

SCHOOL HANDBOOK 2016/2017

Salisbury Adventist School

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Adventist Education
Journey to Excellence

Faculty and Staff

HEAD TEACHER GRADES 1-8.....DR. MISTY STEIN, E.D.D.

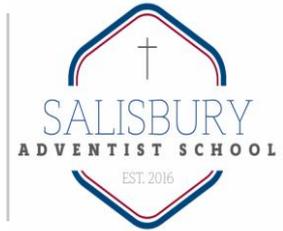
SECRETARY/TREASURER/CLASS AIDE.....TIFFANY BRIANT



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Vision

To foster spiritual, mental, and physical growth; combining the rigor of academia with the challenge of ministry and outreach, resulting in a unique classroom atmosphere where the student can reach his/her ultimate potential.

Mission Statement

The mission of the Salisbury Adventist School (SAS) is to lead children into a deep and personal relationship with Jesus Christ. SAS is a place where Jesus is at the center of everything we learn, and is behind every subject. Teachers, students, parents, and stakeholders work in unity to maintain an atmosphere of loving evangelism, academic excellence, and service.

Statement of Philosophy and Beliefs

The Salisbury Adventist School's philosophy of education is based on certain Seventh-Day Adventist principles.

We believe in the education of the whole person. Education is not limited to the mere development of the intellect. It is the harmonious development of the whole individual in the areas of his/her physical, social, intellectual, spiritual, and vocational faculties.

Furthermore, this educational process is a continuing experience throughout the life of the individual. The home, the school, the church, and the community participate in this process of education here on earth and throughout eternity.

The Bible is the infallible frame of reference by which truth is measured. Its central message depicts the creation, the fall of man, and restoration of man through Jesus Christ.

We view Jesus, His life, His death on the cross, and His resurrection as the center of man's hopes for the present and the future. He provides the perfect model in life, and He is the only means by which man's restoration can take place. We, at SAS, look forward to the soon return of our Creator, Sustainer, Redeemer, Pattern, and Best Friend.

It is not enough for an individual to be the recipient of education's benefits. One must also assume a

growing responsibility for the love and service to others. Unselfish service motivated by love and joy is basic to a complete life. As one responds to the generosity of God's love, they, in turn, direct their love toward their fellow beings. And recognize in each individual a person of supreme worth.

To develop a potential for service, the learner recognizes the value and dignity of practical work along with the development of a scholastic foundation.

The learner is encouraged to acquire intellectual curiosity, creativity, and habits of accuracy, self-discipline, and responsibility while cultivating habits of critical thinking, determination, and sound judgment.

The learner is encouraged to develop a sense of balance in which both dependence and independence are identified as basic conditions in the growth toward maturity.

The learner is taught to view the body as the temple of God and realizes the close connection between spiritual and physical health. One does not value healthy behavior as a means of attaining righteousness or God's favor, but as a result of receiving grace and a having a desire to live in harmony with God's ideals for life on earth.

Through a right relationship with parents and others in responsible positions, the learner develops a sense of respect and reverence for God.

Through all educational opportunities, the learner develops a growing sense of the meaning and the urgency of the Gospel message and is aware of their part in the plan to hasten the second coming of Jesus.

Accreditation

Salisbury Adventist School is accredited by the North American Division Board of Regents, a recognized accrediting body for the U.S. Department of Education. As a state recognized educational facility, we follow the adopted North Carolina guidelines for length of school year, attendance policy, student transfers, and immunization records. SAS is also accredited through and/or supervised by the following bodies:

Carolina Conference
Department of
Education
P O Box 25848
Charlotte, NC 28212-
5848

State of NC Dept. of
Education
Division Of Non-
Public Education
116 West Jones Street
Raleigh, NC 27603
National Council for
Private School
Accreditation

Southern Union
Conference
Department of
Education
P O Box 849
Decatur, GA 30031

Admissions

Non-discrimination Policy

It is the policy of the Seventh-day Adventist Church in all its church-operated schools, on elementary, secondary, and university levels in the United States to admit students of any race, religion, sex, or national origin to all the rights, programs, and activities generally accorded or made available to students at its schools, and to make no discrimination in administration of educational policies, application for admission, or extra-curricular programs.

Beginning Age

Students entering into 1st grade should be 6 years of age before August 31, 2016. Many parents opt to do a 'delayed start' and allow the student to be 7 before starting 1st grade. Earlier admission into 1st grade can be discussed on a case by case basis.

