

# SACS

## School Handbook

### 2022-2023



*Susanville Adventist Christian School*

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## School Calendar 2022-2023

|   |              |
|---|--------------|
| Meet & Greet/Registration 5:00-7:30 pm        | Aug 11       |
| First Day of School                           | Aug 17       |
| Dedication Sabbath – 7th Day Adventist Church | Aug 20       |
| Labor Day Vacation                            | Sept 5       |
| MAP Testing (Fall)                            | Sept 12-14   |
| Teacher In-Service (No School)                | Oct 3        |
| End of 1st Quarter                            | Oct 14       |
| Thanksgiving Vacation                         | Nov 21-25    |
| Christmas Vacation                            | Dec 19-Jan 2 |
| End of 2nd Quarter                            | Jan 13       |
| Martin Luther King Vacation                   | Jan 16       |
| MAP Testing (Winter)                          | Jan 23-25    |
| Presidents’ Day Vacation                      | Feb 20       |
| End of 3rd Quarter                            | Mar 24       |
| Spring Vacation                               | Mar 27-31    |
| Teacher In-Service (No School)                | Apr 24       |
| MAP Testing (Spring)                          | Apr 25-27    |
| Memorial Day Vacation                         | May 29       |
| Graduation (Evening Ceremony)                 | Jun 1        |
| Last Day of School                            | Jun 2        |

*Calendar is subject to change*

# Mission Statement

Susanville Adventist Christian School  
is a Bible-based community school with the mission of providing  
**Christ-centered    character building    quality education**  
for elementary students.

## Christ-Centered

Becoming like Jesus is the most important characteristic that is taught and modeled at SACS. Jesus came to serve, not be served. Therefore, SACS is involved in outreach and encouragement here in Susanville and beyond. All course work is prepared with awe-filled awareness that a loving God has created the planet and its inhabitants for the joy of discovery, questioning, and learning. The unselfish love of God to give His only Son, and the understanding care of Jesus to send His Holy Spirit to guide and teach us in understanding the Bible and all things necessary for eternal life are the core truths for spiritual education at SACS.

## Character Building

Teaching and modeling positive character traits is an intentional focus for students at SACS. Developing a positive, caring character is one of life's greatest and most powerful skills. The learning environment thrives when life skills are lived out in all our relationships.

## Quality Education

Quality Education happens when we work together to help each individual grow spiritually, physically, socially, and academically. Differentiating education to instruct in ways that are meaningful and effective to the individuals of the class sets up students for success. Mentoring and peer coaching create social and leadership skills. Technology use enhances learning. Each student at SACS has a computer and a tablet available for their use. While the academic improvements are shown in the annual standardized testing, the impact of all these aspects of learning will be seen in daily life and eternity.

## **School Information**

Susanville Adventist Christian School is one of nearly 8,000 schools worldwide operated by the Seventh-day Adventist Church. The local Susanville SDA church is committed to the extended ministry of education that is provided for both its members and the community.

SACS teachers are credentialed, educated professionals who are active members of the Susanville Seventh-day Adventist Church. They are employees of the Department of Education of the Nevada-Utah Conference of Seventh-day Adventists.

SACS is accredited by the Accrediting Association of Adventist Schools, Colleges and Universities, under the auspices of the National Council for Private School Accreditation.

Due to the low teacher/student ratio and supportive atmosphere, SACS practices a multi-grade learning environment where students are encouraged to progress to their ability. Standardized academic progress is evaluated through yearly testing, which along with daily work, collections of work, demonstrations, and conferencing, demonstrate student improvement and achievement.

SACS is recognized as an approved school by the state of California.

## **Curriculum**

Curriculum taught in Seventh-day Adventist Schools is based on the Word of God, is rooted in the belief that God created us with minds that can grasp spiritual and intellectual truths and aims first to lead the student to accept Christ as his/her personal Lord and Savior. The curriculum stresses educating students for a life of worship, growth, and service, places a high estimate on the worth of the

individual student, and dictates that Seventh-day Adventist values be developed in every subject area at all grade levels.

Teachers will offer a cohesive curriculum enabling students to see connections between the many fields of learning by integrating faith throughout the curriculum, building connections within a subject area and to other related areas including co-curricular activities, and cooperating with other teachers in integrating curriculum between subject areas and grade levels.

