

# **Ridgetop Adventist Elementary School (RAES)**

## **2023-2024 Handbook**

**Grades: Pre-K – 8**

**Mailing Address: P.O. Box 829, Ridgetop, TN 37152**

**Physical Address: 102 King Street, Ridgetop, TN 37152**

**GPS Address: 102 King Street, Greenbrier, TN 37073**

**Telephone: 615-859-0259**

**Web Page: [www.ridgetopadventistelementaryschool.com](http://www.ridgetopadventistelementaryschool.com)**

**E-Mail: [ridgetopadventistelementary@gmail.com](mailto:ridgetopadventistelementary@gmail.com)**

**Facebook Page:**

**[www.facebook.com/RidgetopAdventistElementary](http://www.facebook.com/RidgetopAdventistElementary)**

**RAES Arrival Time: 7:15- 7:30a.m. Monday-Thursday**

**RAES Departure Times: 4:00- 4:15 p.m. Monday-Thursday**

### **Faculty:**

<b>Principal / Teacher 5-8<sup>th</sup> Grades</b>	<b>Mrs. Comstock</b>	<b>615-717-5432</b>
<b>Teacher 1<sup>st</sup>-4<sup>th</sup> Grades</b>	<b>Miss Delgado</b>	<b>817-525-3501</b>
<b>Teacher PreK-Kindergarten</b>	<b>Mrs. Lam</b>	<b>615-733-9899</b>

## **School History**

RAES was opened in 1953. This school provides children of the community and the Ridgetop Seventh-day Adventist Church the opportunity for Christian education. The present facility which was constructed in 1978 includes 3 spacious classrooms, an office, gymnasium and a full service kitchen.

RAES is one of 8,515 schools operated by the world-wide Seventh-day Adventist Church. It is part of the largest Protestant parochial school system in the world. This system includes schools from pre-K through university levels, with full accreditation standards.

## **Statement of Accreditation**

RAES is fully recognized and approved by the Department of Education of the General Conference of Seventh-day Adventists, the Southern Union of Seventh-day Adventists, the Kentucky-Tennessee Conference of Seventh-day Adventists, and the State of Tennessee.

## **Statement of Mission**

It is the mission of Ridgetop Adventist Elementary School to provide an atmosphere in which the student's whole being is nurtured – spiritually, mentally, socially and physically.

## **Statement of Vision**

Teaching Eternal Principles to Today's Children

## **Philosophy and Objectives**

RAES philosophy of education is based on the premise that true education assists students in the harmonious development of their physical, mental, and spiritual capacities to the glory of God and for the service of God and their fellow men. The purpose for RAES is to provide an environment and conditions most conducive to such learning and development.

While recognizing and supporting the legitimacy and necessity of public education, the Seventh-day Adventist Church has established a private Christian school system. This allows freedom to place adequate emphasis on the spiritual and other aspects of education in accordance with Biblical and Christian principles as understood by the Seventh-day Adventist Church.

## **RAES Objectives**

1. To lead its students to know God and to experience a joyful relationship with Him.
2. To assist students in the continuous development of such character traits as honesty, cheerfulness, dependability, punctuality, courtesy, accuracy, and sound judgment for productive citizenship and honorable home and church membership.
3. To help students develop fundamental skills such as mathematics, reading and writing by which acquisition and application of knowledge may be advanced and enhanced.
4. To promote the appreciation of and participation in the cultural arts of music, art, and literature.
5. To encourage and train students to develop lifelong health habits and physical fitness practices based on sound health principles.

6. To foster a desire in students to live a life of Christian service.
7. To prepare students for, and expose them to, a variety of careers.

## **ADMISSIONS POLICIES**

### **Admission/Nondiscrimination Policy**

Ridgetop Adventist Elementary School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school and makes no discrimination on the basis of race, color, national and ethnic origin in administration of education policies, applications for admittance, scholarship, loan or extracurricular programs.

### **Application for Admission**

- Children must be four years old on or before August 15 of the year they are enrolled in the Pre-Kindergarten.
- Children must be five years old on or before August 15 of the year they are enrolled in Kindergarten.
- Children entering first grade must have records showing completion of one full year of an accredited Kindergarten program. However, we support parents that wait until age six or seven to enroll their child into first grade; in this case their child would be considered a new student.
- The RAES's program is not funded or staffed to support a wide range of special needs. Parents should notify the administration about their student's related needs and provide documentation. With the student's documentation, a review of the safety and learning needs will be done for each student requesting enrollment. Our highest desire is for the success of each student, and if we believe our program can provide this for a student with special needs, a Student Success Contract will be agreed upon between the family and school.
- The following screening procedures will be utilized in determining the eligibility of all new students.
  - All new students entering grades 1-8 will be evaluated for proper placement.
  - All new students need a copy of their progress report from the previous year.
  - Students entering grades 4-8 are required to submit a copy of their most recent achievement test results.
  - All new students must attend a family interview with the principal.
  - All new students must have a physical examination, immunizations, birth certificate, and social security card as required by law.
  - All new students must show evidence of financial clearance from previous schools attended if applicable.

