

**Student Handbook  
2020-2021 School Year**



**Eddlemon Adventist School  
Student Handbook  
Index**

Absence Policy / 7  
Accreditation / 3  
Admissions / 4  
Attendance Policy / 7-8  
Behavioral Probation / 10  
Classroom Courtesy / 13  
Curriculum / 5  
Discipline / 8-10  
Dress Code / 11-12  
Evaluation / 6-7  
Financial Information / 15-16  
General Information / 13-14  
History / 3  
Illness / 13  
Medication / 13  
Mission Statement / 3  
Objectives / 3  
Parent-Teacher Relationship / 14  
Philosophy / 3  
Retention / 7  
Scholastic Recognition / 6  
School Hours / 7  
Student Responsibilities / 16  
Sundays or Holidays / 8  
Tardy Policy / 7  
Telephones and Cell Phones / 14  
Visitors / 14  
Weather Information / 15

## **History**

Eddlemon Adventist School began operation in 1951 as a one-room school in the basement of the Spartanburg Seventh-day Adventist Church on High Point Road. In 1963, the school was moved to its present location on John B White Sr. Blvd. In 1994, work on the current facility was completed. The present building includes classrooms, administrative offices, computer lab, library, Grade A kitchen, and gymnasium.

## **Mission Statement**

To encourage individual fulfillment through academic excellence and spiritual development.

## **Philosophy**

The Seventh-day Adventist philosophy of education is based on certain fundamental principles which shape not only education procedures, but which also blend into the basic message and mission of the Seventh-day Adventist Church. The following factors are inherent in the principles which provide the structure of the Seventh-day Adventist Education.

We believe in the education of the whole person. Education is not limited to the mere development of the intellect. Furthermore, this educational process is a continuing experience throughout the life of the individual. The home, the school, the church, and the community participate in this process of education.

## **Accreditation**

Eddlemon Adventist School is accredited by the North American Division Board of Regents, a recognized accrediting body for the U.S. Department of Education. As a state recognized educational facility, we follow the adopted South Carolina guidelines for length of school year, attendance policy, student transfers, and immunization records.

Eddlemon Adventist School is also supervised and accredited through the following bodies:

Carolina Conference Department of Education PO Box 25848 Charlotte, NC 28212	Southern Union Conference Department of Education PO Box 849 Decatur, GA 30031
---	---

## **Objectives**

Consistent with the stated philosophy, our objectives are as follows:

1. To lead each student to a knowledge of God as his or her Creator, Sustainer, Loving Father, Redeemer, Example, and Best Friend.
2. To develop in the student intellectual curiosity, creativity, accuracy, self-discipline, responsibility, clear reasoning, respect, and leadership.
3. To provide a program which challenges students to educational excellence, and to provide an atmosphere of love and acceptance for all students to fulfill his or her civic responsibilities, thereby realizing satisfaction from service to others.
4. To encourage the student to adopt principles of healthful living, including a balance in diet, physical exercise, adequate rest, and the abstinence from harmful substances and practices.
5. To provide an atmosphere of love and acceptance for all students and to aid in the development of interactive social skills.

## ADMISSIONS

### **NON-DISCRIMINATION POLICY**

Eddlemon Adventist School (EAS) admits students of any race to all the rights, privileges, and activities available to students. EAS makes no discrimination on the basis of race or sex in education policies, application for admission, or extracurricular programs.

### **ACCEPTANCE**

All students who are accepted will be accepted on a conditional basis. Students with learning, emotional, or behavioral disabilities will be considered on an individual basis. All students will be tested to determine readiness.

### **TRIAL STATUS**

We wish each student to have a successful experience at EAS. Therefore, we are careful with whom we accept into our student body. Each new student will be placed on trial status for the first nine (9) weeks they are in attendance. At the conclusion of the nine-week period the student will be placed on regular status unless parents are otherwise notified. If a student needs to stay on a trial status, the parents will be notified and an action plan will be drawn up to clarify and correct the problem. If the necessary adjustments have not been made, the parent will be asked to withdraw their child.

