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Articles of Incorporation

Serving Hands CDC, Inc.

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2024 JUL 12 AM 11:08

STATE
FILE

Articles of Incorporation

Instructions



What To Do:

- Please **read** this instructions page carefully. If you still have questions, please give your specialist a call at 770-638-3444.
- **Print and sign** the Articles of Incorporation
- **Package** the following documents:
 - ✓ Cover letter
 - ✓ Signed Articles of Incorporation
 - ✓ One **additional** photocopy of the signed Articles of Incorporation
 - ✓ A check to the **Department of State** for **\$78.75**
 - ✓ A pre-addressed and stamped envelope with the following address:

StartCHURCH
Attn: Priscilla Achulo
P.O. Box 465017
Lawrenceville, GA 30042

- Mail the package to the state no later than 07/30/2024 to the following address:

Department of State
Division of Corporations
P. O. Box 6327
Tallahassee, FL 32314

What's Next?

Once you've mailed the package to the State, please respond to this email by saying, "I sent it!"

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Additional Requirements

After you have incorporated your corporation may be responsible for filing the following:

- **Annual Report:** Due between January 1st and May 1st of every year.

For more information about these reports, please visit: <http://dos.myflorida.com/sunbiz/manage-business/efile/annual-report/>

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TAMPA

COVER LETTER

Mail to:

Department of State
Division of Corporations
P. O. Box 6327
Tallahassee, FL 32314

SUBJECT: Serving Hands CDC, Inc.

(PROPOSED CORPORATE NAME - MUST INCLUDE SUFFIX)

Enclosed is an original and one (1) copy of the Articles of Incorporation and a check for:

☒ \$78.75
Filing Fee
& Certified Copy

Once these Articles have been approved, please send a certified copy to the following address:

StartCHURCH
Attn: Priscilla Achulo
P.O. Box 465017
Lawrenceville, GA 30042

The contact phone number is (770) 638-3444. Thank you for your assistance in this matter.

FROM: Kaleb Barnum
8525 N. 78th St.
Temple Terrace, FL 33637
(813) 766-6034

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NOTE: Please provide the original and one copy of the articles.

Articles of Incorporation

Serving Hands CDC, Inc.

Florida Not-for-Profit Corporation

The undersigned hereby adopts the following articles of incorporation in Compliance with Chapter 617, F.S., (Not for Profit).

Article 1 Name

The name of this corporation shall be Serving Hands CDC, Inc.

Article 2 Principal Office

The principal street and mailing address is:

8525 N. 78th St.
Temple Terrace, FL 33637

Article 3 Purpose

The specific purpose for which the corporation is initially organized is to be a community development organization serving our local community by engaging in a broad range of strategies, including organizing summer camps, facilitating rehabilitation through transitional housing, establishing and operating a Christian preschool, to promote community health, education, and development and to also engage in activities which are necessary, suitable or convenient for the accomplishment of that purpose, or which are incidental thereto or connected therewith which are consistent with Section 501(c)(3) of the Internal Revenue Code. This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3), Internal Revenue Code.

Article 4 Manner Of Appointing Directors

Directors shall be appointed in the manner set forth in the bylaws. Directors may be removed and the vacancies shall be filled in the manner provided by the bylaws.

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Article 5 Initial Directors

The directors named in these articles shall serve as initial directors for the ensuing year, or until the first meeting of the corporation, and any vacancies before then shall be filled in the manner set forth in the bylaws.

President/Director Kaleb Barnum 10912 Rainbow Pyrite Dr. Wimauma, FL 33598	Secretary/Director Dana Black 14330 Haddon Mist Dr. Wimauma, FL 33598	Treasurer/Director Doug Black 14330 Haddon Mist Dr. Wimauma, FL 33598
Vice President/Director Joel Barnum 10714 Green Harvest Dr. Riverview, FL 33578	Director Tyrone Bowers 1401 Oakfront Ct. Brandon, FL 33510	
Director Shevan Spencer 511 Tuscanny Park Loop Brandon, FL 33511	Director Susan Bowers 1401 Oakfront Ct. Brandon, FL 33510	

Article 6 Initial Registered Office And Agent

The name and street address of the Initial Registered Agent of the corporation is as follows:

Kaleb Barnum
10912 Rainbow Pyrite Dr.
Wimauma, FL 33598

Article 7 Incorporator

The name and address of the Incorporator is:

Kaleb Barnum
10912 Rainbow Pyrite Dr.
Wimauma, FL 33598

Article 8 Members

This corporation shall not have members.

Article 9 Term And Dissolution

The date of commencement of corporate existence shall be when these articles have been filed with the Department of State and approved by it and the respective filing fee has been paid; the term for which the corporation is to exist shall be perpetual.

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CLERK OF THE CIRCUIT COURT
IN AND FOR THE COUNTY OF HILLSBORO, FLORIDA

In the event of dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article 10 Non-Profit Organization

No part of the net earnings of the corporation shall ever inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in article 3. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on: (a) by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law or: (b) by a corporation, contributions to which are deductible under Section 170(c) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue laws.

Article 11 Bylaws

The first bylaws of the corporation shall be adopted by the board of directors and may be amended, altered or rescinded by the board of directors in the manner provided by such bylaws.

Article 12 Amendments To Articles Of Incorporation

These articles of incorporation may be amended in the manner provided by statute or in the following manner:

Every amendment shall be approved by the board of directors.

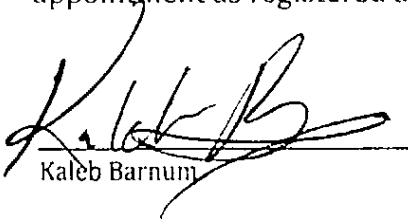
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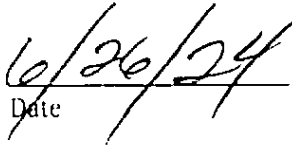
I, THE UNDERSIGNED INCORPORATOR, for the purposes of becoming a corporation not for profit under the provisions of the laws of Florida, do make and affix my signature to acknowledge and file in the office of the Secretary of State these articles of incorporation.


Kaleb Barnum


Date

Having been named as registered agent to accept service of process for the above-stated corporation at the place designated in this certificate, I am familiar with and accept the appointment as registered agent and agree to act in this capacity.


Kaleb Barnum


Date

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OFFICE

Principal, Serving Hands CDC, Inc.

