



Cypress Bend Adventist Elementary School

Parent & Student Handbook

Revised June 2025 – Updated August 5, 2025

Dear Parents and Students,

Welcome to Cypress Bend Adventist Elementary School! We are so glad you're here. Whether you're joining us for the first time or returning for another year, we are thrilled to partner with your family in this incredible journey of learning and growth.

At Cypress Bend, our mission is to educate the whole person—**mind, body, and spirit**—in a Christ-centered environment. We believe that academic success is important, but it's just one part of a much bigger picture. Our dedicated teachers work hard to make learning engaging, meaningful, and challenging, helping each student discover their unique gifts and grow to their fullest potential.

Just as importantly, we strive to build a community rooted in **love, kindness, and faith**. We want every child to walk away from school each day not only with new knowledge, but with the deep assurance that they are **loved—by God, by their teachers, and by their school family**.

As we begin this new year together, we invite you to join us in praying for wisdom, joy, and growth for each student. Our doors are always open, and we value the partnership between home and school. Together, we can make this year one of lasting impact.

Once again, welcome to Cypress Bend! We're so thankful you're part of our family.

With joy and anticipation,

The Cypress Bend Adventist Elementary Staff

Table of Contents

Table of Contents	3	Academic Policies and Procedures	13
Calendar	4	Grading	13
School Board	5	Testing	14
Ex-officio Members	5	Homework and regular assignments	14
Philosophy	6	Field Trips	14
Mission Statement	6	Sterling Volunteers	14
Vision Statement	6	Book Policy	14
Objectives	6	Communication	15
Accreditation	6	Progress Reports	15
History and Constituents	6	Report Cards and Parent-teacher Conferences	15
Statement of Nondiscrimination	7	Newsletter and Other Communication	15
Curriculum	7	Birthday Celebrations	15
Teachers	7	Procedure for Handling Concerns	15
Registration, admission, and entrance age	7	School Board	16
Tours	8		
Withdrawal Procedure	8		
Finances	8		
Registration Fee	8		
Tuition	8		
Student Conduct	9		
Discipline	9		
Code of Student Conduct	9		
Dress Code	10		
Bullying Policy	10		
Sexual Harassment Policy	10		
Acceptable Use Policy for Technology	11		
Attendance	11		
Arrival and dismissal	11		
Traffic pattern for student safety	12		
Inclement Weather	12		
Lunches	12		
Classroom Visitors	12		
Tardies	12		
Absences	12		
Make-up assignments	12		
Medication	13		
Emergencies	13		
Accident or illness during school hours	13		
Student Insurance	13		

Calendar

Cypress Bend - 2025-2026

July 2025	DATE	DESCRIPTION	January 2026
S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	7/20	Workbee / Registration	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
August 2025	7/28 - 7/31	Teacher's Retreat	February 2026
S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	8/5	Meet and Greet / Ice Cream Night	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
September 2025	8/12	Beginning of 1st Grading Period	March 2026
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	8/28	Open House	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
October 2025	9/1	Labor Day	April 2026
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	9/2 - 9/5	MAP Beginning of Year Assessment	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
November 2025	9/13	Visit Jefferson Central	May 2026
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	9/28	Pizza Fundraiser	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
December 2025	10/4	Visit Jefferson Academy Church	June 2026
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	10/9	End of 1st Grading Period	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
	10/10	Fall Break	
	10/13	Teacher In Service - No School	
	10/14	Beginning of 2nd Grading Period	
	10/21 - 10/23	Parent Teacher Conferences	
	10/26	Fall Festival	
	11/24 - 11/28	Thanksgiving Vacation	
	12/13	Christmas Program	
	12/19	End of 2nd Grading Period	
	12/22 - 1/2	Christmas Vacation	
	1/5	Teacher In Service - No School	
	1/6	Beginning of 3rd Grading Period	
	1/12 - 1/16	MAP Mid-Year Assessment	
	1/25	Chili Cook-Off Fundraiser	
	2/7	Visit Jefferson Central	
	2/16	Presidents Day - No School	
	2/19 - 2/21	TX Conference Jr. High Music Fest	
	3/1	Academic Fair - 1/2 Day	
	3/5	End of 3rd Grading Period	
	3/9	Beginning of 4th Grading Period	
	3/16 - 3/20	Spring Break - No School	
	3/24 - 3/26	Parent Teacher Conferences	
	4/2 - 4/5	SW Union Pathfinder Camporee	
	4/13 - 4/17	Outdoor School	
	4/20 - 4/24	MAP End of Year Assessment	
	4/25	Visit Jefferson Academy Church	
	5/3	Bike-a-thon Fundraiser	
	5/21	Graduation	
	5/22	Last Day of School	