Typical course of study includes Art, Bible, Computers, Integrated Language Arts (English, Handwriting, Reading, Writing, and Spelling), Mathematics, Music, Physical Education, Science and Health, and Social Studies.

## **Admission**

### **Agreement**

By registering at Susanville Adventist Christian School, 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 and shall agree to the rules and standards of SACS through a written handbook agreement. 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. Students and families who desire a Christian education and who are willing to live in harmony with the standards of SACS will be happily accepted upon approval from the school board.

### **Entrance Policy**

SACS 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 Admissions Committee. Students may be allowed to enter on probationary status pending the application review by the Admissions Committee.

Students with high academic achievement are welcome as well as students who need more academic strengthening. The important admissions quality is that the applying student understands his or her responsibility to become a positive participant in the SACS Christ-centered learning community.

Because of SACS small learning environment, we may not have the necessary equipment or staff to provide extraordinary special education services. Please inform the school board and teaching staff immediately of any special education needs or concerns and the Admissions Committee will review each case. Please understand that, due to our small nature, we may not be able to meet families' special education needs as other larger schools may be able to accommodate them, but are willing to consider each student. Parents are encouraged to draw upon as many resources as possible for the success of their student(s). Parents may be referred to their local County Office of Education for testing should the need arise.

### **Non-discrimination Policy**

The Seventh-day Adventist Church, in all of its church-operated schools, admits students of any race and does not discriminate on the basis of handicap, gender, race, color, national origin, religious affiliation to all rights, privileges, programs, and activities which are available at the school. It is the school's policy to admit students of any race or ethnic origin to all rights and privileges pertaining to use of facilities, as well as participation in school activities.

### **Entrance Age**

SACS recommends that students entering the first grade are between the ages of 6 and 8. When a student is capable of self-control and demonstrates age-appropriate emotional maturity, the student is more likely to succeed. First grade students must successfully pass readiness testing before entrance to first grade is granted.



### **How to Apply**

Parents who wish to enroll their children in SACS should come to the school and complete the application and registration forms. After the application/registration forms have been completed, they will be forwarded to the Admissions Committee for review.

### **Transfers**

Parents who wish to transfer their children from another school to SACS after the school term has started must complete the regular registration forms. A student may be allowed to attend classes on probationary status pending a decision by the Admissions Committee. However, there is no assurance of the student's acceptance until notification is received from the Admissions Committee. All new students will be tested to determine final grade placement.

## **Medical & Accident Information**

### **Required Medical Information**

A medical history form must be completed by a physician for all new students and students entering grades one and seven. These students also need to submit an up-dated immunization record along with a TB clearance if indicated.

### **Immunizations**

Immunizations are required of all students per state statute. Current immunization cards for each student must be on file in the school office. All immunization cards must be filled out completely and returned to the school office by September 13. Immunization records are audited annually to assure compliance with the statute. All new or transferring students will have 30 days after beginning school to return the completed immunization card.

### **Medication**

Whenever a student needs medication, these guidelines are to be followed:

- ✓ The medication must be in its original container.
- ✓ Prescription medication must be accompanied with written instructions from the doctor indicating the method, amount, and time the medicine is to be administered.
- ✓ All medication should be given to the teacher upon arrival at school. The student's teacher will administer the medication according to the written direction provided with the medication.
- ✓ No over-the-counter medications may be administered unless they have been provided by the student's parent/guardian with proper written authorization as to the amount and time for administering the medication. Medication approval may not be given over the phone. All medications must be in the teacher's possession. No student may carry medications or give medications to other students while at school.
- ✓ Any illegal use or distribution of drugs, alcohol, or tobacco will result in immediate suspension with the potential consequence of expulsion.

### **Emergencies**

In case of serious emergency, such as injury, accident, or sickness, the school will attempt to contact the student's parent or guardian. If this individual cannot be reached, and in the judgment of the teacher or principal immediate medical attention is needed, the teacher or principal may summon an ambulance or take the student to receive medical aid. All students must have a Consent to Treatment form (provided with registration forms), signed by the parent or guardian, on file in the school office. The Consent to Treatment forms are also carried by the teacher/principal on all school field trips.

