

Standifer Gap
Seventh-day Adventist
School



2023-2024
Handbook
&
Calendar

**Standifer Gap SDA School
8255 Standifer Gap Road
Chattanooga, TN 37421
Contact Information
2023-2024**

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SCHOOL CALENDAR 2023-2024

Sunday, July 30, 2023 · 9 am - 12 pm	School Work Bee
Thursday, August 3, 2023 · 6 pm	Registration
Wednesday, August 16, 2023	First Day of School
Monday, September 4, 2023	<i>No School</i> —Labor Day
Friday, October 6, 2023	End of 1st Qtr
Mon—Fri, October 9-13, 2023	<i>No School</i> —Fall Break
Monday, October 23, 2023	<i>No School</i> —Parent Teacher Conf.
Friday, November 17, 2023	Noon Dismissal
Mon—Fri, November 20-24, 2023	<i>No School</i> —Thanksgiving Break
Wednesday, December 20, 2023	Noon Dismissal—End of 2nd Qtr
Thu, Dec 21, 2023 - Fri, Jan 5, 2024	<i>No School</i> —Christmas Break
Monday, January 8, 2024	School Resumes
Monday, January 15, 2024	<i>No School</i> —MLK Jr. Day
Monday, February 19, 2024	<i>No School</i> —President’s Day
Friday, March 8, 2024	End of 3rd Qtr
Mon—Fri, March 11-15, 2024	<i>No School</i> —Spring Break
Monday, March 25, 2024	<i>No School</i> —Parent Teacher Conf.
Friday, March 29, 2024	<i>No School</i> —Good Friday
Monday, May 20, 2024 · 7 pm	Kindergarten Graduation
Wednesday, May 22, 2024 · 7 pm	8th Grade Graduation
Thursday, May 23, 2024	End of 4th Qtr
Thursday, May 23, 2024	Last Day of School / Noon Dismissal

Introduction

The Standifer Gap Seventh-day Adventist School (SGS) began operation in 1948 as a one-room multiple grade school. Presently, it is a kindergarten through eighth grade school that operates under the direction of Georgia-Cumberland Conference of Seventh-day Adventists. Students enjoy the advantage of low teacher-student ratios providing individualized instruction in an inviting environment.

Mission Statement

To nurture within each student a personal relationship with Jesus that encompasses the value of each individual and enhances their academic, social, physical, and spiritual maturity.

Goals

- ◆ Surrender their lives to God, develop a friendship with Jesus and allow the Holy Spirit to work in them.
- ◆ Develop a feeling of self-worth and a sense of belonging in the home, school, church and community.
- ◆ Want to be like Jesus, living out the principles of the Seventh-day Adventist Church as outlined in God's Word.
- ◆ Develop an understanding of our historical heritage, cultural diversity, responsibilities as American citizens and the dignity and worth of others.
- ◆ Accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.
- ◆ Develop decision-making and problem-solving techniques based on a Biblical world view.
- ◆ Acquire competency in verbal and non-verbal communication and in the use of information technology.
- ◆ Be able to function responsibly in the world as dynamic Christians.
- ◆ Develop an appreciation of creativity and beauty, both in God's creation and in human expression.
- ◆ Develop a Christian work ethic with an appreciation for the dignity of service.

Curriculum and Accreditation

Accreditation: Standifer Gap SDA School is fully accredited by the North American Division Accrediting Association of Seventh-day Adventist Schools, Colleges, and University and by the National Council for Private Schools Accreditation.

Curriculum: Standifer Gap SDA School offers an approved curriculum and is supervised by the Georgia-Cumberland Conference of Seventh-day Adventists. Students who successfully complete the required course work will be issued an eighth grade diploma by the Georgia-Cumberland Conference of Seventh-day Adventists. Students who do not meet the requirements for graduation may receive a certificate of completion by the Georgia-Cumberland Conference of Seventh-day Adventists.

Acceleration/Retention Policy: The Georgia-Cumberland Conference gives final approval on all requests for accelerating (skipping) a grade as well as for students who need to be retained in a grade and not promoted at the end of the year.

Report Cards: Report cards are issued quarterly. Regular parent/teacher conferences are scheduled about two weeks after the end of the first quarter. Additional conferences may be arranged at the request of parent, teacher or principal. Students who withdraw from school will be issued a progress grade to withdrawal date. Additional independent course work will not be provided by SGS beyond that date.

