



# SAWGRASS ADVENTIST SCHOOL

*To build a Child is easier than Rebuilding an Adult*



*Quality Individualized Education*  
*Nurturing Christian Environment*

# SCHOOL HANDBOOK

Effective: August, 2022

# WELCOME



## TO THE SAS FAMILY !

It is our desire for the information  
in this Handbook  
to facilitate a smooth and successful school year  
for all our students and parents.



*We're happy you're with us !*

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Tuition & Fees





# SAWGRASS ADVENTIST SCHOOL

## IN THE BEGINNING ...

Sawgrass Adventist School, previously known as Fort Lauderdale Adventist School in the early 1930's, was located on property owned by Frank Stranahan. His wife, Ivy Stranahan, was the first teacher and founder of Adventist Education in Broward County, Florida. In 1973, the Stranahan residence was named to the National Register of Historic Places and is currently the oldest residence in Broward County.

Mrs. Stranahan sponsored three Seminole Indian children to our school. This is a reminder that our school, established many years ago, shares its history with the establishment of Broward County.

Over the years the school changed its name and location several times. Beginning in 1932, in a building that had been a bakery on West Las Olas Boulevard at about 9th Avenue, the school was one room with Mrs. Solomburger as teacher. After a few years the school moved to SW 1st Avenue, just west of Andrews Avenue, presently the site of the Broward County Administrative offices. For approximately 70 years, our school has provided Christian education to the Adventist families of Broward County.

Our campus moved from Fort Lauderdale to Plantation, Florida, in 1977 when a new school facility was established at our current location. Our school still exists today with the help, financial support and leadership of many individuals who have shared the vision of helping young people obtain a Christian education and focus in life.



# ***PHILOSOPHY***

The Seventh-day Adventist philosophy of education is based on the following premises and beliefs:

- ✓ That God, our Creator and Sustainer, is the source of all true knowledge and wisdom
- ✓ That the image of God in which man was created has been marred by sin
- ✓ That Christian education, by encouraging faith in Jesus Christ, helps restore in mankind the image of his Master while preparing him for success in life's various endeavors

Christian education, within the context of Seventh-day Adventist beliefs, encompasses more than a curriculum or certain course of study. It involves more than preparation for daily living in the present world. It has to do, rather, with the whole being, and with the whole period of existence possible to man. Christian education, as defined by Seventh-day Adventists, is the harmonious development of the physical, mental, and spiritual powers in preparation for a life of service both to God and our fellow man. It provides an opportunity for the optimal development of young people in the Seventh-day Adventist denomination which operates a worldwide educational system. "Train up a child in the way he should go," wrote Solomon, "and when he is old he will not depart from it." (Proverbs 22:6).

It is the goal of Seventh-day Adventist education to provide an educational program that prepares students for success in day-to-day living while encouraging them to cherish the values, beliefs, and ideals taught by Jesus Christ.

It is the purpose of Sawgrass Adventist School to provide a program of activities that is Christ-centered, a curriculum that is comprehensive, and an environment that lends itself to physical, mental, social, and spiritual development. Sawgrass Adventist School purposes in the various aspects of its educational program to prepare its students for effective citizenship on this earth and for a rewarding citizenship in the earth made new.

## ***STATEMENT OF MISSION and CORE VALUES***

Sawgrass Adventist School is a K-8 Christian school family, dedicated to helping students develop the skills needed to reach their full potential spiritually, mentally, and physically while strengthening their God-given abilities that they may become responsible citizens and positive contributors to society.

Education at Sawgrass Adventist School is predicated on the beliefs that each student is unique, that each student is of inestimable value, and that education involves not just learning to read, write, and spell, but the development of the whole person. Students are encouraged to seek out opportunities for service to God and man as a way of life, to be thoughtful and sensitive to the needs of others, and to enjoy fullness of life through active participation in the Christian faith.

Our Core Values include: academic excellence, prayer, understanding the Bible, integrity, respect and, servant hood.

## **GENERAL INFORMATION**

- Sawgrass Adventist School is located at:

11701 NW 4th Street, Plantation, FL 33325

Telephone Number: 954-473-4622

Facsimile Number: 954-370-8041

E-mail Address: [administration@sawgrassadventist.org](mailto:administration@sawgrassadventist.org)

- Our school system offers Christian education from Kindergarten through Eighth Grade. This program includes the following:
- Fostering developmentally appropriate education in all domains (i.e., cognitive, physical, social, emotional, and spiritual).
  - Meeting the curriculum requirements as set forth by the SDA North American Division Department of Education.
  - Maintaining a flexible program that takes into consideration the various developmental stages and individual differences of children.
  - Encouraging maturational growth and development with respect to natural paces and processes for learning.
  - Facilitating a smooth transitional experience that extends from the home and/or early childhood programs into the elementary school.
  - Providing a learning environment that is stimulating and fun, and fosters active learning for all students at all levels of learning.
- The school follows the typical curriculum of most elementary schools but with the significant addition of classes in religion. Students from various denominational backgrounds seek Bible-centered education at Sawgrass Adventist School.
- While we encourage parents/guardian-teacher communication, please arrange parental/guardian visits with teachers before or after school hours.

## **ACCREDITATION**

Sawgrass Adventist School is accredited by the Florida Conference of Seventh-day Adventists, an approved accrediting association of the Florida Association of Academic Non-Public Schools (FAANS). FAANS is an affiliate member of the Council for American Private Education (CAPE) and is recognized by the State of Florida.

## ***ADMISSION***

Sawgrass Adventist School exists to provide a Seventh-day Adventist Christian education to the youth of its various supporting churches, and community. It is expected that all who apply for admission will respect and honor the Seventh-day Adventist Christian principles on which the school was founded.

## ***NON-DISCRIMINATION***

Sawgrass Adventist School admits students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Sawgrass Adventist School does not discriminate on the basis of race, color, or national/ethnic origin in administration of its educational policies, and school-administered programs.

## ***FULL DISCLOSURE***

Our school is not equipped to teach any student with a severe learning disability. However, teachers are willing to work with special needs students who are able to be part of the general classroom environment.

Parents/guardian must submit full disclosure of all diagnostic/medical/psycho-educational reports to the Principal and/or the Admissions Committee prior to registration to ensure that the student's needs can be satisfied.

If full disclosure is not submitted at the time of registration and it is later determined by the school that diagnosis and/or reports of testing were available at the time of registration, the student may be withdrawn until appropriate curriculum and strategies are established. Furthermore, it may be determined that the educational needs of the student cannot be met at SAS resulting in the student not being re-admitted.

