

SAIPAN SEVENTH-DAY ADVENTIST SCHOOL

ELEMENTARY STUDENT HANDBOOK

School Year 2026-2027

Welcome to the Saipan Seventh-day Adventist School family!

Choosing to be part of our school family can make a meaningful difference in a child's educational experience. This handbook is designed to help students and parents understand the procedures, expectations, and policies of Saipan Seventh-day Adventist School.

Live to learn. Live to love. Live to give.

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Seventh-day Adventist Philosophy

We recognize God as the ultimate source of life, strength, and truth. In the beginning, God created humanity in His image, a perfection later marred by sin. Through Jesus Christ and the Holy Spirit, God works to restore humanity from its fallen condition. Through the Bible, He has revealed His will to the world - a revelation that stands above human reason. Through His Church on earth, He advances the mission of His Kingdom.

Seventh-day Adventist education is intentional in providing a Christ-centered curriculum. Its policies, standards, and guidelines support this purpose. Learning experiences are designed to engage students and strengthen their relationship with Christ.

Adventist education is student-centered and applies sound educational practices. Students participate in active learning guided by teachers who use appropriate instructional strategies, resources, media, and assessments.

We recognize that every person is made in God's image and, although fallen, retains qualities that reflect the Creator. Adventist education therefore seeks to develop thoughtful individuals rather than mere reflectors of others' ideas; a spirit of loving service rather than selfish ambition; the fullest development of each person's potential; and an appreciation for what is beautiful, true, and good.

This kind of education reaches beyond academic knowledge. It seeks the balanced development of the whole person - spiritually, intellectually, physically, and socially - while nurturing faith in God and respect for every human being.

Mission, History, and Campus Location

Mission Statement

Our mission is to inspire the mind, body, and spirit of each child through engaging, challenging, creative, and Christ-centered learning.

A Worldwide Educational Institution

Although Adventists advocated primary education for children during the 1850s and 1860s, the developing Seventh-day Adventist Church began establishing a denominational school system in the early 1870s.

Saipan Seventh-day Adventist School is a nonprofit organization owned and operated by the Seventh-day Adventist Church under the direction of the Guam-Micronesia Mission of Seventh-day Adventists. The handbook's prior edition reported that, as of 2021-2022, the worldwide Adventist school system operated more than 8,800 schools with an estimated enrollment of 1.8 million students from preschool through university.

Campus Location

Saipan SDA School operates the Child Development Center and Elementary School in Chalan Kiya, behind the Mobil gas station. The Child Development Center serves children from 18 months through age four. The Elementary School serves Kindergarten through Grade 8.

Student Goals

Spiritual

- To guide students in developing a personal relationship with Jesus Christ through prayer, appreciation of nature, singing, and fellowship.
- To help students use the Bible as a guide for living a life of purpose and meaning.
- To help students recognize the Bible as the Word of God.
- To help students develop the habit of following Jesus Christ's example by living to serve others.

Academic

- To provide an environment that inspires students toward academic excellence.
- To encourage students to think critically, independently, and creatively.
- To help students develop effective study habits.
- To provide learning experiences that build the knowledge and skills needed to pursue future academic, professional, and vocational goals.

Social

- To provide opportunities for students to demonstrate acceptance of others and respect for the rights of others.
- To help students understand and appreciate people of different races, sexes, religions, and cultures.
- To help students understand their civic responsibilities, contribute to peace, and care for the environment.

Physical

- To provide opportunities for students to develop physical fitness.

- To promote lifelong healthy lifestyle choices.
- To help students understand the value of a temperate life.
- To teach social skills that reflect the principles of Christian recreation.

Admission and Registration

Admission is open to students in Kindergarten through Grade 8 regardless of ethnic background, national origin, or religious belief. An application is required, and placement is based on age and prior academic work. Applications must be submitted and approved each school year.