Updated August 5, 2025 3:42 PM

School Board

Principal - Chris G. Clapp

School Board Chair - Trent Gale

School Treasurer - Sandy Evans

Pastor - Gene Clapp

Home & School Leader - Emily Thompson

Additional School Board Members

- Cameron Corpier
- Sherry Clapp
- Marjorie Downs
- Kim Gonzales
- Gloria Harper
- Brenda Hellie
- Rick Jenkins
- Pila Telefoni
- Taylor Thompson
- Lynda Weber

Ex-officio Members

- Officers of the Texas Conference of Seventh-day Adventists
- Officers of the Southwestern Union Conference of Seventh-day Adventists
- Texas Conference Vice-president for Education (Kisha Norris) and her associates
- Southwestern Union Conference Vice-president for Education and her associates

Philosophy

The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning God created in His image a perfect humanity, a perfection later marred by sin. Education, in its broadest sense is a means of returning human beings to their original relationship with God. The distinctive characteristics of the Adventist worldview, built around creation, the fall, and redemption are derived from the Bible.

The aim of true education is to restore human beings into the image of God as revealed by the life of Jesus Christ. Only through the guidance of the Holy Spirit can this be accomplished. An education of this kind imparts far more than academic knowledge. It fosters a balanced development of the whole person-spiritual, physical, intellectual, and social-a process that spans a lifetime. Working together, homes, schools, and churches cooperate with divine agencies to prepare students to be good citizens in this world and for eternity.

Mission Statement

Growing leaders who follow Christ

Vision Statement

It is the vision of Cypress Bend Adventist Elementary School, in cooperation with the Holy Spirit, to promote the development of body, mind and soul, that the divine purpose of His creation might be realized.

Objectives

Each teacher strives to create a learning climate that is loving-yet firm, accepting-yet challenging. Every child is special and will be given individual attention. Students will be taught personal responsibility and respect for the rights and privileges of others. This includes respect for the home, school, and government. The teachers strive to help each student develop a high degree of academic achievement as well as a personal relationship with God, preparing them for a life of service.

Accreditation

Cypress Bend Adventist Elementary School is accredited by the Adventist Accrediting Association of the General Conference of the Seventh-day Adventist Church and is recognized by the Texas Education Agency (TEA) upon recommendation of the Texas Private School Accrediting Commission.

The Seventh-day Adventist Church operates the largest network of Protestant schools in the world. Because we are an integral part of that network, we have a wealth of experience upon which to draw.

History and Constituents

Since 1914, Cypress Bend Adventist Elementary School has been operated by the Jefferson Academy Seventh-day Adventist Church. The board is elected annually by the current constituent churches, Jefferson Academy Seventh-day Adventist Church and Jefferson Central Seventh-day Adventist Church.

Statement of Nondiscrimination

Cypress Bend Adventist Elementary School admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at this school, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education policies, applications for admission, scholarship or financial aid programs, and extracurricular programs.

Curriculum

The curriculum consists of the courses determined by the Office of Education of the North American Division, the Southwestern Union, and the Texas Conference of Seventh-day Adventists. These courses include:

- English / Language Arts / Reading
- Mathematics
- Science
- Social Studies
- Technology
- Bible
- Art
- Music
- Physical Education

Teachers

The teachers in grades 1-8 are experienced, certified educational personnel and active members of the Seventh-day Adventist Church. They are employed by the Office of Education of the Texas Conference of Seventh-day Adventists.

Registration, admission, and entrance age

Each student will need to have the following to register:

- ☒ Completed (or updated) application form
- ☒ Completed Consent to Treatment form
- ☒ Completed financial documents
- ☒ Current Immunization records (see included immunization requirements)
- ☒ A copy of the birth certificate
- ☒ Completed Medical history form
- ☒ A physical examination (new students & those in grades K, 1, 4, & 7)
- ☒ Completed and signed Acceptable Use Policy form
- ☒ Completed Student Pick-up Consent Returning students will need to update information and have current forms signed.

Admission is granted by fulfillment of the conditions prescribed by the school board. Students are expected to meet the academic standards and conform to the school's Code of Student Conduct to retain their places. All students are accepted on a 30-day probationary basis.

