

Handbook 2025-2026



School Hours

PreK/K: Choteau Campus

Monday – Thursday 8:15 a.m. to 12:00 p.m.

Grades 1-6: Choteau Campus

Monday – Thursday 8:15 a.m. to 3:20 p.m.

Friday 8:15 a.m. to 12:15 p.m.

Grades 7-10: Fairfield Campus

Monday – Thursday 8:00 a.m. to 3:55 p.m.

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Choteau, MT 59422

(406) 466-2195

TetonAdventistChristianSchool.org

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2025-26 SCHOOL YEAR CALENDAR – 1080 RQD HOURS

August 1	Registration – final paperwork & registration fee and first payment due
August 25	First Day of School
September 1	Labor Day – No School
Sept 22-Oct 3	MAP Testing
September 8-11	5-8 th grade Outdoor School
October 24	End of 1st Quarter
November 24-28	Thanksgiving Vacation- No School
Dec 22-Jan 2	Christmas Vacation/ New Year's Day - No School
January 9	End of 2 nd Quarter
January-March	Ski PE at Teton Pass (4 days)
January 26-Feb 6	MAP Testing
February TBD	Ski the Summit/Academy Day's at MEA (7-8 th Graders only)
February 12	Valentine's Day Banquet
February 13	No School
February 16	No School
March 13	End of 3rd Quarter
March 23-27	Spring Break- No School
May 27-April 8	MAP Testing
May 25	Memorial Day- No School
May 28	K and 8 th Grade graduation
May 29	Last Day of School, End of 4th Quarter

Note: This is a proposed calendar, pending approval by the superintendent. Social events will be added, such as ski lessons, field trips, music performances, Christmas and Easter programs, community service projects, etc.

I. ABOUT TETON ADVENTIST CHRISTIAN SCHOOL

Welcome to our school!

Teton Adventist Christian School (TACS) views children as a unique and marvelous gift from God. We work with parents to provide a safe environment where children can grow to be all that they were created to be.

Our curriculum focus strives to provide a comprehensive education that promotes the intellectual, emotional, spiritual, social, and physical growth of each child. We work to integrate these developmental processes so that children may become well-rounded adults who value themselves and others. We encourage all families to participate in school activities. TACS strives to serve our local Christian community regardless of religious affiliation.

Mission and Vision Statement

Teton Adventist Christian School exists to educate each student to their highest level of academic achievement in a Christ-centered atmosphere.

Our goal is to develop lifelong learners that will grow to love Jesus and be a blessing to their communities.

School board

TACS is guided on the local level by an elected school board. The school board directs the policies of the school under the general direction of the Superintendent of Education of the Montana Conference of Seventh-day Adventists. The school board meets at least 6 times each year and is open for all constituent members and parents to attend unless it is in executive session. Items that visitors wish to have discussed should be presented to the chair of the school board and principal at least one week prior to the board meeting.

Statement of nondiscrimination

The Seventh-day Adventist Church, in all its church schools, makes no discrimination on the basis of race, color, ethnic background, country of origin, or sex in administration of education policies, applications of admission, scholarship or loan programs, and extracurricular programs. Teton Adventist Christian School follows this policy.

The standards of TACS are based upon God-given principles.

- At Teton Adventist Christian School each individual is welcome as a valued child of God.
- Foundational to our teachings is our biblical belief that every person is created in the image of God (Genesis 1:27) and that Jesus Christ provides a path of redemption to every person who accepts Him as their personal Lord and Savior. Our identity is to be found in Christ alone (1 Corinthians 6:17).
- As a Seventh-day Adventist community we believe that we were created in God's image, male and female, and designed to live in relationships with each other (Genesis 1:28).
- God gave marriage and family as a holy ideal at creation (Genesis 2:22- 24).

- Not only was marriage divinely established in Eden, but it was affirmed by Jesus to be a lifelong union between a man and a woman in loving companionship (Mark 10:6-9).
- As we are called to unconditional love of each other, we are also called to uphold our Seventh-day Adventist biblical beliefs on sexuality. These beliefs are promoted, encouraged and practiced at TACS.
- It is our prayer to be united in God's love (1 John 3:11).
- TACS is set up with the healthy separation and development of the sexes in mind. Students will use facilities based on their biological sex.

Special Needs

At TACS, student success is a top priority and teachers use many methods to reach that goal. Students with special needs (behavioral, academic, or emotional) may require the use of resources not offered at TACS. This takes a cooperative approach between parents, teachers, and special education personnel. Examples of resources outside of TACS are, but not limited to, special education testing services, Individualized Education Plan implementation, counseling, behavior training, etc. Students who have special needs may be asked to obtain these services as a condition for enrollment at TACS.

Services provided in this manner are aimed at being able to keep special needs students at TACS in a Christian environment while also providing the professional help needed for academic, behavioral, or emotional growth and success. In addition to assisting the student, these services provide support for classroom teacher and the parents. There may also be cases where a student's needs cannot be met at TACS, even with the added resources discussed above. TACS staff, in consultation with the parent, school board or conference educational superintendent, will make that determination.

Visitors

Parents and others are welcome to visit. Please check with your child's teacher to schedule a mutually convenient time. Children may visit the school only after prior arrangements have been made with the teacher and principal. Parents and other visitors should not interrupt a class (except in an emergency) to converse or visit with students or teachers. This also includes lunch and recess. Upon arrival, all visitors (including visiting parents) must check-in with the teacher and sign the visitor's log. Visitation to our campus during school hours is at the sole discretion of the teaching principal.

