

**2019-2020**  
**Kingsbury**  
**Seventh-day Adventist School**  
**Student Handbook**



**KINGSBURY SDA SCHOOL**

Think. Serve. Trust.

**3991 State Route 4**

**Hudson Falls, New York 12839**

**(518) 747-4424**

# **Kingsbury Seventh-day Adventist School Handbook**

“Train up a child in the way he should go:  
and when he is old, he will not depart from it.”

Proverbs 22:6

## **History**

The first Seventh-day Adventist school north of Albany had its start in Dublin, near South Bay Village, in 1936 when Mr. and Mrs. George Furman contributed their child’s play house for Christian Education.

In 1937 the school was located in Welsh Hollow. Then from 1948 to 1954 school was held on Mud Street in Hudson Falls. In 1954 two separate locations were required to accommodate all the pupils. In addition to Mud Street School, classes were also held at the home of Howard and Esther Wilson in Fort Ann.

When a three room public school in Glens Falls came up for sale, church members bid on the building and bought it. This little school on Dix Avenue became the first church-owned school and was dedicated on December 9, 1956.

The present facility was constructed in 1970-1971, and is situated on a hill just north of the Hamlet of Kingsbury. When built, it consisted of four classrooms, a library, office, kitchen, garage, gymnasium, and storage rooms. In 1984, the congregation added a church sanctuary and other rooms, such as bathrooms and hallway on the south end, thus completing a complex dedicated to the service of God.

## **Mission**

It is the mission of Kingsbury Seventh-day Adventist School to empower students to think deeply, serve humbly, and trust God wholeheartedly.

## **Nondiscrimination Policy**

Kingsbury Seventh-day Adventist school admits students of any race or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not unlawfully discriminate on the basis of race, creed,

color, ethnic background, country of origin, or sex in the administration of its educational and financial policies. Kingsbury Seventh-day Adventist School is operated in harmony with the guidance and direction of the Office of Education, North American Division of the Seventh-day Adventist Church.

## **Philosophy**

The aim of Seventh-day Adventist education is to create a likeness of Christ in the character. Seventh-day Adventists recognize the existence of sin; a restoration from sin which is accomplished through the conversion experience; and a subsequent growth in Christ throughout the life.

An atmosphere is provided in which the student may become acquainted with their friend, Jesus. It is expected that all who present themselves for enrollment will have respect and honor for the religious principles on which the school is founded.

## **Objectives**

Kingsbury SDA School encourages each student to follow the ideals expressed below.

### ***A. Religious***

- a. Understand and adopt scripturally based philosophy and standards by demonstrating virtues of kindness, unselfishness, patience, cooperation, etc.
- b. Give voluntary participation in church religious activities.
- c. Engage in private devotion.

### ***B. Intellectual***

- a. Understand God as Creator and Sustainer of mankind.
- b. To think and work independently.
- c. To use the information obtained during the course of study.
- d. To cope with the practical and abstract problems of life.

### ***C. Vocational***

- a. Joining in manual labor and other occupational activities provided by the school and community.
- b. Striving for excellence in workmanship in assigned tasks.
- c. Developing initiative, self-motivation and reliability.

#### D. *Social*

- a. Regard others with respect in all social relationships.
- b. Consider another person's point of view.
- c. Respect the property of others.
- d. Exercise self-control and discipline.
- e. Attend social functions which adhere to Christian ethics.
- f. Support, sustain, respect and obey the law of the government.
- g. Uphold the principles of church and state separation.

#### E. *Health*

- a. Exercise temperance and moderation in a balanced diet.
- b. Enjoy wholesome outdoor recreation and daily physical activity.
- c. Obtain adequate and regular rest.
- d. Develop regular habits of cleanliness.

### **Admission Policies and Requirements**

1. Any student in grades one through eight who expresses and demonstrates a sincere desire for a Christian education and pledges to uphold the standards of the Seventh-day Adventist Church is eligible for admission.
2. A certificate or transcript covering all previous school work must be presented for students entering the school for the first time.
3. A formal application must be submitted by the parent for the prospective student. After the school board reviews the application, parents will be notified, in writing, of a decision.
4. Students entering the first grade must have attained the age of 6 by September 15 of the present year. The student must pass a readiness test given by the school.
5. Kingsbury SDA School does not have the equipment or staff necessary for special education. It is therefore unable to accept students who have serious mental, physical, emotional, educational or social handicaps.
6. All accounts, fines, and other obligations from previous years and to other Seventh-day Adventist schools must be eliminated or arrangements made before a student may register for the current year.

