



**Spring Creek Adventist School**  
**14488 6175 Road**  
**Montrose, CO 81403**  
**970-249-5500**  
**Exodus 19:4**

**Spring Creek Adventist School**  
**Handbook**  
**2011-2012**

# **SPRING CREEK ADVENTIST SCHOOL HANDBOOK**

**2011-2012**

## **MISSION STATEMENT**

The mission of Spring Creek Adventist School is to provide an education that is HIGH QUALITY, CHRIST-CENTERED, in a SAFE CHRISTIAN ENVIRONMENT.

Rationale:

### **HIGH QUALITY**

1. Excellence in the basic core subjects.
2. Students are helped to achieve well in academics.
3. There is the harmonious development of the physical, mental, and spiritual powers.  
(Education page 13)
4. The youth will be taught to be tinkers, and not mere reflectors of other men's thoughts. (Education page 17)
5. Love, the basis of creation and of redemption, is the basis of true education.
6. Unselfish service to others is taught.

### **CHRIST-CENTERED**

1. The Holy Scriptures are the perfect standard of truth, and as such should be given the highest place in education. (Education page 17)
2. God is shown to be the source of all true knowledge.
3. Godliness -- Godlikeness is the goal promoted. (Education page 18)
4. Jesus is the role model and focus.

### **SAFE CHRISTIAN ENVIRONMENT**

1. Godly teachers.
2. Shielded from many corrupting worldly peer influences.
3. Friday night and Sabbath extracurricular activities are not a problem (sports, etc.).

4. Evolution and atheism are not taught and promoted.
5. A spacious school building in a pleasing country setting.

### **PHILOSOPHY AND OBJECTIVES**

Spring Creek Adventist School is dedicated to the preparation of young people for unselfish service to God and humanity. The basic aim of this school is to cooperate with divine agencies in promoting the harmonious development of the physical, mental, and spiritual powers of the student so the ultimate purpose in his/her creation might be realized. (We believe it is our privilege and duty to provide Christian education for our children and to bring them up in the nurture and admonition of the Lord. It will educate them for service to God, their church, their country, and their fellow men. It will help develop a personal relationship with Christ and an understanding of the doctrines and mission of the Seventh-day Adventist Church.) Considerable emphasis is placed on the eternal destiny of the student.

It is the purpose of this school to teach the young people to:

- Think and do.
- Be honest, courteous and obedient.
- Be unselfish.
- Be prompt and thorough.
- Be industrious in the work place.
- Be discriminating in the use of leisure time and choice of entertainment.
- Develop and preserve sound mental and physical health.
- Obey God rather than man when the two do not agree.
- Be motivated to do their best in every activity by a sense of responsibility to God.

## **GENERAL INFORMATION**

The first official Seventh-day Adventist elementary church school was established in Battle Creek, Michigan in 1872. From that small beginning, the Seventh-day Adventist school program has grown to encompass the entire world, and includes formal educational facilities from kindergarten through university levels.

Ruth Johnson, in a home in 1919, taught the first Adventist Elementary School in Montrose. In 1920, the school was located on North Park Avenue and continued there until the property was sold in the spring of 1976. Ground was acquired and a new school erected on four acres of land in a rural setting in the fall of 1976. The first day of occupancy in the new school was January 12, 1977.

The school is located on 61.75 Road, approximately one-half mile north of Spring Creek Road and approximately three and on-half miles west of downtown Montrose.

The school complex consists of four well-designed classrooms, computer rooms, library, teacher's workroom, office, gymnasium, kitchen and large playground area.

## **ADMISSION**

Spring Creek Adventist School welcomes any child who desires a character building Christian education, who is willing to adhere to the school principles, and who will cheerfully endeavor to live by them.

Spring Creek Adventist School does not have a Special Education program. However, in some circumstances, consideration may be given to admitting children who have special requirements. The County School District can assist with qualifying for, and providing education especially related to the child's unique needs. Full disclosure, and copies of special education background and records need to be provided at the time of application. Should special needs be identified after a student has been enrolled and in

school for a time, a referral will be made to the County Special Education Student Services to identify needs, and develop a program to coordinate an appropriate individual educational plan (IEP).