### **School Accident Insurance**

All accidents, regardless of how slight the injury or damage, must be immediately reported to the teacher. SACS insurance covers all students for injury occurring while the policy is in force. This covers the student for the hours and days when school is in session and while attending school-sponsored and supervised activities. Specific information regarding school accident insurance can be

provided to each parent/guardian upon request and will be given upon any accident involving your student.

## **Attendance**

### **School Hours**

|                  |                    |
|------------------|--------------------|
| Monday-Thursday: | 8:30 AM – 3:30 PM  |
| Friday:          | 8:30 AM – 12:30 PM |

SACS does not currently provide before or after school care. Unless other arrangements are made, students are not to arrive more than 15 minutes before school begins, and all students need to leave school within 15 minutes after dismissal so students are properly supervised and after-school tutoring and/or parent meetings can start on time. Also, SACS insurance does not cover students before and after hours and thus, we are required to comply with these statutes. Students remaining more than 15 minutes following dismissal will be charged a \$10.00 per half hour babysitting fee (or \$5 for 15 minutes) that will be added to the school bill unless prearranged with the principal due to outstanding circumstances. Thank you in advance for dropping off and picking up your student(s) on time.

### **Absences and Tardies Policy**

The school calendar is provided at the beginning of this handbook. There are 180 required teacher-student contact days. Parents are expected to ensure that their children attend school regularly and on time. All parents are encouraged to schedule student non-emergency appointments (dental, check-ups, vision, etc.) outside of school hours.

Please pre-arrange when possible for absences so we can work together to keep students up-to-date. It is the student's responsibility to complete any school work missed during their excused absence – this is one make-up day for each missed

day. After the allotted time, students' assignments will be docked a small percentage for each day that the work is late.

When a student is going to be absent, parents are asked to make prearrangements by contacting the teacher or school office. However, when an unexpected need arises, please phone the school or teacher on the day of the unexpected absence or tardy within 15 minutes of the start of school. A parent should also send a written excuse with the student on the day he/she returns to school. In order for students to be successful, it is essential that they keep up with their daily work as elementary concepts build on one another. It will greatly support your student's learning if prior arrangements can be made to pick up assignments ahead of time to work on during any absences, or immediately following time away from the classroom.

**Truancy:**

The Code of Education of the State of California Section 48260 defines a truant as a child who, without a valid excuse, is: (1) absent for 3 full days in a single school year; (2) tardy more than 30 minutes 3 times in a school year; (3) absent for 30 minutes in a school day 3 times in a year; (4) or any combination of the above. California Education Code 48263.6 also specifies that a pupil is chronically truant if the child has missed 10 percent of the school year. California State law requires that students that are truant or chronically truant be reported to truancy authorities. If a child is deemed truant parents are to expect a letter from the school administration.

SACS, as a fully accredited private school with a credentialed teacher operating in the State of California, is required by the state, according to Section 44237 of the Education Code, to render a yearly account of school attendance records and therefore must abide by the truancy laws of the state. Excessive absences can result in state inflicted fines and other punitive actions against both parents and students. Additionally, excessive tardies and absences impede the education process and do not help students reach their full potential. Please let us know how we may be of assistance in helping your student be at school regularly and on time.

## **Field Trips**

Off-campus educational activities are sometimes coordinated with the school program. Notices regarding each field trip are sent home informing parents and guardians of these planned activities. A Field Trip Consent form will be sent with registration materials and, if signed, will give permission for a student to attend any school-sponsored field trip within the upcoming school year. Students are to remember that field trips are considered as any other day and therefore their attendance, dress, and expectations for conduct are the same. In some instances, a small fee may be necessary to defray trip expenses.

## **Unscheduled School Closings**

When severe weather conditions threaten, parents should tune in to our local radio station, KSUE, for school closure announcements. Any unscheduled school closings will follow Susanville's elementary public-school system. If a family lives out of town and is unable to safely come to school due to severe weather, please inform the teacher that morning to excuse your student's absence.

# **Finances**

## **Introduction**

As a Christian educational institution, SACS has as its primary goal the uplifting of Jesus Christ. This involves both desire and responsibility on the part of the school in handling its finances in a positive Christ-like manner as well as promoting Christian values. It is the commitment of the school to operate financially as Scripture admonishes in Romans 13:7-8, "Give everyone what you owe him: if you owe taxes, pay taxes; if revenue, then revenue; if respect, then respect; if honor, then honor. Let no debt remain outstanding, except the continuing debt to love one another..." As a Christian institution, we feel the responsibility of keeping all bills current and as such, depend upon the timely payment of tuition and other appropriate fees by parents who have chosen to enroll their children at SACS.