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School Policies

Instructions

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- **Nondiscriminatory Policy-** The school must include a statement of its racially nondiscriminatory policy in all its brochures and catalogs dealing with student admissions, programs, and scholarships. Also, the school must include a reference to its racially nondiscriminatory policy in other written advertising that it uses to inform prospective students of its programs.
- **Policy Statement-**
 - **Option 1)** The Racially Nondiscriminatory Policy must be displayed on the school's primary publicly accessible internet homepage at all times during the school's taxable year (excluding temporary outages for maintenance).
 - **Option 2)** If the school does not have a public website, the school should publish a notice of its Racially Nondiscriminatory Policy in a newspaper of general circulation that serves all racial segments of the community.
 - It must appear in a section of the newspaper likely to be read by prospective students and their families. (It is recommended that this ad not be placed in the classified or legal notices section as this is not usually considered likely to be read by prospective students and their families.)
 - It must occupy at least 3 column inches.
 - It must have its title printed in at least 12-point boldface type.
 - It must have the remaining text printed in at least 8-point type.
 - You will need to retain an actual printed copy of the entire page on which the ad ap
- **Demonstration-** The school can demonstrate that it follows a nondiscriminatory policy either by showing that it currently enrolls students of racial minority groups in meaningful numbers or, except for local community schools, when minority students are not enrolled in meaningful numbers, that its promotional activities and recruiting efforts in each geographic area were reasonably designed to inform students of all racial segments in the general communities within the area of the availability of the school.
- **Exception-** Failure by a school drawing its students from local communities to enroll racial minority group students may not necessarily indicate the absence of a

racially nondiscriminatory policy when there are relatively few or no such students in these communities.

- **Scholarship and loan programs-** As a general rule all scholarship or other comparable benefits obtainable at the school must be offered on a racially nondiscriminatory basis. This must be known throughout the general community being served by the school and should be included in its publicity. Financial assistance programs, as well as scholarships and loans made under financial assistance programs, that favor members of one or more racial minority groups and that do not significantly detract from or are designed to promote a school's racially nondiscriminatory policy will not adversely affect the school's exempt status.
- **Certification-** An individual authorized to take official action on behalf of a school that claims to be racially nondiscriminatory as to students must certify annually, under penalties of perjury, on schedule E (Form 990 or 990EZ) or Form 5578, Annual Certification of Racial Nondiscrimination for a Private School Exempt From Federal Income Tax, whichever applies, that to the best of his or her knowledge and belief the school has satisfied all requirements that apply.
- **Record-keeping requirements-** Each private school must maintain the following records for a minimum period of three years:
 - Records indicating the racial composition of the student body, faculty, and administrative staff for each academic year.
 - Records sufficient to document that scholarship and other financial assistance is awarded on a racially nondiscriminatory basis.
 - Copies of all materials used by the school to solicit contributions.
 - Copies of all brochures, catalogs, and advertising dealing with student admissions, programs, and scholarships.

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School Policies

Serving Hands CDC, Inc.

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2023 JUL 12 AM 11:09

CLERK OF COURT
STATE OF TEXAS

Racially Nondiscriminatory Policy

Serving Hands CDC, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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CLERK OF COURT
STATE

Confidentiality of Student Records Policy

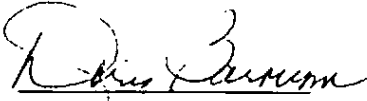
It is the policy of Serving Hands CDC, Inc. to keep all student records in strictest confidence and to release such records only to the parent or legal guardian of any student unless written permission is given by a parent or legal guardian to do otherwise. Parents or legal guardians have the right to see all materials and reports that we have on file for their child at any time.

11:30

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The undersigned hereby certifies that he/she is the duly elected and qualified secretary and the custodian of the books and records and seal of Serving Hands CDC, Inc., a corporation duly formed pursuant to the laws of the State of Florida and that these Corporate Policies have been duly adopted at a meeting of the official board of directors and that said meeting was held in accordance with state law and the bylaws of the above-named corporation and that the policies therein are now in full force and effect without modification or rescission.


Secretary

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Welcome to Serving Hands CDC, Inc.!

Dear students and parents,

We are so pleased that you have chosen to attend Serving Hands CDC, Inc.! We strive to be a community in which the students and their education are the first priority. We want to be more than just a school, we want to be a support system of individuals who support the students in their endeavors to be studious, diligent, and constantly growing in faith. We firmly believe that the Lord has prepared a place for students to learn and thrive here at Serving Hands CDC, Inc.

We are a part of New Salem Missionary Baptist Church of Tampa, Inc. and uphold the same bylaws, statement of faith, and beliefs as New Salem Missionary Baptist Church of Tampa, Inc. It was the goal of Kaleb D Barnum and the leadership of the church to create a school as a part of the church that will fuel the next generation with accelerated learners who know Jesus as their Lord and Savior. Tyrone Bowers would like to share with the students and parents a few words about his vision and goals for Serving Hands CDC, Inc.

Blessings to you students and parents/guardians of Serving Hands CDC, Inc. It is the continual goal of New Salem Missionary Baptist Church of Tampa, Inc. to serve and support our community. A very significant part of that is to host students K-12 and provide a quality education that is taught by God-fearing and God-loving individuals. It is our duty to aid in the preparation of the next generation for the call that has been placed on their lives: to love and disciple the world in the ways that Jesus taught. We welcome you to Serving Hands CDC, Inc. and pray that you find this a welcome and humble home for your entire family.

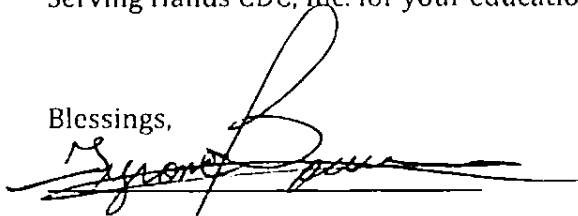
Sincerely,

Kaleb D. Barnum,

Pastor, New Salem Missionary Baptist Church of Tampa, Inc.

I am so excited about this upcoming school year! This handbook was written for your convenience; please read it in its entirety as there is a plethora of information regarding our policies, procedures, curriculum, and much more. Again, thank you for choosing Serving Hands CDC, Inc. for your education. We look forward to seeing you in August!

Blessings,



Sincerely, Tyrone Bowers

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Blessings,

Sincerely, Tyrone Bowers

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Principal, Serving Hands CDC, Inc.

