

PARENT/STUDENT HANDBOOK



EVANSVILLE
ADVENTIST ACADEMY

41 West Campground Road
EVANSVILLE, IN 47710

OFFICE PHONE: 812.297.1915

WEBSITE: EVANSVILLEACAD.ORG
EMAIL: principal@evansvilleacad.org

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SCHOOL BOARD MEMBERS

Superintendent

Peter Cousins
317.844.6201

Chairman

Mervin Cathian
269.888.4231

Principal

Armando Camacho
(765) 635-6471

Secretary

Traci Mohr
812.480.9845

Home & School

Amy Camacho
765.635.4643

At Large Board Members

Pastor Kamil Metz
517.582.0768

Doraliza Fernandez
812.205.3333

Yvonda Kammerer
812.455.0278

Maxwell Omwenga
423.760.6180

Japine Maun
812.746.2287

WELCOME

Evansville Adventist Academy is a coed, tuition-based, private, Christian school serving grades K-8. It is owned and operated by the Indiana Conference of Seventh-day Adventists. The school offers a Bible-based curriculum with an emphasis on math and science. Founded in 2018 in Evansville, IN, the school serves Vanderburgh and the surrounding counties. The school is located on the grounds of the Evansville Hispanic Seventh-day Adventist Church located at 41 West Campground Road, Evansville, IN 47710.

OUR MISSION STATEMENT

The mission of Evansville Adventist Academy is to nurture the whole child spiritually, academically, physically, and socially; and to educate students for service to God, their families, their church, their country, and their fellow men and women.

PHILOSOPHY OF EDUCATION

The educational program of Evansville Adventist Academy includes preparation for life on this earth, as well as life in Heaven. It is also in harmony with the educational standards of the Seventh-day Adventist Church and the State of Indiana. Our educational philosophy is based on beliefs that include the following:

1. The world was created by a loving and powerful God, in six literal days (Genesis 1).
2. God rested on the seventh day, blessed it, and made the day holy (Exodus 20:8-11)
3. Adam chose to disobey God and learn about evil (Genesis 3).
4. As a result of Adam's choice, every person is born with a sinful human nature and thus in need of a Savior from sin (Romans 3:23; 6:23).
5. Jesus chose to redeem the whole world, giving every person the freedom to choose everlasting life with God, or to perish in the end (John 3:16; Ezekiel 18:21).
6. The Holy Spirit is God's representative on earth today. He will lead all who are willing into a loving and joyful relationship with Jesus and with others (John 16:13).
7. The entire Bible is inspired by God, revealing the truth we are to believe, the commandments we are to obey, and the Savior who transforms and empowers the human race (2 Timothy 3:15; 2 Peter 1:21).
8. Satan is the enemy who comes to steal, kill, and destroy. Jesus came that we might have abundant life (John 10:10; 1 Peter 5:8).
9. The preparation for life and eternity includes education and role modeling to help families understand and experience life and all its aspects (Luke 2:52).

10. Because God is worthy of our love and worship, in all that we do, we are to bring honor and glory to Him (Revelation 14:6-7).

OUR STRENGTHS

1. Christ-centered education.
2. Bible-based academic programs embedded with emerging technology.
3. A nurturing and safe environment.
4. Indiana Choice School that accepts voucher payments.
5. A highly qualified and certified faculty and staff.
6. A multi-grade classroom setting that allows for differentiating of instruction and peer-to-peer learning.
7. A health-based emphasis for physical education programs
8. An emphasis on math and science.

