



Eau Claire

SDA ELEMENTARY

Where God Leads.

2023-2024 HANDBOOK

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www.eauclaireschool.org

W e l c o m e

Welcome to the Eau Claire Seventh-day Adventist School family. It is our pleasure to serve you in this small school setting. We praise the Lord for guiding you to us and pray for His continued blessings as our relationship grows. Our dependence is upon the Holy Spirit to create in us and through us a warm and nurturing environment where the love of God is encompassing.

This handbook is designed to be a guideline by which our school operates. Please take time to read and refer to it if you have any questions. Thank you for choosing the Eau Claire Seventh-day Adventist School.

Yours in service for His children,
Natalia Sookhoff

The North American Division of Seventh-day Adventists NONDISCRIMINATION POLICY STATEMENT For Adventist Schools

The Seventh-day Adventist Church, in all of its church schools, admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

Check out our Websites



www.eauclaireschool.org



www.facebook.com/EauClaireSDASchool

Table of Contents

Welcome	3
School Website	4
Mission Statement	6
Philosophy of Christian Education	7
Faculty and School Board	9
Admission and Attendance	10
Financial Information	12
Behavioral Standards	14
Medical Information	18
Home & School Association	19
Playground Activities	19
Progress Reports	19
Inclement Weather	19
Eighth Grade	20
After School Transportation	20
Cell Phones	21

Mission Statement

The Eau Claire Seventh-day Adventist School family
exists to:

show children Jesus,
nurture their love for Him and others,
teach them to think,
and *empower* them to serve.

Philosophy of Christian Education

The Eau Claire Seventh-day Adventist School is operated by the Eau Claire Seventh-day Adventist Church to provide a spiritually oriented education for its children. A belief in the existence of the Creator God is fundamental in the philosophy of Seventh-day Adventist schools. We respect His divine authority and recognize His intervention in human affairs. We believe that true education develops the spiritual, mental, physical, and social abilities of each student; preparing them for the joy of service in this life and for the higher joy of service in the life to come. To achieve this goal, we encourage each student to:

- *develop a personal relationship with God and his fellow men as stated in Luke 2:52
- *master the basic academic skills
- *value labor, physical and mental, as the blessing God intended
- *cultivate physical fitness, mental ability, and moral purity as the blessing God intended.

The Eau Claire Seventh-day Adventist School is operated in harmony with the guidance and direction of the Michigan Conference of Seventh-day Adventists, using the code book of the Lake Union Conference Department of Education.

Faculty

Natalia Sookhoff, Teacher/Principal

Cell Phone 562-879-4469

Email ssoochkoff@misda.org

School Board Members

Susan Payne, Chair 269-470-9458

Natalia Sookhoff, Principal/Secretary 562-879-4469

Sean Parker, Treasurer / Finance Chair 269-697-3304

Randy Peters, Member 269-635-1472

Sandra Jimenez, Member 269-944-6483

Tom Shepherd, Pastor 269-277-9488

JoAnn Davidson, Head Elder 269-461-6890

The school board is composed of the above members who are either elected by the Eau Claire Seventh-day Adventist Church, or who serve because they hold a particular church office.

Meetings are open to the public, except when confidentiality is an issue. Any person wishing to address the board should consult with the chairperson in advance. Time will be provided

at the beginning of each board meeting for visitors' comments.

Admission

The Eau Claire Seventh-day Adventist School does not discriminate on the basis of race, sex, or ethnicity in the administration of its educational policies, admissions, scholarships, or other school programs.

To be admitted, a student must present the forms for new student application, properly filled out and signed by parent(s) or guardian(s). The parents/guardians and students should become acquainted with the behavioral standards and policies listed in this handbook before entering school. Admission and maintenance as a student in good standing are based on willingness to accept and cooperate fully with the standards of the Seventh-day Adventist Church as revealed in the Bible and the Spirit of Prophecy and the behavioral standards of the school. Area policy dictates that all bills must be paid in full or satisfactory arrangements made before admission can be authorized or when transferring from another school.

