



STANDIFER GAP SDA SCHOOL

Explore. Grow. Shine.

Handbook & Calendar
2026-2027

Standifer Gap SDA School
8255 Standifer Gap Road
Chattanooga, TN 37421
Contact Information
2026-2027

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Teaching Staff:

Kent Kast Principal / Teacher, Grades 6-8	kkast@gccsda.com
Macayla Statler Music	mstatler@gccsda.com
Carol Raney Teacher, Grades 3 - 5	craney@gccsda.com
Hope Valera Teacher, Grades 1 & 2	hvalera@gccsda.com
Jennifer Thao Teacher, Forest Kindergarten	jthao@gccsda.com
Hazel Byeon Teacher ELA/Social Studies, Grade 6-8	hazelbyeon@gmail.com

Support Staff:

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Jean Mabuto Treasurer	sgstreasurerajm@gmail.com
Jennifer Phillips School Board Chair	jjp843@gmail.com

School Calendar

2026-2027

Thursday, July 30, 2026 · 6 pm 07/30
Sunday, August 2, 2026 · 9 am - 12 pm
Wednesday, August 12, 2026
Friday, August 14, 2026
Sabbath, August 15, 2026
Monday, August 17, 2026
Tuesday, September 1, 2026
Monday, September 7, 2026
Sept 21 – Oct 2
Sunday, October 4, 2026
Mon—Fri, October 5-9, 2026
Friday, October 9, 2026
Mon—Fri, October 12-16, 2026
Tuesday, October 20, 2026
Sabbath, October 31, 2026
Tuesday, November 10, 2026
Friday, November 20, 2026
Mon—Fri, November 23-27, 2026
Tuesday, December 8, 2026 · 6:30 pm
Tuesday, December 15, 2026
Friday, December 18, 2026
Mon, Dec 21, 2026 - Fri, Jan 1, 2027
Monday, January 4, 2027
Tuesday, January 12, 2027
Monday, January 18, 2027
Thu-Fri, January 28, 29, 2027
February 1-12, 2027
Tuesday, February 2, 2027
Wednesday, February 10, 2027
Fri-Sat, February 12, 13, 2027
Sunday, February 14, 2027
Monday, February 15, 2027
Mon – Fri, March 1-5, 2027
Sabbath, March 6, 2027
Tuesday, March 9, 2027
Friday, March 13, 2027
Mon—Fri, March 15-19, 2027
Tuesday, March 23, 2027
Mon – Fri, April 5-9, 2027
Thursday, April 8, 2027 – 6:30 pm
Friday, April 9, 2027
April 19-30, 2027
Wednesday, April 21, 2027
Monday, April 26, 2027
Sun – Wed, May 2 – 5, 2027
Mon – Fri, May 3-7, 2027
Thursday, May 6, 2027 · 6:30 pm
Monday, May 17, 2027 · 6:30 pm
Wednesday, May 19, 2027 · 6:30 pm
Friday, May 21, 2027 **Last day of school**

Registration
School Work Bee
First Day of School
Field Day
Teacher Dedication Sabbath
Red Clay (Whole School)
Spirit Day – Crazy Hair Day
No School—Labor Day
MAP/DIBELS testing
Fall Festival
Week of Prayer
End of 1st Qtr
No School—Fall Break
Spirit Day – Wild West Day
Student Sabbath (Whole School)
Spirit Day – Twin Day
Noon Dismissal - **Thanksgiving Lunch at 11 am**
No School—Thanksgiving Break
Christmas Concert
Christmas Concert Makeup
Spirit Day Christmas Clothes - Noon Dismissal-End of 2nd Qtr
No School—Christmas Break
School Resumes
Spirit Day – Hat Day
No School—MLK Jr. Day
Musical Festival at GCA (Choir/Bells)
MAP/DIBELS/WRAP testing
Spirit Day – Sports Day
Counselor Appreciation Day
GCA Academy Days 7th-11th
Football party/fundraiser
No School—President’s Day
Student Week of Prayer
Student Sabbath (Whole School)
Spirit day – Book Character Day
End of 3rd Qtr
No School— Spring Break
Lunch Helper Appreciation Day
Book Fair
Science Fair & Art Show
Grandparents Day
MAP/DIBELS testing
Administrative Assistant Appreciation Day
Principal Appreciation Day
8th Grade class trip
Teacher Appreciation Day
Spring Concert
Kindergarten Graduation
8th Grade Graduation
End of 4th Qtr / Noon Dismissal

Note: No Aftercare at Noon Dismissal
Update: 7/22/26

Introduction

The Standifer Gap Seventh-day Adventist School (SGS) began operation in 1948 as a one-room multiple grade school. Presently, it is a kindergarten through eighth grade school that operates under the direction of Georgia-Cumberland Conference of Seventh-day Adventists. Students enjoy the advantage of low student-teacher ratios providing individualized instruction in an inviting environment.

