

Alice M. Daley Adventist School

Student Handbook

2025-2026



The Little School
with the Big Heart

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Training Godly leaders for eternity

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Mission Statement

Foster encounters with Jesus, encourage growing in grace, and train for service.

Educational Philosophy

Seventh-day Adventists believe that true education and personal development cannot be separated from knowledge of God and a personal relationship with Jesus Christ. Therefore, Seventh-day Adventist education is Christ-centered.

The Alice M Daley Adventist School, school board, and staff are committed to providing the best possible opportunities for the development of our students physical, intellectual, emotional, and spiritual capabilities.

Our philosophy of education is well summed up in the following quotations:

To restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body mind and soul, that the Divine purpose in his Creation might be realized-this is the object of redemption This is the object of education, the great object of life." (*Education*, p. 15).

Something better is the watchword of education, the law of all true living...Bring (the youth) in contact with truer beauty, with loftier principles, and with nobler lives. Lead them to behold the One altogether lovely . When once the gaze is fixed upon Him, the life finds its center. The enthusiasm, the generous devotion, the passionate ardor of the youth find here their true object...To honor Christ, to become like Him, to work for Him is the life s highest ambition and its greatest joy." (*Education*, p. 297).

History

The Alice M Daley Adventist School served the Rock Spring-LaFayette communities for many years (1981 - 2002). While the area has wonderful public schools, there is nothing available for families who long to have a Christian education in a smaller setting. So, after much prayer and hard work, the Rock Spring Seventh-day Adventist Church reopened the Alice M Daley Adventist School in the fall of 2024.

Goals

- Develop the whole person.
- God's Word is our guide.
- Students are encouraged to know Jesus through prayer and reading scripture.
- Inspire students with a love of learning.
- Provide a safe environment.
- Encourage leadership development.
- Instill an appreciation for the dignity of service.
- Foster a philosophy of life based upon the principles of cooperation and mutual respect.
- Provide an environment which fosters appropriate social behavior and a respect for cultural diversity.
- Include parents in their child s education, as well as a variety of school programs and activities.

Adventist Education

Adventist Education has a long history of excellence. Seventh-day Adventists operate one of the largest private school systems in world. In North America alone, there are 9,300 teachers serving more than 76,000 students in at least 1,000 schools. The system invests heavily in teacher training, curriculum development, and a rigorous accreditation system.

Adventists are Bible-believing Christians who base their faith, service, and hope in Jesus Christ. Seventh-day Adventists worship on the 7th day of the week, remembering our creator and His covenant of grace. Adventists look with hope to the soon appearing of Jesus.

Accreditation

Seventh-day Adventist schools are accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, a member of the National Council for Private School Accreditation (NCPSA), which is approved by the U.S. Department of Education as a school accrediting agency.

In Georgia, Seventh-day Adventist schools are additionally accredited by the Georgia Private School Accreditation Council (GAPSAC), which was accepted by the State Board of Education on August 13, 1998, as an accrediting agency.

School Board

The Alice M Daley Adventist School Board meets on the third Sunday of each month. To have a concern or idea placed on the agenda for the board to consider, please present a request, in writing, to the school board chairperson or the principal, at least one week prior to the meeting.

The administration and Alice M Daley Adventist School Board reserve the right to formulate and implement policies, rules and regulations throughout the course of the year to assure the safe and appropriate operation of the school. Those policies will have equal force with those published in this handbook and are subject to change at any time.

Admissions

Alice M Daley Adventist School believes in equality of rights for all students. No discrimination on the basis of race, color, religion, sex or national origin is made in educational policies, admission, or in any school activities. Membership in the Seventh-day Adventist Church is not a requirement for admission.

Age - First grade students must be at least 6 years of age by September 1 of the year they are enrolled in first grade and have made a satisfactory grade on the readiness test for first grade. Parents may be advised to wait another year before entering their child in first grade in cases when readiness is uncertain.

Visits - Prospective parents and students are encouraged to visit the school. Please contact the principal and/or the school board chair to make arrangements ahead of time.

