



# Eagle Adventist Christian School & Preschool

... where education meets application

## Handbook

2020 – 2021

538 W. State Street, Eagle ID 83616

Elementary School (208) 938-0093 Preschool (208) 939-5544

FAX (208) 939-5544 Website: [eagleadventistchristian.com](http://eagleadventistchristian.com)

Elementary School accredited by the National Council for Private School Accreditation (NCPSA)  
Adventist Accreditation Association (AAA)

Eagle Adventist Christian Center is accredited by the  
National Association for the Education of Young Children (NAEYC)  
IdahoSTARS Steps to Quality – Level 6

## TABLE OF CONTENTS

<b>STAFF AND BOARD</b> .....	<b>4</b>
<b>SCHOOL HOURS</b> .....	<b>4</b>
<b>AFFILIATION</b> .....	<b>4</b>
<b>LICENSING, ACCREDITATION &amp; CERTIFICATIONS</b> .....	<b>5</b>
<b>MISSION STATEMENT</b> .....	<b>5</b>
<b>VISION STATEMENT</b> .....	<b>5</b>
<b>PURPOSE</b> .....	<b>5</b>
<b>SCHOOL PHILOSOPHY</b> .....	<b>5</b>
<b>PRESCHOOL GOALS</b> .....	<b>6</b>
PHYSICAL.....	6
MENTAL.....	6
SPIRITUAL.....	6
SOCIAL/EMOTIONAL .....	6
<b>ADMISSIONS POLICY</b> .....	<b>7</b>
PRESCHOOL .....	7
PRE-FIRST/1 <sup>ST</sup> GRADE .....	7
GRADES 1-8 .....	7
<b>RECORDS</b> .....	<b>8</b>
<b>AVAILABLE PROGRAMS</b> .....	<b>8</b>
PRESCHOOL PROGRAM.....	8
FULL-DAY PRESCHOOL PROGRAM .....	8
PRE/KINDERGARTEN & KINDERGARTEN .....	8
PRE-FIRST/1 <sup>ST</sup> GRADE .....	8
GRADES ONE - EIGHT.....	8
BEFORE/AFTER-SCHOOL/SUMMER PROGRAM .....	9
HOME SCHOOL PROGRAM.....	9
<b>ARRIVAL AND PICK-UP</b> .....	<b>9</b>
PRESCHOOL .....	9
K - ELEMENTARY .....	9
<b>ATTENDANCE POLICY</b> .....	<b>10</b>
PRESCHOOL .....	10
K-ELEMENTARY ATTENDANCE.....	10
HOLIDAYS .....	10
<b>MEDICAL INFORMATION</b> .....	<b>11</b>
EMERGENCIES.....	11
ILLNESS .....	11
MEDICINE.....	11

**GENERAL INFORMATION ..... 12**

PROGRAMS ..... 12

VISITS AND CONFERENCES..... 12

HOME AND SCHOOL..... 12

LUNCHESES/MEALS/MILK ..... 12

BIRTHDAYS..... 12

VOLUNTEERING/FIELD TRIPS ..... 13

ITEMS FROM HOME..... 13

**COMMUNICATION..... 15**

TEACHER CONFERENCES ..... 15

PRESCHOOL ..... 15

SCHOOL PHONE/PERSONAL ELECTRONIC DEVICES..... 15

SECURITY ..... 15

INCLEMENT WEATHER ..... 16

DISASTER EMERGENCIES..... 16

**CITIZENSHIP ..... 17**

COMPUTERS ..... 17

STANDARDS OF CONDUCT..... 17

SEXUAL HARASSMENT ..... 17

CHILD ABUSE REPORTING ..... 17

SEX OFFENDER POLICY ..... 17

SEARCH POLICY..... 18

OFFENSIVE BEHAVIOR..... 18

**DISCIPLINARY POLICY..... 18**

**PERSONAL APPEARANCE ..... 19**

PRESCHOOL ..... 18

K - ELEMENTARY ..... 19

Notes ..... 19

**FINANCIAL POLICIES..... 21**

SCHOOL YEAR FEES ..... 20

REGISTRATION & INSTRUCTIONAL MATERIALS FEES..... 20

INSURANCE..... 21

DISCOUNTS ..... 20

DELIQUENT ACCOUNTS ..... 20

ELEMENTARY SCHOOL FEES ..... 21

PRESCHOOL FEES ..... 21

PRESCHOOL FINANCIAL POLICIES ..... 22

**CONFLICT RESOLUTION POLICY ..... 25**

**CALENDAR OF EVENTS ..... 26**

## TEACHING STAFF AND BOARD

Jessica Davidson, Head Teacher, B.S., MA, Grades 1-8 .....	208-841-5627
Heidi DePaula, Teacher's Aide, B.S.....	909-273-4900
Jodi Giem, Preschool Director, RN, B.S., AAS.....	208-465-4694
Martha States, AAS, Kindergarten, Preschool .....	208-286-0827
Holly Moss, AAS, Kindergarten, Preschool .....	208-447-6024

\*All teachers have disaster training, and are certified in CPR and First Aid.

### PRESCHOOL BOARD MEMBERS

Chairman -Myrna Ferguson .....	208-939-6568
Jodi Giem (Director).....	208-631-5885
(Pastor).....	
Heidi DePaula (Parent Rep) .....	909-273-4900
Jessica Davidson (School Rep) .....	208-995-8905

### ELEMENTARY BOARD MEMBERS

Chairman	
Jessica Davidson, Head Teacher .....	208-841-5627
(Pastor) .....	
Janette Hiebert (Home & School).....	208-939-0868
Dallas Kindopp .....	208-286-9144
Jodi Giem (Preschool Director) .....	208-631-5885
Kelly Goehring (Treasurer) .....	208-761-4835
Van Araujo .....	650-465-1222

NOTE: The Preschool and Elementary School each have a governing body to set policies, procedures, and to oversee the operation of schools. The Preschool Director and Elementary School Principal report to their respective boards each month concerning their programs as well as to the Eagle Seventh-day Adventist Church Board.

## SCHOOL HOURS

Elementary:	Monday through Thursday: 8:30 a.m. to 3:15 p.m. (Friday: Dismissal at 2:15pm)
	<b>Early Release days: Dismissal at 12:30pm NO LUNCH</b>
Preschool/ Kindergarten:	Monday through Friday: 8:30 a.m. to 12:30 p.m.
Child Care:	Monday through Friday: 7:00 a.m. to 6:00 p.m. (Nov - Feb, 5pm on Fridays)

## AFFILIATION

The EAGLE ADVENTIST CHRISTIAN SCHOOL provides Grades 1-8 and is a ministry of the Eagle Seventh-day Adventist Church, Eagle, Idaho. We are a non-profit organization in the State of Idaho. Our support comes from church sponsorship, tuition, and fees collected. Tax ID # 37-1861218. Preschool and Kindergarten are provided by Eagle Adventist Christian Center. Tax ID # 37-1850969

## LICENSING, ACCREDITATION & CERTIFICATIONS

Grades 1-8 are accredited by the National Council for Private School Accreditation (NCPSA) Adventist Accreditation Association (AAA). Eagle Adventist Christian Center is licensed by the State of Idaho, Department of Social Services, Central District Health Department. They are accredited by the National Association for the Education of Young Children (NAEYC), a Level 6 with IdahoSTARS Steps to Quality, and all teachers are registered with the IdahoSTARS Professional Development System. All Staff are certified in CPR & First Aid.

## MISSION STATEMENT

The mission of the Eagle Adventist Christian School is to provide an environment for academic, social, physical, and spiritual growth for children in preschool through eighth grade, by providing individualized instruction in a multi-grade setting, to prepare them to make positive moral choices as productive Christian citizens.