SUGGESTIONS FOR STUDENT SUCCESS TO PARENTS OR GUARDIANS

Evansville Adventist Academy is a Bible-based, Seventh-day Adventist Christian school. We offer a strong academic program in an environment that emphasizes a student's relationship with Jesus Christ. Assisting each student to develop a vital relationship with Jesus is our ultimate priority. The home, church, and school must have a common interest in working together to this end. Parent(s)/guardian(s) should give prayerful consideration to the following suggestions:

1. Encourage your children to develop the habit of spending time each day in Bible study and prayer, and set an example of this yourself.
2. Have family worship daily.
3. Talk with your children daily about important events in their life.
4. Limit the amount of time your children spend viewing television and playing sedentary games (i.e. computer and video games).
5. Carefully screen television programs and movies.
6. Promote a healthy lifestyle including a balanced diet, exercise, and enough sleep.
7. Talk with your children about Christian values and seek ways to incorporate them into daily living.

GENERAL POLICIES

OFFICE HOURS

The Evansville Adventist Academy office will be open weekdays from 7:30 a.m. to 3:30 p.m. except on Fridays when the office will close at 12:30 p.m.

SCHOOL HOURS

School begins promptly at 8:00 a.m. and ends at 4:00 p.m. Monday – Thursday; School is not in session on Fridays.

ARRIVAL AND DEPARTURE TIMES

The doors will be open at 7:30 a.m. and students will be supervised in the lunchroom. Any student on school property must be in an appropriate and supervised area at all times before, during, and after school hours. Parents or guardians, your cooperation with this policy is essential in the management of our school facilities and, more importantly, to better ensure the safety of your child.

After school, students should be picked up within 15 minutes of dismissal time. This 15-minute timeframe also applies to all extra-curricular activities and functions. All students that are not picked up within 15 minutes of dismissal time will be charged \$1 per minute for afternoon supervision services.

VIDEO SURVEILLANCE

Evansville Adventist Academy maintains security monitoring cameras in the hallways for the protection of our students, staff, and facilities. Privacy and respect are of primary concern for Evansville Adventist Academy. Therefore, cameras are not located in bathrooms. These cameras observe, capture, transmit, photograph and record the sounds or events within the vicinity of the cameras. Video and audio recordings from these cameras are stored for a reasonable period of time before they are routinely erased. When appropriate, recordings may be used internally, shown to students or parents, or if necessary, disseminated to law enforcement. Tampering with, disabling, or modifying this equipment or process in any way is a punishable offense. By enrolling in and attending Evansville Adventist Academy, the student and parent give consent to such audio and video recordings and their use.

MANDATORY REPORTING

As established in Indiana Statute (IC 31-33-5-1) all faculty, staff, and volunteers of Evansville Adventist Academy are considered “mandatory reporters” and are legally obligated to report any suspicion of child abuse or neglect. These reports will be made anonymously and kept confidential.

LOST AND FOUND

Evansville Adventist Academy maintains a lost and found collection. Articles found should be turned in to the office immediately. All unclaimed articles in lost and found are given to an area community service center at the end of each quarter.

ADMISSIONS POLICIES

AGE REQUIREMENTS

Experience has shown that students do best in school when they have reached a certain age before beginning their school experience. Evansville Adventist Academy follows the following guidelines for admission age:

First Grade – Children who are six years old on or before August 1 of the current school year are eligible for entrance to first grade. Students who enroll in first grade will have successfully completed a kindergarten program. Students who have not attended kindergarten may be submitted to readiness testing.

REGISTRATION

Registration dates and procedures are established and published for each academic year. Students are expected to register by the date specified in the school calendar. Registration is completed when all fees are paid, including previous years if applicable, and all required registration documents are completed.

APPLICATION PROCEDURE

All new students are required to submit an application. The following procedures are followed by all applications received:

1. Previous school records submitted with application
2. Teacher and/or Board interviews parents and student

3. Entrance evaluation by teacher
4. Recommendation to School Board
5. School Board determines acceptance

APPLICATION FORMS

The following forms are to be completed as part of the registration process:

1. Application for admission
2. Continuing consent to treatment
3. Handbook acknowledgement
4. Health inventory
5. Sexual conduct statement
6. Nondiscrimination policy
7. New student interview (New students only)
8. Media Release Statement
9. Student record release (New students only)
10. IN Choice application (If applicable)

NON-DISCRIMINATION POLICY

The Seventh-day Adventist Church, in all of its church-operated 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.