### **BEGINNING AGES**

The entrance ages for children at Eddlemon Adventist School are as follows:

#### **Kindergarten**

Students may enroll in Kindergarten:

1. If they will attain the age of five (5) on or before September 1<sup>st</sup> of the school year.

#### **First Grade**

Students may enroll in first grade:

1. If they attain the age of six (6) on or before September 1<sup>st</sup> of the school year;
2. If they attended a certified Kindergarten program for one full school year;
3. If they have been attending a state approved home school program.

### **SCHOOL RECORDS**

A transfer student can be accepted only on a provisional basis pending receipt of school records. These records must be received within four (4) weeks for the student to remain enrolled in Eddlemon Adventist School.

### **PHYSICAL EXAMINATIONS**

A physical examination is required of all applicants new to the Southern Union SDA school system. Examination forms are available at the school and must be returned no later than thirty (30) days after enrollment in order to complete registration.

## **IMMUNIZATIONS**

All students must have a South Carolina certified record of immunization to be kept on file at the school. These forms are available at the County Health Department. By law, students whose immunization records are not on file by September 1<sup>st</sup> cannot remain in school. If immunization is against your beliefs, you must sign a waiver form.

## **RE-ADMISSION POLICY**

Current students will complete a reapplication for Re-Admission in the spring or summer, and sometimes undergo a re-application interview that will be reviewed by the School Board. The re-application for admission will be submitted to the board for action. The parents will be notified of the Board's decision if their child(ren) is not readmitted.

## **LATE APPLICATIONS**

If a student applies for admission when school is already in progress, they will be allowed to attend classes on a probationary basis for nine (9) weeks or until two regularly scheduled board meetings occur. At the first board meeting, a report of the student's academic and behavior progress will be given. At the second board meeting, the student's application status will be reviewed, and they will be accepted for either regular status, accepted for continuing probationary status, or refused admission.

## **CURRICULUM**

### **Kindergarten**

Classes include Language Arts and Integrated Phonics. Initial spelling skills are acquired through the movable alphabet. "Explorations Math" features hands-on manipulative experiences. Operating out of activity centers, the program also provides opportunities for a variety of directed discoveries.

### **Elementary Grades 1-5**

Classes include Bible, Reading, Math, Language Arts, Science, Social Studies, Art, Music and Physical Education.

### **Junior High Grades 6 - 8**

Classes include Bible, Reading, Math, Language Arts, Science, Social Studies, Art, Music, and Physical Education.

## **SCHOLASTIC RECOGNITION**

### **Honor Roll**

Any student who has a “B” or “B+” grade average with a GPA of 3.00 – 3.74 at the end of a grading period, and has no “D’s”, failing, or incomplete grades, will be placed on the Honor Roll.

### **High Honor Roll**

Any student who has an “A-“ or “A” grade average with a GPA of 3.75 – 4.00 at the end of a grading period, and has no “C’s”, “D’s”, failing, or incomplete grades, will be placed on the High Honor Roll.

### **Academic Probation**

Any student who has “D’s” or “F’s” will be placed on academic probation. When a child is placed on academic probation, an individualized, measurable program will be established in consultation with the teacher, child, parents, and principal. At the end of the period of probation (not to exceed two (2) quarters) a review of the child’s progress will be made by the principal and teacher and a recommendation sent to the School Board for approval. This policy is designed to motivate all of our students to do their best.

### **Make-up Work**

It is the student’s responsibility to make up all work as is determined by the student’s teacher after an excused absence. The student will be given the number of days he/she missed to make up the work. Students will not be allowed to make up work missed due to an unexcused absence unless satisfactory prior arrangements are made at least a week in advance.