## ***ELIGIBILITY FOR ADMISSION***

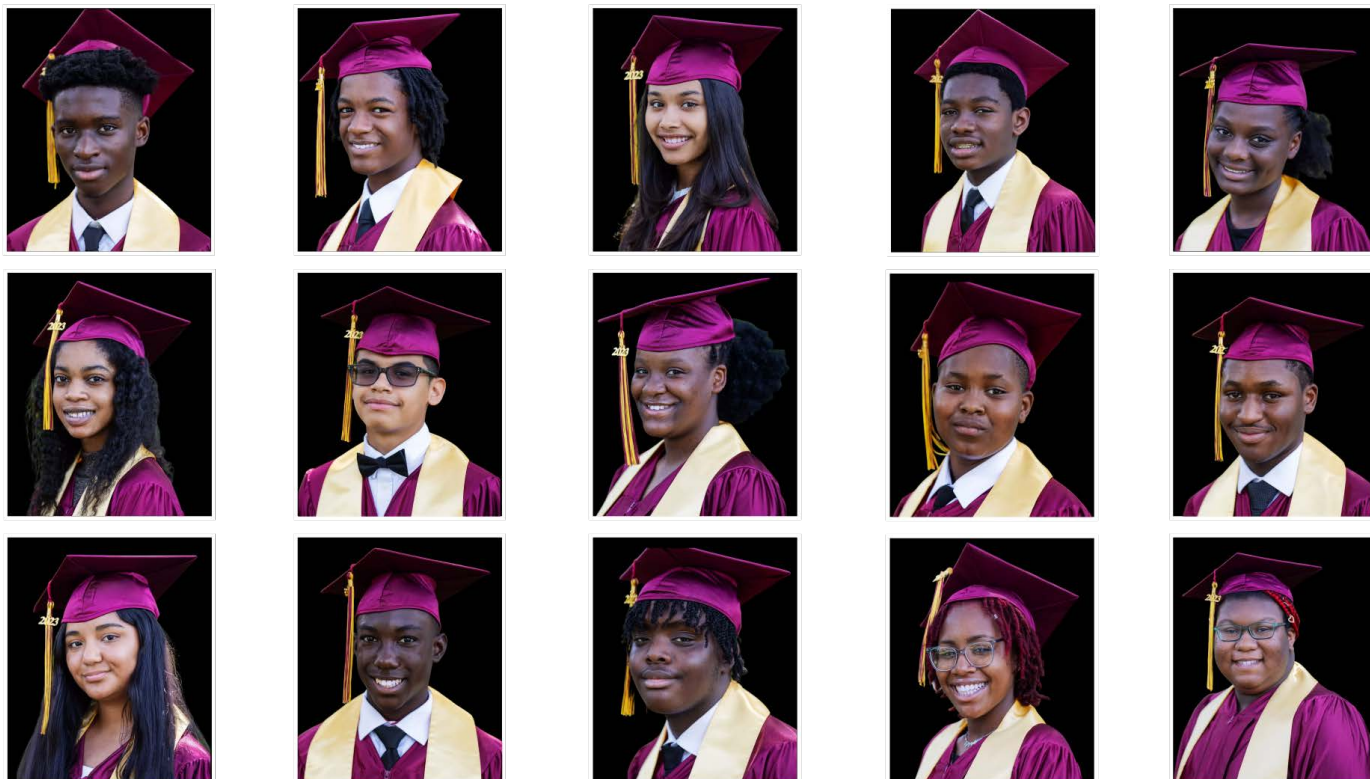
To be considered for possible admission to Sawgrass Adventist School, the following requirements must be met:

- ✓ Prospective student must express and demonstrate a definite interest in receiving a Christian Education.
- ✓ Prospective student and parent or guardian must acquaint themselves with and agree to abide by the rules, goals and objectives of Sawgrass Adventist School as described in the SCHOOL HANDBOOK.
- ✓ Prospective students transferring to Sawgrass Adventist School from another private school must provide confirmation that financial accounts with the previous school have been settled.
- ✓ Prospective students will be tested for purpose of placement.



## ***In Addition ...***

- ✓ All new students and all students entering grades 4 and 7 require a current Student Health Examination (Form DH 3040)
- ✓ All seventh grade students must have scoliosis screening.
- ✓ All students must have on file a Florida Certification of Immunization (Form DH680) dated and signed by their physician and a copy of their Social Security card.
- ✓ Copy of Birth Certificate.
- ✓ Students entering first grade must be at least six years of age by the first day of September.
- ✓ Students entering kindergarten program must be at least five years of age by the first day of September.
- ✓ Students entering kindergarten must be appropriately toilet-trained.



*Graduating Class of 2023*

## ***Note in regard to Admissions ...***

No admission is considered final until acceptance has been approved by Sawgrass Adventist School Student Admissions Committee. For students transferring from another private school, documentation must be provided that financial accounts with all previous schools have been settled to each schools' satisfaction.

## ***STUDENT ACCIDENT INSURANCE***

Students are covered while on school premises, at school sponsored activities, as well as activities sponsored by the school including travel to and from such activity in a vehicle authorized by the Administration.

Skates, skateboards, wheelies, scooters, or other recreational modes of transportation are not to be brought onto campus due to lack of insurance coverage for such activities.

## ***FINANCIAL INFORMATION***

Sawgrass Adventist School Board is obligated to meet on a current basis the operating expenses of the school. Since these costs are met largely through income from the student charges, it is impossible for the School Board to allow student indebtedness to accumulate.

At registration time, the parent or legal guardian of each student will be expected to sign a tuition contract with Sawgrass Adventist School. It is also expected that the terms of the contract will be promptly met for the duration of the contract. No student will be allowed to register if the parent has a balance due from previous years. Students with outstanding balances will not be allowed to take semester examinations until satisfactory arrangements are made. *Records will not be released until accounts are paid in full.*

The first payment will be due the first week of August, and then the first of every month, with the last installment due on the first of May.

Accounts more than 7 days overdue are considered delinquent. If arrangements are not made in advance the students will be withdrawn from school. Sawgrass Adventist School has a zero tolerance policy on delinquent accounts.

School activities, such as outdoor education, Festival of the Arts, some field trips, graduation, etc., are additional and all expenses are not covered by tuition fees; therefore, parents are responsible for any additional expenses incurred.

