



El Dorado Adventist School
Helping every student discover God's ideal

Handbook



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EL DORADO ADVENTIST SCHOOL 2018-2019 HANDBOOK

MISSION STATEMENT

Helping every student discover God's ideal

CORE VALUES

We love Jesus
We love Children
We love learning
We love helping

MOTTO

"Go, Change the world"

2018-2019 THEME

"Win the Prize

HISTORY

In 1936, the two smaller schools merged to establish the Camino-Placerville Junior Academy teaching grades K-10 at its present location. The school later became El Dorado Junior Academy and existed as a K-10 program until 1996 when a decision was made to become a full K-12 school. The school became El Dorado Adventist School and from 1996 – 2003, the high school program existed as an extension school of Rio Lindo Adventist Academy in Healdsburg, CA. In the fall of 2003, the North American Division of Seventh-day Adventists gave El Dorado Adventist School the authorization to become a stand-alone, fully functioning K-12 institution and in June of 2004, the school celebrated its first official graduates.

EAS EDUCATIONAL PHILOSOPHY

The fear of the Lord is the beginning of wisdom. At the heart of the Christian philosophy of education is the acknowledgement that God created all things and that they exist by His power and for His pleasure. An education which keeps God in the center of all that is taught will always be of the highest character and value.

At El Dorado Adventist School, we teach the Bible as God's infallible Word and see each student as created in God's image and for His purpose. Each individual is seen as contributing to God's purpose with the ultimate goal to reflect Him in every way. Thus, academics are not a means of self-promotion or pride. Rather, they are a way of increasing one's awareness of God and in being useful in His kingdom now and in the future. As Christians, we should strive to excel in all subject areas because we put Christ first and see our work as unto the Lord and not unto men.

We must remember that God has given the ultimate responsibility of educating a child to the parents. El Dorado Adventist School operates as an extension of and a partner with the home and church in training children to be Godly young men and women.

OUR FOUNDATIONAL BELIEFS ON EDUCATION

THE SCHOOL:

- Views the student as created by God, in God's image and likeness.
- Pledges to assist the student at each level of education to fully realize his undeveloped capacities for knowledge and wisdom apace with his maturing years.
- Takes a biblical view of the student. Scripture teaches us that our students are unique individuals created in God's image yet possessing a morally corrupt nature. Our goal at EAS is to provide opportunities for spiritual growth through biblical instruction, compassionate discipline and correction, and nurture and encouragement, toward growing their relationship more intimately with Jesus Christ.

- Takes a developmental view of the student. At EAS we recognize the many facets that contribute to the educational development of our students: personalities, degrees of readiness and motivation, stages of physical growth, environment of the home, spiritual maturity, and relationships to those in the world around them. Such recognition enables us to minister to our students on multiple levels.

THE TEACHER:

- Will be committed to the Lordship of Jesus Christ and set before students a noble example of Christian life and conduct.
- Will seek to know each student's abilities, feelings, values, and hopes.
- Will build many roads to success into the instructional program and assist students every day to taste success in an area of earnest endeavor.
- Will communicate what is expected of students.
- Will communicate how students can get assistance to achieve successfully what is expected of them.
- Will respect each student as an image bearer of God, regardless of the student's performance.
- Will lead the life of a Christian scholar in the vast and exciting worlds of fine arts, science, mathematics, language, literature, history, etc. The teacher will be a spiritual and intellectual model for students to follow and will have something rich and challenging to offer students.
- Will carefully examine and prepare for the learning styles of students.
- Will bring great enthusiasm to the teaching-learning transaction.
- Will have a passion for learning and an ever increasing mastery of the subjects they teach.
- Will set before students the rigorous requirements of the pursuit of academic excellence.

THE PARENTS:

- Have primary responsibility for their children as students. Parents train by example as well as by precept.
- Have the responsibility to encourage their students by carefully attending to the student's world of school. Parents must listen to and talk with students about the school day.
- Have the responsibility to support the school's and teacher's authority in the eyes of their students.
- Have the responsibility to resolve differences with the school or with a teacher in accordance with the scriptural principles outlined in Matthew 18 and Galatians 6.

THE STUDENT:

- Will take an interest in all aspects of his/her education and will determine to learn all he/she is able.
- Will aim high and strive hard. Whatever the student does, he will do with all his might.
- Will know that man cannot live without taking sides, without making decisions and taking action, and will know that while he is free to make choices, he is not free to determine the consequences of his choices.
- Will know that the scriptures are the comprehensive equipment of the man of God and fit him fully for all branches of his life's work.

THE CHURCHES:

- View the school as a major extension of the evangelistic and nurturing arm of the church.
- Will recruit students, adult volunteers, and financial supporters.
- Will be a channel of communication with their members for the school.
- Will encourage attendance and participation at school functions.
- Will provide their quota of school board members who are qualified and willing to be actively involved in fulfilling the mission and vision of the school.
- Will provide financial assistance towards the continued operation of the school.
- Will have their pastor(s) actively connecting with the students on a regular basis, including the Tuesday worships.

THE COMMUNITY:

- Serves as an important extension and resource to the education of students.
- Provides opportunities for students to become active and responsible citizens.
- Connects with the school through public service and other government venues such as law enforcement, fire department, city officials, the library, food bank, newspaper, parades, and county supervisor meetings.
- Supports the school through businesses providing purchased and/or donated supplies or services to maintain the school facilities, teacher training, educational resources, student activities, and/or other school events and functions.
- Sees the school as an important option for parents to consider in the education of their children.

SCHOOL EVENTS & THE SABBATH (SATURDAY)

As Seventh-day Adventists, we observe Sabbath from sundown on Friday to sundown on Saturday. To preserve the integrity of the Sabbath hours, we do our best to guard the edges of the Sabbath, too. As a school, our usual practice is to end any Friday events early enough so that clean-up can be completed at least thirty minutes before sundown. Likewise, any Saturday night events (such as the Fall Festival) will begin at least thirty minutes or more after sundown.

School-sponsored events held during the Sabbath hours will be those that contribute to the worship of and love for our Creator such as singing, attending and/or participating in a church service, sharing personal testimonies that recount God's goodness and faithfulness, witnessing to others, having a Bible study, participating in acts of service, taking time to see God's handiwork in nature, and hiking in the outdoors. This time is meant to be uninterrupted by the daily occupations of work and sometimes overwhelming cares of life. This is His day with us, too, so that we might rejoice in His presence as we recount the blessings we continually receive at His hand.

ACCREDITATION

El Dorado Adventist School is a member and accredited by the Western Association of Schools and Colleges (WASC). Officially known as the Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC), it is one of six regional accrediting associations in the United States. The Accrediting Commission for Schools, WASC, extends its services to over 4,500 public, independent, church-related, and proprietary pre-K-12 and adult schools, works with 16 associations in joint accreditation processes, and collaborates with other educational organizations. The accreditation process fosters excellence in elementary, secondary, and adult education by encouraging school improvement. WASC accreditation recognizes schools that meet an acceptable level of quality, in accordance with established, research-based WASC criteria.

The school completed its 3 year self-study and hosted a WASC peer review team in 2013. EAS was granted a six year term with a three year mid-term visit. EAS will undergo its next full accreditation review during the 2018-2019 school year. Our high school courses are approved through the University of California educational system.

STUDENT LEARNING OUTCOMES

The following explain the student learning outcomes known as SLOS:

1. FAITHFUL STUDENTS: I am developing myself for the everyday world of stewardship, employment, career and personal management.
 - a. I will have opportunities to develop critical thinking skills such as: decision-making and problem-solving skills.
 - b. I will have opportunities to experience the joy of service.
 - c. I will have opportunities to develop skills that will enhance employability such as: technology skills, collaboration skills, communication skills, work ethic and interpersonal skills.
 - d. I will have opportunities to learn to manage myself, time, resources and finances.
 - e. I will have opportunities to incorporate biblical principles in my life such as: loyalty, honesty, thoroughness, dependability, responsibility, and accountability.

