



Four-Mile Adventist Christian School Student Handbook

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Canon City, Colorado 81212
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School Communication Line - 719-631-4441

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Private Christian education since 1924
Kindergarten - 8th Grade

Student Handbook
Four-Mile Adventist Christian School
3180 East Main Street, Canon City, Colorado 81212
719-275-6111
Effective August 2025

Four-Mile Adventist Christian School (4MACS) is an elementary school offering instruction to students enrolled in Kindergarten through Eight grade. It operates under the direction of the Canon City Seventh-day Adventist Church and the Rocky Mountain Conference of Seventh-day Adventists (RMC SDA). It is governed by a School Board that is selected from church membership. The Board is typically comprised of 9 (nine) members, which include the Head Teacher/Principal, Pastor, Treasurer, Chairperson, Home and School Leader, and 4 members-at-large.

Head Teacher/Principal: Bonnie Sholock, 828-551-8372
Pastor: Josh Sholock, 828-279-0879
Treasurer: Mark Dilley, 719-431-1860
Board Chairperson: Kristin Mahoney, 301-385-4070. Please text.

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Section 1: School Philosophy

The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning God created in His image a perfect humanity, a perfection later marred by sin. Education in its broadest sense is a means of returning human beings to their original relationship with God. The distinctive characteristics of this Adventist worldview, built around creation, the fall, and redemption, are derived from the Bible and the inspired writings of Ellen G. White.

The aim of true education is to restore human beings into the image of God as revealed by the life of Jesus Christ. Only through the guidance of the Holy Spirit can this be accomplished. An education of this kind imparts far more than academic knowledge. It fosters a balanced development of the whole person—spiritual, physical, intellectual, and social—a process that spans a lifetime. Working together, homes, schools, and churches cooperate with divine agencies to prepare students to be good citizens in this world and for eternity.

Kindergarten Program Philosophy

God created each child with a unique character, personality, and learning style. Although there are common developmental stages that all people share, young children's readiness for school varies greatly and impacts their view of learning for the rest of their lives. One of the greatest gifts we can give our children is the gift of time; time to grow and flourish without having the pressure of learning concepts that their growing brains are not yet ready to embrace. As a result, 4 Mile Adventist Christian School has undertaken a two year kindergarten program: K-1 and K-2. Some children will progress through K-1 and be ready for 1st grade by the end of one year. Other children will benefit greatly by transitioning into the K-2 program, thereby giving them that all-important gift of time.

Readiness for 1st grade is two-fold: academic skill development and emotional maturity. When a child's academic and emotional maturity are in harmony, school is fun, exciting, and more fulfilling for both parent and child. If either of these areas are still in the developing stage, school often becomes too difficult and usually results in poor attitudes about learning, which can linger throughout adulthood. Assessment for readiness is continuous throughout the year. By the middle of April, the teachers and parents and the Academic Excellence Committee will decide on the readiness for first grade or appropriateness for the K-2 program.

Section 2: Mission

- Superior Christian education for all aspects of life.
- A culture that nurtures the mind, body, and soul of each child.
- Bible based.
- Prayer driven.
- Jesus-led every day since 1924.

Section 3: Accreditation

The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc. (AAA) accredits 4MACS. The North American Division Commission on Accreditation serves as the agent of AAA for all North American Division schools. AAA is accredited by the National Council of Private School Accreditation.

Section 4: Admission

1. Agreement

By registering at 4MACS, the student(s), parent(s), and/or guardian(s) agree to abide by the judgment of the School Board as it applies to standards of dress and conduct. Registration implies an obligation to meet, on time, the financial responsibilities that accrue out of tuition, fees, or other applicable charges approved by the School Board. Only students who desire a Christian education and who are willing to live in harmony with the standards of 4MACS will be admitted or retained.

2. Entrance Policy

4MACS is pleased to welcome young people who desire a Christian education and who agree to abide by the rules and guidelines set up by the school. Students who wish to attend must complete the application form and submit it to the school for review by the Academic Excellence Committee. Students may be allowed to enter on probationary status pending the application review by the Academic Excellence Committee and subsequent School Board approval.