# ***FINANCIAL POLICIES***

Experience has shown the following financial policies to be necessary for the efficient operation of Sawgrass Adventist School:

- ✓ **Student accounts from the previous year must be settled before the student is permitted to enroll for another school year.** Since parents are generally the ones responsible for the student accounts, any delinquent accounts remaining from brothers or sisters must be settled before another child from the family will be admitted as a student.
- ✓ If a financial problem should arise, parent, guardian or other financially responsible party is to contact the Treasurer or Principal with a written proposal to the SAS Finance Committee to work out a plan of payment. At such time as a student(s) account becomes delinquent, a deadline for complete payment of the past due amount will be set in order for the student(s) to continue in school.

## ***FINANCIAL AID***

Limited help at times can be made available from local churches and private donors for worthy students needing financial assistance with the payment of tuition. Students requesting such aid should complete a Financial Aid Form to be submitted to the Sawgrass Adventist School Finance Committee and the local church board for action prior to entry into the school.

Financial aid may also be available through Step Up for Students FTC Scholarship , Family Empowerment Scholarship, Gardiner Scholarship, AAA Scholarship and McKay Scholarship Programs.

Records are kept of each student's work and continuation of monetary aid is contingent upon satisfactory school attendance, deportment, and educational advancement throughout the year.

## ***RELEASE OF TRANSCRIPTS***

In harmony with the policy established by the General Conference of Seventh-day Adventists and Sawgrass Adventist School School Board, transcripts of credits or diplomas will not be issued until the student's account is paid-in-full.

## ***SCHOOL HOURS***

Classes start at 8:15 am each day and dismiss at 3:30 pm Monday through Thursday and 1:00 pm on Fridays. If students arrive before 8:15 am, they must report to the SAS gym. They will then be admitted into their respective classrooms at 8:15 am. Children arriving after 8:15 am will report directly to their respective classrooms.

See **SUPPLEMENTAL ADDENDUM** for additional information.

## ***SCHOOL / CLASS TRIPS***

Among the various trips sponsored by Sawgrass Adventist School each year are field trips, Outdoor Education, Festival of the Arts, 8th class trip, etc. Standards of student conduct contained in the Handbook, or announced by the faculty, apply to all school sponsored trips. SAS reserves the right to suspend a student from any school sponsored trip due to student behavior deemed unacceptable by SAS Administration.

In order for students to participate in any overnight trips, they must maintain a passing grade in all classes. Any student earning a failing grade in any class must be at Sawgrass Adventist School during regular school hours for the duration of the trip.

## ***PARENT TEACHER CONFERENCE***

Parent/Teacher Conferences are scheduled at the end of the 1st and 3rd nine-week grading periods to discuss progress made by the student and receive grade reports. Conferences can be scheduled at other times of the school year as needed; however, please do not ask to meet with a teacher during class time.

# GRADING SYSTEM

A+	100 - 96	C+	79 - 76
A	95 - 92	C	75 - 72
A-	91 - 90	C-	71 - 70
B+	89 - 86	D+	69 - 66
B	85 - 82	D	65 - 62
B-	81 - 80	D-	61 - 60
		F	59 - Below



# HONOR ROLL

At the end of each nine-week grading period and each semester, an Honor Roll is posted based on the following standards:

- |                   |            |
|-------------------|------------|
| Principal's List  | A+ average |
| High Honor Roll   | A average  |
| Honor Roll        | B+ average |
| Honorable Mention | B average  |

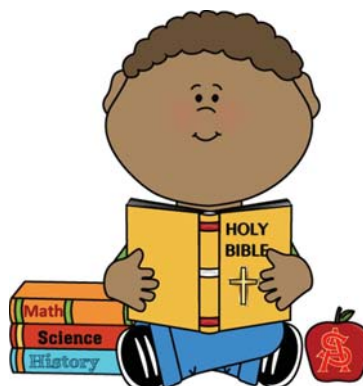


# PARTICIPATION IN 8<sup>th</sup> GRADE GRADUATION

For an eighth grade student to participate in year-end graduation exercises, a current year passing grade is required in all subject areas taught for the completion of the eighth grade; Financial Account must be satisfied; and, student must uphold and practice appropriate standards of conduct.

# GENERAL CITIZENSHIP STATEMENT

Sawgrass Adventist School maintains the ideals of the Seventh-day Adventist Church in matters of morals, dress, and conduct. The teaching of these ideals is one of the reasons for the existence of Seventh-day Adventist Christian Education. The standards for conduct are intended to improve a student's standing in society, develop character, ennoble the mind, and increase happiness.





# ***CITIZENSHIP STANDARDS***

Sawgrass students are expected to demonstrate a willingness to cooperate with the citizenship standards outlined for the school, as follows:

- ✓ Support the Christian ideals of the school
- ✓ Practice honesty, truthfulness and integrity
- ✓ Practice punctuality and dependability
- ✓ Dress modestly, neatly, and according to SAS dress code
- ✓ Uphold and practice the Sawgrass Adventist School standards of conduct.

Students displaying exemplary citizenship, Fruits of the Spirit traits, and who are positive role models may be chosen by their peers and faculty to be an SAS Star Student. At the end of each semester a Star Student List will be posted.

## ***GENERAL REGULATIONS***

ALL POSTED CLASSROOM RULES OF CONDUCT HAVE THE SAME LEVEL OF INTENSITY AS THOSE PUBLISHED IN THE SCHOOL HANDBOOK.

All regulations and principles of conduct remain in force throughout the year. Discipline, when needed, will be designed to direct the student toward a more meaningful acceptance of Christian rules of conduct. If a student's progress or conduct is unsatisfactory and out of harmony with the standards of the school, or if their influence is determined to be detrimental to themselves or others by the Administration or staff, the student can be suspended or expelled at any time.

## ***SCHOOL REGULATIONS***

The Sawgrass Adventist School Board recognizes both the necessity of proper rules and regulations and the necessity of enforcement of such rules and regulations. The School Board, therefore, requires that the faculty and staff fully implement and enforce all SAS rules and regulations.

While it is necessary for the school to enforce rules and regulations, the ideal is for students to learn self-control which is the best evidence of a developing character. As a person cultivates poise and refinement in their own life, crude, disorderly, and boisterous behavior and mannerisms are dispelled. We expect our students to display and our school to be a place of Christian culture and refinement.

The registration of a student constitutes an expressed agreement on the part of parents to uphold the principles upon which the school is founded.