Final acceptance will require the following:

- A completed application sheet and accompanying documents must be submitted.
- A financial agreement signed by the parent or guardian, the first month's tuition, and the registration fee must be submitted.

- o The above must all be completed before students attend classes.

## **Withdrawals**

Parents wishing to withdraw a student from RAES will need to fill out a Kentucky-Tennessee Conference withdrawal form.

## **FINANCIAL INFORMATION**

An earnest effort has been made to keep the cost of attendance at RAES as low as possible so that all who desire may have the opportunity of a Christian education. Salaries and costs of operating the school are not completely covered by tuition and fees, but are subsidized by the Ridgetop Seventh-day Adventist Church and the Kentucky-Tennessee Conference of Seventh-day Adventists. This is done because of the belief that Christian education is an investment made in the lives and eternal destiny of our children.

Every successful school operates on a sound business basis. Prompt care of financial responsibility is necessary for the school to remain in operation.

## **Tuition Assistance/Scholarships**

Limited tuition assistance in the form of scholarships is available based on need and available funds. Application for assistance before registration is encouraged. The request should be made through the school treasurer to the Student Assistance Committee which will make assistance decisions after spring registration. However, application for assistance may be made throughout the school year when needed by contacting the Principal or the Treasurer at the office.

**Please see Tuition and Fee Sheet for current information regarding rates.**

## **Tuition Policies**

- Tuition is to be made payable to Ridgetop Adventist Elementary School and can either be placed in the black mailbox on the left wall in the school entryway or it can be mailed to the school.
- Any student who has an unpaid balance from the previous year will not be admitted until the previous balance is paid or satisfactory arrangements have been made.
- Students receiving scholastic credit for work done will be expected to pay full tuition whether or not they have been absent for any reason during a portion of the period.
- Report cards will not be released by the school until accounts are paid in full.
- Students transferring to another school must have their accounts paid in full before any records can be forwarded to the new school.
- There is a \$30.00 charge for returned checks.
- There is a 3% discount for prepayment of a semester's tuition prior to the first day of that semester, and a 3% discount if tuition for the entire year is prepaid in full.
- A signed financial agreement by the parent or guardian, the first month's tuition, and the registration fee must be submitted before any child is allowed to attend classes. Any deviation from this policy must be approved by the finance committee and/or the school board.

- Students who withdraw from school between the 1st and 15th of any month will be charged for ½ of one month's tuition fee. Students who withdraw after the 15th of any month will be charged for a full month's tuition.
- Accounts will be billed by the 25th of the previous month by the school treasurer. Statements should be received by the 1st of each month. However, if a parent/guardian has not received a statement by the 1st, the account balance will still be due on the 1st. It is the responsibility of the parent/guardian to notify the treasurer of any discrepancies, omissions, or errors on the account so that necessary corrections can be made promptly.
- If by the 6th of the month an account is not paid in full, the school treasurer will send a late notice letter to the parents/guardian asking for prompt payment on the late account.
- **If by the 30th of the month an account has not been paid in full or satisfactory arrangements made to bring the account current, the school board will recognize that the parents/guardians intend to withdraw their child/children from the school.** The child/children will not be admitted into the classrooms at this point. Further, the school treasurer will:
  - Attempt to contact the parent/guardian by phone, visit, or any appropriate method.
  - Send a registered letter informing the parent/guardian of their outstanding balance and asking for a meeting to resolve account issues.
- If the parent/guardian is willing to resolve the issue and meet with the school treasurer, a new contract outlining the agreement on the account balance will be signed by the parent/guardian and the school treasurer.
- If the second contract is broken, it will be assumed by the school board that the parent/guardian of the student(s) wishes to withdraw from the school for the remainder of the school year. Accordingly, the student(s) will not be allowed to attend school and a formal letter of withdrawal intent will be sent to the parent/guardian.

## **School Supply Policy**

A \$40 supply fee is assessed at registration. This fee covers all required classroom educational supplies for the year.

Backpacks, lunchboxes and other school accessories are not covered by the supply fee.

## **Other Expenses**

The following items add additional charges:

- School Pictures
- School Shirts
- Conference-sponsored activities (Outdoor Ed, Music Festival, AcroFest, etc.)
- Graduation costs

## **SCHOOL HOURS & ATTENDANCE**

- School begins at 7:30 a.m. and ends at 4:00 p.m. Monday through Thursday. Supervision begins at 7:15 a.m. **Parent/guardians must make prior arrangements with the teacher if a child is to**

**arrive prior to that time. Those dropping students off must not leave school grounds until students are safely inside the building.** Students must be picked up within 15 minutes of the end of the school day.

