



**MISSION** Educators  
delivering GREAT education.

**VISION**  
Every student a success.

## 2017-2018

**A.W. Spalding Elementary is a Kindergarten through Fifth-grade school operated within the Greater Collegedale School System. AWS also serves children ages 3-4 in our Early Childhood Education Center.**

**Mission Statement:** We are a Seventh-day Adventist school established to educate, equip, and inspire students to be critical thinkers who serve others and reflect Christ's character.

**Vision Statement:**

1. Lead learners to know God and His Word
2. Foster servant leadership
3. Provide a caring atmosphere
4. Reinvent the learning environment
5. Redefine the role of the teacher
6. Infuse technology
7. Create Partnerships in education

Together these seven components of the vision statement can lead to a better educational future. Each is related to, and to varying degrees dependent upon, the implementation of the others.

**Contact Information**

P.O. Box 568  
4820 University Drive  
Collegedale, TN 37315  
Phone: 423-396-2122  
FAX: 423-396-2218  
[www.gcass.org](http://www.gcass.org)

*Please note: The policies listed in this handbook are subject to change at any time.*

**Admission Policy**

A.W. Spalding Elementary School (AWS) admits students of any gender, race, color, nationality, religious affiliation, or ethnic origin to all privileges, programs, and activities generally granted to students at the school. Students who will cooperate with published and verbal policies of AWS and are willing to participate in its religious, social, and academic activities are encouraged to apply for admission. Admission to AWS is a privilege and may be withheld or withdrawn from the school at its discretion. It is also expected that parents of students will be supportive of the staff, school policies, and regulations. *All new students are accepted on probation for the first semester of attendance.* All students must be US citizens or be in the US on approved immigration status (I-20). Georgia-Cumberland Conference (GCC) and

the state of Tennessee education law require Kindergarten students to be 5 by the 15<sup>th</sup> of August. A birth certificate and current Tennessee immunization records are required for acceptance into AWS.

AWS provides an Early Childhood Education Center (ECEC) for children ages 3-5. While ECEC is located within AWS there is a specific handbook for ECEC.

Acceptance is only considered when the completed application and financial agreement are approved. Students will not be accepted if transferring with an outstanding balance at another school. Applications and fees are accessed and completed online at the AWS website. When possible, an interview with a school administrator is requested. The fee does not guarantee acceptance into the class position applied for. **If the student does not attend AWS, the fee is not refundable.** The testing fee is refundable if the student is not tested (the application fee demonstrates intent to enroll and monies must be obligated to staffing and the many different costs needed to support the student budget). Returning students must have all the previous information updated in their files and all re-application procedures accomplished.

### **Grading Scale (Grades 3-5)**

A	93-100
A-	90-92
B+	88-89
B	83-87
B-	80-82
C+	78-79
C	73-77
C-	70-72
D+	68-69
D	63-67
D-	60-62
F	0-59

### **Grades K-2**

Students are graded on performance keys:

#### **Class Grades**

- I Achieves objectives and performs skills independently
- P Progressing toward achieving objectives and skills
- N Needs more time to develop
- NA Not addressed in this marking period

#### **Skill Grades**

- + Excellent
- / Satisfactory
- ~ Needs to improve
- NA Not assessed at this time

#### **Social Development/Work Ethic Key**

- + Puts forth special effort
- / Does what is expected
- ~ Needs improvement

### **Home Schooled Students**

Homeschoolers must complete the *Home School Enrollment Signature Form*, insurance fee, and register with AWS in order to participate in AWS activities. Activities available will include; music, intramurals, and testing.

### **Please Note:**

Home schooled students must provide proper documentation from state-approved programs. New students may be tested for grade placement. Prior student academic performance, age, emotional, physical and social development will be used for grade placement.