Acceptance

Each student is required to submit a completed registration packet along with a non-refundable application fee of \$50. We must also have a copy of a current report card and achievement test scores. The acceptance committee will also interview these students, along with their parents/guardians. All transfer students will be given a placement test, to see at what grade level the student would be enrolled. If a student is accepted the application fee is applied to the first month's billing.

All new students are placed on a probationary period of thirty days. The school board will review a student's progress at the end of that period. Students cannot be accepted who have outstanding school accounts. Final acceptance for enrollment is affected only by official school board action.

School Records

Official student records for every grade completed before admittance to SAS must be submitted to the school office prior to the first day of attendance. In the case of a transfer, school records must be received before the probationary period is up.

Physical Exam

All students entering SAS for the first time must undergo a physical examination from their doctor, and provide a statement of health, signed by the doctor, clearing them for attending school. This statement must be submitted to the office before the student's first day at SAS.

Immunizations

In accordance with North Carolina and Federal law, all students entering SAS must provide proof of up-to-date immunizations. Proof of immunization must be submitted prior to the child's first day of attendance at SAS. Exemptions for medical or religious reasons must be submitted in writing to the office. Exemptions for personal beliefs are not accepted.

Asbestos

SAS was constructed after the Federal Asbestos Hazard Emergency Response Act and was certified to be asbestos free.

Withdrawal

Parents wishing to withdraw a student must complete a withdrawal form available at the school office. Tuition will be charged and attendance will be taken until the date official withdrawal is complete. After 15 days of withdrawal, if records have not been requested, notification will be given to the state of North Carolina.

- Entrance fee and month's tuition will be non-refundable.
- Outstanding accounts must be cleared before School records can be forwarded to another school.

Visitors

The school building is kept locked at all times for the safety of students and staff. Parents are always welcome at school and they are encouraged to visit classrooms. All visits must be previously arranged with the classroom teacher. If a student is to be picked up during school hours, please notify the teacher so that your child will be ready to be dismissed.

Volunteers

Volunteers are welcomed at SAS. The school depends on an active volunteer community, from the parents and interested church members. *All* volunteers must have a valid Shield the Vulnerable certificate on file in the office before allowing to assist in a classroom. To register, please visit shieldthevulnerable.org.

Curriculum

Students in grades 1-8 will receive instruction in Language arts (Reading, Writing, Phonics and technical writing skills, Spelling, Handwriting), Math, Science, Social Studies (History, Geography, and Government), Bible, Computer Literacy, Physical Education, Health, Art, Music, Home Economics (Cooking, Cleaning, Personal Responsibility), and Spanish.

Evaluation

Progress reports are issued at the end of each nine weeks period. Parent/teacher conferences are held after the first and third quarters. Progress reports are sent home with the student at the end of the second quarter and mailed home at the end of the school year.

Grades 1-2 undergo DIBELS testing 3 times yearly to track their literary progress and areas in need of improvement. Grades 3-8 are administered the ITBS test in the fall.

Teachers will do their best to keep parents informed of student progress. Parents are welcome to discuss their student's progress with a teacher at any time by making an appointment. Appointments should be outside of school hours, from 6:30-7:45AM or 4:30-8PM Monday-Thursday.

Classroom Courtesy

Every moment is precious in the economy of teaching, especially with a multi-grade program. In the interest of giving your student the necessary time and attention, we must ask you to avoid these interruptions to the classroom environment:

- Visiting with teachers during school hours
- Calling students for non-emergencies
- Bringing lunches or assignments after school has begun

Conflict Resolution

The success of the school depends in a large measure upon effective conflict resolution. When issues or questions arise, please communicate promptly for resolution of the matter in the best interest of the student.

If a parent has questions or concerns, this procedure is to be followed in order:

1. **CONTACT THE TEACHER.** Fill out a concerns form (Matthew 18 principles) with the teacher.

2. If a satisfactory resolution cannot be obtained, a secondary meeting with the teacher will be arranged with a third, non-involved party present to act as a mediator.

3. If the problem has not been solved at this point, contact the school board chairperson, who will call the concerns committee.

4. If the preceding steps have been followed and the problem needs to be considered by the school board, the request should be made through the Head Teacher and/or the school board chairperson.