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Statement of Faith

The human phraseology employed in this statement is not inspired nor contended for, but the truth set forth is held to be essential to a full Gospel ministry. No claim is made that it contains all the truth in the Bible, only that it covers orthodox fundamental matters.

The Scriptures Inspired

The Bible is the inspired Word of God, a revelation from God to men, the infallible rule of faith and conduct, and superior to conscience and reason, but not contrary to reason (2 Tim. 3:15-17; 1 Pet. 1:23-25; Heb. 4:12).

The One True God

The one true God has revealed Himself as the eternally self-existent, self-revealed "I AM," and has further revealed Himself as embodying the principles of relationship and association, by simultaneously existing as Father, Son, and Holy Spirit. (Deut. 6:4; Mark 12:29; Isa. 43:10, 11; Matt. 28:19).

Man's Fall and Redemption

Man was created good and upright, for God said, "Let us make man in our image and after our likeness." Man, by voluntary transgression, fell, and his only hope of redemption is in Jesus Christ, the Son of God (Gen. 1:26-31; Gen. 3:17; Ro. 5:12-21).

The Salvation of Man Conditions of Salvation

The Grace of God, which brings salvation, has appeared to all men, through the preaching of repentance toward God and through faith in the Lord Jesus Christ; man is saved by the washing of regeneration and renewing of the Holy Spirit, and being justified by grace, has become heir of God according to the hope of eternal life (Titus 2:11; 3:5-7; Ro. 10:13-15; Luke 24:47).

Evidences of Salvation

The inward evidence to the believer of his/her salvation is the direct witness of the Spirit (Ro. 8:16). The outward evidence to all men is a life of holiness (1 Thess. 4:7, 2 Tim. 1:9).

Baptism in Water

The ordinance of baptism by burial with Christ should be observed (as commanded in the Scriptures) by all that have repented of their sins and in their hearts have believed on Christ as their Savior and Lord. In doing so, they declare to the world that they have died with Christ and that they have also been released to walk with Him in newness of life. (Matt. 28:19; Ro. 6:4).

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The Lord's Supper (Communion)

The Lord's Supper, consisting of the elements, bread and fruit of the vine, is the symbol expressing our sharing in a memorial to His suffering and death, and a prophecy of His second coming, and is enjoined to all believers "until He comes" (John 6:48,51,53-57; Luke 22:19,20; 2 Pet. 1:4; 1 Cor. 11:25).

The Promise of the Father

All believers should ardently expect and earnestly seek the Promise of the Father, which is the baptism in the Holy Spirit. With it comes the infilling of power for life and service, and the bestowment of the gifts and their uses in the work of the ministry (Luke 24:49; Acts 1:4-8; 1 Cor. 12:1-31). This experience may be distinct from and subsequent to the experience of the New Birth (Acts 2:38; 10:44-46; 11:14-16; 15:7-9).

Sanctification Process

By the power of the Holy Spirit we strive to obey the command, "Be ye holy, for I am holy." Sanctification is the will of God for all believers, and should be earnestly pursued by walking in obedience to God's Word (Heb. 12:14; 1 Pet. 1:15, 16; 1 Thess. 5:23, 24; 1 John 2:6).

The Church

The church is the holy Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer is an integral part of the church, and their names are written in the Lamb's Book of Life. (1 Thess. 2:4)

Ministry

Divinely called and Scripturally ordained ministry has been provided by our Lord for a two-fold purpose: (1) The evangelization of the world, and (2) The edification of the Body of Christ (Mark 16:15, 20; Eph. 4:11-13).

Divine Healing

Deliverance from sickness is provided for in the atonement of Christ and is the privilege of all believers (Isa. 53:4, 5; Matt. 8:16, 17; Mark 16:18; John 5:14).

The Blessed Hope

The resurrection of those who have fallen asleep in Christ and their translation, together with those who are alive and remain unto the Lord, is imminent and is the blessed hope of the church (1 Thess. 4:16; Ro. 6:23; Titus 2:13; 1 Cor. 15:51,52).

The Millennial Reign of Jesus

The revelation of the Lord Jesus Christ from heaven, the salvation of national Israel, and the millennial reign of Christ on the earth are Scriptural promises and our hope (2 Thess. 1:7; Rev. 19:11-16; Ro. 11:25; Rev. 20:1-7).

The Lake of Fire

The devil and his angels, the beast and the false prophet, and whosoever is not found written in the Lamb's Book of Life shall be consigned to everlasting punishment in the lake which burns fire and brimstone, which is the second death (Rev. 19:20; 20:10-15).

The New Heavens and New Earth

We, as promised in the Scriptures, look for a new heavens and a new earth wherein righteousness dwells (2 Pet. 3:13; Rev. 21: 1).

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CLERK

Admissions Policy

Serving Hands CDC, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Serving Hands CDC, Inc. does not discriminate based on any disability that a student may have, however, we may not have the proper accommodations or facilities to support students with certain severe or low-functioning disabilities, whether physical, mental, or emotional.

Acceptance into our school is based on many factors, including behavioral records, the provided transcripts, the perceived Christian integrity of the family, and the interview that is held with the parents and students. Each student is evaluated at the discretion of the acceptance committee, and students are admitted on a case-by-case basis, based on the records sent in.

Upon acceptance, all students entering grades 1-12 will be required to take a placement test to determine an appropriate grade-level assignment. If the student is a transfer student, parents should send all permanent records from previous schooling, including report cards, behavioral reports, and any standardized test scores available.

Applicants wishing to attend kindergarten must be 5 years old prior to September 1st.

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Registration Procedure

Interview:

New students wishing to enroll shall have an interview with the principal, at which the prospective student and his or her parents/guardians shall be present.

Letter of Recommendation:

The student shall bring to the interview a letter of recommendation from the student's pastor. If the student is not able to procure a letter of recommendation from his or her own pastor, then he or she may seek out a pastor of Serving Hands CDC, Inc., and request a letter of recommendation. Said pastor may request an audience, counsel, interview, or any other type of interaction that he/she deems necessary with the prospective student or his or her parent/guardian in order to determine if he or she will issue a letter of recommendation.

Review:

Following the interview with the principal and after review of the letter of recommendation the family of the prospective student will be notified of their acceptance or denial of registration. The formal application includes a behavioral contract, birth certificate, immunization records, a letter of recommendation, and the Confession of Belief Form. All students will be required to maintain immunizations in accordance with the laws of Insert State Here. These items will be reviewed together to determine the admission or denial of the student.