Grades on Facts SIS: Parents may access students' grades at any time by logging into Facts SIS, our digital records program. The username and password assigned at registration will give access to parents. For more information, speak to the school office manager. Grades are usually up-dated on the computer at least once a week.

Grading Scale: Letter grades are given starting in the third grade: The following scale is used to determine the letter grade.

100-93	A	77-73	C
92-90	A-	72-70	C-
89-88	B+	69-68	D+
87-83	B	67-63	D
82-80	B-	62-60	D-
79-78	C+	59-00	F

Admissions

Standifer Gap SDA School believes in equality of rights for all students and admission may be granted irrespective of the applicant’s race, color, or national origin. Membership in the Standifer Gap Seventh-day Adventist Church is not a requirement for admission. Students enrolled at Standifer Gap School are expected to abide by the policies outlined in the school handbook and all other policies announced either verbally or in writing. Admission is a privilege, not a right, and may be withheld or withdrawn by the school at its discretion.

Entrance Requirements:

Kindergarten: Applicant should be at least 5 years old on or before August 15.

First Grade: Applicant should be at least 6 years old on or before August 15 and have completed a standardized curriculum based primary/kindergarten program during the twelve-month period preceding first-grade entrance or pass a readiness test.

All Grades:

- ◆ Submission of the completed online application and enrollment packet.
- ◆ Supporting documentation presented such as physical forms, immunization form, and birth certificate.
- ◆ Provide contact information for at least two references including previous teacher.
- ◆ New students entering school may be assessed for readiness and/or grade placement.
- ◆ An interview with the student may be conducted.

Transfer Students: In accordance with Georgia-Cumberland Conference school policy, we cannot accept transfer students after April 1 for the current school year. Students are encouraged to make arrangements to remain at their former school or to finish the grade with special assignments from that school.

Initial Enrollment: All students are admitted on a six-week trial basis. Standifer Gap School is not equipped to teach students with significant learning and behavioral challenges. However, SGS may make limited changes to a child's program when needed.

Students with Special Needs: The following information will assist in determining if SGS has the resources to provide for specific student needs.

- ◆ Parents of students who have a history of educational, behavioral, or emotional difficulties have a responsibility to inform the principal when applying to SGS. This should include any pertinent evaluations which may have been completed on the child in previous years of school, or any testing which may have been conducted privately.
- ◆ Any child who has a history of educational or behavioral difficulties may be admitted to SGS conditionally for a period of time to determine whether the school can provide the proper education.
- ◆ The school reserves the right to deny admission before entering school.
- ◆ The school will use various resources to evaluate for special needs.

Appeals Process for Admissions: A family who is dissatisfied with the decision of the school admissions process may appeal the decision. To begin this process, speak to the principal.

Enrollment Checklist:

- ⇒ On-line application and registration forms are fully completed.
- ⇒ Financial commitment form is completed and signed. Registration fees and first month's tuition is paid.
- ⇒ Copy of birth certificate submitted.
- ⇒ Current immunization form is on file:
 - * Kindergarten and 1st grade students are required to have had both a Hepatitis B series and a Varicella immunization before entering school.
 - * All children entering 7th grade must have a Tetanus-Diphtheria-Pertussis booster (Tdap) and provide verification of immunity to Varicella.
- ⇒ Physician's Examination: Mandatory for all new students and for 7th grade students.
- ⇒ Release of Records Form: This form allows SGS to request records to be sent from the former school.
- ⇒ Completed consent to treatment form
- ⇒ Completed transportation authorization form
- ⇒ Provide 2 references: a recent former teacher and a pastor, youth leader, Sabbath School leader, etc.
- ⇒ Placement testing completed
- ⇒ Provide a report card from the last school attended.

Provisional Status: Students are on a provisional status until all required paperwork is submitted. A 30-day grace period is given for these items to be provided to the school. At the end of the 30 days, students with missing paperwork may be asked to withdraw from school until the required paperwork is on file.

Financial Information

Standifer Gap Seventh-day Adventist School is a nonprofit institution that relies on regular tuition payments and financial support from the Standifer Gap SDA Church to cover its operational expenses. Prompt payments are important and welcomed so that the costs of education can be kept as low as possible.

