

- We agree to abide by all policies and procedures as outlined in the Handbook of Policies and Procedures for students and parents.
- We agree to abide and follow all classroom rules as outlined by the teacher.
- We understand that if policies and procedures outlined in this handbook are not followed, the student will be held liable for discipline.

Student Handbook

Revised August 2023

Accredited by the Accrediting Association of  
Seventh-day Adventist Schools, Colleges and Universities

Sponsored by the  
Deltona Adventist  
Seventh-day Adventist Church

Affiliated with the  
Florida Conference of Seventh-day Adventists

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- Concerns, Comments, and Suggestions – Parents may contact the teacher, principal or School Board Chairperson at any time regarding concerns and suggestions.
- Student Absences – Please call the school as soon as you are aware that a student may be absent. It is also important that you send a note with the student explaining the reason for the absence. If the absence is unexcused, make-up work may not be given. A note should be sent to the office following any absence.

## SCHOOL CALENDAR

The school calendar will be established prior to the beginning of each school year and made available to all school families. Additional copies will be supplied upon request.

## SCHOOL DIRECTORY

Contact information for the school and staff of DAS is available at the school office.

## CHANGES TO HANDBOOK

In order to serve the best interest of the school, its student and its standards, DAS reserves the right to make changes to this Student Handbook at its discretion.

## STUDENT & PARENT CONTRACT

The school pledges to provide a safe environment that promotes academic excellence and spiritual growth. The school pledges to work cooperatively with parents for the benefit of their child’s education.

In exchange, students pledge to abide by the Fundamental Standards of Student Conduct; and parents pledge to support the school in implementation of policies described in this handbook.

- We have read and fully understand the Deltona Adventist School Handbook of Policies and Procedures for students and parents.

- Monitor computer use.
- Finances – Meet financial obligations to the school promptly.
- Home & School Association – Attend and participate in the various Home and School functions.
- Protect School Hours – Confer with teachers in person or by phone after school hours, not during class or recess time. Messages may be left with the school secretary during school hours.
- Support School and Teachers – Cultivate a positive working relationship with the teachers. When talking with your child, maintain courtesy and professional respect for the school and teachers. Please check with the teacher before drawing a conclusion regarding a school problem. Help your student understand that respect for authority is the foundation of good discipline.
- Parent/Teacher Conferences – Parents are encouraged to show interest and concern in the daily progress of your child. Please attend all parent/teacher conferences. Fifteen-minute conferences are regularly scheduled after the first and third grading periods. (See yearly calendar for dates.) Parents or teachers may schedule a conference whenever there is a need.
- School Property Damage – Parents are responsible for any vandalism done to school property and equipment by their child.
- Dress Standards – Dress modestly and in good taste when visiting the school campus and when representing the school by chaperoning on a school outing. Support the school uniform dress code as outlined under the Dress Code. If your child is in violation of the school dress code, you will be notified to correct the violation. (See page 21 for Dress Code.)
- Before and After School Time – The school does not provide supervision before 6:30 a.m. (Also, the playground is closed before and after the normal school hours.) Please make arrangements for your child to arrive and depart within these school times. Do not leave your child unattended before 6:30 a.m. Once your child is released into your care after school, do not allow them to hang around the school property or re-enter the school building.

## SCHOOL HOURS

SCHOOL DOORS WILL OPEN AT 7:45 AM.

- MONDAY THROUGH THURSDAY: 8:00 AM TO 3:00 PM.
- FRIDAY: 8:00 AM TO 2:00 PM.
- HALF DAY SCHEDULE: 8:00 AM - 12:00 PM.

## HISTORY, LOCATION & DESCRIPTION

The Deltona Adventist School (DAS) was founded as a ministry of the Deltona Seventh-day Adventist Church in 1989. DAS currently offers grades Pre-Kindergarten through 8<sup>th</sup> Grade

Deltona Adventist School is accredited by the Association of Seventh-day Adventist Schools, Colleges, and Universities and the National Council for Private Schools Accreditation.