II. ADVENTIST EDUCATION

Did you know...

- ◆ The Seventh-day Adventist educational program is the 2nd largest protestant school system in the United States and largest in the world.
- ◆ The Seventh-day Adventist educational system includes:
 - 9,485 schools
 - 2,045,000 students

- In nearly 145 countries worldwide.

Each school works in close cooperation with the Seventh-day Adventist educational department directors in the 13 world divisions (regions) around the world. The mission of the Seventh-day Adventist educational system is to promote holistic student development expressed in physical and emotional well-being, Christ-centered worship, academic excellence, caring relationships, and practical concern for others.

Philosophy of Seventh-day Adventist education

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. Through the guidance of the Holy Spirit, God's character and purposes can be understood as revealed in nature, the Bible, and Jesus Christ.

The distinctive characteristics of Adventist education, derived from the Bible and inspired writings, point to the redemptive aim of true education: to restore human beings into the image of their Maker.

While God presents His infinitely loving and wise character as the ultimate norm for human conduct, human motives, thinking, and behavior have fallen short of God's ideal. Education in its broadest sense is a means of returning human beings to their original relationship with God. Its time dimensions span eternity.

Adventist education seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential; and to embrace all that is true, good, and beautiful.

An education of this kind imparts far more than academic knowledge. It fosters a balanced development of the whole person—physically, intellectually, socially, and spiritually. Working together, homes, schools, and churches cooperate with divine agencies in preparing learners for responsible citizenship in this world and in the world to come.

Goals for curriculum

The following goal statements have been established to support the unique philosophy of Seventh-day Adventist education for each student.

1. ***Acceptance of God and His Word*** — Surrender one's whole life to God, develop a relationship with Jesus Christ, and allow the Holy Spirit to work in one's life.
2. ***Commitment to Biblical Christianity*** — Desire to know, live, and share the message and mission given to us by Christ through His Word.

3. ***Interpersonal Relationships*** — Develop a sense of self-worth, skills in interpersonal relationships, an understanding of the responsibilities of family membership, and the ability to respond with sensitivity to the needs of others.
4. ***Responsible Citizenship*** — Develop an understanding of cultural and historical heritage; affirm a belief in the dignity and worth of others; and accept responsibility for local, national, and global environments.
5. ***Healthy Balanced Living*** — Accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.
6. ***Intellectual Development*** — Adopt a systematic, logical and Biblically based approach to decision-making and problem-solving when applied to the developing body of knowledge.
7. ***Technology and Communication Skills*** — Recognize the importance of effective communication and develop the requisite skills.
8. ***Life Skills*** — Function responsibly in the everyday world using Christian principles of stewardship, economy, and personal management.
9. ***Aesthetic Appreciation*** — Develop an appreciation of the beautiful, both in God’s creation and in human expression, while nurturing individual ability in the fine arts.
10. ***Career and Service*** — Develop a Christian work ethic with an appreciation for the dignity of service.

III. SCHOOL LIFE

Acceptance

No religious affiliation is required of any student upon entering the school, but it is expected that every student who presents himself for admission to the school thereby pledges to observe willingly all its regulations, maintain a positive attitude, and uphold the Christian principles upon which the school is founded.

Placement tests may be given to ascertain readiness or placement for any applicant. Formal application must be made for all students by completing an application form. Acceptance is subject to the decision of the school board. The school board may request interviews and/or letters of recommendation and review previous school behavior and academic performance. Previous and current parental interaction with schools may also be a consideration. All students are in a period of probation for the first six weeks of each school year. *All paperwork is due at registration, or it must be arranged for completion by September 15 for students to continue school.* The following documents must be submitted:

1. Teton Adventist Christian School Enrollment Form
2. Consent to Treat Form
3. Health & Medical Form
4. Technology Use Policy
5. Internet Access Agreement
6. Security Camera Policy
7. Financial Agreement Form
8. Request/Release of Student Records Form
9. Volunteer Form
10. Parent and Student Pledge
11. Official documentation of immunizations
12. Physical for new students, 4th and 7th graders
13. Original or Copy of Birth Certificate (new students)
14. 3 Letters of Recommendation (new students)

Note: TACS will not accept students who have a poor behavioral record or who have been suspended or expelled from another school except in special circumstances reviewed and approved by the school board.

Attendance

Attendance at school is critical to the success of the student. Students are required by state law to attend school 1080 hours per year. The **maximum number of unexcused absences is 9 per year**. Attendance records are maintained and serve as a legal document. Three valid excuses for absence are:

- ◆ Student illness
- ◆ Death in the family
- ◆ Doctor/Dentist appointments

Other absences are permitted and may be excused, but they must be approved by the teacher and School Board 2 weeks prior to the absence(s). As a general guideline, excused absences must not exceed 5 consecutive school days and not more than a total of 10 per year. A student may receive failing or lowered grades for the quarter if attendance requirements are not met. Students participating in school-sponsored activities will not be marked absent.

A doctor's note will be required for the following situations:

-To excuse an absence due to illness of more than 3 school days.

-To return to school if the child has had a highly contagious illness such as chickenpox, etc.

It is our priority to maintain the health of our students and school as a whole.

