



# Sitka Adventist School

2021–2022

## School Handbook



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## **Mission Statement**

To provide a learning environment that guides our students to both realize their capabilities by becoming self-motivated, life-long learners and to foster a growing relationship with Jesus Christ.

## **Accreditation**

**Sitka Adventist School** is accredited by the Northwest Association of Accredited Schools, recognized by all Northwest schools, colleges, and universities. We are also accredited by National Counsel for Private School Accreditation, The Commission on International and Trans-Regional Accreditation, North Pacific Union Conference Board of Education and the North American Division Commission on Accreditation.

## **Guiding Philosophy**

We respect the individual needs and interests of our students and believe complete educational development includes spiritual, intellectual, emotional, social, and physical aspects. We provide our students with engaging and varied learning activities, a safe and supportive family atmosphere, daily physical activity (organized play and free play), include Bible study and prayer, and are involved with our community on a regular basis.

# School Hours

**Monday to Thursday** 8:00 AM — 3:00 PM

**Friday** 8:00 AM — 12:00 PM

NOTE: School doors open at 7:45 a.m. It is important that students not arrive at school before 7:45 a.m. There is no supervision prior to the time that the school doors open. Students must be picked up within 15 minutes of school dismissal. If these times cannot be met, please make prior arrangements with the teacher.

# Admissions Information

## Admissions Policy

It is the policy of Sitka Adventist School to admit students of any race, ethnic background, gender, or religious beliefs who are willing to support the principles and regulations of the school.

All student applications will be reviewed by the administration before acceptance by the school board and principal/head teacher. An applicant's acceptance will be based on previous academic records and personal references.

The school reserves the right to evaluate any student before placement in grade level.

All new students are required to submit the following items along with registration forms:

- Copy of Birth Certificate
- Copy of immunization record
- Copy of physical

Students entering First Grade must be 6 years old on or before September 1.

## Enrollment Priority

1. All returning students who are presently enrolled at Sitka Adventist School and who are current on their account will be given first priority for enrollment for the succeeding school year. Completed re-enrollment packets (including a registration deposit) are required to guarantee a student's placement. The re-enrollment packets will be due before the school year in question along with a \$500 deposit (this includes \$200 registration fee and first month's tuition of \$300-a savings of \$50). This is called "Early Bird Registration."
2. Secondary priority will be given to Seventh-day Adventist families who are currently not attending Sitka Seventh-day Adventist School.
3. Third priority will be given to siblings of current students who are not attending Sitka Adventist School.
4. Open enrollment.

## Enrollment Incentives

- Students who recruit another child will receive an additional 5% tuition discount for the entire year, provided the new student attends for at least 1 semester. (Discount can be applied to only one student's tuition, however, the discount offer is valid for every additional child successfully recruited.)
- Children of local clergy receive a 5% discount
- First-time students receive a 10% discount on the first two month's tuition

## Immunizations

Alaska state law requires all students to submit proof of immunization against diphtheria, pertussis, tetanus, polio, measles, rubella, mumps, Hepatitis A and B, and varicella at the time of registration in order to be admitted to school. A Tuberculosis skin test is required of all new students and all 7th graders, according to Alaska state law.

## Physical Examination

All students entering 1st Grade, 4th Grade, or 7th Grade, and all new students are required to have a physical examination. This form should be submitted before the start of the school year.

## Probationary Period

It is our aim to see each child reach his or her maximum potential in academic achievement and to experience consistent, progressive growth in all areas of learning. A variety of methods of encouragement and challenge will be provided to students. If a student receives a failing grade in any class, it may be necessary to place the student on academic probation so that the parents and the school may closely evaluate and monitor his/her efforts and progress. If a student remains on academic probation for two consecutive quarters, the student may be required to withdraw from Sitka Adventist School. **If there are concerns that a child is causing large amounts of classroom disruptions or concerns that a child's self-esteem is being damaged by over placement in the grade level, continuation in the school program will be reevaluated.**

# Student Expectations and Guidelines

## Attendance and Punctuality

Sitka Adventist School encourages students to have regular and consistent attendance in order to develop punctuality and dependability. In addition, consistent class attendance has a strong correlation to academic success.