Registration Requirements

- Completed online registration through Jupiter Ed.
- School Entrance Health Certificate or Blue Card. This may be obtained from the Commonwealth Health Center or another medical clinic on island.
- Transcript from the previous school. Kindergarten students are exempt from this requirement.
- Copy of the student’s birth certificate.
- Copy of the student’s passport for non-U.S. citizens.
- Copy of the student’s visa for non-U.S. citizens.
- Copy of the Guardianship Declaration if the student lives with a guardian.

Tuition

Grade Level	Annual Tuition	10 Monthly Payments
Kindergarten	\$3,100.00	\$310.00
Grades 1-2	\$3,250.00	\$325.00

Grades 3-4	\$3,350.00	\$335.00
Grades 5-8	\$3,400.00	\$340.00

Fees and Other Charges

Fee	Amount / Policy
New Student Fee	\$25.00
Registration Fee	\$150.00 per year - all classrooms
Books/Materials Fee	\$500.00 per year - all classrooms
Foreign Student Visa Fee	\$500.00 one-time fee - all applicable students
School Uniform Polo	\$20.00, dry-fit, all sizes
After-School Academy	\$75.00 per month
Student Insurance	\$12.00/year (school hours) or \$18.00/year (24-hour coverage)

Reservation of Enrollment: The \$150 registration fee must be paid in full to reserve a student's place.

Nonrefundable Fees: The registration fee and books/materials fee are nonrefundable. Tuition is not prorated because of lack of attendance.

Credit Card Fee: A 3% fee is assessed for credit-card payments made in non-U.S. currency.

Additional Class Fees: Certain classes may require additional fees.

Insurance: Student insurance is required unless the parent/guardian provides a waiver or proof of insurance from another provider.

Public School System Meals (Optional)

Meal	Price
Breakfast	\$0.50 per meal
Lunch	\$0.75 per meal

Graduation Fees

- Kindergarten: \$25.00
- Eighth Grade: \$50.00

Graduation fees will be communicated by homeroom teachers and are due during the second semester.

Book Replacement/Damage Fee

Textbooks issued to students are assessed at the beginning and end of the school year. A student may be charged for a textbook that is lost or returned with unnecessary or excessive damage. Students are responsible for the textbooks issued to them.

Field Trip Fees

Field trip fees, when applicable, will be announced by classroom teachers.

Late Pick-Up Fee

Regular pick-up is 3:00-3:15 p.m. Monday through Thursday and 12:30-12:45 p.m. on Friday. After-School Academy pick-up is by 5:00 p.m. Monday through Thursday and 4:00 p.m. on Friday. A 15-minute grace period is provided for extenuating circumstances. After the grace period, a late fee of \$1.00 per minute will be assessed until the child is picked up.

Financial Requirements

Full monthly payment is due on the last day of each month. Once an account is more than 15 days past due, a 3% late fee will be assessed each month. An account that remains unpaid will enter the following three-step financial delinquency process:

- Step 1 - Reminder. A written reminder will be sent to the parent/guardian and/or the person responsible for the account, requiring payment within five working days.
- Step 2 - Suspension from school activities. A student may be suspended from school activities until payment is made. A suspension letter will be sent, and the person responsible for the account must make payment to the school accountant.
- Step 3 - Withdrawal/collection. If the account remains delinquent and financial arrangements have not been made within 45 days, the student may be withdrawn and the account may be referred to a collection agency.

School records will be withheld while an account remains delinquent and will be released after the balance is paid in full.

Other Financial Information

Tuition is an annual charge divided into monthly payments. Tuition is calculated by the month and is not prorated. Refunds are not issued for missed school days, withdrawal during a month, school closures caused by inclement weather such as typhoons or storms, or other closures occurring during a month.

Payment Methods

- Cash
- Check payable to Saipan SDA School
- Credit card - Visa or MasterCard

Returned Checks

A \$30.00 fee will be charged for each returned check. Repayment must be made promptly in cash.

Available Discounts

- Multiple Student Discount: second child - 10%; third child - 15%; fourth child - 20%.
- Advance Payment Discount: 5% discount on tuition for prepayment of an entire semester.
- Advance Payment Discount: 10% discount on tuition for prepayment of the entire school year.

