



HANDBOOK



5125-B Robinson Rd
Jackson, MS 39204

769-257-7041

www.eerogersacademy.com



MISSION STATEMENT

The E. E. Rogers S.D.A. School family exists to *show* children Jesus, *nurture* their love for Him and others, strive for academic excellence, and *empower* them to serve.

ACCREDITATION

E. E. Rogers Seventh-day Adventist School is a K-8th grade school accredited by the Middle States Association of Colleges and Schools, Commission on Elementary and Secondary Schools (MSACS), Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, the National Council for Private School Accreditation, and the Commission on International and Trans-Regional Accreditation.

This handbook outlines E. E. Rogers Seventh-day Adventist School's policies, programs, regulations, and requirements. The information included is, at the time of publication, an accurate presentation of the existing policies. However, the school board and administration reserve the right to update policies and/or requirements without prior notice during the school year.

ABOUT THIS HANDBOOK

VISION

The Vision of E. E. Rogers Seventh-Day Adventist School is to prepare students for the joy of service in this world and for the higher joy of wider service in the world to come.

VISION STATEMENT

E. E. Rogers Seventh-day Adventist School is a Christ-centered, Seventh-day Adventist School. Our vision is

- To provide a quality educational environment where students can strive for academic excellence
- To train students for responsible service within their family, church, and community
- To nurture students toward a saving relationship with Jesus Christ.

PHILOSOPHY OF EDUCATION

The E. E. Rogers S.D.A. School is operated by the Seventh-day Adventist Church to provide a spiritually oriented education for children. A belief in the existence of the Creator God is fundamental in the philosophy of Seventh-day Adventist schools. We respect His divine authority and recognize His intervention in human affairs. We believe that true education develops the spiritual, mental, and physical powers of each student; preparing them for the job of service in this life and for the higher joy of service in the life to come.

The E. E. Rogers S.D.A. School operated in harmony with the guidance and direction of the Office of Education, North American Division of the Seventh-day Adventist Church.

Student & Parent Handbook

E. E. Rogers Seventh-day Adventist School

5125B Robinson Road
Jackson, MS 39204

School Office: (769) 257-7041
School Fax: (769) 524-4850
Jacksonsdaschool@gmail.com

Letter from the Administrator

On behalf of the Board, administration, and staff, we want to welcome you to E. E. Rogers Seventh-day Adventist School. We trust and pray that you will enjoy your years with us as we work and learn together. It is an honor and a privilege to collaborate with your family as we provide a Christ-centered education. We take this task seriously as it is our desire to glorify God while we prayerfully instruct students through a biblical worldview.

In this handbook, you will find information that will encourage clear and open communication. We have tried to be as comprehensive as possible without being overwhelming with the information provided. Please make yourself familiar with the contents in the handbook and if you have any questions, feel free to contact the school. We appreciate any discussion you may have with your child about the text of this handbook and welcome any comments or questions you may have regarding this information or other information you feel would be beneficial to our E. E. Rogers S.D.A. School community.

Our intent is to provide a safe, orderly, and a Christian learning environment where students can learn and teachers can teach.

We appreciate your support and prayers for our staff throughout this coming year and thank you for commitment to Christian education!

Thank you

HISTORY

E. E. Rogers S.D.A. School, also referred as E. E. Rogers Seventh-day Adventist Academy or EER, is a Seventh-day Adventist co-educational K-8 Christian School located on the south side of Jackson, Mississippi. Originally named, The Jackson, MS Church School dates back to, according to written records, 1904, when Joseph Hermanns Laurence and his wife, Bela left Oakwood Manual Training School on the day of their marriage to preach and teach in Jackson in a building used by Edson White. The couple taught at the school from 1904-1906. In 1918, the school opened in the Berean Church on the corner of Rose and Pascagoula Streets. The school also included one other name.

In 1946 Elder B. W. Abney, Sr. and his wife, Celia, came to serve at Berean and it was then that the school was officially named in his honor, The B. W. Abney Seventh-day Adventist Church School. During the mid-1950's, the church school closed after several years of financial strain. It was in 1980 that the church school was reestablished to include students from the local churches (Canton SDA Church, Jackson, New Heights SDA Church and Yazoo City, Lintonia Chapel SDA Church). The classes were held in the Berean SDA Church building located on Woodrow Wilson Blvd. On April 1, 1989, ribbon-cutting ceremonies were held to celebrate the school moving into its property on Livingston Road, formerly a YMCA facility. The building was renovated and thus the school moved from the church to its own

independent facility. It was during this time the school was named after a former Pastor (E. E. Rogers) of the Berean SDA Church; it was named E. E. Rogers S.D.A. School. Around 1997 the school again relocated to the 1284 Forest Avenue location. In 2013 under the leadership of Pastor Marshall Johnson and School Board Chair, Dr. Temika Simmons, the E. E. Rogers S.D.A. School for the first time became a constituency school operated by the Berean SDA Church, New Heights SDA Church and South Jackson SDA Church. The school relocated to the beautiful campus at 5125B Robinson Road in Jackson, MS, where the South Jackson SDA Church shares an approximate 4-acre campus. Today, E.E. Rogers SDA Constituent School Board and South Central Conference of Seventh-day Adventist govern the school.

The K-8 grade constituency school complex houses a sizable kitchen and cafeteria, a gymnasium and a wing with two classrooms slated for the After-School and Summer Camp Programs. The E. E. Rogers' main building includes six classrooms, library, science lab, administrative offices and a conference room. The next phase is to complete the upstairs classrooms over the gymnasium for grades 9-12. Plans are in the initial phase of construction.