PHYSICAL EXAMINATIONS

A current Physical Examination by a physician is required of all students entering school for the first time and at grade 6. The Physical Exam form must be turned in to the school within 30 days of enrollment

IMMUNIZATIONS

The Indiana State Department of Health's policy states, "no child will be permitted to attend school for more than thirty (30) days beyond the date of his/her enrollment unless he/she is either a) fully immunized, or b) has begun his/her immunization and can produce a schedule for the completion of them or 3) that a current religious or medical objection is on file.

CHILD SEXUAL ABUSE/ CHILD ABUSE

All students are welcome to attend Evansville Adventist Academy as long as they are respectful of and agree to abide by the beliefs and teachings of the Seventh day Adventist® Church in their attitudes, speech, and actions. Young people will be asked to refrain from promoting views or ideas inconsistent with Biblical principles as understood by the Seventh-day Adventist® Church and as spelled out in church policies and statements, use the restroom of their biological sex, and to present an outward gender identity consistent with their biological sex. Visible forms of transitioning from one gender identity to another is prohibited.

SPECIAL NEEDS

Evansville Adventist Academy has at times accepted students with special needs. Students are accepted if the school feels the child will progress academically and socially. Parents/guardians of students with special needs need to recognize that Evansville Adventist Academy does not have the resources (i.e. personnel, facilities, equipment) to offer special education services. Evansville Adventist Academy does work with the local (public) educational agency (LEA). Parents/guardians should keep in mind that the regulations at 34 CFR 300.137 (a) explicitly provide that children with disabilities enrolled in private schools by their parents/guardians do not have an individual right to receive some or all of the special education and related services they would receive if enrolled in the public schools. Under the Act, LEAs only have an obligation to provide parentally-placed private school children with disabilities an opportunity for equitable participation in the services funded with the Federal Part B dollars that the LEA has determined, after consultation, to make available to its population of parentally-placed private school children with disabilities.

Within Evansville Adventist Academy's ability to serve, the school will cooperate with parents/guardians and other agencies in seeking to provide solutions for the specific needs of students.

ATTENDANCE

SCHOOL HOURS

School begins promptly at 8:00 a.m. and ends at 4:00 p.m. Monday – Thursday; school is not in session on Fridays. Students are not to come earlier than one half hour (7:30

a.m.) before the school day begins and upon arrival must report to their teacher or designated area. They are not permitted to use the playground before school begins. If some special need requires it, earlier arrival arrangements must be made with the teacher involved.

PUNCTUALITY

Punctuality is essential in the proper development of character. Habitual tardiness is counterproductive, for it encourages irresponsibility in the student. Devotional periods and 9 classes are disturbed, time is wasted, and unnecessary repetition of instruction results when a tardy student enters the classroom.

Please remember that students should be in their seats ready for class to start when the bell rings for that class. Being in the parking lot or just inside the building at 8:00 a.m. does not constitute being in class on time. Students are to arrive between 7:50 a.m. – 7:55 a.m. each morning in order to be on time for class at 8:00 a.m.

ABSENCES AND TARDIES

All students enrolled at Evansville Adventist Academy are expected to be punctual and regular in attendance. Extreme emergencies, sickness, and/or death in the family are considered the only legitimate excuses for absences.

Written excuses are required for all absences and should be given to the teacher the day the student returns to school following the absence.

A student who has accumulated 5 excused and/or unexcused absences/tardies may receive a letter of notice from the principal along with a copy of the “Absenteeism Policy.” The School Board will also be advised at its next meeting.

A student who has accumulated 10 unexcused absences may receive a letter requiring them to meet with the Executive Committee and following Indiana State Regulations will be reported to the intake officer of the juvenile court or the Department of Child Services.

It is required that all students attend the following school functions when offered as a part of their curriculum: extracurricular activities, special programs, field trips, graduation, outdoor school, and/or music festival.