Tuition:

Tuition may be paid on either a 10-month schedule or an annual basis.

Families whose parents/guardians are members of New Salem Missionary Baptist Church of Tampa, Inc.:

	Annual (5% discount)	Monthly
1st child:	\$3,000.00	\$315.00
2nd child	\$2,500.00	\$262.50
additional children	\$1,500.00	\$159.00

Families whose parents/guardians are not members of New Salem Missionary Baptist Church of Tampa, Inc.:

	Annual (5% discount)	Monthly
1st child:	\$4,000.00	\$420.00
2nd child	\$3,500.00	\$367.50
additional children	\$2,500.00	\$262.50

Tuition Delinquency:

After one week of tuition payment delinquency, a notice shall be sent to the parent/guardian of the student and a late fee of 10% of tuition costs will be assessed. Students may be prohibited from attending class if payment of tuition is more than 2 weeks delinquent. If more than 4 weeks delinquent any student with unpaid tuition will be de-enrolled.

Registration fee:

A reasonable fee to be determined before the start of each school year will be assessed upon registration, as well as the first month's tuition.

Required forms and documentation:**New Students:**

The following will be required to be turned in at the time of registration:

- Completed registration form
- Birth Certificate
- Medical History Report
- Medical Immunizations Form
- Tuition schedule (annual or monthly)
- Behavioral Contract
- Confession of Belief Form

All records are to be completed and turned in 1 week before the first day of school.

Returning Students:

Returning students shall be permitted to re-register only after a review of the student's behavioral and academic progress to be determined by his or her teachers of the previous year as well as the principal. Each returning student shall receive a letter of invitation or denial at least one month prior to the start of the school year.

Returning Students Forms:

Returning students's parents/guardians will be responsible for reporting any changes to the documents listed for new students in addition to submitting a new tuition schedule (annual or monthly).

Early withdrawal:

If a student withdraws early, any tuition paid through the end of the month of withdrawal will not be considered refundable. For example: If a student is paying on a monthly basis, and withdraws on the 15th of the month, he or she will not receive any refund for the remainder of that month. If a student has paid tuition on an annual basis, he or she will be refunded only from the first of the next month through the last month that has already been paid.

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Parent/Guardian Information

This section has information specifically for parents/guardians of students. Please read it carefully as the information presented is important for you and your child(ren).

PTA (Parent/Teacher Association)

We here at Serving Hands CDC, Inc. value our parents/guardians greatly, as they are a key component to our school. Open communication is very important for a healthy educational environment! The PTA meets once monthly, and every parent/guardian is required to attend. We will discuss topics such as fundraising, the new curriculum, and the progression of our school as it grows. By enrolling your child(ren) at Serving Hands CDC, Inc. you agree to be a part of our community and therefore will be an active member of the school. Please make the PTA meetings a priority. They will be every third Thursday of the month at 7:30 pm. If there is a circumstance in which you cannot be at a meeting, please notify the secretary of the PTA board by email. The email address will be provided at the new student orientation.

Volunteers

Parent/guardian volunteers are a vital part of our school. From class parties to field trips and more, the parent/guardian volunteers truly help our school run at its best. Parents/guardians are also very welcome to attend the Christmas Extravaganza and Field Day events! We will need volunteers for those events, as well as a fun crowd to participate in the celebrations! Our fundraisers will also require parent/guardian volunteers to help run the events in order for things to go smoothly. The first PTA meeting will have sign-up sheets and assignments for those events.

Visitors

All visitors are required to wear a visitor's sticker at all times that they are on campus. Oftentimes parents/guardians will want to come have lunch with their child or need to bring them an item, etc. If there is a pre-planned visit, such as lunch, please send your child with a note on the day that you plan on visiting. Then, come up to the front office and sign in. This includes school events, such as field day. Upon exiting the school, the passes should be turned back into the front office for disposal, and the parent/guardian should sign out prior to leaving the premises.

The same procedures will take place if there is not a preplanned visit—simply come to the front office, so that we may verify your identity and give you a pass. We value the students' safety as our highest priority, and following of these procedures will aid Serving Hands CDC, Inc. in keeping your children safe.

Open Door Policy

We value your feedback and want your family to have the best experience possible at our school. Please share in continual dialog with us as we make our school better! This can be in the form of email, letter, or verbal dialogue. We want everyone to feel at home at Serving Hands CDC, Inc.

Conferences

Scheduled parent/teacher conferences will happen twice during the year, once in the Fall and once in the Spring. The students will have the day off and parents/guardians will have scheduled conferences with their child's teachers. Each student will bring home a letter with a sign-up time 4 weeks in advance of the conference. If circumstances call for a parent/teacher conference at other times during the year, then the parent and teacher should coordinate this independently.

Communication

There is a phone in the front office of the school. In case of emergency, call that number and we will notify your child immediately. The students will be allowed to use the phone to call in case they are sick or need to be picked up to go home for any excusable reason. Students are allowed to bring cell phones to campus, but they must be turned off from 7:30 a.m. to 2:30 p.m. Cell phones may be used before and after school as long as they are not used within the hours listed above. 11th and 12th graders may use their phones during lunch, however, this is a privilege that may be taken away if necessary.

Drop-Off and Pick-Up

Serving Hands CDC, Inc. does not have a bus system at this time. Therefore, each student will need to be dropped off between 6:45 a.m. and 7:20 a.m. each morning. There will be faculty at the carpool line to direct students from the cars to their appropriate locations. We do have some parking, so students who have their driver's license may obtain a pass to park, however, spaces are on a first-come, first-serve basis with preference based on grade level; Seniors taking the highest priority. An application for obtaining a parking pass will be available at student orientation in the fall.

Grievance Procedure

Occasionally, a parent/guardian will have a grievance involving the school, classroom, or teacher policies. Please do not discuss any questions or concerns you have with other parents/guardians, as it is not helpful in solving problems, but rather we encourage you to follow the principles laid out in Matthew 18:

Step 1: Talk with the person that has directly affected you or your child: "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over." -Matthew 18:15

Oftentimes information that is relayed through several people can be unclear or incomplete. It is imperative that information is exchanged at the source. If you feel that you have a problem with the way a teacher, faculty member, or the school is doing something, please speak directly with the person it concerns at a pre-arranged conference. Our faculty members are always willing to listen and engage in conversation that will give us the opportunity to grow as a school. Typically the best time for parents/guardians to speak with faculty members will be after school hours, when students have gone home. If the conference does not satisfy you, please contact the principal.

