



# SHOAL CREEK

## ADVENTIST SCHOOL

### **Handbook**

**2023 – 2024**

171 Gordon Road  
Newnan, GA 30263  
Phone: 770-251-1464  
[www.shoalcreekschool.com](http://www.shoalcreekschool.com)



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## **Teaching Staff**

**Kindergarten** – Tiffany Swinney, MS

**1<sup>st</sup> & 2<sup>nd</sup> Grades** – Krista Wolters, BS

**3<sup>rd</sup> & 4<sup>th</sup> Grades** – Pauline Evens, MS

**5<sup>th</sup> & 6<sup>th</sup> Grades** – Noe Grady BS

**7<sup>th</sup> & 8<sup>th</sup> Grades** – Grant Wolters, BS

**Music** – Tracy Glass, BA, MS

## **School Board**

Steven Martin

Grant Wolters

Cathy Wofford

Pastor Denny Grady

Emily Grubbs

Brian Cummings

Terri Freeman

Marla Fordham

Leslie R. Fagin

School Board Chair Person

Principal/Secretary

Treasurer

Pastor of the Peachtree Hills SDA Church

Home and School Director

PTC Representative

PTC Representative

Equity Advocate

PTC Representative

The school board meets every month, or as needs arise. Any concerns or requests should be forwarded to the SCAS principal or the school board chair person.

## **General Information**

### **Mission**

To enable learners to develop a life of faith in God, and to use their knowledge, skills, and understandings to serve God and humanity.

### **Vision**

For every learner to excel in faith, learning, and service, blending Biblical truth and academic achievement to honor God and bless others.

### **Philosophy**

The philosophy of Adventist Christian Education at Shoal Creek Adventist School is a view of education as a means of restoring human beings to their original relationship with God. Believing the redemptive aim of true education to be the restoration of human beings into the image of their Maker, Shoal Creek Adventist School, in cooperation with the church and the home, strives to prepare each learner for responsible citizenship in this world and the world to come. True Christian Education “imparts more than academic knowledge. It fosters a balanced development of the whole person—spiritually, intellectually, physically and socially. Its time dimensions span eternity. It seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to nurture thinkers rather than mere reflectors of others thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual’s potential; and to embrace all that is true, good and beautiful.” (Adapted from policy FE05 of the *General Conference of Seventh-day Adventists Policy Manual*)

### **Program**

Shoal Creek Adventist School offers a biblically based academic program for children in kindergarten through eighth grade. Curriculum choices are based on recommendations by the Department of Education for the North American Division of Seventh-Day Adventists. Shoal Creek Adventist School places a high estimate on the infinite worth of every individual and seeks to provide a climate in which a positive self-image may be developed. The school program encourages students to take an active interest in making the community a better place to live. The program educates students to appreciate the cultural and scientific advances of the 21<sup>st</sup> century and to develop positive attitudes toward useful labor. The school program challenges each student to discover and develop his/her own spiritual gifts in the spread of the gospel throughout the world in preparation for Jesus’ soon return.

### **Accreditation**

Shoal Creek Adventist School is currently accredited by the Department of Education for the General Conference of the Seventh-day Adventist Church; Georgia Department of Education/Private School Accreditation.

### **Staff**

Teachers at Shoal Creek Adventist School are placed and monitored through the Department of Education of the Georgia-Cumberland Conference of the Seventh-day Adventist Church. They are required to maintain a current teaching certification through the Department of Education for the North America Division of the Seventh-day Adventist Church. They are also required to supplement their knowledge through participation in workshops and teacher training opportunities throughout the school year. Non-instructional staff is hired by the local school board on an as-needed basis.

### **School Board**

The school board of Shoal Creek Adventist School is made up of representatives from Shoal Creek Adventist School and Peachtree Hills SDA Church. The role of the school board is to uphold the policies set by the Department of Education of the Georgia-Cumberland Conference of the Seventh-day Adventist Church, establish local school policies, set school budgets, and ensure the smooth operation of the school facility. As the school's representative, the principal is to handle the day-to-day operations of the school. School Board meetings are open to the parents unless there is a topic to be discussed in executive session.