### **Acceleration Procedure**

***Students are discouraged from accelerating the grade placement process.*** Students wishing to accelerate must declare those intentions by **March 15** of the current school year. Each case will be handled on an individual basis with consideration given to academic ability, social maturity, age, and overall recommendations by AWS faculty and administration. The request is then submitted to the GCC Office of Education for final consideration.

## Curriculum

The course of study will be in the following subjects:

Bible	Choral
Technology	Band
Language Arts	Strings
Reading	Art
Writing	Keyboarding
Grammar	Mathematics
Speaking and Listening	Social Studies
Science/Health	Library Skills
Physical Education	

## Fine Arts

All students are required to participate in fine arts. AWS offers classroom music for students in ECEC through Third grade. Fourth-grade students who are not in strings perform with the recorder ensemble. Fifth graders who must choose between strings, band or choir.

In addition, the Suzuki strings program is available for beginning strings students. While private lessons are available during the school day, there are limited spots. Students are responsible for any missed class work while attending private music lessons. There is an additional fee for these lessons.

## Principal's List/Honor Roll

To qualify for Principal's List, the student must have a 4.0 GPA. Honor Roll students must have a 3.60-3.99 GPA. Students who have cheated on any assignment or test are disqualified from being on either list. Principal's List and Honor Roll certificates will only be awarded at the end of the year. **Year-end Principal's/Honor Roll list is determined by all four quarters of the school year.**

## Physical Education

Physical education classes are a part of the program provided for all students. A written statement from a physician is required to excuse a student from class. Sneakers are required for participation.

## Extra-Curricular Activities

Students have the option of participating in after school intramural sports. There is a fee charged to pay officials and costs associated with the activity. Students who participate in these activities are expected to conduct themselves in appropriate behavior. Participants who display inappropriate behavior during games or practice will be subject to disciplinary actions by the school administration. Major violations, such as bullying behavior, could result in being disqualified from intramurals.

## Computer Lab

AWS offers a technology-rich program which includes a standalone computer lab and classroom computers. Students receive instruction in computer literacy, keyboarding, and how to use the computer as a tool to enhance and reinforce their learning. A *Computer Use Agreement* is included on the AWS application. This agreement defines parental permission for the internet and email access and describes acceptable use policies for the student. Account violations are subject to lose this privilege.

## **Library**

The Library is a place for students to experience hands-on interdisciplinary activities to enrich their classroom studies and to develop skills and interests in many different areas. Students will check out books, conduct research, listen to stories, and participate in many other activities as a part of their weekly classroom visits. School-wide events such as a Critter Camp and Book Fair are additional programs which are sponsored by the library.

Damaged Books – A book that is returned damaged may be subject to a fine. If the book is irreparable, the full price of the book will be charged for the student.

Lost and Missing Books – Students are responsible for all materials checked out from the library. A book that is missing will be considered lost if it has not been returned within one month of the due date. If the student claims he/she has returned the missing book, but computer records show it is still in that student's name, a library search will be made. If the book is not found, the student is responsible and will be charged the price of the book. This fee may be paid to the library, or it may be charged to the student's account. If the book is returned in good condition within two months of being declared lost, ½ the cost of the book will be refunded. After that, less, if any, will be refunded.

Notification – Students will be given weekly written notification of late books and book charges through their teacher.

End of Year Charges – A final due date for books will be set approximately two weeks from the close of school. A fine of \$0.50 a day will be charged for any books turned in after that date. If a book is not returned by the last day of school, the accumulated fines plus the cost of the book will be sent over to the business office to be charged to the student's account.

## **Outdoor Education**

Each class at AWS will participate in an outdoor experience. Grades K-5 will have a minimum of one trip. More detailed information will be sent home as needed through the individual classrooms.