## VISION STATEMENT

To promote creative, innovative, educational and life experiences that apply to all areas of a student's education through life and eternity

## PURPOSE

To create a Christ-centered atmosphere in which students are encouraged to develop a personal relationship with Jesus through Bible study, prayer, and sharing. To help students become “thinkers, and not mere reflectors of other men’s thoughts”. Education p.17

The school is a service to the families and children of our community. Our goal is to have every child know that God loves them and they are special to Him and to us. We know that the greatest resource for tomorrow is the children of today. The development of today’s children is important, not only to them but to tomorrow’s society.

## SCHOOL PHILOSOPHY

Seventh-day Adventist education is dedicated to restoring in man the image of his Maker and to promote the development of body, mind and soul. **WE ARE A SMOKE-FREE AND DRUG-FREE FACILITY.**

The Eagle Seventh-day Adventist Christian School is operated to ensure that youth receive a balanced intellectual, physical, spiritual, social, and vocational education in harmony with Christian standards and truth. A true knowledge of God, fellowship with Him in study and service, and likeness to Him in character are to be the source, the means, and the aim of education at the Eagle Seventh-day Adventist School.

- \*We believe that each person is specially created by God, therefore, is unique and of great value. We recognize the value of helping each child realize his/her own uniqueness.
- \*We believe all children have the potential of becoming productive adults and are in need of development. Our program is designed to help the child develop his/her potential.
- \*We believe children need to grow and develop physically, emotionally, socially, mentally, and spiritually to become all God created them to be.
- \*We believe in giving each child the chance to share, show concern, and recognize his/her own feelings as well as the feelings of others and to take responsibility for his/her actions, either accidental or deliberate. We believe each child needs to learn limits of behavior, and discover how to function within those limits.
- \*We believe in encouraging each child to progress at his/her own rate of speed toward enriched experiences, self-discipline, and the ability to make choices. The motivation for his/her progress should come from within.
- \*We believe that children develop best by surrounding them with an atmosphere of Christian love characterized by respect and appreciation for each person and the wonders of God’s world.

## **PRESCHOOL/KINDERGARTEN GOALS**

Our goals are to provide a quality environment and program that is consistent with the highest standards that will help promote the growth and development of each child to his/her potential.

### **PHYSICAL**

1. To protect the health of, and provide a safe environment for, the young child.
2. To provide an environment that develops the large and small muscle groups and total physical health.
3. To help the child learn good health habits.

### **MENTAL**

1. To develop the feelings of competence and satisfaction in new skills.
2. To build a positive attitude toward his/her education now and for the future.
3. To help each child develop a sense of responsibility.
4. To stimulate the child's curiosity and imagination and learn new ideas and concepts.
5. To encourage the child to understand and appreciate the world around him/her.
6. To teach the basic educational program (language, art, science, literature, numbers, and play) in a way young children can understand and learn.

### **SPIRITUAL**

1. To learn to have love for others.
2. To help the child learn about God and love Him, both by teaching and example.

### **SOCIAL/EMOTIONAL**

1. To develop a good self-image.
2. To provide an environment where each child feels safe.
3. To help the child express anger and tension in a socially accepted way.
4. To help the child feel accepted by other children and teachers.
5. To help the child learn to accept change and disappointment.
6. To help the child understand fairness in relationship to everyone.

### **INCLUSION**

Eagle Adventist Christian Center in accordance with NAEYC Accreditation, embraces the values, policies, and practices that support the right of every young child and his or her family, regardless of ability, to participate in a broad range of activities and contexts as full members of families, communities, and society. "The content and implementation of the curriculum builds on children's prior learning, is inclusive of children with disabilities, and is supportive of background knowledge gained at home and in the community" NAEYC-NAECS/SDE position statement (2003).

Every effort will be made to serve every child enrolled in our school in their primary language, regardless of their abilities, to ensure the best possible preschool experience.

### **Disabilities Education Act**

It is important to the staff and school board at EACS that all our students receive a quality educational experience and receive all the educational opportunities that would benefit each student. We would like you to have the information about the Disabilities Education Act and how it relates to private schools. If you feel your child would qualify for assistance in a designated area, we would be happy to assist you. Here is the government website for your information. <https://sites.ed.gov/idea/>

## ADMISSIONS POLICY

Our school is open to eligible children on a non-discriminatory basis. No child will be excluded on the basis of race, gender, national origin, ancestry, religious affiliation or disability.

### New Student Probation Policy

To ensure a good fit for your child as well as the other children in the school, there is a probation period of 30 days. Tuition will be pro-rated for the 30 day period whether or not the student continues to attend.

### PRESCHOOL

1. Any child who is three (3) years of age, and potty-trained, upon admission is eligible for enrollment.
2. The following forms must be completed as REQUIRED by our center and the State of Idaho BEFORE the child may attend school.
  - a. Registration information/Contract form
  - b. Medical/Developmental History
  - c. Authorization and Release
  - d. Permission Slip
  - e. Financial Agreement
  - g. Photo-copy of immunization record, with all immunizations current as follows:  
(we must have within two weeks of enrollment or waiver completed and signed)
    - DPT (four or five needed)
    - Polio (three or four needed)
    - MMR (at least one)
    - Hepatitis B (three needed)
    - Hib (four needed)

### KINDERGARTEN

1. Kindergarten children must be at least 5 years of age on or before September 1. (birth certificate is required)
2. Immunizations must be current. (copy of immunization record required or waiver completed & signed)
3. A medical examination is required before entering school.

### PRE-FIRST/1<sup>st</sup> GRADE

Special arrangements can be made in conjunction with our elementary teachers. Students must be 6 years of age or have completed Pre/Kindergarten or Kindergarten.

### GRADES 1-8

The Eagle Seventh-day Adventist Christian School welcomes students who desire a Christian education and are willing to support the principles and standards of the school. All students will be accepted only by action of the school board after formal application is completed

All previous accounts must be arranged for before registration. (See financial section.) All students receiving an academic scholarship must maintain a minimum "C" grade average for continued funds.

A student must be a minimum of six years of age for first grade on or before Sept.1. It is highly recommended that parents consider the advantages of waiting until the child is seven to start him/her in first grade.

Immunizations must be current for all students. All new students must have a medical examination before entering school.

A new student will present his/her latest report card and may be required to take an achievement test for placement. Specialized academic needs will be addressed by the board in consultation with the teacher.

## RECORDS

We must have an accurate record of home and work phone numbers, cell phone numbers, and place of employment for each parent. E-mail addresses would also be helpful. Please report, **in writing**, any change of address, phone numbers, student's doctor, and phone number of people to contact in case of emergency.

Many times parents forget to inform the school when changes are made concerning the above information. We would appreciate your cooperation concerning this very important matter; it may save critical time if the child is injured or becomes ill.

## AVAILABLE PROGRAMS

### PRESCHOOL PROGRAM

#### (3 - 5 year olds)

This program is designed for the students that are interested in a half-day program. It includes creative arts and crafts, science observation, rhythm and music, prayer, Bible stories, sharing, story time, free play, and lunch. All half-day students should arrive by 8:30 a.m., and be picked up no later than 12:30. (A late fee of \$2.50 will be charged after 12:45pm). We begin our structured program promptly at 8:45 a.m. Maximum ratio of teachers to students is 1/10.

### FULL-DAY PRESCHOOL PROGRAM

#### (3 - 5 year olds)

This program is planned to meet the growth and development needs of preschool age children. Our program includes creative arts and crafts, science observation, rhythm and music, prayer, Bible stories, sharing experiences, story time, free play, and other directed learning activities. Our school day also includes a required rest period. Full-day students may arrive by 7:00 a.m. All children will be given a rest-time daily at 1:00. Please send a **small**, lightweight blanket with the child's name clearly marked for use at this time. Please take the blanket home to be laundered weekly. Children sleep on a mat at least three feet away from other children.