# **GENERAL CONDUCT**

All standards of conduct are based upon accepted Christian and SDA denomination standards; respect for the right of others; state laws that apply; and, insurance regulations. It is the purpose of this school to instill in each student the desire for a high spiritual and moral life. *No corporal punishment will be permitted nor tolerated at any time on school premises. Nor will parents be allowed to reprimand or harshly address any student on our campus or school-sponsored trips.*

Teachers and parents must work together for the development of right character in their children, and to this end, the teacher will counsel with the parents concerning the conduct of unruly children. When proper student conduct is not demonstrated after counseling with parents and the student, suspension or expulsion may result.

The following are expected behaviors for all Sawgrass Adventist School students:

## **General Rules ...**

- ✓ Follow directions of staff members the first time they are given.
- ✓ Stay in designated areas only.
- ✓ Refrain from littering on campus and eat only in designated areas.
- ✓ Refrain from fighting and using improper or vulgar language.
- ✓ Refrain from writing on or damaging school and church property in any way.
- ✓ Keep hands, feet and objects to yourself.
- ✓ Demonstrate respect for self and others.
- ✓ No gum chewing at any time.

## **Hall Rules ...**

- ✓ Speak softly.
- ✓ Use hall passes at all times.
- ✓ Walk at all times.
- ✓ Do not allow anything to touch, scrape, or otherwise damage school or church walls.

## **Lunch Area Rules ...**

- ✓ Speak softly and use appropriate table manners.
- ✓ Refrain from throwing food.
- ✓ Sit at designated tables.
- ✓ Make sure your area is clean after each meal.



Students are to maintain Christian standards of courtesy, kindness, morality and honesty. Students must show respect to all authority and classmates, maintaining a positive attitude. Students are to maintain discipline in the classroom at all times. Students are to leave the classroom only with permission by supervising adult.

There is a zero tolerance for bullying, profanity, indecent language, cheating, sexual immorality, sexual harassment, stealing, defiance to authority, unlawful or violent acts, willful destruction or defacing school property.

# ***DISCIPLINE***

The aim of any discipline is to help the student develop self-control and understand his/her responsibilities as a child of God.

Discipline will be maintained by individual classroom teachers. Each room will have rules appropriate to class age levels. Violation of these rules will be dealt with by the teacher. Repeated violations will result in student being sent to the Principal's office for further action

When a student is sent to the Principal's office it may be necessary that the student be sent home immediately and/or suspended. In keeping with Christian treatment of students, each offense will be dealt with according to the severity of the act. Praying and counseling with the student will be the first step in guiding them toward the wisdom of making better future choices.

If an issue of disrespect or disobedience occurs in a classroom and cannot be resolved, the student will be removed from his/her classroom and given time-out until the issue can be resolved. If after following due process, a student is found to be in repeated violation of school rules, refuses to go to another classroom, or continues to be disruptive, the student may be dismissed immediately by Administration. The parents will be called to remove the child from the SAS campus immediately. The student will be suspended for up to three days and will be allowed to return to class only with a written and verbal apology to the staff member(s) involved, fellow student offended, if applicable, and/or to the class if the offending event occurred in a class or during class activity.

If the student repeats the offense, s/he will be suspended pending a meeting of the School Board Discipline Committee to consider further action. This action may include a hearing before the Committee with the student and parents and/or the expulsion of the student.

A Discipline Committee exists to further assist the Administration in dealing with major problems that may arise. The Committee may authorize a longer period of suspension or recommend expulsion by the School Board.



Teachers and parents must work together for the development of right character for their children; and, to this end, the teacher will counsel with the parents concerning the conduct of unruly children. When proper conduct of the student is not achieved after counseling with the parents and the student, expulsion may result.

# **DISCIPLINARY PROCEDURE**

The following procedures are available to the Administration and faculty to encourage compliance with school standards of behavior. The exact disciplinary procedure will be determined by the nature of the infraction.

- ✓ CAUTIONARY ADMONITION - verbal counsel to student by teacher about a discipline problem followed by prayer for restoration.
- ✓ NOTICE OF DISCIPLINE PROBLEM - a standard notice that indicates the student has not met a school standard is sent to the parents.
- ✓ REQUEST FOR IMMEDIATE PARENTAL CONFERENCE - parents will be contacted concerning problems with a student's department at school.
- ✓ PROBATION - a disciplinary status indicating the student has had a trend of discipline problems. Should this trend continue, the student may make himself ineligible to continue in school. While a student is on probation, s/he is ineligible to attend major off-campus school activities. If a class has class officers, s/he will be ineligible to hold said office.
- ✓ IN-SCHOOL SUSPENSION - Students are subject to in-school suspension for violations of the standard of conduct, and major discipline problems. A student undergoing in-school suspension must spend the school day in an isolation area. Schoolwork is assigned and the student cannot leave the area without permission from the teacher or adult supervisor.
- ✓ OUT-DOOR SUSPENSION - A student may be prohibited from attending Sawgrass Adventist School for a determined period of time due to unresolved discipline problems. The Administration will then determine the conditions under which a suspension will be lifted.
- ✓ EXPULSION - a student can be expelled for a major violation of the *standard of conduct* or when it is determined that the student's attendance is detrimental to the SAS student body or staff. If the student and his parents desire the student to continue at Sawgrass Adventist School, they may request to appear before the School Board Executive Committee to petition for reinstatement and indicate how the student plans his/her conduct to be different in the future in regard to the circumstances which led to his/her expulsion.

## ***Serious Infractions ...***

**CHEATING** -- Copying or loaning materials (except when authorized by the teacher) will be dealt with severely. This includes homework, tests, and any portion of a notebook or Internet sources. Intentional cheating will result in discipline and consequences.

**DEFIANCE** -- Students who commit acts of major defiance by challenging authority are sent directly to the Principal and may be subject to suspension.

**VIOLENCE** -- Fighting or verbal threats of violence, **INCLUDING ALL FORMS OF BULLYING**, and sexual actions of violence are prohibited and the student may be subject to suspension or expulsion.

**WEAPONS** -- Students are forbidden to bring on school property or to any school sponsored activity *any* instrument which might be considered dangerous to themselves or other students. The police will be called to deal with the situation and students may be subject to immediate expulsion. Water guns, caps, firecrackers and any such items are also banned from campus.

**VANDALISM** -- Parents or guardians of students who commit acts of vandalism at school or school-sponsored activities are responsible for the repairs. The student will be subject to appropriate disciplinary action.

**DIGITAL, ELECTRONIC DEVICES AND PRINTED MATERIALS**-- Radios, CD players, CDs, DVDs, videos, IPODS, tapes or other unapproved digital or electronic devices, or any questionable reading materials, including electronic forms, are not permitted at school or school-sponsored activities. Such items will be confiscated.