Attendance Protocols

- A student must be in school prior to 10:00 to count for the morning. Any student who leaves after 10:00 will not be counted absent for the morning. Any student who leaves for the afternoon prior to 2:00 will be counted as absent for the afternoon. Any student who leaves after 2:00 will not be counted absent.
- If a student has 5 absences, the classroom teacher will contact the parents. Each day they are

absent after the fifth day will result in an after school tutoring session with the classroom teacher to make up lost instruction/learning.

- If a student has 7 absences, the principal will contact the parents again. A meeting will be set up with the parents to problem solve the student's attendance. Any absences over 10 may result in permanent dismissal from TACS.

MONTANA LAW REQUIRES THE SCHOOL TO CONTACT (BY PHONE)
PARENT(S)/GUARDIAN(S) WHEN A CHILD IS ABSENT FROM SCHOOL.

This law is for the protection of the child and every attempt will be made to contact the parent/guardian when the student is absent.

PARENTS ARE ASKED TO NOTIFY THE SCHOOL BY 8:15 A.M. IF YOUR CHILD WILL BE ABSENT.

Tardy Protocols

- A student is tardy if they are not in the classroom by 8:35am.
- If a student has 3 tardies, it will be considered 1 unexcused absence.
- If a student has 5 tardies, a letter will be sent to the parents.
- If a student has 8 tardies, parents will be invited to a meeting with the classroom teacher.
- If a student has more than 10 tardies, they will be added to a problem solving list and parents will be contacted by the head teacher. Possible negative consequences for the student could include loss of recess time, lunch detention or after school detention.

Physical education, recess, and field trips are part of the regular school program. A student may only be excused by a note from a medical doctor verifying a limiting physical condition. Student participation in P.E., music, and field trip activities during normal school hours is mandatory. Participation in P.E., music, or field trips outside school hours is strongly encouraged and often times required and may affect the student's grade. If your child cannot attend scholastic activities outside normal school hours, please inform the teacher as soon as possible so he/she may plan accordingly. **Note:** Parents who have valid concerns pertaining to field trips may request their child be excused, in which case parents will be responsible for student care.

Field Trips

Field trips are a part of the academic program at TACS. Parents are sometimes asked to attend field trips with their children. If you would like to accompany your child's class on a field trip, please contact their teacher. Sterling volunteers must be completed prior to the trip.

Damage to school property

Lost or damaged books and other defaced or damaged property will be billed to student accounts. Regular financial policy applies.

Grade completion requirements

Students who do not meet grade requirements and acceptable attendance records (based on local state requirements) will not advance to the next grade or may be required to complete summer school. Younger students who do not exhibit competent maturity levels may be asked to repeat a grade to allow time for development to take place. Retention may be considered for a student who has not met minimum requirements in three major subjects and is subject to superintendent's approval. Consideration for grade acceleration is based on testing, academic performance, classroom behavior, maturity level, age, and is subject to superintendent's approval.

In order to finish the eighth grade from TACS, the pupil must present evidence of having completed Bible, Spelling, Health/Science, Fine/Practical Art (Art/Choir), Reading, Civics, Mathematics, U.S. History, English, and Physical Education.

Illness

Please keep a child home when ill, as communicable disease spreads rapidly in a school. Illnesses include coughing, fever (100.0+), runny nose, sore throat, rash, vomiting, and diarrhea. Because TACS does not have a school infirmary, **please make arrangements to have your child picked up within 45 minutes upon notification of illness.** The school will attempt to administer first aid as needed and parents will be notified of more serious injuries. Prescription medication, in its prescription container, should be administered by the child's teacher or staff. Please refer to medical policy. All medications will be stored in a safe place by the teacher.

TACS will follow recommendations from the Montana Conference of Seventh-day Adventists and seek guidance from the local health department regarding policies and procedures pertaining to COVID-19.

Medical requirements

School policy requires all new students and students entering the fourth and seventh grades must have a physical examination by their physician or have arranged for one to be completed by September 15. Verification should be presented at registration. The school will accept physicals taken six months prior to the start of school. State law requires up to date immunizations. Please bring a copy of the student's immunization records or a notarized form HES 113 at the time of registration.

Lunches

Parents should provide their child with an adequate nutritional lunch. A microwave is available for use. Soft drinks and other high sugar items, and beverages containing caffeine are discouraged. Please let the school know if your child has any food allergies.

Play field

Please prepare your child to be outside for recess each day. If the temperature or wind chill is below zero, or if the principal deems it necessary, the students will have recess inside. Activities in the building or playground will be limited to games approved by the faculty.

Child safety is always to be a top consideration. Students may bring play equipment from home for outdoor use at the approval of a teacher. The school does not assume responsibility for any student's recreational equipment. Students are expected to play outside during recess times unless a doctor's note is submitted or the teacher instructs otherwise. Parent's notes will be accepted on a periodic, temporary basis.

Scholastic goals and age requirement

Recognizing that not all students are scholastically equal, each child should be given the opportunity to achieve the highest education to the best of his/her ability. This can be achieved by giving him/her the instruction and skills necessary to meet given goals. We can measure the results of learning partially by testing and observing developmental progress. With this in mind, it is recommended that all children entering first grade have at least one year of kindergarten. In Montana, children may begin kindergarten if they are 5 years old by September 10 and first grade if they are 6 years old by September 10. Placement for students entering TACS for the first time will also be determined by age appropriateness first. For example, kindergarteners must be 5 by September 10, first graders must be 6 by September 10 etc. Age is not the only criteria for enrollment in school. If you have concerns about your child's readiness, please consult with the administration and teacher involved. Age must be verified by a birth certificate for all beginning or first-time students. Readiness tests may also be administered.