Step 2: Talk with the principal: "But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses." - Matthew 18:16

This meeting will also need to be pre-arranged. The principal will listen to your ideas, and then a meeting will take place between you, the teacher (or faculty member), and the principal. This meeting will help to resolve any conflicts because there is a third party to listen to ideas and help sort through discussions. Should the outcome of this be unsatisfactory to you, you may then go to the church leadership to resolve the issue.

Step 3: Go to church leadership: "If he refuses to listen to them, tell it to the church." Matthew 18:17a

The pastor of Serving Hands CDC, Inc. will listen to and engage with you and the teacher. The pastor may gain insight from interviewing the principal, other students (including your child), or other faculty members to gain the best knowledge regarding the situation. After prayerfully considering the situation, the pastor will come to a decision or recommendation, and give it to both you and the teacher in writing. The Board of Directors of Serving Hands CDC, Inc. possesses ecclesiastical authority, therefore his/her(their) decision(s) is considered the final authority.

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Student Information

This section of the handbook has pertinent information regarding each student's daily activities, schedules, and important school events and functions.

Semester Schedule

Student Orientation: August 3

First day of school: August 5

Labor Day-no school: September 1

Picture Day: September 16

Fall Parent Teacher Conferences-no school: November 3

Winter clothing drive begins: November 4

Winter clothing drive ends: November 21

Thanksgiving Break: November 24-November 28

Christmas Extravaganza: December 17

Last day of Fall Semester classes: December 22

First day of Spring Semester classes: January 5

MLK Day-no school: January 19

Snow make up day- no school: January 26

Spring Semester Intramural Sports Begin: February 1

President's Day-no school: February 16

Snow make up day-no school: February 23

Spring Parent Teacher Conferences-no school: March 6

Teacher Work Day-no school: March 9

Fund-run Fundraiser begins: April 6

Spring Semester Intramural Sports End: April 9

Fund-Run and end of fundraiser: April 10

Spring Break: April 13- 17

Spring Field Day: May 12

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Last day of school: May 13

Daily Schedule

Monday-Friday

Elementary

Grades K through 5: 7:30-2:30 (one classroom teacher)

Elementary grades' lunch period will be from 12:15-12:55 in the lunch room.

Grades K-5 will have recess every day, as well as Physical Education 2 times a week. Recess will be monitored, and students will have access to a playground, our kickball field, and play balls and equipment that are not hard. (No baseballs, bats, tennis racquets, etc.) These grade levels will also have art and music classes twice a week.

Middle

Grades 6 through 7: 7:30-2:30 (2 classroom cluster)

Middle grades lunch period will be from 11:45 to 12:25 in the lunch room.

Grades 6 and 7 will also have PE twice a week. They will have the choice between art and music classes for the rest of the days. There is a small wind ensemble of high schoolers that the 6th and 7th graders will be eligible to be a part of after 9 weeks of supervised study on an instrument. The art classes are open to 6th and 7th graders starting at the beginning of the academic year.

High

Grades 8 through 12: 7:30-2:30 (4 classroom cluster)

High grades lunch period will be from 12:45-1:35 in the lunch room.

There is one small wind ensemble that will be open to all high schoolers.

Chapel

Every Monday and Friday there will be a chapel for all students in the main auditorium from 7:30 to 8:15. Kaleb D. Barnum gives the chapel teaching; our school is designed to thrive within the housing of our church, so his/her chapel sermons will generally coincide with his sermons on Sundays at New Salem Missionary Baptist Church of Tampa, Inc.

Field Trips

Every 9 weeks, the students will take a field trip to an educational facility. These trips will be planned approximately 5 weeks before the trip date. Examples of field trips are museums, theaters, and a trip to the local fire and police stations, along with safety training and preparation for the students. Oftentimes, these field trips will be closely related to the curriculum of the students, or what they are learning in chapel.

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At the beginning of each school year, a field trip release form will be sent home with students. This signed form will authorize participation in all general, pre-planned field trips for the school year. If changes are made or trips are added a new field trip permission slip may be required to be signed by a parent/guardian. If the appropriate, signed field trip form is not obtained by the school the student will not be permitted to participate and may be given alternate assignments.

Lunch

Each student will be required to bring their own lunch, as well as utensils, plates, bowls, and any other necessary items to eat lunch. There will be 2 microwaves and 2 refrigerators for the student's use in the lunch area. Students will be responsible for keeping up with their lunch each day, as we do not have the facilities to prepare hot lunches for students at this time. Each child will be given space in the refrigerator for their food and is responsible for keeping that space clean and orderly.

Lost and Found

There is a lost and found area in the front office. If anything is found by a student including jackets, supplies, book bags, and any piece of property that does not belong to him/her, the student should bring it to the office immediately so that it can be found by its owner. We do not tolerate any kind of "finders keepers" rule, and students caught with the intent to take something home that is not theirs will be disciplined accordingly. All lost and found items that remain in the office will be donated to a charity 2 weeks after each semester's end.

Required Supplies

Each classroom will have a specific list of supplies for the students.

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Student Conduct

This section will focus on the expectations Serving Hands CDC, Inc. has for its students.

Dress code/Uniforms

Students will be required to dress appropriately for all school activities and classes. Uniforms are not required, however, the following items of clothing may/will be considered inappropriate:

- Spaghetti strap tank tops
- Clothing displaying any gang affiliation
- Clothing displaying any illegal activities
- Clothing displaying any drug, alcohol, or tobacco use
- Clothing displaying any sexual references
- Clothing displaying any inappropriate language
- Any clothing that could be considered disruptive to other students, parents/guardians, or staff of the school

Clothing guidelines:

- Shorts or skirts (boys and girls) shall be no shorter than 2" above the knee.
- Undergarments should remain covered at all times
- Pants should rest at the waist and should be held in place with a belt if necessary

Truancy

All absences from school must be reported to the school by a parent/guardian. No student shall have more than 4 unexcused absences per year. A student may have no more than 10 excused absences per year. If there is an exceptional illness or circumstance that keeps a student out of school for more than the allotted amount of days, the parents/guardians shall meet with the principal to determine the course of action that the family should pursue. If illness occurs a notification via phone call shall be sent to the school administrator on or before 7:15 am on the day of the absence.

If more than 2 days are missed due to the same illness a doctor's note may be requested from the school.

Tardiness

All students are expected to be in class by 7:30 am. If your child arrives after said time, the student must enter the school through the front office and be checked in by a parent/guardian.