Attendance

The school day begins at 8:00 a.m. and ends at 3:30 p.m. Monday through Thursday. Regular and prompt attendance at school appointments is expected of every student.

Absences

Absences and tardiness may reduce the pupil's scholastic standing. The only valid excuse for absence from public or private schools in Michigan is illness of the student or death in the immediate family. Five absences in one grading period is considered excessive and could be reviewed by the school board. Further absences could be reported to a truancy officer.

Parents should notify the school by phone when a student is going to be absent. This is to be done on the morning of the absence between 7:30 and 8:00 a.m.

If the phone call is not made, a written excuse should be sent the first morning that the students return to school. If a phone call is not made or a note not sent when the student returns the absence will be considered unexcused.

Tardiness

A written excuse or phone call will be required for tardiness. When tardiness becomes excessive the principal will send a letter to the parents outlining the concerns and stating that failure to improve in this area will result in the matter being brought before the school board.

Leaving Premises

We discourage students from leaving the school grounds during the school day for any reason. Please do not request such permission except for emergencies. Dental and medical treatment should be attended to outside school hours. If this is not possible, prior arrangements should be made with the teacher.

Recess Excuses

The criteria for deciding if the child's health permits him/her to not take part in recess are as follows:

1. a note from home stating reasons
2. a note from a physician for an extended period of time.

After School Departure

A \$5.00 fine will be assessed for failing to pick up your child within 15 minutes of the close of school and \$5 for every five minutes thereafter. If an emergency arises, please contact the school and the fine will be waived.

Financial Information

The Eau Claire SDA School receives its primary financial support through monthly tuition charges paid by its attending constituency. However, these charges alone are not sufficient to meet the needs of our budget. Therefore, the Eau Claire SDA Church subsidizes our school as well.

Parents or guardians of children in attendance will need to make their financial commitment to the Eau Claire SDA School a matter of “priority”. Faithfulness and promptness in meeting this responsibility cannot be overstressed.

1. Tuition payments will be due in advance on the 25th of each month. This includes the portion that those receiving worthy student aid have agreed to pay.
2. Any back tuition from previous years must be paid in full before a child will be allowed to enroll for the current school year.
3. Academic records will not be transferred to another school until tuition accounts are paid in full.

All monies for school tuition should be paid directly to the school treasurer. A two percent (2%) discount will be given if total tuition is paid by registration day. For your convenience we are billing ten months as follows:

August 25	January 25
September 25	February 25
October 25	March 25
November 25	April 25
December 25	May 25

Tuition (first month nonrefundable) for one or more students in the same family are as follows:

<u>Number of Students</u>	<u>Tuition Cost</u>
1	\$ 4,280.00
2	\$ 7,918.00
3	\$ 10,486.00
4	\$ 12,198.00

No textbooks or other supplies covered by these fees will be issued unless payment of registration fee is received at registration. Textbooks are owned by the school and loaned to the student. They are to be cared for properly, or the school will be compensated. Workbooks are paid for out of regular tuition funds.

Each student is to provide his/her own supplies pencils, pens, crayons, scissors, glue, erasers, protractors, compasses, facial tissues, and other supplies the teacher may require.

Past Due Procedures

If a student's account becomes past due, the following procedure will ensue:

1. If payment is not received when due, within 10 days a notice will be sent.
2. If payment is not received within 10 days of the notification, the school treasurer will contact me by phone.
3. If there is no response within 10 days of phone call, the school board chairman will contact by phone.
4. If there is no response after this call representing the school board, the school board chairman will bring that name to the next school board for discussion. A board decision will then be reached and communicated to the family. It is the parent's responsibility to contact the treasurer or school board

chairman to make arrangements in the event that their financial responsibility cannot be met for any given month.