Discipline

Most discipline problems are resolved in an atmosphere of mutual respect and cooperation in the classroom. When necessary, the teachers will inform the parents of any situation that needs to be addressed by teamwork between the home and school. If resolution has not been achieved, then a conference between the teacher, parent and school board chairperson will be arranged. Suspension is considered the last resort in focusing the attention of the student on a change of behavior. Such a change must be evident for continued enrollment. This decision will be at the discretion of the Head Teacher and/or school board after thorough discussions with parent and child.

SUSPENSIONS

Problems in the following areas will result in the student's immediate suspension:

1. The use or possession of any illegal drug (including alcohol or tobacco).
2. Materials and implications of a sexual nature, including the use of words, gestures or pictures and internet misuse.
3. Possessions of a weapon on school grounds

Problems in any of the following areas may result in immediate suspension:

1. Fighting
2. Cheating or plagiarism
3. Stealing
4. Dishonesty
5. Disrespect towards authority
6. Bullying or malicious exclusion tactics
7. Negative spiritual influence
8. Defamation of God or Country

Health

Hygiene

Personal hygiene is necessary for a student's total well being. School expectation includes daily bathing, well-groomed hair, clean fingernails and brushed teeth.

T.V. and After School Activities

Optimal success at school depends on a supportive home environment. Students need to have at least 1/2 hour to as much as 2 hours of quiet study time *each night*, depending on their grade level.

- Grade 1: 30-45 minutes
- Grade 2: 40-50 minutes
- Grade 3: 45-55 minutes
- Grade 4: 50-60 minutes
- Grade 5: 60-75 minutes
- Grade 6: 75-90 minutes
- Grade 7: 80-100 minutes
- Grade 8: 90-120 minutes

Please make sure that they have this time set aside and limit extracurricular activities on school nights (Sun.-Thurs.). Homework should be done in an environment that is free from distractions, quiet, and without television or media influence. Each child should have between 8 and 10 hours of sleep nightly in order to do his best work.

This time should include: spelling list and memory verse study, daily homework page, project work (if applicable), and free-reading time. Since reading is the foundation of all subjects, parents are

encouraged to provide their students with age-appropriate, enticing, reading material. Half of each grade's study time should be free-reading.

Diet

We at SAS believe our bodies are temples for the Holy Spirit. As such, they should always be respected and fed with the very best food available.

- Students should begin the day with an adequate breakfast.
- We require that all caffeinated beverages and unclean meats (including pork products and shellfish) be excluded from lunches.
- Students are not to share lunches, except when arranged ahead of time.
- Food should be eaten only during designated times.
- An emergency lunch is available for purchase for \$3.00 for those who forget their lunch.

Medications

All prescription medications must be brought to the teacher or staff person responsible for administering them in the original pharmaceutical container, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the time for each dose. No student will be allowed to bring his/her over the counter medication.

Any student who must have medication administered during school hours as a condition of being able to attend school without endangering his health or who is taking medication for a period of time exceeding 20 school days, shall file with the office a medication authorization, signed by the parents or guardians of the student. Contact the school if you have any special considerations.

Student and Parent Responsibilities

The Student/Parent Will...

- Show respect for the Word of God and maintain a reverent attitude during religious exercises.
- Practice acceptable principles of Christian morals, ethics, fair play, and courtesy in all school relationships.
- Abstain from horseplay or rough housing and crude behavior, and refrain from any act that intentionally injures, degrades or disgraces anyone.
- Refrain from inappropriate displays of affection.
- Not have gum, matches, lighters, pocketknives, explosive materials, toys, electronic devices, or storage materials at school or school functions, (unless requested by the teacher).
- Be responsible for expenses for replacement or repair of school or student properties (books,

desks, chairs, equipment, etc.). Items which are damaged, lost or abused will be charged to the offending student's account. Damage to computers, hardware or software will also be charged.

- Cooperate with and abide by all rules of school personnel.
- Maintain a helpful, positive attitude and avoid harmful criticism, thereby exhibiting Christian cooperation in harmony with Philippians 4:8.

Field Trips

Students participating in school-sponsored activities or outings are representatives of Salisbury Adventist School and the Seventh-day Adventist Church, and as such should conduct and dress themselves in accordance with the standards and policies of the school. Students are requested to wear their field trip shirts on all school outings. School outings are listed on the school calendar. Changes to outings will be communicated in the Parent Parcel and will also be listed on the school website (Salisburyadventistschool.org). Home School students are invited guests for field trips.