- f. I will have opportunities to develop leadership skills.
2. SPIRITUAL STUDENTS: I am developing a relationship with Jesus, an understanding of God’s word, His purpose for my life, and my involvement in His mission
 - a. I will have opportunities to accept Jesus as my personal Savior and Lord and develop a personal relationship with Christ.
 - b. I will have opportunities to develop a Christ-like character.
 - c. I will be exposed to biblically-based Christian beliefs and principles.
 - d. I will have opportunities to be involved in the spreading of the gospel throughout the world.
 - e. I will have opportunities to be an active participant in my local church.
 - f. I will have opportunities to develop lifestyle and cultural choices based on biblical principles
 3. TALENTED STUDENTS: I am developing my physical, mental and artistic talents to their full potential to be used for the Glory of God.
 - a. I will have opportunities to discover my God-given talents.
 - b. I will have opportunities to discover God’s ideals for quality living by incorporating the lifestyle principles that promote health such as: nutrition, exercise, temperance, water, rest, outdoor recreation, and gratitude.
 - c. I will have opportunities to apply Christian principles in recreation and sports.
 - d. I will have opportunities to develop an inquisitive attitude, critical thinking skills, and a focus on pursuing higher learning in an ever-changing world.
 - e. I will have opportunities to develop study habits, information management skills and learning strategies enabling me to complete academically challenging programs of study which allows me to pursue higher academic learning.
 - f. I will have opportunities to develop fine arts talents through practice, performance and presentation.
 4. COMPASSIONATE STUDENTS: I am empowered by God’s spirit to be accountable for my actions, responsible to my neighbors’ well-being, and to care for those in need.
 - a. I will have opportunities to exhibit morality and maturity in my relationships with peers and those in authority in all situations.
 - b. I will have opportunities to take an active role of civic responsibility in my home, school, church and community.
 - c. I will have opportunities to respond to God’s love by using my talents to serve others.

CURRICULUM

All curriculum used at El Dorado Adventist School will be Christian in orientation or taught with a Christian world view and approved by the Pacific Union Conference’s Department of Education.

ADMISSION CODE

An applicant’s academic record needs to indicate the student is adequately prepared for the instructional program at EAS. Students are expected to take their academic responsibilities seriously.

All of the following materials must be in the school office prior to final admission:

1. Completed application
2. Immunization Record
3. Copy of Birth Certificate

4. Most recent standardized testing scores
5. Most recent report card and/or current grades; for high school, an official transcript
6. Application Fee

EAS reserves the right to arrange for and/or request further testing if the administration deems it beneficial for the decision-making process.

EAS reserves the right, in its sole discretion, to admit or deny admission to any student.

KINDERGARTEN – MINIMUM AGE

Birth date eligibility for kindergarten is that students must be 5 years old by September 1 for the school year being enrolled.

PROBATIONARY PERIOD

A trial period of nine weeks is required for all new students. The workload, discipline and environment require a considerable adjustment for many students. Should a change be necessary at the end of this period, a conference with the parent will be arranged.

NON-DISCRIMINATORY POLICY

El Dorado Adventist School does not discriminate on the basis of race, color, sex, or national and ethnic origin in the administration of its educational policies, admission policies, and other school programs.

FINANCIAL CODE

TUITION AND OTHER FEES

It is the goal of El Dorado Adventist School to operate the total education program as efficiently and economically as possible so that students may receive a quality Christian education at the lowest possible cost. The annual tuition is established by the EAS Board. The current year's tuition rates and fees are outlined in the tuition and fees schedule, available in the School Office.

FINANCIAL COMMITMENT BY PARENTS

Christian education involves financial sacrifice for many families. The school works hard to plan effectively and keep tuition costs affordable. It is essential that families meet their obligations to the school in order to maintain financial stability. Please note that if a student is withdrawn during the school year, tuition will be prorated to the date of withdrawal. Payment is due on withdrawal date. Any outstanding balance will be remitted back to within two weeks.

REGISTRATION FEES

Registration fees include all books, Kindergarten supplies, K-8 regular field trips, science and art fees, 7-12 class and SA dues, 9-12 required course lab fees, yearbook, school shirt, and accident insurance and Senior Survival. It does not include Class trips or other special field trips, music tour, and sports fees.

There are three methods of payment at El Dorado Adventist School:

1. Annual tuition in advance payable by August 5.
2. Semi-annual tuition payable by August 5 and January 5.
3. Monthly tuition payable August through May.

Families are encouraged to sign up with the school's tuition management program which automatically withdraws the monthly payments for tuition. Information and instructions are included in each enrollment packet. See the school office for more information on this very convenient payment option.

ATHLETIC PROGRAM FEES

There is a fee for each Junior Varsity and Varsity sport.

MUSIC PROGRAM

There is a onetime fee to become a member of a music group which includes a uniform and duffle bag. For the music trip, fees will be raised through fundraising.

FOOD SERVICE

When Food Service is provided all meal payments are between the Food Service and the student and/or parent(s)/guardian(s) and may be purchased in two ways:

1. Pay cash for each meal
2. Pay for the whole month at one time

EXTENDED CARE

To maintain adequate supervision and for the convenience of parent(s)/guardian(s), the school operates an Extended Care program for all students in grades Kindergarten through Grade 8. Fifteen minutes after the dismissal of class, all students remaining on campus in grades K-8, unless under the specific supervision of another staff member, are checked in to Extended Care. A fee is charged for the program, which is billed monthly as a part of the school statement. All K-8 students remaining after school must be in the program. The fees schedule is available in the School Office along with an agreement the parents must sign.

TUITION DUE DATES & SCHOLARSHIP

Statements are available on Parent Web on the first day of each month. Tuition is due by the 10th of each month (except for February registration), starting in June and running through the following May.

A total tuition scholarship of 3% is offered to families with 3 children enrolled concurrently at EAS.

A total tuition scholarship of 4% is offered to families with 4 or more children enrolled concurrently at EAS.

A total tuition scholarship of 4% is given to families paying for the entire school year in advance.

A total tuition scholarship of 2% is given to families paying the entire semester in advance.

REFUND POLICY

Students who enroll or withdraw throughout the year will have their tuition prorated. If one leaves school before the end of the year, the school reserves the right to withhold adjustment of the account until the end of the following month in order to allow time for any charges or credits to be processed.

DELINQUENT ACCOUNTS

1. Accounts outstanding in other schools must be settled before students are admitted to EAS.
2. The account for the current year's expenses at EAS must be settled by June 15.
3. The account for the previous year's expenses at EAS must be settled before a student may register for the current year.
4. Any delinquent accounts from a brother or sister who attended EAS must be settled before another member of the family will be admitted.
5. If an alternate payment plan is needed, you must contact the Business Manager.

RETURNED CHECKS

1. A charge of \$25 is assessed for each returned check.
2. After the second returned check, all payments must be cash or cashier's check. This includes any area of EAS, such as music, sports, fundraising, etc.
3. EAS reserves the right not to accept any further checks as payment if a check has been returned.

WITHDRAWALS

In the event that parents find it necessary to withdraw a student, the following procedures shall be followed:

1. In order to establish a date of withdrawal, the parent will submit a Withdrawal Form, obtained from the office, as soon as possible, but no later than at the time of leaving. The reason(s) for withdrawal should be stated.

2. Fees: registration fees are non-refundable. When a student is voluntarily withdrawn from school for any reason, tuition will be pro-rated to the withdrawal date. When the withdrawal form is submitted, the EAS business manager will verify if all accounts are in good standing.

3. On the last day of attendance when a student is withdrawing, the student must obtain a check out with each teacher to verify that all books and school property have been returned in good condition.

MEDICAL AND HEALTH CODE

IMMUNIZATIONS & HEALTH RECORDS

State law requires that all students be up to date with their immunizations and have a completed health record in the school office. All immunizations need to be current before attending class.

EXEMPTIONS

For students who hold a personal belief exemption to vaccinations, signed and dated prior to January 1, 2016, that exemption will continue to be valid until their next vaccination checkpoint, Kindergarten or 7th grade, even when transferring to or from another school. At their next vaccination checkpoint, Kindergarten or 7th grade, these students will need to receive all mandatory vaccinations unless they can provide a medical exemption to immunization letter, completed by a physician. Students who do not have a personal belief exemption form on file, prior to January 1, 2016, are required to receive all mandatory vaccinations. Students who will be in Kindergarten or 7th grade in the fall will need to have all mandatory vaccinations unless they can provide a medical exemption to immunization letter, completed by a physician.

CONTAGIOUS DISEASES / ILLNESSES

As a general rule, students and/or staff members who have contagious diseases or illnesses are not to be on campus until they pose no significant risk to themselves or any other individual. Illnesses can spread quickly in a school. When students are sick they miss out on their education. Please be considerate and stay home when you are sick.

ILLNESS OR INJURY AT SCHOOL

Students who become ill or injured at school will be brought to the school office. If the child is found to be in too much discomfort or has a temperature of 100 degrees or higher, his/her parent(s) will be contacted and asked to come and take the child home.

In the case of minor abrasions and cuts, the injury will be cleaned gently and bandaged. Students are allowed to leave class for illness in cases of emergency as determined by the teacher. The teacher will refer the student to the school office and an individual assigned to assess the student's illness will evaluate the student's medical condition and call a parent or guardian to arrange for the student to be picked up if needed. Students will remain in the office or designated supervised area until a parent arrives.