7. Attendance at Kingsbury SDA School is a privilege and not a right. In order to safeguard the scholarship and moral atmosphere the school reserves the right to request withdrawal of any student whose presence is deemed detrimental.

*New and returning students who are admitted to Kingsbury are enrolled in one of the following categories:*

- o Accepted unconditionally;
- o Accepted with academic and/or behavioral concern;
- o Accepted on academic and/or behavioral probation.

Additionally, upon recommendation of the principal or teacher, students may be referred to the School Board at any time during the school year. The School Board may then choose to change the student's enrollment status.

Students who have the status of either "concern" or "probation" will have their performance reviewed monthly by the School Board and a written report made to the parent/guardian.

The School board is authorized to change the student's status or to ask a student to withdraw. A parent/guardian whose child is being monitored may request a hearing before the School Board. Decisions regarding a student's enrollment or expulsion may be appealed to the full Board.

### **Registration**

After acceptance, a student may be registered during any scheduled registration or by appointment. At that time the parent/guardian must:

1. present an updated immunization form signed by a doctor or health care official;
2. fill out an emergency contact information card;
3. sign an emergency consent to treat form;
4. complete financial arrangements.

### **Student Pledge**

Every student who is accepted at Kingsbury SDA School pledges to observe the Christian principles upon which this school is operated. If this pledge is broken, it is understood that by such infractions the student forfeits membership into the school. If longer retained, it is only by the forbearance of the faculty. It is also the student's

responsibility, to the best of his/her ability to perform all school duties assigned by the staff.

### **Financial Information**

The Kingsbury SDA School derives its operating monies from three primary sources-the New York Conference of Seventh-day Adventists, the Kingsbury Seventh-day Adventist Church, and tuition.

### **Billing and Payment**

At the beginning of each month statements will be sent by email. In the event a parent does not have email access statements will be sent by U.S. mail.

All tuition costs are on a 10-month basis beginning in August and ending in May. The registration fee and the first month's tuition is due at time of registration. The remaining nine payments are due on the tenth of each month, starting September 10<sup>th</sup>. Tuition should be given to or mailed to:

Kingsbury Seventh-day Adventist school  
3991 State Route 4  
Hudson Falls, NY 12839

Transcripts are issued for students whose bill has been fully paid or other financial arrangements have been made.

Students joining after the start of the academic school year will receive a pro-rated registration fee based on start date. The first month's tuition will be pro-rated based on start date as well. The registration fee and first month's tuition will be due by attendance start date.

### **Financial Policy**

All accounts must be current. It is the responsibility of parents, guardians, and sponsors to meet their financial obligations to the school. Keeping one's school account current is a condition of continued enrollment in the school.

Accounts more than 30 days in arrears will be reviewed by the Kingsbury School Board and a reminder letter will be sent to the parent/guardian. If accounts become more than 60 days in arrears, the parent/guardian may be asked to meet with the school board and to provide a plan to become current. Failure to comply with an approved plan may

result in parents being asked to withdraw their child(ren) from school until the account is cleared.

A current or former student will not be allowed to register for the following year until his/her account has been cleared or satisfactory arrangements have been made with the Kingsbury School Board.

**Worthy Student Funds** – Limited financial aid may be available based on need to help provide assistance with tuition costs. If financial assistance is desired, arrangements must be made with the Kingsbury SDA School Board.

Financial Aid applications are due by April 30<sup>th</sup>. Applications are reviewed by the school board and decisions made based on financial need. Prior to school registration you will be notified in writing of the board's response to your application.

**Award Amounts** - For single child families, awards range from 0 to 50% of tuition per month. For multiple child homes the awards range from 0 to 100% of tuition per month on one child, with parents responsible for the tuition of the other children. Extra assistance may be considered in extraordinary circumstances, but should not be assumed.

## **Tuition**

Constituents –       Registration fee - \$200  
                                  Tuition - \$230 per month

Non-constituents – Registration fee - \$300  
                                  Tuition - \$315 per month

(A constituent is one who is a member of a constituent church.)

Note: Registration fees help to cover costs of textbook use, instructional supplies, yearbook, student insurance coverage, and testing fees.

## **Family Discount**

If you have more than one child attending Kingsbury, you are eligible for a discount. For the second child, the discount amounts to \$100.00 per school year, for a third child the discount is \$200 per year, etc.