### **Non Discrimination Policy**

Shoal Creek Adventist School does not discriminate based on gender, race, color, national or ethnic origin in educational policies, admissions, scholarships, finances, or school administered programs.

### **Interpretation of Policy**

The Administration and Board reserve the right to formulate and implement policies, rules and/or regulations throughout the course of the year in order to ensure the safe and appropriate operation of the school. Those policies will be equal in force and are not subject to legal interpretation of wording or intention.

### **Financial Information**

Shoal Creek Adventist School is a privately supported educational institution, which receives no funding support from the state or federal government. As such, in order to operate a quality program, the school board sets registration and tuition rates each spring for the following school year. Believing the school to be a mission field for the community and church, tuition rates are kept as low as possible while meeting budgetary needs.

### **Tuition and Fees**

**Registration and Tuition Fees:** the tuition and fees may be located on the Tuition and Fees Form in your registration packet, or you may visit the school website and click on the "Tuition and Fees" tab for current rates. Registration covers textbook rental or purchase, library fees, student insurance, classroom instructional supplies, and administrative costs.

\*Constituent – student or their parent/guardian must be a member of the Peachtree Hills Seventh-day Adventist Church. In addition to church membership, definition of a constituent family includes regular attendance of Sabbath worship services, participation in the ministries of the church and financial support of the ministry of the church.

**Technology fee:** Covers regular updating and maintenance of the school's technology.

### **Tuition Collection Procedure**

Tuition is due monthly on an agreed upon date (either the 5<sup>th</sup> or 20<sup>th</sup> of each month). FACTS Tuition Management program collects registration fees and tuition for SCAS. Each family is required to sign up for FACTS tuition payment system. Payments are automatically deducted from designated bank account each month. You may also pay by credit card

for an additional charge from FACTS. If payment is not received on the scheduled due date, the parent/guardian must contact the school to make payment or arrangements for payment. Failure to make arrangements within 10 business days will result in the child being denied access to the school. Go to the SCAS website [www.shoalcreekschool.com](http://www.shoalcreekschool.com) for a link to FACTS website. Please know that we want your children here in our school, but we must be good stewards of our money to remain viable. If you are experiencing financial difficulties, we want to work with you to find a way to keep your student(s) at Shoal Creek, but you must communicate with us about your needs.

### **Before Care, After Care Payments**

Payment for these items is also handled through FACTS. Each family should direct FACTS to withdraw funds to be used for their student on a regular basis. It is the parent/guardian's responsibility to ensure their student has funds available to be used for Before Care and/or After Care.

### **Textbooks**

Student textbooks are provided through the registration fee. Those textbooks which are considered consumable (workbooks) are replaced annually and may be kept by the student. Non-consumable textbooks are rented to the student for use and should be returned at the end of the school year in good shape. The school reserves the right to charge for books irreparably damaged or lost.

### **Financial Assistance**

There may be times when Shoal Creek does offer limited financial assistance through the school. This assistance is only available through the generosity of others and is dependent on the donations received. In addition, churches may provide assistance to their members. If financial assistance is awarded, students must maintain an overall Grade of C or better, demonstrate good conduct and have acceptable attendance. Failure to meet these expectations could result in loss of financial aid. Applications for Financial Assistance are handled through FACTS.

## **Academic Program Information**

### **Curriculum**

Shoal Creek Adventist School offers the following courses for grades first through eighth.

Bible	Mathematics	Reading
English	Phonics	Spelling
Handwriting	Science/Health	Social Studies
Art	Music	Physical Education
		Computer Education (Grades 5-8)

The textbooks and standards used in each of these subject areas are approved and adopted by the Department of Education for the Southern Union of the Seventh-Day Adventist Church. Our Early Childhood (Kindergarten) program follows a developmentally appropriate curriculum, which integrates hands-on learning with Bible teaching and basic skills development.