Mission Statement

To disciple and educate students to become self regulated, empathetic, critically thinking, life-long learners who know and choose to follow Jesus.

Goals

- Surrender their lives to God, develop a friendship with Jesus and allow the Holy Spirit to work in them.
- Develop a feeling of self-worth and a sense of belonging in the home, school, church, and community.
- Want to be like Jesus, living out the principles of the Seventh-day Adventist Church as outlined in God’s Word.
- Develop an understanding of our historical heritage, cultural diversity, responsibilities as American citizens and the dignity and worth of others.
- Accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.
- Develop decision-making and problem-solving techniques based on a Biblical world view.
- Acquire competency in verbal and non-verbal communication and in the use of information technology.
- Be able to function responsibly in the world as dynamic Christians.
- Develop an appreciation of creativity and beauty, both in God’s creation and in human expression.
- Develop a Christian work ethic with an appreciation for the dignity of service.

Curriculum and Accreditation

Accreditation: Standifer Gap SDA School is fully accredited by the North American Division Accrediting Association of Seventh-day Adventist Schools, Colleges, and University and by the National Council for Private Schools Accreditation.

Curriculum: Standifer Gap SDA School offers an approved curriculum and is supervised by the Georgia-Cumberland Conference of Seventh-day Adventists. Students who successfully complete the required course work will be issued an eighth grade diploma by the Georgia-Cumberland Conference of Seventh-day Adventists. Students who do not meet the requirements for graduation may receive a certificate of completion by the Georgia-Cumberland Conference of Seventh-day Adventists.

Acceleration/Retention Policy: The Georgia-Cumberland Conference gives final approval on all requests for accelerating (skipping) a grade as well as for students who need to be retained in a grade and not promoted at the end of the year.

Report Cards: Report cards are issued quarterly. Regular parent/teacher conferences are scheduled about two weeks after the end of the first and third quarters. Additional conferences may be arranged at the request of parent, teacher, or principal. Students who withdraw from school will be issued a progress report to withdrawal date. Additional independent course work will not be provided by SGS beyond that date.

Grades on AE Connect: Parents may access students' grades at any time by logging into AE Connect, our digital records program. The username and password assigned at registration will give access to parents. For more information, speak to the school office manager. Grades are usually up-dated on the computer at least once a week.

Grading Scale: Letter grades are given starting in the third grade: The following scale is used to determine the letter grade.

100-93	A	77-73	C
92-90	A-	72-70	C-
89-88	B+	69-68	D+
87-83	B	67-63	D
82-80	B-	62-60	D-
79-78	C+	59-00	F

Admissions

Standifer Gap SDA School believes in equality of rights for all students and admission may be granted irrespective of the applicant's race, color, or national origin. Membership in the Standifer Gap Seventh-day Adventist Church is not a requirement for admission. Students enrolled at Standifer Gap School are expected to abide by the policies outlined in the school handbook and all other policies announced either verbally or in writing. Admission is a privilege, not a right, and may be withheld or withdrawn by the school at its discretion.

Entrance Requirements:

Transitional Kindergarten: 5 by Sept 15. The student would complete one year TK and one year Kindergarten with mastery expected during the year of full Kindergarten.

Kindergarten: Applicant should be at least 5 years old on or before August 15.

First Grade: Applicant should be at least 6 years old on or before August 15 and have completed a standardized curriculum based primary/kindergarten program during the twelve-month period preceding first-grade entrance or pass a readiness test.

All Grades:

- Submission of the completed online application and enrollment packet.
- Supporting documentation presented such as physical forms, immunization form, and birth certificate.
- Provide contact information for at least two references including previous teacher.
- New students entering school may be assessed for readiness and/or grade placement.
- An interview with the student may be conducted.

Transfer Students: In accordance with Georgia-Cumberland Conference school policy, we cannot accept transfer students after April 1 for the current school year. Students are encouraged to make arrangements to remain at their former school or to finish the grade with special assignments from that school.

Initial Enrollment: All students are admitted on a six-week trial basis. Standifer Gap School is not equipped to teach students with significant learning and behavioral challenges. However, SGS may make limited changes to a child's program when

needed.

Students with Special Needs: The following information will assist in determining if SGS has the resources to provide for specific student needs.

- Parents of students who have a history of educational, behavioral, or emotional difficulties have a responsibility to inform the principal when applying to SGS. This should include any pertinent evaluations which may have been completed on the child in previous years of school, or any testing which may have been conducted privately.
- Any child who has a history of educational or behavioral difficulties may be admitted to SGS conditionally for a period of time to determine whether the school can provide the proper education.
- The school reserves the right to deny admission before entering school.
- The school will use various resources to evaluate for special needs.

Appeals Process for Admissions: A family who is dissatisfied with the decision of the school admissions process may appeal the decision. To begin this process, speak to the principal.