4MACS does not have the necessary equipment or staff to provide extraordinary special education services to meet social and academic needs. Therefore, the school is unable to accept pupils who require such services. We respectfully ask that they be placed where they can receive services that will allow them to progress academically, emotionally, and socially.

3. Non-discrimination Policy

4MACS admits students of any race, color, sex, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of its educational policies, financial policies, extra-curricular, or other school administered programs.

4. Entrance Age

- All students must supply a birth certificate or other legal document verifying age.
- Kindergarten students must be 5 (five) years of age on or before September 1 of the admitting academic year.

- First grade students must be 6 (six) years of age on or before September 1 of the admitting academic year and must successfully pass readiness testing before entrance to first grade is granted. 4MACS strongly recommends that a child be about seven years of age before beginning first grade.

5. How to Apply

4MACS maintains a waiting list of children for grades Kindergarten (K) thru 8th grade. Applicants may be placed on waiting list by contacting the Principal/Head Teacher, Pastor, or a Board Member and by completing the application and registration forms. All potential applicant families will be contacted, and the family and student(s) will be interviewed and assessed. The Academic Excellence Committee is authorized to select children from the waiting list who best match the school philosophy and mission and are likely to progress academically, regardless of length of time on the waiting list. The School Board will vote on the recommendations from the Academic Excellence Committee.

Current students may participate in pre-registration in May of the current academic year for the following school year. Pre-registration will hold the student's slot but does not guarantee acceptance for the following school year.

6. Transfers

- Parents who wish to transfer their children from another school to 4MACS at the start of a new academic year must provide previous school records, birth certificates, and immunization records.
- Parents who wish to transfer their children from another school to 4MACS after the school term has started must complete the regular registration forms and supply required documentation. A student may be allowed to attend classes on probationary status pending a decision by the School Board. However, there is no assurance of the student's acceptance until notification is received from the School Board.
- All new students will be tested to determine final grade placement.
- All students are admitted on a probationary basis for the first 30 days.

7. Registration Day

Parents of accepted students will attend the 4MACS Registration event held in August of each year. Parents will meet with the Head Teacher/Principal, teachers, School Board members, and the Treasurer to review policies, pick up new Handbooks and School Calendars, complete any additional paperwork, and arrange for school fees.

8. Exceptions

All exceptions to the Admission Policies must be approved by the School Board. Children with special needs (learning, emotional, behavioral) may be approved by the School Board on a provisional basis if there is an adequate support program in place for each impacted student. This supportive program may include therapy, treatment, tutoring, and the presence of parents

and outside aides in the classroom. All incurred costs will be paid by the parents. The plans for impacted students will be reviewed each semester by the Academic Excellence Committee, and each student's progress and continued suitability for 4MACS enrollment will be assessed.

Section 5: Medical

1. Immunizations

Immunizations are required of all students per state statute. Current immunization cards for each student must be on file in the school office. Students may be exempt from this immunization requirement if their lives or health would be endangered or if their parents follow a religious belief whose teachings are opposed to such immunizations. If this is the case, an exempt card for the student must be on file in the school office. All immunization cards must be filled out completely and returned to the school office by October 1st. Immunization records are audited annually to assure compliance with the state statutes.

All new or transferring students will have 30 days after beginning school to return the completed immunization card. Failure to have a current immunization card on file will require that the student be suspended until immunization records are complete and on file in the school office.

2. Medication

Students are not permitted to bring non-prescription or prescription medications to school and self-administer them. If a student is required to take medication at school, the following guidelines will apply:

1. The medication must be in the original container with the student's names on it. It must be accompanied by a note signed by a parent giving permission to 4MACS staff to administer the medication, dosage instructions, routes of administration, possible side effects, and doctor's phone number.
2. The medication will be kept in a safe place by the teacher and given to the student by the teacher, following the label instructions.

3. Allergies

Any allergies that your child has must be recorded on an Allergy Alert Form that is maintained in the school office.

4. Emergencies

4MACS maintains a First Aid cabinet for the inevitable scrapes and scratches. If a student requires a physician's attention, parents will be contacted to transport the student. If there is a serious injury, emergency medical help will be summoned.