Students entering Kindergarten must be five (5) years old by September 30 of the same school year. New students entering first grade must be six (6) years old by September 30 of the same school year.

The following items must be completed for both new and returning students each year:

- All registration forms need to be filled out, and returned to the school.
- Satisfactory financial arrangements, including payment of all previous school accounts, must be made with the school board.
- New students and all 5th graders are required to have a medical examination. Health screenings are not offered at Spring Creek Adventist School. Please make sure that vision, hearing, and scoliosis testing are evaluated during your child's medical examination.
- Medical forms, supplied by the school, must be presented to the administration at registration, or within thirty days after admission.

The student admittance committee reviews all applications and reserves the right to refuse admittance to any student. Registration does not equal acceptance. Notification of admittance will be given in writing within one week of registration.

Parents who wish to transfer a student in midterm from another school must complete the regular registration forms. The principal may allow such students to attend classes pending a decision by the student admittance committee, but students cannot be assured of acceptance until they are notified of the committee's action.

The teaching staff has the right to assign new students to their proper grade level. The grade level will be determined by the student's previous school grades, and/or by readiness/placements tests.

## **STUDENT INSURANCE**

Each student is covered by a student accident insurance policy. For further details refer to the policy in the registration packet.

## **NON DISCRIMINATORY POLICY**

Spring Creek Adventist School admits students without prejudice to gender and race.

## **FINANCIAL INFORMATION**

### **Payment**

Parents have the option of choosing one of the following payment plans:

- **Yearly Payment:** Tuition is paid before school begins, earns a 10% discount. This plan cannot be combined with a multi-student discount.
- **Monthly Payments:** Tuition is a monthly charge. Payments are made in ten equal installments. The first payment must be made on the first day of school. Subsequent payments will be due on the first (1st) of each month, September through May. Tuition may be paid by cash, check, money order, and/or electronically through school website.
- **If entering mid-year,** the monthly payment schedule will be adjusted accordingly.

### **Tuition and Fees**

#### **Tuition:**

- **Constituent Members\* All Grades (K-8) \$235/month per student.**
- **Non-constituent Member All Grades (K-8) \$325/month per student.**

\* A Constituent Member is a student or parent who is a member of the Montrose Seventh-day Adventist Church, and thereby, in addition to tuition, supports the school through the Adventist Church.

**Registration Fee:**

There is a non-refundable registration fee of \$200 per child due at the time of registration. In addition, there may be other charges throughout the year for special events, field trips, and special projects. Lost or damaged books or other school property will be charged to the student as appropriate.

**Multi-student discount:**

When there are two or more students from one family enrolled at Spring Creek Adventist School, the second student will receive a discount of 5%, and each additional child, will receive a discount of 10%. This discount does not apply to students receiving financial aid, or who have paid in full at registration.

**Financial Aid:**

Parents who send their students to a private Christian school often need a spirit of sacrifice in order to afford the cost of tuition. However, many families have discovered that even though the sacrifice is great, the rewards are even greater.

In some circumstances financial aid is available. Applications for financial assistance can be directed to the School Treasurer, or Student Aid Finance Committee. This must be done 30 days before aid can be available. Please send a letter of explanation along with the application.

**UNPAID ACCOUNTS**

All accounts are due and payable on the 1st of each month. After the 1st of the month, accounts become delinquent. The student may not be allowed to return to school on the 1st day of any month following an unpaid month. If payment is not received by the 10th of the month, or unless prior arrangements have been made, the parent/guardian

will be notified by mail. If payment is not received by the last day of the month, educational services may no longer be available to the student. Make all checks payable to Spring Creek Adventist School. A \$35 charge will be assessed for all checks returned by the bank.

**Report cards, certificated, diplomas, and transcripts will not be released until financial accounts are settled.**

### ATTENDANCE

Every student is expected to attend school punctually and regularly. When a student is unable to attend school, parents should call the school and report the student's absence. Please send a written note the day of, or the day following any absence.

#### **Excused Absences**

Reasons for an excused absence include:

- Sickness.
- Death in the family.
- Doctor appointments.
- Unique family situations for which prior arrangements have been made.

Work assignments missed during the excused absence may be made up according to the instruction of the teacher. After five or more excused absences within any month, or ten or more excused absences within the school year, a conference may be scheduled to determine what might be done to help the student improve attendance.