### KINDERGARTEN

#### (Kindergarten 5 years old by Sept. 1)

This program is a half day program designed to meet the growth and development needs of children five to six years of age. Students will learn the first concepts of school in reading, math, science, social studies, and music in hands on activities designed to meet their active learning styles. Throughout the morning, there are times of teacher directed learning as well as student initiated learning known as center time. Center time allows for individual exploration of the different learning areas presented at school. The class is Christ-centered with prayer, Bible stories, and Christian ethics a top priority. Kindergarten is held in the preschool classroom.

### PRE-FIRST/1<sup>st</sup> GRADE

#### (6 yrs. old or completed K)

This program is designed for the student who is academically advanced or has already had Kindergarten, is older and is not quite ready to be in an academic environment for the entire day. They will be placed according to where they are academically, and progress from there.

### GRADES ONE – EIGHT

#### (6yrs. old by September 1)

The elementary program is designed to allow each child to grow mentally and physically to reach their maximum potential. Our education is characterized by a commitment to achieving the highest levels of quality in every aspect of the school program. We promote respect for diversity while developing an individual's own strengths and building upon their weaknesses. Our multi-grade classes allow for more individual and small group instruction and makes it easier to meet the individual learning styles of the students. Exceptional students can progress more rapidly while students who need more help can get extra instruction. Our computer student ratio is about one computer for every 2 students. Each elementary room is equipped with a SMART board to aid in instruction and reinforce student learning. **(True Quality Education with NO Common Core)**



## BEFORE/AFTER-SCHOOL/SUMMER PROGRAM

### (All ages)

This program is designed for children whose parents are employed each day and need their child to be in a safe environment while they are gone. Before/After-school is a relaxed program designed for the child to have fun, interact with friends and have physical activity. Homework help is also provided.

Summer program is a camp atmosphere with crafts, field trips, and physical activity.

## HOME SCHOOL PROGRAM

### (Elementary)

We are happy to work with home school parents who would like to enroll their child/children for part time instruction. Part time students can participate in field trips and special activities at no extra charge other than the activity fee. Registration and books are charged at half rate.

## ARRIVAL AND PICK-UP

1. The only persons allowed to pick-up a child are those whose names are indicated in the child's records. If this person is unknown to our staff they will need to show identification before the child is released.
2. If for any reason the parents want someone else to pick-up their child **we must have a note signed by the parent. This policy is absolutely necessary if the person is unfamiliar to our staff.** The designated person will be asked to show a driver's license or other proof of identity. **If you are at work and unable to send a written note, it is imperative that you telephone in advance of the pick-up time.**
3. **Each child must be signed IN AND OUT daily by the parent or authorized person.** We are not responsible until the child's presence is acknowledged by a teacher. The sign in/out sheets for elementary are posted at the parent board by the front door. Preschool and Child care are in the preschool. Children that are transported to and from school with school sponsored transportation will be signed in and out by the teacher in charge.
4. It is the policy of our school not to release a child to a person under the age of 18 without written instructions from the parents.

EACS students arriving at school earlier than 8:15 a.m. will be signed in to before-school care (charges may apply). They should be picked up within fifteen minutes after school is out, unless arrangements are made with the teacher. Children remaining at school after 3:30 p.m. will be sent to the after school care and will be charged the after-school fee.

## ATTENDANCE POLICY

### PRESCHOOL

**ABSENTEEISM** - Please notify the school if your child will be absent. Please keep your child home in accordance to our illness policy.

**SUBSTITUTING DAYS** - Substituting or making-up days are not allowed because of the limited number of children we are licensed to care for each day. (Credit days are available for preschoolers only; see preschool financial policies)

**EXTENDED ABSENCE WITHOUT NOTICE** - If a child is absent from school for one week or more without notifying the school, the child may lose his/her place in school.

**WITHDRAWAL** - A **two-weeks written notice must be given** if the child is withdrawn. If this notice is not given, parents will be charged for those two weeks.

### K-ELEMENTARY ATTENDANCE

A child must attend classes for a minimum of 80% of the school year.

If s/he misses more than 20% of the 180 required days, for any reason including illness, the parents must petition the school board for the grades and permission for the child to continue in attendance. By the parents presenting the board with information establishing the validity of the absences, the board can then determine whether the release of the grades and further school attendance is warranted. (**Three tardies equal one absence.**)

Parents or guardians are requested to notify the teacher when a child is going to be absent.

All class work missed while the student is absent must be made up. (at the discretion of the teacher)

No student shall be permitted to leave the school premises at any time during the regular school hours without a written request or phone call from parent or guardian. Students will not be permitted to leave the school premises with anyone other than those known to be the parent or guardian or those authorized by them.

### HOLIDAYS (See yearly calendar for all scheduled closings)

We are closed the following days:

Labor Day

Thanksgiving (Wednesday - Friday)

Christmas (2 weeks)

Martin Luther King, Jr. Day (childcare open)

President's Day and the day after for Elementary Inservice Day

Spring Break (1 week)

Memorial Day

Independence Day

(One more Inservice Day to be announced)

**PRESCHOOL AND CHILDCARE** closes for one week in the summer every year for maintenance and staff vacations. (1 week at end of school year)

**There is no tuition break for holidays. (credit days may be used for preschool age children)**

## MEDICAL INFORMATION

### EMERGENCIES

Be sure to keep all addresses and telephone numbers current in the child's file. If the child is hurt or has an emergency situation, the following will be done: 1. If the injury is not serious, simple first aid will be given. 2. If the injury is serious or may require a doctor's attention, the child will be taken to a local medical facility. If necessary, 911 will be called and the child transported by ambulance to the nearest hospital (St. Al's in Eagle). Every attempt will be made to contact the parent before transporting.

### ILLNESS

1. **PLEASE**, for the health of your child and others, **DO NOT** send them to school when ill.
2. **Please phone the school if your child is going to be absent.** 939-5544 (preschool), 938-0093 (elementary).
3. If a child should become ill while in school, the child's parent or guardian will be notified immediately. Any ill child will be separated from the other children and be made as comfortable as possible. The teacher will make the final decision about continued care for the ill child based upon:
  - Exclusion list (some diseases require exclusions - )
  - Provider's ability to adequately care for the ill child AND the rest of the children
  - Ill child's ability to participate in routine activities
  - Increased risk of disease transmission
4. Parent or guardian will be notified to pick up the ill child within a specified time frame.
5. Please do not bring your child to school if she/he has had diarrhea, vomiting, and/or fever of 101 oral, 102 rectal, or 100 axillary (armpit), accompanied by behavior changes or other sign's/symptoms of illness within a 24 hr. period. It is important to have a back up plan such as a relative or friend who can care for the child if illness occurs.
6. Please notify the teacher if your child is diagnosed with or exposed to an infectious disease.
7. You will be notified if a child attending this school has been diagnosed with an infectious disease and given information when possible. Health Department guidelines will be followed.
8. If your child is feeling ill, they will be made comfortable in the school office until you arrive and a staff will stay with them.

**IMMUNIZATION exemptions** Idaho law allows a parent/guardian to claim an exemption from immunization requirements for their child for medical, religious, or personal reasons. All exemptions must be documented on the official State of Idaho form provided by the Idaho Dept. of Health and Welfare, Immunization Program. A medical exemption requires the signature of a licensed physician and certification that the child has a medical condition which prevents him or her from receiving required vaccinations. The law does not allow parents/guardians to claim an exemption because the shot record is lost or incomplete, or because it is too much trouble to contact the physician or clinic and obtain a copy. Childcare facilities should maintain an up to date list of children with exemptions so they can be excluded quickly if an outbreak occurs. In the event of a disease outbreak, unimmunized children may be excluded from school until the outbreak is over, both for their own protection and for the protection of others. No exceptions are made during an outbreak, regardless of circumstances.