## PURPOSE & FOCUS (THERE IS REDUNDANCY HERE THAT CAN BE NARROWED)

### Mission Statement

To develop a caring, learning environment where each child can grow spiritually, mentally, and physically.

- To enable learners to develop a life of faith in God, and to use their knowledge, skills and understandings to serve God and humanity.
- For every learner to excel in faith, learning, and service, blending biblical truth and academic achievement to honor God and bless others.
- To help students realize their God-given potential and become the persons God has called them to be.
- To lead students to a personal relationship with a loving God by accepting Christ as their Savior and the Bible as the Word of God.

- To prepare students for a life of unselfish service to God and to be prepared for the demands of the 21st century work environment.
- To provide a program beginning with early childhood education that provides authentic learning experiences through a Christ-centered curriculum.
- To develop high academic standards which include learning good study habits as well as how to become relevant, responsible, and independent thinkers.
- To promote the understanding and practice of a healthy Christian lifestyle.
- To develop a caring atmosphere where the rights, property, and interests of each person is respected.

## ADMISSION INFORMATION

### Non-Discrimination Policy

Deltona Adventist School admits students of any race, color, ethnic background, country of origin, or gender to all rights, privileges, programs, and activities available to its students. Deltona Adventist School makes no discrimination based on race in administration of education policies, applications for admission, and extracurricular programs.

### Application Process

Upon submission of completed application for enrollment, the Admissions Committee will meet to discuss child's enrollment. The School Board reserves the right to refuse admittance to any student it deems unlikely to uphold the Student Code of Christian Conduct. All new students are admitted on a one-month probationary period.

In order to admit a transfer student, DAS requires two references, a meeting with parent and testing for class placement.

Upon application, the following items must be submitted

1. Records for immunization are required by State of Florida, before school attendance can begin.

- Consider in a fair and consistent manner the resolution of student behavior problems which have been brought to it, in accordance with DAS and FC-SDA Conference policy, as well as State and Federal Law.
- Encourage a program of continuing education for teachers and staff in each area of their discipline.
- Assure the operation of Deltona Adventist School is in accordance with the Constitution and Bylaws, established by school constituency and the Southern Union Conference Education Code Book, copies of which are available for reference in the school office.

## Florida Conference Department of Education Responsibilities

- Provide quality resources, such as curriculum, finances, continuing education, evaluation, legal counsel, etc.
- Act as final authority in the resolution of disputes after all local means have been exhausted.

## Parental Responsibility

Parents who enroll their students in Deltona Adventist School agree to support the Parental Code of Responsibility:

- Current Home Address and Parental Phone Numbers – Keep the school informed about where and how to reach you at all times.
- Home Habits – Promote good habits in your child:
- Provide an adequate breakfast.
- Provide a nutritious, well-balanced lunch. Eliminate caffeine products, limit sweets and unhealthy snacks.
- Limit the type and amount of TV, movies and video games.
- See that the child gets sufficient sleep and rest.
- Supervise daily grooming habits.
- Provide a time and place for studying and homework.
- Provide a consistent spiritual environment for the child.

- Understand that excellence is achieved through a cooperative venture of expecting the best sprinkled liberally with praise and encouragement.
- Organize effective school schedules and teaching assignments and require effective classroom management and instruction.
- Work with staff, School Board and the Florida Seventh-day Conference Department of Education to formulate effective school policies and familiarize students and parents with these policies.
- Be firm, fair, honest and consistent in all decisions affecting students, parents and staff.
- Demonstrate, by work and personal example, respect for law and order, self-discipline and genuine concern for persons coming under administrative authority.
- Assume the responsibility of enforcing school policies and ensuring that all discipline cases are resolved promptly with the person requesting the referral being informed of any action taken.

### DAS School Board Responsibilities

The DAS School Board perceives that its first and greatest concern is to provide the means for every student in their constituency to receive a quality Christian Education.

The Board also understands that quality education can occur only in a lawful, tranquil environment which protects the rights of both the student and staff.