Worthy Student Funds

Parents who are receiving worthy student funds will be required to fulfill the following:

1. be an active and consistent member of the Eau Claire SDA Church.
2. attend parent/teacher conferences and any other conferences.
3. attend Home & School programs.
4. attend extracurricular activities.
5. maintain regular tuition payments as arranged by the school board (minimum of 20% tuition for one child).

Behavioral Standards

Appearance Code

As a Christian school, we choose to emphasize principles of neatness, modesty, simplicity, and appropriateness in dress. Important educational opportunities are present daily in our school and student dress should not inhibit these opportunities.

The Eau Claire Seventh-day Adventist School's expectations in dress and appearance also apply to all on and off-campus events and all programs morning or evening. It is the desire of your faculty and board to maintain a Christian atmosphere in dress and manners. Some helpful guidelines are as follows:

Yes! Looking Good!

- shirts with sleeves
- shirts long enough to cover the tummy area, even during play, reaching or stretching
- clean jeans in good repair, dress slacks, and khakis that fit well at the waist
- shorts with hem close to the knee,
- skirts with hem close to knee or below the knee
- shoes with socks, secure, closed shoes
- inconspicuous make-up, neatly styled hair
- medical alert bracelets

Nope! Not at School

- shirts that are low necked, see-through, suggestive, or immodest, sleeveless tops, tank tops, and spaghetti straps
- clothing with pictures or language advertising movies or the entertainment world
- short shorts or skirts
- sweatpants, warm-up suits, wind pants, stretch pants, yoga pants, and droopy drawers
- shoes without socks, sandals, flip-flops, or clogs
- extreme hair or eye-catching make-up
- jewelry

Student Conduct

Students of the Eau Claire Seventh-day Adventist School are at all times representatives of their school. It is the policy and desire of the faculty and school board to foster an atmosphere of cooperation and responsibility.

It is expected that students will at all times live by these four essential principles:

1. Respect God
2. Respect others
3. Respect self
4. Respect property.

Disciplinary Policy

Teachers and/or their designate have the authority to discipline students in the classroom, on school grounds, or during any school pro- gram, event, or trip. All possible effort will be made by the teacher to solve any problem that may arise. When necessary, further disciplinary action may be taken. Parents may be contacted to plan together with the teacher for the development of right conduct and character. For continued problems or a major infraction, a student may be sent to the principal. Some major infractions may be subject to immediate suspension.

First Visit to the Principal

1. A note shall be sent to the parent to be signed and returned and/or the principal shall contact the parent.
2. Corrective measures may be taken by the principal.
3. A record of misconduct will be kept. This record will not be placed in the student's permanent file.
4. The principal may recommend counseling or intervention when it seems appropriate.

Second Visit to the Principal

1. After a second visit to the principal, or in the case of a major infraction, the parents may be required to have a conference with the principal and/or the teacher.
2. Corrective courses of action will be outlined and agreed upon.

Third Visit to the Principal

1. The principal, at his or her discretion, is authorized to suspend a student for up to three consecutive days. If action is required by the school board and the school board cannot meet within the three days, the suspension may be extended in consultation with the school board chair. All suspensions, whether in-house or out-of-school will be communicated to the board chair.
2. Should the problem persist, or the infraction is of an extreme nature, the school board may choose to expel the student. Parents may request to meet with the school board to discuss such a decision.

All regulations adopted by the faculty or school board and announced to the students have the same force as those published in this handbook. The school board has designated that the principal and teachers are responsible for the interpretation and enforcement of the school rules and behavioral standards. Teachers have the right to search desks and lockers. Parental support of those charged with the responsibility of caring for their children is crucial and appreciated.