### **Grade Reports**

The student grade reports will be sent electronically through the FACTS system. These reports should arrive within 5 days of the close of the report period to your requested email address. If you do not have email available, please notify the office to request a paper copy of the grade report. Grade reports for the final quarter will not be sent unless the student's account is paid in full.

Grades will be issued as follows:

A	94-100
A.	90-93
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below

Students in the primary grades (K-2) will be graded using the following scale:

4. Above Grade Level
3. At Grade Level (Proficient)
2. Approaching Grade Level
1. Below Grade Level

### **Graduation**

An elementary diploma is awarded to any student completing the eighth grade program with a grade average of 70% or above. School policy requires that all accounts be paid in full prior to graduation in order to participate in the graduation program.

### **Admissions Information**

#### **Admissions Policy**

Admission to the instructional program at Shoal Creek Adventist School is open to all children who desire a Christian Education. The programs of Shoal Creek Adventist School are not limited to the children of the supporting church or those of the Seventh-day Adventist faith. Parents of students seeking admission to Shoal Creek Adventist School should contact the school office to receive the appropriate materials regarding the SCAS Application Process. Southern Union Conference policy requires that a student with an unpaid balance at another Adventist school not be admitted as a student at Shoal Creek Adventist School unless the account has been paid or satisfactory arrangements for payment have been made with the previous school. SCAS will attempt to discover this information prior to final approval, however, should such information be brought to light after a student has been accepted, the student will not be allowed to participate in the instructional program until satisfactory arrangements have been made with the previous school. (See separate Application Process for more specific details on Admissions).

#### **Entrance Requirements**

- |                     |  |
|---------------------|--|
| <b>Kindergarten</b> | 5 years of age on or before August 15 <sup>th</sup> of the current school year |
| <b>First Grade</b>  | 6 years of age on or before August 15 <sup>th</sup> of the current school year |
- Verification of the child's date of birth is required.

\*The state of Georgia requires an up-to-date immunization record for each child be on file at the school office. We must have this record prior to the student starting school.

#### **Withdrawal Policy**

In order to withdraw a student from Shoal Creek Adventist School the following procedure must be followed:

1. Complete a withdrawal form
2. Return all textbooks- the school reserves the right to charge a student for any lost or damaged textbooks.
3. Return all library books- the school reserves the right to charge a student for any lost or damaged books.
4. Clean out the student desk
5. Pay all outstanding accounts



## **Attendance Information**

### **School Day**

The school day at Shoal Creek Adventist School begins daily at 8:30 am and concludes at 3:15 pm, Monday through Thursday and at 2:00 pm on Friday. Any exceptions to this schedule will be communicated to the parents through calendars, emails, memos and newsletters.

In order to give the teachers an opportunity for morning worship, students will not be permitted to enter classrooms or the school building before 8:15 am unless they participate in the SCAS Before Care Program. Students enrolled in the SCAS Before Care program will be granted entry after 7:00 am.

All students are expected to be picked up within 15 minutes of dismissal. Any student not picked up by that time will be placed in After Care and the parent will be charged based on the After Care fee schedule. See SCAS Before and After Care program information for details.

All individuals authorized to provide transportation should be listed on your child's application form with any changes communicated in writing. If someone not listed on the card is sent to pick up your child, you must send a written note with that person. Changes to your child's transportation routine should be made prior to the child's arrival at school for the day. If an emergency arises that warrants a change in transportation, please call the school. Children will not be permitted to call their parents to make changes in their transportation plans. If your child will be riding with another child, please be sure to send the teacher a written note to that effect.

### **Absence and Tardy Policies**

Few behaviors are more important to your student's success at SCAS than attending class and being on time every day. Students who are not in class have a much harder time mastering the curriculum presented in their absence and tardy students are disruptive to others already in class. Because of the importance of good attendance, we pay special attention to attendance issues and treat ongoing attendance problems as a serious issue.