Enrollment Checklist:

1. On-line application and registration forms are fully completed.
2. Release of Records Form: This form allows SGS to request records to be sent from the former school.
3. Provide 2 references: a recent former teacher and a pastor, youth leader, Sabbath School leader, etc.
4. Placement testing completed.
5. Copy of birth certificate submitted.
6. Financial commitment form is completed and signed. Registration fees and first month’s tuition is paid.
7. Current immunization form is on file:
8. Kindergarten and 1st grade students are required to have had both a Hepatitis B series and a Varicella immunization before entering school or Exempt Form.
9. All children entering 7th grade must have a Tetanus-Diphtheria-Pertussis booster (Tdap) and provide verification of immunity to Varicella or Exempt Form.
10. Physician’s Examination: Mandatory for all new students and for 7th grade students.

11. Completed consent to treatment form
12. Completed transportation authorization form

Provisional Status: Students are admitted on a provisional status until all required paperwork is submitted. A 30-day grace period is given for these items to be provided to the school. At the end of the 30 days, students with missing paperwork may be asked to withdraw from school until the required paperwork is on file.

Financial Information

Standifer Gap Seventh-day Adventist School is a nonprofit institution that relies on regular tuition payments and financial support from the Standifer Gap SDA Church to cover its operational expenses. Prompt payments are important and welcomed so that the costs of education can be kept as low as possible.

Tuition and Fees: Tuition is payable over 10-months from August through May. The 1st payment is due at registration on July 30. The remaining 9 payments must be received at the school office by the 15th of each month, starting September 15, 2026 and ending May 15, 2027. A monthly tuition bill will be sent to each family around the 25th of each month. Failure to receive a monthly statement does not negate parents’ responsibility for payment. It is the parents’ responsibility to inform the school about change of address, e-mail, telephone, or church membership. School supplies and field trips are included in the Registration Fee.

The Standifer Gap SDA Church subsidizes the cost of students going to this school through their generous offerings. Thus, the students belonging to this church pay a lower than cost price for tuition. All other students will pay a higher tuition rate. Often their local church will subsidize their tuition to make it possible for them to attend. Please contact your local church to see what they have available for your student. At registration, provide written communication from your church or organization outlining how much support they are committing to provide and on what schedule.

Grade K - 8	Constituent	Non-Constituent
Annual	\$ 5,700	\$7,100
Monthly	\$ 570	\$710

Tennessee Education Freedom Scholarship Program

The board of Standifer Gap SDA School has chosen to be part of the TN EFS Program beginning this year. Applications are open in January of each year for the following school year. This program will be available on a year-to-year basis, depending on state funding abilities and the rules guiding the use of these funds. As of this writing, there are no regulations on what we teach so we truly have the freedom to teach our curriculum. The website for this program is found at: <https://www.tn.gov/education/efs.html>

If there is a change in the future, we may no longer be able to accept this program. Please keep in mind that this program can be halted without notice and the parents would be responsible for the remaining tuition. It is best if you can put the savings you realize through this program into a savings account to be prepared if the program does expire. If you find yourself able to help others who may not be eligible for the scholarship program, you can make a tax-deductible contribution to the SGS Scholarship fund. That way we can spread the blessings to more students.

Pre-Registration Fee

This fee is designed to let us know of your intentions for the following year so we can plan. It also covers the electronic application fee. There is an early-bird discount below:

Pay:	Dates:
\$50 discount	February 1 to April 15
\$100 full price	After April 16

Registration Fee

The registration fee is separate from the pre-registration fee. This \$410 fee covers textbook purchases, yearbook, testing fees, classroom supplies, field trips, student insurance, and library fees. The total of both fees is \$510 due July 15.

Home School Students

Home school students may join us in a limited number of activities. Attendance is not taken and grades are not given. This is not an umbrella program but a supplemental class. Classes available are interscholastic sports for grades 5-8, forest school with art and music for grades K-2. Sports are after school and will be scheduled with the coach. Forest school for K-2 runs 8-11 AM Tuesdays and Thursdays. Fees for these are listed below:

K-2 forest with art and music	\$115 entrance fee then \$150/month
After-school sports	\$35 entrance fee then \$50/sport

Transitional Kindergarten

Transitional Kindergarten (TK) is a partial day kindergarten designed for students wanting to get a start on kindergarten but not fully ready. Days will be scheduled with the teacher. Students must be 5 by September 30 and will be expected to enroll in kindergarten for the following year for full mastery.

Discounts

Early Payment: A discount of \$20 per family per month is given if tuition is paid on or before the 6th of the following month. For tuition paid in full for the semester there will be an additional \$50 discount, or in full for the year, an additional \$150 discount per student.

Multi-Family Discounts: We provide a tuition discount for families with more than one student attending. The discount is as follows:

Number of Children	Monthly Discount
2 Children	\$20/month per child
3 Children	\$40/month per child
4 Children	\$60/month per child

Past Due Accounts: Students with outstanding balances on the previous month’s statement at the time of the next billing may not be allowed to attend classes until the past due balance has been paid or arrangements have been made with the school treasurer.