Constituency School Board Members

	Name	Church	Position
1	Dr. Gary Davis	Berean	Member
2	Ms. Wengora Thompson	Berean	Member
3	Ms. Elaine Collins	Berean	Assistant Treasurer
4	Dr. Tabitha Otieno	Berean	Member
5	Ms. Anne Gray	Berean	Member
6	Dr. Carmen Wright	Berean	Member
7	Dr. Bettye Graves	New Heights	Chair
8	Ms. Barbara Barnes	New Heights	Member
9	Ms. Belinda Jenkins	New Heights	Treasurer
10	Dr. Mae Henry	South Jackson	Vice Chair
11	Pastor Edward Harden	Berean	Pastor
12	Pastor Ennis Johnson	New Heights	Pastor
13	Pastor Michael Mickens	South Jackson	Pastor
14	Ms. Bethany Parker	Berean	Principal/ Secretary
15	South Central Conference	SDA	Ex-Officio
		Berean	Alternate
		Berean	Alternate
		New Heights	Alternate
	Ms. Virginia Johnson	South Jackson	Alternate

Home and School Leader

Wengora Thompson

Education Secretaries

Elaine Collins - Berean
Debrah Michael - New Heights
Mae Henry - South Jackson

Faculty and Staff

Principal/Grades 5-8
Teacher/Grades K-4
Assistant Teachers
Office Manager
Music Appreciation
Custodian
After-School Coordinator
Food Service Manager
Food Service
Food Service (Volunteer)

Admissions Policy

Jesus said, 'Suffer little children, and forbid them not, to come unto me: for of such is the kingdom of heaven.'" Matthew 19:14

Admission

Admission to E. E. Rogers Seventh-day Adventist School is open to all students, regardless of any race, color, nationality, or ethnic origin who have a keen desire to grow spiritually, academically, physically, and socially. All students gaining admission will commit to cheerfully follow all requirements as outlined in this Handbook. Parents will also pledge themselves to be in harmony with the principles and objectives of the school and will commit to assist in every way possible in supporting the school's philosophy and its program.

Admission to E. E. Rogers Seventh-day Adventist School is a privilege and not a right, and that privilege may be withheld or withdrawn by the school at its discretion and in harmony with its philosophy.

Criteria for Admission

Acceptance to E. E. Rogers S.D.A. School is granted based on completion of the following criteria:

All required forms, including transcripts and other pertinent documents, have been

- completed and submitted to the school office.
- Age requirements have been met, as applicable. (Kindergartners must be 5, and grade 1 students must be age 6 by September 1.)
- Interview and testing have been completed.
- Financial arrangements have been completed.
- Recommendation of the Admissions Committee to the School Board is approved.
- Approval of the School Board has been granted.

Special Needs

The E. E. Rogers S.D.A. School recognizes that each student has individual learning styles and needs. The staff is dedicated to meeting these needs to the best of its ability. However, E. E. Rogers S.D.A. School is unable to provide the educational support necessary for students with severe learning or behavioral challenges.

Pre-Admissions Process

New students may be tested prior to entering E. E. Rogers Seventh-day Adventist School. Testing result will be used in planning the educational program and/or grade placement for new students.

Transcripts and other official documents from previous schools must be submitted prior to admission. New students are placed on a 9-week probationary status.

Criteria for Acceptance of Transfer and Returning Students

Returning students are not guaranteed admittance to the E. E. Rogers SDA School. Prior to accepting a transfer or returning student from this or another school, home school or an informal type of educational setting, the following shall be evaluated:

1. Prior school performance as evidenced by cumulative records, report cards and conversation with personnel of the previous school attended.
2. Age and physical development.
3. Social development.
4. Student's and parent's attitude toward the Seventh-day Adventist Church and its educational system.
5. Willingness to cooperate with the school and its policies.
6. Performance on a standardized achievement and/or readiness test(s).
7. A returning student who is applying for admission, but who has an unpaid account at this school must make satisfactory arrangements for payment with the school before being enrolled. A student who has such an unpaid account will be denied admission or continued attendance unless a satisfactory arrangement for payment has been made with the school. **Transcripts and school records for transferring students will not be released until full payment of the student's account has been made.**
8. All transferring students must provide written verification from their previously attended school that all accounts with that school are paid (current).
Transcripts and school records for transferring students will not be released until full payment of the student account has been made.
9. A conference with a parent and the child will be held to determine the extent to

which the applicant meets the above criteria for all transfer students. **The school reserves the right to require such a conference for any returning student.**

Pre-Admission Checklist

- € Completed Application
- € Copy of Social Security Card
- € Current Immunization Record
- € Copy of Birth Certificate
- € Current Report Card
- € Letter of reference from previous school official or counselor

Finance

Payment

E. E. Rogers Seventh-day Adventist School is a non-profit organization, that provides a quality instructional program. In order to meet the monthly operation expenses, E. E. Rogers SDA School depends on timely payment of all tuition and fees, as well as constituent churches and institutional subsidies. Parents are required to sign a Financial Contract at the time of registration. A non-refundable registration fee and the first month's tuition are due at registration. Early payment is encouraged to expedite the registration process.

If you are having difficulty making any payments, it is your responsibility to contact the Finance Department. If you fail to do this and the student account(s) becomes 30 days overdue, your child may be suspended from classes at E. E. Rogers SDA

School until proper arrangements have been made for his/her account.

New Students

After the new student application has been processed and the student accepted, new students will complete additionally required paperwork and submit the annual non-refundable registration fee.

Returning Students

Returning students may register anytime by updating paperwork in the school office. An annual, non-refundable registration fee must be submitted at time of registration.

Registration fee

Students registering during the first semester are charged the full annual Registration fee. Students entering during the second semester are charged 75% of the regular annual fee. The Registration fee covers textbook rental, technology fee, library fee, student insurance, testing materials, etc.