The Texas State Department of Education policy states that children will not be admitted to these grades unless they have attained the following ages before September 1:

Grade	Minimum Age
Pre-Kindergarten	Four Years Old
Kindergarten	Five Years Old
First Grade	Six Years Old

All students need to be completely potty-trained and able to take care of their own bathroom hygiene. Pre-kindergarten and kindergarten students need to have an extra change of clothes at school in case of accidents.

Tours

Any tours of the school shall be given outside of school hours when no students are present.

Withdrawal Procedure

If it is necessary to withdraw a student from school, the withdrawal form must be completed and given to either their teacher or the Principal. School records will be sent by written request to the accepting school only if all tuition and school fees have been paid.

Finances

Registration Fee

The Registration fee is \$335. This includes book fees, insurance, testing, a school t-shirt, and yearbook.

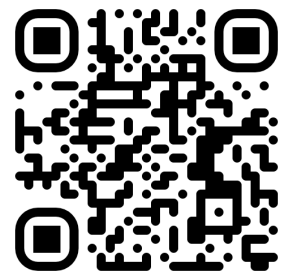
Tuition

The tuition is as follows:

Tuition	Non-Constituent Members		Constituent Members	
Grade level	Annual tuition	10 monthly payments	Annual tuition	10 monthly payments
Pre-k and kindergarten	\$3,650	\$365	\$2,950	\$295
Grades 1-8	\$3,500	\$350	\$2,800	\$280

Members of our constituent churches (Jefferson Academy Seventh-day Adventist Church and Jefferson Central Seventh-day Adventist Church) receive a 20% discount because the church subsidizes the school.

- Registration fee and the first month's tuition must be paid at the time of registration.
- Tuition is paid for 10 months, August through May, and is due by the 10th of each month. If the account is not paid by the 10th of the following month, your child cannot continue in attendance until appropriate financial arrangements are made and approved by the board or finance committee.
- Tuition payment shall be made directly to Cypress Bend Adventist Elementary School and should NOT be presented on the Sabbath.
- If you are paying your tuition online, go to our school website at <https://cbaes.org/pay-tuition>
- There is a multiple child discount of \$50 for families with three or more children in school.
- If financial assistance will be needed, please request a Worthy Student Application from the treasurer, principal, or school board chair as soon as possible, so arrangements can be made before school begins. If no arrangements are made it will be assumed that the responsible parent or guardian will meet all financial requirements.
- Balance statements will go out monthly



Scan to pay tuition online

- No transcripts or grades will be issued for any student whose account is not paid in full. All financial obligations to the school must be paid in full before enrollment in the new school year will be permitted.

Student Conduct

Discipline

Discipline, by definition, is to teach. It has the same root as the word disciple. Therefore, the purpose of our discipline will be to teach or train the child in a positive manner. Since each child is unique, discipline must be individualized to teach them in the best way possible.

Code of Student Conduct

Students are to conduct themselves properly, in a manner prescribed by the teachers and staff members. They must comply with all applicable rules and policies of the school.

All students are expected to:

- Develop good habits by attending school daily, arriving on time, working independently, using appropriate language, and maintaining good health habits.
- Assume responsibility for their own actions by keeping parents informed about school activities, supplies needed, communications sent home, being self-disciplined, accepting the consequences for behavior choices, using their time wisely and completing all assigned work.
- Maintain a positive attitude, be trustworthy, and have academic integrity.
- Respect the rights and property of others and learn to resolve differences in appropriate ways.
- Treat everyone with respect and kindness. Display affection appropriately. Bullying by any definition will not be tolerated.
- Obey all school and classroom rules and expected procedures.
- Take care of the school facility by keeping it clean and free from vandalism and maintaining it as a safe place for everyone.
- Take care of all school property, including textbooks and library materials.
- Show reverence to God.
- Abstain from bringing weapons, illicit drugs, tobacco, or alcohol on campus.
- Abstain from threatening any other student or teacher at any time.
- Refrain from bringing toys games, or electronic devices to school unless specifically requested to do so by the teacher as part of the curriculum or course of study.
- Cell phones are not allowed in the classroom. If a cellphone is brought to school, it should be given to the teacher at the beginning of the school day.

The school is not responsible for damage or loss of any item brought to school by the student.

This Code of Student Conduct is in effect from the time a student enters the school property until he/she leaves at the end of the school day. The Code also applies when a student attends school sponsored activities either on campus or off campus.