## **Other Fees**

Outdoor School (Grades 5-8) – Due in September prior to leaving for the event. Amount determined by the NY Conference.

Music Festival (Grades 5-8) - Due in February/March prior to leaving for the event. Amount determined by the NY Conference.

### **Outdoor School: Grades 5-8**

The New York Conference organizes an Outdoor School in which the elementary schools and junior academies participate. This is a unique opportunity for students to learn of God in His second book -nature. Information is sent home within the first week of school.

### **Field Trips**

Field trips will be organized by the teacher, which will require permission slips, transportation and/or entrance fees.

## **ACADEMICS**

### **Grading Periods**

The school year is divided into four quarters. Grades are issued at the close of each quarter. A permanent grade is issued at the end of the school year for students in grades 1-8.

### **Grading System**

Letter grades are given for grades 1 - 8 as follows:

#### ***Grade 1- 2***

TBD by the new grading system.

#### ***Grades 3 - 8***

- A - Superior
- B - Above Average
- C - Average
- D - Below Average, Needs Improvement
- F - Failure
- I - Incomplete

### *Grade Point Averages*

The following scale determines grade point averages:

A	4.00	Superior
A-	3.67	
B+	3.33	
B	3.00	Above average
B-	2.67	
C+	2.33	
C	2.00	Average
C-	1.67	
D+	1.33	
D	1.00	Below average
D-	0.67	
F	0.00	Little or no achievement

### **Parent/Teacher Conferences**

Parent/teacher conferences will be arranged by the school at the end of the first and third quarters, but parent/guardian(s) are encouraged to discuss student progress at any time, by appointment.

### **Homework Policy**

The purpose of homework is to develop study habits, to provide reinforcement, and to give opportunity for extra drill, research, and enrichment. Regular assignments not completed during school hours automatically become homework. Special projects such as dioramas, research papers, or outside reading will be assigned according to grade level.

### **Make-up Work/Incomplete Grades**

All assignments are to be handed in on the date due. Any assignments missed due to absence or tardiness are the responsibility of the student and should be made up by the deadline set by the teacher. If an assignment is late, 10% is taken off each day it is late until the assignment reaches a zero. If a student is sick or has an excused absence, they will be given extra time to complete the missing assignments.

If a student has not completed the required course work at the end of a quarter because of certified illness or prolonged excusable absence, a grade of "I" will be recorded for

that term. A deadline for the completion of unfinished work will be set by the teacher. After that time a grade of 0% will be given for missing items, and a grade assigned.

### **Promotion and Retention**

A failing grade for students in 1-2 grades will be denoted on their report card; a failing grade for students in 3-8 will be denoted on their report card with the letter F. Any student in grades 1-8 who fails to pass any math, science, social studies, and language arts subjects may be recommended for retention or a special summer program.

Any student in grades 1-8 who fails one quarter in any subject during the school year will be put on academic probation and must meet with the principal, teacher, and parent/guardian. At this meeting a contract will be made with the student and parent/guardian regarding specific conditions under which the student may remain in school.

### **Eighth Grade Class Trip**

To participate in the Eighth Grade Class trip, a student must maintain passing grades in core subjects as defined in number 1 below.

### **Eighth Grade Graduation Requirements**

1. The student must attain a passing grade in Bible, English, Math, Reading, Science, Social Studies, and Spelling.
2. All incomplete grades must be made up and a grade received before graduation.
3. All tuition and fees must be paid by the date of graduation.

### **CURRICULUM**

Kingsbury SDA School offers a curriculum in full accordance with the requirements of the Education Departments of the General Conference of Seventh-day Adventists and the State of New York.

### Grades 1-4

Art  
Bible/Community Outreach  
Handwriting  
Language Arts  
English  
Mathematics  
Music  
Reading  
Physical Education  
Science/Health  
Spelling  
Phonics  
Social Studies  
\*Taught in alternate years

### Grades 5-8

Art  
Bible/Community Outreach  
Handwriting  
Language Arts  
English  
Mathematics  
Music  
Reading  
Physical Education  
Science/Health  
Spelling  
World History/Geography\*  
American History\*

### Standards of Conduct

It is the purpose of Kingsbury SDA School to instill in each student the desire for a high spiritual and moral life. All students are expected to respect other people and their property and space.

The following Lightskills are taught at all grade levels. Students are expected to develop these skills and use them both in and out of school.