Withdrawal Procedure

A parent/guardian who wishes to transfer or withdraw a student should complete the following steps:

- Complete the school withdrawal form in the office at least five days before the student's final day of attendance.
- Pay all financial obligations in full.
- Complete a transcript request form if permanent records need to be sent to another school. Transcript requests may take five to seven working days to process.

Tuition is not prorated for students who withdraw. Following these procedures helps the teacher and administration support a smooth transition for the student.

Positive Student Behavior

- **Respect Others.** Show care, appreciation, and respect toward peers, staff members, visitors, and others on campus or at any school-sponsored event.
- **Be Involved and Strive for Excellence.** Participate actively in school activities and consistently give your best effort.
- **Be Prepared.** Arrive on time, complete homework, manage study time, bring needed supplies, and wear the required school uniform.
- **Ask for Help.** Seek assistance from teachers, staff members, and parents/guardians when needed.
- **Understand and Follow Classroom Procedures.** Learn, respect, and follow the procedures and expectations established for each class.
- **Language Habits.** Students who are English language learners are expected to speak and write in English as part of the school's English-learning process. Teachers will support each student individually in developing English proficiency.
- **Reach Out.** Look beyond yourself and care for others, including peers and staff. Students are expected to participate in community-service opportunities that make Saipan SDA School and the island of Saipan better places.

Student Behavior to Avoid

The following behaviors are prohibited for students attending Saipan SDA School:

- **Bullying, abuse, or fighting.** Verbal, physical, or sexual abuse of students or staff is prohibited. Students must treat others with respect. Fighting is prohibited.

- Profanity or inappropriate language. Swearing, cursing, or other rough or inappropriate language is prohibited.
- Possession or use of prohibited substances. Students may not bring or use alcohol, cigarettes, vaping products, marijuana, betel nut, tobacco, illegal drugs, or unauthorized medication at school.
- Possession or use of weapons. Students may not bring or use weapons of any kind, including knives, guns, or explosive devices.
- Stealing. Students may not take property belonging to another student, staff member, visitor, or the school.
- Cheating and plagiarism. Students may not cheat on tests, quizzes, daily work, research projects, or other assignments.
- Property damage. A student responsible for damaging another person's property may be required to replace it. Damage to school property may be charged to the student's account.
- Leaving school premises without permission. Students must remain with their assigned teacher or supervisor on campus and at school-sponsored activities or field-trip locations.
- Defiance. Students are expected to respond respectfully to teachers and staff and may not engage in acts of defiance.
- Interfering with school-parent communication. Students may not destroy or hide school correspondence, interfere with telephone communication, forge signatures, or otherwise obstruct communication between the school and parents/guardians.

Items That Should Not Be Brought to School

Items that interfere with learning may be confiscated. Examples include:

- Headsets, headphones, or earbuds
- Inappropriate literature
- Personal electronic devices such as cell phones, iPads, tablets, and laptops

- Toys or games
- Any other item that may interfere with learning

Consequences of Negative Student Behavior

Students will be treated individually and with respect, courtesy, and Christian care when discipline is required. Consequences may be applied to prevent repeated negative behavior and may vary according to the seriousness of the incident.

Classroom Management Plan

Each teacher maintains a classroom management plan that may include immediate in-class consequences. Teachers will communicate classroom procedures and expectations to students and parents/guardians at the beginning of the school year.

- **After-School Detention.** A teacher may assign a 30-minute after-school detention. A Detention Form will be sent home before the scheduled detention to notify the parent/guardian. Detentions will be documented in the student's file.
- **Parent/Guardian/Teacher Conference.** A conference will be scheduled when a student has served three after-school detentions for continuing behavior concerns. The purpose is to develop a behavior improvement plan.
- **Parent/Guardian/Teacher/Principal Conference and Suspension.** If negative behavior continues after implementation of a behavior improvement plan, a conference with the principal may be required. The student may receive a one-day suspension from school and school activities. Missed academic work may not be made up. The length of any suspension will be determined case by case.