**NOTE:** SAS will not be responsible for missing, stolen, or lost devices.

**FALSIFYING PARENTAL SIGNATURES** -- It is a serious offense to falsify parental, guardian or staff member signatures. Students who do so are subject to suspension.

**DRUGS AND ALCOHOL** -- The improper use or perceived use of any drug, or mind- or mood-altering substance, or alcohol are considered grounds for suspension and/or expulsion.

**INDECENT EXPOSURE** -- Any intentional exposure of private body areas or parts will result in immediate expulsion.

All students have a right to grow mentally, spiritually, and physically in a safe environment. Parents/Guardians of students determined to be out of harmony with Sawgrass Adventist School ideals may be asked to withdraw their child whenever the general welfare of the student body demands it.

It should be understood that the Standards of Conduct represent a joint agreement between the SCHOOL, the PARENT/GUARDIAN, and the STUDENT. The school expects the cooperation of the parents/guardians in enforcing these standards.



# **UNACCEPTABLE CONDUCT AND CONSEQUENCES**

1. Using profane language, indulging in lewd conduct or suggestions, possessing or displaying obscene literature or pictures.
  - ↳ Consequence: Written warning and parents contacted on first offense.
  - ↳ Consequence: Minimum two day suspension on second offense.
2. Dishonesty, including theft; willful deception regarding violations of school regulations; cheating in exams, class work or any phase of school business.
  - ↳ Consequence: Teacher discretion pertaining only for cheating.
  - ↳ Consequence: Written warning and parents contacted on first offense other than cheating.
  - ↳ Consequence: One day suspension on second offense for all malfeasance.
3. Vandalism or willful destruction of any school, church or third-party property, including property of other students, staff members or visitors to SAS.
  - ↳ Consequence: Report and prosecute as appropriate.
  - ↳ Consequence: Subject to fines and other disciplinary action as well as repairing such damage.
4. Using harmful drugs, alcoholic beverages, narcotics, or tobacco in any form or having them in one's possession.
  - ↳ Consequence: Suspension or immediate expulsion.
5. Misuse of school computers, iPads, and/or Internet access (see Acceptable Internet Policy).
  - ↳ Consequence: Minimum one day suspension and/or legal action.
6. Any form of undermining the religious ideals of the school.
  - ↳ Consequence: Minimum one day suspension and formal report due before returning to school.
7. Immoral conduct.
  - ↳ Consequence: Minimum two day suspension and counseling.
8. Conspiracy or participation in hazing, initiation, bullying, or committing any act that injures, degrades, or disgraces a fellow student.
  - ↳ Consequence: Subject to immediate expulsion.
9. Defiance of school personnel.
  - ↳ Consequence: Minimum two day suspension.
10. Assault and battery, fighting.
  - ↳ Consequence: Minimum three day suspension.
11. Misuse of fire/security alarms or extinguishers.
  - ↳ Consequence: Minimum three day suspension.
12. Gambling, betting, or use of playing cards, dice or other gambling devices.
  - ↳ Consequence: One day suspension and formal report on problems associated with gambling. A student may be dismissed immediately depending on the nature of the offense.

## ***STUDENT RECOURSE***

The parents/guardians has the right to state their case in person before the Executive Committee of the SAS School Board. It is the responsibility of the parents/guardians to let the Principal know if they wish to meet and address this Committee.

The student gains most from his school experience when a good relationship exists between home and school. When discipline is determined to be necessary, a student receives the greatest benefit if parents/guardians and staff work together.

## ***PROBLEM SOLVING / GRIEVANCE POLICY***

When there is a disagreement between parents/guardians and teacher over enforcement of Sawgrass' rules and regulations or administration of discipline, the following steps are available for the purpose of seeking resolution:

- ✓ The parent/guardian is encouraged first to talk with the particular staff member involved and attempt to resolve the issue on a one-to-one basis.
- ✓ If resolution is not reached, the parent/guardian is encouraged to ask the school Principal to participate in the effort to resolve the issue.
- ✓ If the above attempts have not resulted in resolution of the issue, the parent/guardian is invited to put his or her concern in writing for consideration by the Chairperson of the School Board.
- ✓ If the issue remains unsolved, the parent/guardian may then contact the Department of Education of the Florida Conference of Seventh-day Adventists.

## ***SPECIAL NOTE TO PARENTS/GUARDIANS***

All students attending Sawgrass Adventist School must be living with their parents or legal guardian. The success of the school depends to a large extent upon the good faith and wholehearted cooperation of parents, students, and staff.

Assignments at Sawgrass are usually sufficient to provide the average student with enough homework to keep them occupied during the evening hours which should be devoted to study and family worship. Sawgrass Adventist School, therefore, requests the cooperation of each parent and guardian during the hours outside the school program in upholding and observing the principles and regulation of Sawgrass and encouraging top performance in all curricular and extra-curricular activities.

Punctuality and regularity in attendance are important and desirable qualities needed for life. Parents are required to familiarize themselves with the attendance policy of the school. Notice for tardiness, absence or early release due to scheduled appointments must given 24 hours in advance.

Individuals other than parents or guardians must show photo identification and have an Approved Release Form authorizing them to remove a student from the SAS campus. Parents/guardians must notify the SAS office personnel if someone other than themselves will be picking up their child/ren.

# **ACCEPTABLE INTERNET USE POLICY**

Sawgrass Adventist School offers Internet access for student use. This document contains the Acceptable Use Policy for student use of the Internet.

## ***Educational Purpose***

Use of the Internet has been established for a limited educational purpose. The term “educational” purpose includes classroom activities and limited high-quality self-discovery activities. The Internet access has not been established as a public access service or a public forum. Sawgrass Adventist School has the right to place reasonable restrictions on the material students access or post through the system. Students are also expected to follow the rules set forth in this Acceptable Use Policy.

Students may not use the Sawgrass Adventist School Internet connection for commercial purposes. This means students may not offer, provide, or purchase products or services through the Sawgrass Adventist School Internet connection.

## ***Student Internet Access***

All students will have access to Internet information resources. However, the Internet may only be accessed with direct knowledge of the teacher and when an adult is present in the room.

The student and their parents/guardians must sign the Acceptable Use Agreement to be granted permission to use the Sawgrass Adventist School Internet connection. The parents/guardians or teacher may withdraw their approval at any time after consultation with the SAS Administration.