Students must be fever free without the use of medication for 24 hours before returning to school. All rashes should be evaluated by a physician.

MEDICAL EMERGENCY

In a medical emergency, professional medical or emergency help will be sought, if necessary, and EAS will immediately attempt to notify the child's parents or guardian by a text message or phone call. If a parent or guardian cannot be contacted, the school will attempt to contact, in order, those parties listed on the emergency contact list.

P.E. RESTRICTIONS

Physical education restrictions may be obtained with a note from parents to the physical education teacher requesting level of restriction and stating the reason. Notes are good for one day only, and parents should repeat the note if necessary. Any student having to miss more than three consecutive days must have a written excuse from a physician which notes the length of time to be excused from PE activities.

PRESCRIPTION MEDICATIONS

Prescription medication will be administered to students at school on the specific written request of the student's physician and parent or guardian. Medication must be left at school in the original container that has the doctor's name and instructions. Asthma inhalers are the only exception to this policy; however, the authorization for administration of inhalers needs to be on file in the school office. Possession of any medication without a Medication Information Form containing the physician's signature will be considered a serious violation.

Over-the-counter medications will **only be administered with written parental and physician permission**. Faxed physician permission will be accepted. Absolutely no medications (non-prescription or prescription) will be administered by either school personnel or self (student) without written authorization of a physician and parent.

STUDENT ACCIDENT INSURANCE PLAN

A student is covered under an accident insurance plan. The plan provides coverage for any injury while under the care and direction of the school, and travel to and from school. This school's insurance is primary, but does have a ceiling payout. Check with the school office for the latest information.

Since the policy is an economical student accident insurance policy, there are limitations on the insurance coverage available for student accident claims. A statement of coverage will be mailed at the beginning of the school year to parents. Parents need to review the statement for claim filing procedures, policy limitations, and policy exclusions. Students/Parents are responsible for promptly reporting any injury to the School Office.

ACADEMIC CODE

GRADING & THE GRADING SCALE

The high school uses the four-point system to determine grade-point average. The use of plus and minus with a letter grade is optional but if used the following numerical values are to be assigned:

A = 4.0 (93%)	B- = 2.7 (80%)	D+ = 1.3 (68%)
A- = 3.7 (90%)	C+ = 2.3 (78%)	D = 1.0 (65%)
B+ = 3.3 (88%)	C = 2.0 (73%)	D- = 0.7 (60%)
B = 3.0 (83%)	C- = 1.7 (70%)	F = 0.0

RENWEB & REPORT CARDS

Grades for student work will be recorded on Renweb1 in a timely fashion. Report cards will be posted online after the completion of each nine-week grading period. The school year consists of four grading periods for the elementary grades. In high school, the year consists of two semesters (each semester consists of two grading periods).

HIGH SCHOOL (GRADES 9-12)

The minimum requirement for each grade level for the high school is:

Freshman Class: All first year secondary school students are classified as freshman and are eligible to participate as a voting member of the class.

Sophomore Class: All second year secondary school students who have completed 60 semester periods of credit are classified as sophomores and are eligible to attend the sophomore class meetings and participate as a voting member.

Junior Class: All third year secondary school students with a minimum of 120 semester periods of credit are classified as juniors and are eligible to attend the junior class meetings as voting members. An approved accelerated student will not have junior standing regardless of the number of credits.

Senior Class: All fourth year secondary school students are classified as seniors who will have completed all requirements for graduation as set forth under graduation requirements. The student shall have completed a minimum of 170 semester periods of credit at the start of the senior year.

GRADUATION REQUIREMENTS

The graduation requirements are the minimum expected of each student depending on the diploma track chosen. Two graduation diploma tracks are available to students.

Course expectations, minimum proficiency and total semester periods of credit required for each diploma are shown below.

<i>Subject Area</i>	<i>General Diploma</i>	<i>College Prep Diploma</i>
A. BASIC		
<i>Bible/Religion</i>	40	40
<i>English</i>	40	40
<i>Health Education</i>	5	5
<i>Mathematics</i>	20	30
<i>Modern Language</i>	0	20
<i>Physical Education</i>	30	30
<i>Science (10 may be non-lab)</i>	20	30
<i>Social Studies</i>	30	30
<i>Sub-Total</i>	185	225
B. COGNATES		
<i>Computer Applications</i>	5	5
<i>Career Education</i>	<i>required</i>	<i>required</i>
<i>Community Service</i>	<i>required</i>	<i>required</i>
<i>Fine Arts</i>	5	20
<i>Sub-Total</i>	10	25
<i>Total A & B</i>	195	250
C. ELECTIVES – Total		
<i>(Courses from Basic, Cognates and/or other electives offered by the school)</i>	35	20
D. SENIOR PROJECT		
	5	5
<i>Minimum Credits Required for Diploma</i>	245	275

ACADEMIC ALERT

An academic review conference may be held for any High School student who receives a failing grade in a subject. The student, parents, and teacher will attend the conference to develop the guidelines for an improvement plan.

ACADEMIC PROBATION

Students are placed on academic probation when they have a report card with three grades of "D" or "F" for a grading period. Parents are notified of probationary status and are given a full explanation of its impact.

ACADEMIC DISMISSAL

Students who have more than two (2) failing grades for the semester or year are reviewed for academic dismissal. Students who have low grades but whose efforts and attitudes are positive may be permitted to remain as long as the school can serve their academic needs.

COURSE CREDIT (Grades 9-12)

EAS high school courses are scheduled as either a one or a two semester course, depending on the course subject. For a student to receive credit for any EAS course, they must meet the attendance requirements, take all semester or year-end finals for all courses that require such, and receive a passing grade for the course.

High School students must be enrolled in a minimum of six (6) courses each school semester. A student's schedule is the responsibility of both the school and the parents. The school will place students in classes based on parental input and past academic performance.

NON-GRADUATING SENIORS

A senior who does not complete the graduation requirements will not receive a diploma. However, such a one may be allowed to participate in graduation ceremonies. Again, transcripts may be issued, but no diploma will be granted to seniors who do not meet graduation requirements.

COURSE WITHDRAWAL

Last day to add a course is the last day of second week. The teacher may assign previous missed work.

Last day to drop a course without penalty is the last day of the fourth week.

If a course is dropped during the fifth through the seventh week either a W/P = Pass or a W/F = Fail will be recorded on the transcript.

If a course is dropped after the seventh week a F grade will be recorded on the transcript

COURSE FAILURE

High School students are required to repeat a failed course. If they are not able to fit the failed course into their EAS schedule, they can take an approved on-line course or summer school (outside of EAS) during the summer if they have a semester-end average of "F" in any subject. This is also recommended for students who have year-end grades of "D" in any subject.

EXTRA CREDIT

Extra credit assignments will be occasionally offered at the teacher's discretion and will be assigned to the whole class, not individually. Extra credit is not given in lieu of required work or incomplete work.

SENIOR PORTFOLIO

A Senior Portfolio is required for graduation. This portfolio will be accomplished during the second semester of the senior year. A student cannot graduate without this portfolio.

PROMOTION AND RETENTION GUIDELINES

General Philosophy

1. EAS recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their developmental needs at the various stages of their growth. Continuous progress and growth should always be the goal.
2. EAS is committed to educational practices that are effective in enhancing the mental, physical, and emotional attainment of all students.
3. Numerous studies have demonstrated that retention does not improve student's chances for educational success. Therefore, the practice of retention will be used only when there is compelling evidence that the student is likely to benefit academically and socially.
4. Retention must be intended to provide an opportunity for a student to master basic skills required for academic success before proceeding to the next grade level, or to provide an extension of time for a student to complete the work of a single grade in two years.