Attendance falls into two general categories:

Excused = illness, death in the family, medical/dental appointments, school events/functions

Unexcused = all other reasons

A student is considered tardy if he/she arrives in class after 8:30 am. Excused absences and tardies will be noted on the classroom attendance record. Absences or tardies, due to illness or death in the family, require a written note from the parent/guardian. Absences or tardies, due to a medical/dental appointment, require a written note from the provider's office. All excuse notes from parents, doctors, etc. must be presented within three days of the student's return to school. Failure to do so will result in the absence or tardy being treated as unexcused.

Pre-planned absences for any reason (other than those listed above) must be communicated and excused in advance, otherwise the absence will be considered unexcused.

Every effort will be made to communicate to parents and students when specific attendance problems are developing. However, it is the parent's responsibility to be aware of their student's attendance record and to act accordingly. The failure of the school to post notices or to communicate attendance problems specifically to individual parents does not release the student from the attendance policy described herein.

### **Illness Policy**

Shoal Creek Adventist School strives to ensure the health and safety of each child and employee in its care. The administration recognizes that communicable diseases range from common childhood diseases – acute and short term in nature, to chronic, life-threatening diseases. The Shoal Creek Adventist School Board relies on the advice of the public health and medical communities in assessing the risk of transmission of various communicable diseases to determine how best to protect the health of both students and staff. Management of

common communicable diseases will be in accordance with Georgia Department of Public Health guidelines and communicable diseases control rules.

A student or staff member that exhibits symptoms of a communicable disease that is readily transmitted in the school setting may be temporarily excluded from school attendance. Shoal Creek Adventist School reserves the right to require a statement from the student's or staff member's primary care provider authorizing the person's return to school. The school administrator, as designated by the school board, will determine which additional staff members, if any, have a need to know of the affected person's condition. Only those persons with direct responsibility for the care of the student will be informed of the specific nature of the condition, if it is determined there is a need for the individual to know this information. Parents of other children attending the school may be notified that their child has been exposed to a communicable disease without identifying the particular person who has the disease.

### **What will Shoal Creek Adventist School do to protect children and staff from communicable disease?**

Shoal Creek Adventist School plans to meet the following recommendations and guidelines from the Georgia Department of Public Health and the CDC.

- Maintenance and cleaning of the HVAC system with placement of high-grade filters in the entire facility will be done.
- Teachers will review hygiene practices with their students throughout the school year.
- Teachers will expect their students to use proper hygiene practices.
- Janitorial and sanitizing staff will be working throughout the school week to sanitize frequent touch points in the building.

### **What will parents do to ensure the safety of the students and staff at Shoal Creek Adventist School?**

If you give your child medication to remedy a fever or other sicknesses, please keep your child home. Your child must be unmedicated, fever free, and have not thrown up for at least 48 hours. If your child has been feeling sick, for any reason, please keep them home.

### **What if my child becomes sick during a school day?**

Shoal Creek Adventist School strives to ensure the health and safety of students and faculty. Should your child become ill with a low-grade fever or higher during the school day, they will be isolated until picked up by a parent/guardian. Arrangements to pick up an ill child must take place within an hour of notification. Parents, please ensure that you have a designated person to pick up if you are unable to do so. The SCAS administration and school board will take very seriously the need for you to pick up your child within the hour of notification.

### **School Closures**

There may be times when it becomes necessary to close the school due to weather or other emergency. In such cases, parents are advised to follow the actions of the Coweta County School System. The rule to follow in such instances is:

**IF COWETA COUNTY CLOSSES FOR INCLEMENT WEATHER-SHOAL CREEK CLOSSES.** Because students attending Shoal Creek live in many different geographic areas, if the public system in which the student resides closes due to

inclement weather, their absence would be excused. There may be occasions when local issues lead to a school closure. At those times, parents will be notified in writing ahead of time if possible, or by phone if a more immediate approach is needed

### **Online Learning Policy**

If we need to go to online learning school-wide, the following is a list of expectations for all online students to abide by.