Subjects taught

The curriculum of TACS conforms to the requirements of the Montana Conference of Seventh-day Adventists Department of Education. Grades and credits earned at TACS are accepted in all Seventh-day Adventist Schools as well as public schools. The curriculum includes the following for grades K-9: Bible, Language Arts, Mathematics, Science and Health, Social Studies, Technology, Fine/Practical Arts (music, art), and Physical Education.

High School Students

Prospective students must submit evidence of the successful completion of the eighth grade or its equivalent in order to enter ninth grade. Our high school program is a hybrid program provided through Mount Ellis Academy (MEA). MEA is an accredited Adventist high school. The program with MEA allows schools to offer in person classes where a teacher has certification to do so. TACS will follow the MEA program and any additional, relevant handbook requirements for all high school students. There is a cost to TACS to offer online classes through MEA, so the financial agreement reflects that increase in cost for our students.

School Readiness Program

The school readiness program is offered 4th quarter on a part-time basis to those who are wanting to attend TACS the following school year. This program helps students who have not previously been in a school environment transition to the classroom.

Swim days, Ski days, Outdoor School

We plan 4-5 days each year for ski days, and 4 days for swim lessons if possible. These are considered school days with the emphasis on physical education. These activities are part of the physical education program and are not optional. These PE days also help us meet our required school hours.

Unless there is a valid medical excuse (see Attendance Policy), all students should plan to participate. Costs for swimming and skiing are included in tuition. Outdoor School (when available) is for grades 5-8 only, is optional but encouraged, and the cost is **not** included in tuition.

Use of electronics and telephone

Personal gaming devices, such as watches and iPods, are not to be brought to school. Please be considerate of class learning time and make every effort to limit phone calls to before and after school or during lunch time. Students are not permitted to use the school phone without permission, unless it is an emergency. Please take care of lunch, transportation, and personal issues at home. Student cell phones can be brought to school but must remain in the teacher designated area during school hours. If your child has special needs, please talk to the teacher.

Use of school computers

TACS provides Chromebooks for student use. All computers are protected with a web filtering firewall. Students may use the school computers and access the internet with the teacher's permission. Students will be held accountable for all websites viewed. Students will be held responsible for inappropriate use of the Internet and may face disciplinary action. Tampering, abusing, altering, and hacking of school computers is not permitted. Computer use is a part of the school's curriculum; students will be asked to use this resource to increase their learning. Each student and parent must sign a technology use agreement prior to receiving a device or accessing the internet.

Withdrawal of students

When terminating a student during the school year, the parent needs to come to the school and complete a withdrawal form. This must be done before the school can give report cards or refunds, if due. School charges will continue until termination procedures are completed, as well as absent marks on attendance. Outstanding bills must be paid in full to receive final reports cards. Refer to financial policy section regarding withdrawal and tuition.

IV. INFORMATION FOR PARENTS AND LEGAL GUARDIANS

Accident insurance

Accident insurance is provided through the Montana Conference of Seventh-Day Adventists.

Records Requests

When an approved person or entity requests student records in writing, MEA will produce copies of the available student records within 7 business days, according to the following protocols. Transcripts and other academic records will be provided only for students who are in financial good standing.

We are required to adhere to the Family Educational Rights and Privacy Act (FERPA) regulations in regard to our student records. This means that:

Records will be turned over to Law Enforcement upon official request.

Parents/guardians of minors may access their student's records.

Students 18 years or older may access their own records.

Parents of students 18 and over cannot access their student's records, whether financial or academic unless the student signs a Consent to Release Records form.

Camera/video waiver

TACS takes pictures and/or videos throughout the school year. The pictures and/or videos taken are used for the yearbook (in the event one is published), school brochure or newsletters, website, and other school-related functions. Your acceptance of the conditions of this waiver is indicated by your agreement on the TACS enrollment application.

Parents/guardians may choose not to sign a photo release form, thereby opting their student out of TACS pictures and media releases. TACS will do our best to respect these wishes, but with the prevalence of phones and cameras in our world today, we cannot control what others do.

Public Video Recording Devices

- TACS records public areas on campus for student, staff, and school safety. These recordings are school property and are not available for viewing except by specific staff members in certain situations and by law enforcement personnel as legally requested.
- Parents who wish to access recordings may do so for legal matters if they have acquired the appropriate subpoenas.
- Unless there are extenuating circumstances, TACS will keep video recordings for 3 months' time.

Closed campus

From the time a student initially arrives on campus each day until he/she leaves for home after school, he/she is not permitted to leave the school campus at any time during school hours without prior permission from their parents or legal guardians and their teachers. An unauthorized leave or absence may result in disciplinary action. No child will be allowed to leave the school grounds with an individual other than his/her parents or legal guardian without the written or verbal permission of his/her parent or legal guardian.

Parental agreement

By registering a student at TACS, the parent(s) and/or legal guardian(s) agree to abide by the judgment of the school board, administration, or faculty as it applies to standards of dress and conduct of their children. Parents also agree to communicate with the faculty regularly if they have any questions or concerns. Further, such registration implies a willingness to meet the financial obligations that accrue out of tuition, fees, or other applicable charges approved by the school board. In addition, registration implies a willingness to respect and uphold the school policies, purpose, and curriculum.