Tuition and Fees: Tuition is payable over 10-months from August through May. The 1st payment is due at registration on August 3. The remaining 9 payments must be received at the school office by the 15th of each month, starting September 15, 2023 and ending May 15, 2024. A monthly tuition bill will be sent to each family around the 25th of each month. Failure to receive a monthly statement does not negate parents' responsibility for payment. It is the parents' responsibility to inform the school about change of address, e-mail, telephone or church membership.

Program	Constituent	Non-Constituent
Grades K-8, Annual	\$5,000	\$6,250
Grades K-8, 10 Months	\$500	\$625

Non-Refundable Pre-Registration Fee: A non-refundable pre-registration fee is required: \$50 if paid by April 15 or \$100 if paid after this date. This will hold your child's place for the next school year. For students who have pre-registered and paid by April 15, a \$50 discount will be granted for the registration fee.

Non-Refundable Registration Fee: The registration fee of \$440.00 is due by July 15. This fee includes the cost of student accident insurance, textbooks, yearbook, library fees, and administrative expenses. For students who have pre-registered, the pre-registration fee will be deducted from the registration fee.

Early Payment: A discount of \$10 per family per month is given if tuition is paid on or before the 6th of the following month. For tuition paid in full for the semester there will be an additional \$50 discount, or in full for the year, an additional \$150 discount per student.

Multi-Family Discounts: We provide a tuition discount for families with more than one student attending. The discount is as follows:

Number of Children	Monthly Discount
2 Children	\$20/month per child
3 Children	\$40/month per child
4+ Children	\$60/month per child

Assistance from Churches/Organizations: From time to time, churches or organizations provide assistance to their members whose children attend Standifer Gap School. If this is your situation, please contact your church/organization in regard to financial support. At registration, provide written communication from your church or organization outlining how much support they are committing to provide and on what schedule.

Past Due Accounts: Students with outstanding balances on the previous month’s statement at the time of the next billing may not be allowed to attend classes until the past due balance has been paid or arrangements have been made with the school treasurer.

Account Disputes: Parents have 30 days to question their tuition accounts. The school will respond within 15 business days.

Release or Transfer of Records: Before any final report card or permanent records are released to parents or transferred to another school, the family’s account must be paid in full. School records are the property of the school, not the students or the parents. Private schools may hold records for non-payment of fees.

Attendance Policies and School Hours

Attendance Policies: Students are required by the state of Tennessee to be in attendance at school. Students who come to school late interrupt the learning environment of the classroom. When absences do occur, they should be explained by the parent to the teacher in writing within 2 days after the student's return to school.

Excused Absences and Tardies: Absences and tardies from student illness, death of an immediate family member, student medical and dental appointments, court appearances, and extreme weather conditions will be counted as excused.

Early Dismissal: Students are not to leave the school grounds during the school day, except by special permission. When a student must leave school during the school day, the parent or person picking up the student should notify the teacher in advance so the teacher knows how to plan. All students must be signed out at the front office by the adult picking up the student. It is the student and parents' responsibility to get missed work and to complete it and turn it in as soon as possible.

Arrival & Dismissal: School arrival time begins at 7:30 a.m. School begins at 8:00 a.m. Monday through Friday and dismisses at 3:00 p.m. Monday-Thursday. Friday dismissal is at 2:30 p.m. There is a 15 minute grace period to pick up your student before they are sent to after care. Once a student has been sent to after care, they must be signed out and after care charges will apply.

Car Pick Up Line: When picking up students in the car pick up line, please have your student car line tag visible and line up in one of the two lines, leaving an "escape lane" in between. If you need another car line tag, please ask the office manager. When lining up, do not block the entrance to the school. If both lines are full, pull into the parking lot and park. The entrance must be kept clear for vehicles on Standifer Gap Road to enter our parking lot. Also, the entrance is shared with our neighbor and it must be kept accessible to them.

Aftercare Program

Aftercare Program: The school provides an aftercare service to assist families whose schedules make it difficult to pick up their child at dismissal. This service is dedicated to providing interactive child-care in a safe, parent and child friendly, environment. Parents who sign up to use after care regularly will be billed a monthly fee of \$150 (late pick up fees will apply). Those who will use after care occasionally, will be charged a drop in fee, outlined below.