For these reasons, the Board agrees to

- Inform the students, staff and parents of the behavior expected of each member of the student body by publishing and distributing of the DAS handbook.
- Provide and maintain a well-qualified staff who, in cooperation with the Principal, will be responsible for the control and proper conduct of the students while under the legal supervision of the school.
- Give full support to the staff in its administration of the school policies.

1. A copy of the student's birth certificate is required by the State of Florida.
2. Request for all previous elementary records (last report card., discipline records, accommodations).
3. Completion of all necessary forms.
  - a. Current IEP or 504 placement for the purpose of determining the best placement for the child If the Admissions Committee finds that DAS cannot meet the needs outlined in the IEP or 504 plan, DAS reserves the right to not admit the student.

### Academic Placement

Appropriate academic placement of the student is a fundamental principle of education. The following factors are to be considered in grade or level placement:

1. Chronological age
2. Emotional, physical, and social age
3. A placement test will be administered to prospective students entering any grade. In consultation with the principal, parents, and teacher, a determination is made regarding the readiness of any child who is applying for a specific grade.

### Admissions Requirements

Students are eligible for admission subject to these prerequisites:

1. Satisfactory citizenship
2. Satisfactory scholarship
3. A genuine desire and interest in the development of a positive Christian faith.
4. Pre-Kindergarten students must be four (4) years of age on or before September 1 and potty trained. A copy of the student's birth certificate is required for admission.
5. Kindergarten students must be five (5) years of age on or before August 15. A copy of the student's birth certificate is required for admission.
6. First grade students must be six (6) years of age on or before August 15. A copy of the student's birth certificate is required for admission.
7. No child will be admitted whose account from a former school or previous school year has not been paid in full.

8. Arrangements for registration fee payment must be made at the orientation meeting with the treasurer.
9. Within two weeks of enrollment, submission of official evidence of a physical examination is required for kindergarten, 1st, 4th, 7th and all new students.

All new students are admitted on a 30-day probationary period. Students transferring to DAS from other schools may be subject to a review of any disciplinary actions open at the previous school. This would include any pending court actions.

Registration forms are available at the school office or through our website at [www.deltonaadventist.org](http://www.deltonaadventist.org). Registration is complete when tuition and fees have been paid, past-due accounts have been brought current, all physical examinations, immunization records, birth certificates and relevant forms are on file.

The following is a list of the documents that are required for admission:

- Application form (official school record)
- Health and immunization record
- Birth certificate
- Social security number

## Transfer Students

Incoming students may need to meet with the Admissions Committee. All students transferring from another school will be required to have a transcript sent from the last school attended. It is the responsibility of the parents to make this request. Home schooled students will need to provide records from the supervising organization under which they were enrolled. Placement tests will be given. Students who transfer during the school year must present a report card or letter explaining their academic status before registration is complete. In addition, a letter of recommendation will be required from at least two of the following people who know the student well: a pastor, a teacher, or a principal. Families who have an outstanding account balance at a previous Adventist School will need to speak with the treasurer prior to acceptance.

- Recognize that too much television viewing has a negative influence on a child's learning and general development.

## The Teacher and Staff Responsibilities

- To bring Christ into every class and encourage students in the pursuit of spiritual growth, by precept and example.
- Promote a climate of mutual respect and dignity.
- Recognize that criticism bruises the spirit and erodes motivation and that students need much encouragement in the process of learning.
- By example teach honesty, common courtesies for other people and their belongings.
- Maintain acceptable academic records, inform parents regarding student achievement and behavior, and be willing to consult with students or parents whenever necessary, especially if there is a possibility of a low grade or failure.
- Be alert to changing patterns in student behavior and promptly to refer for special help any student who seems to be in need of such assistance.
- Explain items in the handbook which relate to students and require their observance.
- Establish classroom rules and standards in enforcing school and classroom rules.
- Recognize that some disciplinary problems are related to student academic frustration and interpersonal relationships.
- Handle individual infractions privately.
- Distinguish between minor student misconduct best handled by the teacher and major problems, best handled by the principal.