- If parents/guardians arrive more than 15 minutes after the designated pick-up time, they will be charged \$5 per child for the first 15 minutes, and \$1 per child per minute after that, and will be required to pick up their student(s) from inside the building. Charges will be added to the family's monthly statement.
- All students are expected to be on time and regular in attendance. Medical appointments, sickness, or death in the immediate family are the only accepted reasons for excused absences. Please provide a doctor's excuse for medical appointments.
- Even though they may be excused, medical and dental appointments during school hours are discouraged.
- All students are required to maintain at least a 90% attendance rate (meaning the total of excused AND unexcused absences may not exceed 18 for 180 days of school). If a child exceeds 9 days of absence during the first semester, the parents will be required to reapply for admission to the school for second semester and pay a \$50 re-registration fee. If a child reaches a total of 15 days of absence at any point, the family will be required to meet with the school board chair, principal, and classroom teacher to determine if continued enrollment is mutually desired. Any child reaching 18 days of absence during a school year will be referred to the school board and conference to determine enrollment status.
- In the case of extreme medical necessity, the board may evaluate the above policy on a **case-by-case** basis.
- The school must be informed in writing of the reason for an absence within two school days. It is the responsibility of the student or parent/guardian to contact the teacher and arrange to make up missed work. Some work (group activities, in-class discussions, etc.) cannot be made up even for excused absences.
- Written permission from a parent/guardian must be given in order for a student to be picked up or ride with a person not on the approved transportation list. Verbal permission should be used in case of an emergency only.
- Visitors must obtain permission from the principal and the classroom teacher prior to visiting to assure that there is no classroom disruption.
- Because of the desire to maintain a secure campus, parents/guardians must directly notify the classroom teacher if a student needs to leave campus during school hours.

## **Tardy Policy**

School begins promptly at 7:30 a.m. and for child safety, all exterior doors will be locked at that time. All exterior doors remain locked during school hours. If your student arrives after 7:30 a.m., an adult will need to wait with the student until worship is finished at about 7:45 a.m. before the entrance door can be unlocked for you.

## **ACADEMIC EXCELLENCE**

Success in the academic field is enhanced by efficient study habits and adequate sleep. Time in the classroom is spent acquainting the students with study techniques, but the knowledge of techniques must

work hand in hand with independent thinking and concentration. For this reason, the teachers request that there be a quiet place at home for study and that a sufficient amount of uninterrupted time be devoted to this important aspect of academic training. Parents can help in this effort by taking the position that school is of major importance, that its schedule must be observed, and that outside activities must not be so time-consuming or numerous as to infringe on the time necessary for school work and rest.

Academics are best maintained when there is good communication between teacher, student, and parent/guardian. Parents/guardians will be notified of a student's progress in several ways. The following steps are in place to facilitate academic excellence:

- Grades will be sent home each quarter.
- Parent/teacher conferences are scheduled each semester.
- Corrected papers will be sent home periodically during each quarter.
- Teachers will inform parents and students of any patterns of missing or incomplete work.
- Teachers will develop a program of homework responsibility and keep parents informed.

The teachers are more than willing to counsel with students and parents as needed when problems arise. Discussions of problems and questions must be limited to after school hours or by appointment.

## **Parent/Teacher Conferences**

Open communications and a good relationship between parents and teachers are essential. Parent/Teacher conferences are scheduled twice per year, in the first and third quarters and are mandatory as a condition of your child's enrollment at RAES. If you are not able to attend a conference on the scheduled date, please contact your child's teacher to arrange for an alternative date and time.

Report cards are sent home according to the school calendar. They should be closely examined by the parent/guardian for both scholarship and conduct. Mid-term grades are sent home every 4½ weeks.

## **Grading System**

The following grade system is used in grades 3 through 8. Plusses and minuses may be used at the teacher's discretion. The lower grades use a variant letter system to show where improvement is needed, progress is being made and skills have been mastered independently.

For grades PK-2, the following grade averages are used:

I = Independently

P = Progressing

NT = Needs Time

For grades 3-8, the following grade averages are used:

A = 93% and above    C = 73-76%

A- = 90-92%	C- = 70-72%
B+ = 87-89%	D+ = 67-69%
B = 83-86%	D = 63-66%
B- = 80-82%	D- = 60-62%
C+ = 77-79%	F = 59% and below

## **Honor Roll Levels**

The three categories for the Honor Roll are:

- Principal's List – 90% or above
- High Honors – 85-89%
- Honor Roll – 80-84%

## **Incomplete and Failures**

A grade of "I" – unavoidable incompleteness – is given when illness or other emergencies have prevented a student from satisfying the requirements of the course. In this case, the incomplete can be made up and full credit will be given for the work done. No grade will be given for incomplete work that is not completed within a specified time.