Application and Registration Process - Prospective students and their families will go through the following steps before being allowed to attend classes:

- ☐ Review the student handbook to ensure parent and student willingness to support the rules and policies.
- ☐ Submit an application and the application fee
 - The application form is available on the website or may be requested from the principal or school board chair.
 - The application fee is listed in the “Finances” section of this Student Handbook.
 - A copy of the student’s birth certificate is required to verify their age.
 - If a student does not attend the constituent church, two letters of recommendation for all new students must be submitted - one from a pastor or family friend and one from a previous principle or teacher. If a child has been homeschooled, a letter from someone else who has taught them will be accepted (such as a Sabbath School or Sunday School teacher, Pathfinder or Scout club leader, music teacher, etc).
- ☐ The school board will review the application and communicate the decision to the parents. If approved, a place will be reserved for the student.
- ☐ Register the student on the scheduled registration day (or make special arrangements with the principal or school board chair).
- ☐ The following items must be submitted at the time of registration:
 - Registration fee.
 - Certificate of ear, eye, and dental exam (Georgia state form #3300).
 - School Certificate of immunization (Georgia state form #3231) or a notarized waiver.
 - 7th grade students will need proof of an MMR booster, pertussis (whooping cough) booster (TDAP), and meningococcal vaccination (MCV4).
 - A transfer request if the student is coming to Alice M Daley Adventist School from another school. This will allow us to request the previous records directly from the school. Records delivered by the parents cannot be accepted as official records.

Academic Placement - Appropriate grade placement is important for a student's success. Grade placement may need re-evaluation as student needs change. The following factors are considered in grade placement:

- Chronological age
- Emotional, physical, and social development
- Scholastic achievement
- Teacher evaluation of academic progress, including prior school performance, records, and placement tests.

Contractual Agreement - Once the registration is completed and approved by the principal, school board chair, and school treasurer, the student will be allowed to attend classes. Parents and students who enroll are expected to cooperate with and support the teacher and the school policies. They have entered into a contractual agreement with the school and are expected to live up to their commitment. School records will not be released until all obligations have been met.

Finances

The Alice M Daley Adventist School is a nonprofit institution that relies on regular tuition payments and support from the Rock Spring Seventh-day Adventist Church and the Georgia-Cumberland Conference of Seventh-day Adventists to cover its operational expenses. Prompt tuition payments are important and welcomed so that the costs of education can be kept as low as possible.

Tuition and Fees: Tuition is payable over 10-months from August through May. The 1st payment is due before school begins. The remaining 9 payments must be received at the school office by the 15th of each month, starting September 15, 2024 and ending May 15, 2025.

Monthly tuition:	\$500	(\$5,000/year)
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Multi-Family Discounts: We provide a tuition discount for families with more than one student attending Alice M Daley Adventist School. The discounted tuition rate for each student is as follows:

Two from the same family:	\$475@/m	(\$4,750/year)
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Three or more from the same family:	\$450@/m	(\$4,500/year)
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Assistance from Churches/Organizations/Sponsors: Students who are members (or their parents or grandparents are members) of the Rock Spring Seventh-day Adventist Church will receive a subsidy from the church of \$125/month. The school will accept any other sponsorships or scholarships you may have for your student, provided they are included in the financial plan and are dependable.

At registration, provide written communication from your church/organization/employer/sponsor outlining how much support they are committing to provide and on what schedule.

Application Fee: An application fee is required from each student and is non-refundable. It holds a student's place in the school for the next year. If the application and fee are received before May 31, a 50% discount will be applied to the application fee.

Application fee after May 31:	\$100
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Application fee before May 31:	\$50
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Registration Fee: Each student must pay a non-refundable registration fee before beginning school. This fee includes the cost of student accident insurance, textbooks, library and technology fees, achievement tests, and other educational costs. It is not prorated for a partial year.

Registration fee:	\$400/yr
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If the registration fee is paid before the end of June, \$50 of the application fee will be deducted from the registration fee.

Early Tuition Payment Discount: The following discount will be given for early payment of tuition. This is based on the amount the family is responsible for after deducting any subsidy or financial assistance.

Payment of semester in advance:	5% discount
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Payment of full year in advance:	10% discount
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Delinquent Accounts: Any account not paid by the end of the month will be charged a \$30 late fee and the student may not be allowed to attend classes until the past due balance has been paid or arrangements have been agreed to by the school treasurer.