### MEDICINE

If your child has an allergy or is recovering from an illness, and is no longer contagious, but still requires medication, it may be given at school **if:**

- Prescription medicine:**
1. The medicine is in its **original** container, and
  2. The child's name, dosage, times of administration, name of physician, and name of pharmacy are properly labeled on the container.
  3. Medication form is completed.
- Non-prescription medicine:**
1. Must be in the original container
  2. Medication form is completed.

**All medication must be given to the school nurse upon arrival in the morning and will be kept in a locked container. Medication is not to be put in your child's lunch box.** Administering medications is the responsibility of the school nurse or trained personnel.

## GENERAL INFORMATION

### PROGRAMS

All children in Preschool, Full day, Kindergarten and Elementary programs will be included in a yearly musical program at Thanksgiving/Christmas and in the spring. Grades 1-8 have an end-of-the-year program and graduation. Preschool also has a graduation program. These are part of our curriculum and children are expected to attend.

### VISITS AND CONFERENCES

Conferences are scheduled three times during the school year. Other conferences and visits to your child's classroom may be scheduled at parent or teacher request. We encourage parents to become interested and involved in their child's education. Parents are encouraged to meet privately with teachers at any time by appointment to discuss their child's progress.

### HOME AND SCHOOL

This organization functions within the areas of fund raising, educational and informational programs for parents and others. A fund-raising dinner is held each fall involving the whole school. Parents and or guardians of students are encouraged to support and participate in the Home and School organization. The mission of the Home and School is to promote harmony of home, school, and church.

### LUNCHESES/MEALS

Remember that breakfast is the most important meal of the day and students should come to school with a supply of energy to last them till lunch. We encourage parents to send a healthy lunch. Parents are encouraged to limit sugar, no carbonated/caffeinated beverages, and send a balanced meal. Hot lunches and lunch supplements are provided as per calendar schedule. The kitchen staff is trained in health dept. standards for food preparation as per our license. The parent/guardian enrolling the child in school will be sent all statements and be responsible for ALL hot lunch charges accumulated during the school year. (lunches are served on Tuesdays & Thursdays)

Students must purchase hot lunch, in advance. (\$30/10 lunches punch card)  
Lunches will NOT be credited to the school bill. **Lunch: \$4.00 each**

*PRESCHOOL: We request that the lunch contains at least one-half sandwich and fruit/vegetable. Your child will be encouraged to eat these before chips, etc. All liquids should be in a non-breakable container. For safety reasons we cannot allow glass containers. Please do not send hard candy, gum, or caffeinated drinks. Every morning & afternoon we provide a healthy snack. Snack will be from at least two food groups (no meat/fish). Snack may consist of fruit, vegetables and dip, crackers and cheese, granola, etc.*  
**(Because it is our belief that the vegetarian lifestyle is the most healthful, no meat will be served to the students in the hot lunch program.)**

### BIRTHDAYS

Parents are welcome to bring birthday treats to be served after lunch. We would encourage the possibility of bringing healthy treats to share. (You may see the teachers for ideas of healthy treats.) Please give the teachers advance notice in case we have more than one birthday on that day. We hope you will join us for this special occasion.

## VOLUNTEERING/FIELD TRIPS

To encourage your involvement we encourage volunteering during the school year. Volunteering can include helping students, maintenance items, field trips, library, hot lunch, computers, yearbook, taking pictures, etc. (or something else you see that needs to be done). We really want to encourage you to become involved in YOUR school. Please make arrangements with the teachers or principal for the best times available. (A more comprehensive list of ideas is posted on our website under Home & School.)

Many educational benefits are derived from planned field trips. Your child is well supervised, and care is taken for safety. Most trips will be by bus and parents are encouraged to attend when possible. These trips are usually local and low cost. *If trip is taken in private cars, car seats/booster seats are required if your child is six years old or under. Parents need to supply the car seats. Those attending or driving must have a volunteer screening on file with the school.* (Please call cell numbers as listed in handbook to contact us while on a field trip.) (All bus drivers are required to have a commercial driver's license. The bus is emergency/first aide equipped.) Emergency, insurance information, and field trip permission is present with each field trip as well as readily available for use. Fees for trips will be announced for each trip.

Parents are welcome to help out in the classroom, bring special projects, share their work, hobbies, etc. **Note: Idaho law prohibits us from accepting the services, either voluntarily or for hire, of anyone registered or required to be registered under the sex offender mandatory registration requirements of Idaho law.** Volunteers are welcome on field trips and for helping in the classroom. All volunteers must fill out a volunteer form and be screened as well as be willing to follow the directions of the supervising teacher.

## ITEMS FROM HOME

Children should be responsible for taking their own coats, sweaters, lunch boxes, blankets, etc., directly to/from their cubby/locker, etc. Children should be taught that care of these items is their own responsibility.

**PRESCHOOL:** Please do not send toys from home. The school is well equipped with the necessary toys for the planned learning activities. Toys may be brought for "share time", but will be required to be kept in their cubby during the rest of the day. Your cooperation will be greatly appreciated.

**ELEMENTARY:** Please do not send toys from home.

## OUTSIDE SAFETY

We recognize that playing outdoors is an important part of a growing child's physical, mental, and social health. However, we also know that too much exposure to the sun's rays can increase a child's risk of developing skin cancer later in life. Children need to reduce UV exposure and develop healthy, life-long sun protection habits. Encourage your child to wear a wide-brimmed hat, wear sunglasses, wear sun-protective clothing (long sleeves, long pants), play in the shade, apply sun screen prior to playing outdoors, and reduce exposure during the hours of 10am – 4pm when possible.

Please dress your child appropriately for the weather of the day and always provide a coat should the weather change. We try to go outside every day to play whenever possible.

## PET POLICY

Animals on campus must be up to date with immunizations and be on a leash/carrier".



## COMMUNICATION

It is our desire to foster a sense of community between home and school. Therefore, we will keep you informed of current information and events through memos and/or newsletters. These will be sent home with the elementary children or emailed.

## TEACHER CONFERENCES

These will be held in November, January and April. Children should not be brought to these conferences. (Note: April conferences are optional for Grades K-8)

## PRESCHOOL/KINDERGARTEN

The teachers will communicate with you each day regarding your child. You as the parent are the one who knows your child best. We want to keep each other informed to make the learning process the best possible experience for them. Happenings at the school will be posted on the bulletin board, calendar, notices by the sign-in sheets, and in newsletters. Please read them and be informed. Parents are welcome to visit our school. In fact, it is our desire to have **every** parent schedule a time to come into the school and share about family with the children. If both parents work full-time we would appreciate you allowing us to schedule a field trip to visit your office. Each year, parents will be asked to fill out an evaluation of our program and give suggestions and input. This will be compiled and parents notified of the findings.

## SCHOOL PHONE/PERSONAL ELECTRONIC DEVICES

Phones will be used at the teacher's discretion. Teachers and students should not be called during school hours, except in case of emergency. The teachers will contact parents or designated person in case of an emergency at school. Electronic devices are not to be at / or exchanged at school. (ie. CD players, cell phone, video players, game boys, etc. or media that is played by them. If brought to school, they must be turned in to the teacher at the beginning of the day and will be able to be picked up when the student goes home.)