To keep the cost as low as possible and to furnish the funds necessary for the

school to meet its operating expenses, the following financial policies have been adopted:

### **Registration Fee**

The registration fee is \$250 and is due upon registration. This annual non-refundable registration payment covers the expense of book rental, insurance, library improvements, and testing for all students.

### **Tuition Rates**

Tuition is \$330 per month and is paid over a ten-month period, beginning in August and continuing through May. Payment is due no later than the 5th of each month. Checks or money orders should be made payable to “Susanville Adventist Christian School”. Payments can be mailed to the school or given to the teacher, principal, or school treasurer.

### **Financial Assistance**

Limited financial assistance is available for families of Susanville Seventh-day Adventist Church showing financial need on a case-by-case basis. There may be additional funds available for non-members, but assistance cannot be guaranteed. Applications for financial assistance may be obtained from the school office. All financial assistance applications should be submitted to the church or school office by August 11, 2022. If assistance is available, the \$250 registration fee and a minimum \$165 (half) tuition fee per month will be required.

### **Discounts**

Families who wish to take advantage of a full payment discount may make their payment at the time of registration to receive a 10% discount for the full year’s tuition (totaling \$2,970 tuition, not including the \$250 registration fee).

For families sending multiple students to SACS, the discounted yearly tuition rate will be as follows:

|  |         |  |
|--|---------|--|
| <u>1st child</u>                           | \$3,550 | \$250 registration fee + tuition<br>@ \$330/month              |
| <u>2nd child (15% off)</u>                 | \$3,055 | \$250 registration fee + tuition<br>@ \$280.50/month (15% off) |
| <u>3<sup>rd</sup> child (30% off)</u>      | \$2,560 | \$250 registration fee + tuition<br>@ \$231/month (30% off)    |
| <u>4<sup>th</sup> (+) child (100% off)</u> | \$250   | \$250 registration fee still applies<br>@ \$0/month (100% off) |

### **Late Fee**

A late fee of \$15.00 will be billed to each family's account for payments received between the 5<sup>th</sup> and 10<sup>th</sup> of the month. After the 10<sup>th</sup>, a late fee of \$30 will be applied. Late fees must be paid to bring accounts current and in good standing.

### **Delinquent Accounts**

It is the responsibility of the parent or guardian to pay the child's tuition by the 5th of each month. If the account remains unpaid after the 30th of the month, a written notice will be sent in the form of a financial statement with the late fee added. If the financial obligation is 30 days in arrears and payment or financial arrangements have not been initiated by the parent/guardian, the student(s) will be temporarily suspended until the account is current or satisfactory arrangements have been made with the School Finance Committee.

### **Unpaid Prior Balances**

Registration for a new school year is contingent on the previous year's account being paid in full. Transferring students who have an unpaid balance at a previous school cannot be admitted to SACS until the previous balance has been paid in full.

**Late Enrollment**

Students enrolling after school has begun will be responsible for the registration fee and for a prorated portion of the total tuition, based on the number of school days missed. The registration fee must accompany the application for admission and be received by the principal before the student attends class.

**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.

**Diplomas and Transcripts**

It is the Nevada-Utah Conference Department of Education policy that no transcript of grades will be issued for any student whose account is not paid in full. No student will be granted a diploma until he/she has completed every subject and is clear of all financial obligations to the school incurred during his/her enrollment. SACS cannot enroll a student who has an outstanding balance at a previous school.

**General Information****School Principles: Character and Attitude**

Students (and staff) at Susanville Adventist Christian School are expected to be respectful, responsible, and Christ-like. These life principles are the foundation for building positive relationships and establishing an excellent learning environment. If a student shows that he/she is not willing to be a part of a supportive and emotionally safe learning environment, other arrangements will need to be made, and may include calling parents for immediate pick-up or time with their student to help them through a difficult moment.



## **Student Expectations**

These school policies are listed for reference when questions arise. They are intended to make the students' year as enjoyable as possible.

