, the school and the church in providing Christian education for all students.

Go to our online calendar to see what programs and events are scheduled. Come join us! We always need volunteers.

Objectives & Responsibilities of the Home and School Association

- Aid and educate parents in parenting skills, including health, nutrition, discipline, and spiritual development
- Strengthen the relationship between the home, school, and church
- Aid in the recruitment of students for the school and assist with all fundraising efforts to provide funds so all students may attend church school
- Assist the church school in providing funds for needed equipment, materials, and library resources
- Provide activities that promote social interaction between the home, school and church
- Assist the school in recruitment of volunteers for such activities as teaching assistance, field trips, drivers, home-room parents, plant improvement and beautification and other special projects requiring volunteer assistance

Volunteers

All parents are required to volunteer 20 hours per family through the entire school year for one of the following four fundraiser efforts. School Parent Volunteer (see below) doesn't count for these 20 hours. 10 hours must be completed before the end of the 1st Semester.

Volunteer opportunities include the following:

1. Apple Pie Fundraiser
2. Rummage Sale Fundraiser
3. Any fundraiser the school may have

Ask your child's teacher how you can volunteer your time where your talents and the school's needs meet. You just never know how you might benefit the school program.

School Parent Volunteers

Parent volunteers assist classroom teachers with daily operations, with parties and other special projects. The teacher determines the best ways the parent can help the teacher and represent the classroom with various activities. Due to COVID-19 in class volunteers may be limited.

Admission and Student Insurance

Special Needs Students

Templeton Hills Adventist Schools is not equipped to meet the special needs of some students. They may be denied admission if their needs cannot be met. We will always do what we can to accommodate the needs of all our students.

Limitations of Educational Services

Templeton Hills Adventist School 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

- 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

Templeton Hills Adventist School 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. Templeton Hills Adventist School 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 student's 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 unless in after school daycare. Any accident and medical follow-up must be reported to the school principal immediately to qualify for coverage.

Financial 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 community or sponsored 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 \$425.00 from September thru June. The annual tuition for the 2020-2021 school year is \$4,250.00 per student. A 5% discount will be given on the full annual charge if paid in full by September 1st.

Field Trip fee: Templeton Hill Adventist School 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.

2020/2021 Enrollment Plans

There are three enrollment plans for the 2020/2021 School Year, and they are as follows and will be further explained later in the handbook.

1. Community Plan
2. Sponsor Plan
3. Temple Plan

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 ensure 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

lifelong 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 \$148,000 to run the school and the church subsidized approximately \$90,000 of that. This year the church will subsidize approximately \$60,000 from the local church budget and we expect approximately \$17,000 from a local Thrift Shop that is being run by constituent church members. In addition to that, we estimate an additional \$30,000 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 \$212.50 (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 \$425.00 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.

Summary of Tuition and Fees for both Community and Sponsor Students

Total	Breakdown
New Student Non-Refundable Application Fee (This amount needs to be pay with registration fee deposit)	\$20
Registration Fee per Student (divided into two payments) (Registration fee deposit required with the registration fee) (Registration fee balance due prior to the first day of school)	\$220 \$120 \$100
Field Trip Fee(s) (payable over a 10-month period) **Additional fees apply to grades 5th-8th for Outdoor Education, Yosemite, Camp Wawona or another location**	\$80

Annual Tuition	Community Students	Sponsored Students
Grades K-8	\$4,250/year	\$2,125 year (Sponsor(s) pay other half)
Annual Tuition per Month for 10 Months		
Grades K-8	\$425/month	\$212.50/month (Sponsor(s) pay other half)
Homeschool Students		
1 class	\$100/month	\$1,000/ year
2 classes	\$150/month	\$1,500/ year
3 classes	\$200/month	\$2,000/ year

Registration fees and process is the same as for regular students.

Tuition/Financial Aid

Discounts

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

Tuition is an annual figure. Templeton Hills Adventist School 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 arrangement is 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 SDA 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:

Templeton Hills Adventist School 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.

COVID-19 In-Person Instructions Guidelines

Please refer to the online document located at:

<https://www.thaskto8.org/school-re-opening-guidelines>

References

- [1] White, Ellen G. *Education*. 1903
- [2] ---. *Counsels to Parents, Teachers, and Students*. 1913
- [3] ---. *Fundamentals of Christian Education*. 1923
- [4] ---. *Testimonies to the Church, Vol 6*. 1901
- [5] ---. *Testimonies to the Church, Vol. 3*. 1875
- [6] ---. "Proper Education" *Signs of the Times*, 6 September 1877

Templeton Hills Adventist School Board Officers and Teachers

Templeton Hills Adventist School Principal/School Board Secretary

Carmen Collins, Phone: (269) 697-1495

Email: templetonhillsadventistschool@gmail.com / collinsc@andrews.edu

Templeton Hills Adventist School Kindergarten-Second Grade Teacher

Alyssa Brantley, Phone: (704) 776-0208 Email: asbrantley@puc.edu

School Board Chair

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

Templeton Hills Church Pastor

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

Vice School Board Chair:

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

School Treasurer:

Karlonne Lewis, Phone:(951-965-0192) Email: treasurer.thas@gmail.com

Home and School Leader:

School Handbook Acknowledgement

Student Name: _____

Address: _____

Phone Number: _____

e-mail: _____

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