## Attendance

When a student is unable to attend, the school needs to be notified by 8:30 a.m. If there is no written or verbal notification, your child's absence will be considered unexcused.

The school needs to be notified at least two weeks in advance of any scheduled family vacation or known absence so the teacher has sufficient time to gather materials, plan alternate lessons for the student, and/or write out assignment instructions.

If a student is absent for 3 or more days due to an illness, they must bring in a doctor's note.

If a student misses 10 days or more of school per quarter they must submit in writing a request for academic credit to be granted.

For every day excused, one day is allowed for make-up work (e.g. Paul's family goes to Disneyland for vacation and Paul misses 5 days of school. When Paul returns to school, he will have 5 school days to complete his missed assignments).

## Student Learning Plan or IEP

- If a student does have an IEP and they are entering as a new student, the parent will disclose the student's IEP to the teacher and there will be a meeting before school starts to determine the best plan for the particular student. Sitka Adventist School strives to teach all students, but occasionally there are students who need one on one aides in school due to specific disabilities. Unfortunately, Sitka Adventist School does not have the staff available to serve as a one on one aide.
- Student, teacher, and parent will set up a learning plan during the first two weeks of school to be reviewed and signed off on by both student and parents and teacher.
- This plan will be re-evaluated each quarter, or more often if necessary
- Each family will also submit an educational support plan outlining their personal commitment to their child's learning success

## Alaska Truancy Law

Alaska Statute 14.30.010: "Every child between seven and 16 years of age shall attend school during each school term."

14.30.020: "A person who knowingly fails to comply with AS 14.30.010 is guilty of a violation. Each five days of unlawful (unexcused) absence under AS 14.30.010 is a separate violation."

## Punctuality

Students arriving at school after 8:00 a.m. are considered tardy. Tardiness will be excused for family emergencies, transportation problems, or health problems only. If you wish to excuse your child's tardiness, please contact the school by phone or by sending a note with your child.

## Leaving Campus

Students may not leave campus during the school day without written (including text / email) permission from their parents. Students may not leave with another student or another student's parent without advanced written permission from both sets of parents. If your child will walk or ride their bike home, you must notify the school in writing in advance, but not for every instance.



## Student Behavior

- Use appropriate language.
- Demonstrate personal integrity.
- Be respectful of all adults and peers.
- Refrain from bringing things to school which will distract from learning.
- Turn off cell phones and keep them in a locker during school hours, unless they are being utilized for instruction (including lunch and recess). This includes charging phones.
- Wear adequate weather-appropriate clothing and footwear (no flip flops or water shoes may be worn unless designated by the teacher).
- Not use roller blades, skateboards or roller skates on school property unless designated by the teacher.
- Not bring drugs, alcohol, tobacco, or weapons such as but not limited to: knives, firearms, or explosives. Possession of these items at school or at school-sponsored activities may result in student expulsion. Offending students may be subject to arrest and prosecution.

## Disclaimer

*Sitka Adventist School is not responsible for damaged, stolen or lost items. Sitka Adventist School reserves the right to search lockers, personal belongings, and students for objects or material deemed non-compliant with school policies or which threaten the safety of other students. Confiscated property may be returned at the discretion of the school administration or turned over to the police department.*

## Student Dress Code

(To encourage a positive, limited-distraction environment)