Account Disputes: Parents have 30 days to question their tuition accounts. The school will respond within 15 business days.

Release or Transfer of Records: Before any final report card or permanent records are released to parents or transferred to another school, the family’s account must be paid in full. School records are the property of the school, not the students or the parents. Private schools may hold records for non-payment of fees.

Attendance Policies and School Hours

According to the law (Tennessee Code Annotated 49-6-3001(c)), every student aged 6-17 is required to be in school. Judges can assess fines up to \$50 or community service up to 5 hours if a student is absent more than 5 days per year. **Legally excusable reasons for absence are personal illness, death in the immediate family, family illness, religious holiday, medical or court appointments, and school sponsored activities.**

Private schools are expected to follow this law. To be in compliance, Standifer Gap SDA School has the following attendance policy:

To gain the most benefit from your tuition dollars, please have your students at the school before 8 AM. Due to traffic both enroute and in the parking lot it is best to **arrive at the school between 7:30 and 7:50 AM.** This will give students time to enter the building, put their school materials in their lockers, and find their seats before 8 AM. This gives teachers the time to get all the students ready for the day with worship and instructions.

Tardies eventually add up to time absent from the classroom. By law, the accumulation of five (5) tardies is considered one absence. **If a student has the equivalent of five (5) absences with tardies and absences, the family will receive a warning letter indicating the number of absences they have accrued.** If the total absences reach eight (8), the family will receive notice of fine or community service. The fine may be \$50 paid to the school or five (5) hours of community service at the school. Each additional eight (8) absences will result in a new fine or community service. **Volunteers hours at the school are separate from this community service, and do not count for both.**

If a student arrives after 8 AM, the parents must sign the student in at the office and school personnel will escort the child to their classroom. Please do not expect to talk to the teacher after 8 AM as they will have already begun teaching. If you have something urgent, please send a note via DOJO or text. You may also leave a handwritten note at the office for the teacher.

Students who have no unexcused tardies or absences each quarter will be awarded positive reinforcement by the classroom teacher (See above for excusable tardies and absences). Please help your student develop the healthy habit of being on time for their responsibilities.

Early Dismissal: Students are not to leave the school grounds during the school day, except by special permission. If a student must leave school during the school day, the parent or person picking up the student should notify the teacher in advance, so the teacher knows how to plan. All students must be signed out at the front office by the adult picking up the student. School personnel will bring the student to the front desk. It is the student and parents’ responsibility to get missed work, to complete it, and to turn it in as soon as possible.

Dismissal: School dismisses at 3:00 PM Monday-Thursday and 2:30 PM on Friday. Students may be picked up between 3:00 and 3:15 PM. After this the student will be sent to aftercare. Once a student has been sent to aftercare, they must be signed out and aftercare charges will apply.

Car Pick Up Line: When picking up students in the car pick up line, please have your student car line tag visible and line up in one of the two lines, leaving an “escape lane” in between. If you need another car line tag, please ask the office manager. When lining up, do not block the entrance to the school. If both lines are full, pull into the parking lot and park. The entrance must be kept clear for vehicles on Standifer Gap Road to enter our parking lot. Also, the entrance is shared with our neighbor and it must be kept accessible to them.

Aftercare Program: The school provides an aftercare service to assist families whose schedules make it difficult to pick up their child at dismissal. This service is dedicated to providing interactive child-care in a safe, parent and child friendly, environment. Parents who sign up to use after care regularly will be billed a monthly fee of \$150 (late pick up fees will apply). Those who will use after care occasionally, will be charged a drop in fee, outlined below.

If picked up between 3:15-3:30 Mon-Thu or 2:45-3:00 Fri	If picked up after 3:30 Mon-Thu or 3:00 Fri	LATE PICK UP (after 6:00 pm Mon-Thu; 5:00 pm Fri)
\$5 per day	\$15 per day	\$1 extra will be charged <u>per minute</u>

All parents/authorized pick-up persons must come inside the building and sign out the child in the record log. Children may only be picked up by individuals who are listed in the enrollment papers unless the parent calls the school or the after care supervisor. In the case that an unauthorized person comes to pick up the child, the parent will be called to authorize pick up. If unable to reach the parent by phone, the child will stay with the after care supervisor until proper authorization is received. If authorization is still not received by 6 pm (5 pm on Fri), the child will continue to stay with the after care supervisor and the late pick-up fee will begin.

Uniform Dress Code

Standifer Gap has chosen to require uniform in order to promote a clean, simple, unified look at our school. We also acknowledge that having fewer choices is an equalizer that helps with time management and choice fatigue.

K-2 Uniform policy:

K-2 students will be required to wear the current school t-shirt with quick drying pants which work best in a forest school location. This means no jeans or fleece sweat pant material. Athletic or cargo pants would be best. Please stick to solid colors: black, navy, and khaki. On cold days, students can wear solid colored long sleeve shirts under their school t-shirts (black, white, navy, grey). All K-2 students are required to have a rain jacket, rain bibs/pants, and snow bibs for participating in forest school. Parents are welcome to supply ALL 3 of these items for the school year to waive the fee. Gear items must be brought to registration to be kept at school in order to waive the gear fee.