#### **Unexcused Absences**

Unexcused absences are:

- Absences of any duration where the child chooses not to attend classes.
- Three (3) times tardy equals one unexcused absence.

When a student has unexcused absences the following procedures may apply:

- The child may not receive credit for a graded activity or assignments that are due during the time when the student is absent.
- The student will be responsible for making up the time that was missed according to the regulations of the school which include:
  - After-school or recess detention.
  - School or community service hours.
  - Exclusion from an activity conducted by the school other than actual class time.
- The school will notify the parent/guardian in writing or by telephone whenever the student has failed to attend school after two unexcused absences within any month in the current school year.
- No later than the fifth unexcused absence, the school will schedule a conference with the parent/guardian and student. An analysis of the student's absences will be made, and interventions developed to reduce such absences. The participants in the conference will enter into a written agreement that establishes school attendance requirements and outline appropriate interventions. These interventions may include:
  - Adjusting the student's education program.
  - Providing more individualized or remedial instruction.
  - Transferring the student to another school.
  - Imposing discipline that motivates the student to attend school.
  - Making the student a focus of concern for placement in special education or other special programs designed for education success.

### **ACADEMIC HONESTY**

Spring Creek Adventist School is committed to encouraging students to experience the joy of accomplishment in school and in their personal lives, to achieve their full potential, to value an atmosphere of trust and respect, to assume responsibility for their own ethical and moral behavior, and to foster ethical and moral behaviors in others. Students who are dishonest affect everyone.

Cheating generally includes the following:

- Claiming credit for work that is not one's own, (copying homework, copying test answers, using other's projects, etc).
- Allowing others to claim credit for the work, (i.e. allowing others to copy homework or assignments, etc.).
- Using notes or other unauthorized material, or being involved in unauthorized communications during a test or exam.
- Copying published works without proper source attribution (including the downloading of computer files), either directly, or with only minor editing (plagiarism).
- Deceptive submission of work for one class that had already been accepted for credit, in its present form, in another class.

The consequences for any of the above infractions may result in one or more of the following as deemed appropriate by the school principal or teachers.

- Losing credit for the test, assignment, or course.
- In-school suspension.
- Out-of-school suspension.
- Expulsion.

### **LEAVING THE SCHOOL PREMISES**

The school cannot permit students to leave the school grounds in any unauthorized vehicle, or with any unauthorized adult. Parents must specify in writing if a child is to go home with another family. This is a protective measure, not only for the family, but also for the school. Permission to leave the school premises during school hours must be obtained from the teacher. In the event of a foreseen departure, a statement from the parents or guardian is required in advance. An exception may be made in an emergency.

## **DISCIPLINE POLICY**

Our school operates on Christian ideals and principles. Every student indicates by their presence that they will abide by the ideals and principles set forth by the teacher throughout the school year. Discipline is basically a method of counseling, following a prescribed set of guidelines, designed to help the student develop and exercise self-control and to stimulate oneself to accept the responsibilities of one's actions.

## **The Aim of Discipline**

It is the chief aim of the school to help students develop high standards of behavior, and to provide a firm foundation for a Christ-like character. In keeping with this aim, the school expects high moral standards, and sets before its students definite principles and ideals. In the process of character development, there are times when it will be necessary to take disciplinary action using proper and effective management in a cooperative venture of the home and the school.

## **Discipline Management Program**

The teacher must maintain discipline in order to instruct, as well as to keep the children safe. **Disruptive behavior will not be allowed in the classroom or on the premises.** Spring Creek Adventist School takes every step to practice redemptive discipline, using basic disciplinary procedures to help students attain the greatest possible degree of self-discipline and self-control. The school assumes the responsibility of teaching, and training, the child for “self-government.”

### **Level One Regulations:**

The classroom teacher will manage Level One regulations by personal discussion with the student regarding disobedience of the rules. If this measure is effective no further action will be taken. If other disciplinary action seems necessary, such as temporary removal of a child from classroom activities in specified time-out, or placement in another classroom, parents will be notified.