## The Administrator's Responsibilities

- To give priority attention to fostering a strong spiritual atmosphere in our school.
- Create within the school the best learning situation possible by developing an atmosphere of mutual respect with the school staff.

## The Student's Responsibilities

- Recognize that attendance at DAS is a privilege.
- Follow the Christian principles for student behavior while at school and at school affairs.
- Be mutually respectful and honest in relationships with teachers, staff and fellow students.
- Take advantage of the academic opportunities offered at school.
- Cooperate with school staff.
- Assist the school staff in maintaining a safe school for all students.
- Support and participate in school activities.
- Recognize that all personal and school property is to be treated with respect and care.
- Recognize that with student rights there are responsibilities.

## The Parent's Responsibilities

- Guide the child from the earliest years in the development of socially acceptable standards of behavior, in exercising self-control, in being honest and accountable for his/her action.
- Instill in the child a positive and enthusiastic attitude and encourage a personal desire to learn.
- Recognize that criticism bruises the spirit and erodes motivation. Children need much encouragement to succeed in life.
- Discuss with the child the home and school rules and as a family, establish the consequences resulting from violation of those rules.
- Be sure the child's attendance at school is regular and punctual and all absences being properly excused with a signed and dated note.
- Encourage the child to be responsible for his/her personal appearance and hygiene and to comply with the dress code of the school.
- Provide a suitable quiet location where the child can do his/her homework with appropriate supervision and encouragement.

## Medical Examination

A complete medical examination is required for students entering grades 4 and 7 and for all new students. All students are required by state law to show authorized proof (physician's signature or clinic stamp) of immunizations against DPT, polio, measles, mumps, and rubella before they are allowed to attend school. This report must be submitted to the school office for its records before beginning a new school year.

## ACADEMICS

### Elementary Level Curriculum (Grades K-5)

- Art
- Bible
- Language Arts
- English
- Spelling
- Handwriting
- Mathematics
- Music
- Physical Education
- Science
- Social Studies
- Computer

### Middle School Curriculum (Grades 6-8)

- Art
- Bible
- Language Arts
- English
- Spelling
- Handwriting
- Mathematics
- Music
- Physical Education
- Science
- Social Studies
- Robotics
- Computer

## Grading System

### PERFORMANCE KEY

#### *KINDERGARTEN, FIRST & SECOND GRADES*

- I Independently High Achievement
- P Progressing Toward Objectives
- NT Needs More Time to Develop

Students are evaluated by meeting the standards. No number grades are provided.

#### THIRD GRADE – EIGHTH GRADE

A+	Principal’s List Candidate, Excellent	99-100
A	Principal’s List Candidate, Excellent	92-98
A-	Principal’s List Candidate, Excellent	90-91
B+	Honor Roll Candidate, Above Average	88-89
B	Honor Roll Candidate, Above Average	82-87
B-	Honor Roll Candidate, Above Average	80-81
C+	Honor Roll Candidate, Above Average	78-79
C	Average	72-77
C-	Average	70-71
D+	Average	68-69
D	Below Average	62-67
D-	Below Average	60-61
F	Below Average	59 or lower

### Progress Reports / Report Card

PARENT/TEACHER CONFERENCE. Parent/teacher conferences will be held three times throughout the school year at which time parents will receive their child’s report card. If there is a need at any time during the year for a conference, it can be scheduled by a parent, teacher or student. At the end of the second nine-week period, parents may pick up and sign for the student’s report card.

MID-QUARTER REPORT. Reports will be sent to parents at the middle of each nine-week period to give some indication as to how the child is progressing and also whether he/she will need extra help.

STANDARDIZED TESTING. The MAPS test is administered three times to Grades K-8. The results of these tests are used by the school to determine each student’s strengths and weaknesses and to individualize instructions to meet those needs. Parents will receive a copy of the individual test results.

### COMMUNITY SERVICE REQUIREMENTS

Rationale - “Let us love not in words or tongue but with actions and truth.”  
- 1 John 3:18

WRAP AROUND CARE. For parents that need extended school hours from 11:20 to 3:00 pm, DAS offers Wrap Around services. Wrap- Around has a flat fee of \$360 per month.