## ***Inappropriate uses***

The following uses of Sawgrass Adventist School Internet connection, including but not limited to My Space, Facebook, Twitter or other social networks, are considered to be unacceptable:

- **BREACH OF PERSONAL SAFETY**
  - ✓ Posting of personal contact information by a student about themselves or other people. Personal contact information includes, but is not limited to, name, birth date, home address, school address, Social Security number, etc.
  - ✓ Student agreeing to meet with someone that they have met online.
  - ✓ Student’s failure to promptly disclose to teacher or other school employee any message received that is inappropriate or makes them feel uncomfortable.
- **INAPPROPRIATE ACCESS TO MATERIALS**
  - ✓ Student will not attempt to gain unauthorized access to the Sawgrass Adventist School Internet account or to any other computer system.
  - ✓ Students will not use the Sawgrass Adventist School Internet connection to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).

# ACCEPTABLE INTERNET USE POLICY

## ***Inappropriate uses*** (continued)

- **INAPPROPRIATE ACCESS TO MATERIALS** [continued]
  - ✓ If any student should mistakenly access inappropriate information, the teacher or another adult school employee must be immediately informed.
  - ✓ Each parent/guardian should instruct their child/ren of any additional information they feel would be inappropriate to access.



 **SAWGRASS ADVENTIST SCHOOL DOES NOT ACCEPT RESPONSIBILITY FOR THE STUDENT ACCESSING A SCHOOL APPROVED SITE THAT THE PARENT MAY NOT PERSONALLY APPROVE OF.**

## ***iPads***

We appreciate your parental support of our iPad Initiative. While the iPad is a very engaging personal device, its primary purpose is student learning and schoolwork. We encourage parents to help students to adopt healthy habits when using the iPad outside of school and to place limits, as necessary, at home.

## ***Privacy***

Sawgrass Adventist School retains the right to access all student files at any time. Should routine maintenance and monitoring of school's computers/iPads lead to discovery of student violating this Policy, an individual search will be conducted. If there is reasonable suspicion that a student has violated this Policy or the law, SAS will terminate student computer/iPad use privileges and take further appropriate action.



## ***TELEPHONE USE***

The school telephone is not for student use. The only calls allowed will be of an emergency nature. Those will be made by a staff member or with their permission.

Parents must not call students during school hours. If there is an urgent matter, parents may leave a message with the Administrative Assistant or on the SAS answering machine. If a message is left on the answering machine, we will get back to you as soon as possible.

Parents may call teachers before or after school hours.

## ***CELL PHONES***

Student cell phones are not permitted on campus. Any cell phones confiscated from students will be turned in to the SAS Office. If a cell phone is confiscated from a student, parents will be required to pay a \$25 fee and pick up the cell phone in person. At the second offense, the cell phone will not be returned until the end of the school year.

## ***MEDICAL POLICIES***

Current physical examinations are required of all new students entering SAS as well as all fourth and seventh graders. Each student must have a Florida State Immunization form up to date and signed by a doctor. All students in grade 6 must undergo scoliosis screening.

In case of an accident or sickness, minimal first aid will be given. Parents will be contacted and 911 called for all emergency situations.

An accident report will be completed by the supervising school personnel in the event of a serious injury. The original will be given to the parent for emergency room/insurance purposes. A copy will be kept in the student's file.

Parents must complete the Medication Authorization Agreement form and comply with its requirements appropriate to their child's needs. Any child who self-administers any approved medication must do so in the presence of a staff member. See the Medication Authorization Agreement for additional information pertaining to prescribed and unprescribed medication intake.

If your child does not feel well in the morning, please do not send your child to school. A child whose cold is in a contagious stage, has a fever, or is suspected of having a communicable disease must not attend school.

If your child must remain out of school in excess of three (3) days due to a medical condition, a doctor's release or note must accompany the child upon returning to the classroom.

Parents/guardians who wish their child/ren to remain indoors or have limited activity during recess or Physical Education due to illness or temporary physical restrictions must send a signed doctor's note indicating reason and length of time the request is to be in effect.



## ***CLOSED CAMPUS***

Sawgrass Adventist School is operated as a closed campus. This means the student may not leave the campus for any reason without specific permission from the Principal. It also means visitors to the school must obtain permission and a Visitor's Pass at the school office to be in contact with students or teachers.

All students must be accounted for and are expected to be in their assigned classroom unless specifically excused by a staff member.

Parents/guardians are welcome to visit the school. However, it is necessary that arrangements be made with the Principal and teacher in whose room the visit is planned at least 24 hours prior to the time of the visit. Students not enrolled in SAS are not permitted to visit during school hours.

## ***EMERGENCY EVACUATION***

For safety education, emergency evacuation and lock-out drills are conducted periodically. When the alarm sounds, each student will leave the building in an orderly fashion through the nearest exit and will remain in designated assembly areas until the "all clear" signal is given.

## ***SCHOOL CLOSING***

In the event of dangerous weather conditions, Sawgrass Adventist School closings will be in harmony with that of Broward County Public Schools.

## ***HOME AND SCHOOL***

Home and School meetings will be held regularly. All parents and guardians of students in the school are members of the Home and School.

All parents are urged to attend meetings. They help to strengthen relations between parents, teacher, and students. Parents are also encouraged to support special programs and fund-raising programs. Money raised from these programs goes to the Home and School Fund which is then used for supplies to aid in the instruction of the students.



# **APPEARANCE GUIDELINES**

At Sawgrass Adventist School modesty is considered an important virtue and students are expected to dress in harmony with the basic principles of health, appropriateness, and attractiveness. We ask all students to be a representative of the Seventh-day Adventist Church and its mission to humanity in all matters concerning dress style. We want others to have a good opinion of our students, school, and church.

The dress code applies to regular school days and all school outings unless specifically instructed otherwise. **The dress code will be enforced during the school year.**

## **STANDARDIZED DRESS CODE**

SAS school logo is mandatory on all shirts, blouses, jumpers, sweaters, and jackets. These items must be purchased from *French Toast*, SAS Source Code: QS44CC4 ([www.frenchtoast.com](http://www.frenchtoast.com) or 1-800-French Toast [1-800-373-6248]).

### **Boys - All Grades**

*Monogrammed Polos* (Short Sleeve) – Burgundy or Hunter Green

*Monogrammed Polos* (Long Sleeve) – Burgundy or Hunter Green

*Pleated Adjustable Shorts* – Navy Blue or Khaki

*Double-Knee Pants* – Navy Blue or Khaki

### **Girls - All Grades**

*Monogrammed Polos* (Short Sleeve) – Burgundy or Hunter Green

*Monogrammed Polos* (Long Sleeve) – Burgundy or Hunter Green

*Monogrammed V-neck Pleated Jumper* – Plaid

*Skirts* – Plaid, Navy Blue or Khaki

*Scooters / Capris / Pants* – Navy Blue or Khaki

*Flat Front Pants* - Navy Blue or Khaki



Blouses and shirts must be well-tucked in the waistbands of pants, shorts or skirts. A black belt must be worn with any shorts or pants which have belt loops. All shorts, scooters, and skirts must be knee length.