- All students must be on time.
- All students must have their Bible, textbooks, assignments, pencil etc. ready prior to class starting.
- No eating while you are "in class", unless your teacher has given you permission.
- No Toys being played with.
- Keep Zooming devices still while in class.
- Have a stable internet.
- During online class, please sit at a table or desk. No sitting on the floor or in bed.
- Students need to be in camera view throughout class.
- When tests or quizzes are being given, a parent must be present with their child during the entire time.
- Homework must be submitted on time. Please keep in contact with your child's teacher to know how or where to submit homework.

We are expecting all online students to abide by these guidelines. When a student is learning online, distractions are magnified. We want your child to do their best, which means that they are giving their best from wherever they are learning from.

### **Equity Advocate**

The Georgia Cumberland Conference of Seventh-day Adventists has requested each of their schools to consider adding an Equity Advocate to the school board. This position offers the opportunity for each family to be heard. Here at SCAS, we want each of our students and families to be treated fairly and with equity, therefore the SCAS board has gladly added this position. Marla Fordham is the SCAS Equity Advocate. She is able and willing to receive emails, texts and/or phone calls, if you feel like your child or family is being treated without equity.

### **Behavior and Discipline Information**

#### **Standards of Conduct**

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

1. Students shall respect the Bible as the Word of God.
2. Students shall practice the principles of Christian morals, ethics, fair play and courtesy in all relationships.
3. Students shall show proper respect at all times to administrators, teachers, and other staff members.
4. Students shall keep their conversation above reproach and refrain from profanity and off-color conversations.
5. Students shall abstain from all forms of rough, vulgar and uncouth behavior.
6. Students shall care for all school property as belonging to God and His church.
7. Students shall refrain from inappropriate physical contact (hands off please).

#### **Specific Offenses**

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

1. Undermining the religious ideals of the school
2. Obscene or inappropriate behavior
3. Vandalism or destruction of property
4. Serious misconduct or harassment
5. Bullying, threatening or fighting.
6. The possession or use of tobacco products, alcohol products or drugs of any kind

7. The possession or use of weapons of any kind or items that could be considered a weapon
8. Tampering with the fire alarm
9. Illegal activities
10. Cheating or forgery

### **Behavioral/Academic Probation**

The school board reserves the right to place habitual offenders of the discipline or academic code on probationary status. Such action requires a vote of the school board, based on provided documentation. At that time the classroom teacher and administration will design a behavioral/academic plan within which the student will be expected to perform in order to maintain enrollment.

### **Harassment and Intimidation Policy**

Staff members and students are not to participate in, nor allow, any act of harassment which degrades, injures, or disgraces a student or staff member. Harassment includes, but is not limited to, jokes, intimidation, or any verbal or physical attack directed at a person's race, religion, age, gender, national origin or physical features. Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct that, by design or innuendo, is sexual in nature. This kind of behavior interferes with an individual's ability to perform work or school assignments due to the intimidating and hostile environment that is created. Incidents of harassment are to be reported to the administration and will be handled with confidentiality.

### **Student Property**

The school is not responsible for personal property left on the premises. Personal property should be labeled with the student's name. Radios, iPods, MP3 players, electronic games, and other such devices are not to be in use during school hours or at school-sponsored functions. Permission must be obtained from the teacher before bringing pets, playthings, or other belongings to school. Failure to comply with this guideline may result in the loss of the item. If you provide your child with a cell phone, those phones must be turned off and put away during school hours. If phones or other electronic devices are being used during school hours without permission, they will be confiscated by the teacher/administration and returned only to the parent. No text messaging is allowed during school hours.

### **Discipline Procedure**

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

**Step One- In the classroom:** Teachers will develop a classroom discipline plan, which will be sent home to parents within the first week of school. The plan will outline classroom expectations and the consequences of inappropriate behavior. Teachers will communicate to parents recurring discipline issues with their child. Teachers will record discipline incidents on the student's anecdotal record. Students and parents may request an appeal to the principal if they believe the disciplinary action taken by the teacher was unjust.

