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Mission Statement

The mission of Elkhart Adventist Christian School is to train the whole child in body, mind and spirit, preparing them for life and eternity by providing quality Christian education.

Non-Discriminatory Policy

It is our policy to admit students of any race, nationality or ethnic origin to all rights and privileges generally accorded or made available to students, and to make no discrimination in administration of education policies, scholarship or loan programs, work or extra-curricular activities.

Philosophy and Objectives

- To teach Christ-like values and morals
- Biblical based core curriculum
- Low student to teacher ratio
- Focus on service to others
- High quality academics
- To encourage a personal relationship with Christ
- Exhibit God's love through relationships with each other

Accreditation

EACS is a Seventh-day Adventist Elementary School established in 1982. It is a full subsidiary of the Indiana Conference School System, which is recognized by the State of Indiana as well as the worldwide Seventh-day Adventist accreditation board.

Volunteering

Volunteering provides a means to help families become a part of the larger school family. Parents are always welcome to volunteer their time. Perhaps you would like to share a special talent (baking bread, cooking, craft idea, etc), listen to children read, supervise during a recess, drive on field trips, etc. All volunteers are required to go through a background check and be approved before they are allowed to work with students. The application and required courses are found on the internet site: shieldthevulnerable.com.

Curriculum and Instruction

Our school provides a state-approved curriculum and is supervised and accredited through the Education Department of the Indiana Conference of Seventh-day Adventists. Our Curriculum is also aligned with North American Division of Seventh-Day Adventist Education Curriculum, Common Core State Standards, the Seventh-Day Adventist Fundamental Beliefs, and the International Society for Technology in Education

The basic curriculum courses for Grades 1-8 are as follows:

| | |
|-----------------------------|---|
| Bible | Handwriting including Cursive (Gr. 1-4) |
| Physical Education | Social Studies |
| English | Mathematics |
| Computer Skills | Spelling |
| Keyboarding/Word Processing | Art |
| Reading/Literature | Music |
| Science/Health | |

The course of study offered at Elkhart Adventist Christian School provides each student it accepts for enrollment with A rigorous curriculum in all subjects. However there is more offered here and that's what makes the difference.

What's added is the loving familiarity with our Lord and Savior and a deep study of His word, the Bible. Beginning in the early grades with the simple Bible biographies and basic Bible concepts and progressing through the eighth grade to advanced knowledge

of our Bible and the Scripture's teachings of how God has communicated His will to man through the centuries.

The difference is that science, social studies and reading are approached, not from a materialistic or evolutionary viewpoint, but from a Christian, Biblical point of view. The literature that is assigned does not contain the anti-Christian or New Age thoughts found in so much of today's assigned reading. The Creationist view of science...that God created this earth and the universe around us and that there was a tremendous cataclysm, the Flood, whose effects are visible and explain the fossil in the rocks around us...is presented in the science and social studies curriculum.

Media Release Statement

Students enrolled at Elkhart Adventist Christian School (EACS) will be photographed and included in our yearbook and other school publications. This includes but is not limited to new reports, web pages, brochures, and other sources of media. All rights, title, and interest in the photography and media outlets belong to EACS and there will be no student or family financial compensation for the use of any of the photos or media. Elkhart Adventist Christian School had the sole control over them to edit, copy, alter, and revise them. Elkhart Adventist Christian School further retains control over their use and distribution.

Internet Filter

The internet filter will be maintained and re-evaluated as to it's effectiveness once a year.

Grading Scale

GRADES K-2

I – Independent
P – Progressing
NT – Needs Time

GRADES 3-8

A 95% - 100%
A- 90% - 94%
B+ 88% - 89%
B 84% - 87%
B- 80% - 83%

C+ 78% - 79%
C 74% - 77%
C- 70% - 73%
D+ 68% - 69%
D 64% - 67%
D- 60% - 63%
F 0-59% Unsatisfactory

Admissions

Enrollment is open to those who are in harmony with the philosophy and objectives of Christian education. Regular registration is held in August each year before school starts.

Students who are willing to develop attitudes and spiritual values in keeping with the Bible's teachings are encouraged to apply. All applicants for admission will be reviewed by a representative from the school. Our current students get first priority, and others will be accepted on a first come first served basis. The principal may admit students on a provisional basis; formal action by the school board is required for permanent admission.