All drivers for outings and field trips must be over 21 years of age and have a copy of their drivers license, automobile insurance (restrictions apply-see office for details), and have a valid Shield the Vulnerable completion certificate.

Activities

We here at SAS try to foster a sense of community and a family atmosphere. Throughout the school year there are multiple after-school and weekend activities. Each of these events have an academic element. Students will be graded, and attendance will be taken.

- Teacher Mixer/Registration
- Back to School Night
- School Picnic/Softball Game
- School Leadership at Salisbury SDA Church (2)
- School Leadership at Concord SDA Church (2)
- Fall Festival
- Science Fair
- Christmas Program
- Art Fair
- Easter Program
- Mother's Day Tea

Home and School Association

The home and school association exists to support and coordinate school activities and programs that foster interaction between the constituency and the school. All patrons of the school, families of the attending children, and members of the constituent church are members of the Home and School Association. They are urged to assist in the programs of the school, the Association, and other functions sponsored for the betterment of relations between the home and the school.

Technology Policy

Technology is a tool used in the SAS environment, including computers, internet, and a variety of software. This policy is a guide and is by no means inclusive. It can be modified or expanded as the situation warrants. The policy shall be adhered to not only in letter but in principle as well.

‘Media’ shall be used to refer to all the computers that belong to the school or are used at the school and any connection by a device such as an Ipad, Ipod, cell phone, or other technological device used in instruction or learning.

As part of the student’s complete education experience, at times the student will have access to and the use of media. Use of media is a privilege not a right. In order to maintain that privilege, the students must adhere to Christian standards of use.

1. Media is to be used to provide educational experiences and access to material for research purposes.
2. Users must respect the rights of others when using media. The administrator(s) of media and the head teacher have the right to place any restrictions on the use and the content of material on media.
3. Media must be used in a responsible, ethical, moral, and legal manner that supports the philosophy and goals of Salisbury Seventh-day Adventist School and the Seventh-day Adventist denomination.
4. Any misuse of media can result in immediate limitation of right to use, cancellation of right to use and other disciplinary action deemed appropriate by the administration of Salisbury Adventist School and/or the school board.
5. No drive or CD may be placed into the computers of the school that is not the property of the school, without specific direct consent of the system administrator or the teacher.
6. No computer program may be loaded onto the schools computers that the school does not own a license to use. Trial versions/demos may be loaded if the conditions of the trial use are adhered to, with permission in compliance with #5 above.
7. Any attempts to bypass any restrictions or safeguards placed on media will be met with disciplinary action. Parents will be responsible for

any damage or harm as the result of intentional violations of this policy or misuse of media.

8. While Salisbury Adventist School will do all it can to ensure a safe and positive computer experience, because of the unregulated nature of the internet it can make no guarantee that the system will be error free or without defect and is not responsible for the accuracy or appropriateness of any information obtained through its use. Media cannot be responsible for the inadvertent accessing of inappropriate material, or that which is accessed in violation of its policies.

9. The type of access and rights one has with media will be determined by a combination of grade level and the ability to pass a competency test on Internet usage and safety, general computer literacy and the policies of this handbook.

10. For a child to use media, the parent and student both, must sign a form showing they have read, understand, and agree to abide by the policies of the media listed here. Parents and students must fill out a permission statement at the time of registration, a copy will be given parents and a copy will be placed in school files.

Attendance Policy

Absences

In grades 1-8, a student who accumulates more than 5 absences per quarter, 10 absences per semester, or twenty absences per year (excused or unexcused) may be retained in the same grade the following year.

The student may also have to re-register to continue attending.

Unexcused Absences

Under NC Attendance Law 115C, students with more than 6 unexcused absences will be contacted to let the family know that they are in violation of the compulsory attendance law. Students with more than 10 unexcused absences in a school year will be reported to Rowan County Child Protective Services and the parent(s) may be found guilty of a Class 1 misdemeanor. Unexcused absences are defined as:

- A student's willful absence from school with or without the knowledge of the parent, or
- A student's absence from school for any reason other than those listed under "Excused Absences."