Core Considerations

1. The following should be considered in making a promotion decision
 - a. All grade promotions are based on such things as: course completion, skills masters, appropriate grade and attendance records, and teacher's approval.
 - b. Promotion in grades 1-8 shall be based on the student's mastery of curriculum. In grades 3-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course and grade level standards for all subject areas.
2. The following should be considered in making a retention decision
 - a. Retention maybe for failure of numerous courses or class subjects, excess attendance infractions, failure to complete or master class or course standards.
 - b. Retentions criteria for kindergarten-second grade students will parallel this guideline with an emphasis on the student mastery of 70% or greater of the language arts and mathematics.
 - c. A student who is developmentally young may be considered for retention if the "youngness" is combined with a lack of mastery of curriculum objectives for the grade level
 - d. Each referral for retention shall be considered individually
 - e. Modifying a program should always be considered as an alternative to retention.
 - f. Only when careful assessment gives assurances that retention will result in significant benefits to the student can it be justified.
 - g. Rule out health-related issues as being a cause of lack of performance, such as, sight and hearing.
 - h. A teacher must provide evidence of ongoing conversations and interventions regarding any child being considered for retention. The frequency and duration of sessions, specific interventions used, as well as resultant data must be documented.
 - i. School staff and parents can request retention after careful consideration, evaluating a variety of factors, such as, test scores, chronological age, maturity norm, teacher's recommendation, grades, and or attendance.
3. Steps for Retention
 - a. Before retention may be considered, the teacher needs to try a variety of intervention practices. These need to be recorded.
 - b. A student being considered for retention must be referred to the Student Study Team following the teacher's unsuccessful attempts of intervention.
 - c. A contract maybe required for students with learning disabilities outlining what EAS will be able to do for a student and the student's expectations.

- d. Preliminary discussions regarding the possibility of retention should be conducted as early as possible, usually in February or March. The teacher needs to provide parents with specific and characteristics they might observe. These need to be in written form.
- e. All parent communication about retention should be documented, such as, meetings, comments of report cards, letters, emails, or phone calls.
- f. Discuss the possibility of retention again during the spring conference. Point out changes observed since the last conference.
- g. Teachers need to utilize testing to aid in making a decision. The results need to be shared with parents
- h. Any question of promotion and retention must ultimately go through the curriculum committee.
- i. Make a joint decision—teacher, principal, parent, curriculum committee staff and Student Study Team—no later than April 15, 2019.
- j. Copy of retention should be provided to parents.
- k. Complete NCC retention form no later than April 30School must obtain Conference approval for the retention.
- l. Maintain campus file on referrals for retention.

PROMOTION FROM THE EIGHTH GRADE

To be promoted from eighth grade to high school the student must successfully complete the required subject areas for the completion of the eighth grade, which are:

- A. Bible/Religion
- B. Computer Education
- C. Fine Arts
- D. Mathematics
- E. Physical Education
- F. Reading/Language Arts (English, handwriting, spelling, composition)
- G. Science and Health
- H. Social Studies

HOMEWORK PHILOSOPHY

El Dorado Adventist School recognizes the educational value and importance of homework for students. The assignment of homework may be regular, should be reasonable, and is encouraged when it contributes to the child's education through individual work, responsibility, completion of projects, and the establishment of good study habits.

Christ-like character qualities of responsibility, initiative, orderliness, and thoroughness are developed as a result of homework. Care must be taken, however, not to diminish the family unit by too much homework. Family communication and togetherness must be a priority.

AMOUNT OF HOMEWORK

Homework serves two purposes: 1) it reinforces learning, and 2) it allows enrichment and creativity. The amount of time a student needs to do homework varies from day to day and from student to student. The faculty attempts to assign a reasonable amount of homework in light of the subject matter and the abilities and needs of the students. The school faculty urges that each student plan out-of-school activities wisely so that adequate time is provided for homework. Wise planning of time will allow for completed homework assignments as well as for the development of personal responsibility. Teachers do their best to give reasonable homework assignments with consideration being given to special school and church activities such as prayer meeting, youth club meetings, and other conference-wide youth events such as a Pathfinder Camporee or Junior-Senior Retreat.

Some general guidelines are as follows:

Grade	Minutes per evening
1	0 - 20
2-3	15 - 30
4	30 - 45
5-8	45 - 60
9-12	60 – 90

TRANSCRIPTS

If you are a transfer-in student, we must have your transcripts before we can give you official class standing. If you are a transfer-out student, four transcripts will be sent free of charge. Additional transcripts will cost \$5.00 each. It has been common practice for our school to send unofficial transcripts of our senior students to La Sierra University and Pacific Union College. Students and/or parents may request in writing that that the transcripts not be sent.

WITHDRAWALS

In the event that parents find it necessary to withdraw a student, the following procedures shall be followed:

1. In order to establish a date of withdrawal, the parent will submit a **Withdrawal Form**, obtained from the office, as soon as possible, but no later than at the time of leaving. The reason(s) for withdrawal should be stated.
2. Fees: registration fees are non-refundable. When a student is voluntarily withdrawn from school for any reason, tuition will be pro-rated to the withdrawal date. When the withdrawal form is submitted, the EAS business manager will verify if all accounts are in good standing.
3. On the last day of attendance when a student is withdrawing, the student must obtain a check out with each teacher to verify that all books and school property have been returned in good condition.

ATTENDANCE CODE

ATTENDANCE POLICY

Regular attendance and punctuality are essential for success as a student. Attendance at school provides students opportunities to participate in class activities, to benefit from the synergy of their peers, and to receive direct instruction conducted by the classroom teacher. What transpires in the classroom cannot be duplicated or captured simply by reading and completing an assignment or reviewing material from a book or notes from a class. Therefore, parents should be advised that even when the schoolwork is “made-up,” absences might impact their child’s understanding of the material missed.

It is important for students to attend school regularly. Being on time allows the school day to begin properly for both the student and the class. Habitual tardies and absences cause extra stress for the student and disrupts the delivery of instruction to the rest of the class. Regular attendance will help our students in the following areas. It will help them to:

1. Be responsible for their education.
2. Be on time and prepared.
3. Be ready for the relative freedom of college.
4. Be primed for the work place.

SCHOOL HOURS

Regular school hours vary by grade. Please check with the office for current hours.

EARLY ARRIVAL

Students should arrive at school **NO** earlier than 7:45 a.m. unless attending the before-school care program which begins at 7:30 a.m. Students must be accompanied by a parent to the Extended Care Center-

LATE ARRIVAL

Students arriving in their classroom after 8:00 a.m. will be considered late for school and receive a tardy.

LATE PICK-UP

It is unacceptable for a child to remain on campus unsupervised outside of school hours. Therefore, K-8 students who cannot be picked up from school by the end of the normal pick-up sequence will be in the Extended Care Center until a parent arrives. Additional charges apply if when students are picked up after 5:30 PM, Monday – Thursday and after 4:00 PM on Friday.

ON PREMISES OUTSIDE OF SCHOOL HOURS OR FUNCTIONS

Students K- 8 should only be on the campus outside of school hours when under adult supervision or in Extended Care. Students without proper supervision or those found in unapproved areas will be subject to EAS discipline procedures.

ABSENCES

Although it would be ideal for a student to be in the classroom every day for every class, we recognize that there will be times when a student cannot be in the classroom. When this occurs the absence will be categorized according to the following list:

Excused

- Illness of the student
- Death in the immediate family
- Mandatory court appearance
- Unavoidable medical or dental appointments with verification from doctor

Administrative – These absences do not count toward the total number of missed class period that may jeopardize a student’s opportunity to receive credit.

- Off-campus school or church sponsored activities, including but not limited to:
 - Academic field trips
 - Music Tours
 - Mission Trips
 - Sports Teams (must be a member of the team)
 - Retreats
 - Conferences

Unexcused

- All other absences
- Make up work will be at the discretion of the teacher. Full credit may not be received.

PRE-ARRANGED ABSENCE: It may be necessary and/or desirable for a student to be absent from school for the purpose of educational travel or family matters. Please note that these absences may or may not be excused. When absences are pre-planned, a “Prearranged Absence Request” Form is to be submitted by the parent or guardian as soon as possible, **at least seven (7 days)** before the absence will occur. The application for a prearranged absence is not complete without the student and/or parent/guardian conferring briefly with each of the student’s teachers, either personally or in writing.

Once the prearranged absent form is completed, the teacher(s) will work with the parents and student to provide the student with appropriate assignments; however, it will not guarantee that the child will be where the class is academically when he/she returns. Such variances are the responsibility of the parents to cover. The school is not responsible to provide extra tutorial sessions when the family elects the absence. All teachers will make every reasonable effort to facilitate the student’s completion of work missed (or alternate project) while absent. The nature of the makeup work and completion date is at the teacher’s discretion. Because the objective of this policy is to promote learning, grades for makeup work will not be marked down simply because it was “made up,” and

will be treated the same as if it had not been missed. While full credit is always possible, parents/guardians and students are both reminded that a teacher's facilitation of the student's completion of missed work (or alternate project) will neither enhance nor detract from the grade received for said work, as the student remains responsible for earning their own grades.

OBTAINING AN EXCUSED ABSENCE

1) Pre-Approval Process – The student's parent will need to fill out the Prearranged Absence Request Form available in the school office and submit it to the school office as early as possible, at least seven (7 days) prior to the absence.