## **EVALUATION**

### **Report Cards**

Report cards are issued at the end of each nine-week period. Parent-teacher conferences are held after the first quarter. Optional parent-teacher conferences are held at the end of the third quarter. The teacher or parent may request the conference. Report cards are sent home with the student at the end of the second quarter and are mailed home at the end of the school year. Interim reports are sent home as needed to keep parents informed of the progress being made. Parents are welcome to discuss their student’s progress with a teacher at any time by making an appointment.

### **Iowa Test of Basic Skills (ITBS)**

Grades Three through Eight are given the Iowa Test of Basic Skills (ITBS) during the fall semester. Unlike many other tests, the ITBS testing program was not developed by its own publisher. It was developed by the University of Iowa and is among the most highly researched achievement tests available. These tests are designed to test the higher thinking skills such as comprehension, application, analysis, synthesis, and evaluation. This testing of the higher skills makes the ITBS one of the more difficult achievement tests. Furthermore, the reliability coefficient of the ITBS is such that it is one of the most reliable tests available. Results from the standardized achievement tests (ITBS) are provided from the fall testing program.

### **Acceleration**

All students are tested, and will be evaluated on an individual basis. An accelerated individual plan may be considered. This plan will enable the students who are currently enrolled in Eddlemon Adventist School to demonstrate proficiency in various specific content areas. All content areas within a given grade must be mastered before a student may move up to the next grade level.

### **Retention**

The teachers of Eddlemon Adventist School are committed to working with each student individually, to ensure that the student understands and masters new concepts as they are presented. However, due to the diversity of cognitive abilities and learning styles, some students are slower than others in their academic progress. When students fall behind, a meeting may be called to discuss possible home and/or school interventions. If, after various interventions are tried, and the student continues to lag behind academically, it may be necessary to retain the student. This decision is made by consensus of the classroom teacher(s), the parents, and the principal. The following will be considered for retention:

1. Students in the first grade who have not mastered minimum reading requirements.
2. Students who have accumulated absences of twenty (20) days, lawful or unlawful, thereby missing important classroom instruction.
3. Students who have demonstrated a decided lack of effort and have failing grades.

All students considered for retention must be approved by the Carolina Conference Office of Education.

In certain instances, where a student demonstrates severe deficits academically, emotionally, and/or behaviorally, it may be recommended that the parents arrange for a psycho-educational assessment. This evaluation may be performed by a certified school psychologist at the local public school district or other certified counselor. The professional counselor should maintain open dialog with the principal and teacher. The counselor should be authorized to release information to the principal.

## **ATTENDANCE**

School Hours: 8:15 – 3:00 Monday-Thursday  
8:15 – 2:00 Friday  
Scheduled half days end at 11:30 am

### **Tardy Policy**

When a student accumulates ten (10) tardies per quarter, the parent will be charged a \$25.00 fee, to be paid before the child returns to school. After that, each additional tardy will result in an additional \$5.00 fee per offense. If necessary, the district truant officer will be contacted.

### **Absence Policy**

When a student accumulates ten (10) unexcused absences per semester, or a maximum of twenty (20) absences per school year, the student will forfeit his/her enrollment. If necessary, the district truant officer will be contacted.

When a student is absent, we request that the parents follow the procedures listed below:

1. The parent should call the school office prior to the absence, and no later than 8:15 AM, on the day of the absence, and inform the office of the reason.
2. Students are required to bring a written excuse from the parent or doctor on the first day they return to school. Failure to provide a written excuse may result in an unexcused absence.
3. The student will be responsible for making up all missed work whether the absence is excused or unexcused.

### **Excused Absences**

1. Students who are ill and whose attendance in school endangers their health or the health of others may be *temporarily* excused from attendance.
2. Students in whose immediate family there is a serious illness or death, are *temporarily* excused from attendance
3. Students may be excused from attendance for recognized religious holidays of their faith. *All other absences will be deemed unexcused. See page 12 for weather related exception.*

### **Sundays or Holidays**

Any scheduled events that take place on Sundays or holidays, which are part of the published school calendar of 180 days, shall be counted for attendance purposes as required by law.

