



SHOAL CREEK

ADVENTIST SCHOOL

Handbook **2017 - 2018**

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Teaching Staff

Holly Elias, BS
Tammy Becker, MS
Daniel Mitchell, BS
Tracy Glass, BA, MS

School Board

TBA
Daniel Mitchell
Cathy Wofford
Nate Elias
Emily Grubbs
Tiffany Kuhar
Tony Sandoval
Maria Malcolm
Brandon Todd
Conference Representative

Chair
Principal/Secretary
Treasurer
Pastor/Peachtree City
Home and School Director
PTC Representative
PTC Representative
PTC Representative
PTC Representative
Georgia-Cumberland Conference Ed. Dept.

The school board meets every other month. Any concerns or requests should be forwarded to the executive secretary.

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 21st 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 City 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: See Tuition and Fees Form or on school website "Tuition and Fees" for current registration rate. Registration covers textbook rental or purchase, library fees, student insurance, classroom instructional supplies, and administrative costs.

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

Tuition: There are two tuition rates - Constituent* and non-constituent rates. See Tuition and Fees or on school website "Tuition and Fees" for the current rates.

*Constituent - student or their parent/guardian must be a member of the Peachtree City 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

Tuition Collection Procedure

Tuition is due monthly on an agreed upon date (either the 5th or 20th 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 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.

Lunch, 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 Hot Lunch, 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 RenWeb 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.

The grading scale used in grades 3 through 8 is the grading scale used by Georgia Cumberland Conference. That scale is as follows:

A	90-100
B	80-89
C	70-79
D	60-69
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

Kindergarten	5 years of age on or before August 15 th of the current school year
First Grade	6 years of age on or before August 15 th 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

To prevent widespread flu and other illnesses in the school, we recommend that your child stays home from school if experiencing flu or cold symptoms. To decide where or not to send your child to school, please consider the following guidelines.

- Consider keeping your child at home for an extra day of rest and observation if he or she has any of the following symptoms:
 - o Very stuffy or runny nose and/or a cough
 - o Mild sore throat
 - o Headache
 - o Mild stomach ache
- Keep your child at home for treatment and observation if he or she has any of these symptoms:
 - o Fever (greater than 100 degrees by mouth and your child's return to school only after his or her temperature has been consistently below 100 degree, by mouth, for a minimum of 24 hours).
 - o Vomiting (even once)
 - o Diarrhea
 - o Chills
 - o General malaise or feeling of fatigue, discomfort, weakness or muscle aches
 - o Frequent congested (wet) or croupy cough
 - o Lots of nasal congestion with frequent blowing of nose
 - o **A child who has a fever is to remain at home until "fever free" for a minimum of 24 hours.**
 - o **A child who has started antibiotics needs to be the medication for 48 hours before considered non-contagious and able to return to school**
 - o Often when a child awakens with vague complaints (the way colds and flu begin), it is wise to observe your child at home for an hour or two before deciding whether or not to bring to school.
 - o **Your child should be physically able to participate in all school activities on return to school. Keeping a sick child at home will help minimize the spread of infections and viruses in the classroom.**
- To help prevent the flu and colds, teach your child good hygiene habits:
 - o Wash hands frequently
 - o Do not touch eyes, nose or mouth
 - o Cover mouth and nose when sneezing or coughing, use a paper tissue, throw it away and then wash hands
 - o Avoid close contact with people who are sick.
- Colds are the most contagious during the first 48 hours.

Thank you in advance for helping make this year at Shoal Creek as healthy as possible and being considerate of those who don't wish to be exposed to the flu or cold at school.

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 CLOSES-SHOAL CREEK CLOSES. 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.

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.**

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 students 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 and 2:00 pm to 5:00 pm on Friday. 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.

Shoal Creek Adventist School

2017-2018 Handbook Parent/Guardian Acknowledgement and Receipt

By my signature below, I hereby acknowledge receipt and understanding of the 2016-2017 Shoal Creek Adventist School Handbook and the guidelines set forth therein. I also confirm that I have reviewed the relevant sections with my child(ren) to ensure their understanding.

I understand that I must return this signed acknowledgement before my child(ren) will be allowed to attend school for the 2017 - 2018 school year.

Signed this _____ day of _____, 2017

Parent/Guardian Signature

Parent/Guardian Printed Name

Parent/Guardian - Please sign and return this page to SCAS