

**FRONTENAC
SEVENTH-DAY ADVENTIST
ELEMENTARY SCHOOL
HANDBOOK 2016-2017**



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MISSION AND PHILOSOPHY

The mission of Frontenac Seventh-day Elementary School is to empower students to think deeply, serve humbly, and to trust God whole-heartedly. These qualities are essential for fulfilling the mission of Seventh-day Adventist education. “To restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul that the divine purpose in his creation might be realized – this was to be the work of redemption. This is the object of education, the great object of life.” Education, p. 15-16.

Thinking deeply is a necessary part of this process. This world is filled with counterfeits, false theories, and temptations designed to pull people away from their Creator and this process of re-creation. The ability to think deeply not only prepares students for the work force and higher education, it also aids them in identifying, and therefore, staying away from these wrong paths.

Serving humbly is a lifestyle that goes hand in hand with good citizenship here on Earth as well as in Heaven.

Students who practice a lifestyle of serving humbly will be happier in the home, more successful in the work place, and more like Jesus in the church.

Trusting God whole-heartedly is necessary to make all of this possible. As humans we are all sinners (Romans 6:23), but by trusting Jesus as our personal Savior allows Him to make us into new creatures that can think deeply and serve humbly (2 Corinthians 5:17)

ADMISSION

Frontenac Seventh-day Adventist Elementary (Frontenac SDA Elementary) is an inclusive school and admits students of any race, culture, nationality, and ethnic origin. This also applies in the administration of its educational policies, scholarship programs (if available) and other school-administered programs. All students will have access to the rights, privileges, programs, and activities generally accorded or made available at the school.

As an inclusion school teaching grades 1-8 Frontenac SDA Elementary accepts applications from any student in these grade levels. Students with disabilities will be accepted on a case-by-case basis depending on the ability of our current staff to handle each case. Frontenac SDA Elementary works with the public school district for the purposes of assessing disabilities and providing resources for those disabilities.

Frontenac SDA Elementary is a church school run by the New York Conference of Seventh-day Adventist. While membership in the Seventh-day Adventist Church is not a requirement it should be understood that Seventh-day Adventist doctrine is taught throughout the day.

While we strive to serve as many as we can, there are times when physical space becomes an issue. In these cases returning students will be given preference over new applicants.

Application Procedures

Any child applying for admission to kindergarten must be at least five years of age by September 30. To enroll in the first grade a student must be at least six years of age by September 30. An exception to the age requirement for an enrolling a first grader may be made if academic assessments show a student is academically prepared for first grade. A birth certificate or some other form of legal documentation must be presented as proof of age for all students entering the school. During the first weeks of school the teacher will use the records provided and achievement assessment to determine grade and skill level of the student.

1. An application for admission must be completed by the parents and prospective student and acted upon by the Operating Committee. This application includes basic information (name, address, phone number, etc.), medical information, and a consent-to-treat form. The medical form must be filled by the student's doctor and the other forms must be completed by the parent of the applying student.
2. All students transferring from another school will be required to present their school records, including grades, test results, health records, and any other pertinent information.
3. The Operating Committee will make final decisions as to the acceptance of all applicants.

TRANSPORTATION AND BUSSING

Most of our students live in close proximity of the school and either walk to school or are transported by their parents. In

some cases parents need to have their children picked up by another adult on a regular basis. Parents should indicate in the application packet who they will allow to transport their children home. The faculty and staff of Frontenac SDA Elementary will not release students to people not on that list unless prior arrangements are made with the student's parents.

Parents who would like for the public school district to provide transportation can arrange for bussing through their local school district.

MEDICAL NEEDS

As an inclusive school Frontenac SDA Elementary will do everything within our ability to provide for the medical needs of our students. By law faculty and staff cannot dispense over the counter or prescription medication without written permission from doctors and parents.

RESPONSIBILITIES OF PARENTS

In order for the services provided by Frontenac SDA Elementary to be as effective as possible parents must work in harmony with the school. In an effort to ensure the greatest success we ask that parents fulfill the following responsibilities:

- Ensure your students have regular attendance and arrive on time.
- Please monitor your student's attire so that there will be no issues with their conformity to the dress code.
- As Seventh-day Adventists we support a strong health message. Please make sure your student's lunch is healthful. Many families our school serves have chosen a vegetarian lifestyle. While this is not mandatory we

do ask that you avoid the use of pork products, shell fish, or other foods the Bible states as being unclean.

- If you need to speak with any member of the faculty or staff please make appointments in advance whenever possible.