If there are religious or cultural conflicts, such as religious services on Sunday, students will be given an excused absence on the permanent record. A dated bulletin or program should be provided to document the excused absence. Any school work missed must be made up.

### **Times of Arrival and Dismissal**

Students should not arrive at school before 8:00AM and they should be picked up promptly at 3:00 PM, Monday through Thursday and 2:00PM on Friday. For students who need to arrive at school prior to 8:00 AM, arrangements should be made with the Child Development Center Director for supervision. EACDC does not charge between 7:45AM and 8:00 AM. All students who are still present at school at 3:15 PM Monday through Thursday and 2:15PM on Friday will automatically be placed under after school care supervision at the Child Development Center. Only authorized individuals, listed on the written pick up sheet, are allowed to pick up students. Any changes to the pick up list must be made in writing, by either parent who has custody or by the legal guardian. Parents who share custody may each submit a pick up list for the days appointed by the court. Students will not be dismissed to walk off campus, unless prior arrangements have been approved. They must leave with an authorized adult.

The EACDC registration paperwork will be filled out at registration time. There is a charge for after school care services. The registration fee will be charged after the second visit. ***There is a handbook for the before and after school care program. This is handed out at registration. Please, acquaint yourself with its content.***

## **DISCIPLINE**

In any group, it is always necessary to have rules to provide for the rights, health, safety, and general welfare of all. In the case of a school, rules not only protect all involved, but they allow the school to do its job of preparing young people for life. Eddlemon Adventist School uses a leveled discipline plan.

## **LEVEL ONE REGULATIONS**

The teacher may choose to speak to the student, give a written assignment, and/or send a discipline report to the office. When a student receives a discipline report, the parents will receive written notification.

## **LEVEL ONE OFFENSES:**

1. Being late: Tardy arrival at any assigned place after a reasonable length of time has transpired.
2. Boisterous behavior: Overly loud and obnoxious behavior (including loud talking or yelling in the hall and lunchroom). Bodily contact with another person in a jesting manner.
3. Running: Anything other than normal walking in the building except during recess in the gym.
4. Chewing gum: Chewing gum or providing gum to others.
5. Dress: Violation of dress code.
6. Attitude: Displaying a negative attitude in any situation.

## **LEVEL TWO REGULATIONS**

Level two regulations are intermediate rules that require a written record of the offense. The offending student is then sent to the office for a conference with the principal. At that time, the rule violation will be dealt with in one of several ways:

1. Recess detention (may include a work project)
2. A written assignment
3. Suspension of 1 – 3 days

Each time a student breaks a level two regulation, the parents are contacted and a discipline report from is sent home and placed in the discipline file for future reference.

## **LEVEL TWO OFFENSES:**

1. Fighting: Hitting, shoving, punching, kicking, slapping, grabbing.
2. Small Vandalism: Acts that deface; acts that create inconvenience, but no permanent damage.
3. Inappropriate language: Swearing or using inappropriate language, remarks against or about others including racial slurs.
4. Forging signatures: Improper use of another person's name.
5. Disrespect: Speaking to adults or other students in ways that show a lack of respect for them as persons.
6. Lying: Being untruthful by word or action.
7. Disrupting class: Words, actions, or non-compliance with requests made by teachers that cause the learning environment to become unsatisfactory.
8. Cheating: Using sources of information for doing school work or taking tests that are not approved by the teacher. (Getting or giving answers during quizzes and/or tests, copying another student's homework, bringing notes or answers to class for use during tests.)
9. Bullying others: Any attempt to violate another student's rights. (This can be physical or spoken harassment, mishandling another student's property, etc.)
10. Irresponsible use of school or private property.

11. Inappropriate computer and technology use on campus.
12. Failure to complete a disciplinary assignment: Failure to fulfill any assignment or agreement that has been made because of misbehavior.
13. Unauthorized materials: Items that are not conducive to classroom learning or environment are not permitted. (Matches, lighters, pocket knives, water guns, fireworks, inappropriate reading material, etc.)