Acceptance criteria include the following:

1. Sufficient room in the class
2. A commitment to Christian education in keeping with our school's philosophy and objectives.
3. Whether or not we believe that we can meet the student's educational needs
4. Ability to meet the financial obligations individually or with a sponsor

A representative from the school will interview all students and their parents before they are accepted at EACS. Upon acceptance, students are subject to a two-month probationary period to be reviewed by the school board and faculty.

Admission of students possessing physical, mental, behavioral or emotional disabilities or handicaps may be admitted contingent on the ability to serve the child. Consultation among parents and teachers must occur prior to admittance. Within its ability to serve, the school will cooperate with parents and other agencies in providing for the specific needs of a special needs child.

New & Transfer Students

When a child enters EACS for the first time, the school requires the following documentation.

1. Submit a completed application along with the corresponding registration fee. (\$100 –applied to the materials fee if accepted OR to be refunded if the child is not accepted)
2. Copy of current immunizations or a signed waiver
3. A copy of their birth certificate (if Kindergarten or first grade)
4. The child's most recent report card (if transferring)
5. Address of former school (if transferring)
6. Signed release form, by parent or guardian, to receive former school transcripts
7. Make financial arrangements
8. Receive acceptance notice

Kindergarten

Since EACS is a multi-grade school, Kindergartners are accepted case by case. Their acceptance is based on readiness of the child and the teacher's class load.

Beginning Entrance Ages

A child entering Kindergarten must be five on or before August 1. The chronological ages of 1st grade students at EACS usually extend from six to eight years of age. During the first few weeks of school, each student is evaluated. This evaluation is used to determine their academic program.

Home School Student Procedure

EACS welcomes students who have been taught at home. We will gladly assist in the assessment of your child to determine the proper grade placement.

In addition, at the discretion, of the school administrator, EACS may also serve the needs of children who are currently being home-schooled by providing enrichment activities through art classes, musical activities, field trips, etc. A modest fee is charged for these services.

Lunches and Snacks

Breakfast is the most important meal of the day, so please ensure that all students eat the breakfast meal. Even with a good breakfast, some students may need a morning or afternoon snack and parents may provide food for this nutritional break. This break is to offer the brain energy needed for the work ahead, and it **MUST CONSIST OF HEALTHY FOOD.** (fruit, nuts, raw vegetables, trail mix, etc.- NO junk food)

In keeping with healthy diet practices and biblical principles, we ask that students refrain from bring pork products or caffeinated beverages to school. Soft drinks and excessive sweets are discouraged

Microwaves (only) are available for student use. It is best to have the food prepared ahead of time so it will only need reheating. Please provide your own plates and utensils.

Student Health

Physical Examinations

Physical examinations are required for all new students and for students in 5th grade.

Immunizations

Elkhart Adventist Christian School requires that all students be up to date on all immunizations as set out in the Elkhart County Health Department standards. Please consult the Health Department or your health care provider for current requirements. ~~To~~ Parents who have religious convictions or medical reasons not to have their child immunized must present a signed waiver.

Oral Medication

Elkhart Adventist Christian School is authorized to administer oral medication to students during school hours **only after parents and/or physician have signed a permission form**. It is our policy that such medication will only be administered when the failure to receive the medication may result in the student's being unable to attend school and/or to be well enough to participate in learning activities. The term "medication" includes both prescriptions and over-the-counter medicines.

Medical Emergencies

In case of serious emergency, such as accident or sickness, the school will attempt to contact the parent/guardian or any emergency contact listed on the child's registration. If at any point we are unable to reach any of the listed contacts and in the judgment of the teacher or principal that immediate medical attention is required, then the teacher will take responsibility to seek medical aid for the child.

Safety

Bicycle riding, skateboarding, skating, etc. is prohibited during school hours.

Accidents and Insurance Coverage

The Education Department of the Indiana Conference of SDA carries accident insurance for each student enrolled in Adventist schools in the Conference. **PLEASE NOTE: This insurance is a secondary insurance-in other words, this insurance will cover what your own private insurance does not cover. If you are uninsured, then the insurance will cover it all.**

If an accident occurs, contact the teacher for the forms you will need to make a claim. It is the parent's responsibility to make the claim to the insurance company.