RESPONSIBILITIES OF STUDENTS

Students who cooperate with a school program will have greater levels of success than students who do not. In an effort to ensure the greatest success we ask that students fulfill the following responsibilities:

- Come to school regularly and punctually.
- Abide by the dress code.
- Be respectful of all religious practices of all students, staff, and administration, even if they are different from your own.
- Be punctual with your work and always do your personal best.
- Have your homework in on time.
- If at any time you're having a struggle (academic or otherwise) that is keeping you or others from succeeding, please let your teacher know.

HOMEWORK

Unless otherwise stated by the teacher all assignments (both classwork and homework) are due when students enter the building the next day.

ATTENDANCE

The doors of Frontenac SDA Elementary will open every morning at 7:30 am. School is in session from 7:45 am until

2:30 pm. On minimum days school will be dismissed at 11:45. On all school days role will be called for attendance purposes promptly at 7:45 am. If, for any reason, a child must come early or stay late arrangements must be made in advance with the principal.

There are times that students may be tardy or absent and the teacher must mark down in the attendance record if it is excused or unexcused. Absences and tardies are excused only if they result from medical appointments, illness, or family tragedy. In the case of any absence the teacher will need a written note in order to mark it as excused.

Although Frontenac SDA Elementary School is a private school it must abide by state laws regarding attendance. If a student is consistently tardy or absent, this will be reported to the appropriate authorities.

MAKE UP WORK

When students miss work as a result of absences they will have one day for every day they missed to make up the work.

DRESS CODE

As a Christian school we want to set an example by showing neatness, cleanliness, and appropriateness in our dress. While it is recognized that fashion does change, basic modesty and good taste in appearance and dress should be the hallmark of every Christian. There is much confusion today concerning these issues. To avoid the entanglements that always arise from endeavoring to enforce unclear, subjective rules, the following guideline have been established:

- Clothes should be appropriate, modest, not tight-fitting, neat, and clean. No tank tops or shirts/blouses normally

worn as undergarments are to be worn as outer clothing. Shirts/blouses must cover the shoulder. When arms are raised the mid-section must still be covered.

- Avoid clothing that has inappropriate writing or pictures. This includes anything that leads the mind to thoughts of sex, drugs, alcohol, violence, death, or the occult.
- Shorts will be allowed in season, provided they are at least finger-tip length. Jeans and sweatpants may be worn as long as they are neat, modest, and fit well (not overly tight or loose). No bike shorts or spandex allowed.

CHARACTER DEVELOPMENT

Much of school life at Frontenac SDA Elementary revolves around the concept of developing strong characters. At the center of our character development are the Light-skills. Jesus said, “In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven.” (Matthew 5:16) We teach our students that when they have a personal relationship with Jesus He will begin to put His character inside of them and it will shine out in their lives like light. This will result in certain character traits being displayed in one’s life. We call these Light-skills.

A student who displays these character traits will begin to live a life of service in harmony with the mission of Frontenac SDA Elementary. Along with Light-skills, Covey’s 7 Habits of Highly Effective People are also taught as Servant-leadership skills. A complete list of both

Light skills and Servant-leadership skills can be obtained from the school.

In an effort to encourage servant-leadership every student is a member of a leadership group that has real responsibilities for the success of the school.

As students grow strong characters and obtain ownership in their school through service, we encourage them to become protectors. They are asked to memorize and live by the motto, “I will protect me. I will protect you. I will protect my school.” As all students understand and live by these principals the school becomes a safe place where all can thrive.

REDEMPTIVE DISCIPLINE

Since the mission of Seventh-day Adventist education is to allow God to recreate the image of God in His children (see the section on Mission and Philosophy) in our methods of discipline we try to facilitate this process. In most cases the following steps are taken.

- In all cases, infractions that would require disciplinary action result from not displaying the character qualities taught in the Light-skills, Leadership-skills, or in the Protection Motto (see the section on Character Development). In situations where there is no immediate threat to safety, students will be led through a process that will help them identify what character trait they were not using and then identify better choices for the future.
- When there is confrontation between students they are led through a peace making process derived from the

principles taught in Matthew 18. This process is designed to help all parties seek to first understand the other party, then have their position understood, and seek a mutually satisfactory solution.

- In cases where unwanted behaviors continue to occur, the teacher will ask for a parent/teacher conference where solutions can be discussed and a plan made to help the student succeed.
- If students cannot succeed with the above plan they will be brought before the Operating Committee for disciplinary measures.
- Frontenac SDA Elementary is a safe school, and the following behaviors will be considered a threat to safety. Students who partake in these activities will be sent home immediately. The Operating Committee will convene to decide if expulsion is necessary.
 - o Drug or alcohol use, possession, or sale.
 - o Pornography use, possession, or sale.
 - o Sexual behaviors or conversations.
 - o The possession of knives, firearms, or other weapons.
 - o Vulgar language
 - o Violence
 - o Direct and purposeful disrespect towards any person.