### **Level One Violations:**

- **Loitering.** The unauthorized use of any area (roaming the halls, prolonged stays in the restroom, etc.).
- **Littering.** Intentional dropping or throwing of items, (papers, pencils, crayons, clothing, or anything else), and not picking them up.
- **Boisterous behavior.** Overly loud and obnoxious behavior, pushing, shoving, and loud talking or yelling in the hall and lunchroom.

- **Running in the building.** This includes running in any area in the building except in the gymnasium.
- **Chewing gum.** Chewing gum at school, or providing it to others.
- **Unauthorized sales.** Selling anything that is without the approval of a teacher or the principal.
- **Disrupting class.** Words, actions, or non-compliance to request made by teachers, which cause disruption to the learning environment.
- **Dress.** Violation of the dress code.
- **Gameboys, CD players, MP3 players, Cell Phones, and other electronic devices** are **NOT** allowed during school hours. They will be taken and returned to parents only.

### **Level Two Regulations:**

The teacher, in connection with the principal, if needed, will manage Level Two infractions. A written record of the offence will be entered into the student's disciplinary file. Parents will be contacted and given a written copy of the report. A conference may be set up with the teacher and parents to resolve disciplinary action for the child's disobedient behavior. Typical correctional penalties include, but may not be limited to:

- Recess detention.
- Written contract with the student.
- In-school suspension.
- A visit to the principal's office.

### **Level Two Violations:**

- **Repeating Level One Violations.**
- **Fighting.** Hitting, shoving, punching, kicking, slapping, grabbing, and spitting with the intent to annoy or harass.
- **Vandalism.** Acts that deface or that cause inconvenience.
- **Inappropriate language.** Swearing, slander, or repeated use of unacceptable language.

- **Lying.** Speaking or acting with the intention to deceive.
- **Cheating.** Copying answers from books or another student's homework or other assignments. Cheating on exams results in failure of the test.
- **Forging signatures.** Improper use of another person's name.
- **Disrespect.** Speaking to adults or other students in ways that dishonor them as people.
- **Unauthorized material.** Having in one's possession items not conducive to classroom learning. This includes inappropriate reading material, water guns, playing cards, etc.
- **Skipping classes.** Absence from an assigned activity without permission.
- **Failure to comply with disciplinary assignments.**

**Level Three Regulations:**

The Teacher Council, which includes the teachers on staff, and the administrator, will manage Level Three violations. Typical correctional penalties include, but may not be limited to:

- Referral to the principal for remedial procedures.
- During probation/suspension the student may not participate in extracurricular activities sponsored by the school.
- A conference involving parents and students, in addition to three-day, in-school or out-of-school, suspension and probation. Probation is just short of dismissal.
- One to three-day, in-school or out-of-school, suspension and probation with referral for professional guidance.
- Referral to the School Board with the recommendation that the student be withdrawn from school.

In order for actions taken for violations to come to resolution, the student must demonstrate the ability to cooperate with the school rules, and demonstrate a positive attitude in all school activities.

**Level Three Violations:**

- **Controlled substances.** Spring Creek Adventist School has zero tolerance for the possession, use, transfer, or sale of drugs, alcohol, cigarettes, or drug-related substances in any form on school premises. These make the student liable to immediate dismissal from the school.
- **Unauthorized material.** Spring Creek Adventist School has zero tolerance for guns, knives, weapons, explosives (including firecrackers, matches, bombs, etc.), and pornographic material. Possession of these items makes the student liable to immediate dismissal from the school.
- **Physical assault.** Violent body contact with anyone in a serious and/or physical manner.
- **Verbal assault.** Words stated, or written, that wound, slander, or have the potential to hurt someone.
- **Theft/Stealing.** Removing or using property belonging to the school, a teacher, or a student, without the permission of its owner.
- **Vandalism.** Deliberate destruction that has a permanently damaging effect upon either the school or private property.
- **Bullying other.** Any attempt to violate another student's rights. This includes physical or spoken harassment, mishandling another student's property, threatening, or taunting of another student or a teacher.
- **Insubordination or abusive language or gestures.** A belligerent or abusive action, statement, or gesture. Aggressive, insulting, profane, irreverent, or disruptive behavior that involves more than a simple refusal to do something.
- **Unsafe behavior.** Deliberate actions that endanger the health, safety or welfare of students, faculty, or guests of the school. This includes, rock throwing, presence on the roof, walking the wall, unsafe use of electronics, etc.
- **Conspiring to aid and abet.** Urging another student to do something to do something that is against the school regulations or against the law; covering up, or lying for a student who has done something that is in violation of school rules.
- **Continued repetition of Level Two violations.**