### **LEVEL THREE REGULATIONS**

Level three regulations describe rules that the school feels are very serious. Infractions of these regulations require students to be sent to the office. Each time a student breaks a level three regulation, the parents are contacted and a discipline report form is sent home and placed in the discipline file for future reference. The incident will be reported to the School Board. After an investigation of circumstances, the principal will deal with the problem in one of the following ways:

1. Suspension (may include a written assignment)
2. Schedule a meeting of the student and parents with the Teacher, Principal, and/or School Board Chairman.

Consequences for the type of behavior displayed would involve one or more of the following:

- A. A one day or more suspension and/or probation.
- B. Referral to a professional guidance person.
- C. Recommendation to the School Board that the student be expelled.

### **LEVEL THREE OFFENSES:**

1. Theft: Removing or using property belonging to the school, a teacher, or another student.
2. Controlled Substances: Actual possession, use, transfer, or sale of drugs, alcohol, cigarettes, or drug-related substances.
3. Physical Assault: Violent body contact in a serious and/or dangerous manner
4. Vandalism: Deliberate destruction that has a permanently damaging effect upon the school or private property.
5. Illegal materials: Weapons, pornographic materials, etc.
6. Insubordination or abusive language or gestures: A belligerent or abusive act, statement, or gesture which involves more than a simple refusal to do something. Words stated or written that harm or have the potential to harm someone emotionally. It is an aggressive, insulting, profane, or disruptive abuse.
7. Unsafe behavior: Deliberate actions that endanger the health, safety, or welfare of students, faculty, or guests of the school.
8. Threats: Any indication on the part of a student to do harm to any other person on the campus.
9. Habitual offenses from Level One or Level Two.

### **BEHAVIORAL PROBATION**

If a student receives two (2) Level Two or one (1) Level Three written notices as outlined above, the School Board will be informed. The student is then placed on behavioral probation, a meeting will be scheduled with the student, and his/her parents.

## **DRESS CODE**

EAS has an excellent school program and excellent students. We want our students' appearance to reflect that excellence. We desire our students to honor God with their attire, adornment, grooming, and appearance. Our dress code is intended to help our students focus on their inward attractiveness as well as the outward adornment.

**We require our students to follow the dress code guidelines while on campus, at school functions, and on school sponsored trips unless specific instructions are given to indicate an exception. Students will be excluded from functions until their attire meets expectations. If necessary, the parent will be contacted to correct the situation.**

The Principal has the final authority in dress code decisions.

Specific instructions will be provided for off campus activities, please refer to the event permission slip and detailed information for each event. See Special Functions for more details.

All clothing and accessories for boys and girls should comply with the following guidelines.

1. Any make-up or nail polish should not be obvious and should only enhance a healthy, natural look. See Special Functions for additional information about toe nail polish.
2. No form of jewelry, other than a wristwatch, may be worn.
3. Clothing should fit properly so that pants, shorts, skirts, etc., sit at the waist or upper hip and do not reveal undergarments.
4. Shirts, tops, blouses, dresses, etc. must not reveal undergarments, midsection, torso, back, chest, breasts, or cleavage. They should not be clingy or sheer, and should fit properly.
5. Sweaters: Solid color sweaters. No sweatshirts/hoodies are allowed unless distributed by the following; EAS, Pathfinders, ALIVE, Mount Pisgah Academy or Fletcher Academy
6. Shoes (closed toe, back strap, no wheels); socks must be worn with shoes. See Special Functions for additional information about shoes.
7. Stockings and tights are acceptable. Leggings are **not** acceptable.
8. Shirts and blouses must be tucked in during school hours.
9. On designated spirit days, students should wear appropriate clothing and accessories. The Christian guidelines of grooming should be followed. Clothing with inappropriate slogans or symbols will not be allowed. Skinny jeans are **not** acceptable. Skinny jeans for our dress code are defined as made of denim, fit snug through the legs, and taper completely at the bottom of the leg.
10. Please keep the uniform in good repair. Holes should be mended or patched. All clothing should be clean and neat.