- Probation. A student returning from suspension may be placed on probation and monitored for repeated or additional behavior concerns.
- Expulsion. If serious or repeated negative behavior continues after suspension, the student’s case may be presented to the School Board for possible dismissal for the remainder of the school year.

Parents/guardians may be contacted at any stage when the school determines that communication is appropriate. The school may apply consequences according to the severity and circumstances of the incident.

Student Recognition

- Classroom Rewards. Teachers may use class-wide and individual programs to recognize positive behavior. Notes of appreciation may be sent home to parents/guardians.
- Student of the Month. Students who demonstrate outstanding growth or achievement in spiritual, academic, social, and physical areas of school life may be nominated by their teacher.
- Academic Awards. Students are recognized each quarter for academic achievement.

Academic Recognition

Recognition	Standard
Principal’s List	All A grades; 92%-100% range; conduct grade of E (Excellent).
Honor Roll	A and B grades; 88%-91% range stated in the prior handbook; conduct must be Excellent or Satisfactory.

Parent/Guardian Expectations

Parents and guardians are valued partners in the school community. Opportunities for involvement include:

- Classroom setup and work bees, including bulletin boards and preparation of classroom materials.

- Driving and/or supervising during field trips or other school activities, subject to school requirements.
- Participating in Outdoor School as a presenter.
- Sharing a career or hobby through a school presentation or approved field trip to a workplace.
- Helping staff plan and implement school events.

Parents/guardians are also strongly encouraged to:

- Ensure that the student arrives at school and is picked up on time.
- Review progress reports, discuss areas of strength and needed improvement, sign reports when required, and return them to the homeroom teacher by the due date.
- Provide appropriate support with homework and test preparation.
- Read and understand correspondence from the school administration and teachers.
- Attend Parent-Teacher Conferences held twice each year, after the first and third quarters.
- Discuss classroom concerns directly with the classroom or homeroom teacher first. If the concern remains unresolved, bring the matter to the principal.
- Support classroom teachers and school programs.

Communication with Parents/Guardians

Regular communication between families and school staff is essential to student success. The school communicates through the following channels:

- Friday newsletter.
- Online progress reports through Jupiter Ed.
- Jupiter Ed access instructions available from the school office.
- Teacher and school notices regarding upcoming events and important information.

Parents/guardians may contact teachers at school or request a conference outside instructional hours. Families may also contact the school office to request an appointment with the principal or leave a message.

Attendance

Regular attendance is an essential part of the educational process. A student may have no more than four unexcused absences during a nine-week quarter. Absences beyond this limit may result in the student being required to repeat part or all of a class or school year.

Tardiness

The school day begins at 8:00 a.m. Punctuality helps students begin the day with announcements, daily plans, worship, and instructional goals. A student who arrives after 8:15 a.m. is considered tardy. Three tardies within one quarter are recorded as one unexcused absence. If a student arrives after 8:15 a.m., the parent/guardian and student must report to the office to sign in. Twelve tardies within one quarter may be grounds for dismissal.

Excused Absences

Absences may be excused for illness, medical or dental appointments, family funerals, rosaries, and approved prearranged family trips when at least one week's notice is provided. Other absences must be requested in writing from the principal and are subject to approval. Students may make up work missed because of an excused absence. Work missed because of an unexcused absence may not be made up.

Early Pick-Up

When a student must leave before the end of the school day, the parent/guardian should contact the school office. The office will notify the teacher so the student can be prepared for dismissal. A parent/guardian must come to the office and sign the student out.