Printed material for distribution or display must be submitted to the principal at least 24 hours prior to being displayed or distributed.

Dress Code

Students are to wear their approved uniforms to all school activities unless announced otherwise by the administration.

- Students are required to wear polo style shirts of any color (solid or striped), that extend at least two inches below the waist.
- Shirts, jackets, and sweatshirts should have no writing on them, and any insignia such as brand labeling must not be larger than two inches by two inches.
- On Fridays, students are allowed to wear "Spirit Shirts", which are shirts from school or church activities, programs, and events. Example shirts include, but are not limited to, ones from the school's 5K run, summer camp, Pathfinders and Adventurers, and the academy.
- Hoodies and sweatshirts must only be the type with a zipper in the front. Pullovers should be left at home. Hoods should be left down while inside a building.
- Pants may either be nice jeans or uniform style pants. Leggings or "jeggings" are not to be worn in place of pants. Pants or skirts should not drag the floor or be tight fitting, dirty, faded, frayed, excessively patched, or torn. No hip-hugger or sagging pants may be worn.
- Dresses, skirts, and shorts should come to the knee and be modest. Shorts are recommended to be worn under skirts and dresses.
- Students are to come to school clean and neat, including their hair and clothes.
- Jewelry, noticeable makeup (including nail polish), extreme haircuts, and unnatural hair colors are not permitted at school. Students with pierced ears may wear clear retainers.
- Hats and other headgear must not be worn in the buildings.
- Footwear must be close toed with an athletic bottom for running. Sandals, such as Crocs-style footwear, are not allowed.

Bullying Policy

"Bullying is the deliberate and often repeated attempt to intimidate, embarrass, or harm another person. It can be physical, social, or verbal. Some forms of bullying-including cyber bullying-actually involve criminal behavior." Langan, 2011

Bullying in any form is a serious offense and will not be tolerated. Consequences may include immediate suspension or other disciplinary action, at the discretion of the principal.

Students who are victims of or witnesses to bullying are required to report the incident to a teacher immediately.

Sexual Harassment Policy

It is the policy of Cypress Bend Adventist Elementary School that no member of the school community – students, faculty, administrators, staff, or volunteers – may sexually harass any other member of the community.

Sexual harassment may include, but is not limited to the following:

- Pressure for a dating, romantic, or intimate relationship

- Unwelcome or inappropriate touching, patting, or hugging
- Pressure for forced sexual activity
- Unnecessary and unwelcome references to various parts of the body
- Belittling remarks about a person's gender or sexual orientation
- Inappropriate sexual innuendoes or humor
- Obscene gestures
- Offensive sexual graffiti, pictures, or posters
- Email or internet use that violates this policy

All reports describing conduct that is inconsistent with this Sexual Harassment Policy will be promptly and thoroughly investigated. All parties involved in the investigation are expected to cooperate in a truthful manner with the investigation process.

If a complaint of sexual harassment is found to be substantiated, appropriate corrective action will follow, up to and including separation of the offending party from Cypress Bend Adventist Elementary School and reporting to the proper authorities.

Acceptable Use Policy for Technology

A signed "Acceptable Use Policy Form" must be on file for each student before they will be allowed to use the school's computers.

Attendance

Arrival and dismissal

- School begins promptly at 8:00 a.m. and all students should be in their classrooms at that time.
- All grades are dismissed at 3:00 p.m. Monday through Thursday and at 2:00 p.m. on Friday.
- Students should not arrive at school before 7:45 and need to be picked up by 3:15 (2:15 on Friday). Children are not to be on the playground before or after school.
- We have a "closed campus." Once a student arrives at school, and during school hours, he/she cannot leave the school grounds without the permission of the parent.
- If your child must leave school before dismissal, please make arrangements in advance with the teacher. If there is an emergency, please notify the school to make necessary arrangements.
- If you want someone who is not on your Student Pick-up Consent List to pick up your child, you must notify the school in writing or via text message before the end of the school day.
- If you want your child to walk home, you must notify the school in writing.
- In situations that involve divorce and custody relationships, the school needs legal documentation to prevent a non-custodial parent from picking up his/her child or visiting them on the premises. Report cards, newsletters, etc. will be sent to the custodial parent. Duplicate materials may be delivered to the non-custodial parent if it is in accordance with the legal documentation.