Registration fee is non-refundable.

School Fees

Tuition and other school fees are reviewed and set yearly by the School Board and are billed monthly from August to May. Student account statements are given out the first of each month to assist parents in tracking their school charges. Payments may be made to the office manager, principal or school treasurer by the 5th of each month. The first installment is due at registration. Failure to meet financial obligations may result in a student being dismissed from classes until the balance is paid in full or satisfactory arrangements are made.

Initial Fees for Enrollment		
Registration		\$425
First Month's Tuition Payment		See monthly tuition below
Tuition	Monthly	Annually
SDA Constituent*	\$360	\$3,600
Second SDA Constituent*	\$350	\$3,500
SDA Non-constituent	\$375	\$3,750
Second SDA Non-constituent	\$365	\$3,650
Non-SDA	\$385	\$3,850
Second Non-SDA	\$375	\$3,750
SDA-Seventh-day Adventists. (*i.e., member or immediate family member of South Jackson SDA Church, New Heights SDA Church, or Berean SDA Church)		

Tuition Discounts

Tuition discounts are given when more than one student in the family is enrolled in E. E. Rogers SDA School. Families with two or more children will receive a \$100 discount per year. If one-half of the complete annual tuition cost is paid at the beginning of each semester (August and January), you will receive a 10% discount.

School Documents Release

Transcripts, report cards, or diplomas are not issued to students with an unpaid balance.

Financial Assistance

Limited financial assistance is available to families demonstrating financial need. Seventh-day Adventist parents seeking financial assistance with tuition payments should direct their request to the local Church Board of the congregation where they hold membership.

Late Enrollment

Students enrolling any time during the first month of school will be charged a full year's tuition. Tuition charges are based on 180 days of school. Tuition for students enrolling after the first 20 school days will be computed at the rate of 1/180 of the annual tuition rate for each day remaining in the school year.

Early Withdrawal

Tuition will be fully refunded to a family whose child withdraws during the first week of the school year. A student withdrawing after the first week, but during the first 4 weeks of the school year will be charged one full month's tuition payment (10% of the annual tuition fee). Any refund or additional fees, arising from early withdrawal after the first 4 weeks will be determined by charging the student 1/180 of the annual tuition rate for each day the student has been enrolled in school.

Library Book Fees

All library books should be returned to the library by following established procedures. At the close of the school year, students with library books that are still checked out will have their accounts billed for the replacement fee.

Textbook Fees

Textbooks are rented to the students by the school for use during the school year. All books must be returned to the school at the close of the school year. If a textbook assigned to a student is lost or becomes damaged beyond normal wear and tear, the replacement cost will be billed to the student's account.



Academics

E. E. Rogers Seventh-day Adventist School provides curriculum, instruction that meets Mississippi state requirements and follows the curriculum recommended by the Educational Department of the North American Division of Seventh-day Adventists, the Southern Union Conference of Seventh-day Adventists, and the South Central Conference of Seventh-day Adventists. In addition to the state requirements, Bible instruction is provided for all grades.

Kindergarten Curriculum

Kindergarten Stepping Stones is the new faith-based kindergarten curriculum that integrates language arts and reading, math, science, social studies, art, music, physical education, dramatic play and technology.

The program recognizes that young ones are created in God's image and must be nurtured to think, learn, choose, and grow. It is responsive to individual differences in developmental stages, abilities, and interests.

Elementary Curriculum

Elementary instructional coursework provides the necessary foundation for high school achievement, following completion of elementary school. Key areas, such as reading, mathematics, and writing, are emphasized throughout the elementary years. Additional coursework, such as science and social studies, is provided to broaden a student's view of the world. Elementary studies cover the following areas:

Bible
Science and Health
Reading
Spelling
Technology
Physical Education

Mathematics
Social Studies
English
Handwriting
Music
Art

Bible

In harmony with our school philosophy, Bible instruction is Bible-based. Its influence permeates every subject and every school activity. Students are encouraged to apply biblical principles to their lives and experience a love for the Word of God through personal experience. Class activities are designed to lead students to a closer personal relationship with Jesus Christ.

Mathematics

Mathematics instruction is designed to instill values of accuracy, honesty, thriftiness, and Christian stewardship. Many activities and manipulatives are used to aid students in mastering basic concepts of math and to increase their abilities to problem solve.

Science/Health

Science instruction is presented with a biblical basis that acknowledges that God, the Creator and Sustainer of the universe, is the originator of all true scientific knowledge. Outdoor educational activities are also provided that encourage exploration into the scientific process.

Social Studies

The social studies curriculum presents broad, comprehensive views of life. The study of the facts of history along with current events prepares students for life in a constantly changing social environment. Instruction will not only present facts but will also enable students to form meaningful concepts and values.

Language Arts

Language arts instruction integrates language skills into all curriculum areas. At the early levels, a phonics-based reading program is provided to develop solid reading skills. At the upper levels, a variety of reading venues are provided to teach students to read and think critically, to use correct grammar skills, to build vocabulary, and to develop creative writing techniques.

Physical Education

Directed work and play experiences enable students to develop physical, spiritual, mental, and social qualities as reflected through physical activities. A written excuse from a physician is required to excuse a student temporarily or permanently from the physical education program.

Music

Students are provided with an opportunity to participate in musical activities, which promote student appreciation for good music. Students receive music instruction, which includes, but is not limited to, a basic understanding of musical rhythm and note reading with singing.

Technology

Computer opportunities are available for students. Students learn basic computer literacy and keyboarding. Students in grades 5-8 participate in an integrated computer curriculum that provides opportunities for learning how to use the computer as a tool to enhance and reinforce their studies throughout the school day.