3-8 Uniform policy:

3-8 students will be required to wear navy, green, or red polo shirts with the school logo. Please note the simplified color pallet. Our new logo is preferred, and we will be phasing out the old logo in the next few years. Polos should be paired with khaki or navy colored pants, shorts, or blue, khaki, plaid skorts. (No skirts). Shorts, dresses, jumpers and skorts must be uniform and worn within 2 inches of the knee when standing.

Jackets: Students will be allowed to wear school pull-overs, including ones from previous years. Hoodies (including Pathfinder hoodies) are not allowed. Winter jackets may be worn outside during the appropriate seasons.

Hats, jewelry, etc: Hats, jewelry, and other accessories are not allowed. Hair coverings

are allowed for religious purposes.

Shoes: Shoes must be worn during school hours. Shoes must be closed toe shoes and students must be able to play sports. Crocs and clogs are not safe athletic shoes. Students must change into tennis shoes for sport activities or sit on the sidelines. P.E. grades will reflect a lack of participation if students do not bring appropriate footwear. Slippers and slides should not be worn at school.

Fridays: On Fridays, students can wear the current school year t-shirt with neat looking jeans or uniform pants. Any other bottoms (sweat pants, pajama pants, leggings, etc.) will be considered a dress code infraction. School t-shirts are only allowed on Fridays or when specified for field trips or other events.

Infractions: Students who come to class out of uniform may be kept out of class until the correct uniform is provided by parents. On the third event of a student attending class out of uniform, the family will incur a fine of \$25 or 1.5 hours of community service at the school which must be attended by both a parent and the student (totaling 3 hours of service).

Parent Responsibilities

Nutrition: Success in school is linked directly to good healthy nutrition. Students should eat a wholesome breakfast before coming to school. This is very important to enable students to concentrate and to do their best in their studies. Every child should bring a healthy lunch to school or money to purchase lunch on days that lunch is available at school.

Sleep: Students who receive inadequate amounts of sleep do not perform their best in classes. Parents should monitor the amount of sleep their student receives. Students need 9- 10 hours of quality sleep.

Digital Devices: Students who have too much screen time with digital devices are at a disadvantage. Research indicates that it may contribute to depression, loss of sleep, and inability to concentrate.

Student Sickneses: Students should be noncontagious and fever-free for 24 hours before returning to school. It is the student and parents’ responsibility to contact the teacher about missed school work and to make sure it is completed immediately upon return to school.

Parent Teacher Conferences: Regularly scheduled parent-teacher conferences are

approximately 2 weeks after the end of the first, and third quarters. Parents and teachers may schedule other conferences as needed.

Custodial Parents and Legal Guardians: The parent who enrolls the student will be considered the custodial parent until a court ordered document is provided to the school outlining a different situation. Guardians enrolling students in school should provide documentation of guardianship. Progress reports and quarterly grades will be released to the custodial parent for students who have two homes. Noncustodial parents can receive these reports with written authorization given to the school from the custodial parent.

Bullying and Harassment Policy

Bullying and Harassment Policy: Staff members or students may not participate in or allow any act of harassment which degrades, injures, or disgraces a student or staff member. Harassment includes jokes, intimidation, or any physical, verbal, or cyber-attack directed at a person’s race, religion, national origin, age, gender, abilities, or physical features.

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person. Bullying behavior has three key components:

- 1. Involves an Imbalance of power and strength
- 2. Involves an aggressive behavior
- 3. Involves a pattern of behavior repeated over time.

“In School” Bullying: All incidents of bullying should be reported to the supervising teacher or administrator by the student as soon as possible. Students should not wait until they get home and talk to parents before reporting the incident. This helps the staff to more effectively teach healthy social skills. Confirmed bullying or disrespect of a student will result in disciplinary action.

“In School” Sexual Misconduct: Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical contact that, by design or innuendo, is sexual in nature. Incidents of harassment are to be reported to the administration as soon as possible and will be treated with confidentiality. Even if young children do not intend to be, sexual behavior such as showing private parts or touching others in private areas are still inappropriate and will be addressed seriously to ensure a safe and respectful environment for everyone. Instances of sexual misconduct may, at the discretion of staff and administration, be taken directly to the school board, bypassing student behavioral contracts.

Bullying or Sexual Misconduct at School Sponsored Events: Incidents of bullying, shunning, and/or sexual harassment occurring during on-campus or off-campus school-sponsored events are to be reported to the supervising teacher and administrator as soon as possible. Every effort will be made to protect student identity and confidentiality. Bullying behavior includes but is not limited to e-mails, internet communiques, text messages, voice mails, notes, letters, comments, or jokes with sexual overtones, obscene language, unwanted physical advances, or the invasion of one’s personal space.

