

## **Mission Statement**

We are a Seventh-day Adventist School empowering our students to be critical thinkers, to serve others and to foster a relationship with Jesus.

## **Philosophy of Adventist Christian Education**

Dunlap Adventist Christian School is pledged to provide a Christ-centered curriculum which will promote the fullest development of the students' **Spiritual, Physical, Mental, and Social** faculties. In short, our aim is to restore in each child the image of God through a studied cooperation with the Holy Spirit.

“In a knowledge of God, all true knowledge and real development have their source. Wherever we turn, in the physical, the mental, or the spiritual realm; in whatever we behold, apart from the blight of sin, this knowledge is revealed. Whatever line of investigation we pursue, with a sincere purpose to arrive at truth, we are brought in touch with the unseen, mighty Intelligence that is working in and through all. The mind of man is brought into communion with the mind of God, the finite with the Infinite. The effect of such communion on body and mind and soul is beyond estimate. In this communion is found the highest education.”

*Education, page 14*

## **General Objectives**

1. To lead our students into a knowledge of God and a recognition of the need of accepting Jesus Christ as a personal Savior
2. To assist in the formation of a noble Christian character by placing strong emphasis on the Spiritual values of life
3. To develop habits of accuracy, discrimination and sound judgment in thinking and doing
4. To encourage individuality in our students – the ability to think and act independently even in the face of peer pressure
5. To stimulate high scholarship
6. To assist the students in developing a desirable personality
7. To help the students understand and practice the principles of healthful living and to understand the relationships among spiritual, physical, and mental development
8. To encourage and promote the development of responsibility in each student
9. To teach our students respect for the dignity of man and a regard for every member of the human race.

## **Statement of Authority**

All information contained in this handbook is based on the policies and standards of the General Conference of Seventh-day Adventists, the Southern Union Conference, and the Georgia-Cumberland Conference. These statements and policies have been approved by the School Board of the Dunlap Adventist Christian School. Any exceptions, alterations, or interpretations must be approved by the School Board.

The School Board reserves the right to formulate and implement policies, rules, and regulations throughout the course of the school year in order to assure the safe and appropriate operation of the school. Those policies will be equal in force with policies in this handbook.

## **Admission Policy**

The privilege of attending the Dunlap Adventist Christian School is open to all young people in our community. Students who comply with the character and curriculum requirements, and who demonstrate an honest desire for a Christian education, are welcomed as students.

It is assumed that all students who apply are pledging themselves to obey the rules and standards as outlined in this handbook and as explained or modified in official school notices.

New students must have school records before admission will be granted.

The Dunlap Adventist Christian School does not discriminate against any applicants on the basis of race, religion, color, or national origin.

No admissions are final until approved by the School Board.

## **Application Policy**

Parents of students applying, including Kindergarten and First Grade, should:

- Be acquainted with the current handbook
- Complete and sign a application form
- Present the latest report card available
- Have a medical exam report completed by a doctor
- Provide proof of immunizations
- Provide proof of age (birth certificate)

Upon notification of acceptance, the registration fee is due. In all cases, payment of the registration fee and the first month's tuition should be taken care of no later than the first day of school.

## **Entrance Age**

Kindergarten – 5 years old by August 15

First Grade – 6 years old by August 15

## **Grade Placement**

The staff reserves the right to determine the grade placement for students after testing the applicant and counseling with the parents. It may take several days or weeks to gather sufficient data to know the correct level for the child to work.

## **School Hours**

The school day for all students will begin at 8 am. The regular dismissal time will be 3 pm.

Students should arrive at school no more than 15 minutes before classes start and should be picked up no later than 15 minutes after the close of school.

Much of the work that the teachers must do after school hours cannot be completed while students are here because of the supervision responsibilities when students are present. We will be careful to begin and end on time, and we ask that you be careful to deliver and pick up on time.

## **Attendance**

When a student has been absent, a written excuse stating the reason for the absence must be brought to the teacher. This excuse should be brought on the day of returning to the classroom.