## **Academic Probation**

Any student in grades 3-8 with a 'D' average overall or more than one 'F' in a core class (Bible, Math, Language Arts, Science or Social Studies) for any 4 ½ or 9 weeks grading period will be placed on academic probation. A special Parent/Teacher conference will be held to discuss appropriate interventions. Students on academic probation may not be eligible to participate in field trips or extracurricular activities for the next 4 ½ weeks so that they may concentrate on academic improvement.

At the end of that period if the student's grades have not sufficiently improved to be removed from academic probation 1) a conference will be held including the parents, teacher, student, principal and school board chairperson; 2) the school may require that the parents arrange for outside tutoring or additional testing as a condition of the student's continued enrollment at RAES.

## **Spiritual Guidance**

The entire school curriculum is based upon Christian principles and standards. Spiritual guidance is further enhanced by:

- School worships and prayer
- Special Weeks of Prayer
- Spiritual counseling
- Weekly Bible studies with the pastor



## **Field Trips**

The surrounding community contains many resources which can be used to enrich subjects studied in the classroom or to provide experiences not available or possible within the classroom.

All field trips are approved by the school board in advance, with information sent home with the student specifying the activity, location, date, grades involved, teacher responsible, mode of transportation, time leaving and returning to the school and the need for spending money.

## **Nature Immersion**

Nature Immersion encourages exploratory and imaginative play, affordable risk taking, and skills that will support your child's academic, emotional, physical, and spiritual skills for later in life. Ridgetop Adventist Elementary School offers this program in an effort to foster a love for nature, preserve our kids' childhood, keep our early childhood and elementary education developmentally appropriate by working on building self-esteem, cooperation, imagination, perseverance, kinesthetic competence and so much more.

Nature Immersion will take place every Tuesday and Thursday for Pre-Kindergarten, Kindergarten, 1st, and 2nd grade students. Nature Immersion embraces all seasons and strives, for the students, to be outside during many types of weather, except when thunder and lightning are present. It is CRITICAL that your child has clothes that allow them to play comfortably. Parents will need to provide a rainsuit, rain jacket/rain pants or clothes that can get dirty and wet. They also need to provide a pair of rainboots that will stay at the school at all times. All students will need a full change of uniform clothing to change into after our time in the forest.

Students need to arrive at school on Tuesdays and Thursday in their Nature Immersion clothing. In their backpacks, please put the following items for them to change into after Nature Immersion: Uniform shirt and pants, socks, and underwear.

The rules for Nature Immersions are:

1. Be kind to nature.
2. Be kind to all friends (hands are for helping, not hurting).
3. No throwing rocks or sticks.
4. Stay within all boundaries – if you can't see me, I can't see you.
5. Wear appropriate clothing. (rain boots, rain jacket, rain pants)
6. Come quickly when called.
7. "Leaves of 3, let them be! Hairy vine, not a friend of mine!" (poison ivy identification)
8. Don't touch turtles or snakes

## **Library**

**RAES** has excellent library resources. The school designates \$38 per student for library improvement yearly. **RAES** participates in a library program through Macklin library Services which supplies the school with cataloged books ready to shelve. This service is provided through Southern Adventist University. Students are allowed to check out books for two weeks at a time.

## **Student Technology Policy**

The purpose of the **RAES** Technology program is to provide educational services and opportunities for learning today and in the future. Our goal is to promote educational excellence by facilitating resource sharing, innovation and communication. With this educational opportunity also comes responsibility. Access and use of the internet, local area networks, computers, iPads, and related equipment is a privilege. When an individual vandalizes or misuses this privilege, the entire program is negatively impacted. The following policies are intended to ensure the proper maintenance and use of equipment:

1. Students are not to bring any software or other unauthorized computer-related materials into the school setting.
2. Students should recognize that copyright laws protect software; therefore, they are not permitted to make any copies of software, whether by copying them onto disks or other computers, or sending copies through electronic mail or file sharing; students are also not to give, lend, or sell copies of software to others.
3. Students will not vandalize equipment or data. Vandalism includes any attempt to take, harm or destroy hardware or data, whether willfully or as a result of inappropriate behavior. This includes, but is not limited to, the uploading or creation of computer viruses, taking food or drink near computers, and not following all startup and shutdown procedures carefully so as not to harm the equipment.
4. Students should not waste or take supplies, such as paper or printer cartridges.
5. Students are not to access any inappropriate or unauthorized material on the internet.
6. An authorized staff member must monitor all use of technology.