If picked up between 3:15-3:30 Mon-Thu or 2:45-3:00 Fri	If picked up after 3:30 Mon-Thu or 3:00 Fri	LATE PICK UP (after 6:00 pm Mon-Thu; 5:00 pm Fri)
\$5 per day	\$15 per day	\$1 extra will be charged <i>per minute</i>

All parents/authorized pick-up persons must come inside the building and sign out the child in the record log. Children may only be picked up by individuals who are listed in the enrollment papers unless the parent calls the school or the after care supervisor. In the case that an unauthorized or unarranged person comes to pick up the child, the parent will be called to authorize pick up. If unable to reach the parent by phone, the child will stay with the after care supervisor until proper authorization is received. If authorization is still not received by 6 pm (5 pm on Fri), the child will continue to stay with the after care supervisor and the late pick-up fee will begin.

Uniform Dress Code

Dress Code: Students of Standifer Gap School are expected to come to school neatly groomed and dressed in the Standifer Gap School uniform. This dress code applies to all school functions, class programs, and field trips unless notified differently by the teacher.

Uniforms are to be purchased through ABC Apparel. Pants and shorts may be purchased from stores other than ABC Apparel, but they must adhere to the following guidelines:

1. *Tops:* All tops must feature the Standifer Gap School logo. Shirt options include:
 - a. Short or long sleeved polos, sweaters, V-neck vests, cardigans, oxfords, and turtlenecks.
 - b. Colors are navy, red, green, white, yellow, or black
2. *Bottoms:* Bottom options for boys and girls include:
 - a. Pants, shorts, skirts, dresses, jumpers and skorts.
 - b. Modest shorts should be worn under skirts, dresses, and jumpers.
 - c. Shorts, dresses, skirts, jumpers and skorts must be uniform and worn within 2 inches of the knee when standing.
 - d. Colors include khaki and navy.
3. Layering of tops, socks, tights and leggings should be solid school uniform colors.
4. Shoes should be closed-toed. Tennis shoes are required for P.E. classes.
5. Outerwear:
 - a. Outside non-logoed jackets are only permitted on the playground.
 - b. Jackets, cardigans, vests, and hoodies must have the school logo to be worn indoors.
6. Hats and hoods are to be worn only on the playground.
7. Hair should be neat, clean, not cover the face, and not draw undue attention.
8. Jewelry of any type including friendship bracelets are not appropriate.
9. Make-up and fingernail polish should not draw undue attention.

Jeans & T-Shirt Days: On Fridays, students are allowed to wear jeans and a Standifer Gap School t-shirt. School t-shirts will be sold at the beginning of the school year. Jeans should have no rips or holes.

Parent Responsibilities

Nutrition: Success in school is linked directly to good healthy nutrition. Student should eat a wholesome breakfast before coming to school. This is very important to enable students to concentrate and to do their best in their studies. Every child should bring a healthy lunch to

school or money to purchase lunch on days that lunch is available at school.

Sleep: Students who receive inadequate amounts of sleep do not perform their best in classes. Parent should monitor the amount of sleep their student receives. Students need 9- 10 hours of quality sleep.

Digital Devices: Students who have too much screen time with digital devices are at a disadvantage. Research indicates that it may contribute to depression, loss of sleep, and inability to concentrate.

Student Sickesses: Students should be noncontagious and fever-free for 24 hours before returning to school. It is the student and parents' responsibility to contact the teacher about missed school work and to make sure it is completed immediately upon return to school.

Parent Teacher Conferences: Regularly scheduled parent-teacher conferences are approximately 2 weeks after the end of the first quarter. Parents and teachers may schedule other conferences as needed.

Custodial Parents and Legal Guardians: The parent who enrolls the student will be considered the custodial parent until a court ordered document is provided to the school outlining a different situation. Guardians enrolling students in school should provide documentation of guardianship. Progress reports and quarterly grades will be released to the custodial parent for students who have two homes. Noncustodial parents can receive these reports with written authorization given to the school from the custodial parent.

Bullying and Harassment Policy

Bullying and Harassment Policy: Staff members or students may not participate in or allow any act of harassment which degrades, injures, or disgraces a student or staff member. Harassment includes jokes, intimidation, or any physical, verbal, or cyber-attack directed at a person's race, religion, national origin, age, gender, or physical features.

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending themselves. Bullying behavior has three key components:

1. Imbalance of power and strength
2. Involves an aggressive behavior
3. Involves a pattern of behavior repeated over time.