#### Lightskills

**Active listening:** Listen with the intention of understanding what the speaker intends to communicate.

**Encouragement:** Use words, actions, and/or body language that will uplift, honor and build up others.

**Caring:** To feel and show concern for others.

**Common Sense:** To use good judgment.

**Cooperation:** To work together toward a common goal or purpose.

**Courage:** To act according to one's beliefs despite fear of adverse consequences.

**Curiosity:** A desire to investigate and seek understanding of one's world.

**Effort:** To try hard.

**Encouragement:** To inspire with hope and give support.

**Flexibility:** To be willing to alter plans when necessary.

**Friendship:** To make and keep a friend through mutual trust and caring.

**Gracefulness:** To do kindness to others, even when they don't deserve it.

**Initiative:** To do something, of one's own free will, because it needs to be done.

**Integrity:** To act according to a sense of what's right and wrong.

**Organization:** To plan, arrange, and implement in an orderly way; to keep things orderly and ready to use.

**Patience:** To wait calmly for someone or something.

**Perseverance:** To persist at a task.

**Personal Best:** Satisfaction from doing one's personal best.

**Personal Best for Jesus:** Do one's best given the circumstances and available resources.

**Problem Solving:** To create solutions to difficult situations and everyday problems.

**Punctuality:** To act or arrive exactly at the designated time.

**Resourcefulness:** To respond to challenges and opportunities in innovative and creative ways.

**Respect:** To treat others with esteem to treat others the same way you would like to be treated.

**Responsibility:** To respond when appropriate; to be accountable for one's actions.

**Self-Control:** To control your feelings, desires or actions by using your own will.

**Sense of Humor:** To laugh and be playful without harming others.

**Stewardship:** To take care of your and others personal belongings in a responsible manner, recognizing God's ownership of your body and all your possessions.

**Trust in God:** Ask God to help you become like Him and trust Him to keep His promises.

**Trustworthiness:** Act in a manner that makes one worthy of trust and confidence.

**Truthfulness:** Be honest about things and feelings with oneself and others.

## Discipline Policy

In any group, it is always necessary to have rules to provide for the rights, health, safety, and general welfare of all. In the case of a school, rules not only protect all involved, but they allow the school to do its job of preparing young people for life. By having regulations that are well thought out, consistently and prayerfully enforced with Christian love, the school is able to teach the students about consequences and help them develop self-discipline for later in life. Offense of the following, whether at school or on a bus, will be taken seriously and will result in disciplinary action:

- o Possession, use, or abuse of drugs, alcohol, and tobacco;
- o Gambling or betting in any form;
- o Dishonesty, including theft, lying, or willful deception regarding violation of school regulations; cheating on examinations, class work, or any phase of school work or business;
- o Any attitude or behavior that is disruptive to the school program;
- o Using profanity; indulging in lewd or suggestive language or gestures;
- o Improper conduct involving the opposite sex or one's own sex;
- o Any form, use or reference to the occult; (i.e., movies, conversations, books, magazines, etc.)
- o Possession of pornographic material, including the use of pornographic websites;
- o Undermining the religious ideals of the school and the Seventh-day Adventist Church;
- o Disrespect to supervising adults;
- o Chewing gum;
- o Willful destruction of school property (A fine of \$50 plus the repair costs applies. Accidental damage will involve repair costs only);
- o Unauthorized entry; making or unlawfully possessing keys for the buildings;
- o Conspiracy to or participation in initiations or committing or threatening to commit any act that injures, degrades, or disgraces a fellow student;
- o Tampering with the fire alarms, extinguishers, or other safety equipment. A cash fine of \$25 applies;

- o Possessing knives, fireworks, explosives, firearms, or any type of weapon;
- o Hitting, kicking, or other inappropriate use of the hands or feet;
- o Use of handheld video games, cell phones, iPods, and other non-approved electronic devices;
- o Use of skateboards, heeled shoes or other wheeled devices;
- o Bare feet- shoes must be worn at all times.

Kingsbury tracks each student's discipline record. If a student chooses to violate school regulations, the following discipline policy will be enforced:

1. The infraction will be entered in the student's discipline record, and the appropriate consequence will be assigned. Consequences may include detention, fines, or suspension. Some major offenses may result in immediate expulsion.
2. Parent/guardian will be notified in writing of the infraction and consequence.
3. A student who commits a major infraction or repeated minor infractions may be put on probation. A student on probation will meet with his/her parent/guardian, teacher, and the principal once a week to discuss behavior and progress.
4. Further infractions while a student is on probation may result in expulsion.