Daily School Schedule

Activity	Time
School begins	8:00 a.m., Monday-Friday
Regular dismissal	3:00 p.m., Monday-Thursday
Friday dismissal	12:30 p.m.
Regular pick-up	3:00-3:15 p.m., Monday-Thursday
Friday pick-up	12:30-12:45 p.m.
After-School Academy pick-up	By 5:00 p.m., Monday-Thursday; by 4:00 p.m., Friday

Daily Drop-Off

Students should be dropped off in front of the school office and wait on the first-floor benches until a teacher escorts them to class. Students may arrive as early as 7:00 a.m. when a school staff member is present. The school assumes responsibility for supervision only when an authorized staff monitor is on duty.

Daily Pick-Up

The classroom teacher will record the person who picks up each child and the time of departure according to the student’s Authorized to Pick Up form. If someone other than an authorized individual will pick up the student, the parent/guardian must notify the school in advance. The individual must report to the office and present identification before the student is released.

School Uniform

Students are expected to wear the required school uniform each school day. If a student cannot wear the uniform on a particular day, the parent/guardian should provide a written explanation. Otherwise, the student may receive an office referral and the parent/guardian may be contacted.

The standard uniform consists of a forest-green school polo shirt and approved khaki bottoms. School polo shirts may be purchased from the school office.

Students	Approved Uniform
Female students	Forest-green school polo; skorts; capri-style pants; knee-length shorts during P.E. class.
Male students, Kindergarten-Grade 6	Forest-green school polo; knee-length shorts or long pants.
Male students, Grades 7-8	Forest-green school polo; long pants only.

Shoes: All students must wear closed-toe, closed-heel shoes suitable for school activities.

Physical Education: Students should wear the school uniform shirt or the designated P.E. T-shirt during P.E. class.

Modesty: Hair and clothing should reflect modest standards. Clothing should not be excessively tight or form-fitting. Hair color and makeup should remain natural in appearance.

Jewelry: Students may not wear jewelry to school. The dress code emphasizes modesty and student safety.

Academics

The academic success of each student is important to every teacher and staff member. The school's small-family environment allows teachers to provide individualized support. Saipan SDA School uses curriculum developed through the Education Department of the North American Division of Seventh-day Adventists. Instruction is provided in English.

Student Portfolio

Teachers maintain a file for each student containing selected academic work and records used to identify academic patterns, areas for improvement, and accomplishments. Detention records may also be maintained in the student file.

Homework Policy

Classroom teachers establish homework schedules and apply the school's established grading weights to homework assignments.

Electronic Device Policy

Personal electronic devices are prohibited at school unless specifically authorized for school use.

Grade Standards

Letter	Percent	GPA
A	92-100%	4.0
A-	90-91%	3.7
B+	88-89%	3.3
B	82-87%	3.0
B-	80-81%	2.7
C+	78-79%	2.3
C	72-77%	2.0

C-	70-71%	1.7
D+	68-69%	1.3
D	62-67%	1.0
D-	60-61%	0.7
F	0-59%	0.0

Academic Assistance

Saipan SDA School maintains high academic expectations while providing support for students who are struggling. A student should not remain at an F in any class for more than three consecutive weeks. If the grade does not improve, the following process applies:

- 1. Academic Action Plan. The parent/guardian, student, and teacher will meet to develop a plan for improvement. Positive results should be evident within three weeks of implementation.
- 2. Academic Probation. If the three-week plan does not produce improvement, the student will be placed on academic probation. Parents/guardians may be required to obtain a private tutor to help the student improve study habits and academic skills.

A student who has a D or lower in a core subject may be placed on probation for the following quarter and may be ineligible to participate in intramural sports.

Community Service

Saipan SDA School teaches students to serve others and contribute to their community. Community Service Days are scheduled throughout the school year, and service projects may also be incorporated into Bible, Science, Math, Music/Arts, Language Arts, and Physical Education.

Grade 8 Graduation Requirements

Academic Requirement

Grade 8 students must maintain at least a C- average in the core subjects of Math, Science, History, Reading, and Language Arts.

Financial Requirement

A Grade 8 student must have a cleared financial balance before participating in graduation ceremonies and before receiving a diploma or transcript.