By law, absences may be excused for:

- The illness of the student ; if the student is ill for several days, a doctor's note may be required
- A death in the immediate family
- Doctor appointments that cannot be scheduled after school hours – if the appointment is made in advance, please let the teacher know in advance

**State law holds the teacher responsible for reporting excessive absences.**

- 5 minutes late to student's seat in the classroom = 1 tardy

Arriving late in the classroom is disruptive to the program and causes the student to miss some of the learning opportunities that are being provided by the teacher. Please have your student in the classroom prior to 8:00. **We strongly encourage a good breakfast and no TV before coming to school.**

## **Inclement Weather Policy**

When inclement weather is experienced you will be notified by phone or text. If inclement weather occurs during the day and we have to close school, we will notify you in the same way. Please keep the school informed of any contact information.

## **Lunches**

Students are expected to remain at school during lunch time. Lunches should not include unclean meats, such as pork products. You are encouraged to make lunches with no meat products. No drinks containing caffeine are to be brought to school. **Cans and bottles of carbonated drinks are not to be brought to school.** Please send very little candy or sweets in lunches. Give an apple or a piece of dried fruit instead.

## **Conduct**

If our children are to develop into good citizens, they must be taught to respect authority and to exhibit common courtesies toward the staff and other students alike. Those who refuse to obey the rules are subject to disciplinary actions. The purpose of discipline is to correct the unacceptable behavior and to train the child for self-controlled social interaction, both in the classroom and into adult life.

Students are to abide by the following policies and guidelines:

1. For the safety of all students, fighting, rough play, jumping on others, pushing, tackling, running in the classrooms or halls will not be permitted.
2. Intimidating, threatening or harassing behavior is not acceptable.
3. Items which may prove distracting to the planned educational program, such as toys, matches, lighters, and gambling devices are not to be brought to school.
4. Swearing and slang are not permitted.
5. The use of tobacco, alcohol, or illegal drugs, on or off the school grounds, will be sufficient reason for immediate dismissal.
6. Practices that are rude, crude, or vulgar when compared to the pattern of conduct left us as an example by Jesus, will not be permitted.
7. Movies, videos, and TV programs will not be discussed, unless the teacher is leading the discussion.

8. Parents of students who damage or deface the building or equipment are liable for the cost of repair and/or replacement. Willful damage to the school or equipment may result in the suspension of the student until Board action can be taken.
9. The staff may confiscate any items which are brought to the school in violation of the school policies. Such items will be returned to the student at the discretion of the staff.
10. Chewing gum is not permitted at school.

## **Personal Property**

Dunlap Adventist Christian School, its staff and Board members are not responsible for loss or damage to personal property brought to school by students.

School staff reserves the right to search a student's desk or locker without permission upon suspicion of property that is not in keeping with school policy or is detrimental to well being of other students or staff. Two adults are to be present when a search is conducted.

Such property will be brought to the attention of those in authority whom school staff or officers believe should be notified and may be confiscated until the proper authorities have been notified.

Property confiscated that may be returned to the student will be returned upon the signature of the parent/guardian.

## **Weapons Policy**

Students will not possess weapons or dangerous instruments of any kind on school grounds, buildings, buses, nor at any school-related or school-sponsored activities away from school facilities. Weapons and dangerous instruments include, but are not limited to:

- Firearms: Pistols, revolvers, shotguns, rifles, zip guns, stun guns, tasers, and/or any other device capable of chemically propelling a projectile
- Cutting or puncturing devices: dirks, daggers, knives, folding knives with a blade that locks into place, disk with points or blade, or razor with unguarded blade
- Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers or inflammable fluids, and/or other hazardous devices

Any instrument intended for the purpose of inflicting harm or injury constitutes a weapon for the purpose of this policy.

Any school employee will confiscate any device used as a weapon.

The principal and/or local school board reserves the right to take any disciplinary action deemed appropriate in response to the offense.

Upon information that a student is suspected of violating this policy, the principal/head teacher will notify the student's parents or guardians. In the case of firearms, explosive or incendiary devices, and knives with blades longer than three inches, the appropriate law-enforcement officials will be notified.

### **Terroristic Threats**

Any terroristic threats made by students or visitors will be immediately addressed by the School Board. Law-enforcement officials may be contacted, depending upon the severity of the threat. Students making such threats may be expelled, and visitors making such threats will be advised not to return to the school grounds.

### **Acceptable Internet Use Policy**

Internet access is offered for student use with the intent to further educational goals and objectives. Access to the Internet through this school's system requires permission from both the principal (or his/her designee) and parents.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information services. Recognizing the potential for accessing sites other than the educational ones indicated by the classroom activities, families may choose not to permit their children access to the Internet through the school's network.