The constituent churches of Evansville Adventist Academy, as well as several nearby Seventh-day Adventist Churches may invite each classroom to participate in special church presentations throughout the school year and the students are required to attend.

EXCUSED VS. UNEXCUSED ABSENCES

When a student is absent, a parent /guardian should notify the school office by 8:00 a.m. that day. If a child is absent and the parent/guardian has not contacted the school, a call will be placed to the parent or guardian regarding the absence.

According to Indiana State policies there are only four legally acceptable excuses for a student to be absent from school:

1. Illness and/or medical/dental appointments.
2. A death in the family or family emergency.
3. Observance of a religious holiday.
4. Bad weather, which makes traveling unsafe.

The school will allow up to 3 excused sick days without a doctor's note, only if the parent communicates with the teacher of the sickness before the school day begins.

Students with unexcused absences must give a minimum of two days' notice prior to the absence in order to be able to make up their missed work. Students with either an excused or unexcused absence will have a one-day grace period to make up their missed work for each missed day of school; work turned in after the grace period will fall under the individual classroom late policy. Any assignments missed because of an absence may only be picked up at the end of the school day unless other arrangements have been made.

STUDENT ILLNESSES

For the safety, health, and well-being of all of our students, we ask that parents keep a child home until they have been:

1. Fever-free without the aid of medication for 24 hours.
2. Vomiting/diarrhea free for 24 hours.
3. Examined, treated and cleared by a physician for all skin rashes and head lice.
4. On antibiotics for at least 24 hours for pink eye before returning to school.

WEATHER CLOSINGS/DELAYS

If it becomes necessary to close Evansville Adventist Academy due to severe weather or driving conditions, the principal will send a group text to the parents of Evansville Adventist Academy students. The closing will also be posted on Evansville Adventist Academy's Facebook page. We are concerned with your family's safety. Families are encouraged to use discretion during inclement weather. If in doubt, please remember that we follow the regulations of Vanderburgh County.

STUDENT LIFE

ACADEMIC PROBATION

A student will be placed on Academic Probation if they have two or more Ds or below per quarter. If a student is placed on Academic Probation, the following will be implemented:

1. An academic contract will be established with the classroom teacher to help the student work towards achieving set academic goals.
2. All assignments must be turned in on time.

Students may be placed on or taken off probation every quarter. If a student has four consecutive quarters on Academic Probation, they may be asked to withdraw from Evansville Adventist Academy. Every attempt will be made by the team of student, teacher(s), and parents to help the student succeed before that decision is made.

DRESS CODE

We encourage grooming habits that will present a modest, wholesome, and healthy Christian appearance. The idea behind Evansville Adventist Academy's dress code is to create a climate of caring and learning through interactive classroom instruction. We believe the way a student presents himself/herself in cleanliness and outer attire has an influence on their scholastic achievement, their self-esteem, and acceptance by their peers.

Research has shown that schools with an enforced dress code tend to be places that are more serious about learning, with students more focused on their schoolwork. The tone at these schools is more businesslike than at schools where students wear

whatever they want. This atmosphere promotes better discipline and attendance, which lead to higher achievement. All students should observe habits of cleanliness and wear clothing that is neither tight nor body revealing (1 Peter 3:3). Therefore, the acceptable dress code has been selected with some choices for styles and colors. The dress selection for both boys and/or girls are as follows:

1. Shirts/Tops:

- a. Any color Polo-style shirt is acceptable, long or short-sleeved.
- b. Solid color turtlenecks or long-sleeved, solid colored t-shirts may be worn underneath a Polo shirt.

2. Pants, Shorts, Skorts, Skirts, and Jumpers:

- a. Uniform style that are blue or khaki in color.
- b. All pants must be standard fit or relaxed fit, flat-fronted or pleated with standard waists.
- c. Pants must be worn at the waist level.
- d. Size and length must be reasonably appropriate for the student's weight and height.
- e. Capri-style pants, shorts, skorts, skirts, and jumpers must be knee length or longer.
- f. Ladies may wear PLAIN, ANKLE-length leggings under their skirts or dresses.