**Step Two- In the office:** If a student has a recurring problem with a specific behavior or a serious infraction against the standards of conduct, the classroom teacher will refer the discipline concern to the principal. The principal will investigate the situation to determine the best course of action. The principal will then contact the student's parents to discuss the problem. In the event of a serious infraction, a meeting will be held with the student, the parents/legal guardian, the teacher and the principal. Repeated misconduct or serious infractions may result in suspension. The principal has the authority to suspend for a period no longer than 3 days. Repeated suspensions or extreme infractions may result in expulsion. Student expulsion must be done by a vote of the school board. Students and parents may request an appeal to the school board if they believe the disciplinary action taken by the principal was unjust.

**Step Three- In the board meeting:** The school board in executive session will discuss any student subject to suspension or expulsion. While the principal has the authority to immediately suspend a student for serious infractions, (for no more than 3 days), the school board may lengthen that time. In the case of student expulsion, the student in question will be placed on suspension pending board action. Parents of any student recommended for expulsion will be notified by certified letter of the board's intent prior to the meeting and invited to attend on their child's behalf. Expulsion is seen as a last resort in the resolution of a disciplinary issue with a student. Disciplinary actions taken by the school board are final.

In the event of a serious conduct issue, the principal has the authority to immediately suspend the student.

## School Dress Code

**PANTS:** Boys: Navy, black or khaki uniform style trousers, or walking shorts (no cargo pants)  
Girls: Navy, black or khaki uniform style trousers, walking shorts, jumpers, or skirts  
Skirts should be knee length which will maintain modesty at all times—sitting, bending or walking.  
Shorts, when worn, must be no more than 2 inches above the knee

**SHIRTS:** Colors: any solid color polo with or without SCAS logo  
Styles: Plain long or short sleeved polo shirts, oxfords, or turtlenecks.  
Shirts are to be worn tucked in with the exception of recess and PE.

**SWEATERS/SWEATSHIRTS WORN IN THE CLASSROOM:** may be worn but offensive, vulgar or satanic logos will not be permitted.

**BELTS:** Black or brown leather. Belts should be worn with any pants that have belt loops

**SHOES:** White, gray, brown or black athletic shoes with limited color detail (i.e., shoe logo or soles may be other colors) as well as navy, brown or black leather shoes with non-scuffing soles. For safety, thick soles, high heels and open toes (sandals and flip flops) are not allowed

**HATS:** No hats may be worn in the hallways, classrooms or church sanctuary. Exceptions may be granted for School Spirit Day.

**FRIDAY SPIRIT DAY:** Parents may choose to purchase a school T-shirt from the Home and School Association. Students may wear that T-shirt and jeans (in good condition) on Friday Spirit Days to show their school spirit. An exception may be granted allowing hats to be worn in classrooms and hallways on Spirit Day.

**CASUAL DAY:** The last Friday of each month has been deemed casual dress day. Dress on those days should be modest. Jeans (in good condition) are permitted; revealing shirts are not permitted (no tank tops, muscle shirts, etc.)

**SCHOOL FIELD UNIFORM:** All students are expected to purchase a gray polo shirt with the school logo. This shirt along with khaki pants should be worn as the official field uniform for trips and programs unless otherwise instructed. There are some field trip destinations that include outdoor activities, and for those occasions, a SCAS logoed t-shirt and jeans in good condition will be the attire. Teachers will communicate any deviations in field trip attire.

### **Additional Expectations:**

- Jewelry of any kind is not to be worn with the exception of plain stud earrings. This includes necklaces, bracelets, chains, rings, etc. Legitimate medical identification is allowed
- Make-up and nail polish, if worn, must be natural looking and inconspicuous
- Hair styles should convey a well-groomed appearance.
- Tights, knee socks, and/or leggings must also be one of the solid colors listed – navy, black, white, red, or light blue
- In relation to the dress code, the administration of Shoal Creek Adventist School reserves the right to determine if a particular style, color, and/or length are appropriate and within guidelines

Student compliance with the dress code will be monitored daily by the teachers and administration. **In the case of repeated noncompliance with the dress code, or if attire is deemed immodest or inappropriate, the parents will be contacted to provide alternate clothing.**