Students are expected to:

1. Not chew gum on school grounds.
2. Be honest. Abstain from cheating, stealing, gambling, or betting.
3. Promote safety. No: firearms, explosives, knives, dangerous animals, or other unsafe things. Weapons (play or otherwise), firearms, pocket knives, and the like are not to be brought to school and student(s) may be subject to suspension or expulsion upon the discretion of the school board.
4. Live wholesome lives. Abstain from wearing, displaying, or having in their possession anything that indicates affiliation with atheism, spiritualism, cults, rock groups, intemperance, or other unfavorable groups or objectionable affiliations.
5. Keep their minds pure. Abstain from the use of profane or lewd language and actions and the possession of suggestive materials. They should not discuss things that are not in harmony with Christian standards.  
Live healthfully. Abstain from using, possessing, or supplying to others tobacco, drugs, or alcohol in any form.
6. Display Christian courtesy. Abstain from bullying, ridiculing, harassing, or disgracing others.
7. Help maintain a desirable learning atmosphere in school by not bringing radios, cell phones, skateboards, toys, pets, electronic devices, etc., unless permission is obtained in advance from the teacher.
8. Protect and care for the property of the school, themselves, and others. Damages will be charged accordingly. The student shall immediately report any damages or misuse to the teacher, whether it is accidental or intentional.
9. Refrain from any non-school-sponsored selling on school grounds.
10. Maintain an atmosphere conducive to study. Students are expected to maintain a hands-off policy towards each other and the opposite sex. This

includes, but is not limited to, holding hands, kissing, and inappropriate hugging.

### **Student, Parent, and Teacher Responsibilities**

Students are expected to be positive, contributing members of SACS. Upon registration, students are required to sign a handbook agreement stating that they have read the handbook (or had it read to them) and agree to abide by all guidelines therein. Students are also expected to follow any rules and/or guidelines set up within the classroom that will help them be safe, respectful, and responsible citizens of the school. Parents are also asked to sign a handbook agreement each year (as it is frequently updated from year to year) stating that they understand the school guidelines (or have had them explained) and agree to abide by the school's guidelines while their child(ren) is enrolled in SACS. The teacher is also expected to uphold the school's guidelines as outlined in the handbook and to enforce classroom rules. The teacher/principal answers to the board as per his/her responsibilities to ensure that teaching and principal duties are being met satisfactorily.

### **Grievance Policy**

The success of the school depends largely upon the full cooperation between parents and teacher. Concerns should be addressed and communicated properly and with respect. Issues need to be worked out and plans created to meet the needs of each situation. If a student discusses with a parent a situation of concern, parents are asked to withhold judgment until they are able to discuss it with a teacher to fully investigate the matter.

Parents should discuss policies, problems, or complaints by making an appointment with the teacher rather than discussing them with other parents or members of the community.

A parent who has a question regarding something at school should contact the teacher to make an appointment. If the issue is still not resolved, parents are asked to make a second appointment with the teacher and a member of the

board (such as the chair or pastor). If further resolution is needed, a parent may address the school board.

Please follow the procedures Jesus gave in Matthew 18 – share concerns with the one you have concerns about, taking time to listen to each other’s message. If concerns are dealt with promptly and respectfully, we will see harmony that brings glory to God and provides good examples to our children.

### **Academic & Personal Integrity**

Students are expected to uphold high standards for academic as well as personal growth. All schools expect such academic integrity, but SACS must be diligent in upholding these standards because of our unique environment as a Christian and multi-grade classroom. Due to the heavy workload of teaching staff, students must be trustworthy in working on and completing assignments given to them. Honesty is expected. Academic dishonesty includes lying, cheating, and plagiarizing (using someone else’s work and calling it your own). This means that the work a student completes must reflect their own skills and abilities rather than someone else’s work. Some work will be done in groups, and for this work, students are not dishonoring academic integrity by working together. However, when work is to be done independently, these guidelines for academic integrity must be carefully followed. Students are also expected to be fully honest about other matters that occur at school.

Students caught being academically or personally dishonest (cheating, attempting to cheat or plagiarize, or lying to the teacher or another student) will upon first offense receive a verbal warning, a partial loss of credit for the assignment/project/test, and an in-school disciplinary action. For a second offense, the student will receive a “zero score” on the assignment/project/test, and another in-school disciplinary action at the teacher’s discretion. For a third offense of academic or personal dishonesty, a student will receive an automatic one-day suspension and be given an assignment by the teacher to work on during the suspension, due in complete by the next school day.