## **DISCIPLINARY GRIEVANCE POLICY**

In the event of a dispute with a disciplinary measure taken by school staff, the parent may pursue the following channels:

- Arrange a conference with the principal or administrator.
- If resolution or clarification is not achieved, the parent may request a conference with the Spring Creek Adventist School Board Chairperson.
- If there is still no satisfaction or resolution, a hearing can be arranged with the School Board in the following way:
  - A letter must be written detailing the grievance and dispute with the disciplinary action.
  - The letter and grievance will be read and considered by the School Board. (Parents will personally address the grievance with the board, only at the Board's recommendation or request).
- If resolution is not achieved, the parent can document the dispute, in a letter, to the Superintendent of Education for the Rocky Mountain Conference. The Superintendent will then make recommendations to the School Board. The final resolution of all grievances will be at the discretion of the School Board.

## **SNOW DAYS**

If public schools cancel classes because of inclement weather, Spring Creek will also consider canceling. You will be notified by 6:30 am of the morning in question, for all cancellations. Parents need to make sure that a current phone number is on file with the school. Snow days may be required to be made up at a later date.

## **IMMUNIZATIONS**

State law forbids any child from attending any school in the state of Colorado unless that child has presented appropriate documentation of immunization to the school through standard procedures. Documentation must include one of the following:

- **An up-to-date certification of immunization** from a licensed physician or authorized representative of the Department of Public Health and Environment.
- **Exemption from immunization.** The parent or legal guardian must submit certification from a licensed physician indicating the physical condition of the student is such that one or more specified immunizations would endanger his or her life or health, or immunization is medically contraindicated due to other medical conditions.
- **A statement of exemption by belief or conviction.** The exemption must be signed by one parent or guardian, and a church or organization official or pastor, stating that they are adherent to a religious doctrine or belief whose teachings are opposed to immunizations.

The school will maintain on file a copy of the official certificate of immunization for every student enrolled. The certificate will be returned to the parent or guardian when a student withdraws, transfers, is promoted, or otherwise leaves the school.

If the certificate of immunization is not up-to-date, the parent or legal guardian has 14 days after notification to submit written documentation that the required immunizations have been given. In addition, a written schedule for completion of all subsequent required immunizations based on the recommendations approved by the Colorado Board of Health should be submitted. If a student begins, but does not complete, the schedule of immunizations, or does not have on file written exemption certification, the student will be suspended or expelled.

The Department of Health and Environment may examine, audit, and verify the records of immunizations maintained by the school without notice.

## **MEDICATIONS**

Any teacher at Spring Creek Adventist School can administer prescription medications only in restricted and defined circumstances.

- The parent must provide the school with a written and signed request, giving explicit instructions.
- The medication must be in its original prescription container and labeled with the student's name.
- A parent/guardian must deliver the medication to the school and to the teacher.
- When possible the student will be asked to self-medicate; however, for younger students, the teacher will assist the child in taking the medication.
- The teacher may administer such medications as EPI pens, asthma inhalers and Benadryl in an emergency, but only with written permission on file, and labeled medication supplied.

### **VOLUNTEERS**

The law requires that each person working with children voluntarily submit to a background check by the Rocky Mountain Conference of Seventh-day Adventists. This is a safety measure for the welfare of all students. Forms can be obtained at the school office. This form must be completed by anyone who volunteers at the school in any of the following capacities:

- Classroom support.
- Playground helpers.
- Office support.
- Field trip helpers.
- Any other capacity that has direct contact with children.

### **STUDENT SAFETY POLICY**

Any weapon or device that may cause harm or injury to another person, or to personal or school property, will not be permitted on campus or at any Spring Creek Adventist School sponsored functions. Refer to the Disciplinary section under Lever Three Regulations regarding specific descriptions, violations, and outcomes.