The school has implemented a bullying prevention program. All incidents of bullying should be reported to the supervising teacher or administrator by the student as soon as possible. Students should not wait until they get home and talk to parents before reporting the incident. This helps the staff to more effectively teach healthy social skills. Confirmed bullying or disrespect of a student will result in disciplinary action.

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical contact 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 as soon as possible and will be treated with confidentiality.

Incidents of bullying, shunning, and/or sexual harassment occurring during on-campus or off-campus school-sponsored events are to be reported to the supervising teacher and administrator as soon as possible. Every effort will be made to protect student identity and confidentiality. Bullying behavior includes e-mails, internet communiques, text messages, voicemails, notes, letters, comments, or jokes with sexual overtones, obscene language, unwanted physical advances, or the invasion of one's personal space.

Confirmed incidents of harassment or bullying will result in disciplinary action. The Standards of Conduct section addresses the way discipline and consequences of bullying behavior is handled.

Standards of Conduct

Helping children grow and develop is a team effort. The students, parents, and teachers all need to take an active role. Christ-like behavior is the ideal we are working toward. Christ-like behavior is summed up in the Golden Rule: “Do unto others as you would have them do unto you.” Christ gives us guidelines for our behavior. It is found in Philippians 4:5 & 8, “Show a gentle attitude toward everyone . . . fill your minds with those things that are good and that deserve praise: things that are true, noble, right, pure, lovely, and honorable.”

It is the responsibility of students and parents to acquaint themselves with the information contained in the handbook. A student’s enrollment indicates a willingness by both student and parent to commit to the Christian environment as well as standards and procedures that Standifer Gap School promotes.

It is the responsibility of each student to behave in a manner that creates a safe environment for everyone. Walking in the building, respecting school property, and keeping hands and feet to themselves are important ways to create that safe and respectful environment. The use of inappropriate language or harmful speech is very hurtful and does not create that safe environment. Our goal is to reflect Christ-like behavior.

Classroom Rules: Each classroom teacher develops a set of classroom rules and consequences that are age-appropriate for their students. A copy of this plan will be given to parents during the first week of school.

Inappropriate Items/Conduct: Listed below is a guideline of items and conduct that would be deemed inappropriate. This list is not all-inclusive, however, it gives a good idea of what is expected at SGS. It addresses safety issues, procedures involving student responsibility, and inappropriate conduct or items. Although based on Christian principles, not all have to do with one’s spirituality.

Inappropriate/Unapproved Items:

1. Playing cards and gambling games.
2. Digital devices

3. Immoral/questionable literature, posters, clothing, music, and electronic games.
4. Lighters, matches and anything flammable
5. Jewelry, including friendship bracelets
6. Games or articles that deal with the occult
7. Possession or use of any type of illegal substances including alcoholic beverages and tobacco products.
8. Possession or use of any type of drug
9. Weapons, guns, knives, clubs, marital arts weapons, hatchets, etc.
10. Possession and or use of firearms, including BB guns, pellet guns and play guns.
11. Wrist rockets, sling shots, firecrackers or any other explosive type material.

Inappropriate Conduct:

1. Inappropriate attire.
2. Crude and inappropriate note writing, language and gestures.
3. Student in the wrong place at the wrong time.
4. Wrestling, slap boxing, and horseplay.
5. Vandalism (destruction of school or other peoples' property)
6. Irreverence in worships and religious meetings.
7. Leaving school without approval and/or not following procedures. This applies during school hours as well as during aftercare hours.
8. Tampering with fire safety equipment including fire extinguishers and alarms.
9. Social misconduct such as inappropriate physical contact between students.
10. Fighting, harassment and/or bullying.
11. Possession and/or use of unauthorized keys.
12. Insubordination: Failure on the part of a student to follow the request or direct order of a teacher or staff member.
Expressions of disrespect or repeated offense will be considered insubordination.
13. Unauthorized entry or exit from school property.
14. Stealing or possession of stolen goods.
15. Dishonesty and cheating.
16. Using materials without permission including school, teacher or other student's things.

Consequences: When a student is having difficulty in areas of inappropriate items or conduct, the staff member who finds it will make a judgment call on the appropriate way to deal with it. The aim of discipline is to teach students to understand right from wrong and to assist them in having the desire to do what is right. Because each person is different and what works for one person may not work for another, students may be dealt with in different ways for similar difficulties.