Academics

School Hours

School hours are 8:00 AM–3:00 PM Monday through Friday. Students are expected to arrive punctually each day (but not earlier than 15 minutes prior to the start of the school day), remain on the premises until dismissal, and depart promptly (no longer than 15 minutes after school closing). Students who walk or ride a bike to school are expected to leave immediately after school to go home.

A fee of \$5.00 per 15 minutes will be applied to accounts of the students who **habitually** arrive or remain at school beyond the allotted 15 minutes.

Attendance Policy

Attendance is mandatory according to federal law.

When a student is unable to attend classes, please call the school (574-266-9018) as soon as possible with the reason for the absence. Upon returning to school, the students must bring a signed note from the parent, guardian or physician giving the reason for the absence.

Any scholastic work that is missed due to an excused absence must be completed within 5 days of the students return to school. Please contact the teacher to make arrangements for missed assignments.

Attendance at school functions is expected, including those which may take place on a weekend. Students receiving financial aid are required to attend all school functions. Exceptions can be made for emergencies as long as they are not habitual.

Excused Absences

Absences will be excused for illness (a note from the doctor is needed if illness lasts three or more days), death in the family, doctor's visits, family emergencies, or prior arrangements (such as in the case of a scheduled trip). PLEASE NOTE: If no note, phone call, or personal communication by the parent/guardian is received, the absence will be considered unexcused.

Unexcused Absences

In accordance with state law, cases of students who have unexcused absences in excess of ten days per marking period, will be reported to the school board for consideration, as well as to public school authorities.

Tardies

It is important that each student arrive at the school on time to ensure that they do not disrupt class time as well as not miss any of the concepts that are being taught that day. If a student needs to be tardy, a note from the parent/guardian, a phone call, or communication in person is required.

School Closures

In case of inclement weather Elkhart Adventist Christian School will normally follow the Elkhart Community School District with regard to closures (i.e.: EACS will close when Elkhart schools close for the complete day; but not if the closure is for two hour delays or extreme cold.) Weather or emergencies will be announced on all local channels and radio stations by 7:00 AM. If the Elkhart Community School District is closed for the day, so are we. EACS does not follow the two hour delays. We will have school at normal time unless the public school is closed for the entire day. Watch T.V early for EACS closings.

Visitors

Parents and school board members are encouraged to visit the school. These visits should be scheduled prior to arrival. Parents, volunteers, and other adults that will be spending an extended period of time on the school grounds are required to abide by the school's dress policy and personal appearance code. Their presence should not be disruptive to normal school functions, and they should abide by all school rules. Students should not bring relatives or friends to school without the permission of the teacher and written permission from the students' parent or guardian. Permission must be received the day prior to the visit. Student guests must observe school regulations and dress policies.

Students Leaving School Grounds

Students are not permitted to leave the school premises at any point while school is in session without a request from the parent or guardian, either in person or in writing, and permission granted by the teacher. Students are also not allowed to leave the school premises with anyone other than those known to the staff to be the bona fide guardian, parent, or those authorized by them.

Recess

Recess is an important part of the school day in that it allows students time to relax and play. Physical activity is important to a balanced education program.

Recess will be held outside unless the temperatures are below freezing and/or it is raining. Therefore, it is important that students dress for the weather. During the winter months, students may need to wear a coat, gloves, hat, boots, snow pants, and a scarf so that they will stay warm.

Dress Code

Elkhart Adventist Christian School encourages grooming habits that will present a modest, wholesome, and healthy Christian appearance. We believe there is a strong correlation between how students dress and the quality of the learning environment. The following is appropriate attire while attending EACS.

1. T-shirts, polo shirts, collared dress shirts/blouses with NO GRAPHICS (lettering, numbers, and pictures)
2. Jeans or khaki (can be dark colored) pants with NO HOLES, FRAYING, OR TEARS.
3. Shorts and pants are to be worn at the waist, not lower, and the inseam is to be of regular pant length.
4. Shorts are to be KNEE LENGTH for both boys and girls.
5. Skirts/Dresses are to be knee-length or longer.
6. Shirts and tops must be tucked in OR extend to a modest length (waist) to cover the midriff and buttoned to a modest level.
7. Jewelry is not allowed and includes bracelets, necklaces, earrings, chains, wallet chains, and rings.
8. Clear nail polish (ONLY)
9. NO FLIP FLOPS
10. Hair color and makeup need to be natural in appearance.
11. Stretch pants may be worn only with a top that extends to at least mid- thigh.