Parental support and involvement

Studies have shown that children do better in school when their parents are involved to some degree with the school program. We recognize that time constraints make it impossible for some parents to be on campus during regular school hours, so we have identified many ways for you to participate. (Background and driver checks are required for volunteers working with children.)

Volunteer opportunities include:

- ◆ Teacher assistant — classroom/play area
- ◆ Hot-lunch program — preparation /clean up
- ◆ Field trip — driver/supervision
- ◆ Fundraising programs — planning/record keeping/involvement
- ◆ School work bee
- ◆ Secretarial/clerical/library duties
- ◆ Other special projects, such as yearbook, monthly newsletter, school t-shirts

Parent and volunteer expectations

TACS appreciates positive volunteer/parent involvement, and regards this support as a valuable asset, which improves the success of the entire school program. Volunteers/visiting parents shall follow the following guidelines:

1. Volunteers show a willingness to assist teachers and share their respect and love for the students.
2. Volunteers are to participate for the purpose of supporting the school program and its staff.
3. All volunteers must undergo school screening procedures and meet with the teacher(s).
4. Volunteers work under the direction and supervision of the teacher or program coordinator.
5. If possible, volunteers must keep to a regular schedule so the teachers can expect them at established times.
6. Volunteers must be safety conscious at all times and not request children to engage in activities that would endanger them.
7. Volunteers should ask for information when they do not know how to complete a task or help a child.

8. Volunteers must be able to keep confidences. Volunteers must not discuss problematic school happenings with others; information shall be shared with the teacher and principal only.
9. Volunteers are not allowed to show favoritism to students, their own or others.
10. Volunteers do not discipline students or countermand any teacher decision or request to a student.
11. School parents who are volunteers must watch for negative changes in their child's academic performance or classroom behavior in the volunteer's presence.
12. Volunteers are not to criticize school staff, pupils, or programs publicly. Concerns or suggestions may be brought to the teacher or school board privately.
13. Volunteers are not to make decisions regarding diagnosis of pupil difficulties, prescription of learning experiences, or evaluation of pupil progress.
14. Volunteers who have a negative effect on children, teachers, the school's operations or other volunteers will discontinue their service.
15. School parents who are volunteers must be mindful that at times a child's autonomy may be infringed if the parent's presence is too strong, too frequent, or too distracting.
16. Volunteers are to respect the policies as listed in the school handbook.

How to stay informed

- ◆ **School Calendars:** These are provided at the beginning of the school year. They are handy for planning family business/vacations.
- ◆ **Notes/Messages/Children's Work:** Please impress upon your child that you are depending upon him/her to be responsible about delivering notes to you that come from school. The school will see that the notes are put in the child's hand, but the actual delivery of that note cannot be guaranteed without a parent's help.
- ◆ **The Handbook:** Gives much information on the policies and practices of our school.
- ◆ **Monthly Parent Newsletters:** Once a month a newsletter will be attached with your child's schoolwork or will be in their take-home folder. It contains the most current and accurate information.
- ◆ **Website/School Facebook Page/Mass Texts:** Visit TetonAdventistChristianSchool.org for information. Parents and students have access to school email/message blasts through our online student information system.
- ◆ **School Open Houses:** These are to provide the "school family" with opportunities for discussions, programs, and social gatherings. By attending regularly, you will grow closer to other parents, the teachers, and your child's classmates.
- ◆ **Verbal Communication with Teachers:** Parents are encouraged to come into the school building to visit with the teacher(s) about updates on upcoming events, share concerns, or ask questions.

Parent-Teacher Conferences

Grade reports will be issued at the end of each quarter. Parents will be scheduled to conference with their child's teacher at the end of the first and third quarters, but conferences are welcome at any time during the school year.

Parent and constituent concerns

Teton Adventist Christian School encourages parent participation and is receptive to suggestions, opinions, and constructive criticism. Our grievance policy is based on Matthew 18:15-20. The proper channel for concerns is as follows:

1. Pray earnestly about the matter at hand.
2. Speak directly to the person in question as soon as possible. This will solve most problems.
3. Ask the principal or school board chair to accompany if a second attempt is needed. If you are in conflict with the principal, ask the school board chair to accompany you.
4. If no resolution is reached, the matter will be presented to a grievance committee comprised of the school board chair, constituent church pastor, and principal.
5. A final presentation will be made, if needed, to the full school board. The board's decision will be final.

Note: The school board will not address your concerns unless these steps have taken place, and the principal and the board chair have been notified of your request to address the school board one week prior to the board meeting.

Major problems can often be avoided if you are:

- ◆ Open and direct in handling questions before they become problems.
- ◆ Careful in your choice of words, and timing, so that you can be calm, quiet, and constructive.
- ◆ Convinced that each person wants what is best for your child.
- ◆ Willing to listen and try to put yourself in the other person's place.
- ◆ Committed to finding possible solutions, or areas of compromise.
- ◆ Trust in each other's honesty and good will is the biggest aid in solving problems so that both parties are satisfied.

Appeals:

Parents/guardians of students whose behavior has resulted in dismissal may appeal the decision. Parents/guardians may present a letter to TACS, and/or speak to TACS school board regarding their position (with approval of the chairman). Only the student and his/her legal guardians will be allowed to appeal. First speak with school principal regarding the appeal. Next, submit the appeal in writing to the school board at least 72 hours prior to monthly meeting.