## **Home and School**

The GCSS Home & School Association is the parent volunteer group seeking to enhance the GCSS student experience. If your child is a student in the GCSS -- ECEC, AWS, CAMS or CA -- then you are a member of the GCSS H&S Association. For more information about how you can be involved in H&S, visit our school website and select the H&S tab: [www.gcss.org](http://www.gcss.org)

## **Learning Shop**

AWS does not offer a special education program. Our Learning Shop program seeks to identify learning difficulties and provide assistance in those areas. We work with families and partner with the local county testing providers to identify those concerns. Our Education Specialist Director coordinates tutorial services on an as need basis and when schedules permit. The Director also works with qualifying students in a 1:1 or small group setting.

## **Achievement Test**

The Iowa Assessment will be administered in the fall of the year for grades 3-5. Individual scores will be analyzed to determine areas of students' strengths and weakness. Additionally, group scores will be analyzed to make decisions about the school's academic programs. The ERB writing exam is also given in the spring to the 4th grade.

## **Student Progress Reports**

Communication between the parent and teacher is vital to the academic achievement of the student. Parents are encouraged to access Renweb to find regular progress reports of their child's grades. Report cards will be emailed at the end of every quarter.

## Financial Information

AWS operates as a nonprofit institution and relies on regular tuition payments for the majority of its daily operations and expenses. Acceptance to AWS is granted and continued to those families demonstrating financial responsibility to the school in a timely manner. The following policies govern all applying students.

**Tuition: 2017-18**

### Early Childhood Education Center

SDA church member	\$6,500
Non-SDA church member	\$7,600

### Grades K-5

Constituent	\$4,900
Non-constituent	\$7,350

### Other Fees:

Application Fee	\$50-\$125
Testing fee for all new students	\$25
Entrance fee (non-refundable)	\$410

### Payment of Accounts

The entrance fee and the first month's tuition must be paid before starting school. The remaining nine monthly payments of tuition are due on the fifteenth of each month, September through May. Payments can be made online, at [gcss.org](http://gcss.org) or the Business Office located at Collegedale Academy (CA).

Discounts are given when payment is made on or before the 5<sup>th</sup> of the month or for advance payments by the semester or year. This discount includes multiple student discounts for more than one student in the Greater Collegedale School System (GCSS). To receive any discount, all accounts for the family must be paid in full by the discount date. This applies to all accounts within a family unit. When registering for subsequent school years accounts must be current (within 30 days), or application cannot be processed.

### Music Charges

Private musical instrument lessons are offered. Arrangements for instrument rentals need to be made privately. The **Suzuki Strings Program** offers private and group lessons. Voice and piano lessons are also provided on an individual basis. These lessons are billed through the Business Office. Charges for lessons vary according to the length of the lesson.

### Student Assistance

Financial assistance is available by request. Applications are available in the GCSS Business Office located at CA. Parents are encouraged to have a definite plan as to the amount they can reasonably contribute. A financial plan will be worked out prior to registration. **Requests should be made by April 30 of the current school year.** A student's academic records, general conduct, and general leadership ability are considered. Parents should contact their local church first to request financial aid. Limited financial aid is available through the GCSS as well.

## Accident Insurance

The school carries an accident insurance policy which covers medical payments for school accidents. The school's insurance is secondary to the family or employer group insurance. If an accidental injury requires hospitalization or treatment by a legally qualified physician or surgeon within 30 days of its occurrence, the student insurance will pay the reasonable and customary expenses incurred for necessary medical, dental, or hospital care, within one year from the date of the injury, up to a maximum of \$25,000 for any one injury subject to the Excess Provision, Limitations and Exclusions as stated in the policy. The policy is in effect when the student is:

1. On the school grounds during the days and hours when school is in session.
2. Traveling directly to and from home for regular school sessions (injuries sustained while off-campus for personal reasons during regular school session or injuries sustained as a result of operating, riding in or upon, or alighting from a 2 or 3-wheeled motor vehicle are excluded).
3. While participating in an activity solely sponsored and supervised by school authorities.

Should a student be injured under these conditions, (s)he should:

1. File a report on a school insurance form with the school secretary within 24 hours after the accident.
2. File a claim and collect payment from the family or employer group insurance.