5. School Accident Insurance

Each student is covered by accident insurance, which begins when the student leaves their home for the school day and ends when the student returns directly home from school. In the event of an accident with resulting medical expenses, parents will be provided with a claim form to complete with the treating physician. This form must be returned to the Principal within 30 days so an insurance claim may be filed.

Section 6: Attendance

1. School Hours

- K – 8th Grade, Monday – Thursday, 8:00 am – 4:00 pm
- 4MACS staff provide supervision for students 15 minutes prior to the start of the school day and 15 minutes after school is dismissed. Students should use this 15 minutes at the start of the school day to put away their lunches, outerwear, and be sitting in their assigned seats by 8:00 am.
 - There will be a babysitting fee of \$1 per minute for each student not picked up by 4:15 pm for all other students.
- “Snow days” and “Delayed starts” will be declared by the school principal and typically follow the Canon City School District decisions. Parents will be notified of the decision by 7:00 am via the School Communication line.

2. School Calendar

The current School Calendar is provided during Registration. The calendar will include major holidays and most of the school events. All required events are marked “required.” Dates for events and activities may be changed due to weather or other issues. Parents will be advised of updated information for activities and required dress code via the School Communication line.

3. School Attendance Policies

Experience and research confirm that students who attend school with regularity and punctuality perform better academically. The following rules apply:

- Students are expected to attend all regular academic learning days, assessment days, field trips, and scheduled programs.
- Parents are asked to pre-arrange absences or tardy arrivals to ensure students do not miss important assignments and learning experiences.
- When a student returns to school after an unexpected absence or tardy, a note of explanation must be written by the parent.
- Excused tardies and absences include student sickness, death in the immediate family, and accidents that occur on the way to school. Students may make up assignments missed as a result of excused tardies or absences within the following 3 days. Parental encouragement to complete missing assignments will likely be needed. There is no

make-up work for unexcused absences or tardies, and the student will receive a zero on work that was missed.

- Three tardies equal one absence from school.
- If any student has seven (7) consecutive unexcused absences from school, the parents must meet with the Academic Excellence Committee before the student may resume classes.
- Any student accruing twenty-eight (28) absences for any reason will be expelled. The student may apply for readmission for the following academic year.

4. Special School Events

- Parent / Teacher Conferences. Special times will be set aside during the first and third quarters of each academic year for conferences to discuss student progress. Teachers, parents, concerned family members, treating providers, and School Board members are invited to attend. Additional meetings to discuss progress and concerns may be initiated by teachers or parents at any time.
- Field Trips. Students are expected to follow classroom rules and teacher instructions while on field trips, whether or not a parent is present. Failure to cooperate with teacher instructions while on a field trip may cause students/parents to be excluded in subsequent field trips.
 - A permission slip must be completed at the beginning of the school year for all school trips. Information about each trip, student cost, cost for additional siblings, parents, and extended family members will be emailed prior to each trip along with details about location and times.
 - Parents who can assist with transporting and supervising activities are appreciated, and these parents will need to provide a copy of their driver's license, insurance, and will complete the Driver Questionnaire form.
 - Dress code for field trips: Will be announced.
- Special Events. At various times, the students will be performing in or attending special events. It is important for each student to arrive on time and follow the 4MACS dress code. Information will be provided on the School Communication line.

Section 7: Financial Information

1. Each student is required to pay a yearly registration fee which goes toward the cost of textbooks and classroom materials. Monthly tuition is based on ten payments, beginning with the first month of school and concluding the last month of school. There are discounts available for paying for the entire school-year up front and for multiple children from the same home attending 4MACS. An updated tuition schedule and information regarding discounts will be published each summer and made available to all interested parties. All tuition payments may be placed in the Dropbox inside the front door of the school or mailed to the School Treasurer

at: 4MACS Treasurer
3180 East Main Street,
Canon City, Colorado 81212

Online options for payments are under development.
Payments will not be accepted by 4MACS teaching staff.

2. Late charges: An account will be assessed a late fee of \$10.00 if all outstanding balances are not paid in full by the 30th of each month. Predated checks cannot be accepted. After 30 days of delinquency, the student(s) will not be allowed to return to the school until payment is made in full.

3. Returned checks: A \$25.00 fee will be charged for all returned checks. A late fee will be charged in addition to the Returned check fee if not paid in full by the 30th of each month. After a second returned check, all future payments for the academic year will need to be paid by cash, cashier's check, or money order.