Traffic pattern for student safety

Please circle through the driveway from west to east to drop-off or pick-up your child. If others behind you are ready to go, please circle around and return to the line. Please do not park in the drive-through area.

Inclement Weather

In case of inclement weather, listen to the local news reports. If Jefferson Independent School District is closed due to inclement weather, we will be closed also. If we decide to do anything different from JISD, parents will be notified by phone.

Lunches

Students are expected to bring and eat their lunch at the school.

Classroom Visitors

Parents are welcome to visit and observe in the classroom but are asked to make arrangements with the teacher and/or principal prior to your visit.

Tardies

Because it is important for students to establish good habits of promptness and reliability, children not in their classroom at 8:00 will be marked tardy. A tardy would be excused for the following reasons: a doctor's appointment, a traffic accident, severe weather, or extreme circumstances beyond the control of either parents or students.

Excessive tardies, 20% or more in a nine-week grading period, will require a mandatory parent-teacher conference with possible follow-up meeting with the board chair and/or conference educational representatives.

Absences

If your child is absent, please contact the school or teacher prior to 9:00 a.m. Upon a child's return to school after an absence, the parent must send a note to the teacher that includes the following: the reason for the absence, the date(s) of the absence, and the parent's signature.

The state's compulsory attendance law mandates 90% attendance during the school year. Based on a school year of 180 days, a child may not miss more than 18 days of school in any given school year and expect to pass. Texas law also mandates that to receive credit, a child may have no more than 10 unexcused absences during the year. If the parents feel that there are extenuating circumstances, they may petition the school's enrollment committee.

Children are expected to attend school every day, but parents should not send children to school when they are running a fever, vomiting, diarrhea, or otherwise ill. If a child is absent for five consecutive school days due to illness, a doctor's note is required to return to school.

If a child is to be absent for reasons other than illness, parents need to notify the teacher a week in advance, if possible, and arrange for assignments.

Make-up assignments

When a student returns to school after an absence, it is the responsibility of the student to obtain a list of all assignments or make-up work. A reasonable due date for the missed assignments will be specified by the teacher.

Medication

If a child returns to school while still on medication a "Permission to Administer Medication Form" must be completed by the parent. The school will follow the procedures specified on the form. No medication will be given without the permission form.

Prescription medications must be in their original container with written instructions indicating the method, amount, and time the medicine is to be administered.

All medication is to be given to the teacher upon the student's arrival at school. All medication is to be administered by the teacher.

No over-the-counter medications will be administered unless they have been provided by the parent/guardian with proper written authorization as to the amount and time for administering the medication.

Emergencies

In case of serious emergency, the school will attempt to contact the parent or guardian. If this individual cannot be reached, the teacher or principal will summon or take the student to receive medical aid. All students must have "Consent to Treatment Form" signed by the parent or guardian, on file in the school office.

Accident or illness during school hours

If an illness or serious accident occurs at the school and does not require immediate emergency room treatment, the parent will be notified to pick the child up from school.

Prior to the first day of school the parents will sign and return a "Consent to Treatment Form" authorizing the staff to obtain medical aid in the event of a serious injury or illness. Parents will be contacted as soon as possible after the child's initial medical needs have been met.

Student Insurance

All students are covered by Adventist Risk Management. This is a secondary insurance intended to supplement the parents' primary insurance.

Academic Policies and Procedures

Grading

The Performance Key for kindergarten is as follows:

- I Independently achieves objectives and performs skills
- P Progressing toward objectives and performs skills
- NT Needs more time to develop

The Class Grades for grades 1 & 2 are as follows:

- I Independently achieves objectives and performs skills
- P Progressing toward objectives and performs skills
- NT Needs more time to develop

The Levels of Understanding for grades 1 & 2 are as follows:

- 4 Exceeds
- 3 Proficient
- 2 Developing
- 1 Novice

The Class Grades for grades 3-8 are as follows:

A	90-100%	Indicates superior work
B	80-89%	Indicates above average work
C	70-79%	Indicates average work
F	69% or less	Indicates unsatisfactory work

The Skills Levels for grades 3-8 are as follows:

4	Exceeds
3	Proficient
2	Developing
1	Novice

Testing

All students in kindergarten through eighth grade will take the MAP Skills test three times during the school year. Please see the calendar for the testing dates. Please be sure that your child is well rested, has eaten a good breakfast, and is on time each testing day.

Results will be shared with the parents as soon as possible after each test.