## Cell Phone Policy

1. The bringing of cell phones to school is discouraged.

2. If parents feel their child needs to have a cell phone at school for the purpose of keeping in contact with their child during the time before school begins and when school finishes, the following protocol is to be followed:
  - a. When a student arrives to school, all cell phones are to be turned into the student's teacher.
  - b. The cell phone will be kept in a safe place during the school day.
  - c. At the end of the school day, or when the child's extracurricular activity is finished, the student may retrieve the cell phone from their teacher.
  - d. A student's cell phone may be confiscated if the phone is found to not have been turned into the teacher as soon as the student arrived at school. The parent will then be asked to meet with the teacher or school administration to have the phone returned.
  - e. Should a student have a second offense, the child will lose the privilege of bringing the cell phone to school for 30 days.
  - f. Should a student have a third offense, the principal may suspend the student for 1-3 days, at the principal's discretion, based on the attitude of the student and level of insubordination.
3. For field trips, the cell phone policy will apply. However, teachers may decide to distribute the cell phones when needed, such as for students to contact parents regarding transportation, or for overnight trips, during a designated time in the evening for phoning home.

## **Parent Information**

### **Matthew 18 Policy: Parent Concerns Procedure**

It is understood that there may be times when parents have a concern about what is happening in their child's classroom. In order to address these concerns, the Georgia-Cumberland Conference has adopted its *Matthew 18 Policy*. The purpose of this policy is to confront concerns in a Biblical manner and to find a resolution that will bring peace to the situation. Under no circumstance should the concerns be discussed with other individuals outside of the outlined procedure. The procedure for this policy is as follows:

**Step One:** Meet with the classroom teacher. The parent should schedule an appointment with the teacher to discuss the concerns. At that time, the parent should request the completion of a *Matthew 18 Policy* form. This form allows the parent and teacher to develop a plan of action to resolve the concern.

**Step Two:** Meet with the administration and the teacher. If there are issues with follow through or the concern continues, the parent should next request a meeting with the Head Teacher and the teacher. If the Head Teacher is the teacher involved, the board chairman shall serve as the facilitator for the meeting. The facilitator should keep minutes of the meeting. The Georgia-Cumberland Conference will be notified of the meeting by the school administration.

**Step Three:** If the meeting between the Head Teacher, the teacher and the parent fails to resolve the situation, the concern will be referred to the Executive Committee of the school board for discussion and resolution. At this point, the Department of Education for the Georgia-Cumberland Conference will become directly involved in the resolution of the concern.

**Step Four:** A final appeal of a concern can be made to the school board. The appeal should be made at a regularly scheduled business meeting of the school board at which the teacher and a conference representative is present.

### **Internet Acceptable Use Policy**

Internet access is offered for student use with the intent to further educational goals and objectives. This service has been established as a public access or public forum. SCAS reserves the right to place reasonable restrictions on the material accessed or posted, and to specify training needed before a student is allowed to use the system. Access to the internet thru the school's system requires permission from the parent/guardian. Ultimately, the parent/guardian is responsible for setting and conveying the standards that their student should follow when using media and information services. Recognizing the potential for accessing sites other than the educational ones indicated by the classroom activities, parents may choose not to permit their student access to the Internet.

Each school year, both the student and the parent must review and sign their agreement with the GCC Acceptable Use Policy for Information Technologies appropriate for their student (Grades K-2, Grades 3-6, or Grades 7-8).

### **Telephone Use**

The telephone is for school business only. The telephone may not be used by any student unless specifically given permission by a member of the school staff. Important messages will be delivered as promptly as possible. All incoming calls should be on a limited basis. Parents are asked to call their children only in case of an emergency.

### **Administration of Medicine**

The school assumes no responsibility for dispensing medications, but functions only in a supervisory capacity. All medications, including over the counter medications, should be in their original container with the student's name clearly labeled on the container with appropriate dispensing instructions. Prescription medications require a completed "Administration of Medication" form be on file if medication may be administered during school hours.