### **SEARCHES OF STUDENTS AND THEIR PROPERTY**

Spring Creek Adventist School reserves the right to search school property, including desks, computers, and cubbies. We will request permission to inspect personal property on school premises, including lunch boxes, purses, briefcases, backpacks, and parcels. Such a search may include the use of electronic surveillance equipment. Searches of this nature are for the purpose of investigating violations of any policies related to:

- Drugs, alcohol, tobacco, or other related substances.
- Misconduct searches related to theft of school, student, or employee property.
- Suspected weapons, explosives, guns, knives, firecrackers, matches, or pornographic materials.
- Unauthorized electronics, and other unauthorized material.

Entering the school premises is deemed to be consent to all searches.

### **VISITORS**

Parents and others are welcome at the school and are encouraged to visit in the classrooms to observe their child's progress during the year. However, visitors are asked to check in with a teacher or the principal before entering classrooms. Parents and other visitors are also encouraged to attend the various activities in which their students participate. Preschool age children are welcome, but must be accompanied by an adult.

### **DRESS CODE**

Jesus is our example concerning dress. He shunned all outward display (Isaiah 53:2). His attraction was His heavenly character. We know that God values a character uncorrupted by pride, and it is more precious than any jewel on earth (1 Peter 3:3-4 and 1 Timothy 2:9-10). Therefore, modesty, simplicity and healthfulness should be the standards of dress. The following guidelines define specific dress codes:

- The school has adopted a simple uniform which also includes the guidelines listed below. The uniform consists of red, white, or blue solid-colored polos paired with solid-colored jeans, slacks, or shorts. As an option, girls may wear solid-colored skirts or jumpers. Girls will also have the option of wearing solid-colored tights under their skirts or jumpers.
- Clothing must be clean, presentable, and void of any indecent/offensive pictures, words, slogans, or graphics. Any clothing with holes, torn pieces, ragged edges, or transparent sections are not permitted.
- Students may not wear tight fitting, short, sexually suggestive, seductive, or unusually distracting clothing. Attire must be worn as it was designed to be worn; buckles buckled, straps attached, pants worn at the waist and sized to fit.
- Swimwear will be one piece, no bikinis.
- Visible tattoos and/or ink markings (whether permanent or washable) are not allowed.
- Hair must be a natural color, and remain so throughout the year.
- Jewelry will not be allowed at school or any school functions.
- Nail polish (clear is ok), noticeable or unnatural make-up is not allowed.
- Shoes with wheels are prohibited.

It is the teacher's privilege to make individual judgments concerning attire and appearance.

### **FOOD AND DRINK POLICY**

Spring Creek Adventist School observes the clean-meat diet as instituted in Scripture (Leviticus 11). Although a vegetarian diet is highly encouraged, certain meats are

specified and deemed 'clean' in Scripture. In consideration of this, students are allowed to eat the following at school or during school functions: beef, chicken, turkey, or fish with scales. Unclean meats such as pork, ham, squid, bacon, lobster, crab, and scavenger animals are prohibited.

In addition to the food principles listed above, beverages containing caffeine are prohibited.

### **FIELD TRIPS**

Written permission, signed by the parent or guardian, must be on file with the teacher before the child will be permitted to participate in a field trip. Depending on the field trip, an additional charge may be made.

### **PERSONAL AND SCHOOL PROPERTY**

The school is not responsible for personal property left in the school building or on the school premises. Damage to school property should be reported to the teacher immediately. Reimbursement for deliberate destruction of school or personal property will be required from the student, or the parents of the student, who caused the damage.

### **COMPUTER USAGE AGREEMENT**

Students will be provided with a computer usage agreement that must be signed by a parent and the student. If a student chooses not to follow the guidelines of the computer usage agreement, the student will lose all computer privileges.

### **CHILD ABUSE REPORTING OBLIGATIONS**

In accordance with Colorado law, school staff members are obligated under penalty of a fine and/or jail term to report the reasonable suspicion of a student being subjected to:

- Physical abuse.
- Emotional abuse.
- Emotional deprivation.
- Physical neglect.
- Inadequate supervision.
- Sexual abuse and/or exploitation.

Reporting is recognized as a request for investigation by police and/or Child Protective Services (CPS), into a suspected incident of abuse or neglect. Reporting is not a final determination of abuse. Professional school personnel are free from liability for the good faith reporting of suspected abuse or neglect, and school personnel are criminally liable for a failure to do so.