### **Hair – Boys**

1. Lengths and styles should be kept neatly cut so that it is off the ears and not touching the collar.
2. Hair may not be bushy. In order for hair not to be bushy, it needs to be maintained daily. Boys' hair may not be braided.
3. Hair should be of a moderate length and style avoiding any extreme colors or cuts.

### **Hair – Girls**

1. Hair should be clean and neatly styled, extremely short styles (boy cuts) are not permitted and, unnatural hair colors (e.g. orange, blue, and green) are unacceptable.

## Girls

1. **Jumper:** School Uniform jumpers in **blue** plaid, khaki, black, or navy \*\*
2. **Skirts and Skorts:** School Uniform skirts in **blue** plaid, khaki, black, or navy \*\*
3. **Capris:** Khaki, navy, or black

**\*\* Jumpers, Skirts, Shorts, and Skorts should not exceed 4 inches above the back of the knee when standing. We recommend tights or shorts under jumpers and skirts.**

## Boys/Girls

1. **Shorts:** Khaki, navy or black must be cotton **TWILL**, and have front pleat, or straight design. **(no cargo shorts, no corduroy or denim material)** \*\*
2. **Pants:** Khaki, navy or black (must be cotton **TWILL** and have front pleat or straight design. **(no cargo pants, no corduroy or denim material)**
3. **Shirts:** Long or short sleeve polo shirts in any solid colors. Oxford shirt in white or light blue; turtlenecks in all solid colors. Shirts should not have logos, symbols, or designs on the front. A **“TRUE RED” POLO** shirt is required for special days and performances. The **ORANGE EAS LOGO** shirt is **REQUIRED** for field trips and other special events. **(Be sure that the shirt covers the top of the back pocket, when untucked.)**
4. **Sweaters:** Solid color sweaters. No sweat shirts, other than EAS logo types.
5. **Belts:** Must be worn with pants, shorts, capris, and anything else that has belt loops. An exception is allowed for Pre-K, Kindergarten, and 1<sup>st</sup> grade students. Belts should have a clasp or buckle. Sash belts should have a clasp; scarves are not a sash belt.

No uniforms are required on half days, except the first day of school, and as otherwise posted.

EAS T-shirts are allowed on Fridays. Any type of EAS logo T-shirt is allowed. T-shirts must be long enough to stay tucked in. The principal has the final authority on what is acceptable.

## Special Functions Dress Code

We believe our students should consider what they wear to church functions to be ready for an audience with Jesus. Girls should wear modest church dresses, skirts, or slacks. Open toed shoes and toe-nail polish is acceptable for girls, as long as it meets the overall goal of honoring God with our appearance. Dresses and skirts should meet the top of the knee when standing. Boys should wear dress pants and a collared dress shirt, tucked in, with a belt. Dress shoes or boots are required, athletic shoes aren't appropriate for church functions. Ties, sweaters, dress jackets, etc. are optional and acceptable, as long as they meet the overall goal of honoring God with our dress. When we are at Special Events, off-campus, we will follow the dress code of the host organization, if their rules are more stringent.

## Alternatives to Special Dress Events

You **MAY** have special event clothing approved prior to the day of the event by the Principal or his/her designee. This could avoid an embarrassing situation or exclusion from the event. You may also request pre-approval of church dresses before performances and other school.

## GENERAL INFORMATION

### **Hygiene**

Good personal hygiene is necessary to a student's total well being. This includes daily bathing; clean, well-groomed hair; clean fingernails, brushed teeth; and clean, well-fitting clothing.

### **Medications**

If your child requires any medications for any reason, including Tylenol, cough drops, and all other over-the-counter medications, please send this medicine, labeled with student's name and instructions for administering to the office. The medicine must be taken to the office by the parent or guardian. The medicine should not be in the students' possession.