“Parents should remember that much more will be accomplished by the work of the church if they themselves realize the advantage that their children will obtain in such a school and unite wholeheartedly with the teacher. Let parents and teacher take hold of the work together” CT p. 155

Grievance Procedure

Parents are advised to make an appointment to meet privately with the involved teacher outside school hours to discuss concerns, problems, or misunderstandings. Confidentiality and discretion are of utmost importance to both teacher and parent. If a mutually acceptable solution cannot be found, then a meeting with the principal, teacher, and parent should follow. If there is still need for assistance in resolution, these steps may be taken:

1. Discussion with the school board chairperson
2. A written explanation to the school board
3. Request through the principal or school board chairperson to appear before the school board.

Parents are urged not to involve themselves in the affairs of children other than their own.

Cause for Dismissal

A student who in conduct or attitude shows unwillingness to cooperate with the expectations outlined by the school may be asked to withdraw from school and/or be denied readmission. Such practices may include:

1. willfully undermining the religious ideals of the school
2. using profane language, indulging in lewd conduct or suggestions, or possessing and/or displaying obscene literature or pictures.
3. gambling and possessing or using any type of gambling devices
4. stealing, lying, cheating, willful deception and dishonesty
5. improper association with members of the opposite sex
6. possessing or using drugs, or tobacco in any form

7. possessing fireworks, firearms (including toy guns), knives, and other devices designed for bodily harm
8. the use of physical force toward a teacher or another student
9. failing to comply completely to the stipulations of any discipline that has been administered by the teachers
10. willfully disregarding directives given by teachers
11. setting off false fire alarms
12. failing to comply with the personal appearance
13. bully behaviors

We follow the procedures outlined in the Michigan Conference Office of Education Handbook of Educational Policies.

Medical Information

Accident Insurance

A group accident insurance policy providing medical coverage for accidents occurring while attending school functions is compulsory for all students. The premium is included in the registration fee. This policy covers only that part not covered by other policies held by parents or guardians.

Health Appraisal

A health appraisal signed by a physician is required for all students entering the first grade, sixth grade, and for all students new to the state of Michigan.

Immunization Requirements

All required immunizations must be up-to-date and verified by the Public Health Department or your family doctor. Complete immunizations or a doctor verified schedule will be required before

entering school by state law. If immunization is against your beliefs, you may sign an exemption waiver form which is available at your local health department.

Home & School Association

The Home & School Association is an organization established and sponsored by the church to foster understanding, cooperation, and fellowship for the parents, teachers, students, school board, and the membership of the church. It promotes the interest of the church's educational program through periodic meetings and various projects. Parents will find many benefits through active participation in the Home & School Association.

Playground Activities

Students will not use the playground before or after school without a teacher's permission. All students must be either in the classroom or in their vehicle.

Progress Reports

Progress reports are issued every nine weeks during the school year. Parent/teacher conferences are scheduled after the Fall quarter and Winter quarter. When necessary, additional appointments may be arranged by the parent or teacher at their mutual convenience.

Inclement Weather

When severe weather conditions warrant the closing of school, a group text will be sent to the parents. Generally, when the Eau Claire Public Schools close due to weather, we also close

Eighth Grade

It is the custom for parents of the graduation class to provide a simple reception for the graduate and their guests after graduation exercises. Spring dresses and suits, in accordance

with school policy, are the usual attire for the graduates. The class and sponsor may ask others for assistance in planning or chaperoning activities. Any fund-raising activities must receive prior approval by the principal and school board.

Because of the multi-grade nature of the classroom and the difficulty presented to the teacher by the classes requesting their own class activity, the board encourages the eighth grade to consider scheduling their "class trip" as a family activity.

After School Transportation

For the safety of your child and the protection of the school against liability, if your child is not riding home with you, the parent, please inform the school through note or text message before the alternate transportation arrives.

We are aware that many of you arrange for your child to ride with other parents or grandparents on a regular basis. A one time notification is appropriate for regular rides. A form is available at the school. Please inform us if there is any change in normal daily practice outside of school hours.

Cell Phones

Cell phone use is discouraged during school hours except for emergencies. Students bringing cell phones to school must keep them in their backpack or locker.



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