Art

Art instruction incorporates a variety of media. Some art instruction is integrated into the core curriculum to provide a creative link within the regular curriculum. The art program is specifically designed to give students an appreciation of God's

beauty through aesthetic growth and creativity. It provides an outlet for creative expression for each student.

- o Prior school performance, as evidence by cumulative records, report cards, and the recommendation of the previous grade or school.

General Academic Information

The school year is divided into four 9-week periods. At the end of each 9-week period, report cards are given or mailed to parents. In addition to these quarterly reports, parents will also receive quarterly interim reports.

Parent-Teacher Conferences

Communication between the parent and teacher is vital to the academic achievement of the student. Eight parent-teacher conferences are scheduled during midterm progress report and report card marking periods. Additional parent/teacher conference times may be scheduled as needed by contacting the child's teacher. If a problem is addressed during a parent/teacher conference, ample time following the conference should be allowed for the problem to be resolved. If further discussion is needed, it is appropriate to set up an appointment with the teacher and principal. Parents may NOT schedule appointments to meet with teachers when classes are in session.

Grade Placement

The appropriate grade placement is important. The following factors are to be considered in grade placement.

- Chronological age
- Emotional, physical, and social development
- Scholastic achievement as determined by:
 - o Standardized test scores
 - o Student ability to reason/express ideas logically
 - o Teacher evaluation of academic progress

Academic Probation

Our goal is to ensure every child succeeds at E. E. Rogers. Students not maintaining at least a C average in core subject areas will be placed on academic probation. A meeting will be set with the administrator, teacher, and parents to discuss possible interventions.

Grading System

Grading system used for grades K-2:

- E Excellent
- S Satisfactory
- N Need Improvement

The grading system used for grades 3-8 is according to the following table.

A	(Excellent)	100 – 90
B	(Above Average)	89 – 80
C	(Average)	79 – 70
D	(Below Average)	69 – 60
F	(Failure)	59 – 0

Eighth Grade Graduation Requirements

Students are not automatically granted the privilege of participating in the graduation exercises. A student will forfeit participation in graduation exercises under the following conditions:

1. Failure to meet scholastic requirements
2. Behavior that reflects poorly on the student, parents, or school
3. Account balance that is not clear

The School Board will expect parents with outstanding accounts to make satisfactory arrangements for payment before their child participates in the graduation exercises or receives a diploma.

Internet Use

Internet access is provided for students at E. E. Roger Seventh-day Adventist School. Students are expected to use good judgment when accessing Internet sites. Every student must have a Computer Use Agreement signed by both parent and student on file at the school. Violation of the Computer Use Agreement may result in loss of Internet privileges. Students who lose their Internet privileges are still responsible for classroom computer assignments.

Attendance

E. E. Rogers Seventh-day Adventist School is bound by state law to maintain accurate attendance records, but, more importantly, students need to learn the importance of punctuality and regular attendance. Students who enter the classroom late disrupt the educational process and may miss worship, important announcements, and specific directions for schoolwork and assignments. Students who are absent put an added burden on themselves and the teacher. Students who are not in regular attendance may jeopardize their enrollment at E. E. Rogers School or promotion to the next grade. Tardiness, absences, dismissals and suspensions are all problems that require action by school officials because each of these results in a loss of time on task.

School Hours

School hours are 8:00 a.m.–3:00 p.m. (Monday through Thursday). School hours for Friday are 8:00 a.m.–2:00 p.m.

In the morning, students may report to school no earlier than 7:00 a.m. In the afternoon, students are to be picked up by 3:30 p.m. If the student is not picked up by 3:30 p.m. he/she will be automatically placed in the After-School Program at a fee of \$3.00 per hour.

Absences

Students are expected to be at school all day, every day. The primary responsibility for attendance rests with the parents. While perfect attendance is the goal, all students must be in attendance at least 90% of the time (no more than 18 absences for the year) in order to be prepared for the next grade level. The following procedures must be followed in the event of an absence:

- **Excused Absence:** When a student is absent, parents must call the school office by 9:00 A.M. so that we can maintain proper communication between the school and home. If a call is not received, the school will contact the parents. Written excuse slips for all absences should be submitted to the homeroom teacher. Emails are acceptable.

Excused absences will be granted under the following conditions:

- * Medical and legal appointments involving the student
 - * Personal illness/injury
 - * Death in the immediate family
 - * Individual situations that are declared by the administration to be of an emergency nature.
- **Make up Work:** The student will have two days for every day missed (with a maximum of five days) to make up work. This formula does not necessarily apply to pre-arranged absences. It is the teacher's option to require work to be made up with a specific schedule of due dates. Except in unusual cases (extended illness), any work not made up in this time frame will receive no credit. It is the parent's responsibility to pick up a student's work from the office or request to have it sent home with a sibling.

- **Pre-Arranged Absence:** Pre-Arranged Absence forms are available in the office for parents to complete if students plan to miss two or more days of school for any reason other than illness. **This written request should be made at least 2 weeks prior to the expected departure date** for teachers to prepare work and minimize the student's difficulties in keeping up with the class. While classroom instruction can never be duplicated and tests cannot be sent home, some work may be given before the absence, with the remainder to be made upon return.

Truancy

Unauthorized absence from school constitutes truancy. The state of Mississippi defines **truant** as follows:

A student that has accumulated five (5) or more unlawful absences in a school year, excluding suspension and expulsion days. Truancy may lead to academic failure and suspension or expulsion from school.

School days missed due to out of school suspension shall not count as unexcused days for the purpose of determining truancy.