Class Identity and Leadership

The Grade 8 class may select class symbols, colors, an aim, and a motto. The class will also elect officers in September to help lead special class activities throughout the year.

Valedictorian and Salutatorian

The Grade 8 student with the highest grade-point average across all classes taken during the Grade 8 year at Saipan SDA School will be recognized as valedictorian. The student with the second-highest grade-point average will be recognized as salutatorian. A minimum overall grade-point average of 87% is required for either honor.

Extracurricular Activities

Saipan SDA School supports the holistic development of students and encourages appropriate involvement in the wider community. The school participates in the Private School Intramural Sports League and provides extracurricular opportunities that support spiritual, academic, social, and physical growth.

- Intramural Sports - volleyball, basketball, softball, and soccer for Grades 3-8.
- Student Association - Grades 5-8.

Some extracurricular activities may require a fee. The activity director or sponsor will communicate applicable fees at the beginning of the school year or activity season.

Students must maintain the academic eligibility standard stated in the handbook: a C average or a 2.75 GPA in all classes.

Religious Life Activities

Saipan SDA School seeks to nurture a healthy relationship with God and a commitment to service. Opportunities for spiritual growth include:

- Daily classroom worship.
- Weekly joint worship/chapel.
- Week of Prayer and other spiritual-emphasis programs.
- Classroom and school-wide community-service projects.

Off-Island Trips

Grade 8 Class Trip

The Grade 8 class may take an off-island class trip during Spring Break. The class is responsible for fundraising the cost of the trip. The trip is intended to combine educational activities with meaningful travel experiences. Before departure, the Grade 8 teacher prepares a unit plan identifying curriculum connections. Students in Kindergarten through Grade 7 may also study the destination country before the trip. The trip is led by the Grade 8 homeroom teacher/sponsor and accompanied by one or two additional staff sponsors.

Other Important Information

Food Service

Students may bring food from home or purchase meals provided through the Public School System. Meals may be ordered and purchased by the month.

Allergies

Parents/guardians should list all known allergies on the enrollment form and inform teachers and staff. If a treatment plan exists, the family should provide it to the school. Classrooms should maintain a discreet but accessible list of students with allergies and their allergens. The school will notify the parent/guardian of a suspected allergic reaction, ingestion of or contact with a known allergen, even when no reaction occurs. Emergency medical services will be contacted immediately for a serious allergic reaction.

Pest Management / Quality Control

The school works to prevent pest infestations by maintaining sanitary conditions, eliminating breeding areas, sealing cracks and openings, repairing water damage, and removing clutter and rubbish. If physical measures are insufficient, targeted pesticide applications may be used, beginning with the least hazardous products. Applications are performed by licensed or certified professionals in accordance with applicable laws.

Health Policy

Parents/guardians must provide written proof of age-appropriate immunizations and keep those records current. A current health certificate from the student's physician or health-care provider is required annually upon enrollment.

Teachers may conduct daily health checks through observation, communication with the parent/guardian, and, when appropriate, conversation with the student. Students who are ill should remain at home.

Under the policy stated in the prior handbook, students' temperatures are checked and recorded upon arrival. If a student develops a fever of 100.4°F (38°C), the parent/guardian will be contacted for prompt pick-up.

A child whose illness is contagious, life-threatening, or significantly interferes with the school's ability to care for and teach other students must remain at home. If symptoms persist for several days, the school may request evaluation by a physician and written documentation that the condition has been addressed before the student returns.

Medication

School staff do not administer medication to students. A parent/guardian may come to the school to administer medication to their child during the school day when necessary.

Inclusion of Children with Special Needs

The school's Inclusion Committee consists of the principal, head teacher, and special education professional. The committee evaluates whether the school can appropriately meet a child's needs. Decisions are based on available human resources and appropriate facilities.

Accidents, Visitors, Security, and Confidentiality

Accidents and Urgent Medical Incidents

The school emphasizes accident prevention, but accidents may occur. If a child sustains a head injury or another serious injury, the parent/guardian

will be contacted promptly and emergency services may be called when needed. First aid will be provided as appropriate. Minor accidents will be treated and documented on an injury report. Parents/guardians may be asked to sign the report, and a copy will be placed in the student's file.