## **Uniform & Dress Code Policy**

The dress and appearance standards of Susanville Adventist Christian School exist as a guiding principle aimed at moderation, comfort, and practicality. The importance of a school dress uniform is believed to contribute to the development of student identity through non-external factors. The following is the uniform policy for Susanville Adventist Christian School for all grades.

As a general principle, clothing should be decent, modest, clean, appropriate, comfortable, fit properly (not oversized or too tight), worn appropriately, hemmed and free from holes, patches, or frays.

### **Uniform** (in good repair):

- Solid polo shirt (long or short sleeves)- red, navy, or white
- Twill (or “khaki”) pants or shorts- navy, tan, or black
- (Optional for girls) Skirt or jumper- navy, tan, or black
- Sweater, sweatshirt, or cardigan- red, navy, white, or heather grey

### **Dress Code guidelines include:**

- Appropriate indoor and outdoor play shoes with good arch support for running (no flip-flops or sandals without a back strap)
- Weather-appropriate apparel, such as coats, snow boots, and warm layers for winter
- Hats and hoods will be removed while inside.
- In accordance to age appropriateness, students are not to wear unnatural appearing make-up, finger nail polish, or hair dye.
- Jewelry is not a part of school attire during school hours or at any school functions, field trips, or school-sponsored activities occurring on or off campus.

Students who come to school inappropriately dressed will be required to return home to change or may rent appropriate attire from the school.

### **Electronics & Cell Phones**

All electronic devices, cell phones, electronic or manual games and the like are not permitted for use at school or on field trips. These are not to come out at school without specific permission. All devices and cell phones are to be powered off and kept in student's backpack located in the hallway. If parents or students need to contact each other during school hours, they may use the school phone.

### **Gum, Food, & Toys**

Gum at school is not allowed. Please provide healthy, balanced meals to help create the best physical and mental growth possible. A hearty breakfast is especially important to help students focus during their morning work. In order to ensure the safe-keeping of toys and avoid distractions, please do not allow your child to bring his or her toys to school. Please check with the teacher if a student needs to bring a toy to school to use in a learning demonstration.

### **Meals**

SACS promotes a healthy vegetarian diet and lifestyle. Therefore, our group food is vegetarian (includes dairy and eggs). It is our plan that students not bring sodas, candy, and other highly sugared foods for their lunches. A kitchen is available for students to heat their lunch meal. Please let us know if your student has special dietary needs or allergies.

### **School Internet and Safety Policy**

School computers are available and networked to teach keyboarding skills and assist students in their academic endeavors. Educational software programs have been installed to complement the academic curriculum. The computers are not to be used for personal software, programs, or games. Students are not to load or download programs on school computers or tablets, nor can they legally copy any program from the computers and take it home for personal use. Activities, referred to as "pirating", are a violation of copyright laws and are punishable by law.

Internet access will be monitored and limited. Students will not be allowed internet access unless they and their parents have signed the Acceptable Use

Policy. Susanville Adventist Christian School reserves the right for teachers and staff to monitor and restrict internet use when necessary.

## **Discipline**

SACS promotes Christian values and character building. Students who wish to maintain these standards are accepted or retained in the school. Both printed and stated regulations hold equal values. The school board has designated that the teacher/principal is responsible for the interpretation and enforcement of school regulations:

- Respect the spiritual ideas and beliefs of the Seventh-day Adventist Church.
- Show respect to and cooperate with all school personnel and volunteers.
- Show respect for and protect school property and the rights of others.
- Abstain from those activities that destroy the development of the physical, mental, or spiritual life.
- Abide by any regulations adopted and announced during the school year.

In any group, it is always necessary to have rules to provide for the rights, health, safety, and general welfare of all. The classroom teacher is the primary authority in the classroom and develops/enforces classroom rules and regulations. Students soon discover that with hard work and self-control comes more freedom and privileges but that the opposite is also true. Students are given opportunities to redo, fix, and solve, while the staff works to guide, direct, and encourage students to follow what they know is most honoring to God and their families. The head teacher also acts as principal and is responsible for any duties therein. The principal has the right to temporarily suspend students who refuse to cooperate with teaching staff or do not follow the policies outlined in the handbook.