E. E. Rogers S.D.A. Academy will notify the parent or guardian when such student has five unexcused absences.

Tardy Policy

E. E. Rogers Seventh-day Adventist School maintains a strict tardy policy. Students should allow sufficient time to take care of before-school needs, such as visiting lockers or the restroom. Students who are not **in their classrooms by 8:15 a.m.** are considered tardy.

Students who are consistently tardy will have their records reviewed by Administration and the School Board. The

following tardiness policy is strictly enforced. Six tardy days within a given quarter may accrue without penalty.

Emergency Closings

- **Inclement Weather**
Parents will be notified by the Administration or classroom teacher. E. E. Rogers Seventh-day Adventist School generally follows the Jackson Public Schools delays and closings due to inclement weather. Also, please check local radio and television stations for a list of school closings.
- **Disasters and School Emergencies**
In the event of a school emergency, parents will be notified by the Administration. In the event of a disaster, stay calm, remember the staff members have planned in advance for the safety of your child. We will do our best to protect your child and notify you of any emergency as soon as possible.

After School Program

The After-School Program is an extended day curriculum designed to provide homework assistance, STEAM enrichment, and accelerated activities for current E. E. Rogers students in grades K-8 as well as any student from the local community. Fee for After School is \$45.00 per week. Hours of operation is 3:00 p.m. to 6:00 p.m. Monday through Thursday, and 2:30 p.m. to 6:00 p.m. on Friday.

General Information

Academic Awards

An annual awards assembly takes place at the end of each year for the following in grades K-8:

Principal's Award: Given to students with an A average in every core subject area all year.

High Honor Roll: Given to students who earned A's and B's in every core subject area all year.

Honor Roll: Given to students with an A average in at least 4 core subject areas and not less than a B average in all other core subject areas all year.

Citizenship Award: Given to one boy and one girl in each class for demonstrating citizenship qualities throughout the year.

Perfect Attendance Award: Given to student with no absences and having no more than 5 tardies during the year. Classroom teachers may hand out individual awards at the end of the year.

Academic Integrity

E. E. Rogers SDA School values the principles of honesty and believes that violations in this area should be dealt with in an appropriate and effective manner. Students are expected to do their own work to the best of their ability and encourage others to do the same.

Academic dishonesty includes but not necessarily limited to:

- Cheating on assignments or exams by copying answers from another student or book

- Allowing others to copy answers on an assignment or test.

Consequences:

- Academic dishonesty is considered a level two behavior on the discipline rubric and will result in serious consequences including receiving a "0" on the assignment. Repeated incidents will result in detention time or suspension. (Refer to the Code of Conduct)

Cell Phones

Students are not to possess cell phones on school campus. **Students may not use personal cell phones at school—before, during, or after school— without staff authorization.**

The first offense, a written warning will be issued to the student(s); their parent(s)/guardian will be notified; and, the device will be confiscated by school officials until it is retrieved, in person, by the student's parent(s)/guardian. Additional offenses will be handled at the discretion of the Principal in compliance with Level II consequences as outlined in the student handbook.

Closed Campus

The school is responsible for all students during school hours. For this reason, students may not leave the school property at any time unless they have a written note from the parent. Students may only leave school with individuals who are authorized in writing by the parents (emails accepted). Telephone calls and voice messages are not acceptable. For the safety of our students, when parents find it necessary to take their children off campus during the day, they are required to sign their child out at the school office. Guests who wish to visit on

campus during regular school hours must secure permission from administration.

Chapel

The student body meets every Wednesday for assembly. Speakers include pastors, faculty, invited guests, and students. Spiritual emphasis programs feature student and guest speakers. Family members, homeschooled students, and church members are welcome to attend these special programs.

Communicable Health Problem

The parent will be notified if a student is suspected of having a communicable health problem. The parent will be required to remove the student from school immediately until the problem is resolved. A child who has had a fever should not return to school until the temperature has returned to normal for 24 hours, **without the use of medication.**

Lunches

The purpose of the Child Nutrition Program at E. E. Rogers School is to provide the children of these school meals that are appetizing and affordable. A well-balanced menu is offered, which meets program requirements, nutritional economically, and based on USDA dietary guideline. NOTE: All menus are subject to change without notice.

E. E. Rogers participates in the National School Lunch Program, which ensures that the Food Services Department complies with Federal and State regulations. The program also provides a teaching component that contributes to the social education of the child. Some of these opportunities are to practice good table etiquette and learn the benefit of choosing healthy food options.

Students are not permitted to order food for delivery to campus. Faculty and

staff members may order food for groups of students during special meetings and programs. Food is not to be ordered during the lunch period, except for special occasions and with Administrative approval as detailed in the Competitive Sales Policy. Note: Policies and menus are available upon request.

If a parent finds it necessary to bring a child's lunch to school, the lunch must be dropped off at the school office before the classroom scheduled lunch period. Parents will follow the same payment collection procedures as tuition for all meals purchased.

Medical Care and Accident Insurance

E. E. Rogers SDA School's student accident insurance policy provides coverage for a student during the hours and days when school is in session and during school sponsored and school-supervised activities.

Medication

Prescription or non-prescription medications administered at school must be brought to the school office, accompanied by a completed Permission to Administer Medication Form. Each medication must be in the original container, complete with pharmacy label. Students may not have prescription or non-prescription medications in their possession while at school.

Parents and Other Visitors

E. E. Rogers SDA School welcomes parents and visitors. However, for our students' safety, please notify the school in advance before visiting. Please note that all parents and visitors are to sign in at the office and receive a visitor's pass. Parents are reminded that all conferences are to be scheduled during non-school hours.

Telephone

The school telephone is a business phone. Students should not ask to use the telephone unless there is an emergency. Calling parents or guardians to bring forgotten items such as lunches, homework, gym clothes, musical instruments, etc., does not constitute an emergency. In case of student illness, the parent or guardian will be notified by the school staff.