2) Request for Absence Excuse – The student's parent must send a written excuse to the home room teacher the day the student returns to school. The note must include the following:

- Name of the student
- Date(s) of absence
- Specific reason for the absence
- Parent's signature

3) Make-up Work for Excused Absences

Both the student and parent are responsible to see that missed work is made up. In elementary school, requests for books and materials should be made as early as possible. In high school the student should collect assignments from each teacher upon returning to school.

MAKE-UP WORK FOR UNEXCUSED ABSENCES

Teachers are not obligated to facilitate or accept the makeup of work missed due to unexcused absences. Work made up because of unexcused absences will not receive full credit.

EXCESSIVE ABSENCES

If any student misses **7 days** (or at least one class 7 times in the middle or high school) per semester, the parent will be required to attend a conference with a school administrator.

TARDIES - EXCUSED & UNEXCUSED

School days begin at 8:00 a.m. Anyone arriving after this time is considered tardy. Meeting commitments on time is an important characteristic to develop. By being on time to classes, students are showing that they are developing this important character trait. A student not present and in their place at the beginning of a class may be marked tardy. Students arriving more than fifteen (15) minutes late may receive an absence.

Grades K-8 Three (3) tardies will equal one-half (1/2) day absence.

Grades 9-12 Three (3) tardies for a class or chapel will be recorded as one (1) absence for the class.

Tardies may affect your class participation grade and participation in off-campus class trips, SA, music tour, etc. Teachers will take record for every class period.

An excused tardy is a tardy due to personal illness, serious family situation (medical emergencies, etc.), medical appointments, inclement weather, or traffic accidents. This does not include continual travel delays due to leaving home too late. Parents of students with excessive tardies will be contacted by school administration to resolve the issue.

Failure to attend school is an absence. Absences in elementary grades will be recorded as a full-day or a half-day (must be at EAS by 11:30 a.m. to qualify as a ½ day) absence. For high school, absences are recorded by the class period. Each absence will be considered excused or unexcused.

EARLY DEPARTURES

If possible, a note must be sent to the teacher the morning of an early departure. The parent should then report to the office and sign the child out. *Please do not call the office and ask for your child to be sent down to meet you for your convenience.*

TRUANCY

Students absent when faculty and parents/guardians are not aware of the student's whereabouts are truant. Such absences will be recorded as an unexcused absence and truant students may be subject to additional disciplinary consequences.

LOSS OF ATTENDANCE CREDIT

GRADES K-8 One (1) absence is recorded for each day missed. Acquiring more than twenty-seven (27) absences for any reason in a year requires the parent or guardian to meet with the homeroom teacher and principal and may result in repeating the grade level.

GRADES 9-12 One (1) absence is recorded for each single class period or chapel and two (2) absences are recorded for each block class period missed. Acquiring more than fourteen (14) absences for any reason in a semester requires the student and parent or guardian to meet with the Academic Committee and may result in loss of credit for the class for the semester.

NO FIRST OR LAST PERIOD OF THE DAY

Students who do not have a first period may stay home until chapel. Chapel is required to attend. Attendance is taken at chapel. If a student has no last period class, they may leave for home. All students who are on campus, but do not have a class, must be in a study hall.

COLLEGE VISITATION DAYS

College visitation days are encouraged for eleventh and twelfth-grade students and their families to visit out-of-area colleges and universities for the purpose of appointments with admissions, financial aid, and other departments. The school sponsors one visitation to Pacific Union College as well as a college fair event at Sacramento Adventist Academy where students can meet with recruiters from a number of Seventh-day Adventist colleges and universities. Four college visitation days per year (**but not exceeding 3 in any one semester**) are allowed.

COMMUNICATION AND CONFLICT RESOLUTION CODE

COMMUNICATION

We believe that effective communication is a very important part of having a successful partnership between your family and El Dorado Adventist School. Communication is interpretative and it is important for parents as well as the students to understand the expectations of their teachers. For that reason we urge parents to confer directly with the child's teacher.

- Every teacher will make an effort to return a parent's call or email on the same day.
- Conferences may be arranged at any time during the school year with the teacher.
- Many problems can be resolved with improved communication between the teacher and parents.

It is important that parents be sensitive, not only to what is communicated, but also when it takes place.

- For example, coming by the teacher's room to discuss a problem in the morning before school is not an appropriate time.
- To be most effective, communication should be attempted when both parties can give the situation their attention without undue distractions (drop-off, pick-up, hallway, lunch etc. are not effective conference times) or time constraints.
- We desire to have communication in person (or, if necessary, a phone call) versus a quick and sometimes misunderstood email when we know that the subject to be discussed is one that may be better handled in person.

Other sources of information and communication will include:

1. Email
2. Student/Parent Handbook

3. Open availability of teachers for ongoing contact (Phone, text or email to make appointments)
4. Teacher/Parent conferences
5. Newsletters
6. Report Cards
7. Orientations for grade levels
8. Open House
9. Home & School Meetings
10. www.eldoradoadventistschool.com
11. RenWeb1
12. Star 360

CONFLICT RESOLUTION

The Matthew 18 Principle

According to Matthew 18:15-17, there is a procedure that Christians should follow when they have been wronged, offended, or have a conflict with another person. Those principles are illustrated below in a situation as it might occur at our school with a parent and teacher.

First Step: The parent(s) makes an appointment with the teacher and attempts to resolve the problem at the classroom level. In most cases, this is successful. (The principal does not normally attend or sit in on these parent-teacher conferences.)

Second Step: If the issue remains unresolved, an appointment would then be made with the principal. It will likely be necessary for the teacher and parents to participate in the conference. This step, in most cases, means that one would schedule the meeting with the principal.

Third Step: If the teacher or principal cannot get the issue resolved, then and only then is it appropriate to contact the school board executive committee.

Please Note: Parents who display a lack of self-discipline toward any school staff member will very likely be asked to remove their children from the school. The same is true for parents who gossip or attempt to engender a spirit of strife in the school.

DISCIPLINE CODE

DISCIPLINE

El Dorado Adventist School takes pride in the high quality of instruction it provides for its students. A student has a basic right to learn, and the teacher has the important responsibility to carry out the instructional process. For this reason, it is important for students to practice consideration and mutual respect within the classroom and throughout the school at all times.

In order to maintain an atmosphere in which learning and Christian growth can take place, we will follow five behavior guidelines as the basis of our discipline and school procedures:

1. Christ-Like Behavior
2. Honor Authority
3. Absolute Honesty
4. Immediate Obedience
5. Respect Others

A parent who has a question concerning the decisions of any teacher should call the school office to set up an appointment and discuss the matter with the teacher as outlined in the Conflict Resolution Code. Parents should not plan on discussing anything with the teacher in drop-off/pick-up lines, hallways, lunch, etc.

DISCIPLINE PROCEDURES

El Dorado Adventist School understands that children will make mistakes and that they can learn from them. For this reason, a discipline plan is in place to be used as a guide when necessary. In the event your child chooses not to comply with EAS Standards of Behavior, he or she can expect disciplinary consequences. Some of EAS's disciplinary procedures include, but are not limited to, loss of privileges, confiscation, restitution, reassignment, suspension, and dismissal from school.

Each classroom teacher will determine his/her specific rules and consequences. When a student chooses not to comply with the teacher's rules, he/she may be referred to the school office and disciplinary action will be taken by the administration.

Enrollment at EAS is a privilege, not a right. EAS reserves the right, in its sole discretion, and in accordance with this handbook, to discipline, suspend, or expel any student.

STANDARDS OF CONDUCT & PROHIBITED ITEMS

The following conduct can result in immediate disciplinary referral and possible suspension or expulsion:

- Any act, written, verbal, or gestural, which intimidates, threatens, degrades or disgraces another person.
- Open defiance or disrespect of or to school personnel or to anyone else who is acting in the name of the school.
- Intentional or negligent damage to school property or another's personal property.
- Academic dishonesty of any kind.
- Throwing items, rough-housing, or dangerous horseplay.
- Vandalism, theft of personal or school property (i.e. items in lockers, backpacks, and bags).
- Fighting.
- Possession of dangerous items such as fireworks, any kind of weapon, and other potentially dangerous items such as laser pointers, and knives.
- Possession, use, distribution, or sale of controlled substances, alcohol, tobacco, or illegal drugs.
- Profanity or obscene language or gestures written or verbal.
- No Skateboards or other like devices
- Gambling.
- Public display of affection.
- Leaving campus without permission.
- Sexual immorality.
- False fire or emergency alarm or threat of same.
- Failure to respond to teacher discipline for repeated minor offenses.
- Inappropriate communication with other people on the Internet.
- False 911 calls.
- Promoting or advertising non-Christian lifestyles (including, but not limited to, music, literature, posters, pictures, games, or symbols).
- Willful or persistent violation of school rules.
- Any other offense which the Administration may reasonably deem to fall within this category.