## SECURITY

The school is a closed campus. This means that visitors to the campus should be by appointment only. *(Elementary parents are welcome and encouraged to join their child for lunch, if desired. Please let the teacher know so that food and/or space is made available. Lunches are \$3) (Preschool parents are welcome at any time)* Students will not leave the campus during the school day without permission. At the end of school a reasonable attempt will be made to make sure students leave with appropriate people. Anyone not ordinarily picking up students should expect to show photo ID and may have that ID copied. If you need to send students by other means please call the school or send a written note. Students should make arrangements to go home with other students **before** the day it happens. Written notes should be received from parents. Our doors are locked for the safety of your children. The keypad code is changed monthly and new codes listed in the newsletter. Each family may choose a security card for a \$5 rental fee per card. Please notify us immediately if a card is lost or stolen. If you arrive and the school is dark, please wait for a teacher to arrive. The alarm system must be disarmed by staff within 15 seconds.

Security threat: In case of any security threats, the doors of the school will be locked with no access allowed until the chance of the threat is over.

## INCLEMENT WEATHER/EMERGENCY CLOSURE

Being within the boundaries of the West Ada School District, we will close school the same as the public school district for inclement weather. (We also call KTSY and KTVB to post our closing.)

The staff will monitor air quality by checking with ktvb.com. Children will not be allowed outside if it is “red” and if “orange” the children will spend less time outdoors depending on their sensitivity.

If we have a snow day before January 15 we will make it up by having school on MLK Day, and if we have a second snow day before February 19 we will make it up by having school on Presidents' Day. Any additional snow days can be made up through e-days, and work will be e-mailed to students (or assigned in advance if the snow day is anticipated) to complete when school is not in session. (See e-day policy)

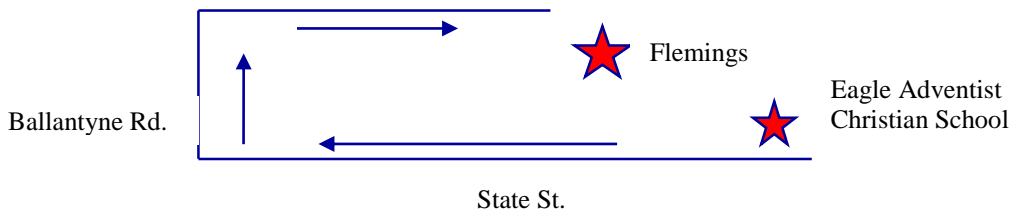
If school needs to close during the day after normal start times, we will call, email and text parents to make arrangements to pick up their children. Teachers will remain with children until all have been picked up. (inclement weather or any other situation determined by the school staff to close the school). School will be evacuated to other pre-determined areas if necessary.

## DISASTER EMERGENCIES

If an emergency or natural disaster occurs the school will make every attempt to care for children until the situation can be resolved. You will be called and notified as soon as an emergency occurs at our facility and be asked to pick up your child as soon as possible. (emergencies may include fire, flood, chemical spills, electrical failure, water failure, etc). The children will be taken to the church in case of an immediate emergency. If the church is not a safe place due to the nature of the emergency, we have made arrangements with Eagle Early Learning Center at 223 N. Eagle Rd #100 and with Patrick & Sophia Fleming to go to their house at 1355 Washam Rd. in Eagle or Bob & Joy Moore, 2745 S. Eagle Rd. You will be notified and can pick up the children at their home. For more serious disasters that call for a safer distance we have arranged to go to Burton & Carol Briggs’ home in Emmett. Their address is 1871 W. South Slope Rd., Emmett. Below are maps to each home. We do not foresee ever needing these, but the plan needs to be in place.

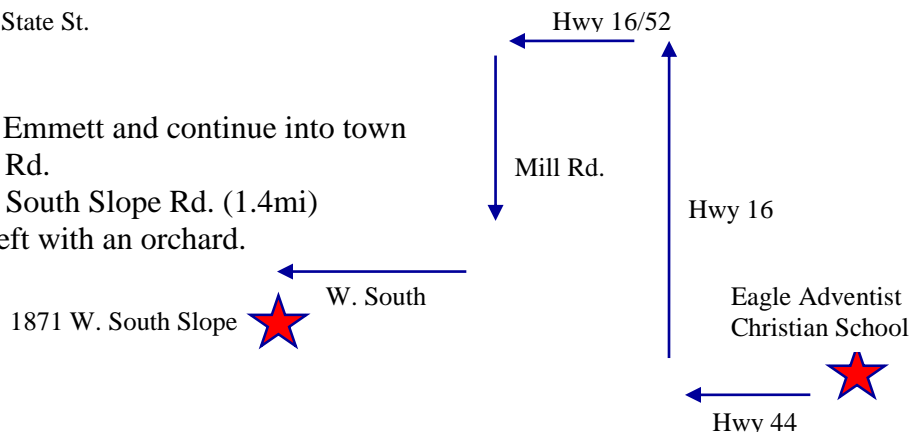
Directions to Flemings:

West on State St.  
Turn right and go north on Ballantyne  
Turn right and go east to **1355 Washam**



Directions to Briggs

N. on Hwy 16 to Emmett and continue into town  
Turn left on Mill Rd.  
Turn right on W. South Slope Rd. (1.4mi)  
House is on the left with an orchard.



Directions to Moore’s

South ½ mile on Eagle Rd. to 2745 S. Eagle Rd.

Directions to Eagle Early Learning Center

North on Eagle Rd. to 223 N. Eagle Rd. #100



# CITIZENSHIP

## COMPUTERS

Computers and ipads are used in the classroom and students are expected to use them responsibly. This means they will respect the ownership of material on the web and not count it as theirs. It means they will refrain from going to locations without permission and report to the teacher when problems occur.

## STANDARDS OF CONDUCT

Standards of conduct, as exemplified in the life of Christ, are upheld at the Eagle Seventh-day Adventist Christian School. Respect for God, teachers, school and fellow students should be the purpose of each student in observing the regulations of the school and realizing that these regulations and standards have been established for successful guidance in education. Regulations adopted and announced by the faculty or school board are as binding as those printed in this bulletin.

## SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances or requests or other conduct of a sexual nature which is offensive. It can be spoken, written, or physical behavior. It includes, without limitation, offensive pictures, graffiti, jokes, gestures, unwelcome flirtation or propositions, unnecessary or inappropriate touching.

If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors or activities, it is sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment. It should be noted that false accusations are themselves a form of sexual harassment.

Incidents of sexual harassment should immediately be reported to school authorities for appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination.

Reporting Procedures: Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the students shall report the incident to a teacher or principal. If the harassment comes from an adult, the student should report the incident to the principal or another responsible adult.

## CHILD ABUSE REPORTING

Idaho and Oregon State laws require teachers and day care personnel to report to appropriate authorities if they have reason to believe a minor in their care has been the subject of, or is in circumstances that would subject the minor to abuse, abandonment, or neglect no matter where the abuse might have occurred. Failure to report is a misdemeanor on the part of the teacher or care-giver. The teacher and/or child-care provider will report to the Director/Principal and within a 24 hour period a report should be made to the local child protective services by the Director/Principal or teacher at 334-6800 and follow the direction of the child protective services agency regarding completion of written reports. The local principal and conference superintendent shall be notified. In making this report, confidentiality will be maintained to the extent reasonably possible under the circumstances. If the parent or legal guardian of the child is suspected of abuse, the Director and/or Principal will follow guidance of the child protective agency regarding notification of the parent or legal guardian. Reporters of suspected child abuse will not be discharged for making the report unless it is proven that a false report was knowingly made. Staff who are accused of child abuse may be suspended or given leave without pay pending investigation of the accusation and parents or legal guardians of those suspected abused children will be notified. Parents or legal guardians of other children in the program will be contacted by the Director and/or Principal if a caregiver is suspected of abuse so they may share any concerns they have had. Caregivers found guilty of child abuse will be summarily dismissed or relieved of their duties.