Waiting List

If a classroom meets its enrollment limit, a waiting list is started. When and if a spot becomes available in the classroom, the next person on the list is notified.

Volunteer Drivers

Volunteer drivers for field trips and other school activities must have a valid driver's license and \$250,000 to \$500,000 limits on their insurance policy. A copy of the volunteer driver's insurance must be on file in the school office.

Withdrawals and Transfers

Should it become necessary for a student to withdraw or transfer during the school year, parents must satisfy the following:

- Complete the Student Withdrawal Form
- Return school-owned books
- Pay all outstanding accounts prior to the release of any records.
- Provide the office with a current forwarding address

Testing

The **Map Growth** assessment will be administered in the fall and spring of the school year in grades 3 - 8. Individual scores will be analyzed to determine areas of students' strengths and weaknesses. It measures how well a student has mastered basic skills, so that an instructional program can be planned accordingly. Additionally,

group scores will be analyzed to make decisions about the school's academic programs.

WrAP/An informal Writing and Reading Assessment Profile

WrAP is an informal assessment, designed to inform instruction. Individual scores will be analyzed to determine students' reading and writing strengths and weakness.

Students in grades 4, 6 and 8 are administered the **WrAP** writing assessment in the spring of each year

Dress Code & Uniform Policy

The dress standards of E. E. Rogers SDA School emphasize neatness, cleanliness, and modesty. Students are expected to comply with the Dress Code Policy. Compliance should be consistent and cheerful. Repeated offenses or an attitude of disregard for Dress Code Policy standards established by the School Board may result in dismissal from school. The following guidelines have been established to help parents and students in the selection of appropriate attire for school:

- Boys and girls should come ready to learn in the school uniform each day.
 - The Standard Uniform (see chart below) should be worn Mondays-Fridays.
 - The Casual Uniform (see chart below) can be worn on designated days for casual wear.
- School staff will notify parents in writing in the event the Casual Uniform may be required for school outings, trips, and/or special events.

- Infraction notices will be sent home with student, and ***should be signed and returned by parent or guardian.***
- Girls may wear skirts, skorts/scooters with the Standard Uniform. Jeans or pants are allowed with the Casual Uniform only. Spandex or fitting clothing is not allowed.
- Undershirts and/or t-shirts that are visible beneath the uniformed shirt must be white in color. Long-sleeved shirts may not be worn under the short-sleeved Polo style shirt. All shirts should be appropriately sized with tails tucked in at all times.
- During cool temperatures, the navy blue Cardigan style sweater may be worn in class. Sweat shirts, hoodies, or other styles of outerwear may not be worn in class.
- Aside from neatness, cleanliness, and modesty, there is no color code for winter wear (i.e., coats, jackets, hats, gloves, scarves, leg warmers, etc.). Students may dress warmly and appropriately for the weather as fitting to their individual style. Winter wear, however, may not be worn in class.
- The following items are NOT part of the Dress Code Policy for boys or girls:
 - o Jean-style trousers (Standard Uniform only), corduroys, cargo pants, baggy pants or sagging pants;
 - o Stretch-type outer clothing (i.e., “skinny jeans”, leggings, etc.);
 - o Hats are not to be worn in the building;
 - o Holes or patches in pants, shirts, blouses or sweaters;
 - o Sleeveless shirts or blouses (boys or girls);
- Hairstyles are expected to be neat, attractive, and not of a nature to attract unusual attention. Hair should be kept out of the face and away from the eyes. Students’ natural hair coloring is expected. Faddish or extreme hairstyles will not be permitted.
- Jewelry (i.e., rings, bracelets, chains, earrings, or necklaces – including toy or string-type jewelry) may not be worn. Medical bracelets, necklaces, or other types of accessories that serve to identify students with unique medical conditions are welcomed and encouraged. Parents/guardians should provide medical documentation for such accessories from the child’s pediatrician or medical provider prior to the start of the academic school year. Make-up that is clearly visible is not allowed and may not be worn (i.e., eye make-up, lipstick, colored nail polish, etc.).
- Regarding footwear: students may wear a flat shoe with closed-in toe and heel (i.e., tennis shoes, casual/soft bottomed loafers, mary janes, kswiss, etc.). For your child’s safety, no high heels, please. Shoes worn with the Standard Uniform should be solid or primarily (80-90%) black and have black shoe laces (if applicable). Socks/tights should be solid, navy blue in color. Students may wear tennis shoes of their choosing during PE/Gym class and with the Casual Uniform. Shoes that light up or roll are not allowed.

E.E. ROGERS SDA SCHOOL UNIFORM

Grades K-4	
Females	Males
<ul style="list-style-type: none"> • Blue Blouse, Peter Pan collar • Blue Polo Shirt w/EER logo • Navy Jumper w/EER logo • Navy Sweater w/EER logo • Navy Vest w/EER logo • Navy Slacks (no joggers) • Navy or Black Socks • Plaid Cross Tie (Worn w/Peter Pan collar blouse) • Black Shoes (non-skidding soles) 	<ul style="list-style-type: none"> • Blue Oxford Shirts short/long sleeve • Blue Polo Shirt w/EER logo • Navy Sweater w/EER logo • Navy Vest w/EER logo • Navy Slacks (no joggers) • Navy or Black Socks • Plaid Long Tie (worn with Oxford Shirt) • Black Shoes (non-skidding soles)
Grades 5-8	
Females	Males
<ul style="list-style-type: none"> • Blue Oxford Shirts w/EER logo • Blue Polo Shirt w/EER logo • Navy Pleated Skirt • Navy Blazer • Navy Slacks (no joggers) • Navy Sweater w/EER logo • Navy Vest w/EER logo 	<ul style="list-style-type: none"> • Blue Oxford Shirts short/long sleeve • Blue Polo Shirt w/EER logo • Navy Sweater w/EER logo • Navy Blazer • Navy vest w/EER logo • Navy Slacks (no joggers) • Navy or Black socks • Plaid Long Tie (worn with Oxford Shirt) • Black Shoes (non-skidding soles)
** BELTS MUST BE WORN BY ALL GIRLS AND BOYS WITH ALL PANTS	
P.E. Uniform Grades K-8	
<ul style="list-style-type: none"> • Navy athletic shorts • T-shirt w/school logo • Athletic Shoes 	