The following are guidelines for use of this system:

1. Access
  - a. Access is a privilege, not a right. Access carries many responsibilities.
  - b. Teachers have the right and the duty to schedule, monitor and restrict both the amount of time online and the sites visited.
  - c. Your right to free speech is affected by our interpretation of the Internet as a limited forum, like a school newspaper, and therefore the school may restrict your right to free speech for valid educational reasons.
  - d. You should expect no privacy of the contents of your personal files on the school system or the Internet. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy, school rules, or the law. An individual

search may be conducted if there is reasonable suspicion. Your parents have the right at any time to see the contents of your email or school files.

- e. The school will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the system.
- f. When you are using the system, you may feel that you can easily break a rule and not get caught. This is not true. Electronic footprints are imprinted on the system whenever an action is performed. You are likely to be caught if you break the rules.

## 2. Personal Safety

- a. You will not post personal contact information (address, phone number, etc.) about yourself or any other person.
- b. You will not agree to meet with someone you have met online, without approval of your parents. Any request for contact of this nature, or any message you feel is inappropriate or that makes you feel uncomfortable, should be reported to school authorities immediately.

## 3. Illegal Activities

- a. You will not attempt to gain unauthorized access to this or any other computer system, or go beyond your authorized access, by entering another person's username, password, or account number, or by accessing another person's files.
- b. You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses, or by any other means.
- c. You will not use the system to engage in any other illegal act, such as arranging for a drug purchase or sale, engaging in gang activity, threatening the safety of a person, etc.
- d. You will not share games or other copyrighted programs.

## **Telephone Use**

The telephone is provided for school business only. Students are not to use the phone for personal calls. Personal cell phones are not to be used during school hours.

## **Music Program**

There will be at least 3 performances during the school year in which all students are required to participate. The Christmas program will be the week before Christmas break. There will be at least 2 additional times we will perform for the Dunlap Seventh-day Adventist Church during a Sabbath-morning service. These performances are part of each child's music class.

## **Tuition**

Every effort is made to offer a quality, well-rounded, Christian education at the lowest possible cost to the parent. The Dunlap Seventh-day Adventist Church, through its budget program, subsidizes the operation of the school each month. Over half of the total cost is paid through this budget.

The tuition is based on a yearly charge, but is stated as a monthly amount. Tuition may be paid for the year in one payment or may be paid monthly. Tuition payments are due on the 1<sup>st</sup> of each month from August through May. You will be required to sign a financial agreement at registration.

## **Registration Fee**

At the time a student is accepted, a registration fee is charged to help cover the fixed charges like testing, student insurance, textbooks, and other expenses.

## **Student Insurance**

We carry accident insurance for each child in the school. The policy is considered a secondary coverage. This is intended to supplement the coverage provided by the parents. The students are covered during regular school hours and whenever on a school-sponsored activity.

## **Volunteers**

Parents, grandparents, and others are encouraged to volunteer to help in the classrooms on a regular schedule. Research shows parental involvement in the child's education will improve the quality of the education the child receives. Each family is encouraged to contribute at least one hour each month in volunteer work at the school. This may be during the school day, on field trips, or on work-bee days.

## **Dismissal Policy**

A student whose conduct does not meet the standards of the Dunlap Adventist Christian School and/or Tennessee state statutes, or who displays a detrimental influence on others, will be dismissed. The principal may suspend a student until the School Board is able to meet. The action of dismissal or expulsion will be by the Board.

## **Parent/Guardian Cooperation**

Parents and guardians can cooperate with the school by:

- Giving to the faculty and staff their wholehearted cooperation and support in upholding the standards of the school
- Cultivating a friendly acquaintance and rapport with the teachers
- Demonstrating at all times to your children a confidence in the school faculty members
- Discussing criticisms of the school program directly with school officials rather than your children or other adults
- Active participation in the Home and School organization
- Ensuring that your children's attendance is regular and on time
- Meeting financial obligations on time
- Attending scheduled parent-teacher conferences and conferring with the teachers after class hours
- Remembering that children relate incidents from their point of view and that they carry reports to school, as well as from school. Both parents and teachers need to exercise charitable understanding toward such incidents, recognizing that there is another side to every story.
- Encouraging your children to bring home all notices from the school that are addressed to the attention of the parents/guardians. If you need further clarification, call the principal or head teacher.
- Please keep all teachers, school employees, and students on your personal prayer list. We are here to provide the best in academics, as well as give your children the best possible Christian environments.