4. Withdrawal from School

Students are considered enrolled in school and will continue to be responsible for all tuition payments until they have officially withdrawn at the school office. Any refund of tuition payments will be prorated. Registration fees are non-refundable.

Section 8: Communication

1. 4MACS staff will communicate with parents through a variety of methods. These include:
 - Telephone calls. 4MACS staff rely on contacting parents via telephone calls. Ensure your correct number is on file.
 - School Communication line / Project Broadcast. At the start of each academic year, a one-way text/email group will be created that includes all parents/guardians and the 4MACS teaching staff and 4MACS School Board Members. 4MACS staff will use this to update parents about school delays, closures, emergencies, and special events. Parents will not be able to communicate with each other or 4MACS staff on this line.
 - Class Dojo App - Used to send pictures from the school day.
 - School Assignment Binders.

- Other communication will be sent via email and/or U.S. mail, including report cards and important school information.

2. 4MACS staff will periodically post information to the 4MACS Facebook page (<https://www.facebook.com/4mileadventistchristianschool/>). Neither the Facebook site nor the 4MACS website (<https://www.canonchristian.com>) should be used for communication of a personal nature. If they wish, parents can sign the Rocky Mountain Conference Image Release Form prior to having any photos or videos of their student(s) used on social media sites.

Section 9: Academic Performance

4MACS staff and the School Board wish to see all children grow in the grace and knowledge of God and to pursue academic excellence. To this end, each student will be assessed upon admission to the school and will continue to engage in periodic classroom and standardized assessment throughout the school year.

1. Classroom: Graded papers are sent home with students in their School Assignment Binders. Current homework assignments, spelling words, and additional information can be viewed nightly. Tests and quizzes are given, following the teaching lesson plans. Formal grades are issued quarterly.

2. Standardized Assessment: All students engage in two standardized testing tools, three times a year.

- MAP Growth measures achievement and growth in math, reading, language usage, and science. (<https://www.nwea.org/map-growth>)
- DIBELS, Dynamic Indicators of Basic Early Literacy Skills measures literacy skills. (<https://dibels.uoregon.edu/about-dibels>)

3. Students who are struggling and failing to progress will be identified early, and parents will be asked to meet with the Academic Excellence Committee. Changes in instructional techniques and methods, additional help, and parental notification and involvement will be initiated to address the issue(s). If the learning/ emotional/ behavioral issue(s) continues to interfere with learning, parents may be asked to obtain outside assessment and services. A learning plan will be created to document these efforts, and the plan will be reviewed with the Academic Excellence Committee each semester until the situation resolves.

Failure to progress academically and behaviorally with a learning plan will result in a referral of the situation to the School Board. The School Board will review each case carefully before making any determination on whether or not to retain a student. In most situations, when 4MACS resources cannot assist with academic advancement or behavioral and emotional issues, a referral to specialized academic program that can provide the required special educational and supportive services will be made.

Section 10: Student Behavior and Discipline Guidelines

1. To be successful, students need their homes and school working together on the common ground of Christian standards. This cooperation, along with God's grace, is the only hope we have of preparing our students for the work God has planned for each one of them. It is the goal of home and school to help our students consider choices before they make them and to accept personal responsibility for those choices. Students will have classroom and school rules explained to them by the teacher. The classroom rules will be posted in each room for reminders and reference. The underlying principles for all the rules are the Ten Commandments.

2. General School Rules include, but are not limited to:

- Keeping hands, feet, and objects to yourself.
- Immediately following the directions of your teacher, Principal, or adult staff.
- Following all safety rules.
- Acting and speaking respectfully toward all students, teachers, staff, and visitors to the school.
- Properly caring for and correctly using all school property, equipment, and supplies.
- Cleaning up after yourself and picking up any litter.
- Walking in the hallways and classrooms.
- Being willing to help others in need.
- Avoiding profane, lewd, and immoral talk and behavior.
- Being honest in talk and action.
- Abstaining from use of alcohol, tobacco, and drugs.
- Resolving conflicts in positive, nonphysical ways and/or getting a teacher's help to do so.
- Supporting Christian values in selecting movies, TV programs, music, games, and in discussing the same.
- Avoiding physical intimacy associated with dating and going steady.
- Respecting the personal property of other students.
- Supporting the school religious beliefs.
- Good sportsmanship

3. Students not adhering to these guidelines will enter a progressive discipline process which includes: (1) verbal warnings and immediate consequences, (2) behavioral contracts signed by parents and the student, (3) parent-student-teacher conferences, and (4) probation, suspension, and/or expulsion.