## SEX OFFENDER POLICY

Idaho law (Idaho Code 18-8327 and 18-8414) prohibits the Eagle Adventist Christian School & Child-Care Center from employing, using as volunteers, or allowing any person on the premises who is registered or required to be registered under the sex offender mandatory registration requirements of Idaho law. The only exception to this prohibition is that such person shall be allowed to drop off and pick up that person's own child or children. If you are presently registered or required to be registered under Idaho sex offender mandatory registration requirements, you must adhere to these restrictions and you have a duty to notify us so that we can assist you in meeting these restrictions.

## **SEARCH POLICY**

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

## **OFFENSIVE BEHAVIOR**

Students involved in the following practices will jeopardize their privilege of attending.

- Criticizing or undermining the religious ideals of the school
- Being dishonest, including willful deception or cheating in any class work
- Using or having in possession tobacco, narcotics, intoxicating beverages, or such drugs that adversely affect human behavior
- Possessing or using knives or anything used as a weapon, firecrackers, fireworks of any kind, firearms, matches, and cigarette lighters
- Using or possessing items used for gambling purposes. ex: playing cards, poker chips, etc.
- Wearing improper attire (see dress standards)
- Being insubordinate to any teacher or supervisor (a refusal to follow a staff's directive)
- Leaving the school grounds without proper permission
- Committing acts of vandalism or willfully destroying any school property
- Engaging in improper moral conduct or inappropriate display of affection
- Illegally entering any part of the school complex
- Having in possession or showing, obscene literature and pictures. Using obscene or profane language or exhibiting lewd conduct.
- Behavior not listed is left to the judgment of the teachers and school board

## **DISCIPLINE POLICY**

We strive to provide an environment that is happy and safe from dangers and unnecessary stress. If a behavior problem develops that is detrimental to the well being of the child involved, or the other children in our care, the parent may be asked to remove the child from school.

1. Physical punishment, humiliating or frightening techniques are not used; nor is punishment associated with rest, isolation, toilet training, or withholding of food.
2. Problems are prevented or handled in the following ways:
  - a. Redirection to avoid a problem
  - b. Reinforcing positive behavior
  - c. Using natural consequences for their behavior
  - d. Quiet time if the child can't cope with the situation; or needs time to calm down
  - e. If a problem exists that is serious or continued the parent will be contacted.

## **DISMISSAL POLICY**

Whenever in the judgment of the faculty and the school board the student's connection with the school is no longer profitable to himself or his influence is detrimental to others, he may be dismissed from school. Always prior to dismissal the Conflict Resolution process is to be followed and every effort will be made to work with the behavior involved. (See Conflict Resolution Policy) A minimum notice of 2 days will be given to allow parents to find another school.

Conditions for Dismissal - the following are conditions for dismissal:

1. Behavior that is inconsistent with the values of the school and detrimental to others.
2. Delinquent accounts past due for 2 months. (See financial policy)

## PERSONAL APPEARANCE

### PreK – ELEMENTARY Required clothing:

*School uniform shirt* is required each day. This consists of a **solid color** polo shirt.

One shirt (navy) will be purchased from the school for school events with the school logo and will be kept at the school. Other polo shirts may be purchased at your discretion and worn for school.

Preschoolers wear uniforms on field trips only and is provided by the school. (A solid color cardigan or zippered sweatshirt may be worn over the polo in the classroom, but may not have any emblems or writings.) Hats or hoods may not be worn indoors, as well as snow boots, gloves, sunglasses, and any other outdoor apparel.

*Skirts* must be long enough to come to the top of the knee and full enough to maintain modesty while sitting or standing. Girls may need to wear opaque tights/leggings or play shorts underneath their dresses according to the weather and for the sake of modesty. Tight leggings may not be worn unless covered by a skirt or shorts.

*Pants* will be neat, clean and in good repair (without holes) and will be worn at the waist.

Shorts may be worn that reach the knee.

*Shoes and socks* must be worn at all times. Students should wear non-marring and snugly fitting shoes. Shoes should be closed-toed and closed heeled. Boots and sandals are not appropriate. Snow boots may be worn for outside as per appropriate weather. (Students are expected to be able to run and play in the shoes they wear.)

**Dress code on non-uniform days shall be the same with the exception of a polo shirt. In place of a polo shirt, shirts should be opaque, have sleeves, be long enough to cover the midriff and have a modest neckline. Any writing or graphics on shirts should reflect Christian values.**

If a student does not wear the required clothing, the student's parent will be called to bring appropriate attire. The student will miss recesses until the situation is remedied.

**Please dress your child appropriately for the weather of the day and always provide a coat should the weather change. We try to go outside every day to play whenever possible.**

**Preschool/Kindergarten - All children need a change of clothing at school.** Please place a complete change in a plastic zip-lock bag with their name clearly marked on the bag. This is necessary in case they have an accident or something gets spilled at the table. Please check from time to time to be certain the clothing we have is appropriate for the season.)

#### **Inappropriate:**

- Tight-fitting tops or pants (spandex pants, etc.)
- Over-sized pants
- Sweatpants/track pants
- Gym Shorts
- Any tattoos (permanent or temporary) should be covered by clothing at all times.

#### **Cosmetics/Jewelry/Hair**

Cosmetics: No noticeable cosmetics such as lipstick, colored lip balm, rouge, mascara, eye shadow, or nail color are to be worn. Jewelry: Bracelets, rings, necklaces, earrings, (except clear spacers for pierced ears) or other ornaments are not to be worn at school, or any school functions or programs (including but not limited to field trips) for safety and the potential loss of valuables.

Hair: Hair should be neat, clean and well groomed, avoiding extreme styles and colors. Any style or color which attracts undue attention is not acceptable.

# Notes:

## FINANCIAL POLICIES

### SCHOOL YEAR FEES

The parent/guardian enrolling the child in school will be sent all billing statements and be responsible for ALL charges accumulated during the school year. Payments are accepted as checks, cash or by online credit/debit card payment. (see website tuition tab. Payments made online are not processed immediately and will not be credited to your account until deposited)

\*Make checks for tuition to EACS (for the elementary school) or EACC (Preschool, Kindergarten & Childcare) It is the purpose of the Eagle Adventist Christian School administration to keep the charges of the school as low as is consistent with good business practices. The rates are based on costs and are subject to change in the event of a marked increase in the cost of operating the school. Generally there are scholarship funds available - please inquire!

Field trips:	\$2.00/trip for bus expenses (+ admission charge if applicable)
Hot lunches:	Charged separately (see lunches/meals/milk, page 12)

### REGISTRATION & INSTRUCTIONAL MATERIALS FEES:

All students are charged a yearly registration fee, which is non-refundable. This fee covers part of the administration costs relating to registration as well as insurance and initial supplies. After this fee is paid and application is approved, a spot will be held for your child in our school until the current school year begins.

(1st – 8<sup>th</sup> Grade students are charged an instructional materials fee to help cover rental of textbooks and consumable books along with other related expenses such as: workbooks & textbooks, insurance, yearbooks, art supplies, office supplies, & processing fees.)

### INSURANCE

The premium for student insurance is included in the entrance fee. Coverage is provided for accidents while the student is engaged in any school sponsored activity, and on any field trip. Any accident must be reported to the teacher immediately to qualify for coverage. Claim forms are available at the school.

### DISCOUNTS

A 10% per month discount rounded to the closest dollar amount for the second child beyond the first applicant.  
A 20% per month discount rounded to the closest dollar amount for the third child beyond the first applicant.  
A 5% discount is given for a yearly payment. A 20% discount on registration fee is given if enrolling before June 1. **(If you are listed on the registration papers as referring person to our school, you and the new student will receive \$100.00 off tuition at the beginning of the second month of enrollment)**

### DELINQUENT ACCOUNTS & COLLECTIONS

Old accounts (accounts for the previous school year) must be paid before starting the new school year.

Students with delinquent accounts may not be given a diploma or a transcript until the account is paid in full.