The school board will consider situations where students continually refuse to follow the standards and policies of the school and/or classroom. The board may suspend or expel students who continually refuse to follow the policies and rules. The student is invited to appear before the school board when expulsion is being

considered. The possibility of reinstatement at a later time is subject to review by the school board.

### **School Board**

The members of the Susanville Seventh-day Adventist Church Board elect the school board members for SACS. The superintendent of education of the Nevada-Utah Conference advises the school board in planning and operating the school program and is responsible for keeping the school aligned with California state standards.

The school board usually meets on the third Monday evening of each month. These meetings are normally open meetings and parents, church members, or other friends of the school are welcome to attend. Occasionally, when sensitive or personnel items are discussed, the attendance at the meeting is restricted to the Executive Committee of the school board members.

An individual who desires to address the school board on a certain topic should contact the School Board Chair or Pastor with that request at least 48 hours in advance of the next scheduled meeting.

## **Harassment & Bullying**

### **Policy**

It is the policy of SACS to strive for a learning environment for students that is free from sexual, racial, religious, and discriminatory harassment. Harassment will not be tolerated at SACS. This policy will be enforced before, during, and after school hours on all school property, including school functions and events held at other locations. Any action toward or by a student of this school to harass through conduct or communication of a sexual, racial, religious, or discriminatory nature shall be a violation of this policy. The staff of SACS will be guaranteed the same environment free of sexual, racial, or religious harassment as due the student body.

In carrying out this policy, the school board recognizes that sexual, racial, and religious harassment are subject to the General Conference of Seventh-day Adventist policies and applicable state and federal statutes.

The school board will act to investigate all complaints, formal or informal, verbal or written of sexual, racial, religious, or discriminatory harassment and take appropriate action against any person who is found to have violated this policy.

### **Definitions**

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
  - a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of an individual's obtaining or retaining employment or of obtaining an education; or
  - b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational environment.
2. Other types of harassment could be physical intimidation, racial degradation, or teasing regarding an individual's personal characteristics. Some examples of such unwelcome conduct include the following:
  - a. Referring to another student as "gay," or synonyms thereof
  - b. Derogatory comments implying ability or lack thereof being related to gender, race or religion
  - c. Derogatory notes, comments, epithets or "jokes" toward another gender, race or religion
  - d. Comments about male or female body parts in a crude context
  - e. Visually leering
  - f. Displaying sexually suggestive objects, pictures or cartoons



- g. Physically touching another in a sexually suggestive way or in a private area
- h. Obscene gestures or hand signals
- i. Threatening to cause harm to another or to the property of another

These other areas of behavior are considered harassment when the conduct:

- a. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment.
- b. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- c. Otherwise adversely affects an individual's employment or academic opportunities.
- d. Harassment includes but is not limited to the following: subjecting students to derogatory remarks, insults, slurs, jokes, or tricks based on race, ethnicity, or gender.

## **Procedures**

Any student who believes he or she has experienced any sexual, racial, or religious harassment by a student or an employee of SACS or any unpaid instructor or volunteer, or any third person with knowledge or belief or conduct that may constitute harassment should report the alleged acts immediately to the principal, a teacher, school board member, or pastor.

**A verbal report in the presence of two authority figures will be required of a student reporting harassment.**

When reporting an incident, it is helpful to provide as much information as possible, including the following:

1. A description of the event(s)
2. The number of occurrences, with dates and places
3. The names of any witnesses
4. Any documents or other exhibits, if appropriate

Students may receive guidance, advice, support and/or advocacy from school staff, including administrators, counselors, teachers, or other staff.

The privacy and data privacy rights of all persons involved will be respected in accordance with the appropriate statutes. Upon completion of the investigation, a representative of the Education Board of the Conference will meet with the complainant and discuss the outcome. The outcome will include disciplinary action when discipline is appropriate. Students who engage in any activity of a sexual nature are subject to expulsion.