Dress code violations will result in the following corrective action

1st violation – A written warning will be issued, which must be signed by parent

2nd violation – parent will be called for a change of clothing or the teacher may provide clothing that will provide adequate cover for the student to wear that day.

Parents are responsible for understanding and complying with the school dress policy and should be certain that their child is properly dressed before leaving home

Damaged School Property

School property, including books, that are misused, broken or destroyed by a student, will be charged to the account of the student(s) responsible.

Field Trips

Field trips enrich the curriculum. Since they will be scheduled during school hours, students are expected to attend. Permission slips will be sent home for each field trip planned and are to be signed by the parent or guardian. .Parents are always welcome to participate. Please contact the teacher with concerns or questions prior to the field trip.

Financial Information

It is our policy to help parents, whether they can afford it or not, find a way to have their children attend EACS. We will work with each family on an individual basis and help them put together a package so that they will be able to pay for relevant tuition and fees in a timely manner. We believe that this is an important investment in children, and that parents may have to sacrifice in order to make this investment a success, but with God's help and hard work, this is well within reach for every family.

Materials' Fee

EACS charges a materials' fee of \$245 for each child each year. This fee covers rental of hardback textbooks, purchase of consumable books, students insurance, art supplies, etc. This is a one-time fee that is paid with the first month's tuition.

If a parent wants to pre-register by June 10th, they will receive a \$25 discount on the materials' fee. (Tuition for the current year must be up to date to get the discount)

The material's fee will not be prorated based on the child's enrollment date.

Payment Options

The following options are available to you.

Option 1: Payment of full tuition at day of registration. A 10% discount is given when you pay the entire year on or before the first day of school.

Option 2: Payment of tuition in two installments. 1st payment is due at time of registration and 2nd due January 5. If a parent choses this option, they will receive a 5% discount for each installment.

Option 3: Payment of tuition in monthly installments. 10 equal monthly installments due on the 5th or 20th of each month. The 1st payment is due at registration along with the materials' fee.

NSF Checks

A \$25 fee will be charged for each returned check.

Statement of Financial Responsibility

The parent or guardian agrees to pay all tuition fees in full when due, and all other costs incurred while the student is enrolled at Elkhart Adventist Christian School.

By enrollment, the student and parent agree to the following responsibility statement:

"In consideration for any and all credit extended to me at any time in the past, present or future, I agree to give Elkhart Adventist Christian School a security interest in my student records. I understand that, in giving EACS such an interest, I may not obtain a diploma or transcript of my record at any time, for any reason unless my account is paid in full. The security interest I grant to EACS is intended to cover any and all current indebtedness, as well as any and all future advances of credit which EACS may grant me at any time. I accept the responsibility for the payment of actual charges incurred. I explicitly agree to be responsible for any collection expenses in addition to any unpaid debt.

Worthy Student/SGO Scholarship Policy

Elkhart Adventist Christian School (EACS) wants to ensure that any student can attend regardless of finances. We will work with each family on an individual basis and help them put together a package so that they will be able to pay the relevant tuition and fees in a timely manner. We believe that Adventist education is an important investment in our children. Parents may have to sacrifice in order to make this investment a success, but with God's help and hard work, this is well within the reach of every family.

EACS has financial aid funds to assist qualifying families with tuition and fees. For families living in Indiana, SGO scholarships are available. Worthy Student funds are available for out-of-state families. Any family that wishes to apply for help is welcome to do so. Application forms may be obtained from the teacher or school treasurer.

To apply for financial aid, the following is required:

1. 1.A completed application form; incomplete applications cannot be processed
2. 2.The application must be completed each year the student attends EACS

3. 3.A copy of the parents' most recent Federal 1040 tax form must be included; if parents file separate Federal 1040 forms, both must submit their most recent form
4. 4.The completed application form must be submitted by August 1 of each school year; partial year students must submit completed application within 2 weeks of starting school.