Confirmed incidents of harassment or bullying will result in disciplinary action. The Standards of Conduct section addresses the way discipline and consequences of bullying behavior are handled.

Standards of Conduct

Helping children grow and develop is a team effort. The students, parents, and teachers all need to take an active role. Christ-like behavior is the ideal we are working toward. Christ-like behavior is summed up in the Golden Rule: “Do unto others as you would have them do unto you.” Christ gives us guidelines for our behavior. It is found in Philippians 4:5 & 8, “Show a gentle attitude toward everyone . . . fill your minds with those things that are good and that deserve praise: things that are true, noble, right, pure, lovely, and honorable.”

It is the responsibility of students and parents to acquaint themselves with the information contained in the handbook. A student’s enrollment indicates a willingness by both student and parent to commit to the Christian environment as well as standards and procedures that Standifer Gap School promotes.

It is the responsibility of each student to behave in a manner that creates a safe environment for everyone. Walking in the building, respecting school property, and keeping hands and feet to themselves are important ways to create that safe and respectful environment. The use of inappropriate language or harmful speech is very hurtful and does not create that safe environment. Our goal is to reflect Christ-like behavior.

Classroom Rules: Each classroom teacher develops a set of classroom rules and

consequences that are age-appropriate for their students. A copy of this plan will be given to parents during the first week of school.

Inappropriate Items/Conduct: Listed below is a guideline of items and conduct that would be deemed inappropriate. This list is not all-inclusive, however, it gives a good idea of what is expected at SGS. It addresses safety issues, procedures involving student responsibility, and inappropriate conduct or items. Although based on Christian principles, not all have to do with one’s spirituality.

Inappropriate/Unapproved Items:

1. Possession or use of any type of illegal substances including alcoholic beverages and tobacco products.
2. Possession or use of any type of drug
3. Weapons, guns, knives, clubs, marital arts weapons, hatchets, etc.
4. Possession and or use of firearms, including BB guns, pellet guns and play guns.
5. Immoral/questionable literature, posters, clothing, music, and electronic games.
6. Wrist rockets, sling shots, firecrackers or any other explosive type material.
7. Lighters, matches and anything flammable
8. Digital devices
9. Gambling games
10. Jewelry

Inappropriate Conduct:

1. Insubordination: Failure on the part of a student to follow the request or direct order of a teacher or staff member. Expressions of disrespect or repeated offense will be considered insubordination.
2. Dishonesty and cheating.
3. Fighting, harassment and/or bullying.
4. Inappropriate attire.
5. Crude and inappropriate note writing, language and gestures.
6. Student in the wrong place at the wrong time.
7. Wrestling, slap boxing, and horseplay.

8. Vandalism (destruction of school or other peoples’ property)
9. Irreverence in worships and religious meetings.
10. Leaving school without approval and/or not following procedures. This applies during school hours as well as during aftercare hours.
11. Tampering with fire safety equipment including fire extinguishers and alarms.
12. Social misconduct such as inappropriate physical contact between students.

Consequences: When a student is having difficulty in areas of inappropriate items or conduct, the staff member who finds it will make a judgment call on the appropriate way to deal with it. The aim of discipline is to teach students to understand right from wrong and to assist them in having the desire to do what is right. Because each person is different and what works for one person may not work for another, students may be dealt with in different ways for similar difficulties.

Some of the ways students may be dealt with are: talked to about why it is a problem, warnings, writing a report, held in from recess, run laps, loss of privileges, sent to the principal, items confiscated, reclamation fees, meeting with parents, meeting with the discipline committee, fines, a behavioral contract, suspension, and/or expulsion. Inappropriate items brought to school will be confiscated and may be held until the parent comes to reclaim it. Repeated infractions in this area may result in them being confiscated and not returned.

If a student shows repeated patterns of difficulty in areas of conduct, students may be put on a behavioral contract. Consequences of a behavioral contract are as follows:

- First offense: in-school suspension (1 day)
- Second offense: at-home suspension (2 days)
- Third offense: at-home suspension plus a letter to the school board acknowledging your behaviors and requesting permission to come back to school (3 days)
- Fourth offense: expulsion (permanent dismissal from school)

There are times in which even a singular event of misconduct is so intolerable or unsafe to our students and school community that a student may skip straight to suspension, discipline by a discipline committee, or immediate expulsion. These may include instances of violence, threats of violence, or sexual misconduct.

Conflict Resolution Process: The teachers will contact the parents concerning major discipline matters as they occur as well as for repeated minor discipline matters. When students or parents have questions about how a situation was handled or don't agree with how a situation was handled, they are expected to address their questions or concerns as Christ counsels in Matthew 18: 15-17. This counsel, applied in the educational setting, is:

1. Talk to the staff member who dealt with the situation to find out the background and details from the staff member's point of view.
2. If step one does not answer the questions or satisfy the disagreement and the student or parent feels it is important to pursue the situation further, ask the staff member to meet with you and the principal to discuss it. If the issues are unresolved with the principal, ask the principal to meet with you and another staff member to discuss the issue.
3. If steps one and two do not answer questions or satisfy the disagreement and the desire is to pursue the situation further, ask the staff member, principal and the board chair to discuss the situation.
4. If all local efforts are exhausted, the education department of the Georgia-Cumberland Conference may be contacted.