SUSPENSION

- Suspension is the removal of a student from the campus and also excludes them from all school-sponsored activities during the suspension. All documentation regarding the suspension will be kept on file in the school office.
- The duration of a suspension may be from a portion of a school day up to and not exceeding five consecutive school days. A suspension will be determined by the EAS administration.

- Absence due to suspension is unexcused. Tests and quizzes must be taken within two days of returning to school.
- Any student who receives suspension will be required to complete assigned work. If a student is assigned an in-school suspension, and a substitute teacher is necessary, then the parent is responsible for paying the cost of that teacher.
- Any student receiving a suspension will be disqualified from attending or participating in any EAS sanctioned activity on or away from the EAS campus.
- Any student receiving a third suspension in the same school year may be expelled for the remainder of the school year.

EXPULSION

An expulsion results in a denial of admission to or entry into or upon the EAS school grounds. The student and parent/guardian will be given written notification regarding the expulsion. All documentation will be kept on file by the EAS administration. An expulsion may adversely affect a student from returning the next year.

DISCIPLINE COMMITTEE

In some cases, the EAS administration may choose to take a situation to the Discipline committee which is composed of the principal, vice-principal, the student's home room teacher, and a school board member who will make a recommendation to the school administration. The final disciplinary action is at the sole discretion of the EAS administration.

SEARCH & SEIZURE

The purpose of this policy is to:

1. Help preserve and foster a safe, non-disruptive educational environment for effective teaching and learning,
2. Maintain and foster order and discipline, and
3. Deter students from bringing weapons, drugs, alcohol or other contraband (which also includes any material related to academic dishonesty such as, but not limited to answer keys to tests, cheat sheets, etc.) onto the school premises.

Students are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of particular students and student property when there is reasonable suspicion that a student may be in possession of weapons, drugs, alcohol, or other contraband in violation of school rule or policy or law.

All school-related property always remains under the control of school officials and is subject to search at any time. School-related property includes but is not limited to computers, lockers, cabinets, desks, bookcases, buses and other vehicles and items controlled or directed by school officials in the support of educational-related programs or activities.

BULLYING AND HARRASMENT CODE

BULLYING

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and intentionally excluding someone from a group with intent to emotionally impose hurt. It also includes behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious belief or practices and shall not be tolerated. Instruction and counseling are provided to promote positive racial and ethnic identity and to help students understand diverse cultures.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Both students who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** students who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

There are three common types of bullying:

1. Verbal bullying is saying or writing mean things. Verbal bullying includes:
 - Teasing
 - Name-calling
 - Taunting
 - Threatening to cause harm
2. Social bullying, sometimes referred to as relational bullying, involves hurting someone’s reputation or relationships. Social bullying includes:
 - Leaving someone out on purpose
 - Telling other students not to be friends with someone
 - Spreading rumors about someone
 - Embarrassing someone in public
3. Physical bullying involves hurting a person’s body or possessions. Physical bullying includes:
 - Hitting/kicking/pinching
 - Spitting
 - Tripping/pushing
 - Taking or breaking someone’s things
 - Making mean or rude hand gestures

Common types of normal school behavior that are NOT bullying includes:

1. Not liking someone
2. Being excluded -- unintentionally
3. Accidentally bumping into another student
4. Making other kids play things a certain way
5. A single act of telling a joke about someone
6. Disagreements and arguments
7. Expression of unpleasant thoughts or feelings regarding others
8. Isolated acts of assertive behavior

Any incidents of bullying will be handled according to EAS discipline policy. Any student who engages in cyber-bullying, on or off the school premises, in a manner that impacts a school activity or school attendance shall be subject to discipline in accordance with the school’s policies and regulations. If the student is using a social networking site or service that has terms of use that prohibits posting of harmful material, the principal may also file a complaint with the internet site or service to have the material removed.

SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances or requests and other conduct of a sexual nature that is offensive. It can be spoken, written, or physical behavior. It includes, but is not limited to, graffiti, jokes and gestures.

In keeping with the school’s responsibility to provide a safe learning environment for all students, the administration has also established the following policy regarding the issue of “sexting”:

Sexting is the act of taking, sending, receiving or forwarding sexually explicit or suggestive messages, photos or images via cell phone, computer or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing or even viewing

pictures, text messages or emails that contain a sexual message or image a violation of this policy. This violation will result in school discipline, up to and including expulsion and the notification of local law enforcement. Students are expected to immediately report any such activities to a teacher or school administrator.

Incidents of sexual harassment from another student should be reported to the Principal. If an adult harasses a student, the student should report the incident to the Principal or the Superintendent of Education for the Northern California Conference of Seventh-day Adventists.

Students who sexually harass other students or adults are subject to discipline up to and including dismissal from school. Employees who engage in sexual harassment are subject to discipline up to and including termination.

CHILD ABUSE

All teachers and staff are to report any knowledge, observations or reasonable suspicion that a child is a victim of child abuse to the Principal or Superintendent of Education for the Northern California Conference of Seventh-day Adventists. This information needs to be given to the proper authorities by phone and a written report needs to be filed as soon as practically possible.

DRESS CODE

DRESSING FOR SUCCESS

There is evidence of a correlation between how students dress and the quality of the learning environment. A neat and properly attired student will have a definite bearing on the atmosphere that is conducive to study and good work. Our desire is for students and parents choosing to join the EAS school family to embrace the spirit of the school policies as we grow together.

DRESS CODE POLICY

El Dorado Adventist School has a dress code policy that provides guidelines for student dress to be clean, neat, appropriate, and modest. If the following guidelines are kept in mind, the selection process will be easier. If in doubt about a particular item, refer to the student handbook. Personal appearance should not detract from the teaching-learning process. External appearance and conduct are not to be interpreted as the essence of Christianity, but a dress and conduct code is important to school decorum.

All students should dress appropriately for a safe campus environment and an atmosphere conducive to learning. The support of parents is expected.

Students are expected to follow all dress standards while at any school-sponsored activity.

Clothing and grooming should not attract undue attention to the individual or be disruptive to school procedures.

Clothing should not be torn, ragged, faded, sheer, or inappropriately patched. It should be free of inappropriate pictures or slogans and not reflect any subculture out of harmony with Christian standards.

DRESS CODE

- Footwear must be worn on all occasions on campus, as well as at all school-sponsored activities.
- Undergarments or clothing with the appearance of underclothing are inappropriate as outer-wear. Any underwear showing is inappropriate.
- Clothing must be modest in style with appropriate necklines (front and back) and arm openings.
- Midriffs should be covered at all times. (Midriffs should not be seen when sitting, standing, or when the arms are raised above the head.)
- No tank tops
- Sleeveless shirts may be worn if the strap is four fingers in width
- Tight-fitting garments are not acceptable.
- Acceptable shorts, skirts, and dresses are to be at least fingertip length when arms are relaxed at the side.

- Ear studs Ok. However, any jewelry that is deemed unsafe or inappropriate when asked to be removed must be removed.
- Leggings should not be worn as pants. They may be worn under appropriate skirts, dresses or tops.
- Tattoos (permanent or temporary) should be covered at all times.
- Except for students in grades K to 6, physical education and athletic attire such as sweat pants and gym shorts are for P.E. areas only and are inappropriate general campus wear.
- Hair is to be neat, clean, and not distracting.
- Hair should be kept a natural color.

SCHOOL SPONSORED WATER EVENT/ACTIVITIES

One piece or tankini bathing suits are recommended for girls. If a two-piece bathing suit is to be worn, a non-white top must be worn over the suit at all times.

DRESS CODE COMPLIANCE

We accept the premise that the major responsibility for student appearance rests with the student. We ask the assistance of parents in guiding the student's selection in proper clothing, make-up, and hairstyle that is within the accepted standards defined by El Dorado Adventist School. We ask parents to ensure that their students are dressed appropriately for school. In situations where the nature of dress is not specifically covered in detailed manner, the Administration and Staff reserves the right to use its discretion in determining the appropriateness of attire.

DRESS CODE VIOLATION

Students who fail to comply with the dress code may be removed from the classroom with an unexcused absence and sent home. Inappropriate items of clothing or jewelry may be confiscated and held for the remainder of the school year unless picked up by a parent. The school assumes no responsibility for confiscated items that might be lost, stolen, or damaged.