No more than 3 tardies will be accepted per semester. If more than 3 tardies occur the principal shall discuss further actions with the parent or guardian of the student.

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Hall passes

During all school hours, students are to be in their classrooms or with the class in an activity that is located outside of the classroom. Hall passes will be given by the teacher for special circumstances to leave the classroom area. Children who are in grades K-2 will only be permitted to leave the classroom with a partner. Both children will go to the designated place and then return to their classroom promptly.

Use of foul language

The use of foul and disrespectful language will not be tolerated by the administration. The language used by students and staff will be that of encouragement, faith, understanding, and guidance.

Proper use of cell phones during school hours

Cell phones shall not be permitted to be used on school campuses during school hours. Use of cell phones before and after hours may be acceptable. In the case of an emergency, students may be permitted to use their cellular phones with approval from a teacher or other school faculty member. 11th and 12th graders may use their phones during lunch, however, this is a privilege that may be taken away if necessary.

iPads or other devices that are required by teachers will be permitted with supervision. Access to the internet will only be acceptable during supervised times. All internet activity will be monitored. Websites will be restricted that are not for the purpose of furthering education. All social media sites will be blocked from school servers, and may not be used by students during school hours.

Social media conduct

Students who engage in social media shall be required to maintain the school's code of conduct online as well as in the classroom. Photos, statuses, tweets, or other social media services shall not be posted that would go against the code of conduct of Serving Hands CDC, Inc.

Parents will also be responsible for monitoring the online activities of their children.

Bullying

Serving Hands CDC, Inc. is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. (<http://www.stopbullying.gov/prevention/at-school/rules/>)

Bullying or any form of harassment will not be tolerated by the administration. Participating in or failing to report bullying will result in academic punishment by the principal and staff.

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If any child at any time feels that they are being bullied or harassed, they or their parent/guardian should report it to our staff.

Biblical principles

All students will receive a copy of Serving Hands CDC, Inc.'s Statement of Faith and by agreeing to be enrolled in the school is agreeing to live and conduct one's self by the Statement of Faith of Serving Hands CDC, Inc.

Students will be expected not to engage in activities not appropriate for a follower of Christ inside or outside of school.

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Academics and Curriculum

At Serving Hands CDC, Inc. we want to encourage our students to walk, live, and grow in the way of the Lord. We know that each child is unique in the way that the Lord made them, and we want to be sure that the talents and gifts that they are given are nurtured at our school.

Our Teachers

Our teachers love our students and they love Jesus! Every faculty member has a relationship with Jesus and lives a fully committed Christian life. Be certain that they are here to serve your children through serving Jesus and the Kingdom of God. They all have at least a teaching certificate in the state of Florida. Several received their bachelor's degree in either elementary, middle, or special education. Again, the teaching faculty is here to serve the students.

Accreditation

Serving Hands CDC, Inc. has chosen not to pursue state accreditation. Accreditation is designed to gain a uniform education for all children attending school in the public and secular arenas. A student who attends a private Christian school has the same privilege of attending a four-year college or university that a student who attends an accredited public school does. Colleges look at course load, which is why we strive to create an environment that fosters a hard work ethic; our curriculum is not "easy."

Report Cards and Progress Reports

Teachers will administer progress reports every 6 weeks. These reports shall be sent home to be signed and returned the day after. Report cards will be administered at the end of each semester; these will appear on the student's permanent record.

Homework

Each teacher will give homework at his or her discretion. Most middle and high school students will have homework each day. Students in grades K-5 may not have homework every day but should expect homework assignments a few times a week. Again, the homework given is completely at the discretion of the teacher. Additionally, there may be opportunities for extra credit work, which will also be completed at home and at the discretion of the teacher giving it.

Makeup Tests/Work

Students shall be allowed 2 days to complete every 1 day of missed work due to an excused absence. If the student misses a test, they have 3 days to retake it. The test will be different than that administered on the day they were absent, but it will cover the same material and will not differ in difficulty. It is the student's responsibility to set up a time with their teacher to take the missed test. Every day after the 3rd day that the test remains uncompleted, the test grade shall be lowered by 10%. After the 6th day, the student will receive a zero for that grade.

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Tests

Each class will have tests that are at the discretion of the teacher. Generally, tests will be weighted more heavily in the overall grade than the homework and in-class assignments. There shall be at least 3 tests per class per semester. The scheduling of tests will be made by each teacher and given to the student at the beginning of the year.

Standardized Testing

Serving Hands CDC, Inc. participates in annual testing in grades 1-12. Tests that are generally required by the state of Florida for public schools with accreditation will be administered at the discretion of the principal. Though private schools are not required to administer these tests, it is a good benchmark to place for our students and helps to track the academic achievement of our students and to compare with other schools in the area.

College Visits

Seniors are permitted to have 3 additional excused absences throughout the year for the purposes of visiting a college. Students who wish to make a college visit shall fill out the college visit form, which must be signed by one of their parents or guardians, and have the college or university that they are attending listed. College visit forms are available in the front office. Upon returning from the college visit, each student must write a brief 200-word essay about their impression of the school and turn it in the the attendance office, as well as supply some sort of printed literature from the college.

In addition, seniors will be expected to take the SAT. We will have 5 review sessions before the SAT to help the seniors prepare. All teachers will be happy to assist any student in high school looking for a college or university to attend.

Extracurricular Suspension

It is important to Serving Hands CDC, Inc. that each and every student is putting their best foot forward academically. While we value extracurriculars very highly, we know that sometimes it is difficult for a student to balance many clubs, sports, and their classes. Therefore, if a student is failing any courses, that student will be suspended from all sports activities for a 4-week trial period. If, at their teacher's discretion, they are achieving at an acceptable level after 4 weeks, the student shall be allowed to continue on in the sporting activity. If the student is failing 2 or more classes, that student shall be suspended from all extracurricular activity, including clubs and sports. Again, they will have a 4-week trial period during which they may raise their grade in order to participate in the extracurriculars again.

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Grading System

For all grades K-12:

Number Grade	Letter Grade
90-100	A
80-89	B
75-79	C
70-74	D
0-69	F (Failing)

Elementary Standards

Each elementary class will meet goals decided upon at the beginning of the year. Each teacher will teach their class all subjects; the bulk of material that the students will learn shall be math, reading, writing, and social studies. There will be alternating PE, health, music and art classes several times a week for the elementary students.

Required Credits for Grades 6-8

This list encompasses the classes that are needed to continue from 8th grade to high school.