- Shoes must be worn at all times.
- No hats/caps or hoods may be worn in the school building.
- No flip flops or water shoes are to be worn unless designated by the teacher.
- Crocs, boots, and other slip-on shoes may be worn in the classroom, but are not acceptable for P.E.
- Dresses and skirts should be no shorter than the top of the knee when standing.
- Shorts may be worn if they are mid-thigh length or longer, unless worn with tights.
- Shirts and tops should be long enough to keep the midriff covered at all times.
- Athletic and bed time attire are not appropriate for classroom wear (track pants, sweatpants, etc.) unless it is pajama day during Spirit Week
- Tank tops and spaghetti straps are not appropriate.
- Low cut or revealing necklines are not acceptable.
- Only modestly-cut bathing suits are acceptable.
- Jewelry may not be worn to school or at school-sponsored activities.
- Accessories, hairstyles, clothing or color combinations that are associated with gangs, hate groups or other inappropriate groups are not allowed.
- All clothing should be neat, clean, well-fitted and in good repair.
- All clothes should fit correctly, not too tight or too baggy. Sheer, tight, or revealing clothing is not permitted. Yoga pants, or similar, may be worn with shorts / skirt.

- Undergarments should remain covered at all times.
- Body stickers, tattoos and excessive makeup are not allowed.
- Hair should be neat and clean. A multi-colored or extreme color of hair is not acceptable.
- No clothing should contain messages depicting the occult, drugs, alcohol, tobacco or inappropriate language or any other message in opposition to the students of Sitka Adventist School.

## Guidance Policy

It is Sitka Adventist School's policy to address any issue that comes up with students in the classroom, whether it is functional or relational. Functional issues include running inside, chewing gum, or being late for class. Relational issues include problems that have to do with inappropriate behavior towards people or property. If a student steals, if they are physically abusive, if they are threatening, if they get into a fight, parents need to hold them accountable and give consequences at home in addition to the consequences Sitka Adventist School has for them.

When these guidelines are violated, steps are taken to guide the student back toward appropriate behavior. Sitka Adventist School realizes that all students learn differently when it comes to behavior and that every situation is unique. The following is an example of what may happen, but it really depends on what the behavior the student participates in and how severe that behavior is.

The **first violation**<sup>1</sup> is a brief reminder of our school guidelines; the **second violation**<sup>1</sup> leads to a conference with the teacher. The parents are to be notified about this discussion. A **third violation**<sup>1</sup> results in a meeting between the teacher, parents, and student. During this meeting, the teacher, parents and student work together toward a positive behavior change.

The only caveat to the above "three violation rule" is if students are participating in the following negative behaviors which are harmful to others. Sitka Adventist School will not have any tolerance to the following behaviors:

- physically abusing any other student or animal
- blatant disrespect for classroom visitors or teachers

If any of the above behaviors or other behaviors do surface throughout the school day, the teacher/principal will contact the parent and either have a phone discussion or a planned meeting at the school. In this case, a guidance plan will be constructed, which will look like this:

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<sup>1</sup> Each day begins with a clean slate. 'First', 'Second', and 'Third' violations refer to successive violations during the same day.

## **Guidance Plan & Meeting Notes**

**Guidance Plan for:**

**Date of Guidance Plan Meeting:**

**Targeted Behaviors to Eliminate:**

**If these behaviors continue, here are the consequences/actions steps:**

**Resources to help student with targeted behaviors to eliminate:**

**Meeting Notes/Documentation:**

# Student Health Information

## Illness

The Department of Public Health informs us of conditions for which children are to be excluded from school until either recovered or diagnosed and cleared for inclusion by a physician. Unless otherwise indicated, students are excluded from attendance until they have been free of symptoms for 24 hours. The conditions for exclusion are:

- Chicken pox – excluded until at least 6 days after first vesicles appear, or doctor's orders, or all vesicles are dry (whichever occurs last).
- Common cold – excessive coughing and nasal discharge.
- Fever of 100 degrees or greater.
- Fifth's Disease – excluded with fever.
- Flu – excluded with acute symptoms, fever, chills.
- Impetigo – excluded until 48 hours of antibiotic therapy, and as long as sores drain.
- Jaundice
- Lice – excluded until free of nits.
- Measles – return with doctor/health dept. permission.
- Meningitis – return with doctor/health dept. permission.
- Mumps – excluded until swelling disappears.
- Pink eye – excluded until eyes are clear with no discharge.
- Rash (new onset) – with concurrent or preceding fever.
- Ringworm – excluded until therapy is initiated.
- Rubella – return with doctor/health dept. permission.
- Scabies – excluded until treated.
- Stiff neck or headache with fever.
- Strep throat – excluded until 48 hours after antibiotic therapy is started.
- Vomiting.