3. Sweaters, Vests, Cardigans, and School Sweatshirts:

- a. Any solid color and hip length.
- b. Must be worn over an approved shirt.
- c. Sweaters, vests, and cardigans must be of a reasonable fit.

4. Footwear:

- a. Shoes must have closed toes and heels acceptable for physical education.

5. Hair:

- a. Hair should be well groomed (cut/styled to maintain clear line of sight). Boys' hair length is to be kept above shirt collar. Unnatural appearing patterns, colors/bleaching, designs and hairstyles are unacceptable (1 Peter 3:3-4).

6. Jewelry:

- a. Nonfunctional jewelry, such as earrings, rings, neck chains, identification bracelets, leather bands, crosses, and other conspicuous ornaments are not to be worn at school or at any school sponsored program or event. Permitted functional jewelry includes a watch and medical bracelet.

7. Cosmetics:

- a. The use of cosmetics in a manner that detracts from a natural appearance is prohibited (1 Peter 3:3-4). Only clear nail polish is permitted.

LUNCHES

Since healthy nutrition aids in a student's ability to learn and relate to others in a healthy way, we have provided the following guidelines for students who bring their own lunches:

1. No caffeinated drinks.
2. We recommend that fruit, vegetables, and high fiber foods are included.
3. Limit the amount of high sugar desserts, drinks, or highly processed foods.
4. No meats that the Bible deems to be "unclean". -Leviticus 11

Any meals provided by Evansville Adventist Academy will give the students the opportunity of having balanced, nutritional meals to provide their minds and bodies with the nutrients that will help them learn to the best of their ability. Also, in light of the strong recommendations from the Surgeon General and the American Academy of Pediatrics, we strongly encourage the students to drink water and to limit high sugar drinks as well as caffeinated drinks. Colored liquids will not be allowed in the classroom outside of lunch time.

While providing the nutritious-meals guideline and health education, it is recognized that once in a while there may be some celebrations of birthdays, holidays, and achievements that may include some extra treats. These exceptions need to be planned with the teacher ahead of time.

LOCKER SEARCHES

In accordance with Indiana Law, a student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker, nor its contents. At any time the principal or local law enforcement agency may search the locker and the locker's contents.

CELL PHONE POLICY

Cell phones and technological devices (laptops, iPads, iPods, etc.) are not an integral part of classroom instruction. They do not contribute positively to the learning experience. Unless instructed by staff, no cell phones are to be brought to school.

TECHNOLOGY USE POLICY

Students will face disciplinary action (according to Evansville Adventist Academy demerit policy) for texting, posting, sending, forwarding, or participating in any of the following activities ON OR OFF CAMPUS via a cell phone, computer, or any other electronic device in the following ways:

1. Information that is disrespectful to God and things held holy by the Word God (including principles found in the Mission and Philosophy of Evansville Adventist Academy).
2. The Mission and Philosophy of Evansville Adventist Academy
3. Inappropriate Language
4. Obscenities or profanities
5. Lewd comments or vulgarities
6. Harassing statements
7. Discriminatory, threatening or disrespectful language
8. Knowingly False Statements or Personal Attacks
9. Sexually explicit or suggestive messages, photos, or images

Sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message or image is a violation of this policy that will result in school discipline, up to and including expulsion.

Students and parents are highly encouraged to immediately report any known activities mentioned above to a teacher, school principal, or school board chairperson.

TRANSPORTATION

All families are required to fill out a student transportation form listing individuals who may transport their child(ren). If a situation arises and someone not on that list will be picking up your child(ren), please notify the school.

FIELD TRIPS

The School Board must approve all field trips with signed permission from the parents to insure insurance coverage.