## Asbestos Policy

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. Approval and a copy is on file at the school office and is available for public inspection upon reasonable notice. If desired, a copy of the plan may be obtained upon payment of a reasonable reproduction cost.

## Attendance

Regular and prompt attendance is essential to success in school. Tennessee school laws place the responsibility on the parent or legal guardian to ensure that children are in school. Absences caused by illness, death in the family, court appearances and temporary family emergencies are reasons for excused absences. Students who return to school after an extended sickness should have a doctor's excuse for being absent. Children will be sent home if they have a fever, injury, or abdominal distress.

An important consideration to make in our school setting is the volume of auto traffic and local train schedules. Parents need to plan their arrival at school between 7:40-7:50 to ensure their child has time to be ready for the start of school at 8 a.m. Students not in class ready for school by 8 a.m. will be considered tardy. Students who are excessively tardy or absent will come under the following consequences:

Four (4) unexcused absences or six (6) tardies during a quarter grading period will result in a \$50 fine. Eight (8) or more tardies will result in a fine of \$100. Students who are consistently late/absent may be asked to withdraw from school and/or be reported as habitually tardy to the Hamilton County's Child Protection Services. **Please note: all tardies are considered unexcused except for medical appointments at the beginning of the day.**

**\*\*Perfect attendance is defined as NO tardies, absences or early dismissals for the school day.\*\***

## Excessive Absences

**AWS is required to report to the Hamilton County Board of Education any student who misses five (5) days of school in the school year.**

## Pre-Arranged Absences

Pre-arranged absences may sometimes be necessary or desired. Such occasions are expected to be minimal. **These are unexcused absences**; however, students will not be penalized academically or financially. When absences are pre-arranged, all plans for making up school work must be made with the classroom teacher prior to the absence. Students will be allowed to make up schoolwork according to the individual classroom policy. Requests for pre-arranged absences must be submitted to the teacher on a Pre-Arranged Absence Form. A request for a one-day absence must be submitted at least 24 hours in advance. Requests for a longer absence must be submitted at least one week prior to the absence. Forms are available in the office.

### **Daily Student Supervision Schedule**

Morning supervision begins Monday-Friday at 7:20

Classes begin at 8:00

Dismissal is at 3:00 Monday – Thursday and at 2:30 on Fridays

\*students remaining after 3:30 Monday-Thursday and 3:00 on Friday will be dismissed to aftercare

**Students must not arrive before 7:20 a.m. as there is no organized supervision available at the school.** Students arriving early must remain under the supervision of the parent until the teacher on duty arrives. Students should come in and sit quietly in the hall until they are instructed to go to their classroom. They are to be cooperative at all times. Uncooperative students may be asked not to arrive prior to the classrooms being open.

After school walkers and/or bikers are expected to leave school premises by 3:05 p.m. No student should remain on school property without permission. Other students are expected to wait quietly in their classrooms until their names are called. Students picked up will only be released for pick up to authorized persons. Parents should pick students up promptly at the completion of after school activities.

**Students are not permitted to go to the playground to wait for their rides. If a student is on the playground after school, they must be with an adult in close proximity to supervise.**

### **After Care**

AWS operates an after-school care from 3:00-6:00 p.m. Monday-Thursday and until 4:00 p.m. on Friday. All students remaining 30 minutes after school dismissal will be taken to aftercare. An application for aftercare is required to complete the registration process. The fees for the aftercare program are as follows:

Monthly fee	\$140
Daily drop in rate	\$20/Day
Late pick up after 6:00	\$1.00 Per Minute

### **School Closing**

The weather or other circumstances sometimes dictate the school dismissing early or closing for the day. AWS will notify parents using their school-wide parent alert system. This system notifies parents through email, and/or text and/or voice calling. You can designate your preferred options online using your Renweb login. The administration will also contact local news channels 3, 9, & 12 if AWS is to be closed. AWS **does not automatically** follow the public school systems for actual or forecasted closings. We will be identified as the greater Collegedale School System.