Visitors

For student safety, all visitors - including parents and guardians - must check in at the school office before entering classrooms, playgrounds, or other campus areas.

Security

Classroom door hardware is accessible for emergency evacuation. The campus is fenced for security. School gates are closed from approximately 8:15 a.m. until 3:00 p.m. During this period, authorized visitors must enter through the school office and sign in and out. If an unauthorized individual enters the premises, the school's EPRRP safety procedures will be implemented.

Confidentiality

Every family has a right to privacy and confidentiality. School staff will not disclose personal information without written parent/guardian consent except when disclosure is required by law or mandated-reporting obligations. Student records are shared with staff only as needed to serve the student. School personnel are expected to maintain professional confidentiality and sign a nondisclosure agreement. When students are involved in accidents or incidents, the school seeks to protect their identities from unnecessary disclosure to other families.

Mandated Reporting and Safety Concerns

Mandated Reporting

School staff members are required to report suspected child abuse or neglect in accordance with applicable reporting laws and requirements. The school is committed to protecting student safety and to making required reports when concerns arise.

Safety Concerns

Students should never be left unattended in a vehicle during school drop-off or pick-up.

If a parent/guardian arrives intoxicated, aggressive, or otherwise appears unable to transport a child safely, staff members should avoid handling a potentially unstable situation alone. The school may deny access to an individual whose behavior poses a safety risk to children. If the person refuses to leave, if staff members believe the situation is unsafe, or if a child is taken by force, law enforcement should be contacted immediately and provided with identifying information, including a vehicle description or license plate number when available.

Physical Activity and Outdoor Play

The school promotes daily active play through Physical Education and recess, weather permitting. Daily schedules include indoor or outdoor opportunities for movement.

Volunteers and Helpers

Volunteers are welcome to assist with school activities when the following requirements are met:

- Required documents must be submitted for CCLP approval before volunteer service begins.
- Volunteers age 18 and older must complete a background check.

Policy on Preventing Expulsions, Suspensions, and Other Limitations in Services

As a CCDF provider, the program seeks to avoid expelling, suspending, or otherwise limiting services to a child or family because of challenging behavior or a health/safety condition, except in the limited circumstances described below. Limitations in services include actions such as denying outdoor time, withholding food, or using food as a reward or punishment.

The school is committed to inclusive practices and to supporting students who demonstrate challenging behaviors through proactive strategies, collaboration with families, and appropriate professional resources.

Acceptable Exceptions

- **Safety Risk.** Continued placement clearly jeopardizes the physical safety of the child or classmates, as assessed by a qualified early childhood mental health consultant, and recommended interventions to maintain a safe environment have been exhausted.
- **Lack of Family Cooperation.** The family is unwilling to participate in mental-health consultation offered through the child-care program or to independently seek and participate in available community mental-health assistance.

- Program Mismatch for the Child's Needs. Continued placement clearly fails to meet the child's mental-health and/or social-emotional needs, as agreed by staff and family, and a more appropriate program has been identified and is ready to accept the child.

Implementation and Policy Review

To implement the policy on preventing expulsions, suspensions, and other limitations in services, the school will:

- Include the policy in the Parent and Staff Handbooks.
- Provide orientation and training for CDC and Elementary staff so that employees understand the policy.
- Document steps taken to address challenging behaviors.

Documentation may include:

- Behavior incident reports.
- Observation logs.
- Communication records with parents/guardians.
- Meeting minutes with families and/or consultants.
- Referrals to and consultations with outside agencies.
- Correspondence with the CCDF office.

These records may be made available to appropriate staff, families, and CCDF as needed.

Policy and Procedure Updates

The School Board reviews school policies and procedures annually to ensure that they remain relevant and responsive to the needs of students, families, and staff.

Live to learn. Live to love. Live to give.