MEDICATION

School personnel are not permitted to give a student any medication unless a signed copy of the "Permission to Administer Over the Counter Medication" form is on the file in the office. All medications prescribed by a doctor must be given to the office in the original container and be accompanied by a signed note from the parent or guardian that includes specific dosage directions. In all emergencies, authorization may be given by a parent/guardian over the phone.

ACCIDENT INSURANCE

Evansville Adventist Academy provides all students a group accident insurance policy. It provides medical coverage for accidents occurring at school and any school function. The premium is included in the registration fee.

GRADUATION

All graduation plans, including the date will be reviewed by the School Board.

The responsibilities of the principal or designated teacher include:

1. Organization of the graduating class at the beginning of the school year.
2. Overseeing the raising of funds and class trip.
3. Planning the graduation program with class cooperation including:
 - a. Motto
 - b. Class banner
 - c. Speaker
 - d. Special music
 - e. Flowers

The graduates' parents will be responsible for the reception which includes:

1. Decorations
2. Food
3. Cake
4. Tassels

All graduates will rent caps & gowns for the graduation ceremony. Graduates will receive a keepsake tassel.

VISITORS

Visitors are welcome to Evansville Adventist Academy at any time to observe the program in action. Prior arrangements must be made with the principal and/or teacher. Small children may visit if attended by parents. Students must obtain permission before bringing visitors to school. All visitors will be required to abide by school rules and check with the teachers before attending any classes. Board members and parents are urged to visit the school on a regular basis.

ACADEMICS

RELIGIOUS ACTIVITIES

The school day begins with Bible reading and prayer. Spiritual emphasis is given in every aspect of classroom instruction. Each room has a prayer of thanksgiving before the noon meal and at the close of the day.

Throughout the year, students will be involved in making Christian visits to local care facilities and retirement homes, preparing choral arrangements, and performing religious programs for church services and other religious church-related activities.

PROGRESS REPORTS

Evaluating a student's work and progress are an important part of a teacher's work. Teachers evaluate student progress daily; however, a more formal assessment is done quarterly at the end of each nine-week period. Progress reports will be issued for all subjects for each nine-week period during the school year to keep parents or guardians informed of their child's achievement.

The final report cards at the end of the school year are mailed when accounts have been paid in full. Please note that at any point in the quarter, parents are encouraged to schedule a meeting with the principal/ teacher to discuss their child's academic career.

PARENT-TEACHER RELATIONSHIPS

The success of Evansville Adventist Academy depends on a large measure upon cooperation between parents and teachers. If students make complaints to their parents

concerning school matters, parents are urged to withhold judgment pending further clarification. The concerned party must talk only to:

1. The Teacher/Principal
2. The Teacher, Principal, Board Chairman/Pastor
3. The Teacher, Principal, Board Chairman/Pastor and Education Superintendent
4. The Teacher, Education Superintendent and local School Board

Open communication, cooperation, and supportive relationships between parents/guardians, students, and teachers will create the most positive and effective climate for learning. When there is frequent communication between parents/guardians and teachers, concerns and problems can be addressed as soon as they arise, before they escalate. Parents/guardians wishing to visit the classroom should observe the following guidelines:

1. Teachers are available to speak with parents when prior arrangements are made.
2. Please call in advance and make arrangements to visit the classroom or make an appointment to talk with the teacher.

Students' observations should be considered and respected; however, teachers and parents/guardians should not assume children have all the relevant information for a decision.

Criticism is either constructive or destructive. If necessary, we ask that only constructive criticism be expressed, and only in a helpful Christian manner (Ephesians 4; Galatians 5:15).

GRADING SYSTEM

Grades 1-4:

E	90
S	70
N	0

Grades 5-8:

A+	100
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A	99
A-	92
B+	89
B	86
B-	82
C+	79
C	76
C-	72
D	69
F	0

STUDENT CONDUCT

DISCIPLINE

We believe that God has ordained for Christian schools to be established where our children may not only receive scholastic training, but training in proper conduct according to the rules of health, safety, as well as rules of well-being.