WEAPONS POLICY

EAS defines a weapon as any device that may cause injury to persons or harm to property. These devices are not to be on campus or any school sponsored activities. The following includes by not limited to such devices as:

1. Any fire starters such as matches or lighters
2. All Knives or blades
3. Pretend or real firearms and corresponding ammunitions
4. Metal knuckles, nun-chucks, throwing stars, chains
5. Slingshots
6. Mace or other propellants
7. Clubs
8. Misused common objects such as laser pointers, pencils, scissors, files, etc.

According to California state law, any explosive devices brought on campus by a student will result in immediate expulsion of that student.

Any student in possession or using such devices will be dealt with immediately. Proper authorities, such as, Sheriff may be notified. Following actions will be taken: Confiscation of weapon, notification of parent or guardian, and discipline process applied. Following actions may be applied on a case to case basis, such as, immediate out-of-school suspension, notification of police, and dismissal from school.

NON-COMPLIANCE

Any student not attired in accordance with the policy shall be subject to the following consequences:

1. Correct the violation by finding appropriate attire or wear attire provided by the school.
2. Call a parent to bring appropriate attire.

Note: Repeat offenders shall be subject to additional measures, which may include parent conferences and out-of-school suspension. The student could also receive a notice of dress code violation that will be kept on file in the school office. All actions regarding dress code violation consequences are at the sole discretion of the EAS administration.

Any time spent out of class due to non-compliance to the dress code will be treated as an unexcused absence from class with possible academic consequences.

ATHLETICS AND SPORTS CODE

ATHLETIC STATEMENT OF PURPOSE:

The purpose of El Dorado Adventist School Athletics is to lead students to connect with Christ, grow in faith, and serve with conviction, making a world of difference through individual and team sports. We will do this by:

- Sharing the love of Jesus Christ with each player, coach, referee, family member, spectator and opponent.
- Representing Christ in all athletic endeavors.
- Helping every player grow as Jesus did- physically, mentally, socially and spiritually.
- Helping every player develop character, an understanding of sportsmanship and a respect for authority in any situation on and off the court.
- Teaching every player solid foundational fundamentals of their respective sport and helping them grow in their understanding and enjoyment of the sport.
- Focusing on "Team" versus "Individual" in those sports where the competition is team oriented.
- Focusing on fielding competitive teams versus winning at any cost.
- Learning humility and how to improve through both the wins and the losses.

ATHLETIC DEPARTMENT ADMINISTRATION

The athletic director works with teachers to ensure that each player maintains his or her eligibility status for his or her respective sport. Should a player become ineligible for any reason, the athletic director will notify his or her coach. The athletic director will coordinate scheduling for all teams and sports and provide oversight to any tryouts that are conducted for any El Dorado Adventist School athletic teams. The athletic director will meet with each volunteer coach at the beginning of each season to review expectations and policies for that particular sport.

ATHLETIC ACADEMIC ELIGIBILITY

Students seeking to participate in the El Dorado Adventist School athletic program must maintain a minimum grade of "C" in every core subject to tryout. If, once on a team, a student falls below a "C" in a core subject, he/she may, with the approval of the athletic director, continue to practice, but will be ineligible for games until a progress report shows improvement to a "C" average. If the student fails to earn a minimum grade of "C" in a core subject for two consecutive grading periods, participation in athletics may be in jeopardy. Certain circumstances may warrant further review, at which time an ad hoc committee made up of school and athletic department representatives will review and enforce any necessary action.

FORMS

All players must have completed a **Physical Examination, a Sports Medical Permission Form, a Concussion Form, and a Parent/Student Agreement Form** before try-outs. These forms are available from the athletic department. All physical forms must be maintained on file. Physical Examination and Sports Medical Permission Forms are only valid for one year from the date of examination.

ATHLETIC FEES

Most sports have a fee for league dues, compensation of officials, and team uniforms. See TUITION AND FEES for more information.

STUDENT ORGANIZATIONS

Class or school student organizations are provided for spiritual and social activities and to foster school spirit and offer training in leadership. Officers must meet standard requirements and membership is open to all students and staff.

ELIGIBILITY TO HOLD OFFICE

To hold an office at El Dorado Adventist School, you must be recognized as a supporter of the ideals of Christian education and must meet the following requirements:

- **SA**
 1. Have a minimum GPA of 2.5 from the preceding quarter and have no failing grades.
- **Class Offices**
 1. Have a minimum GPA of 2.0 from the preceding quarter and have no failing grades.
 2. For High School, have attended EAS the previous year.

If, after election, you fall short of these requirements, your position as an officer is in jeopardy until the above conditions are met. Inadequate grades will result in removal from office. *Class officers will be elected at the discretion of the class between September 1st and November 1st.*

Note that students are permitted to hold a maximum of one major office or two minor offices at any one time. Positions considered major offices are: editor of the yearbook, editor of the school paper, presidency of any club, SA, or organization, vice-presidency of any class, SA. All other offices are considered minor.

FACULTY SPONSORS

A faculty sponsor must coordinate all student committees, officers' meetings, and group music practices. Clubs and classes have assigned faculty sponsors. Any activity or program must be planned in conjunction with the faculty sponsors. Activities not done in a routine manner must be approved by the administration after the student leaders and sponsors for the organization have developed their ideas.

TECHNOLOGY CODE

ELECTRONIC DEVICES – CELL PHONES

Parents May contact the office during school hours if they need to reach their student.

Electronic devices include cell phones, iPods, iPads, and e-readers. With technology increasing, we want students to learn to use these devices properly. **If instructed by a teacher, students may use electronic devices for educational purposes during class time.**

Students in grades K to 6 may not use personal electronic devices while on campus. Students in grades 7 to 8 may only use personal electronic devices with teacher permission during school hours. Otherwise, they to be put away or given to the teacher for safe keeping. For High School, cell phones are to be used responsibly. They must be put away during class, study hall or chapel unless teacher gives permission. The consequences for student misuse of electronic devices are:

- First offense—Device will be held by the faculty member. The student may collect the device at the end of the school day.
- Second offense—Device will be held by the school office. The parent must collect the device from the office at the end of the school day.
- Third offense—Device will be held by school administration. The parent must collect the device during a conference with an administrator at the end of the school day.

All electronic devices should be kept in a secure place. The school cannot be responsible for damage, theft or loss.

TECHNOLOGY USE POLICY

El Dorado Adventist School is pleased to offer students' access to the Internet which is an important resource for expanding the educational experience. Access to the Internet will enable students to explore and access information to use in their educational development. Unfortunately, it is true that some material accessible via the Internet contains items that are illegal, defamatory, inaccurate, or offensive. We believe, however, that the benefits of information resources exceed any disadvantages and have therefore made the Internet available to our students. Because parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources, we respect each family's right to allow access.

Since the network is provided for students to conduct research, access is given to students who agree to act in a considerate and responsible manner. **Parental permission is required. Access is a privilege, not a right.**

Students are responsible for Christian behavior and communication on the school computer network, just as they are anywhere on the school campus. Users will comply with school standards and will honor the agreements they have signed. The school takes seriously the responsibility for appropriate use of the network. School staff will guide students toward resources acceptable within the framework of the general school standards. If a student chooses to access inappropriate material, the school will not be liable and the student will forfeit network privileges at this institution.

It is recognized that technology is a vastly changing field that encompasses all items such as computers, laptops, cell phones, tablets, etc. Students are expected to adhere to the following school principles:

- Be responsible and courteous with all technology communications, including hardware, software, and mobile devices.
- Be responsible with all computer hardware and software.
- Avoid altering computer programs, screen savers, icons, etc. without permission.
- Keep their passwords to themselves.
- Respect the confidentiality of folders, work, and files of others.
- Learn about and observe copyright laws.
- No Food or Drink in Computer labs.

Technology files will be treated like school lockers. School staff may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Any activity not in accordance with these general rules may result in a loss of access as well as other disciplinary or legal action. Student devices used on school property or at school sponsored functions are expected to abide by the school technology standards.

LIBRARY/COMPUTER LAB/TECHNOLOGY CENTER

Our EAS Library/Computer Lab/Technology Center is an exciting area of constant growth. The goal of our program is to support classroom studies, instill in students a love of reading, and encourage students' independent learning. It is open during school hours only. Students will visit weekly as a class, but may also visit the library individually when supervision is available.

1. The library facilities are for study and research. The library is not a place to visit with friends.

2. Students may be charged for materials taken without authorization.
3. No food or drinks are allowed in the Library
4. Students must have staff supervision at all times when using the Library

Many additions to the library have been donated in recognition of special events and/or memorials to special friends and family. Those who are interested in participating with such a gift to this facet of education are encouraged to contact the EAS Principal.