Student Life

Standards of Conduct

- Students will respect God, the teachers, their classmates, classroom rules, school facilities and equipment, and themselves.
- A student who causes a problem will be asked to solve or resolve it.
- If a student can't or won't solve the problem, the teacher will get involved.
- The teacher's actions will depend upon the special person and the special situation. The goal is always learning and growing.
- Students may approach the teacher and respectfully address concerns of fairness, etc.

Disciplinary Action –

- If a student causes damage to school property, the parents may be billed.
- If a student exhibits a pattern of bullying or sexual harassment, the student may be suspended or dismissed.

Reporting Bullying or Harassment

Incidents of bullying, harassment, or sexual harassment occurring on-campus or on off-campus school sponsored events are to be reported to the Supervising Teacher and Administrator. As far as possible, every effort will be made to protect student identity, anonymity, and confidentiality. These incidents will result in disciplinary action.

Dress Standards

- Pants, jeans, long shorts (approaching the knee), and skirts or dresses may be worn. If a skirt or dress is worn, please include leggings or shorts underneath.
- Neat and comfortable shirts, blouses, and sweaters may be worn.
- No shirts with logos, characters, pictures, or letters please. No sleeveless shirts.
- No torn clothing.
- Athletic shoes are required for outdoor activities.
- No Jewelry or nail polish.

Attendance Policies

Hours - School begins at 8:00 am and ends at 4:30 pm on Monday through Thursday.

Drop-off and Pick-up - Students must be dropped off after 7:45 am and picked up by 4:45 pm.

Attendance - The Alice M Daley Adventist School acts in accordance with the school attendance laws required by the State of Georgia. This law requires regular and prompt class attendance which is recorded for both morning and afternoon. Field trips are school days and students not attending will be marked absent. Students exceeding five days of unexcused absence in a semester may require an intervention meeting with the principal. A student absent more than 20% of the school days (including excused absences) in any period may forfeit their grade for that period. The attendance record becomes a part of the student's permanent record and will be listed on the transcript along with scholastic grades.

Excused Absences- Written explanations from a parent or guardian are required for all absences and will be kept on file until the end of the school year. Absences may be excused only for the following reasons:

- Personal illness that would endanger the student's health or the health of others.
- Serious illness or death in the student's immediate family.
- Special and recognized religious holidays observed by the student's faith.
- Mandated absence by order of governmental agencies.
- Conditions rendering school attendance impossible or hazardous to health or safety.

Tardiness - Any student not seated in their place in the classroom at 8:00 am will be marked tardy. Five tardy records will equal 1 day of absence.

Student Safety

Authorized Individuals - Children may only be picked up by individuals who are listed in the enrollment papers unless the parent calls the school. In the case that an unauthorized or unarranged person comes to pick up the child, the parent will be called

to authorize pick up. If unable to reach the parent by phone, the child will not be released. Student safety is our priority.

Emergency School Closing - Under severe weather conditions school will be closed. Alice M Daley Adventist School will close when the Walker County schools close but may not always follow the Walker County schools to dismiss early. Notifications will be provided via text, email, and social media accounts.

Asbestos Policy - Alice M Daley Adventist School does not contain any asbestos. The inspection and management plan for Asbestos-Containing Building-Materials (ACBM) required by the Federal Asbestos Hazard Emergency Response Act (AHERA) has been performed for this facility. The management plan has been submitted to the state for review and approval.

Weapons Policy – No weapons, including firearms, knives, or explosives are allowed on the school premises.

Any instrument used for the purpose of inflicting harm or injury constitutes a weapon for the purpose of this policy. Any school employee shall confiscate any device used as a weapon. The principal and/or School Board reserves the right to take any disciplinary action deemed appropriate in response to the offense.

Student Health

Allergies/Asthma

Please inform school personnel of all allergies your student may have. The school will do its best to minimize exposure. Should your child need allergy medication, an inhaler or require an EpiPen, the parent is responsible for providing medication and instruction to the teaching staff.

Medications

If the administering of medication to a student during school hours is necessary, the school will provide control and supervision of the administration of the medication.

All prescription medications brought to school are to be given to the principal in the original containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the time for each dose.

A completed medication administration form is to be filled out by the parent for all prescribed and over-the-counter medications. The medication will be administered in accordance with this written instruction. No medication will be administered without a prescription or doctor's note.