CONDUCT STANDARDS

1. All disrespect, disobedience, and insubordination shall be cause for discipline by the teachers or School Board. Swearing or other inappropriate language is an indication of disrespect and will not be tolerated.
2. Any threats made towards the school, teachers, and/or other students are unacceptable and will result in appropriate discipline.
3. Discussions of questionable television programs, movies, or worldly places of amusement are discouraged.
4. Cell phones are NOT allowed in the school.
5. Popular music of the entertainment world, such as rock, pop, swing, jazz, etc., is not approved for any purpose on school grounds. Radios, MP3 players, iPods, tape players, CD players, or head phones should not be brought on school grounds, and may be confiscated by the teacher until redeemed by the parents.
6. Only teacher-approved books and reading materials are permitted at school.
7. Skateboards and scooters are not allowed on school property at any time.
8. Misbehavior during school time in any way suggesting familiarity or special friendships between the sexes will not be allowed.
9. Respect for fellow classmates is expected. Bullying, injuring, degrading, or disgracing a fellow student, and fighting of any kind is forbidden.

10. Students must obtain permission from the teacher before bringing to school such things as pets, playthings, toys, special projects, electronic games, cell phones, etc.
11. Students shall not use, possess, transfer, or sell tobacco, liquor, narcotics, prescription, or nonprescription drugs.
12. Knives, squirt guns, cap guns, firearms, weapons of any kind, fireworks, matches and the like are never permitted at school or school activities.
13. If students damage Evansville Adventist Academy or Church property through negligence or violation of school rules their parents will be responsible for the cost of repairs or replacement.
14. The students are asked to refrain from bringing the following items to extra-curricular activities unless provisions have been made: food/drinks, tape, all media devices (including cell phones), appliances, etc.
15. Students must not violate another student's right or privacy by touching or discussing private areas. Sexual connotations of any kind are not permitted.

HALLWAY CONDUCT

Students are not to be in the hallway during class time without their teacher's permission. When students are in the hall the following guidelines will be followed.

1. Students will walk, not run, in the hallway.
2. Students will be quiet.
3. Students will keep hands, feet, and objects to themselves.
4. Students will eat and drink in designated classrooms only – not in the halls.

PLAYGROUND POLICY AND CONDUCT

The playground is meant for faculty-supervised student use. Not only do we want the equipment kept in good working condition, but we want to ensure, as much as possible, the safety of those on the premises. The community is not allowed to use the playground during operating hours, weekdays 8:00 a.m. to 3:00 p.m.

Demerit System

RACA has adopted a demerit system as part of our disciplinary guidelines. Teachers are encouraged to seek creative ways to help students to overcome unacceptable behavior. Demerits will be issued when the teachers believe it is necessary. This will provide a tangible way to communicate to the students and parents/guardians regarding ongoing

unacceptable behavior. Students will be notified after each offense deserving demerits, as well as receive a total of demerits earned. The administration reserves the right to change the demerits for a given offense if an unusual situation arises. The following demerits will accumulate over the course of the school year. If a student accumulates 60 demerits over the course of the school year, they will be accepted for the following school year on a 90-calendar day probationary status.

General Offenses

Offenses

1. Note Passing	5	Demerits each offense
2. Eating/Gum Chewing	5	Demerits each offense
3. Dress Code Violation	5	Demerits each offense
4. Classroom Disturbance	10	Demerits each offense
5. Encouraging another student to participate in inappropriate		Demerits issued equal to offense committed
Major Offenses listed below		

Major Offenses

	1st	2nd	3rd	4th
1. Vulgar language/inappropriate conversations/drawing materials	15	20	25	30
2. Name calling/unkind comments	15	20	25	30
3. Disrespect to teachers, students or school property	15	20	25	30
4. Possession of cell phones on school premises	15	20	25	30
5. Insubordination/disobedience	25	30	35	40
6. Physical Contact	30	40	50	
7. Cheating/lying/Stealing	35	40	45	
8. Fighting	50	60		
9. Any form of sexual harassment	Demerits decided per student			
10. Bullying	Demerits decided per student			
11. Misuse of Social Media & Technology	Demerits decided per student			