## **Shoes**

Both boys and girls, Pre-K – 8, must wear closed shoes with non-marking soles. *Combat style shoes, boots, heelys or shoes with inappropriate markings or depictions will NOT be permitted on campus.* Shoes must be worn at all times. Sandals of any kind are not permitted.

## **Socks**

Both boys and girls are to wear appropriate socks to coordinate with their uniform. Socks with inappropriate marking or depictions are unacceptable.

## **Personal Grooming**

Unnatural finger or toe-nail colors are prohibited. Hair should be well groomed and clean. No extreme unnatural hair color or styles are permitted. Hair should not be of such a length or cut that it restricts vision or interferes with participation in physical activities. Determination of what is out of harmony with Sawgrass Adventist School standards will be made by the Administration. Bandanas, hoods, hats and/or other head gear are not permitted.

## **PHYSICAL EDUCATION UNIFORMS**

PE is an organized structured class. Students are required to wear Sneakers with traction and non-marking, non-skid soles (no inappropriate markings or depictions)

## **DRESS CODE VIOLATION**

- ✓ Initial violation will be brought to the student's attention by the school staff.
- ✓ The student will not be admitted to class until the appropriate uniform is being worn.
- ✓ A phone call and/or written notice will be sent home with the student addressed to the parents/guardians.
- ✓ The staff has the right to take whatever appropriate measures necessary to ensure the student is in compliance, including charging a **\$ 10 FINE FOR EACH FAILURE TO BE IN UNIFORM,** to be paid at the parents'/guardians' financial expense.



## ***SCHOOL LUNCHES***

Students must either bring their own lunches or purchase a school lunch each day. It is advised that parents provide lunches that are in accordance with the School's policy of healthy eating. Students will be notified on days when a special menu is served. Please do not send soda or candy as these items are unhealthy, promote juvenile diabetes and dental caries, and interfere with the student's concentration. Candy or soda found in the student's possession will be thrown away by SAS staff.

Students are not to share or trade their food due to allergies and medical/religious observances. Please ensure that the student's lunch is appropriately packaged. We do not have facilities for refrigeration of lunches.

## ***DAMAGE TO SCHOOL PROPERTY (Vandalism)***

Any student illegally entering, damaging, destroying, or defacing school property will be subject to fines and other disciplinary action as well as well as parental/guardian responsibility for expense of repairing such damage.

## ***FINES***

Vandalism, overdue library materials, unauthorized food or drink, chewing gum, and dress code violations result in a minimum \$25 fine (dollar amount to be set by the Administration).

## ***PUBLIC DISPLAY OF AFFECTION***

The expression of love and affection is a sacred and personal matter. The holding of hands or other public displays of affection are not allowed on school premises or other school sponsored activities. Students who do not demonstrate self-respect and restraint in such matters will be disciplined, which may include probation, suspension, or dismissal from school.

## ***SAS RESERVES THE FOLLOWING RIGHTS***

- ✓ Sawgrass Adventist School reserves the right to request the withdrawal of any student whose presence is deemed detrimental.
- ✓ The Administration reserves the right to search a student's desk, backpack, electronic devices, or personal space with or without the student's, or parent/guardian's permission or presence. Anything brought on school or church premises, or on school trips, is subject to inspection.
- ✓ The Administration reserves the right to question a student about their behavior at any time without parental/guardian consent.
- ✓ Final interpretation of the Sawgrass Adventist School Handbook is determined by the faculty.

## ***DESKS AND PERSONAL SPACE***

Each student is responsible for the contents and neatness of desks and other personal space. The school maintains the right to inspect a desk, backpack or other space when necessary. The school and staff is not responsible for items taken from desks, backpacks or other personal space on or off campus.

## ***LOST AND FOUND***

Personal items left in halls, classrooms, gymnasium, or premises will be placed in the school office where they may be claimed. Unclaimed articles will periodically be donated.

## ***POSTING OF ANNOUNCEMENTS / SIGNS***

All physical or electronic announcements and posters must be approved by the Administration before being placed, displayed or distributed in the school or on school-sponsored trips.

## ***SELLING / TRADING GOODS***

Students selling or trading of items such as candy, food, or other goods under any circumstances is prohibited on campus or school-sponsored trips.

## ***CAFETERIA***

Parents are expected to send a lunch from home or funds to purchase lunch on days when hot lunches are available. Trading of food is strictly prohibited due to students' dietary requirements/restrictions.

## ***SAWGRASS NEWS***

Newsletters with announcements and other information are e-mailed to parents. These newsletters will enable parents and students alike to stay informed in regard to current events, school closings, and other important information. Parents are responsible to open and read newsletter.

## ***COMPLIANCE STATEMENT***

Upon enrollment, a student and parent/guardian must sign a pledge to observe the rules and regulations of Sawgrass Adventist School and are expected to live in harmony with its ideals and purposes as described in this Handbook.

It is also understood breaking this pledge forfeits a student's right to continue attendance and if allowed to return to school, it is only at the discretion of the Administration or School Board Executive Committee.



# **ATTENDANCE REGULATIONS**

The school opens at 7:00 am for before-school care with classes beginning at 8:15 am each school day. Classes are dismissed Monday through Thursday at 3:30 pm and 1:00 pm on Friday. Students should not be on campus before 7 am.

The G.A.T.E.S. programs are available for the first hour immediately following classes dismissal each day. Any student not participating in the G.A.T.E.S. programs or on campus after G.A.T.E.S. has concluded will be placed in After-Care for a fee. After-Care concludes at 6:00 pm (5:00 pm on Fridays). Parents will be charged \$1 per child/ren for every minute the student remains in After-Care beyond the 5-minute grace period after the posted After-Care closing time.

Any individual(s) other than parents or guardians must have a photo ID and an Approved Release Form authorizing them to pick-up the child/ren. Parents must inform the SAS office of such individual beforehand by emailing administration at [administration@sawgrassadventist.org](mailto:administration@sawgrassadventist.org).