### **STUDENT SEXUAL HARASSMENT POLICY**

Spring Creek Adventist School is committed to providing a school environment free from sexual harassment for all students and staff. Sexual harassment is defined as unwelcome sexual advances or requests, and other conduct of a sexual nature that is offensive, and creates an uncomfortable school environment. If submission or offensive sexual conduct is made a condition of academic status, progress, benefits, honors, or activities, it is sexual harassment. Such harassment can be spoken, written, implied, or physical behavior, and includes offensive pictures, graffiti, jokes, and gestures.

Incidents of harassment will be handled in accordance with the following guidelines:

- Employees who engage in sexual harassment are subject to discipline up to and including termination.
- Students who sexually harass others are subject to discipline up to, and including, suspension or expulsion from school.

- Students who experience sexual harassment should report the incident to the school authorities as soon as possible.
- If the harassment is between students, the student should report the incident to any teacher, office personnel, or administrator.
- If the harassment is from an adult, the student should report directly to the principal.
- If the harassment is from the principal, the incident should be reported to the school board chairperson.
- All sexual complaints will be forwarded to the Rocky Mountain Conference Superintendent of Education. The RMC is the legal representative of Spring Creek Adventist School.

### **SUPERVISION**

The school provides for the teacher to be on campus thirty (30) minutes before school begins and thirty (30) minutes after school has been dismissed. Parents are required to make sure that their children do not arrive earlier than (fifteen (15) minutes before school begins, or later than fifteen (15) minutes after school has been dismissed. No supervision will be provided outside of these time lines. A charge will be assessed if a child is not picked up within the time limits. Parents are respectfully asked to consistently comply with this policy.

### **CORPORAL PUNISHMENT**

Spring Creek Adventist School does not use any form of corporal punishment.

### **SCHOOL TELEPHONE**

The telephone is for school business only. With the teacher's permission, students may use the telephone for emergencies. Parents are requested not to call students during

school hours except in case of absolute necessity. Cell phones are to be turned off during classroom hours.

### **GRADE REPORTS**

The school year is divided into four periods of nine weeks each. At the end of each quarter period, a grade, and student progress report card is sent to the parents. Parent-teacher conferences are held once a quarter.

### **SCHOOL BOARD**

The Spring Creek Adventist School Board is elected by, and from, the membership of the Montrose Seventh-day Adventist Church. The school board looks to the Superintendent of Education of the Rocky Mountain Conference of Seventh-day Adventists for counsel and direction as they plan for, and operate, the school program.

Individuals desiring to appear before the board in regular session may do so by providing a written request, along with the nature of their concern, to the committee chairperson.

### **COMPLAINT PROCEDURE FOR STUDENTS AND PARENTS**

(It is recommended that written documentation be kept and signed by both parties at each step.)

- If a parent has concerns related to the teacher's interaction with a student, the parent is asked to first seek a personal conference with the teacher regarding the situation.
- If satisfaction is not obtained, the parent should counsel with, and bring the issue to, the school board chairperson.

- It there is still no satisfaction, the complaint must be put in writing for the Board Chairperson, who will call a special meeting consisting of the Rocky Mountain Conference Superintendent of Schools (or designee), the teacher, and the pastor (or designee), and the board chairperson. All issues will be presented openly in a round-table discussion.
- If satisfaction has not yet been achieved, and further study is needed, the board chairperson will ask the teacher and parents to appear at the next board meeting and present the complaint. At no time during a school board meeting may a complaint against a teacher be presented without first having followed the proper procedures outlined above. All discussion will be confidential.
- After the complaint has been presented, the teacher has been given an opportunity to reply, and the overall matter has been heard completely, a decision will be made by the board in executive session.
- The school board will administer the decisions related to resolution regarding parent concerns, student behaviors, overall effectiveness of teacher performance, and provide help where necessary.
- The school operating committee may request the RMC, K-12 Board, or its Executive Committee, to provide information, decision-making support, or to aid in conflict resolution.

### **ASBESTOS**

As required by AHERA, the federal law that governs asbestos in schools, we are informing parents by this statement that our school has been inspected for asbestos and is certified to be asbestos free.

**Final note: This handbook is subject to change from year to year as deemed appropriate by the Spring Creek Adventist School Board.**