Music Program Policy

Music is a team activity that requires commitment, preparation, and cooperation from every student. Throughout the quarter, semester, and school year, students work together to prepare for performances and special events. Because each student plays an important role in the group, attendance at scheduled performances is required. This includes student Sabbaths, concerts, and other music events listed on the school calendar.

If a student must miss a performance, reasonable advance notice must be given so the teacher has time to adjust or cover the student's part. An excused absence with notice will result in a one-letter grade reduction for the performance portion of the music grade. Students who are absent without notice ("no-show") will receive a two-letter grade reduction, in addition to any grade already earned for participation and preparation. Emergencies and extenuating circumstances will be handled on a case-by-case basis.

Students should not attend performances if they have a fever or are throwing up. However, students who have lost their voice, have a sore throat, or are mildly ill may still be expected to attend and support the group in other ways when appropriate. God has many times restored voices for the duration of a concert for His honor and glory, and we love to give Him the opportunity to show us His power and care.

Unless otherwise specified, performance attire consists of solid black bottoms (pants or long skirt), a solid white top with no patterns or logos, nice black shoes, and no jewelry. Our goal is to appear neat, uniform, and professional so that attention is directed toward the music rather than the individual. Families needing assistance obtaining performance attire are encouraged to contact the school.

Other Information

Parental Involvement Program: Students' experience at school is more positive when parents are involved in their education. Each family is encouraged to volunteer a minimum of 18 hours each year. There are many ways to volunteer. Parents should talk to a teacher or the office manager for volunteer information.

Children of Volunteers: Children not enrolled in SGS accompanying volunteers should remain under the direct supervision of the volunteer unless specific arrangements are made with a teacher about joining a school activity.

Volunteer Screening: In order to provide the safest environment for students, everyone volunteering at our school or on field trips are required to complete the online training and background screening before going on field trips or volunteering in the school. Information is available in the school office.

Home and School Association: All parents are encouraged to support and be active in our Home and School Association. Activities are held on a regular basis and will be announced well in advance. Home and School sponsors activities and fund raisers that support the school.

Accident Insurance: The school carries an accident insurance policy which covers medical payments for school accidents. The school's insurance is secondary to the family or employer group insurance. If an accidental injury requires hospitalization or treatment by a legally qualified physician or surgeon within 30 days of its occurrence, the student insurance will pay the reasonable and customary expenses incurred for necessary medical, dental, or hospital care—within one year from the date of injury—up

to a maximum of \$25,000 for any one injury subject to the Excess Provision, Limitations and Exclusions as stated in the policy. When an incident is reported and a student needs to seek outside medical care, a secondary insurance ID card will be provided. Present

this card to your doctors and/or hospitals, along with your own primary insurance information. This ID card shows that the student is covered by a secondary insurance policy and advises the provider on how to submit charge.

The policy is in effect when the student is:

1. On the school grounds during the days and hours when school is in session.
2. Traveling directly to and from home for regular school sessions. (Injuries sustained while off campus for personal reasons during the regular school session or injuries sustained as a result of operating, riding in or upon, or alighting from a two or three wheeled motor vehicle are excluded.)
3. While participating in an activity solely sponsored and supervised by school authorities.

Should a student be injured under these conditions, he/she should:

1. File a report on a school insurance form with the school office manager within 24 hours after the accident.
2. Receive the secondary student insurance card from the front office to present to your medical provider along with your own primary insurance.
3. Compile all financial data once complete and file with the student accident insurance for final resolution (documents needed: fully itemized bill and primary insurance Explanation of Benefits—EOB).

Medication: SGS does not have an on-site nurse. Medication should be given at home before and/or after school when necessary. If your child *must* have medication during the school day, we can give medication with parental permission, signed by parent.

Gum: Chewing gum is not allowed at school. Any student found chewing gum may be charged a \$5.00 fine for each offense. Teachers may allow gum in their classroom at different times. On those occasions, gum should be only in that classroom.

Illegal Substances: Illegal drugs, alcoholic beverages, and smoking are not allowed on campus.

Weapons Policy: Students shall not possess weapons or dangerous instruments of any kind on school grounds or at any school-related or school-sponsored activities away from school facilities. Any instrument used for the purpose of inflicting harm or injury constitutes a weapon for the purpose of this policy. A school employee shall confiscate any device used as a weapon. The principal and/or the local school board reserves the right to take any disciplinary action deemed appropriate in response to the offense including expulsion from school or calling law enforcement.

Personal Property: The school is not responsible for personal property left in the school building or on the school grounds (this includes cell phone). Personal locks are not permitted on lockers. The school will provide a lock if desired.