Class Required	Credits
Language Arts:	3
Science:	3
Social Studies:	3
Math:	3
Health:	3
Physical Education:	3
Art/Music:	1
Total Required Credits:	19

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Required Credits for High School Diploma

This list encompasses the classes that are needed to graduate from High School at Serving Hands CDC, Inc.

Class Required	Credits
Language Arts:	4
Science:	3
Math:	4
History/Social Studies:	4
Technical/Career/ Vocational:	2
Foreign Language:	2
Physical Education:	1
Health:	1
Art/Music:	2
Total Required Credits:	28

The exact classes that will be available vary each year depending on our staff. We will always have enough teachers to teach the core subjects, such as Science and Math, but the exact kind will vary. For example, one year we may have World History from 1400AD-Present available and the next we may have Human Economy available instead. They are different in nature but would each complete a Social Studies/History credit.

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Extracurriculars

We have several opportunities for students to participate in extracurricular activities. They include intramural sporting events, several clubs, and student-led organizations.

Sports

Intramural activities take place in the spring semester every Tuesday and Thursday after school until 7:00 pm.

Spring Semester Intramural Dates: February 1st- April 15th

The Spring intramural sports include volleyball, soccer, and ultimate frisbee. Students are generally allowed to play in more than one sport because games are not at the same time on the same days each week.

There will be teams that consist of grades 8-12, and grades 6-7.

The only regulation sports that are currently provided are track and field and cross country. The tryouts for these teams will be posted at the beginning of each semester, and each sport is open to all students in grades 8-12. Only intramural sports are open to grades 6-7, and grades k-5 will not be permitted to take part in intramural sports; they will play team sports in Physical Education Class and will earn the opportunity to play when they reach 6th grade.

Clubs and Organizations

The following clubs are already a part of the Serving Hands CDC, Inc. community:

4-H, FCA, Science Club, Pep Club, and Chess Club are open to grades 6-12. All other clubs are open only to high schoolers.

- 4-H Club
- BETA Club
- Chess Club
- Debate Team
- Drama Club
- Fellowship of Student Athletes (FCA)
- Newspaper
- Pep Club
- Science Club
- Spanish Club

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- Student Government
- Yearbook

Students are encouraged to take part in clubs, organizations, and student social events. Many of our students are a part of multiple clubs, as they meet at different times throughout the week. Any student who wants to start a club is permitted to do so with an application available in the counselor's office, that must be signed by a faculty sponsor, along with two additional participating students.

Student Government

Student government is a particular club that we want as many students to have the opportunity to participate in as possible. It consists of a president, a vice president, a secretary, a treasurer, and a council of 10 voting members. This is a great opportunity for students to engage in awareness of their surroundings and make decisions for the best of their peers and make the school their school. Past decisions that the student government has made include adding handicap ramps to the campus and adding 1 minute to class change times. All decisions are brought to and approved by the faculty and principal.

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Discipline and Rewards

Our school strives to be a place where students grow and learn. Alongside good growth and learning there must be discipline. Each student walks in through our doors with a “clean slate,” and is expected to carry that “clean slate” throughout their journey at Serving Hands CDC, Inc.

Discipline

The philosophy our faculty abides by is “firm and respectful, tempered with love.” This means that students will adhere to the rules and regulations set forth for them, or there will be consequences with no exceptions. We do not punish students for mistakes, only deliberate rule-breaking. This will be at the discretion of each teacher or school employee. Below are our discipline procedures. We fully expect parents to discipline their students at home. We cannot reform any child with serious behavior issues; we exist to foster a healthy environment for educating children. This is why parental involvement is crucial.

Serving Hands CDC, Inc. is committed to each student’s success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. (<http://www.stopbullying.gov/prevention/at-school/rules/>)

Bullying or any form of harassment will not be tolerated by the administration. Participating in or failing to report bullying will result in punishment by the principal and staff.

Our discipline system is based on demerits. Each activity or action that is not approved of by the school will be assigned a demerit. This serves as a “warning” to the students. A build-up of demerits can result in detention, suspension, or expulsion. Please do be aware, however, that the following list is not a complete list. New situations may arise, and will be dealt with as any other: with respect tempered with love. Any note that is sent home with a report of demerits must be signed and returned the next day. If a student receives 3 or more demerits in a day, a note will be sent home. Some offenses have detention, expulsion, or suspension on the first offense, without any demerit warning due to the severity of the offense.

- 3 demerits in one day: note sent home to be signed
- 5 demerits in one day: after-school detention the next school day
- 12 demerits in a week: ISS for one day (In school suspension)

Offenses

Lack of preparation: 1 demerit

Out of seat without permission: 1 demerit

Teasing or calling names: 3 demerits

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Incomplete uniform: 1 demerit

Being tardy: 1 demerit

Banned items (matches, adult magazines, etc.): 2-3 demerits

Disrespect (at teacher's discretion): 3 demerits

Lying: 3 demerits

Fighting: first time: suspension (OSS; Out of School Suspension)

Fighting: second time: expulsion

Cheating: suspension (ISS)

Inappropriate language or gestures: First time: 3 demerits

Inappropriate language or gestures: Second time: detention

Inappropriate language or gestures: Third time: parent conference and possible suspension

Wandering campus without a pass: 1 demerit

Talking during a test: 1 demerit

Possession of illegal drugs or weapons: Immediate dismissal (in most cases)

If a student continues to build up demerits in excess, a conference between him/her, the teacher/school employee, and the parents/guardians will be required. If the situation does not change for the better, the student will meet with the principal. If the student is still acting out, the parents/guardians will be asked to withdraw him/her from the school. We expect each parent/guardian to be on board with our discipline procedures. By enrolling your child in Serving Hands CDC, Inc. you agree to the terms of the school.

Rewards

We want our students to be rewarded when they excel academically. We have two programs designed for just that: (K-7)

Reader's Rewards- The student has the opportunity to read extra books for rewards. Each grade level will have a list of approved reading material. Students receive points for each book that they read. Some books have a higher point value. The list of books for each grade level will be given at student orientation when the students meet their teachers. Rewards vary depending on the teacher as well. However, at the end of each semester, there will be a pizza party for all students who reach 100 points. Some examples of classroom rewards may be candy, bookmarks, or more.

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Knowledge Knights- The Knowledge Knights are a group of students who maintain an "A" average. The Knowledge Knights go on a day trip per semester and meet once a month for a fun, educational activity, such as dyeing T-Shirts or making ice cream.