Some of the ways students may be dealt with are: talked to about why it is a problem, warnings, writing a report, held in from recess, run laps, loss of privileges, sent to the principal, items confiscated, reclamation fees, meeting with parents, meeting with the discipline committee, fines, suspension, and/or expulsion. Inappropriate items brought to school will be confiscated and may be held until the parent comes to reclaim it. Repeated infractions in this area may result in them being confiscated and not returned.

Conflict Resolution Process: The teachers will contact the parents concerning major discipline matters as they occur as well as for repeated minor discipline matters. When students or parents have questions about how a situation was handled or don't agree with how a situation was handled, they are expected to address their questions or concerns as Christ counsels in Matthew 18: 15-17. This counsel, applied in the educational setting, is:

1. Talk to the staff member who dealt with the situation to find out the background and details from the staff member's point of view.
2. If step one does not answer the questions or satisfy the disagreement and the student or parent feels it is important to pursue the situation further, ask the staff member to meet with you and the principal to discuss it. If the issues are unresolved with the principal, ask the principal to meet with you and another staff member to discuss the issue.
3. If steps one and two do not answer questions or satisfy the disagreement and the desire is to pursue the situation further, ask the staff member, principal and the board chair to discuss the situation.
4. If all local efforts are exhausted, the education department of the Georgia-Cumberland Conference may be contacted.

Other Information

Parental Involvement Program: Students' experience at school is more positive when parents are involved in their education. Each family is encouraged to volunteer a minimum of 18 hours each year. There are many ways to volunteer. Parents should talk to a teacher or the office manager for volunteer information.

Children of Volunteers: Children not enrolled in SGS accompanying volunteers should remain under the direct supervision of the volunteer unless specific arrangements are made with a teacher about joining a school activity.

Volunteer Screening: In order to provide the safest environment for students, everyone volunteering at our school or on field trips are required to complete the online training and background screening before going on field trips or volunteering in the school. Information is available in the school office.

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

Accident Insurance: The school carries an accident insurance policy which covers medical payments for school accidents. The school's insurance is secondary to the family or employer group insurance. If an accidental injury requires hospitalization or treatment by a legally qualified physician or surgeon within 30 days of its occurrence, the student insurance will pay the reasonable and customary expenses incurred for necessary medical, dental, or hospital care—within one year from the date of injury—up to a maximum of \$25,000 for any one injury subject to the Excess Provision, Limitations and Exclusions as stated in the policy. When an incident is reported and a student needs to seek outside medical care, a secondary insurance ID card will be provided. Present this card to your doctors and/or hospitals, along with your own primary insurance information. This ID card shows that the student is covered by a secondary insurance policy and advises the provider on how to submit charges.

The policy is in effect when the student is:

1. On the school grounds during the days and hours when school is in session.
2. Traveling directly to and from home for regular school sessions. (Injuries sustained while off campus for personal reasons during the regular school session or injuries sustained as a result of operating, riding in or upon, or alighting from a two or three wheeled motor vehicle are excluded.)
3. While participating in an activity solely sponsored and supervised by school authorities.

Should a student be injured under these conditions, he/she should:

1. File a report on a school insurance form with the school office manager within 24 hours after the accident.
2. Receive the secondary student insurance card from the front office to present to your medical provider along with your own primary insurance.
3. Compile all financial data once complete and file with the student accident insurance for final resolution (documents needed: fully itemized bill and primary insurance Explanation of Benefits—*EOB*).

Medication: SGS does not have an on-site nurse and is not equipped to administer medication to your child. Further, over the counter medications are not kept on hand at the school. Medication should be given at home before and/or after school when necessary. If your child *must* have medication during the school day, you may come and administer it to your child yourself or you may seek a special circumstance exception with school administration.

Gum: Chewing gum is not allowed at school. Any student found chewing gum may be charged a \$5.00 fine for each offense. Teachers may allow gum in their classroom at different times. On those occasions, gum should be only in that classroom.

Illegal Substances: Illegal drugs, alcoholic beverages, and smoking are not allowed on campus.

Weapons Policy: Students shall not possess weapons or dangerous instruments of any kind on school grounds or at any school-related or school-sponsored activities away from school facilities. Any instrument used for the purpose of inflicting harm or injury constitutes a weapon for the purpose of this policy. A school employee shall confiscate any device used as a weapon. The principal and/or the local school board reserves the right to take any disciplinary action deemed appropriate in response to the offense including expulsion from school or calling law enforcement.