### **Classroom Discipline**

Individual classrooms may have additional rules, which the teacher will establish and enforce. Classroom rules will be given to parent/guardian and students in writing at the beginning of the school year.

### **Sexual Harassment Policy**

The Kingsbury Seventh-day Adventist School values the right of all staff/students to work, study and teach in an environment free of sexual harassment. Such behavior demeans human dignity, erodes morals and runs counter to the Christian mission and principles on which this school operates. In addition to being in violation of Kingsbury policy, sexual harassment constitutes illegal educational discrimination under Federal

and State statutes, and the 14th Amendment of the U.S. Constitution and Title IX of the Education Reform Act Amendment of 1972.

### **Mandated Reporting**

Under New York State Law, teachers are mandated reporters, required by law to report known or suspected abuse, abandonment or neglect of minors. Failure to report can result in the teacher being fined and/or imprisoned.

In order to avoid unnecessary stress for you and your family and to help school personnel ensure the safety of your children, please inform your child's teacher of the circumstances surrounding illnesses or injuries which occur outside of school.

Mandated reporters are required to report suspected child abuse or maltreatment when, in their official or professional role, they are presented with a reasonable cause to suspect child abuse or maltreatment. A person can have "reasonable cause" to suspect that a child is abused or maltreated if, considering what physical evidence s/he observes or is told about, and from his/her own training and experience, it is POSSIBLE that the injury or condition was caused by neglect or by non-accidental means.

## **DRESS CODE & PERSONAL APPEARANCE**

Kingsbury Seventh-day Adventist School's dress code is based on 4 basic principles:

1. Modesty
2. Appropriateness
3. Neatness
4. Cleanliness

Although the following regulations do not cover every clothing possibility, the school administration appreciates a cooperative student and parent attitude toward these 4 basic principles.

## **Young Women**

### Acceptable Dress

- Jeans
- Slacks/Khakis
- Capris
- Shorts to the knee or longer
- Skirts to the knee or longer
- Modest dresses to the knee or longer
- Modest shirts/blouses/t-shirts
- Make-up is acceptable if it does not detract from a student's natural appearance
- Nail polish is only acceptable if it is clear
- Hair should be neat, clean, out of the eyes, and a natural color.

## **Young Men**

### Acceptable Dress

- Jeans
- Slacks/Khakis
- Corduroys
- Shorts to the knee or longer
- Button down shirts/t-shirts/polos
- Hair should be neat, clean, out of the eyes, and a natural color.

## **All Students UNACCEPTABLE Dress**

- Leggings, unless they are under a dress that is to the knee or longer
- Jeggings
- Yoga pants
- Spandex of any kind
- Shear/see-through fabrics
- Tank tops and sleeveless of any kind
- Halter tops
- Fishnet fabrics
- Low cut tops
- Bare midriffs
- Off the shoulder tops
- Tight fitting pants/tops
- Undergarments showing

- Hats (except for special occasions which will be made known to students & parents)
- Clothing with writing or images not in harmony with Christian beliefs. This would include anything suggestive, obscene, sarcastic, racially or culturally demeaning, or connected in any way to rock or rap groups and their cultures.
- Jewelry of any kind
- Sneakers with marking soles
- Pants/jeans with holes
- Sweatpants, athletic pants, or gym shorts (except for PE/recess)
- Clothing with unfinished edges
- Underwear (bras included) showing/Boxers showing
- Extreme or bizarre styles in hair (punk, spiked, rat-tails, ponytails on boys, painted hair, etc.) are not permitted at the school. Hair length and appearance must reflect neatness.

#### **FAILURE TO COMPLY WITH DRESS CODE**

1. *First* offense = written warning sent to parents. Appropriate clothing provided at school.
2. *Second* offense = Sent home with a written warning sent to parents.
3. *Third* offense = suspension

### **Attendance**

#### ***Comprehensive Attendance Policy***

This school exists to develop in its students, spiritual, academic and social skills to the highest standards possible. It is also attempting to form in students responsible behaviors including punctuality. Students arriving 10 minutes late for school are marked tardy.

Absences from class should be limited to those which are due to emergency, student illness, death in the family or court appearance.

Every effort should be made to arrange medical appointments outside of school hours. In the event this is not possible, students will be excused for the time necessary to attend the medical appointment. The attendance records of a student who is tardy more than 5 days or absent more than 6 days during a 9 week grading period, will be referred to the school board.