DRESS UNIFORM

TO BE WORN EVERY WEDNESDAY—CHAPEL DAY

Grades K-4	
Females	Males
<ul style="list-style-type: none"> • Navy Jumper • Blue peter pan collared shirt • Plaid Cross Tie • Sweater vest/Sweater • Black non-skid shoes • Navy or black socks or tights 	<ul style="list-style-type: none"> • Blue Oxford Shirt • Plaid tie • Navy Pants • Sweater vest/Sweater • Black non-skid shoes • Navy or black socks
Grades 5-8	
Females	Males
<ul style="list-style-type: none"> • Navy Skirt • Blue Oxford Shirt • Plaid Cross Tie • Sweater vest/sweater/blazer • Black non-skid shoes • Navy or black socks or tights 	<ul style="list-style-type: none"> • Blue Oxford Shirt • Plaid Tie • Sweater vest/sweater/blazer • Navy Pants • Navy or black socks • Black non-skid shoes

Student Code of Conduct

In order to operate efficiently and effectively, a school must have an orderly plan for monitoring student behavior. The code of conduct and the way it is administered contribute to feelings of well-being that students experience while at school.

E. E. Rogers SDA School seeks to empower students by helping them become self-disciplined and responsible for their actions. By establishing expected standards of behavior and the resulting consequences for failure to achieve those standards, students will move toward this objective.

The behavior standards of E. E. Rogers SDA School fall into 2 classes: (1) those that help protect against injury and pain (health and safety rules) and (2) those that help the school do its job of teaching (well-being rules). Three groups of standards have been divided into 3 levels of behavior, with each succeeding level indicating an increased level of severity and consequences.

For each level, a description of desired behavior, followed by a description of possible deviations and consequences from this model, is presented. The list of behaviors, actions, and consequences listed in this Student Code of Conduct represents minimum guidelines and is not inclusive. Methods of handling unacceptable behaviors not covered by the Student Code of Conduct will be utilized when Administration deems necessary.

Special circumstances may result in immediate progression to the final steps of the Student Code of Conduct. This may

include possession of any weapon, dangerous objects, or explosive devices. The result may include police arrest, suspension, and expulsion. Dangerous objects would include, but are not limited to, pocket knives, objects with sharp points, and any other self-defense apparatus. Threats of any kind will be taken seriously.

All procedures of due process as outlined in the Southern Union Education Code will be followed. A parent may submit a letter of appeal to the Administration.

Description of Model Behavior, Infractions, and Consequences

LEVEL I

Model: Students at E. E. Rogers SDA School will act with courtesy and Christian decorum. This behavior standard includes quietness in the classroom so others may study without interference, remaining in an assigned seat except for purposes in accordance with accepted classroom behavior, keeping one's hands to oneself, walking rather than running in the building, and keeping the desk and belongings clean and neat.

Infractions include, but are not limited, to:

1. Fooling around—bodily contact with another person in a jesting manner
2. Wandering—being out of seat in the classroom for other than allowed purposes
3. Loitering—the unassigned use of an area, roaming the halls, staying in the restroom too long
4. Littering—intentionally dropping or throwing items
5. Boisterous behavior—overly loud and obnoxious behavior, belching, yelling in the hallways

6. Running—anything other than normal walking in the building
7. Chewing gum—chewing or providing gum for others to chew.

Consequences: Level I infractions are considered minor offenses. At Level I, the teacher will deal with the infraction, administering discipline in an appropriate manner. Level I infractions will not require a referral notice be sent to the parent or guardian, unless there are repeated infractions.

LEVEL II

Model: Students at E. E. Rogers SDA School will honor and respect the rights of others. They will respect others and their belongings. They will take proper care of school property. Their speech will be marked by truthfulness, purity, and respect. They will have a sense of honesty that will keep them above reproach in their schoolwork, whether in homework or tests. They will recognize the importance of prompt and regular attendance in class. They will not knowingly break school rules or encourage others to do so.

Infractions include, but are not limited, to:

1. Inappropriate behavior—hitting, shoving, punching, kicking, scratching, slapping, biting, spitting.
2. Minor vandalism—acts that create inconvenience or that destroy.
3. Inappropriate language and conduct—swearing or using nasty language against or about other people.
4. Forging signatures—signing another person's name without permission.
5. Disrespect—speaking to adults or other students in a way that show lack of respect.

6. Disrupting class—words, mumbling, actions or noncompliance with requests made by the teacher, or anything that causes the learning environment to become unsatisfactory.
7. Cheating—using sources of information for doing schoolwork that are not approved by the teacher, including talking during tests, copying another student’s homework, and bringing notes or answers to class for use during tests.
8. Non-completion of disciplinary assignment—failure to fulfill any agreement or assignment.
9. Lying—telling any kind of falsehood.
10. Inappropriate display of affection—kissing, handholding or body contact during school or any school-sponsored or school-related event or activity.