### **Illness**

The State Health Department mandates that students must not return to school for 24 hours after the last onset of vomiting, diarrhea, or fever. Students should be fever free, **without medication**, for 24 hours before returning to school.

### **School Insurance**

All students are covered by the school accident insurance program. The cost of this program is included in the entrance fee. Students who are injured at school should report the injury immediately. Insurance forms should be completed by a parent or guardian within 24 hours of the injury. Forms are available at the school office.

### **Classroom Courtesy**

Classroom interruptions cost the teachers and students' valuable time. Forgotten lunches and assignments may be left in the school office. Please schedule visits with the teachers outside of school hours. See "Visitors" section for more information.

### **Field Trips**

Students participating in school sponsored off-campus activities will be expected to behave in such a way that will speak well of Eddlemon Adventist School. Students are expected to conduct themselves in accordance with the standards of EAS as described in this handbook. The privilege of attending future off-campus activities will be contingent on good behavior. Students **MUST** wear ORANGE EAS logo t-shirts on field trips, except when otherwise instructed differently by their teacher.

### **Home and School Association**

The Home and School Association exists to support and coordinate school activities and programs that foster interaction between the constituency and the school. All patrons of the school, families of the attending children, and members of the constituent church are members of the Home and School Association. They are urged to assist in the programs of the school, the Association, and other functions sponsored for the betterment of relations between the home and the school.

### **Lunch**

Hot lunch is available for purchase. Cold lunches should include moderate portions of the basic food groups. Caffeine beverages, pork products such as sausage, pepperoni, ham, and shellfish, are to be excluded from the student's lunches.

### **Parking Lot Courtesy**

Please park in the designated parking spaces when coming in to pick-up children or do business. Please do not park in the drop-off or pick-up areas.

### **Parent-Teacher Relationship**

The success of the school depends to a large measure upon the fullest cooperation between parent and teacher. Should any question arise, please communicate promptly with the teacher for resolution of the matter in the best interest of the student. See "Resolutions Procedure" section for more information.

### **Physical Plant**

Our school is asbestos free. This information is in our files. Parents may view it upon request.

### **Resolutions Procedure**

If a parent has questions or concerns, the following procedure is to be followed:

1. Obtain and complete an Appreciation/Concern Form #1. Forms are available in the office.
2. Follow the detailed instructions with the form.
3. One copy is for the teacher and should be given directly to the teacher at the time you meet to discuss your concern.
4. The second copy is to be sent to the Home & School Leader, after conference #1 is completed.
5. Keep the original for yourself.

Appreciations will be brought to the school board by the Home and School Leader. If there is a concern follow the steps listed above. If you feel the teacher is not cooperating to schedule the conference, then you may send the third party copy with a note of what efforts you have made to schedule the conference to the Home and School Leader. The Home and School Leader will follow up with the parents to verify that all concerns are addressed or moved to the next level. If there is a problem within the process the School Board Chairman will be notified and he/she will assist with the resolution of the concern.

### **Telephones**

The school secretary will accept messages for students and teachers and deliver them between classes. Students will be allowed to use the phone for emergencies only. All students must use the office phone when an emergency arises. The classroom phones are for the teachers only.

Students must turn off cell phones when on school grounds. Cell phones must stay in book bags or purses when on school grounds. Cell phones that are out during school hours will be taken and may be retrieved by a parent or guardian. Eddlemon Adventist School is not responsible for lost or stolen cell phones.

### **Visitors**

Visitors should report to the school office when they arrive. Parents should wait in the lobby until your child comes to you. Parents must ensure that their student is signed out through the office or dismissal pick up line. For the safety of students and staff, the outside doors will be kept locked. Please use the main entrance of the school. Ring the door bell and a staff member will open the door for you. **ALL VISITORS MUST SIGN IN WITH THE SECRETARY.**

Parents are always welcome at the school and they are encouraged to visit classrooms, when appropriate. All visits must be pre-arranged with the classroom teacher. Pre-school children should not be in the classrooms during school hours and should be under direct adult supervision.