1. Monthly payments are due and payable on the first school day of each month. Accounts are considered delinquent if not paid by the 10<sup>th</sup> of each month. If your account is not paid in-full by the 15<sup>th</sup> of the month you will be charged a \$25.00 late fee. A SECOND FEE OF \$25 WILL BE CHARGED ON THE 15<sup>TH</sup> OF THE NEXT MONTH IF NO PAYMENTS HAVE BEEN MADE. If no payments have been made by the end of the second month, your child will not be allowed to return to school and a \$25 will be added each month thereafter.

(Special arrangements can be made to make regular payments at other times of the month.)

2. A fee of \$25.00 will be charged on all returned checks. After the second returned check, fees must be paid in cash or money order

3. **If no payments or arrangements have been made on your account for a period of 3 months, the account will automatically be turned over to a collection agency.** In the event that the account becomes delinquent and payment is not made on amounts owing under the terms of this agreement, and the balance is placed with a licensed collection agency including all late fees.

## ELEMENTARY SCHOOL FEES

### 1 – 8<sup>th</sup> Grade FEES

#### 10 month tuition option: (Aug. – May)

Registration \$200 and instructional materials fee: \$60/year due at registration  
(If \$100 is paid by June 1 to reserve a spot, a 20% discount will be given on the registration fee)

Grades 1-8 \$3200.00/year divided into **\$320/mo for 10 mos.**

#### 9 month tuition option: (Sept. – May)

Registration and instructional materials fee: \$260/year due at registration  
(If \$100 is paid by June 1 to reserve a spot, a 20% discount will be given)

Grades 1-8 \$3200.00/year divided into **\$355.55/mo for 9 mos.**

**Note: All students enrolling after August must use the 9 month payment option)**

**The registration fee, and August's tuition (10 mo. option) are due on registration day.** Those not able to meet the financial obligation should contact their local pastor or the chairperson of the Finance Committee. Ten monthly statements, August through May, including the first month's tuition, and registration fee, are sent to those responsible for the student's bill. Payment is expected by the due dates per payment schedule. (Nine monthly statements for 9 month option)

### HOME SCHOOL OPTION

Students are welcome to join our class half-time for either the morning or the afternoon. Morning instruction includes core subjects of Math, Reading, Spelling, Handwriting and English/Phonics. Afternoons include Bible, Social Studies, Science, PE and Music. Tuition is \$160/month. Registration \$100, Materials fee \$30.

Also available is the option of Fridays only for a fee of \$80/month.

### PRESCHOOL/KINDERGARTEN FEES \*Prices are subject to change

Registration: \$100/year

#### Preschool Student only (half day)

5---\$500/mo

4---\$400/mo

3---\$300/mo

2---\$200/mo

(extra afternoon -- \$17)

\*Price includes a 10% discount for full time, 5 day/week students)

**August tuition is pro-rated according to the days of instruction**

Extra days added will be charged as follows:

1---\$25.00/day preschool

1---\$34 day full day

#### Child Care Student (full day)

\*5---\$612/mo

4---\$544/mo

3---\$408/mo

2---\$272/mo

**Kindergarten** \$320/mo. half day am

\$555/mo. Full day

Extra fees: Field Trip bus fee - 2.00/trip (+ admission charge if applicable.)

**We accept ICCP (Idaho Child Care Program)**

## BEFORE-SCHOOL & AFTER-SCHOOL FEES

Registration fee: \$30/year for public school students

Offered only during regularly scheduled EACS elementary days (K- elementary)

Before-school care (7-8:30am) fees are \$1.75 / half-hour

After K (12-6pm) fees are \$16.50 / day

Afterschool (3:30-6:00pm) fees are \$7.25/day (\$.50 disc. for EACS students)

Busing to Eagle Elementary, Galileo bus stop or Eagle Hills is included in the daily fee

(Please NOTE: If your child is not there for pick-up at their school there will be a \$5 fee)

## PUBLIC SCHOOL DAYS OFF

When public school is off and we are in session, there may be arrangements made to have childcare for your child. (This is only arranged if space & staffing is available.) The fee is \$33/day.

## SUMMER FEES

Registration fee: \$15/summer \$30/day (10% discount for full-time)

For staffing purposes, parents must inform the staff of absences by the previous day.

No shows will be charged as follows:

1<sup>st</sup> time – 25% of daily fee, 2<sup>nd</sup> time – 50% of daily fee, 3<sup>rd</sup> time – 75% of daily fee,

4<sup>th</sup> time and there after 100% of daily fee.

## PRESCHOOL FINANCIAL POLICIES

In order to maintain a high quality of education, it is necessary that tuition be paid for the days your child is enrolled. Our teachers are hired on the assumption that each child will be in school on the days they are enrolled. If you keep your child home and payment is not made, our financial structure is upset. In order to be fair to parents and to protect our own financial structure the following policies have been set:

1. The annual tuition is based on the total on-going costs of the non-profit center and can be paid in a yearly lump sum, by the semester, or monthly. (If necessary, special weekly payments may be arranged for full-time students only.) Tuition is billed on a monthly basis. Child care is tax-deductible, preschool only is not.
2. You need to give the director a **TWO WEEK WRITTEN NOTICE PRIOR to any change to your original contract or termination from school.** Full tuition will be charged if a two-week advance notice is not received. Please fill out a schedule change form.
3. There are no deductions for absences or illness. You may use any of your credit days for this. Regular fees, as per contract, will be charged. If you use more hours than contracted, additional fees will be charged. After a preschool student has been in our school for 3 months, a full-time preschool student will receive 10 credit days to be used anytime during the year. This may be used at a holiday, vacation, or other days the school is closed or days you are gone. The fee will be credited to your bill in the next month as \$31.00 for a full day student, and \$23.00 for a half-day student. Part-time students will be prorated for credit days as follows:  
4 days/week student, 8 days/year (after 3 months)  
3 days/week student, 6 days/year (after 3 months)  
2 days/week student, 4 days/year (after 3 months)  
A credit request form **MUST** be filled out in advance to be credited for these days.  
Credit days may be used until the end of August of the current school year. No days will be carried over to the next year. The student may not attend on a day they receive credit.
- 4.. There will be a **LATE PICK-UP CHARGE OF \$1.00** for each minute you are late. All full-day children must be picked up no later than 6:00 pm for the months of March through October. During the months of **November through February we close at 5:00 pm on Fridays only.** Students who attend only the morning session must be picked up no later than 12:30pm. A Preschool late pick-up fee of \$5.00 will be charged at 12:45pm. If this is a continual problem, a conference with the Director will be required and may be a cause for removal of the student from school.
7. For the safety of the children it is **IMPERATIVE** that you **SIGN THEM IN AND OUT EVERY DAY** on the sheet provided. **IF YOUR CHILD IS NOT SIGNED IN AND OUT EACH DAY, YOU MAY BE CHARGED FOR A FULL DAY OF CARE.**

## **Confidentiality**

Child records are confidential. These are only to be reviewed by the teaching staff, director and parents. If these are needed by other professionals for referral of needed services, a permission form is to be filled out and signed by the parent. There are free screenings available through the West Ada School District to address concerns that might arise. Copies of the following should be in each file:

### Preschool child's file:

- Immunization records
- Observations
- Assessment tools
- Written observations
- Samples of child's work as needed
- Incident reports

### Elementary child's file:

- Immunization records
- Standardized Test results
- Grade reports
- Incident reports

Information regarding families is to remain confidential. A confidential communication is any communication not intended to be communicated to a third party. Confidential information should only be used when necessary to provide benefits or services, and to perform routine processes of the facility. We use the "Minimum Necessary Principle".

1. Can I make the decision without this information?
2. Is this the least amount of information needed to make the decision?
3. Would there be harm to anyone if the information is disclosed?