For each major offense, the student will be sent to the office and any damages resulting from the offense are the responsibility of the student and/or parent. The school will adhere to the following disciplinary guidelines for offenses:

**First Offense:** Written warning

**Second Offense:** Parent conference

**Third Offense:** Suspension

**Fourth Offense:** Suspension with possible expulsion

**\*\*Also read the attached iPad Initiative @ RAES.**

## **Textbooks**

Textbooks are the property of the school and are provided for all students. Since textbooks can cost up to \$100.00 each, we ask that care be taken so that books are not damaged or abused. Any lost, damaged, or marked up textbooks will be charged to the parent/guardian at replacement cost.

## **STANDARDS OF DRESS**

As outward evidence of the Christian principles held by the school and with a desire to maintain a scholastic atmosphere, the school board requires that students conform to the following dress code. Parents/ guardians are asked to carefully select the clothes which their children will wear to school. The key words in the dress standards are neatness, cleanliness, modesty, and in good repair. These guidelines for appropriateness are to be followed in grades Pre-K-8 at all times:

- All clothing should be neat, well-groomed, and appropriate to gender. It should be well fitting and not baggy.
- Extreme fads in dress and hair styling/coloring are not permitted.
- Hats and caps should be worn outside only.
- For health and safety reasons, tennis shoes or closed toed shoes are to be worn at all times.
- Jewelry and any skin adornments of any kind, including rings, earrings, bracelets, necklaces, temporary tattoos, etc. is not to be worn. Jewelry may be collected by the teacher and returned to the parent.
- Any cosmetics/makeup should be natural looking, not obvious.
- Shorts, Skirts, Skorts, and Jumpers should be no higher than two fingers above the knee when standing. Leggings or shorts must be worn under any skirt.

### **School Dress:**

- Pants, skirts, jumpers, or shorts (Bottoms) are to be Navy blue, tan/khaki, or black.
- Bottoms must be simple solid color with no extreme pockets or sequins, they may be belted or elastic
- Shirts or shirt dresses are to be **solid color** Polo-style
- Shirts should fall reasonably below the waist or be tucked in, no crop tops
- Students are required to wear closed-toe shoes.
- Athletic shoes are required for PE class, and must be closed-toe and closed-heel.
- During cold weather long sleeved plain colored undershirts may be worn under Polo-style shirts, or plain colored front button sweaters in the classroom (other sweaters, sweatshirts and jackets are for outdoor wear only), and sleeves should be no longer than the wrist. Polo shirts must always be worn underneath.
- Hats and hoods are not to be worn in the building

### **Performance Dress:**

- Pants, skirts, or dresses are to be black.
- All pants must be Dockers-style, with no external (cargo) pockets.
- Shirts are to be white button-down style. Boys' shirts must be tucked in.
- Shirts should fall below the waist but not longer than the wrist.
- Shoes should be black.

- Socks should be black or white.

### **Cold Weather Dress:**

As often as possible, recess will be held outdoors. During cold weather, we limit these days. When temperatures are below freezing, or there is a strong cold wind, we remain indoors. When temperatures are above freezing, we try to be outdoors whenever possible. Parents/guardians should ensure student's coats are warm enough for outdoor play. Hats, gloves/mittens, and scarves are also encouraged.

### **Dress Code Discipline**

Failure to follow dress code will be dealt with in the following manner:

- 1st offense: Written warning to be sent home and returned signed by parent/guardian.
- 2nd (and future) offense: Parent/guardian will be called to bring appropriate clothing or pick up student from school.
- 3rd offense: Issue is brought to the school board to determine status for continued enrollment.

## **STUDENT CONDUCT AND DISCIPLINE**

Appropriate discipline is essential to the successful operation of any school. Because we care about each child, our discipline policy is a positive one. It is a management plan which calls attention to the desired behavior in an immediate and loving way. The key to the positive management plan is praise. It creates an enjoyable learning environment, one that encourages academic excellence, social interaction, spiritual development, and responsibility for self. We do not allow the use of corporal punishment in our school.

- Students should respect the premises by walking in the hallways and using inside voices.
- Students should not bring toys to school without the teacher's consent.
- Students should not chew gum on the school premises and/or snack during class.
- Students are to be in the classroom at designated times. Teachers need to know where students are at all times. ALL other parts of the school are off limits to students unless the teacher is with the student, or the student has the teacher's permission.
- Student cell phones should be off and are not to be used during the school day without express permission from the teacher.
- Students are to conduct themselves safely in all areas of the school at all times.
- When after school care is provided, students are expected to follow the conduct and discipline rules in this handbook.

Students are expected to conduct themselves in harmony with the philosophy, objectives, and regulations of the school. However, if a student's conduct or spirit becomes out of harmony with these principles or standards and causes disruption of the school environment, that student may be asked to withdraw. The following are examples of serious misconduct not permitted at RAES:

- Deliberate or intentional disobedience and insubordination.
- Profanity, obscenity, or immorality.
- Willful destruction of school property.