### **Bullying**

Bullying is a form of harassment and also will not be tolerated at SACS. Bullying can include behaviors as those listed above but can also include covert actions such as incessant teasing, using one's power, older age, or larger size over another to intimidate or show power, ignoring, spreading rumors, making fun of, teasing about another's physical features or appearance, or bothering other students and staff through verbal or physical means. These are just a few examples of bullying, but it can take many forms. A bully-free classroom is one in which students are accepted with their unique personalities and are physically and emotionally safe to learn, make mistakes, and grow with the support and encouragement of their peers, teachers, and volunteer staff. This is the environment we must have at SACS.

### **Reporting Bullying**

Report any bullying or harassment to your teacher immediately. Incidents should be reported as soon as possible. Always tell your parents anything that is bothering you, or any ways you are treated that you are not sure if they are appropriate. Your parents and teaching staff are here for you – please let them know what is happening so they can take care of you. The more we talk about and address these issues, the safer our environment becomes. Talking about safety—your own and others— is not tattling; it is smart. Thank you for talking about safety.

## **Consequences**

Any serious incidences of bullying observed by at least one other person (teaching staff or student) and reported immediately to the teacher will receive a verbal warning and in-school disciplinary action. If a student is a repeat offender for a second serious incident, the student will be suspended and given an assignment to complete during the suspension. If a student shows repeated actions of serious bullying/harassment, it will go to the school board for review, and the student is subject to expulsion.

## **Note to Parents**

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. And please remember, students are growing individuals that sometimes make mistakes and have to learn the social skills of cooperation and kindness. Teaching staff will adequately supervise students and deal with issues as they arise. At times, students may have difficulties getting along but can work through it without much ill effect; what is defined as “more serious” incidences of bullying and harassment will be at the discretion of teaching staff and the school board.

## **Parent Involvement & Visitors**

As part of the learning team, parents are always more than welcome to come and observe with advance notice. If you would like to be more involved as an in-class volunteer, please contact the teacher or School Board. As required by our governing authority, all regular in-class volunteers must receive online training and background check. Occasionally, during field trips for example, parents may be asked to assist as a driver or chaperone. Drivers should be prepared to provide a copy of their current driver’s license and proof of insurance to be kept on file in

the school office. SACS encourages parent participation in fundraisers through various Home and School activities. The Home and School Leader's contact information is given at the end of this handbook on the personnel page.

### **Parent-Teacher Conferences**

Each fall and spring, parent-teacher conferences will be held to discuss student improvement and achievements. These conferences include the sharing of information on student evaluations, displays of work, reports on progress, and student behavior and goals. Conferencing is also an excellent time for families to discuss with teaching staff any educational needs, concerns, desires, or suggestions that they may have concerning their student and his/her overall success over the course of the school year.

### **A Note to Parents**

When parents make sure their student is on time, provide love and peace and structure at home, they are setting their student up for success. Parents are responsible for helping students with their homework, as well as helping a student catch up when they have missed school. Thank you for your hard work on behalf of your children. We know that parenting is both challenging and rewarding. We are committed to praying for you and working with you for the eternal good of your student. Thank you for choosing SACS.

## **2022-2023 School Expenses & Tuition**

|  |                    |
|--|--------------------|
| Yearly Registration fee (in addition to tuition) | \$250              |
| Monthly Tuition (1st month due registration day) | \$330 (x10 months) |

Tuition is due on the 1<sup>st</sup> and no later than the 5<sup>th</sup> of each month.

Optional Advanced Annual Payment \$2,970 + registration fee  
(Pay by August 11, 2022 and save one month's tuition)



## Personnel Information

Susanville Adventist Christian School ..... (530) 257-5045  
455 Cedar St. Susanville, CA 96130

SACS Teacher/Principal: Shirley Verduzco ..... (916) 549-7122

## School Board

Pastor Manny LaPorte (Pastor of Susanville SDA Church) ..... (269) 277-2271  
Sandy Raffelson (Treasurer) ..... (530) 310-4320  
Lynn Tank ..... (530) 249-8781  
Steve Tank (Board Chair) ..... (530) 249-3749  
Bobi Tucker ..... (208) 830-4004  
Shirley Verduzco (Head Teacher/Principal) ..... (916) 549-7122  
Vera Wooten (Home and School Leader) ..... (530) 253-1108

Office of Education for Nevada-Utah Conference ..... (775) 322-6029

*Handbook Revised by School Board Action on 08/11/2022*