**In order to ensure thorough communication in emergency situations, PLEASE make sure to notify the office of a change of address, phone number, cell phone, or email address. The office will notify teachers of changes.**

### **Student Withdraw Process**

Parents finding it necessary to withdraw their child from school will need to follow these procedures:

1. Have a conference with the principal
2. Notify the classroom teacher
3. Return completed withdrawal form to the front office

Tuition and other charges need to be paid in full before records can be sent to the new school. Tuition is charged for the actual number of days enrolled and will continue until all withdrawal procedures are completed.

**Medications**

All prescription medications brought to school are to be given to the office manager for safe keeping. They must be in the original container with the student's name, the name of medicine, dosage, and time for each dose. A completed *Medication Administration Form* (available in the office) is to accompany all prescribed and over the counter medications. A physician's signature is required.

**Medical Emergency**

All Field Trip Consent Forms also provide *Consent to Treat* verification. In the event of a medical emergency, the school will make every reasonable effort to contact the student's parents or guardians as specified on the form. If contact cannot be made, the school will exercise the authority given to seeking proper care for the student. Students involved in self-mutilation and/or making suicide threats will be asked to seek psychological counseling. A written release from a psychologist/psychiatrist must be presented to the administration before that student is allowed to return to school.

**Child Abuse/Neglect/Harm**

AWS is bound by federal and state law to report **any** suspected or disclosed cases of child abuse and/or neglect. Students who demonstrate an imminent threat to harm themselves or others will be reported to parents and/or proper professionals.

**Student Conduct**

Schools require a higher level of courtesy than many people exercise in ordinary public space. Everyone in the classroom is there for the purpose of learning, and no one should be able to deprive another person of the chance to learn. Expressions of rudeness and even of carelessness degrade the high purpose of learning that should be paramount in a school setting.

AWS' discipline plan is based on the belief that student conduct should lead to student self-government, self-discipline, and self-control. Conduct that is deemed inappropriate or disruptive to classroom activities will be dealt with in measures appropriate to the behavior. Student conduct will be documented and parents notified by electronic Student Referral Forms. Unwanted behavior that persists will be dealt with in a number of ways that may include fines, in school or home suspension, detention, or expulsion.

**Chewing gum** during school hours is not allowed. Students will be assessed a \$5 fine when found chewing gum. The fines will be deposited in the classroom budget of the offending student.



## **OLWEUS**

AWS' administration and staff are committed to an environment free of harassment and bullying. As such, we have embraced the *OLWEUS Bullying Prevention Program* in order to make our school a safe place for all. Weekly class meetings discuss and identify ways to be "Super Friends" and give options on how we as a school can stop unwanted behaviors to our classmates. Students who show a pattern of misbehavior may receive verbal reprimands, removal from the classroom, meetings with parents, in-school suspension, out of school suspensions, or ultimately dismissal from school.

All students must adhere to the following four Super Friend rules:

1. We will be Super Friends.
2. We will help students who are treated unfairly or unkindly.
3. We will make an effort to include everyone.
4. We will tell an adult at school and an adult at home when someone is treated unfairly or unkindly.

Incidents of non-Super Friend behavior will be addressed through the following interventions:

1. The negative behavior will be stopped.
2. Support will be given to the student who has been mistreated.
3. The student who has demonstrated bullying behavior will be addressed by a staff member by identifying the specific bullying behavior and referring to the four Super Friend rules.
4. Bystanders to the incident will be affirmed if they were supportive of the student who was mistreated, or advised and empowered to intervene in the future.
5. Immediate and appropriate consequences will be imposed on the student(s) who bullied.
6. Steps will be taken to ensure that the victim will be protected from future bullying incidents.

All bullying incidents and violations will be documented and tracked by school personnel.