- Physical or verbal abuse (fighting).
- Disrespect or rudeness.
- Making threats – direct or indirect –by any means.
- Smoking, use of alcohol or illegal drugs, and gambling.
- Possession of explosive materials such as fireworks or guns.
- Possession of knives or other weapons.
- Dishonesty, including theft, willful deception, and cheating.
- Bullying (verbal, emotional, physical), shunning and/or harassment, in person, online or any means.
- Inappropriate reading materials such as novels, magazines or pictures that contain indecent language, inappropriate graphics, or ideas not in harmony with RAES standards.
- Leaving the school grounds without proper permission.

If a student engages in conduct listed above, the following procedures will be carried out:

1. The teacher will notify the parent/guardian of the problem with the child.
2. If the problem is severe enough to warrant it, the principal will call the parent/guardian to come and take the child out of school.
3. Before the student may return, the parent/guardian must meet with the principal and school board chairperson.
4. If the problem is not resolved at step #3, the matter will be referred to the school board.
5. If the previous steps are not satisfactory to all concerned, the problem may then be referred to the KY-TN Conference Department of Education.

## **PARENT/GUARDIAN RESPONSIBILITIES**

Open communication and a good relationship between parents and teachers are essential. Parent/Teacher Conferences are scheduled twice per year. Participation in these conferences is important and highly recommended. If you are not able to have a conference on the scheduled date please contact your child's teacher to arrange for an alternate time.

Grade reports are issued after the close of each quarter. These reports should be examined by the parents/guardians for both scholarship and conduct.

One element of a positive environment is appreciation. Parents are encouraged to let their child's teacher know his/her efforts are noticed. Notes of appreciation may be submitted via at **ridgetopadventistelementary@gmail.com** to be made a formal part of the teacher's record.

One of the main characteristics shared by exceptional schools is a high degree of parent involvement in the school program. Because we strive to be a school of excellence, we require parents to participate actively in the school program. This accomplishes two very important objectives:

1. It helps the parents gain firsthand knowledge of what is required of their children and how they are doing. This is important since Christian education is truly an extension of the home learning environment

2. It allows staff to become better acquainted with parents in order to solicit their support in the activities being done for, with, and by their children. This requirement may be fulfilled in many ways – lunch supervision, grading papers, assisting with field trips, participation in Home & School committees, etc.
3. Seeing that your child’s homework is done plus reading with them at night also helps in the overall school program and ensures your child’s success in school.

## Volunteers

The school always welcomes volunteer help, and there are many ways one can be of assistance. It is school policy that any volunteer assisting at the school and/or on field trips, , must complete the Verified Volunteers course, consent to a background check and complete any required training.

# BACKGROUND CHECK INSTRUCTIONS

Revised February 27, 2020

DO NOT USE A MOBILE DEVICE (USE A DESK TOP OR LAPTOP ONLY)  
USE GOOGLE CHROME, SAFARI, FIREFOX (THE SYSTEM DOES NOT SUPPORT INTERNET EXPLORER)

**Step 1:** Go to <https://www.nadadventist.org/asv> and click on the first-time registrant button

**Step 2:** Select the state where your program is located and then select the conference

**STATE:** SELECT TENNESSEE OR KENTUCKY ONLY

**CONFERENCE:** KENTUCKY-TENNESSEE CONFERENCE

**Step 3:** Create a user ID and a password you can easily remember. It’s recommended to use your email address for your user name.

**Sterling**  
Volunteers

Please create a user id and password that you will use to access your account

Common names like John and John are not good choices as they are most likely already in use.  
Common abbreviations like John and Johnson are also likely to already be in use.  
We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID

Create a Password

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 8 characters long.  
Your password must be at least 8 characters long.

[CONTACT YOUR ABOUT OUR CONTACT INFORMATION](#)

Already have an account?

**Step 4:** Please provide the information requested on the screen. (Note: Do not click the back button or your registration will be lost). **ENTER YOUR NAME EXACTLY AS IT APPEARS IN YOUR DRIVER’S LICENSE AND/OR SOCIAL SECURITY CARD, OR OFFICIAL ID IF YOU DO NOT HAVE A SOCIAL SECURITY NUMBER AND DRIVER’S LICENSE. REVIEW YOUR INFORMATION FOR MISSPELLINGS AND TYPOS.**

**Step 5:** Select your primary location where you work or volunteer and click continue. If you work or volunteer in another location, please select ‘Yes’ and then select the location.

**Sterling**  
Volunteers

Please select the primary location where you work or volunteer.

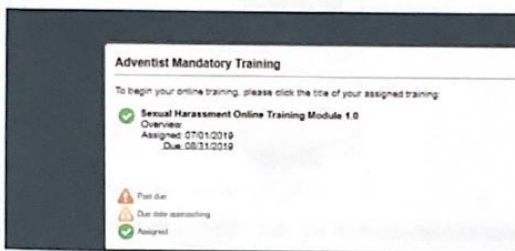
Location - Please select:

If you are associated with multiple locations please choose the primary location first.  
The job site information and location history will be used to determine your location.