## Medication

Students requiring medication at school, including non-aspirin pain relievers, must have a form from the parent or doctor stating which medication is required and give a brief description of the medication and how it is to be administered. Forms are available at the school. Medication must be provided by the parents and must be in its original container.

## Insurance

Should your child get hurt during school activities, our school provides insurance to help with the cost of medical treatment not covered by other insurance you may have. Limited coverage for accidents while the student is traveling to and from school and while engaged in a school-sponsored activity is provided. All accidents must be reported to the teacher and the school immediately to qualify for coverage. The insurance does not cover items including, but not limited to, glasses, musical instruments, watches, bicycles, clothing, and money.

# General School Information

## Custody Issues

If there are any custody or restrictions regarding your family that impacts your student in this school please inform us and provide copies of appropriate documentation, such as a Temporary Restraining Order.

## Driving on Campus

Please drive slowly and watch carefully as you navigate the parking lot and especially the driveways.

## Student Supplies

A student supply list will be available at the school and on the school's website prior to school starting. If the school supply list puts undue financial burden on a student's family please contact school soon as possible.

## Visitors

Parents are encouraged to visit the classroom. To do so, please make arrangements ahead of time.

## Graduation

In order for students to participate in 8th grade graduation, they must have a minimum of a D average in each of their classes over the four quarter school year. If students do not meet this minimum requirement they will not be eligible for graduation.

## School Closure Policy

Sitka Adventist School will be closed when Sitka Public Schools closes due to inclement weather or local emergency.

## Parent Volunteers

Any parent who wishes to volunteer their time at our school is greatly appreciated. If you would like to volunteer your time or provide transportation for any school trips, please ask the teacher for additional information. (Completion of our background-check process is required for all volunteers. Proof of vehicle insurance meeting our student transportation minimums is required if you will be using your vehicle for school transportation.)

## Financial Information

### Tuition (yearly):

\$4,000 (grades 1-8)

Sitka Seventh-day Adventist Church members will receive a \$300 credit toward their yearly tuition.

### Registration Fee:

A non-refundable registration fee of \$200 is required for each student at the time of registration or re-enrollment.

### Discounts

- A discount of 5% (tuition only) will be given if tuition and registration fee(s) are paid in full by the first day of school. If the registration fee and tuition to date have been paid, the same 5% discount will be given if the remaining tuition is paid in full upon receiving the permanent fund check (payment must be received by November 1).
- A 5% discount will be applied to one child's account for each student they recruit to our school. This discount applies for each month both students are enrolled, during the first year of the recruited students attendance at Sitka Adventist School.
- A discount of 10% (tuition only) will be given for each additional student enrolled from the same family.

### Forms of Payment

We accept cash, or check or credit card (3% service fee) or auto-pay payments. Please make checks payable to Sitka Adventist School. There will be a \$50 charge for any check returned due to insufficient funds. Checks may be mailed to: Sitka Adventist School Treasurer, 1613 Halibut Point Road, Sitka, AK 99835. Checks may also be handed in to the classroom.

### Payment Plan

Parents paying tuition month-to-month must make ten equal installments of the currently monthly tuition. The first payment and registration fee are due at before the summer starts and the next nine payments are due by the 10th of each month beginning in September and ending in May.

### Worthy Student Funds

Limited funds are available for students having a strong desire to attend our school, but cannot due to financial limitations. These funds will be considered in order of request on a case-by-case basis upon submission of a written request to the school board.