Infectious Disease Policy

The Alice M. Daley School complies with the Georgia Department of Public Health and guidelines from the Georgia-Cumberland Conference of Seventh-day Adventists in matters of infectious disease guidelines.

Illness

The principal has the prerogative to dismiss any student who may have an illness or contagious condition. A child with a fever should remain at home until the child has been fever-free for 24 hours without the use of fever-reducing medications. If the student is given antibiotics for a contagious illness, the student is to remain home for at least 24 hours or as specified by the physician. Please refer to the Pandemic Response section for more information.

We rely on our parents as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. Please keep them home if your student is/has:

- Vomiting
- Fever
- Headache with complaining of not feeling well
- Sore throat

Parent/Teacher Concern Process

In Matthew 18, Jesus gave His followers a plan for resolving issues that arise between individuals. The guidelines listed here are based on that counsel and would apply to most situations. However, if abuse or harassment is suspected, the principal, school board chair, or Associate Superintendent of Education of the Georgia-Cumberland Conference should be contacted immediately for guidance on how to proceed.

To resolve a complaint concerning an assistant teacher, substitute teacher, or volunteer:

1. Have a conversation with person in question first.
2. If that doesn't resolve the issue, contact the teacher/principal and ask for assistance with this issue.

3. If the issue is still not resolved, it will then be referred to the school board.
4. If necessary, the Alice M Daley Adventist School Board will refer the complaint/issue to the Georgia-Cumberland Conference Superintendent of Education for counsel and assistance.

To resolve a complaint concerning the teacher/principal:

1. Make an appointment and meet with the teacher/principal alone or as a family before discussing the problem with any other individual.
2. If that doesn't resolve the issue, contact the school board chair and ask for assistance with this issue.
3. If the issue is still not resolved, it will then be referred to the school board.
4. If necessary, the Alice M Daley Adventist School Board will refer the complaint/issue to the Georgia-Cumberland Conference Superintendent of Education for counsel and assistance.

Media and Technology Policies

Computers and Technology - It is the policy of the Alice M Daley Adventist School that no illegal software be used on the school's equipment. Students are not to load software onto school hardware, even temporarily. In addition to being illegal, the danger of spreading a virus or modifying a system or initialization must be avoided. Access to the computers and technology equipment will be carefully controlled and monitored. Internet access is available in the classrooms and the teachers will be granting student access for specific educational objectives. Students must not access the Internet at school without teacher permission, regardless of their expertise or access policies in the home. Disciplinary actions will be taken with students who break into files that are off limits to them or bypass filters. They should not visit inappropriate sites or those that contradict Christian values. In addition, students will be billed for service time and replacement costs for damage to hardware, software, or files.

Cell Phones – Students are not permitted to bring cell phones to school. If a parent needs to contact their student, call or text the teacher directly. If the student needs to contact a parent, they may request the teacher's aid in doing so.

Electronics - Do not allow your child to bring electronics of any kind to school unless it is approved by the classroom teacher in a text or note directly to the parent. The parent must also text or send a note giving their approval.

Media Release - Student s pictures or video may be used in school related newspapers, yearbook, website, communication media. Media release forms are part of the registration material requiring parental permission. Parents may amend the release as they deem necessary, and every effort will be made to abide by their decisions.

General Policies and Information

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

Visits and Discussions - The Alice M Daley Adventist School welcomes parents to visit and observe as long as an appointment has been made ahead of time. Discussions with the teacher/principal must be scheduled ahead of time.

Parent-Teacher Conferences - Grades are reported every nine weeks. Parent-Teacher Conferences are scheduled at the end of the first and third quarters. Additional conferences may be scheduled at the request of the parent or teacher. Meetings with parents and teachers must be prearranged and appointments can be scheduled 30 minutes after regular dismissal time.

Volunteers/Drivers - The Alice M Daley Adventist School welcomes and encourages parents and others to participate in the activities of the school. Volunteers are needed to supervise and/or drive for field trips, help with athletics, in the library, and with various parties, programs, and activities.

To ensure the safety of our students, any adult who wants to help with our students is required to fill out a volunteer application and complete the criteria for becoming a "Verified Volunteer". A Volunteer packet with instructions may be picked up from the principal. After forms are completed, paperwork is to be turned in to the office and a visit with the principal is completed for a brief orientation.