- The Head Teacher/Principal has the authority to immediately place a student on a 1-3 day suspension for serious situations. This includes, but is not limited to, any forceful combative/confrontational behavioral. Parents will be contacted immediately to pick up the offending student. The School Board will be notified as soon as reasonable after this occurs.

- The Academic Excellence Committee may be convened to assist in creating behavioral contracts for all students involved in stage 2 of the discipline process.
- The Academic Excellence Committee will be convened when a student is in the discipline process at stage 3. They will participate in the special parent-student-teacher conferences. School Board members will be advised of the situation and they may also attend the conference. The Board members will continue to monitor the situation until it is resolved.
- The School Board will vote on all recommendations made by the Academic Excellence Committee regarding probation, suspension, and expulsion, except in cases of immediate suspension. Any continuation of an immediate suspension will be voted upon by the School Board.

Section 11: Dress Standards

1. Dress standards at 4MACS are conservative and in harmony with a Christian lifestyle. The emphasis is on durability and function rather than fashion or fad. Dress standards are in effect for all school functions, including field trips and special events. All clothing should be neat, clean, and free of stains, holes, and fading. Students not adhering to these guidelines will be redressed with clothing that is on-hand at the school, and parents will be contacted. Excess jewelry will be removed and secured in the Principal's office. A parent will need to pick this up.

2. Approved uniforms:

- Tops: Solid color polo-style tops with sleeves, in the correct size.
 - No denim material.
 - Shirt or tops must cover the shoulders and must be long enough to cover the midriff with arms raised.
 - Winter additions: Solid color sweatshirt over polo top, with the collar showing or long-sleeved solid color shirt under polo top
- Bottoms – Khaki style pants and shorts in any solid color, in the correct size.
 - No denim material.
 - Girls: Solid colored skirts and skorts may be worn. Non denim.
 - Shorts, skirts, and jumpers should be no shorter than one inch above the knee when standing.
- Polo dresses and jumpers, solid colors, non denim: Approved for girls.
- Shoes: Close toed. Appropriate for classroom, playground, and physical education activities.
- Hairstyles must be neat and clean and in harmony with Christian ideals.
- Personal cleanliness and hygiene are expected.
- Studded earrings. Approved for girls.
- Other jewelry. No other jewelry may be worn in the classroom, on the playground, during physical education, or during any special school activities.

- Nailpolish: Approved for girls.
- No visible tatoos.
- Outer coats: Student/parent choice.

3. Dress Down Days / School Spirit Days – Periodic non-school uniform days will be announced in advance.

Section 12: Student's Personal Property

1. Students own many items that are better left at home. Many are too valuable to risk having damaged or lost at school. Other items are too dangerous and/or inappropriate in an academic setting. Cell phones may be given to 4MACS teachers at the start of the school day and picked up at the end of the school day. They should only be used in case of an emergency. If a parent needs to contact a student, the parent should call the teacher or text the School Communication Line. Students not adhering to these guidelines will have these items removed and secured in the Principal's office. A parent will need to pick up these items. The presence of any weapons (guns, knives, and weapons) may result in immediate expulsion. Parents will be contacted immediately. Law enforcement personnel may also be contacted.

2. Items that are to stay at home:

- All knives, weapons, guns, and ammunition.
- iPods, iPads, Tablets, and MP3 players.
- Portable electronic games.
- Comic books, CDs, posters, books, pictures, or other items that are out of harmony with Christian ideals.
- Matches, lighters, or fireworks.
- Any gambling materials

Section 13: School Visitors and Guests

1. At various times, representatives from the 4MACS School Board or Rocky Mountain Conference Education Department will visit the school for assessment purposes and supportive services.