V. STUDENT EXPECTATIONS

TACS maintains three core principles. These principles form the basis for all student expectations at our school. All three apply to students, faculty, leadership, visitors, and others. These three principles are followed by almost all people, but especially Christians.

1. Treat all people with courtesy and respect.
2. Make safety a priority.
3. Keep things clean and orderly.

Treat all people with courtesy and respect

Treating all people with courtesy and respect, which includes how a student views themselves. Parents should encourage their child to be kind to and patient with themselves. Some things take time to learn.

General guidance for students:

- ◆ Be patient and kind towards other people, even if it seems difficult. Give them a fair chance, too. When possible, respect their ideas of how to do things; you don't have to give in to them, because love also means being honest. Love means respectfully letting people know how you feel.
- ◆ Your teachers are here to help you. When you don't understand what they want, or when you disagree with them, talk it over. Your questions may help you understand what is needed. Your questions may also help the teachers improve what they do. We are all still learning. At times your teacher may have to say, "I'm sorry, but for now, this is the way it will have to be." For the good of the class, you will need to accept the teacher's decision. Sometimes, too many things are going on for your question to be handled right then. You will need to cooperate first, and then raise the question again later at a more appropriate time.

Make safety a priority

General guidance for students:

- ◆ You can study better and have more fun without a cut foot or broken arm so treat yourself well by playing safely.
- ◆ Keep your hands, feet, and objects to yourself.
- ◆ Others can study better and have more fun without injuries so be careful with them. No fighting, wrestling, or horseplay. Do not talk mean or unkindly to others. Hurt feelings effect school progress, too. Take turns and play fair.
- ◆ Teachers and students work better when they know their property is safe. Do not take or use other people's property without permission. Respect other people's property.

Keep things clean and orderly

General guidance for students:

- ◆ Keeping your body, hair, breath, clothes, and desk clean helps you make friends.
- ◆ Keeping your work areas neat helps you find important papers and it keeps the room attractive for your friends.
- ◆ Keeping the school equipment (books, walls, P.E. equipment etc.) clean and usable will help save money.
- ◆ Keeping your school facility clean and sanitized will show you are a responsible student and help keep you healthy and safe. Duties will be assigned to each student, such as vacuuming, emptying trash, washing counters, etc.

School rules

To keep TACS a safe and a happy place to be, these are some rules that have to be obeyed:

1. Don't use inappropriate language, cuss words, or God's name carelessly.
2. Don't hurt anyone either physically or emotionally.
3. Don't destroy property; yours, the school's, or anyone else's.
4. Don't leave the school without permission.
5. Don't use tobacco or alcohol.
6. Don't activate the alarms such as the fire alarm.
7. Don't bring any weapons to school, including knives.
8. Don't cheat, steal, or lie.
9. Don't bring any unauthorized electronic equipment such as iPods, gaming devices, etc.
10. Don't chew gum or bring it to school.
11. Don't eat during school hours outside of snack/lunch time except with permission.
12. Don't use skateboards/rollerblades on school property.

Any incident involving weapons or reproductions thereof, including knives of any kind, or any object considered unsafe or detrimental to the welfare of the students, may be brought before the School Board and reported to the local law enforcement agency.

Search policy

The school reserves the right to search a student's person and personal property.

Student conduct

The purpose of TACS is to train young people not only in academic subjects but also in Christian principles of conduct. With this purpose in mind, the school has established guidelines that promote spiritual growth, harmonious personal relationships, safety of the students, and a smooth operating program. **By the act of applying for admission and attending TACS, students pledge to observe willingly all printed and announced regulations and to uphold the Christian principles upon which the school is operated.**

Additional rules, guidelines, or regulations may be adopted by the school and announced to the students during the course of the school year. Students are expected to respect and obey the teachers, teachers' aides, and school volunteers at all times.

The school reserves complete discretion in making disciplinary decisions. If a student's progress or conduct is unsatisfactory, his/her spirit is manifestly out of harmony with the standards of the school, or his/her influence is found to be detrimental, he/she may be asked to withdraw at any time even though there may have been no specific violation of any particular regulation.

Defiant behavior or undermining the school's ideals in any manner may result in suspension, dismissal and/or immediate disciplinary action. Continual misbehavior will be considered defiant behavior. The principal has full authority to suspend a student; the school board has full authority to expel a student. If it becomes necessary to promptly dismiss a student from

school for defiant or inappropriate behavior, **the parent is expected to make arrangements to pick up their child within 45 minutes of notification.** The student may not be allowed to return to school until a productive parent-teacher-student conference has taken place.

Bullying

Behavior that includes bullying and threatening the safety of others will not be tolerated. In accordance with www.stopbullying.gov, TACS defines bullying as unwanted behavior that involves a power imbalance and repetition. *Unwanted behavior* can be aggressive or subtle. An *imbalance of power* refers to the bully using their power (such as physical strength, size, access to embarrassing information, or popularity) to control, harm or embarrass others. Power behaviors happen more than once or have the potential to happen more than once. Those who engage in bullying or harassment at TACS will be subjected to the appropriate disciplinary measures, including (but not limited to) anti-bullying assignments, suspension, dismissal, and police reports.

Please note: Not all inappropriate or hurtful behavior belongs in the bullying category. TACS recognizes that there are behaviors more serious than bullying and some that are less serious. Even if a behavior is not considered bullying, it will be dealt with according to its severity.