K-12 Safe School Policy

As a school operated by the NY Conference of Seventh-day Adventists we abide by the following safe school policy:

“There will be zero tolerance for drugs, weapons, violence, coercion, or harassment on the school premises, in any school vehicle, or at any school-sponsored activity. Incidents are to

be reported immediately. Any weapon or article used as a weapon will be immediately confiscated and submitted to a suitable law enforcement agency, if appropriate.

Principals may authorize inspections of students’ of student’s lockers, clothing, purses, bags, backpacks, and other personal belongings if there is reasonable grounds to suspect that the inspections will produce evidence that this policy has been violated.

Students in possession of a firearm on school premises shall be expelled from the school for a period of time determined by the local Operating Committee, but appropriate to the maturity level of the child. Students may be readmitted upon satisfactory evidence that the behavior will not likely recur and upon completion of a plan designed to ensure successful reentry into school.

This plan may consist of the following:

An evaluation process, such as a psychological evaluation.

Written statements, such as apologies or intentions.

Community service plan.

Behavior plan and contract.

Meeting with the Operating Committee, parents and students.

CUSTODY ISSUES

The school must be given a copy of any court-ordered instructions, protection orders, or custody arrangements. We desire to protect your child.

In accordance with state laws and custody rulings, no parent or guardian will have access to another person's child without express permission of both parents AND the teacher.

ELECTRONIC DEVICES

Cell phones, radios, music devices (such as iPod, mp3 players, and so forth), portable DVD players, video games, and other such electronic devices may not be used on school grounds. Any such devices that are found at school will be confiscated by the teacher and must be picked up by the parents.

Laptop computers may be used at school for educational purpose. Misuse of computers will result in the computer being confiscated until the student's parent can pick it up.

GRIEVANCES

If parents have a grievance against the school for any action taken they are to take the following course of action.

1. Speak directly to the faculty or staff member with which you have a grievance.
2. If no satisfactory solution is found speak to the administration.
3. If no satisfactory solution is found speak to the Operating Committee chairman.
4. If no satisfactory solution is found the grievance may be brought before the Operating Committee.
5. If no satisfactory solution is found the grievance may be brought to the education department of the NY Conference of Seventh-day Adventists.

FIELD TRIPS

Frontenac SDA Elementary provides a number of field trips

each year. Some of these may require a small fee. The object of these trips is to give the students a practical glimpse of things they are studying and to teach them about the world around them. A field trip permission slip will be given to the parent prior to the field trip and must be signed and returned before the student may participate.

VISITING FRIENDS AND RELATIVES

Students who would like to bring friends or relatives to visit during school hours must have their parents make arrangements with the teacher for this in advance. Visits of this sort may occasionally be permitted at the teacher's discretion.

SCHOOL CLOSING POLICY

If schools in the local public school district (Union Springs Central) are closed or delayed due to weather conditions Frontenac SDA Elementary will automatically follow suit. Closings will be announced on local radio and TV stations as well as online. Frontenac SDA Elementary will not be listed on these outlets, but will follow the same course of action taken by Union Springs Central School District. If a Frontenac student lives in another district which is closed or delayed that student should not come to school even if Frontenac SDA Elementary is opened. The absence or tardiness will be excused. Remember, safety always comes first.

FINANCIAL INFORMATION

Registration Fee

All students will be charged a \$275 registration fee. This registration fee pays for student insurance, library and audio/visual items, testing textbooks, art and teaching supplies, etc.

Tuition

Seventh-day Adventist constituent student\$2,300/year.
(\$230/month for ten months, September-June)

Non-constituent student\$2,500/year.
(\$250/month for ten months, September-June)

Outdoor School

Students in grades 5-8 will be charged \$95 for Outdoor School.

Discount

All students are eligible for a one-month discount if the full year is paid in advance.

Financial Assistance

If financial assistance is needed a request for this aid should be brought to the church board.

Student Accounts

Student accounts will be reviewed monthly. At this time, if arrangements have not been satisfactorily met the Operating Committee may ask the student to withdraw until financial arrangements can be made.

Parents with a delinquent bill may receive a 1099 tax form if the account is closed. Any student whose tuition has not been paid the previous year will not be admitted for the following year until that obligation has been met.

LATE PAYMENTS: There will be a surcharge of 1 percent per day that the payment is late, up to 10 percent a month.

FRONTENAC OPERATING COMMITTEE MEMBERS

Charles Tremper (chairman/treasurer)315-889-2498

Pastor Gary Wagner (pastor/co-chair).....315-730-0387

Rebecca Runnals (principal/secretary).....315-889-1696

Patricia Kimble315-889-5122

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