The high schoolers can become a part of the BETA club, a national society of student scholars. It requires that they maintain a "B" average. At the end of 8th grade, eligibility letters will be sent to students from the faculty.

We do not reward good behavior, because it is expected at all times. It should not be "out of the norm" for students to behave well.

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Medical Procedures

This section is very important for the safety of our students; please read it thoroughly.

Immunizations

All students will be required to maintain immunizations in accordance with the laws of Florida. All records are to be completed and turned in 1 week before the first day of school. A list of immunizations that are required will be available in the front office.

When to stay home from school

Children will be expected to stay home from school in the event of an illness that could cause others to be sick as well. Children should stay home with the following symptoms:

- Fever above 101.5
- Diarrhea
- Vomiting
- Severe cough and/or sore throat
- Difficulty breathing or abnormal wheezing
- Complaints of severe pain
- Any communicable disease
- Head Lice

Parents/guardians are expected to make the best judgment with other symptoms or ailments not listed. Please be considerate of your child, his/her classmates, and the staff of the school. Each child must be fever-free for 24 hours without medication before returning to school.

Contagious disease protocol

All students, staff, and parents/guardians are to notify the school immediately if there are symptoms of a contagious Disease. The school administrators will make the determination if notification of any state facilities is necessary as well as notification of parents of the students. Notification may be distributed via email or letters sent home with the students.

If your child does need to seek medical attention due to a contagious illness, a note from the healthcare provider will be necessary in order for the student to return to classes.

Non-prescription medication protocol

The staff of Serving Hands CDC, Inc. will only dispense non-prescription medication with a signed release form from the parent or guardian. The form must be returned in person to

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the administration, not sent in with the child. The form will need to indicate what days, times, and amounts are to be given. No medication will be given if the form is not up to date.

The medication will need to be in the original packaging and labeled with your child's name on the bottle. If the medication is expired, it will not be given.

Prescription Medication protocol

The staff of Serving Hands CDC, Inc. will only dispense prescription medication with a signed release form from the parent or guardian. The form must be returned in person to the administration, not sent in with the child. The form will need to indicate what days, times, and amounts are to be given. No medication will be given if the form is not up to date.

All medication will need to be in the original packaging and labeled with your child's name on the bottle. If the medication is expired, it will not be given. If the medication is required every day, at a specific time then filling out one form per month will be acceptable. The form will need to be re-signed monthly to ensure that the status of the medication is up to date.

School Nurse (if applicable)

Serving Hands CDC, Inc. will make every attempt to have a school nurse on staff at all times. If a nurse is not available then the school administrators will be capable of administering medication and attending to the students' needs.

Allergies

If your child has known allergies, it is the parents'/guardians' responsibility to make the student's teacher, the staff, and the nurse aware of the allergy. If an Epi-Pen is needed for an allergic reaction, then the Epi-Pen should be stored in the school office, or classroom, as decided upon by the school staff and parents. It must have the child's name on it and the box with the prescription information must be stored as well.

If the allergy is so severe that the child needs to carry the Epi-Pen on him/her, then a note will be required from the healthcare provider. If at all possible the student should allow a staff member to administer the Epi-Pen in the event of an allergic reaction, but if time does not permit and the student is trained on the usage, then the child may administer the shot necessary. We encourage all children who have an allergy that requires the usage of an Epi-Pen to be trained on how to use the device.

An action plan should be put into place with the front office in the case of an allergic reaction. This should outline what stages of an allergic reaction require what type of medical treatment.

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If a child has a peanut or other food allergy that requires them to be separated from other children who may be consuming allergen food products, please let the administration know and options for snack and lunch times will be discussed.

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Emergency Information and Protocols

Serving Hands CDC, Inc. is committed to keeping our students safe. We have outlined the proper procedures in several different events below. Please read this section carefully to help keep our students safe and to help prevent any harm.

Inclement Weather

In the event that inclement weather is predicted, the school will be closed. Examples may be snow or ice storms. In the event that a tornado forms in the area, there are emergency procedures and paths posted in every room. We will take all students to the basement, the safest place in the building in the event of a tornado. If the students and teachers are iced or snowed in, again, detailed instructions will be posted in each classroom. If travel is not possible, the students will stay in the school as long as needed with the faculty to chaperone.

School Closure

In the event that the school will be closed on short notice, the parents will be emailed, and we also have a text alert program that allows the school to text parents and guardians to let them know that the school is canceled. If it is related to inclement weather, look on your local news/weather channel. We will add our name to the scrolling list.

Individual Student Emergencies

Examples of student emergencies may include the news of a death in their family, losing their home to destruction or fire, or personal assault. There are certainly other factors that should be included and instances that may occur. In any of these instances, the school will look at the circumstances and provide the needed emotional and spiritual support. In the instance of assault or family tragedy, students and families are highly encouraged to go to the counseling center at Serving Hands CDC, Inc.

Code Red Procedure

Unfortunately, in today's society, we must be aware of the threats of people who may come to a school campus and harm a student or faculty member. We do our best to ensure that no one enters the school who is not supposed to; there is only one entrance in which those who do not have a key can get in. There is a secretary at that front entrance, and his/her desk is armed with an emergency call button that goes straight to the police in the event of an armed gunman or assailant on the property. Each teacher is trained in the proper protocol regarding a situation such as this and will do whatever it takes to keep your children safe.

Medical Procedures

In the application packet is an Emergency Medical Form that must be filled out and kept on file, as well as a waiver giving the school permission to give the student emergency medical care if it is needed. There is not a nurse on the premises, but each teacher is trained in basic medical emergency procedures. This includes but is not limited to CPR, Heimlich maneuver, and emergency shot administration.

It is imperative that the school is made aware of any medical conditions that your child may have. This will help us serve your child in the best way possible.

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Policies of Serving Hands CDC, Inc.

Nondiscriminatory Policy

Serving Hands CDC, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Confidentiality of Student Records Policy

It is the policy of Serving Hands CDC, Inc. to keep all student records in strictest confidence and to release such records only to the parent or legal guardian of any student unless written permission is given by a parent or legal guardian to do otherwise. Parents or legal guardians have the right to see all materials and reports that we have on file for their child at any time.

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Conclusion

The teachers, faculty, and staff of Serving Hands CDC, Inc. could not be more excited to see this year through with our students! Together we can ensure that our children will be trained up in the way that they should go, while always striving for excellence!

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