Reporting

Students who have experienced bullying or sexual harassment shall report the incident to school authorities as soon as possible so they may take appropriate action. The student may be asked to create a written report outlining what happened, when it occurred, and who else was involved or privy to the information. If the harassment is between students, the student shall report the incident to any staff member. If the harassment comes from an employee, the student should report directly to the principal or another responsible adult.

Dress code

The dress code has been developed in consideration of comfort, current styles, and modesty. Parental assistance is vitally important to help the student dress within the following guidelines. Neatness, cleanliness, and appropriateness should be remembered when making choices for school wear.

Acceptable student attire:

1. Slacks, denim pants, leggings (with long shirt), shorts (at least 2/3 length from hip to knee)
2. Shirts or T-shirts with sleeves
3. Dresses or skirts (at least 2/3 length from hip to knee). Shorts must be worn under dresses or skirts.
4. Emergency and medical I.D. tags are permitted
5. Swimsuits: Boys-boxer style swim trunks; girls- one-piece swim suits or full length two pieces covering the entire torso with modest necklines. If unsure, wear a swim shirt.

Unacceptable student attire:

1. Clothing not reflecting Christian standards
2. Any clothing article that is immodest, excessively tight, sloppy, torn, or dirty
3. Tank tops, strapless tops, or tops which reveal the midriff
4. Clothing which does not conceal underclothes at all times, including straps and bands
5. Jewelry (bracelets, rings, necklaces, earrings, chains, etc.)
6. Conspicuous use of cosmetics (keep it natural)
7. Flip-Flops (closed-toed shoes/sandals must be worn at all times)
8. Hats while indoors, with the exception of special dress up days as approved by teachers.

These guidelines are to encourage safety and focus at TACS. Dressing in ways that are distracting to oneself or others does not aid in a learning atmosphere. Additionally, when children are learning or playing we want to prevent injury- stubbed toes are more likely to happen when shoes do not cover toes. Jewelry can get caught on things when playing. It can also get lost. Consider age-appropriate attire. The staff reserves the right to make interpretations and decisions relating to student dress. In the event a student does not follow these rules of dress, the parent will be notified and must correct his/her child's attire as soon as possible. Repeated parent notifications with dress will result in a meeting between parents, teacher and student. If abiding by the dress code continues to be a problem, the school board will meet with the family to discuss if the student will like to remain at TACS and abide by school policies or choose to withdraw from school.

Substance Use

TACS is a drug-free, smoke-free, tobacco-free, alcohol-free campus. The use of illegal drugs or the abuse of prescription drugs is prohibited. Any student breaking this policy on or off campus subjects themselves to the following possible consequences:

Participation in and completion of a drug or alcohol abuse rehabilitation program.

Dismissal from school.

Referral to the authorities.

Students who have been involved with illegal drugs or substance abuse within the preceding 12 months, or are suspected of using during the school year, can be subjected to a random drug screening as deemed necessary by school administration. The cost for such screening shall be borne by the student or his/her parents/guardians. A student's failure or refusal to take a drug screening test as requested by school administration may, at the discretion of AdComm, result in dismissal.

A student may be retained at TACS following an approved counseling evaluation from an approved agency if all parties have agreed to follow the recommended treatment program. Continued enrollment at TACS is contingent upon the student's participation in the treatment plan.

Personal belongings

Students should not bring valuables to school such as precious collections. The school does not assume responsibility for damage or loss for any items that are brought on campus. Items such as coats, lunch boxes, and backpacks are to be taken home daily — not left overnight. Please label all personal belongings with child's first and last name. All personal belongings must be in accordance with school policy and uphold Christian values as outlined previously in this section. This includes, but is not limited to, personal reading material, items brought for show and tell, items brought on field trips or brought to school events.

V. EMERGENCY PROCEDURES

When it becomes necessary to close school due to the weather or other emergencies, parents will be notified directly by 7:30 a.m. (if possible). If school should close early because of weather or other emergency, parents will also be notified. In general, TACS closes if Choteau and/or Fairfield Elementary Schools close. Parents may use their own discretion in choosing to travel in inclement weather. It is recommended that all students who live away from town have a designated "town home" in which they will be allowed to stay in the event they are not able to reach their own homes.

Emergency notification instruments and evacuation

TACS uses the following instruments for the use of emergency notification: smoke detectors, cable TV, local radio, and Specific Area Message Encoding Weather Radio.

Building emergency exit

Drill and Actual: When exiting the building, teachers take student roster with emergency phone numbers. Notice is posted on the door as to location of students.

Teton Adventist Christian School Emergency Evacuation Plan

Level 1 — Disasters such as an earthquake

Students stay in the building, then exit

Drill:

The students shelter themselves under their desks or the nearest doorway or shelter. When the immediate threat is over, the students then exit the building while structural damage is assessed. The earthquake drill is practiced by the students at least once each school semester. Parents and authorities are not notified.

Actual:

Authorities are notified. Parents are notified to pick up their student(s) at TACS.

Level 2 — Disaster confined to local building, i.e. structural or fire damage

Students exit the building

Drill:

Students evacuate the building and line up by the church sign. Students are not allowed to re-enter the building unless authorized to do so. This evacuation drill is practiced monthly by the student body.

Actual:

Authorities are notified. Parents are notified to pick up their student(s) at TACS.