### **School Lunch**

Believing "that your body is the temple of the Holy Spirit" (see 1 Corinthians 6:19), all students who bring their lunch are requested to be provided with a nutritious and healthful meal. While there are a wide variety of viewpoints on diet, the school encourages and recommends that consideration be given to the benefits of a vegetarian diet and request that lunches be in harmony with the school's standards for food. Because of the effect of refined sugar on learning behavior, we also urge that students bring fruits or low sugar items for dessert, and natural fruit juices or milk for drinks. Drinks containing caffeine are not permitted. All silverware, plates, bowls, etc., must be provided by the student. Each student is responsible for cleaning up after themselves when they use the microwave.

Nutritious lunches are provided each school day and a prepaid lunch account must be maintained through FACTS. Prices can be found on Tuition and Fees document; daily menus are posted on the school website.

### **Library**

Books in the library are for use at school. Books may not be taken home. In the event of a lost or damaged book, a standard \$20 replacement fee will be charged to the student.

### **Home and School Association**

The purpose of the Home and School Association is to coordinate the efforts of the home, school, and church, and to develop the student's total mental, physical, and spiritual growth. All parents are expected to participate and support the Home and School Association activities.

### **Visitation Policy**

While we want our parents involved, classroom instruction without distractions is essential to student learning. If a parent/guardian would like to visit their student's classroom, they must schedule the visit in advance with their student's teacher. Visits are limited to one classroom period per visit unless special exception is approved in advance by the teacher.

### **Asbestos Statement**

The church facility was inspected and found to be free of asbestos. The Shoal Creek Adventist School building was built according to recent codes and does not contain asbestos.

### **Field Trips**

Field trips are an additional educational tool to broaden your student's education experience and give them a greater sense of community. Each Field Trip requires written parent/guardian approval. Specific instructions on attire will be communicated by the teacher prior to the Field Trip (SCAS logoed gray polo with khaki pants or SCAS logoed t-shirt with jeans in good condition). For liability reasons, students participating in field trips must leave from and return to the school.

### **Before & After School Care**

Before School Care is offered from 7:00 am to 8:15 am. After School Care is offered from 3:15 pm to 6:00 pm Monday - Thursday. There is no aftercare on Fridays. All students are expected to be picked up within 15 minutes of dismissal. Any student not picked up by that time will be placed in After Care and the parent will be charged based on the After Care fee schedule. See SCAS Before and After Care program information for details. Parents must maintain a prepaid account through FACTS for Before and After Care charges. Additional Fees will be charged to those who fail to pick up student during scheduled After Care hours.

### **Fund Raising**

Shoal Creek attempts to keep tuition as low as possible while providing a quality Christian education. As a result, tuition payments do not cover 100% of the total cost of educating a student at Shoal Creek. While a portion of this shortfall is handled through donations, a large portion is paid through our fund-raisers. In order for our fund-raising efforts to be successful, we must have student/parent participation. SCAS requires parent participation in at least one major and one minor fund raising event each school year.

### **Volunteer Opportunities**

To promote cooperation between parents and teachers in the educational process, our parents and teachers need to work together as a team. One of the ways our parents can show support is by volunteering. SCAS asks each family represented to discuss volunteer opportunities with your child's teacher. Here is a list of some suggested volunteer activities:

1. Helping with field trips
2. Lunch Preparation
3. Chapel Presentation
4. Read to students
5. Volunteer at special events
6. Assist teachers.
7. Classroom demonstrations
8. Providing first hand career information
9. Arts and Crafts

All volunteers are required to complete *Shield the Vulnerable* screening, preventing the mistreatment of the vulnerable. For more information or to complete *Shield the Vulnerable* contact SCAS office.

### **Donations**

Shoal Creek Adventist Christian School is a non-profit organization. You can support SCAS in many ways including cash donations, tuition sponsorship, donating classroom supplies, etc. You may contact your child's teacher, the Principal or the Home and School Leader for more details on how you can make a difference.