Excused Absences

The following are considered lawful or valid reasons for the temporary non-attendance of a student at school:

- Illness (lice, vomiting, and/or fever of higher than 99.3, otherwise doctor's note is required)
- Medical quarantine or injury (Doctor's note required)
- Death in the immediate family

- Medical or dental appointments
- Court or administrative proceedings
- A valid, educational opportunity (must have prior board approval-minimum 30 days' notice)

In the case of an excused absence, the student will be required to complete all work as promptly as possible as directed by the teacher. Make-up work will be due 1 week after absence.

All assignments missed in an unexcused absence will be given zero credit and will not be able to be made up. A person who is suspended from school is lawfully absent. The principal shall require notification from the parent before determining that an absence is lawful. To maintain accurate records of student attendance, written or verbal notification within three days of the absence is required.

Tardiness

A student is tardy if they are not in the classroom, items put away, and ready for class work before 8:05AM each morning. Parents will be required to meet with school faculty if students are tardy more than 3 times in a grading period. If tardiness is not resolved, parents will meet before the school board.

School Hours

Monday-Thursday: 8:00AM-3:00PM

Friday: 8:00AM-2:00PM

Arrival/Dismissal

Students should arrive no earlier than 7:45AM. Students should be picked up no later than 15 minutes after dismissal. Parents who arrive more than 20 minutes after dismissal will be charged \$1.00 per minute per child.

Dress Code

The way a student is dressed affects the student's attitude as well as the school atmosphere. All students are required to dress simply and modestly, using the following guidelines:

- Students must wear collared shirts: polo or button up style. Button up style may have top button unbuttoned, but must have a t-shirt underneath.
- Pants must be dress-style with belt loops and front clasp. No jeans, exercise pants, cargo pants, or stretchy fabric.
- Shorts, skirts, and 'squorts' must be knee length, and should touch the ground when kneeling. Skirts must have shorts or leggings underneath. Shorts under the skirts must also touch the ground when kneeling.
- No midriff skin should be visible, even when arms are stretched straight up over head. Students should also be able to so a full-body squat without any skin showing. Belts are recommended.

- All attire must be clean, neat, and modest while at school and all school functions, and must not be frayed, faded, tight, or oversized.
- Jewelry such as bracelets, anklets, rings, earrings, and necklaces are not permitted at school or school functions.
- Make-up and nail polish must be natural in appearance.
- Hair should be styled to not cause a distraction.
- Students should wear field trip shirts (displaying school logo) on all field trip days.
- Students are also required to have appropriate tennis/exercise shoes (with good rubber tread) to wear for P.E. class. (No sandals, open toes, or open backs.)

Inclement Weather Policy

In the event of inclement weather, SAS follows Salisbury Academy concerning school closings, late opening, or early dismissal days. Check television stations (WSOC-Channel 9, WBTV-Channel 3, and News 14).

Delinquent Accounts

The student may forfeit his enrollment at Salisbury Adventist School if his account is not current by the

10th of the month or unless arrangements have been made with the executive board. The executive board will review all delinquent accounts. If a student forfeits his account, he must re-enroll and pay another registration fee.

All returned checks will be charged a \$20.00 fee. If a check bounces twice the bill must be paid with a cashiers check.

Tuition

General Information

- The \$420/\$450 tuition is based on a ten month tuition plan, and is due by the 1st of each month.
- There is a non-refundable Entrance Fee of \$300 and a \$50 Supplies Fee per child each year
- Contact the principal or your local church for information on tuition discounts for constituent church members.
- The entrance fee and 1st month's tuition are due on the first day of August.

Rates

1st-6th Grade Student
\$420 monthly Aug-May

7th-8th Grade Student
\$450 monthly Aug-May

Please bring tuition to the school office and give it to the school secretary or mail tuition to the school (please do not give tuition to your child's teacher). Either way must be done BEFORE the 1st of each month. A late fee (10% of the tuition) will apply to any account not paid by the 10th of the month.

Contacts

Steve Bryant
School Board Chair
704-619-9765

Leesa Hampton
Home & School
704-555-1212

Dr Misty Stein
Head Teacher
423-930-4721

Kelly Garrett
Fruit Program
Coordinator
704-555-1212

Tiffany Bryant
School
Treasurer/Secretary/
Classroom Assistant
704-401-6010

Ryan Hodgins
Pastor
704-738-5055

John Ward, Jr.
Church Treasurer
704-639-9675

NOTES