Note: If funds are not sufficient to match the percentages listed, the aid amount will be pro-rated based on available funds.

SGO funds are awarded based on the following criteria:

| Household Size* | Adjusted Gross Income** | Household Size* | Adjusted Gross Income** |
|-----------------|-------------------------|-----------------|-------------------------|
| 1 | \$44,918 | 7 | \$140,822 |
| 2 | \$60,902 | 8 | \$156,806 |
| 3 | \$76,886 | 9 | \$172,790 |
| 4 | \$92,870 | 10 | \$188,774 |
| 5 | \$108,854 | Each Add't | \$15,984 |
| 6 | \$124,838 | | |

*Includes all adults and children; usually matches your federal tax return exemptions.

**Income eligibility is subject to verification.

Eligible Indiana students will receive a minimum of \$500 per year, but based on the following criteria may receive up to 95% of tuition and fees. Worthy student funds are also awarded to out-of-state students based on the following criteria:

| Household Income | Students in SDA Schools | | | | |
|---------------------|-------------------------|-----|-----|-----|-----|
| | 1 | 2 | 3 | 4 | 5 |
| \$0 - \$15,000 | 90% | 90% | 90% | 95% | 95% |
| \$15,001 - \$22,000 | 75% | 90% | 90% | 90% | 95% |
| \$22,001 - \$29,000 | 60% | 75% | 90% | 90% | 90% |
| \$29,001 - \$36,000 | 45% | 60% | 75% | 90% | 90% |
| \$36,001 - \$43,000 | 30% | 45% | 60% | 75% | 90% |
| \$43,001 - \$50,000 | 0% | 30% | 45% | 60% | 75% |
| \$50,001 - \$57,000 | 0% | 0% | 30% | 45% | 60% |
| \$57,001 - \$63,000 | 0% | 0% | 0% | 30% | 45% |
| \$63,001 - \$70,000 | 0% | 0% | 0% | 0% | 30% |

School Behavioral Expectations

Conflict Resolution Policy

Issues that cause conflict between students, teachers, and parents should be resolved at the earliest time and at the lowest level. Most concerns can be resolved with good communication. The Biblical principle in Matthew 18:15-16 should be followed in all cases. A parent should never attempt to resolve a conflict with a student, other than his/her own child or another parent, without the explicit permission of the teacher or parent. If this has to be done, it should be done outside of school hours.

The following is the procedure for solving conflicts that may occur during the school year.

STEP ONE

The first step of resolution is within the classroom setting. It is a discussion of the issue between the student and the teacher.

STEP TWO

The second step of resolution is a discussion of the issue between the teacher and the parent. This level of discussion may be initiated by the parent or the teacher.. The student may or may not need to be present.

STEP THREE

If the issue is not resolved at Step 2, or if there is a good reason to bypass step 2, a conference may be arranged with parent, teacher, and school board chair and/or pastor. A parent or teacher may initiate a conference at Step 3.

STEP FOUR

If the parties involved feel that the issue can't be resolved in steps 2 or 3, then, as a last-resort effort, the parties may feel it would be beneficial to take the issue to the board for consideration. If this happens a letter needs to be written and submitted to the board and then await their investigation and action. A request may be made to appear in person.

We encourage communication between parents and the teacher. Please be proactive and contact the teacher in regard to any questions or concerns.

This policy is designed to assist parents, teacher, and students in discussing problems and concerns at an early state in order to avoid the potential negative consequences of poor communication. Ultimately the child will benefit most from his or her education if these guidelines can be followed:

1. Attempt to focus on resolving the issue successfully and quickly
2. Remain calm during the conference

3. Listen to the other' point of view without interrupting. Each party should be given a chance to speak his or her opinions.
4. Remember that compromise is essential, and probably no party will get 100% of what he or she believes is best
5. Keep your sense of humor
6. Support the decision you agree to, particularly to the student, following the conference

Student Conduct and Discipline

The objective of the staff of Elkhart Adventist Christian School is to teach students to become self-disciplined and understand that there are logical consequences for their actions. Our rules are usually related to problems that deal with the health, safety, and the general welfare of people.