Level 3 – Disaster confined to local property, i.e. fire in building and field***Students evacuate to nearby shelter*****Actual:**

Students evacuate the building and walk/ride with the teacher(s) to the Choteau Church of Jesus Christ of Latter-day Saints. Authorities are notified immediately, and parents are notified through the phone chain to pick up their student(s) at the church building, 35 9th Ave NE.

Level 4 – Disaster in the lower valley, i.e. flood or chemical spill on the highway***Students evacuate the area*****Actual:**

Students evacuate the area. Students evacuate the area and walk/ride with teachers to the Choteau Church of Jesus Christ of Latter-day Saints, or in the case of a flood and the need to go to higher ground, the Choteau Airport. Authorities are notified immediately, and parents are notified through the phone chain. In such an event, announcements will also be made over the radio and/or television. Parents will pick up their student(s) at the Church, 35 9th Ave NE.

VII. FINANCIAL INFORMATION

Please review the current year tuition charges. Tuition is charged on a ten-month basis. The first tuition payment is due on the first business day of August. The next 9 tuition payments are due on the first business day of each month starting in September and ending in May. Accounts paid by August 1st with half the balance for that family's financial agreement will receive \$100 discount.

The registration fee of \$300 is due by the first day of August. Students registered by May 31 will receive a \$50 discount off the registration fee.

Financial policies

1. The account from the **previous year's** schooling must be settled before the student is permitted to enter for the current school year.
2. If an account becomes delinquent, satisfactory financial arrangements must be made with the school board in order for the student to continue school.
3. A 5% late fee will be added monthly to all amounts over 30 days past due. Students that have accounts more than two (2) months behind, the family will have a financial plan meeting with the financial committee. TACS also reserves the right to remove financial aid, scholarships, and or discounts retroactively if account remains delinquent over 90 days. Accounts over 120 days behind may be sent to collections. Students will be dropped from school when their financial accounts are 120 days delinquent.
4. Students who withdraw during the school year must pay all their outstanding

accounts.

5. Tuition refunds will be made for the time the student is no longer enrolled based on a daily rate. Outstanding bills must be paid in full to receive final reports cards.
6. The full registration fee will be charged for students entering any time during the school year. The registration fee is non-refundable. It covers, in part, library use, technology costs, field trips, MAP testing, school shirt, PE activities, and student accident insurance.

Tuition and Fees 2025-2026

Registration for all students	\$300 due August 1 st , 2025 (\$50 discount if paid by May 31 st , 2025)
Tuition:	
Part-time PreK/K	\$425 per month (\$4250 for the year)
1-8 Tuition	\$425 per month (\$4250 for the year)
9 th Grade	\$850 per month (\$8500 for the year)
Hot Lunch	Included in tuition (once/week when volunteers are available)
Basic Supplies	Included in tuition
Skiing	Covered by Registration Fee
Outdoor School (Grades 5-8)	\$70/student, \$60/chaperone (estimate) Fall 2025
Ski The Summit (Grades 7-10)	\$200 (estimate) February 2026 at MEA

Funding

The total cost of the establishment and operation of the school is not covered by the tuition charges. Members of the Seventh-day Adventist denomination and the constituent* churches invest a large amount annually in order to equip and maintain the school properly. Therefore, scholarship is provided by the constituent church for its members.

TACS is funded through student tuition and currently supported by three other sources:

1. Subsidy from the constituent church.
2. Subsidy from the Montana Conference of Seventh-day Adventists.
3. Subsidy from the North Pacific Union Conference of Seventh-day Adventists.

Additional funding for special purchases may come from fundraising projects.

Annual fund, scholarships, financial aid

TACS has established an annual fund that is managed by the school board. Scholarships and financial aid are available on a limited basis through the constituent church when funds are

present. Please ask for information on application deadlines, requirements, and eligibility. Parents are encouraged to also seek assistance from friends and family. Special tuition discounts may apply on a year-to-year basis. Additional scholarships may be available. Please discuss additional options with the school principal.

TACS participates in the Partnering for Eternity (PFE) program through the SFFC Foundation. The Partnering for Eternity (PFE) Scholarship Program connects students and mentors to create intergenerational relationships and experience the blessing of service. TACS has also partnered with the ACE scholarship program, a need based scholarship program based on family income. Apply to the ACE program by April 19th, 2023.

Members of the Choteau Seventh-day Adventist Church receive a \$50/month scholarship paid by the church.

*A constituent student is typically from families who are members of the local Choteau Seventh-day Adventist Church.

Parent and Student Pledges

PARENTS' PLEDGE

I realize that attending Teton Adventist Christian School is a privilege and not a right.

I have read and understand the Student Handbook.

I pledge to abide by the policies established by the school, including those mentioned in the Student Handbook; to support the administration, staff, and the school in general; and to cooperate with the administration and staff in regards to the rules, regulations, and procedures established by the school.

I accept responsibility for my child to follow the rules, regulations, and procedures of the school.

Parent's Signature _____ Date _____

Parent's Signature _____ Date _____

STUDENT'S PLEDGE

I realize that attending Teton Adventist Christian School is a privilege and not a right.

I have read and understand the Student Handbook.

I pledge to abide by the policies established by the school, including those mentioned in the Student Handbook; to support the administration, staff, and the school in general; and to cooperate with the administration and staff in regards to the rules, regulations, and procedures established by the school.

Student's Signature _____ Date _____

Student's Signature _____ Date _____

Student's Signature _____ Date _____