Legal excuses for tardiness include: sickness, emergencies, and appointments, buses not running or late.

\*Written excuses are required for ALL excused absences and tardies.

\*\*\*Work missed because of unexcused absences and tardiness must be made up but may not receive full credit. \*\*\*

### **Unacceptable Attendance and Responses To It:**

1. A Student shall be determined to have an unacceptable attendance record who:
  - a. Is tardy more than 5 days or absent (excused or unexcused) more than 6 days during a 9 week grading period.
2. When a student reaches the criteria described above, a formal letter will be sent home by mail notifying parents that any additional infractions will result in the student's records being referred to the school board.
3. Upon review of the student's record, the school board may:
  - a. Request that the parents submit a written plan to address the problem.
  - b. Require the parents to meet with the board to seek a solution
  - c. Recommend that the principal contact local truancy officers
  - d. Dismiss the student
4. A student who is absent as many as seven days out of a grading period, for whatever cause, may receive incomplete or failing grades unless it is evident to the teacher that his work has been satisfactorily made up.
5. Exceptions may be made for extended excused absences or unusual circumstances with approval from the classroom teacher and the school board.

## **Absence from School Premises**

No students shall leave the school premises at any time during the day without the request in person or in writing from the parents, guardians, or principal.

## **Half Days**

Half days are regular school days and meaningful work is done. Students are expected to be present.

## **Health Services**

### *Physical Exams*

A physical examination is required by New York State for all new students and then routinely for children entering specific grades as mandated. The teacher will inform parents of these grades before the school year begins. Parent/guardian(s) are encouraged to have their family physician complete the examination and must report the results to the school by the end of the second week of school.

### *Immunizations*

New York State Law mandates that all students entering school for the first time or transferring to a new school must provide documentation from a physician that the student's immunizations are up to date. This must be done within 14 days of the beginning of classes. If such documentation is not provided, the student is suspended from school until such time that immunizations are brought up to date or documentation is furnished. This is the responsibility of the parent/guardian.

## **Medication**

School personnel cannot legally diagnose, prescribe or treat. If it is necessary, however, for a child to receive medication during the school hours, the following steps must be followed:

1. A written order must be obtained from the physician prescribing the medication, stating the name of the medication, dosage, time to be given, and the effect of the medication.

2. Parent/guardian must send a written request that medication be given to their child;
3. Medication must be given directly to the teacher at the start of the school day. Students are not allowed to have medication in their possession while on school property;

These procedures apply to over-the-counter medications as well as prescription medications. The teacher in charge will administer the medication only under these conditions.

### **Illness in school**

Parent/guardian(s) are requested to not send a child to school who is *vomiting, has a fever, a persistent cough, contagious condition, or other symptoms of acute illness*. The close conditions of a classroom make it imperative that a sick child be kept home so as not to spread his/her illness to others. A student who has a fever may come back to school *after 24 hours fever free without the aid of a fever reducer*.

If a child becomes ill or injured at school, the teacher will do his/her best to make the child comfortable. Arrangements will be made for the child to be sent home.

### **Nutrition**

Seventh-day Adventists believe that health principles are an important part of our standing with God. For a student to achieve his/her maximum potential scholastically, it is essential that the mind be clear and alert. Parents are urged to send healthful, balanced lunches with their child that will help him/her to meet the rigors of the school day.

For health reasons, a wholesome lunch containing solid food is required for each student. Vegetarianism is a recommended practice within our church and we recommend this for school lunches. Those who choose to send meat in school lunches are required to only provide "clean (kosher) foods" as stated in Leviticus. Biblically unclean foods are not acceptable. So-called "junk foods" are not part of a balanced diet and we do not recommend them. Lunch swapping among the students will not be allowed due to dietary preferences and/or medical reasons. Drinks containing caffeine are not allowed.

## **Grievance Procedures**

The emphasis of this Grievance Policy is placed on candid and open communication between those involved. The process emphasizes the solution of problems at the level closest to their origin and is based on the premise that each party is interested in fair and just solutions to grievances.