## **Sexual Harassment**

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal, physical, or cyber conduct or contact that by design or innuendo, is sexual in nature. This kind of behavior interferes with an individual's ability to perform work or school assignments due to the intimidating and hostile environment that is created. Incidents of 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.

## **Student Disciplinary Plan**

Students may find themselves serving the consequences of a disciplinary plan by violating the following rules:

- Poor Attendance – tardies/cutting or skipping school
- Insubordination
- Vandalism of school property
- Profanity/Obscene Gestures/Vulgarity
- Fighting/Physical Misconduct/Assault/Bullying
- Substance Abuse

Students who show a pattern of misbehavior may receive removal from the classroom, a 1-day in or out of school suspension along with a parent conference, and, ultimately, dismissal from school.

## **Prohibited Items**

Students are prohibited from bringing the following items to the school grounds at any time:

- Unauthorized drugs or medication of any kind
- Weapons of any kind to include; firearms, knives, sling-shots, fighting equipment, bow/arrow, or item deemed unsafe which may cause bodily harm
- Electronic items: items that may be distracting from the learning process are listed below
- Toys are not to be brought to school.

## **Electronics**

All classrooms have telephones. Students do not need telephones at school. While they may seem convenient, they are distracting to the learning environment. Student's use of cell phones, pagers, laser pointers, radios, tape recorders, CD players, iPods, TV's, portable DVD players, headsets, and other audio equipment is not permitted on the campus during school hours. If such equipment is found, the equipment will be confiscated and students will be charged a \$25 fine. Personal use of learning electronics IE; iPads, Electronic Notebooks, Laptops, etc. will be permitted only at the discretion of the teacher. Approved electronics will only be allowed for educational purposes.

## **Student Dress Standard -**

GCCS board instituted a uniform dress program. As such, all school clothes are purchased from Educational Outfitters. The store has a copy of the uniform allowed by all K – 12 students. All items will be monogrammed with the appropriate school logo.

### **Educational Outfitters**

2273 Gunbarrel Rd.

Chattanooga, TN 37421

(Next to Office Depot)

**Store Hours:** Mon-Fri 10 a.m. – 6 p.m.

**Phone:** 423-894-1222

866-292-6725

**Website:** [www.educationaloutfitters.com](http://www.educationaloutfitters.com)

During cold weather all students may wear uniform sweaters, sweatshirts, and fleece. Girls may wear tights or leggings under their skirts/skorts (dress code colors). Heavy winter jackets/parkas are the non-uniform apparel allowed at school to be worn for outside activities.

Students may wear shoes of their choice. Open toe shoes, sandals, flip flops, etc. are not to be worn! "Crocs" are discouraged as they provide little support for active children.

### **Casual Dress Days:**

On school or teacher designated casual days students are expected to dress in an appropriate, clean, modest attire.

**Hair:** clean and well-groomed appearance. Trendy fads in hair styles are not allowed. Hair must be a natural color. Boys cannot wear a "ponytail" and hair must not extend past the bottom of the ear, eyebrow, or collar.

**Makeup:** if worn, should be natural/neutral in color.

**Jewelry:** all bracelets, necklaces, rings, earrings, chokers, and chains, etc. are not to be worn. Medical alert bracelets are allowed.

School personnel will make the final decision appropriate school attire. In matters of opinion, the judgment of teachers and administration will prevail. Correctable dress code violations must be corrected before going to class. Parents are encouraged to ensure their children are properly clothed for school.

## Field Trips

Field trips are approved school functions. All students are encouraged to participate.

- If a student is not planning on attending the school field trip, parents must make special arrangements.
- Students participating in school-sponsored outings/trips are representing the school and are to follow the policies as stated in this handbook in all areas of dress and conduct. Students may be prohibited from a field trip if concerns exist about behavior, academics, or the current school bill.
- Phones, radios, iPods, iPads, and video games are not to be taken on trips. Such items will be confiscated by the staff and may be kept until the end of the school year. Exceptions may be requested only for overnight trips.
- At times, parents may be needed to help with transportation. Those who are willing to drive need to fill out a *Volunteer Drivers' Questionnaire* and supply the school office with photocopies of their driver's license and their insurance coverage.