Homework and regular assignments

All assignments must be turned in on time to receive full credit. Each teacher will explain their policy regarding late work.

Students may have assignments to work on at home such as outside reading, review of spelling words, or Bible "Treasure Verses" on a regular, weekly basis. Students will be expected to take home for completion any assignment that is not finished during school hours and turn it in at the beginning of the following school day. Occasionally assignments will be specifically "homework." These should be completed and turned in as specified by the teacher.

Field Trips

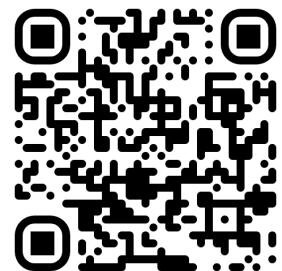
Field trips serve as an important part of the educational program. Teachers will plan and organize field trips as needed to enrich the learning of the students. Only authorized adults will drive on field trips or other school functions off campus. Authorized drivers must submit a copy of their current driver's license and a copy of their insurance policy demonstrating full coverage that meets the requirements of the Texas Conference, and have been approved through Sterling Volunteers. Signed permission form must be returned to the teacher prior to the field trip or the student will not be allowed to participate.

Sterling Volunteers

Every adult in contact with our students must be cleared through the Sterling Volunteer program which includes a background check. This authorization must be renewed every three years. The website is at <https://www.ncsrisk.org/adventist/index.cfm>

Book Policy

Textbooks and library books are the property of the school and should be used with care. Students will be charged for lost or damaged books.



Scan for Sterling
Volunteers

Communication

Progress Reports

Teachers will send home weekly Progress Reports to the parents. It is very important that the parent look at the report, sign it, and return it to the teacher the following day. These reports will keep parents aware of any missed work as well as current grade status for their child. You will find the progress report in your child's folder that comes home on Mondays.

Report Cards and Parent-teacher Conferences

Report cards come out at the end of each nine-week period. The first report card will be given to the parents at the parent-teacher conference. Appointments for parent-teacher conferences will be scheduled at the end of the first nine-weeks. Subsequent report cards will be sent home and conferences will be scheduled only as needed. Parents may request an appointment with the teacher at any time.

The final report card at the end of the year will be given to the treasurer in a sealed envelope to be sent upon verification that the school account is clear.

Newsletter and Other Communication

Each week a newsletter will be sent to the parents.

Graded assignments, progress reports, permission slips, or other important information will be sent home in each child's folder on a weekly basis.

Birthday Celebrations

The teachers will be happy to set aside time for a special, but simple, birthday celebration at school. Arrangements must be made in advance. Please check with teachers for allergy considerations.

If party invitations are handed out at school, the entire class is to be invited.

Procedure for Handling Concerns

If parents have a concern about the actions of a teacher or with a student's behavior, we ask that they follow these steps and use the Legitimate Concern Form.

1. **Initial Contact:** Parents should first speak directly with the involved teacher.
2. **Allow for Action:** After this initial conversation, the teacher and school staff should be given reasonable time to implement any agreed-upon changes or corrective actions. In the meanwhile, staff will communicate with the parent based on the timeframe set on the Legitimate Concern Form.
3. **If Unresolved:** If satisfaction is not realized after this period, parents should speak with the principal along with the involved teacher.
4. **Further Escalation:** If the problem is still not resolved, the School Board Chair should be consulted. The chair will work to bring the parents, teacher, and principal together to seek a resolution.
5. **Formal Written Concern:** If the concerned parents remain dissatisfied, they must submit their concern in writing to the chairperson. The chair will convene a meeting with the Texas Conference Vice-president for Education (or a representative), the parents, the teacher, and the principal to attempt a resolution.

6. **Board Involvement:** If the matter is still unresolved and the chairperson agrees further review is necessary, the teacher, parents, principal, and a representative from the Texas Conference Office of Education will appear at the next school board meeting to present the issue. All discussion will be kept confidential.
7. **Executive Session and Decision:** After the complaint has been presented and all parties have had the opportunity to respond, the board may ask further questions and will then move into executive session for discussion. All parties will be notified of the final decision.

School Board

The school board supports all denominational policies pertaining to Seventh-day Adventist Christian Education.

An individual who desires to address the school board on a specific topic must contact the school board chair with that request prior to the day of the meeting.

Board meetings are normally open and parents, church members, or other friends of the school are welcome to attend. Occasionally, when sensitive or personnel items are discussed, the attendance at the meeting is restricted to the board members only.