1. The student, parent/guardian, or constituent member should first contact the individual teacher and attempt to resolve the issue directly.
2. If unresolved, the grievant shall contact the principal of the school.
3. If this does not resolve the grievance, then the grievant shall communicate with the School Board Chairperson.
4. If the above steps prove unsatisfactory and the student, patron, or parent/guardian feels that a further appeal is needed, he/she should contact the School Board Chair and ask for a full School Board review. The New York Conference Superintendent of Education and/or his/her designee must be present when teacher concerns are addressed at a meeting of the School Board.
5. If resolution is not attained, the matter should be taken to the New York Conference Board of Education. The decision of the New York Conference Board of Education will be final.

## **General Information**

### **Length of School Day:**

**Monday-Thursday** 8:00 am - 2:45 pm

**Friday** 8:00 am - 2:00 pm

### **Pick Up Policy**

School begins every weekday at 8:00 A.M. and dismisses at 2:45 P.M. Monday through Thursday and at 2:00 on Friday. A student must be picked up promptly at school

dismissal. Teachers are busy with their work and there is not adequate supervision for students to be on the grounds after hours. Parents are responsible for their children and are asked to pick them up on time. There will be a 15-minute grace period given, 2:45-3:00 Monday-Friday and 2:00-2:15 on Fridays, and after that time, a charge of \$1 per minute will be charged to your bill, unless prior arrangements are made for extenuating circumstances.

### **Extracurricular Limitation:**

Extracurricular activities are those activities that require the student to be absent from classes. Extracurricular activities are a privilege, and involvement in them may be suspended when a student's grades or deportment is unsatisfactory. Request for such approval must be submitted to the faculty at least one week before the activity.

### **Insurance**

The plan designed for students of the New York Conference of Seventh-day Adventist schools is from Guide One Insurance. This policy provides **excess insurance** only. It is secondary to all other forms of insurance. Forms are available from the school office.

### **Care of Personal and School Property**

Student damage to school property, including textbooks, will be the responsibility of the student and his/her parent/guardian. Willful destruction of school property will subject the student to serious disciplinary action including restitution.

Lockers are provided for student use and are their responsibility to keep neat and clean and in good condition. Stickers are not to be affixed to them at any time.

The school is not responsible for money or other personal property of the student. This includes property left by a departing student.

Students share the responsibility of keeping the classrooms and school premises neat and clean. Daily cleaning tasks are completed during each school day.

## **Telephone**

The telephone is for school use only. In an emergency, teachers may give students permission to call their parent/guardian. Under any other circumstances, students must get permission from the teacher. Please make all arrangements with your child(ren) before school. To keep classroom interruption to a minimum, call before 8:00 AM or after 2:45 PM.

Students are permitted to bring cell phones to school. Cell phones must be turned off and kept in lockers or backpacks unless students are given permission by the teacher to have and use them during the school day. Students involved in unauthorized use of cell phones may lose the privilege of having a cell phone in school and will be asked to surrender the phone to the teacher upon arrival at school.

## **Transportation**

Transportation is the responsibility of the parent/guardian. The school cooperates with the various school districts, which bus the students from their areas of residence in accordance with state regulation.

Requests for busing for the following year are to be submitted by April 1 directly to the school district in which the student resides. Kingsbury SDA School does not handle these arrangements.

All changes in transportation after school require written permission from the parent/guardian with proper instructions regarding the change of destination and/or mode of transportation. It is the parent/guardian's responsibility to call their district transportation office when their child will not be riding the bus, whether in the morning or in the afternoon. This is a matter of common courtesy.

## **Visitors**

Parent/guardian(s) are always welcome to visit. As a courtesy to teachers, parent/guardian(s) are asked to make prior arrangements. For the security of students, the front door is always locked.

Please do not request conferences with classroom teachers during school hours. We will be happy to arrange conferences outside of school hours.

In the interest of providing an atmosphere conducive to learning, it is requested that students do not bring their friends or relatives to school. Exceptions may be made for special-occasion days, but teacher permission must be obtained in advance in these cases.

### **Handbook/Policy Changes**

The Kingsbury SDA School Board reserves the right to change any policies or items in this handbook at any time. Policies adopted and announced during the year are as binding as, and shall take precedence over those published in the handbook.

### **Emergency School Closings**

If it becomes necessary to close school because of inclement weather, poor road conditions, or other emergencies, announcements will be broadcast on the following television stations:

- Spectrum Local News
- WNYT TV
- WRGB TV - The same information is also displayed on WCWN channel 45.
- WTEN
- WXXA

The websites that correspond with these television stations will also have our school listed. Look for Kingsbury Seventh-day Adventist School by name. We do not always close when public schools close.