## Homework

Parents are urged to take an active role in their child's day-to-day work. While homework is not a requirement in all grades, it can be an important part of a student's instructional program and contribute to the student's success by reinforcing, enriching and maintaining skills taught in the classroom. Assignments are due on the time and date determined by the teacher. Parents of students' grade 3-5 are encouraged to use the Renweb system to monitor homework and academic progress.

A few suggestions that may help parents and other family members to help students meet their potential:

1. Encourage the student to take responsibility for his/her behavior and study skills
2. Provide a regular quiet time and place for study. If there is no homework, the time could be used for recreational readings or other educational activities
3. Provide positive support for the student's efforts and successes

## Lost and Found

Items such as sweaters, jackets, and lunch boxes are found around the campus on a regular basis. **At the end of each 9 weeks, all unclaimed items will be sold or donated.** Parents are strongly encouraged to label items with the student's name to expedite the return of items to their owner. Lost and found is located in the downstairs hallway to the left of the gymnasium doors.

## Telephone

Teachers and students are not to be called during the school hours except in cases of emergency. The receptionist will deliver messages to teachers and students as needed. Students may only use the telephone with permission from a teacher or office staff member for the purpose of sickness or emergency. Students' personal cell phones are not to be used while on the school campus.

## Textbooks

Textbooks constitute an important resource for the curriculum. However, the textbook is not the only curriculum of the class. The teacher may use readings and other resources in the textbook as only one ingredient for student assignments. In addition, instructors often choose selected materials. This means that the textbook is not the "final authority" on the contents of the subject being taught, but it is one of many classroom resources. Textbooks are to be properly cared for to lengthen the life of the text. Students who lose or damage a book beyond use will be charged the amount to replace the book or associated material (an example of this would be a CD that is part of the textbook).

## Visitors

Parents are welcome to visit the school. Visitors are required to sign in at the receptionist window upon arrival. No student should bring relatives or friends without prior approval of the classroom teacher and administration. These guests are to follow all school regulations. In classrooms that have student teachers, visits will be limited. Parents are asked **NOT** to make appointments to meet teachers between 7:30 a.m. and 3:30 p.m. as these are very busy times with starting and ending the school day.

AWS doors remain locked at all times. All visitors should enter through the doors located at the front of the building. Please be prepared to show a photo I.D. to be granted access.

## Conflict Resolution-Parent\*/Teacher Concern Procedures

The GCC K-12 Board of Education has voted the following *Local Conflict Resolution Procedure* for adoption and use in all schools. The procedure ensures due process is followed and is founded on the Biblical principles outlined in Matthew 18. Any questions regarding the fundamental philosophy and/or procedures prescribed should be directed to the GCC Office of Education: <https://www.gccsda.com/education>

1. Parent is to meet with the teacher\*\*alone or as a family to deal with the concern. It is recommended that both parties maintain confidentiality.
2. If the concern remains unresolved after Step 1, the unresolved concern is to be taken to the school principal/head teacher for the purpose of securing assistance in finding a resolution.
  - A meeting among the three parties (principal, parent, and teacher) is to be held with the principal chairing the meeting
  - The principal is to keep minutes of the meeting, including all relevant issues and/or agreements discussed
  - The minutes are to be reviewed by all parties prior to the completion of the meeting
  - Should the concern involve the school principal, the school board chairman would serve as the facilitator and keep minutes
  - Should the principal be involved, the Office of Education is to be notified
3. At each instance in which a concern is registered, the teacher should have the right to address the concern directly. If the concern remains unresolved, it will be referred to the Executive Committee. At this point, a Conference Office of Education representative is to be directly involved.
4. If these steps prove unsuccessful and the concern remains unresolved, a final appeal of the issue can be made to the GCSS School Board.