The faculty expects students and parents to know beforehand what unacceptable behavior is and what the consequences will be for chosen misbehavior. Support of the home, church and school is needed

The regulations are divided into three levels of behavior. Parental notification will be made with regard to any Level 2 or 3 offenses. A Level 2 offense may result in suspension. A Level 3 offense may result in an automatic 3-day suspension.

Level 1 – Handled by the classroom teacher and the student

Level 2 – A note will be sent to the parent for their signature. The parent may be called in for a conference. If the teacher feels the offense warrants a suspension, it will be from one – three days.

Level 3 – Any offense at this level may result in an automatic three day suspension. A follow-up meeting of the school board and parent will determine if an expulsion is warranted.

The following are examples of Level One, Level Two, and Level Three offenses.

Level One:

1. Unwanted bodily contact with another person.
2. Loitering in the halls or bathroom
3. Running in the classroom
4. Chewing or providing gum for others while on school grounds (unless special permission is given)
5. Eating at inappropriate times
6. Selling or fund raising without school authorization
7. Wrestling/horseplay
8. Using other classmates' property without their permission

9. Using the computers without permission

Level Two:

1. Deliberate hitting/fighting
2. Minor vandalism, e.g. depositing gum inappropriately, using water pistols.
3. Swearing or inappropriate language.
4. Disrespect to adults or other students, e.g. bullying, put-downs, inappropriate pictures, etc.
5. Unauthorized personal items, e.g. radios, CD/MP# players, skateboards, electronic gaming devices, and cell phones. (cell phones are to be turned off at school and kept in the book bag, pocket or placed in a designated place specified by the teacher.
6. Disrupting a class with words, actions, or noncompliance
7. Cheating – using unapproved sources of information for school work
8. Physical or spoken harassment, mishandling another student's property, or threatening a student.
9. Urging another student to disobey a school regulation or covering up for a student who has violated school rules.
10. Irresponsible use of school or private property.
11. Leading or inciting other students in level one offenses.

Level Three:

1. Theft
2. Actual possession, use, transfer or sale of drugs, alcohol, cigarettes or drug-related substances.
3. Fighting or assault where a classmate is injured
4. Vandalism
5. The possession of materials that are dangerous to the health and safety of students and faculty of the school, e.g. matches, fireworks, chemicals, firearms, knives, weapons, etc.
6. Insubordination or abusive language or gestures
7. Unauthorized/inappropriate touching, physical contact

Please understand that the classroom teacher and/or principal will have the final determination as to whether the offense is level one, two, or three and what consequences need to be done.

Elkhart Adventist Christian School

Parental Commitment Contract

FAILURE TO ABIDE BY THIS CONTRACT MAY TERMINATE A STUDENT'S RIGHT TO ATTEND EACS

Student's Name

Grade

We, as the parents of a Elkhart Adventist Christian School student, commit to serve as collaborators with the faculty, administration, and students to achieve excellence in the educational goals for our children through academic, social, moral, and vocational participation.

As parent/guardian for the above student, I commit to do the following:

1. Read through the handbook and agree to follow all policies written therein.
2. Endeavor to have the student arrive on time daily and be picked up within 15 minutes after school dismisses.
3. Enforce the school's conduct codes and policies. Actively work with the child and the school if discipline problems occur. Students causing continued disruptions may be asked to go before the school board for consideration of the student's right to continue at the school.
4. Support daily classwork, homework, and project requirements as required by the teacher . Encourage your child to do his best.
5. Ensure that students participating in extracurricular activities are picked up on time, as indicated by the permission slip.
6. Attend a minimum of one in-school parent/teacher conference per semester to discuss the student's progress and other conferences as requested by the school.
7. Submit updated student and parent information to the school office within forty-eight hours of making changes (such as emergency contact information changes, permanent transportation changes, and address changes)
8. To resolve any/and all incidents on premise through the teacher/principal and will never approach a student regarding such an incident.
9. Check with your child periodically about needed school supplies and then replenish them as needed.

10. To take full responsibility for tuition and other fees of the school in a timely manner.

Parent/Guardian Signature

Parent/Guardian Signature

Principal/Teacher Signature

Date