## **Parent/Teacher Concern Procedure**

Step 1: Parent is to meet with the teacher alone\* or as a family to deal with the concern. Under no circumstance is the issue to be discussed with any other party.

If the concern remains unresolved after Step 1, the unresolved concern is to be taken to the school principal/head teacher securing assistance in finding resolution. A formal written concern form must be submitted.

Step 2: A meeting among the three parties (principal, parent, and teacher) is to be held with the principal chairing the meeting.

The principal is to keep minutes of the meeting, including all relevant issues and/or agreements discussed.

The minutes are to be reviewed by all parties prior to the completion of the meeting.

Should the concern involve the school principal, the School Board chairman would serve as the facilitator and keep minutes.

Should the principal be involved, the Office of Education is to be notified.

At each instance in which a concern is registered, the teacher should have the right to address the concern directly. If the concern remains unresolved, it will be referred to the School Board. At this point, a Conference Office of Education representative is to be directly involved.

Step 3: If these steps prove unsuccessful, and the concern remains unresolved, a final appeal of the issue can be made to the School Board. In order to ensure fairness, the teacher is to be present at this meeting. A representative from the Office of Education will be invited by the School Board chairman to participate in the discussion of the issues.

Should the complainant be a member of the School Board, he/she will remove himself/herself from the decision-making process relative to the issue at hand. A final resolution to the concern will be acted upon at this level. **All parties are to be officially notified, in writing, of the School Board's decision.**

\*All meetings with the teacher(s) and/or principal must be by appointment.

## **Medication**

Teachers are unable to give students non-prescription medication. If your child is taking prescription medicine that is scheduled for a dosage during school hours, teachers will be able to assist your child **only** if the Administration of Medication Form has been properly filled out and signed by the parent. The medication must be in the original bottle with the prescription label.

## **Visitors**

Students wishing to bring visitors to school must obtain permission from the teacher at least one day in advance. Permission will be granted at the discretion of the teacher.

Parents are encouraged to visit in the school on a regular basis. Please make arrangements ahead of time so the visit can be meaningful.

## **Dress and Grooming**

Research and experience agree that what a child wears to school has a direct influence on behavior and on the amount the child learns.

Clothing and grooming which the teacher considers to be distracting from the planned educational activities will not be permitted.

Dress and/or grooming which draws undue attention to the student, or that is unnatural in appearance, is not to be worn. Colored fingernail polish, rings, necklaces and chains, earrings (even if the ears are pierced), bracelets, and any other jewelry items are not to be worn to school or on any activities or events sponsored by the school.

Students are required to have athletic shoes at the school for PE. No sandals or open-toed shoes are permitted at any time. Students will be going outside even on cold days. Please dress your child appropriately.

## **Dress Code**

The School Board has adopted a dress code for our students. It will consist of:

**Shirts:** Solid-color polo shirts. All shirts must have a collar. All shirts must be tucked in at school. They may be long-or short-sleeved as weather permits. (No sleeveless) No logos or slogans should be on any clothing.

**Pants:** Khaki, black, or navy blue pants, or blue jeans that are neat and modest are acceptable. No holes in pants. No baggy pants/jeans are allowed.

**Shorts:** Khaki, black, or navy blue long walking shorts as weather permits. All shorts must be hemmed.

**Skirts:** Should be of modest length (not above the knees) and should be of solid color, either black, navy, or khaki. We recommend that girls wearing skirts have shorts, slacks or leggings underneath for use on the playground.

**Dresses:** Dresses are no longer part of the school's dress code.

## **Asbestos Management Plan**

Our school does not contain any known asbestos.

## **Staff and School Board Members**

Principal/Head Teacher	Norma Collson
Lower Grades Teacher	Tammie Peltier
Upper Grades Teacher	Norma Collson
School Board Chairman	Jack Strickland
School Board Members:	Norma Collson
(Pastor)	Rob Snider
(Treasurer)	Bob Huse
(Asst. Treasurer)	Arnoldo Moore
	Gene Brewer
(Chairman)	Jack Strickland
(Marketing)	Yaritza Moore
	Charleen Hughes
	Fred Nelsen
	Judy Brewer