\*Or other individual with a concern about the teacher

\*\*All meetings with the teacher(s) and/or principal must be by appointment

Any subsequent announcements or policies printed/changed and distributed by the administration will apply equally as those printed in this school handbook.

## A.W. Spalding Elementary School – List of Faculty and Staff

Principal:	Tom Fogg
Vice-Principal:	Missy Weddle
Registrar:	Melanie Engle
Office Manager:	Heather Hoffman
IT Director:	Mark LaVertue
Facilities Manager:	John Jones
Chaplain:	Tabor Nudd
Lunch Coordinator:	Kim Lighthall
ECEC Teachers:	Elaine Martin & Amy Wash
Kindergarten Teachers:	Pam Arner & Teresa Littell
1 <sup>st</sup> Grade Teachers:	Lacey Lehmann & Stacie Schepers
2 <sup>nd</sup> Grade Teachers:	Teri Greenleaf & Marcia Haluska
3 <sup>rd</sup> Grade Teachers:	Kelly Klein & Beth Tucker
4 <sup>th</sup> Grade Teachers:	Norma Collson & Dixie Owens
5 <sup>th</sup> Grade Teachers:	Shannon Auge & Tammy Musick
Librarian:	Kelley Tracy
P.E. Teacher:	Amanda Mertz
Art:	Gina Graham
Strings:	Tami King
Choir/Recorders:	Holly Greer - Choir
Band:	Greg Lindquist
ECEC – K Music	Roberta Bishop

# Greater Collegedale School System – Control Board

**Chairperson:** Nora Moody

**Vice-Chair:** Brent Shrode

**Finance Committee Chair:** Rick Stern

**Personnel Committee Chair:** Nick van Zyl

**Policy Chair:** Mark Walwyn

**Parliamentarian:** Doru Mihaescu

## MEMBERS

**Kurt Allen:** Vice President of Treasury, Georgia-Cumberland Conference  
**Kevin Kossick:** Superintendent of Education, Georgia-Cumberland Conference  
**Tom Verrill:** Vice-President of Finances, Southern Adventist University  
**Ed Wright:** President of Georgia-Cumberland Conference

**Brent Baldwin:** Principal, Collegedale Academy (CA)  
**Barbara Hunt:** Principal, Collegedale Adventist Middle School (CAMS)  
**Tom Fogg:** Principal, A.W. Spalding Elementary School (AWS)  
**Steve Blackburn:** Treasurer, GCSS  
**Kerry Allen:** Collegedale Church  
**Joel Barrios:** Pastor, Spanish-American Church  
**Rocky Chambers:** Collegedale Community  
**Angella Cho:** Home & School Leader  
**Travis Crawford:** Associate Principal, Collegedale Academy  
**Arenice Fowler:** Collegedale Church  
**Freddy Fuentes:** SAU School of Education  
**Fred Fuller:** McDonald Road Church  
**Tom Hayes:** Pastor, Collegedale Community  
**Claudia Hernandez:** Collegedale Hispanic Church  
**Jim Ingersoll:** Associate Director for Secondary Education, Southern Union  
**Dave Kettleison:** Pastor, Hamiltom Community Church  
**Duane Lemon:** McDonald Road Church  
**Toni McElroy:** Collegedale Church  
**Angela Mejias:** Spanish-American Church  
**Chad Nash:** Collegedale Church  
**Heath Perez:** McDonald Road Church  
**Jeff Richardson:** Associate Principal, Collegedale Adventist Middle School  
**Missy Weddle:** Associate Principal, A.W. Spalding Elementary School  
**Tom Cross:** Pastor, Collegedale Church  
**Lynnette Smith:** Hamilton Community Church  
**Kerre Conerly:** Recording secretary (non-voting)