2. Parents are welcome to join their student for lunch and recess; 12:00 noon – 12:55 pm.

3. Parent volunteers and church volunteers may also be approved to be in the school during and after school hours. All volunteers must complete the Volunteer Packet, sign the Privacy & Confidentiality Form and the Conflict of Interest Statement of Acceptance, and gain School Board approval. All volunteers will also complete the Child Protection Training, available

through the following link: <https://www.rmcsda.org/departments/hr/child-protection-training-and-background-checks/>.

3. Students might like to bring a visitor to school as a guest. The student must obtain permission to do this from the classroom teacher and Principal. The visitor must follow all rules and guidelines in the 4MACS Handbook while visiting. All arrangements must be made 24-hours in advance.

Section 14: Transportation

- 4MACS maintains a closed campus.
- Parents are required to complete a form identifying a list of authorized people to pick up each child. A parent can update this list with the Head Teacher/Principal.
- Students must have parental and administrative permission to leave the school grounds during school hours.
- Students are expected to remain indoors until their ride arrives. Please use caution when loading and unloading students before and after school.
- Students who ride bicycles to school must park them in the rack when they arrive. Bicycles cannot be ridden during school hours. Students may not use other student's bicycles.

Section 15: Lunches and Student Nutrition

- Seventh-day Adventists believe nutrition plays an important part in learning and being able to effectively serve a loving God.
- Please ensure your student has a good, solid breakfast before coming to school. This makes a noticeable difference in preparing your student to participate in learning activities and complete the classwork presented to them.
- All children are allowed a snack around 10 am.
- Students need to bring a nutritionally sound lunch with them each day. Please avoid including soda, caffeine, and candy. Students do not have access to a refrigerator. Please use ice-packs to keep food items cool. Students have access to a microwave in the lunchroom.
- Students are discouraged from trading food at lunch time. Food allergies and sensitivities can create serious medical issues and behavioral problems. Please remind your student(s) that some of their classmates are on special diets for health reasons.
- Special snacks to celebrate birthdays and special occasions. Please talk with the Head Teacher/Principal before bringing in cookies, cupcakes, and treats to share so accommodations can be made for students with special diets and food allergies.
- Periodically, hot lunches may be available. More information will be available via the School Communication line, monthly calendars, and email.

- When attending joint functions with the church members, please do not be offended if you are asked how you prepared your dishes. Most Seventh-day Adventists avoid “unclean meats” such as pork and shellfish, and many are vegetarian and vegan. Typical church potluck meals are vegetarian, with special tags next to dishes indicating “vegan,” “gluten free,” and “nuts” to assist those with special diets and allergies.

Section 16: Complaint Procedures for Parents and Students

The success of the school depends largely upon the full cooperation between parents and teachers. It sometimes happens that students make complaints to their parents concerning school matters, especially when measures for discipline are involved. In such cases, parents are urged to withhold judgment until the teacher is contacted and an investigation of the matter is made. Following this plan can prevent unhappy consequences. Parents should discuss policies, problems, or complaints with the teachers rather than with other parents or members of the community. Experience has shown that a clearly stated complaint procedure can readily resolve the majority of concerns in a fair and impartial way. All Seventh-day Adventist schools in the Rocky Mountain Conference adhere to the following procedure. 4MACS staff will document each step of this process.

1. If a parent becomes concerned with a teacher, the parent is asked to arrange to speak with the teacher about the problem.
2. If the parent is not satisfied at this step, the parent will contact the Head Teacher/Principal about the problem. If the problem is with the Principal, the parent is to arrange to speak with the School Board Chairperson or the Pastor, and all parties will arrange to meet to discuss the problem.
3. If the parent is still dissatisfied, the School Board Chairperson will request a special meeting with the Rocky Mountain Conference Superintendent of Schools (or designee), the parent, Principal, teacher, and the Pastor. This group will have a round table discussion with all concerns presented openly.
4. It is important to recognize that all discussions will be held in a Christian, professional, and confidential manner. A positive problem solving approach will be used.

Section 17. Asbestos Statement

This is an official notification required from the Environmental Protection Agency. In accordance with their guidelines and recommendations, the 4MACS building does not contain any asbestos and is so designated by the EPA. This notice is in our EPA asbestos file.