**Step 6:** Select your role(s) within the organization (multiple roles may be selected). **IF YOU DO NOT HAVE A VALID DRIVER'S LICENSE, PLEASE SELECT A ROLE THAT DOES NOT REQUIRE A DRIVER'S LICENSE (LOOK FOR ROLES WITH THE WORDING "WITHOUT DRIVER'S LICENSE").**

**Step 7:** Click on the green circle to begin the online training. Upon completion, the last screen will allow you to print a certificate.

## Sterling Volunteers

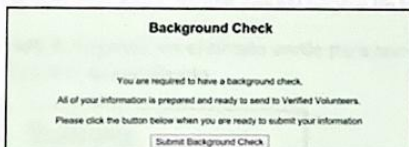


### Additional Details:

Once the online training and the submission of your background check is completed, you can [login to your account](#) and click on 'My Report' to view your online training, retrieve a certificate, and view your background check completion date. You can also access 'Update My Account' to update your personal information.

**Step 8:** Please read the instructions regarding the details of the online training and then proceed. Select 'Click Here' to begin the online training (Note: Training can take up to one hour).

**Step 9:** Upon completion of your online training, you will be instructed to complete your background check. Please complete the steps within the background check process.



**You should receive an email confirming you have successfully submitted the background check.**

**The mission of this platform is to provide you with powerful tools that are easy to understand and even easier to use. If you need technical support please call our toll-free number, [1-855-326-1860](tel:1-855-326-1860) – Option 1 – enter client number 6548.**

## **School Policies & Handbook Updates**

Information concerning school policies and activities is published in the school handbook and parents are provided with regular, timely updates by email or in the weekly newsletter. Ultimate responsibility for awareness of school events, compliance with school policies, and participation in required school activities rests with the parents.

The school board reserves the right to make changes to the handbook at any time. In the event of changes during the school year, parents will be notified in writing before those changes take effect.

## **Emergency Contact Information**

It is essential that the school has the correct phone numbers for parents/guardians on file at all times. Any change of address, home or work phone numbers should be reported immediately to the school office.

## **Child Allergies**

Parents must disclose any food or other allergies to the school upon enrollment.

## **Problem Solving Procedure**

If a parent/guardian has a question or concern regarding a problem with a student or teacher, our **Problem Solving procedure** is as follows:

1. Pick up a Concern/Appreciation Form from the office and write out the specific concern.
2. Contact the teacher to discuss the matter.
3. If the problem persists, discuss the issue with the principal.
4. If the problem cannot be resolved at this point, discuss the issue with the school board chairperson.
5. If the problem has not been resolved and needs to be considered by the school board, it should be requested through the principal or school board chairperson.

The relationship between the parent and school is essential to the success of their child(ren) in all aspects of the school experience. The school recognizes that failure to maintain a positive working relationship between the parent and school will have a negative effect on the child. Therefore, if the school board determines that the parent/school relationship is counterproductive to the student's success, the parents will be required to withdraw their child(ren) from the school program.

## **Child Custody**

All custody concerns should be reported to the school office at the beginning of each school year. In cases of restricted visitation rights, the school should be given a copy of the court documents stating the conditions for visitation.

## **Child Abuse and Neglect**



Ridgetop Adventist Elementary School follows state and county child abuse and neglect laws. Teachers and staff are required to adhere to such laws in reporting suspected abuse.

## **SERVICES AND PROGRAMS**

### **Home & Church School Association**

The function of the Home and School program is to enhance Christ-centered communication between parents/guardians, child, school, church, and community. Educational features focusing on parent/guardian-child relationships, family-church activities, recreational outings, and fundraising campaigns designed to meet the school's needs while benefiting the community will accomplish this. Participation by school and church constituents is encouraged and necessary for the success of this program. Christian representation and fulfillment are the expected outcomes.

The main objectives for the Home and School Association are:

- To bring the church school ever more fully into harmony with the principles of Christian education in spirit, content, and methods.
- To work toward enrolling every Seventh-day Adventist child in church school.
- To enhance family interaction and education.

### **School Board**

The RAES school board operates in harmony with the School Board Manual of the Southern Union Conference of Seventh-day Adventists. School board meetings are held once a month and are open meetings unless the board is in executive session. The board welcomes suggestions for agenda items, which should be presented in writing to the Principal or Board Chair to be added to the next agenda.

### **School and Classroom Newsletters**

To keep parent-teacher communication open, classroom teachers will send home a newsletter on a regular basis and school wide announcements will be sent home as needed.