Consequences for Demerits

5	Demerits	Note sent home to be signed by parents
20	Demerits	Phone call to parents
40	Demerits	Parent/Teacher/Principal Conference
60	Demerits	1 day suspension with conference
90	Demerits	2 day suspension with conference
120	Demerits	3 day suspension with Board appearance
150	Demerits	Dismissal Options (expulsion or withdrawal) from EAA as determined by the School Board

FINANCES

Every school must operate on a sound financial basis. Prompt attention to financial responsibility is not only appreciated, but also necessary if we are to maintain a quality educational program at Evansville Adventist Academy. Before a student is enrolled in school, a parent or guardian must accept financial responsibility for the student by signing a contract stating that the account will be paid on a regular basis.

PAYMENT GUIDELINES

1. Students may not be allowed to enroll for a new school year unless all past due tuition and fees have been paid and the account shows a zero balance.
2. The registration and insurance fees are due on registration day.
3. A payment will be due by the 1st of every month and considered delinquent if it is not received by the 15th of every month.
4. If an account becomes 30 days past due, the student will not be permitted to return to school until the account is made current. When an account becomes delinquent on the 15th of the following month, a letter will be sent home notifying parents or guardians of the 30-day policy and notifying them that a late fee has been assessed to the account.

6. Diplomas, transcripts, and year-end report cards will not be provided for students who have outstanding balances.

7. Students with an overdue balance on their account will not be allowed to participate in extended trips until the account balance is made current.

Without any subsidy from the Church, the cost of tuition would be approximately \$600 - \$700 per month for each student. In other words, the Evansville First Seventh-day Adventist Church and the Indiana Conference heavily subsidize the operation of Evansville Adventist Academy for all students. Only clear nail polish or French tips with white or ivory are permitted.

2024-2025 Tuition Rates and Payment

Each Student	10 Monthly Payments	Total Annual Tuition
Kindergarten-12th Grade	\$703.20	\$7,032.00

Enrollment Fee:

All students will be charged an application and enrollment fee. These fees are non-refundable.

- A \$50 application fee is due at the time that the application is submitted.
- Early re-enrollment fee of \$75, if all re-enrollment papers are completed and turned in by April 30, 2024. Enrollment fees are due by July 31, 2024.
- Late re-enrollment fee of \$115, if re-enrollment papers are turned in AFTER May 1, 2024. Enrollment fees are due by July 31, 2024.
- New student enrollment fee is \$115.
- All enrollment fees are due by July 31, 2024, or within 15 days of enrolling after July 31, 2024.

DISCOUNTS AND SCHOLARSHIPS

- Indiana Conference of Seventh-day Adventist Employee Benefit for Children of Full-Time Teachers and Pastors - Parents who are full-time employees of the Conference, will receive monies for children enrolled in grades 1 through 12, that amounts to 35% of tuition and registration fees. This scholarship does not cover other fees, and that it is determined solely by the Indiana Conference of Seventh-day Adventist.

LATE PAYMENT FEE

Tuition is due on the 1st of every month. After the 15th of each month, we will charge a late fee of \$25. If the tuition payment hasn't been paid by the 30th of each month we will charge an additional late fee of \$40. Also, on the 30th of each month the students name and information will be taken in front of the school board for review for suspension.

ADDITIONAL EXPENSES

Additional expenses may be incurred throughout the school year from activities such as field trips, mission trips, music festivals, school pictures, meals, etc. Parents will be notified in advance of any such responsibilities.

HANDBOOK IS SUBJECT TO CHANGE

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with government regulations, conference policy, board or faculty decisions, and are subject to such review and alteration as becomes necessary for the routine operation of the school.