All other visitors, including former students, must clear visitation times with teachers in advance.

### **Weather Bulletin**

For school closings or delays due to the weather, please watch WSPA-TV Channel 7 for announcements regarding Eddlemon Adventist School and Eddlemon Adventist Child Development Center. The announcement will be made by 6:30 a.m. The information is also available on WSPA-TV and EAS websites. When we have a delayed opening, use your judgment for safety. If you don't think it is safe to attend, your child will receive an excused absence.

## **FINANCIAL INFORMATION**

### **1. Tuition Payment Policy**

#### **Satisfactory Arrangements:**

Student accounts, including Eddlemon Adventist Childcare Development Center, must be kept current in order to continue to attend Eddlemon Adventist School. If you are unable to pay your account balance in full by the 10<sup>th</sup> of each month (August to May) satisfactory arrangements must be made by the 10<sup>th</sup>. Your payment plan will be taken to the finance committee to be reviewed. A payment of some amount must be made by the 10<sup>th</sup> of the month. If satisfactory arrangements are not made, there will be a \$30 late charge per family if no payment is received after 30 days, and a \$30 late charge for every month thereafter. In addition, accounts that fall behind may result in your child being removed from classes until a payment arrangement is resolved. Tuition is non-refundable for any month in which your child attends a partial month.

#### **Discounts**

Each additional student in the same immediate family will receive a monthly \$15.00 discount toward their tuition.

If you prepay your tuition in full for the school year by August 31<sup>st</sup>, you will receive a 5% discount.

### **2. Financial Responsibility**

The individual who signs the Financial Agreement at registration is the person responsible for all financial obligations.

### **3. Entrance Fee Policy**

The entrance fee and first month's tuition are due at registration. See the Financial Information hand out for current rates.

A discount will be given if the entrance fee is paid by the last day of the previous school year. A discount will not be given if you have an unpaid balance on the current year bill. To register for the new school year, your account needs to be current with both the school and the childcare center. The registration fee is non-refundable after the early registration cut-off date.

**4. Financial Aid**

There is financial aid available through the church for constituent members. You can pick up an application in the school office. This must be turned in by the end of May to be eligible for aid for the next school year.

**5. Hot Lunch**

You may purchase hot lunch by the day or week. See the Financial Information handout for current prices.

**6. Supply Fee**

EAS will collect a consumable classroom supply fee of \$40, at registration. The supply fee will cover all consumable supplies such as paper, notebooks, writing instruments, glue, tape, tissues, etc., for the school year. This assists in maintaining proper supplies for all students throughout the school year. The supply fee is non-refundable.

**7. Return Check Fees**

There will be a \$25 service charge on all returned checks.

**STUDENT RESPONSIBILITIES**

Students who enroll at Eddlemon Adventist School are accepting the responsibilities as stated below:

1. The student will cooperate with and abide by all school rules, written and verbal.
2. The student is to show due respect for the Word of God and maintain a reverent attitude during religious exercises.
3. The student is to practice acceptable principles of Christian morals, ethics, fair play, and courtesy in all school relationships.
4. The student will abstain from rough, rude, and inconsiderate behavior.
5. The student will abstain from any act that injures, degrades, or disgraces others.
6. The student will not bring electronic media devices to school.
7. The student will not bring pocketknives, matches, lighters, explosives, or any other potentially dangerous materials to school.
8. The expenses for replacement or repair of school or student property, which are lost or abused, will be charged to the offending student.
9. The student will not chew gum on school grounds.
10. Students will leave school only with authorized people. School responsibility ends at 3:15 p.m. All students not picked up by 3:15 p.m., will be sent to EACDC. A charge will be incurred for students sent to EACDC.
11. The student will turn off all cell phones while on school grounds.
12. The student will treat all teachers, staff, and fellow students with respect and courtesy.
13. The student will only use the internet with teachers' permission. Abuse of computer and internet use will result in loss of privileges and other discipline.