### **Graduation**

Graduation is a landmark in a child's education and climaxes at the end of each school year. It is a long-anticipated and very important occasion for the entire school family. The eighth grade and Kindergarten teachers and students plan the graduation program. The Home and Church School leaders plan and coordinate the reception. The following guidelines are followed:

- The eighth grade students, their parents, and the class teacher decorate the church sanctuary for graduation.
- The seventh grade students are encouraged to assist with the decorations for the reception in conjunction with the home and Church School leaders.

- Simplicity and Christian dignity will characterize the graduation program. It will be conducted in harmony with the recognized principles of proper decorum and conform to the standards and principles of Seventh-day Adventist schools.
- A reception is held following the graduation program to afford parents, family, and guests the opportunity to greet and congratulate the graduates.

## **MISCELLANEOUS POLICIES**

### **RAES Business Telephone**

The school telephone is for business use only. Parents/guardians and students are requested to call only when absolutely necessary or in case of emergency. Students are not permitted to use the school telephone without permission. Since the teachers are busy in the classroom, the school has an answering machine to take the calls when the phone cannot be answered. Teachers should not be called on their cell phones during school hours, just send a text. The teacher can call and/or text you back at a convenient time that will not interrupt the classroom procedures.

### **Meals**

Good health has a positive effect on academic performance. To help your student do his/her best, please:

- Parents must disclose any food or other allergies to the school upon enrollment
- Please feed your student a well-balanced breakfast at home.
- Students may bring a lunch that is ready to eat with minimal warming up (less than two minutes). Teachers cannot be responsible for preparing individual student lunches.

### **Health & Medication**

The school may not dispense medications of any kind to students, or permit them to be taken without written parental consent. Parents may send prescription or non-prescription medications to the school for their child. These are to be given to the child's teacher and clearly marked with the child's name. Prescription medications must be in the original container with the student's name, name of medicine, dosage, and time for each dose.

Students are expected to be medically able to participate in all school activities. Any request for a student to be excused from P.E. or any other school activity for medical reasons must be made in writing, and excuses for more than two days must be signed by the student's physician. **For the wellbeing of your child and his/her peers, please keep your child home if they are running a fever or are infectious.**

### **COVID Guidelines**

The school is closely monitoring and following the most updated CDC, State, and Conference mandates. In case of exposure please contact your child's classroom teacher for further instructions.

## **Injury & Emergency Situations**

In situations involving minor head injury or any injury leaving a mark, the teacher will:

- Administer first aid if necessary
- Make a factual report of the injury and any first aid given
- Notify the parent/guardian at day's end, providing a copy of the above report

In situations involving loss of consciousness or serious injury, the teacher will:

- Call 911
- Notify the principal
- Notify the parent/guardian

## **Bicycles/Roller Blades/Skates**

Rollerblading, bicycling, skateboarding, roller skating, riding of scooters, etc. are allowed only as part of an organized activity.

## **Care of Personal Property**

The school is not responsible for money or other valuables kept by the student or left at school.

## **Cell Phones**

Cell phones are a severe distraction to students, but students are allowed to bring cell phones to school and school sponsored functions with teacher permission. Cell phones must remain turned off and the student is not allowed to use their device for any reason during the school day. **Students bringing cellphones to school are required to turn their phone in to the teacher at the beginning of the school day.** If a student forgets to turn in the phone and it rings or is seen by a teacher, it will be collected and returned to the student at the end of the day. The teacher will consult with the parents prior to returning the phone to the student if the situation occurs again.

## **Personal Electronic Devices**

Personal iPads, MP3 players, Smart watches, Gameboys, laptop computers and/or other electronic devices are NOT permitted on the school grounds during school hours or on any school sponsored trips except with special permission from the sponsoring teacher. Devices may be collected by the staff and will only be returned to the student after the teacher has consulted with the parents.

## **Emergency Procedures – School Closing**

School policy is to follow Robertson County schools closing decision on the first day of a weather event. On subsequent days the principal will determine whether or not RAES will be closed and the closing status will appear on Channel 5 and on our Facebook page, and individual teachers will text or call each family. In the event of a weather emergency after the school day has begun parents will be notified of school closure by phone/text. Because hazardous road conditions can often be localized to specific towns

or neighborhoods, absences will be excused in these instances for families who choose to keep their child(ren) home because of road hazards when RAES is not closed.

## **Privacy Policy**

While the students' privacy is respected, it is understood that teachers have the right to search students' lockers, book bags, purses, and other items if it is deemed necessary to ensure school safety and compliance with school rules. Any such search will be carried out by a minimum of two school personnel. Reasonable efforts will be made to contact parents before a search is made.

## **Asbestos in School Building**

In compliance with federal regulations, the school building has been inspected for asbestos and is under an asbestos management plan. Asbestos has been enclosed and encapsulated and poses no danger to students, staff, visitors, etc. The management plan is located in our school files and is available for review upon request.