### Transferring

Parents of transfer students from other Adventist schools must provide proof that their previous school accounts are paid in full.

### 8th Grade Diplomas

Diplomas will be issued at graduation when the account is paid in full.

## Withdrawal

If you find you must withdraw from Sitka Adventist School, please notify the school in writing, verifying the date of withdrawal. All accounts must be settled before records can be transferred. Registration fees are not refundable. Tuition charges will be pro-rated from the day of withdrawal. The prepaid tuition discount would no longer apply when withdrawing from school during the school year. After the student has withdrawn, a final statement will be sent showing the remaining balance or the amount to be refunded.

## Financial Policy

- It is the financial policy of the school to limit the past due accounts of a student or family to a maximum of two months tuition. No student may remain enrolled when staying enrolled will cause the student's bill to be more than two months past due.
- The only exception to the above policy would be if the parent or responsible party submits to the Finance Committee or Principal an acceptable payment plan, in writing, of the past due account. Any further delinquency on the regular account or on the approved plan would mean removal of the student from school.
- Unpaid accounts of the previous school year must be paid before a student can register or receive discounts. A student transferring from another school must show that his/her previous account is paid in full before enrolling at Sitka Adventist School.
- For **all** students a diploma, or final report card, cannot be issues until the student's account is paid in full.

## Communications

### Home/School Communication

It is our greatest desire to have quality communication between the school and the home. We do this in a variety of ways:

- Weekly Newsletter** The newsletter is sent home with your child and e-mailed each week. It keeps the school family informed of weekly and upcoming events, field trips, programs, parent/teacher conferences, and much more.
- Facebook** The school has a Facebook account that is updated regularly with announcements and pictures.
- Office Hours** The teacher is available to meet with parents by appointment. If you would like to request a meeting, please arrange this with the teacher directly.
- Parent/Student Communication** If you wish to contact your child you may call the school or teacher's cell phone. Students must ask for teacher permission before they are able to call home.
- Parent/Teacher/Student Conferences** We schedule two conferences throughout the school year. This does not limit you from being able to schedule a conference with the teacher as needed.
- School Website** [www.sitkaadventistschool.org](http://www.sitkaadventistschool.org) – You may access our website at your convenience. You'll be able to access the student handbook, school calendar, daily twitter feed, weekly newsletters, and other school and classroom information.



## School-Related Misunderstandings

Any parent wanting to discuss a concern, misunderstanding, or difficulty should make an appointment with the teacher. It is our desire to reconcile all difficulties. In order to do this, we ask that you counsel with us on a timely basis.

## Asbestos-Free Facility Notification

The federal law requires a public announcement to be given to school patrons regarding any asbestos material in our school. Sitka Seventh-day Adventist School has been checked by a certified asbestos inspector. This report is held on record at the school file. It can be made available for viewing, upon request. We are proud to report that our school is **100% asbestos free**.

## Student Pledge

I accept that my participation at Sitka Adventist School is a privilege. I have read and understand the Mission Statement and Guidance Policy. I pledge myself to apply these guidelines in my life and conduct. It is my desire to actively develop good character. I choose to uphold school policies at all school functions and abide by the guidelines of the handbook and any other regulations, which may be deemed necessary by the administration or the school board.

I understand that my attendance at Sitka Adventist School is conditional upon keeping of my commitment. If I make choices contrary to this commitment, I will actively cooperate with the guidance process of the school.

Student Name/Signature \_\_\_\_\_

Date \_\_\_\_\_

## Parent Pledge

I have read the handbook and am in agreement with the Mission Statement and Guidance Policy. I will actively support these and the regulations in the handbook or any other regulations deemed necessary by the administration or school board. I will be responsible for reading all information communicated by the school including, but not limited to, weekly newsletters and the school website.

I pledge myself to work with the school not only to meet these goals, but also to maximize my child's educational experience. My financial obligation is clearly understood and I agree to pay my child's account each month unless I arrange otherwise with the school administration and school treasurer in advance.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_