Consequences: Students who are referred for Level II behavior will be disciplined in the following manner:

- a) First Offense –Disciplinary Referral sent home to parent to be signed and returned; parent notified
- b) Second Offense – Disciplinary Referral sent home; parent conference scheduled
- c) Third Offense – Disciplinary Referral sent home; parent notified; student suspended for one (1) day (NOTE: A third Level II referral in sixty (60) days may result in a Level III referral.)

The referring teacher will call the parent or guardian to make him/her aware of the difficulty. If a second referral is sent, a conference with parent, student, and staff must be scheduled. Failure to return the referral notice, signed by the parent, will lead to the exclusion of the student from class until the form is signed and returned. Student will be suspended at the time of a third offense. The principal will visit with each student referred for a Level II behavior.

The purpose of this visit is to help the student realize the reason for the referral, the seriousness of a Level II behavior, where he/she currently stands in the disciplinary process, and how to plan a course of behavior that will prevent any further referrals of this type.

LEVEL III

Model: Students are expected to demonstrate honesty in all their dealings at school. They will not take things that belong to others. Students are expected to respect their bodies as the temple of God by refraining from the use of alcohol, tobacco, or drugs. Students will seek to prevent harm to themselves or others by carefully observing safety regulations.

Infractions include, but are not limited, to:

1. Bullying/Cyber Bulling – Unwanted, aggressive behavior among school aged children that involve a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, and excluding someone from a group on purpose. Bullying can be physical, verbal, emotional, and cyber (which include email, cell phone, social media, such as, Facebook, Twitter, etc.). Any gesture that is expressed through written language, verbally, and /or physically that degrades a person is considered bullying. This includes, but is not limited to a person’s race, religion, color, gender, sexual orientation, disability, national origin, or any other unique characteristic. This behavior will be considered bullying, whether it takes place on or off school property, at any school function, or in a school vehicle.

2. Harassment—any attempt to violate another student’s rights. This may be physical, sexual, or verbal harassment; mishandling another student’s property; or threatening another student.
3. Aiding and abetting—urging or helping another student to do something that is against the school rules, covering up for another student that is in violation of school rules.
4. Theft—removing, hiding, or using property belonging to others.
5. Controlled substances—actual possession, use, transfer, or sale of drugs, alcohol, tobacco, or drug-related substances.
6. Fighting or assault— Any student is involved in any form of physical aggression that results in bodily harm or injury to another person(s). This is a serious physical altercation that may require adult intervention to end.
7. Vandalism—destruction that has a permanently damaging effect upon church, school, or student property. This would include property owned by churches or school employees or loaned by others for school use.
8. Outlawed materials—the use of materials that are dangerous to the health and safety of students, teachers, or guests of the school, such as matches, fireworks, chemicals, firearms, and knives.
9. Insubordination or abusive language—a belligerent or abusive act or statement that is directed at any employee of the school. It includes more than a simple refusal to do something. It is an aggressive (inappropriate arguing), insulting, profane, or disruptive type of abuse.
10. Safety—actions that endanger the health, safety, or welfare of students, teachers, or guests of the school. Failing to behave in harmony with safety procedures.

Using physical education equipment without teacher supervision, direction, or approval.

11. Lewd conduct—obscene literature or lewd or suggestive conduct.

Consequences: Level III behaviors are considered to be major problems that require immediate action by the staff, Administration, and the parents or guardians.

Level III behavior referrals will be handled in the following manner:

- a) Referring classroom teachers may not be required to telephone parents for Level III behaviors. Rather, the principal shall arrange a conference with the parents as soon as possible. The teacher may be asked to be present at the conference, discipline hearing, or other meetings considered Level III behaviors.
- b) Each accumulation of three (3) Level II referrals of a student being referred for a Level III behavior within a sixty (60) day period may result in movement of the student to the next step in Level III.
- c) Movement through the Level III steps results in the following actions to be taken at each step:
 - Step 1: Out of school suspension and disciplinary probation
 - Step 2: Out of school suspension with a recommendation to the School Board for a hearing regarding the student’s continuation at E. E. Rogers SDA School.
 - Step 3: An immediate recommendation that the student be withdrawn at once. Due process hearings may be conducted at the request of the parent.

Suspension may be given from 1 to 3 days, not to exceed three per incident.

Disciplinary Probation: Under circumstances described in the Student Code of Conduct, a student may be placed on disciplinary probation. During this probationary time student

- Will be required to obtain their teachers' review of their behavior
- May not be allowed to attend any extra- or co-curricular activities held at or by E. E. Rogers SDA School.

In setting up these levels of model behavior, infractions, and consequences, the school wants to accomplish several things. First, students are to understand that rules are usually related to problems dealing with health, safety, and the general welfare of people. Second, students are to know beforehand what is expected of them. They should also know what appropriate behavior is expected and the consequences of inappropriate behavior. The students are to accept responsibility for the choices they make. Third, parents or guardians are to know beforehand what is expected of their children. It is the school's responsibility, in conjunction with parents or guardians, to teach children about proper behavior.

After-School Program

The After-School Program is an extended day curriculum designed to provide; homework assistance, STEAM enrichment, and accelerated activities for current EER students in grades K-8, in addition to students in the local community.

After-School hours are:

Monday-Thursday 3:00-6:00 P.M.

Friday 2:00-5:30 P.M.

The Administration and School Board reserve the right to formulate and implement policies, rules, and regulations throughout the school year in order to assure the safe and appropriate operation of the school. New policies will be communicated to parents and will carry equal force to the other information contained in this *Handbook*.

PARENT/STUDENT HANDBOOK RECEIPT

I _____ received the
E.E. Rogers Parent/Student Handbook. I will review it with my child(ren).

Signature of Parent/Guardian

Date