VEHICLE CODE

VEHICLE USE BY STUDENTS

Driving to and from EAS in an automobile or motorcycle is a privilege granted by parents and the school. That privilege should be taken as a serious responsibility at any age and at any time.

VEHICLE & DRIVER

1. All vehicles must be registered in the office. This includes student owned vehicles as well as family cars that students may be driving to school on a part-time basis.
2. For each vehicle used, bring to the school office the current registration and proof of insurance, which meets the minimum liability standards of the state of California.
3. The school office will also need to copy your current driver license. After receiving the required documents, permission may be granted-
4. The school must be notified immediately in the event a license is suspended, revoked, or otherwise lost or restricted, and in the event insurance changed, lost, or cancelled.
5. Students, as part of becoming a responsible adult, are responsible for operating their vehicles responsibly, safely, and in compliance with law. EAS is not responsible for student vehicle use – parents and student drivers are. EAS, in its sole discretion, reserves the right to revoke student driving and parking privileges at any time.

SCHOOL PARKING

1. Please note that EAS cannot assume liability for cars while parked or being driven on campus.
2. When students arrive at the school, they are to park their cars. Vehicles are to remain parked until leaving for the day.
4. Students are not to sit or lounge in cars during school hours.
5. While news or music is important to many people, we assume others on campus do not appreciate hearing it. So, do your best to keep the radio (or other sources of sound...exhaust, etc.) to a minimum.

OVERNIGHT PARKING

Student vehicles may not be left on campus overnight unless approved by EAS Administration for a school-sponsored event. Please note that gates are locked at night and no access is available during that time.

ACCIDENTS ON SCHOOL PROPERTY

Should there be a vehicle accident on school premises, it must be reported to the principal immediately by the parties involved and any witnesses.

STUDENT ACCIDENT INSURANCE

EAS's student accident insurance does not cover injuries sustained while riding a two, three or four-wheeled ATV motor vehicle. Therefore, students riding motorcycles to and from school should not plan on benefits provided by this type of insurance in case of an accident. Also, they may not transport fellow EAS students as passengers on their motorcycles or scooters.

SPEED LIMIT & CALIFORNIA TRAFFIC LAWS

1. The speed limit in the parking lots and on campus is 5 miles per hour.
2. All drivers are expected to obey the California State traffic laws at all times.

DRIVING TO OFF-CAMPUS SCHOOL-SPONSORED FUNCTIONS

Students are not allowed to drive their cars to off-campus school functions, such as ski trips, tours, etc.

CLOSED CAMPUS

Student safety is very important to El Dorado Adventist School. EAS is a closed campus. This means that students must remain on-campus for the entirety of their school day unless they are picked up by approved person. A student also must sign out in the office before leaving and sign in when student returns. Students who fail to comply with the closed campus policy will face disciplinary action. The closed campus policy is intended to ensure that all students remain accounted for throughout the school day.

If a student does not have the last period class of the day, they may leave campus. However, they must remain off campus until the school day is over. Furthermore, if they transport another student during this last period, they must meet California driving regulations, have parental permission recorded in the office and parental permission of the passenger recorded in the office. All students leaving early must sign out in the office.

LOSS OF PRIVILEGE

Failure to observe the above guidelines may result in immediate and permanent loss of on-campus driving privileges.

MISCELLANEOUS CODES

BIRTHDAYS

Birthdays are an important time for students (however, too many parties prove to be a disruption to the learning process). If you would like to send some kind of simple refreshments on your child's birthday, please notify the teacher in advance. The refreshments may be shared with the entire class during recess time or at a time designated by the teacher.

DROP-OFF AND PICK-UP

Students will only be released to those adults listed on the student's Consent Form and recorded on Renweb. Each student will receive an ID# and families will be issued four ID cards for each student. Teachers or staff may request a showing of the ID# in order to pick up a child.

FIELD TRIPS – CLASS TRIPS

Most of the student costs for field trips are covered in the tuition cost; students are only required to submit a signed permission slip in order to participate. While on the field trip, students are assigned to a teacher or chaperone for supervision. Please note that, for safety and security reasons, siblings, friends and non-chaperoning adults are NOT permitted to participate in any portion of a trip.

Please note that some enrichment field trips are not covered by the activity fee and may result in additional fees. Parents will be informed ahead of time if this is the case.

PARENT INVOLVEMENT

Often a limited number of parents are invited to accompany the students as chaperones. Because chaperone costs may not be covered in the student activity fee, chaperoning parents may be responsible for any personal trip costs. Parents will be notified of the chaperone selection procedures, orientation process and trip costs through regular parent/teacher communication methods. Note that all chaperones must have completed background checks through the school.

FIELD TRIPS - OVERNIGHTS

Students in grades 3 through 12 may have an opportunity to participate in extended field trips. These trips are educational in nature and the costs are NOT covered in the student activity fee. The cost of the trip is non-refundable. Overnight trips are considered a privilege for older students. Cost information, trip details and requirements will be communicated to parents through normal parent/teacher communication. Any student having a current suspension will not be allowed to attend any overnight trips.

FINANCIAL GIFTS

El Dorado Adventist School is deeply grateful for all gifts received. As a reminder, all gifts to EAS are tax-deductible. Anyone considering giving a memorial, setting up a trust, establishing an endowment or donating a gift of cash or property to El Dorado Adventist School is invited to contact the school office.

GUESTS

All guests during school hours must sign in at the school office and wear the temporary badge given to them until they sign out when leaving.

HOME & SCHOOL ORGANIZATION

To better work with and involve all parents in El Dorado Adventist School, the school began a Home & School organization (H&S). This organization is made up of parents and grandparents whose children attend El Dorado Adventist School and who have a strong commitment to Christian education.

The H&S organizes various volunteers for special projects, acts as a support group for the EAS staff, and works to increase family involvement within the school. All parents are encouraged to be active members of the H&S. Information on various committees and projects will be available at the start of each school year.

LOST AND FOUND

Items found on school grounds are brought to the school office. At the end of each grading period, unclaimed items will be given to charity. Parents can assist in recovering lost items by placing their child's name on all possessions for easy identification.

FORGOTTEN LUNCHES

If a student forgets his/her lunch, the office will attempt to contact the parent. If the parent cannot be reached.

GUESTS/PARENTS

Non-EAS students are welcome to join class lunchtime with the permission of EAS Administration at least one school day ahead of time and must register at the EAS office upon arrival and departure.

PATRIOTISM

El Dorado Adventist School believes it is important to teach our students to have respect for America and our form of government. The flag is given proper respect at school and as appropriate, pledges are said each morning in classrooms or in opening assembly.

SCHOOL CLOSINGS AND DELAYS

When it becomes necessary to close school for inclement weather or other unexpected events, parents will be notified by text service, emails, phone calls, or other appropriate means. To ensure you receive notifications from the school, please make sure your current phone number, email, and home address is on file with the EAS office. There are usually one or more snow days built into the EAS school calendar.

SCHOOL PROPERTY

1. Being respectful to school property means we leave things better than it was to begin with. This includes trash on campus and keeping locker rooms and classrooms clean.
2. Service rooms, storage rooms/closets, or any building that is not opened by a staff member and properly supervised is off limits.
3. Students may not use maintenance/grounds tools and machinery unless directed and authorized by a staff member.
4. If school property is damaged, the student will be charged the actual amount of repair. This includes textbooks, technology, and other classroom property or devices. Any damage must be reported immediately or an additional penalty will be added. (Deliberate damage, such as marking, breaking or denting lockers is vandalism.)

TELEPHONE USE OF SCHOOL OFFICE PHONE

The office phone is available for necessary calls. We know that personal matters between parents and their children should be handled at home before leaving for school, but sometimes this doesn't happen. Contact the office secretary if the school's phone is needed.

MEDIA RELEASE

A Media Release certifies a parent gives permission to a photograph or video of their student for use in the school's website, various school publications and printed media. All rights for these photographs and videos belong to the school and a parent will receive no financial compensation. School may also edit, copy, alter or revise any photograph or video in their media publications. The school retains control over the use and distribution of the photographs and video.

PRIVACY

EAS values the right to privacy of all students and seeks to preserve and protect it. However, the right to privacy is not unlimited.

Part of the admissions and student enrollment process requests personal information. The school will also generate reports which may include academic records, health records, and disciplinary records. The school does not sell, trade, or transfer information to outside parties. This does not include trusted third parties who assist the school in conducting its business or provides a service, so long as they agree to keep this information confidential. All student's records will be available only to authorized personnel, the student or the parent/guardian.

Parents of currently enrolled or former students and students 18 years or older have the right of access to the cumulative and permanent student records maintained by the school relating to the children in the family or the individual student.