In the Sawgrass educational philosophy, class attendance is considered a vital part of the learning experience. In keeping with this educational philosophy, the Education Code of the Florida Conference and Florida State Law, students are required to be in school each day it is in session, except in case of:

- ✓ Personal Illness
- ✓ Death in the Family
- ✓ Natural disasters
- ✓ Religious holy days
- ✓ Medical / Dental appointments
- ✓ Out-door suspension

Parents are encouraged to schedule appointments outside school hours.

The parents of a student who is absent from Sawgrass Adventist School should phone the office by 9:00 am with the reason for the absence. A note from the parents/doctor is then to be sent with the student the first day s/he returns to class. If no excuse is received by the end of the second day the absence or tardy will be recorded as unexcused

## **Attendance Monitoring System**

School begins at 8:15am. Each student is expected to be on time for school and classes. If a student arrives at school after 8:20am, s/he will be marked tardy. Parents are required to send a note with the student explaining the reason for their child's tardiness.

Any student who receives 15 attendance points per grading period will have to appear with parent(s) for a special conference and subsequent assignment.

- ✓ **Unexcused Tardy to school and class = 1 attendance point**
- ✓ **Unexcused absence = 3 attendance points**

**Penalties, per grading period, will be as follows:**

- ✓ After 5 attendance points, the student will receive detention.
- ✓ After 15 attendance points, students and parents must attend a special conference
- ✓ If more than 15 points are accumulated, parents will be required to pay a \$100 re-registration fee before returning to class.

It is the parents responsibility to be aware of their child's attendance record. Attendance is a part of each student's permanent record.

**SAWGRASS ADVENTIST SCHOOL**

**SUPPLEMENT**



**SCHOOL HANDBOOK**

Effective: August, 2019

# SAWGRASS ADVENTIST SCHOOL

## FACULTY, STAFF & ADMINISTRATION

Robert Stevenson      Principal  
Luseny Alphonse      Vice Principal  
Melissa Mangual      Office Manager

### ELEMENTARY

Kindergarten	Angelique Louine
Grade 1	Heather Kelly
Grade 2	Eleanna Hurst
Grade 3	Luseny Alphonse
Grade 4	Garesa Harrigan-Hughes
Grade 5	Nathalia Knott

### MIDDLE SCHOOL

Grade 6 Homeroom	Candace Brown
Grade 7 Homeroom	Joyanna Flynn
Grade 8 Homeroom	Dane Hurst
Assistant Teachers	Lyne Paul Sheree Bryce-Joseph



### AUXILIARY INSTRUCTORS

Music/Physical Education	Dan Hunter
Art/Technology	Netanya Paul
Special Education	Luseny Alphonse

# SCHOOL HOURS

Classes start at 8:15 am each day and dismiss at 3:30 pm Monday through Thursday and 2:00 pm on Fridays. If students arrive before 8:15 am, they must report to the Before-Care location. Children arriving after 8:15 am will report directly to their respective classrooms.

*Parents/Guardian who regularly cannot pick up students by 3:30 pm (1:00 pm on Fridays) or by the end of G.A.T.E.S. (4:30 pm M-Th, 2:00 pm Friday) must make alternative arrangements for those students to be picked up. Any deviation from the normal transportation routine of the student must be arranged prior to the students coming to school and must be in writing. All arrangements must be made by parents/guardian and will not be the responsibility of the school staff.*

## BEFORE / AFTER-CARE

The Before / After Care program is structured as follows:

Students not participating in GATES or not picked up after GATES by 4:30 pm M-Th, 2:00 pm Friday, will be referred to After Care.

Students will be signed in on the After-Care attendance sheet at gymnasium by a faculty member. Daily attendance sheets will record the time the student is released and must be signed before the student(s) is removed from the premises. Authorized person(s) names and telephone numbers are kept on record in the school office. If a student is being picked-up by a person other than a parent or authorized person, the parent/guardian must notify the SAS school office or the director of the After-Care program. Children will not be released to individuals unknown to the director or Administration. All parents/guardians should make note of the following schedule:

PROGRAM	DAILY SCHEDULE
Before-Care	M – F: 7:00 am – 8:00 am
After-Care	Mon - Thur: 4:30pm - 6:00 pm Friday: 2:00pm - 5:00pm

PROGRAM PRICING	MONTHLY FEE / CHILD
Before-Care	\$ 20.00 per month
After-Care	<p>Pre-Paid monthly payments: \$70.00 for 9 day or less \$120 for 10 days or more</p> <p>Late Fee Charge: \$1/child for every minute beyond 5-minute grace period after the published pick-up time.</p> <p>Payments are due on the 1st of each month.</p>

Additional information available in the Office. Program subject to change



# SAWGRASS ADVENTIST SCHOOL

*To build a Child is easier than Rebuilding an Adult*



## **TUITION AND FEES**

**Yearly Tuition** **\$6,870.00**

**FEES:** (All Students)

Registration	<b>\$230.00</b>
Textbooks/Materials	<b>\$130.00</b>
Student Accident Insurance/Liability	<b>\$70.00</b>

**ADDITIONAL FEES:**

Testing Fee	<b>\$70.00</b>
Technology Fee	<b>\$300.00</b>
Device Fee	<b>\$200.00</b>

**Graduation Fee**

Eighth Grade	<b>\$320.00</b>
Kindergarten	<b>\$100.00</b>

### **Payment Plans**

**Tuition** may be paid using an eleven month plan or ten month plan as follows:

Eleven Month Plan (July 1, 2023 – May 1, 2024)	\$625.00 monthly
Ten Month Plan (Aug 1, 2023 – May 1, 2024)	\$687.00 monthly

We encourage families to contact their Church Pastor or Treasurer for assistance that may be available. Discounts will be applied when confirmation is provided by contributing Church.



Sawgrass Adventist School accepts Step Up for Students and McKay Scholarships. We ask that each family meet with the Treasurer to determine their payments for the coming year.



# SAWGRASS ADVENTIST SCHOOL

*To build a Child is easier than Rebuilding an Adult*

## **SIGNATURE PAGE**

By my signature below, I indicate that I have received the SAWGRASS ADVENTIST SCHOOL Handbook and I am responsible for its contents. I agree to adhere to the policies set forth in the Sawgrass Adventist School Handbook.

*In addition:*

I have read the school's Internet Policies, and give:

\_\_\_\_\_ Grade: \_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_

permission to use the Internet at school within the guidelines set by SAWGRASS ADVENTIST SCHOOL.

Parent:  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Print \_\_\_\_\_

Student:  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Student:  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Student:  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Student:  
Signature \_\_\_\_\_ Date \_\_\_\_\_