### Information that MUST be disclosed...

- \* That a child has been or is being abused, abandoned, or neglected. Such information shall be reported to law enforcement and the appropriate state agency (see Child Abuse Policy)
- \* That the child or parent poses an imminent threat of serious harm to self or others.
- \* That the child or parent is currently committing or seriously intends to commit a crime
- \* Any information to the extent required by law.



## CONFLICT RESOLUTION POLICY

If you have a grievance, please follow the guidance in Matthew 18:15.--If a fellow believer hurts you, go and tell him – work it out between the two of you. If he listens, you’ve made a friend. If he won’t listen, take one or two others along so that the presence of witnesses will keep things honest, try again.

Throughout the school year conflicts between teachers, students, and parents arise from time to time. The positive resolution of conflict promotes growth for all parties involved. These conflicts should be resolved with the principles of Christian behavior and courtesy in mind.

**PRIVACY:** Parents, teachers, and students deserve a fair hearing. This means you need to refrain from discussing the issue with others but instead take the necessary steps to solve the problem. Usually there is more than one side to an issue and when you know the whole story you don’t have to apologize for giving out only one side of a story.

**PRINCIPLE:** It is hoped that issues which cause conflict between students, teachers, and parents can be resolved at the earliest time and at the lowest level. Parents, students, and teachers are encouraged to discuss and attempt to resolve differences as soon as they are identified as such, and before they grow larger and become an obstacle to Christian interpersonal relationships.

**PROCEDURE:** The procedure to be followed in resolving conflict is based on Christian courtesy and is designed to focus on resolution and coming to an agreement. These are the five levels to follow:

1. Discussion of the issues between the student and the teacher. The parent or teacher should encourage discussion at this level.

2. Discussion of the issue between the parent and teacher. This level of discussion may be initiated by the parent or teacher. The student may or may not be present, depending on the situation. Focus on resolution of the problem.

3. If the issue is not resolved at level 2 arrange for a conference with parent, teacher, and principal present. The student may or may not be present. A parent, teacher, principal/director, or student may initiate a conference at level 3.

4. If the issue is not resolved to the satisfaction of all parties at level 3, request a meeting with the school board chairman and the principal/director. A reasonable time will be set as early as possible following the request. This meeting includes parent, teacher, principal/director, and school board/preschool committee chairman. The student may or may not be present, depending on the situation.

5. The final request is a written request to the school board. The request will be a written, brief statement of the problem and the resolution sought (or wished for). The school board may or may not allow the parties to be present at the meeting. The school board is the final authority in most cases. (It will normally be addressed at the next monthly meeting of the school board.)

**INTENT:** This policy is designed to assist parents, teachers, and students in discussing problems and concerns at an early time in order to avoid the 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 issues.
2. Remain calm during the conference.
3. Listen, without interrupting, to the other’s point of view.  
Each party should be given a chance to speak their opinions.
4. Remember that compromise is essential, and probably no party will get 100% of what he or she believes.
5. Keep your sense of humor!
6. Support the decision to which you agree following the conference.

\*When the handbook refers to harassment, it refers to the following definitions as per Idaho State Dept. of Education.

### **18-917A. STUDENT HARASSMENT -- INTIMIDATION -- BULLYING.**

- (1) No student shall intentionally commit, or conspire to commit, an act of harassment, intimidation or bullying against another student.
- (2) As used in this section, “harassment, intimidation or bullying” mean any intentional gesture, or any intentional written, verbal or physical act or threat by a student that:
  - (a) A reasonable person under the circumstances should know will have the effect of:
    - (i) Harming a student; or
    - (ii) Damaging a student’s property; or
    - (iii) Placing a student in reasonable fear of harm to his or her person; or
    - (iv) Placing a student in reasonable fear of damage to his or her property; or
  - (b) Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student. An act of harassment, intimidation or bullying may also be committed through the use of a land line, car phone or wireless telephone or through the use of data or computer software that is accessed through a computer, computer system, or computer network.
- (3) A student who personally violates any provision of this section may be guilty of an infraction.

### **E-school Day Policy**

E-school days are authorized when Inclement weather conditions occur such as heavy snow, freezing rain, and extreme cold that prevent students from attending school. The Superintendent of Schools may authorize the use of e-school days for other events that may impact attendance, such as fire, earthquakes, damage to the school, etc. With the voted action of the school board, students may complete assignments at home that would have been completed if they had been at school.

There are some stipulations:

1. The school must use the two snow days that are planned into the school’s calendar prior to conducting e-school days.
2. The school administration and teachers will set up procedures for communicating with students during the e-school day. The procedures and expectations will be communicated to the parents and students prior to the first e-school day.
3. E-school day assignments will cover the work for the core classes for that day. This work should be comparable to previously planned assignments for that day.
4. The teachers need to be able to distribute the day’s work to the students if they did not take textbooks and materials home ahead of time. This could be through emails of instructions, PDF files of scanned worksheets or text pages.
5. The teachers need to contact their students to check on, and provide instruction for them, by phone calls, video conferencing, texting, teaching videos, etc. They are to provide help for the students as needed during the normal school day hours. An e-school day is not a holiday.
6. The assigned work is to be part of their grades. If the students are not learning, it is not a school day.
7. Students’ work needs to be turned in the day they get back to school or as arranged by the teacher.

\*\*\*TENTATIVE\*\*\* CALENDAR OF EVENTS 2020 - 2021  
(Early Release days – 12:30pm NO LUNCH)

August 6 days	TBD 20 31-Sept. 4	Registration, 6-8 pm School begins, 8:30 am Fall Week of Prayer
September 21 days	7 14-30	CLOSED-Labor Day (No Childcare) MAP Testing
October 22 days	1-2 5-8 TBD TBD TBD 23 31	MAP Testing Outdoor School Teacher Inservice – (NO School Grades 1-8) School Pictures Fire Dept – Fire Safety 1 <sup>st</sup> quarter ends Fall Back Party
November 18 days	11,12 19 20 23-27	Parent-Teacher Conferences (Early Release for 1-8) School Thanksgiving Dinner, 6 pm ALL SCHOOL Early Release, 12:30-NO LUNCH CLOSED-Thanksgiving Break (No Childcare)
December 14 days	4,5 12 18 21-31	Live Nativity ALL SCHOOL Christmas Program, 10:30 am in church Early Release, 12:30-NO LUNCH (Grades 1-8) CLOSED-Christmas Break (No Childcare)
January 19 days	1 4 15 18 21, 28	CLOSED-Christmas Break (No Childcare) School resumes 2 <sup>nd</sup> quarter ends CLOSED-MLK Day (No Childcare) Ski Days
February 19 days	4,11 8,9 15 25-27	Ski Days Teacher Inservice (No School for 1-8) CLOSED-Presidents' Day (No Childcare) Music Festival at GSAA
March 18 days	12 19 19 22-26	Academy Day at GSAA (Grades 7,8) 3 <sup>rd</sup> quarter ends Early Release, 12:30 – NO LUNCH (Grades 1-8) CLOSED-Spring Break
April 22 days	TBD 7,8 14 19-23 26-30	School Picnic Parent-Teacher Conferences (Early Release for 1-8) Spring Program/Science Fair/Art Show, 6 pm 6 <sup>th</sup> Grade Outdoor School Spring Week of Prayer (Tentative)
May 20 days  (180 days)	6 26 27 28 31	Track & Field Day at GSAA (Grades 1-8) Preschool Graduation 8 <sup>th</sup> Grade Graduation Last Day of School (Early Release for 1-8) CLOSED-Memorial Day (No Childcare)
June	1-4 7	Preschool/K CLOSED (No Childcare) Summer Camp begins
July	5	CLOSED for Independence Day (No Childcare)