Personal Property: The school is not responsible for personal property left in the school building or on the school grounds. Personal locks are not permitted on lockers. The school will provide a lock if needed.

Technology Policy: All students and parents or guardians are required to sign an Internet Acceptable Use Policy and Media Release form which is included in the enrollment paperwork online.

Electronics: Students are to leave all electronic devices, such as DVD players, MP3 players, tablets and portable electronic game players at home. The use of a cell phone is prohibited unless given permission each time from a school staff member. Students are to turn in their cell phone to the teacher immediately upon arrival at school. Students who do not cooperate with this policy may have the phone confiscated.

School Phone: Students may use the school phone when permission is granted by their teacher.

Asbestos Notification: Standifer Gap School is free from all forms of asbestos and is in compliance with regulatory guidelines.

Severe Weather Policy: In case of severe weather such as snow, tornado, etc. school cancelation notification will be provided as early as possible on TV channels 3, 9, and 12, and a Parent Alert will be sent via text or e-mail. For school closings, we do NOT follow Hamilton County's closings.

Classroom Visits: Visitors are welcome to experience the school program in action. Visits should be scheduled in advance of the day they would like to visit a classroom. Schedule visits with the classroom teacher and check in with the school office upon arrival. During the visits, the visitor is expected to be a silent observer unless otherwise invited to participate by the teacher. Conferences about a student's progress cannot be done during classroom visits, they must be scheduled for another time.

Lunches: All students should bring a nourishing and healthy lunch. Vegetarian lunches are encouraged. Caffeinated drinks are discouraged. A hot lunch option is provided Tues-Fri and benefit different departments at the school. Tuesday and Thursday's lunches benefit Home & School, Wednesday's lunch benefits the music program and Pizza Friday benefits the classrooms. Lunch forms can be accessed on our website or in the front office. Forms must be filled out at the beginning of the week so that our volunteer lunch ladies can appropriately plan. Students who are only ordering pizza on Friday must turn in their form by Thursday morning. Lunch accounts are kept diligently to account for those who want to keep a credit on the account and for those who owe for lunches not paid. Snacks are also available for purchase in the front office and can be "charged" to the student's lunch account. Snack proceeds benefit Home & School.

Field Trips: All parents who drive or chaperone on a field trip must have completed the following steps before driving, or chaperoning in the classroom, or on a field trip.

- ⇒ Have completed the Sterling Volunteers training program
- ⇒ Provide a completed Volunteer Driver Form.
- ⇒ Provide a copy of current car insurance.
- ⇒ Provide copy of a valid driver's license.

Booster Seat Laws: Standifer Gap School complies with the laws of Tennessee when transporting students. Students are required to sit in booster seats on field trips when required by law. Listed here are the requirements as specified in the law regarding booster seats.

- O Children age four (4) through age eight (8), and measuring less than four feet nine inches (4'9") in height, must be secured in a belt-positioning booster seat system, meeting federal motor vehicle safety standards in the rear seat, if available, or according to the child safety restraint system or vehicle manufacturer's instructions. **(Note: If the child is not between age four (4) and age eight (8), but is less than four feet nine inches (4'9") in height, he/she must still use a seat belt system meeting federal motor vehicle safety standards.)**
- O Children age nine (9) through age twelve (12), or any child through twelve (12) years of age, measuring four feet nine inches (4'9") or more in height, must be secured in a seat belt system. It is recommended that any such child be placed in the rear seat, if available. **(Note: If the child is not between age nine (9) and age twelve (12), but is four feet nine inches (4'9") or more in height, he/she must still use a seat belt system meeting federal motor vehicle safety standards.)**
- O Children age thirteen (13) through age fifteen (15) must be secured by using a passenger restraint system, including safety belts, meeting federal motor vehicle safety standards.

Sports: SGS sponsors afterschool sports depending on the number of students interested in participating as well as having a qualified person to coach the teams. Check with the school office and/or our website for details on availability of the program.

Communication: Teachers send home daily or weekly information about their classrooms. Each Wednesday, The Gap Rap, our weekly newsletter, is sent home with each student and emailed to parents. We also use our website and Facebook page to communicate.

Card Processing Fee: If paying by debit or credit card in the front office, a 5% processing fee will be applied to offset the credit card fees that the school is charged for using the credit card machine.

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

Standifer Gap SDA School
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