Technology Policy: All students and parents or guardians are required to sign an Internet Acceptable Use Policy and Media Release form which is included in the enrollment paperwork online.

Technology Policy: Students are only allowed to use technology when given permission and only allowed to do exactly what was assigned. Failure to comply will recall misconduct consequences. Student must sign technology commitment contract to gain access to classroom iPads. All students and parents or guardians are required to sign an Internet Acceptable Use Policy and Media Release form which is included in the enrollment paperwork online.

Electronics: Students are to leave all electronic devices at home. The use of a cell phone is prohibited unless given permission each time from a school staff member. Students who do not cooperate with this policy may have the phone confiscated. If you wish for your student to have a phone, the phones need to stay in their lockers while at the school. SGS will not be responsible for lost or stolen phones. If we see or hear the phone or device, we reserve the right to take it.

School Phone: Students may use the school phone when permission is granted by their teacher.

Asbestos Notification: Standifer Gap School is free from all forms of asbestos and is in compliance with regulatory guidelines.

Severe Weather Policy: In case of severe weather such as snow, tornado, etc. school cancellation notification will be provided as early as possible via text, e-mail, or Dojo. For school closings, we do NOT always follow Hamilton County's closings. Tardies or absences due to extreme weather conditions may be excused.

Classroom Visits: Parents must schedule appointments with teacher outside of school hours, in advance. Other visitors are welcome to experience the school program in action. Visits should be scheduled in advance of the day they would like to visit a classroom. Schedule visits with the classroom teacher and check in with the school office upon arrival. During the visits, the visitor is expected to be a silent observer unless otherwise invited to participate by the teacher. **Conferences about a student's progress cannot be done during classroom visits; they must be scheduled for another time.**

Lunches: All students should bring a nourishing and healthy lunch. Vegetarian lunches are encouraged. Caffeinated drinks are not allowed. A hot lunch option is provided Mon-

Fri and benefits different departments at the school. Lunch forms can be accessed on our website or in the front office. Please fill out the form by Sunday. Lunch accounts are kept diligently to account for those who want to keep a credit on the account and for those who owe for lunches not paid. Snacks are also available for purchase in the front office "CASH ONLY" unless the student has credit on the lunch account. Snack proceeds benefit Home & School.

- Students should not assume that they can eat snacks in class.
- Students should bring a water bottle to class every day. (water or tea)

Field Trips: SGS has a field trip fee of \$50 that is included in the Registration Fee at the beginning of the school year. This fee covers the cost of all students field trips for the entire year. Teachers will provide specific instructions regarding any additional fees for adult chaperons for each trip. All parents who drive or chaperon on a field trip must have completed the following steps before driving, or chaperoning in the classroom, or on a field trip.

- Have completed the Sterling Volunteers training program
- Provide a completed Volunteer Driver Form.
- Provide a copy of current car insurance.
- Provide copy of a valid driver's license.

Booster Seat Laws: Standifer Gap School complies with the laws of Tennessee when transporting students. Students are required to sit in booster seats on field trips when

required by law. Listed here are the requirements as specified in the law regarding booster seats.

Children age four (4) through age eight (8), and measuring less than four feet nine inches (4'9") in height, must be secured in a belt-positioning booster seat system, meeting federal motor vehicle safety standards in the rear seat, if available, or according to the child safety restraint system or vehicle manufacturer's instructions.**(Note: If the child is not between age four (4) and age eight (8), but is less than four feet nine inches (4'9") in height, he/she must still use a seat belt system meeting federal motor vehicle safety standards.)**

Children age nine (9) through age twelve (12), or any child through twelve (12) years of age, measuring four feet nine inches (4'9") or more in height, must be secured in a seat belt system. It is recommended that any such child be placed in the rear seat, if available.**(Note: If the child is not between age nine (9) and age twelve (12), but is four feet nine inches (4'9") or more in height, he/she must still use a seat belt system meeting federal motor vehicle safety standards.)**

Children age thirteen (13) through age fifteen (15) must be secured by using a passenger restraint system, including safety belts, meeting federal motor vehicle safety standards.

Sports: SGS sponsors after-school sports depending on the number of students interested in participating as well as having a qualified person to coach the teams. Check with the school office and/or our website for details on availability of the program. We have basketball and soccer for girls and boys, and volleyball for girls only.

Communication: Teachers will communicate with parents via Class Dojo. Please read and interact with these communications. Additionally each Wednesday, The Gap Rap, our weekly newsletter, is sent home with students and emailed to parents. We also use our website, Facebook, and Instagram page to communicate.

Card Processing Fee: If paying by debit or credit card in the front office, a 5% processing fee will be applied to offset the credit card fees that the school is charged for using the credit card machine.

Interpretation of School Policy: The Administration and School Board reserve the right to formulate and implement policies, rules and regulations throughout the course of the year in order to assure the safe and appropriate operation of the school. Those policies will be equal in force and are not subject to legal interpretation of wording or intention.

Standifer Gap SDA School
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