ATTENDENCE. Students in the VPK program are expected to follow the school calendar and be present every school day. Absences for illness, medical appointments, or death in the family are excused.

SIGN-IN / SIGN-OUT SHEETS. A daily sheet will be provided for parents to sign children in and out of VPK Please notify the teacher if someone other than a parent will be picking up your child. Working Together For A Better School



## HEAD LICE CONTROL

If a child has been determined to have head lice (nits) at school, the entire class will be examined. If a child has siblings at DAS, the child's siblings will be examined. If it has been determined that the child's siblings have head lice, the siblings' entire class will be examined. Classes will be periodically examined for head lice on a rotating basis. It is recommended that parents examine their child's head for lice on Fridays after school, and before they return to school on Monday. DAS may examine all children in the primary grades (Pre-K through 3rd grade) after they return from a long holiday recess (Christmas break, spring break, etc.). School personnel will contact families of children who have been identified as having head lice. Letters with instructions for treatment and suggested contacts will be given to the parents or guardians of all students with head lice. The school can be contacted if additional information is needed.

If properly treated, the child should be able to return to school within 48 hours. If the child's absence is prolonged, the family will be contacted, and further assistance will be offered.

## VOLUNTEER PRE-KINDERGARTEN PROGRAM

**PRE-KINDERGARTEN.** This program is designed for children who are four years old. As part of Deltona Adventist School, it operates with the same schedule of days as the rest of the school program. Students are state sponsored by the Early Learning Coalition of Flagler and Volusia.

**PURPOSE.** Volunteer Pre-Kindergarten Program: VPK is a voluntary educational program for all four-year-olds in the state of Florida. The purpose of VPK is to prepare students for a successful Kindergarten experience through developmentally appropriate methods. The state provides families 540 hours of preschool instruction.

**ELIGIBILITY.** Students must be four years old by September 1 to enroll for the school year.

**HOURS.** Monday through Friday: 8:00 a.m. to 11:20 a.m.

**COST.** There is no cost for students enrolled in the state sponsored VPK program. There is no registration fee. Field trip costs are not included in the state paid VPK program.

At DAS, we believe that we are called to love God and His creation by serving others. The spiritual element of our mission statement says that "Deltona Adventist School is dedicated to...the development of Christian values preparing students for leadership and service."

In order to fulfill our mission, we are dedicated to serving our community, our nation, and our world. We have been blessed with tremendous resources, but the key element is that we must be willing to give to others, is ourselves. We accomplish this through the development of relationships with service ministries that need our prayer, support, and resources. Our comprehensive Community Service Program is designed to positively impact our children, our school and our community. We wish to make a difference in the lives of those in need, locally and around the world. Furthermore, we hope that this will inspire our children and our families to view service not as an event, but as a way of life.

### How We Serve:

DAS has strategically planned several different areas on how our students can be a blessing to others. Here are a few examples of the ways in which we serve:

- We pray regularly for others in need.
- We gather supplies and send them to others less fortunate.
- We complete service projects.
- We write cards of encouragement to people on the front lines of these ministries.
- We send cards on birthdays and holidays to the affected families.
- We raise funds to further assist other organizations that assist others.
- We believe that God's example of love through His son Jesus Christ, is the model by which we need to live and serve. It is our goal to teach our students the meaning of love in action, just as Jesus did through his example of selflessness and service to others. This unique component of our school enables us to more completely fulfill our mission statement.

### Parent Volunteer Hour Requirements

10 HOURS PER SEMESTER

## Attendance Policies

### Tardy Policy

At DAS, we desire to develop habits of punctuality in all our students. Therefore, we encourage consistent punctuality and attendance. DAS is a school bound by the laws of Florida to maintain attendance records. For those receiving scholarships, we are a mandatory reporting school for attendance.

- All students arriving after 8:05 am must be signed in at the office by their parent/legal guardian. A medical note is required for a tardy to be excused. Excused tardies are at the discretion of the principal.
- **FIVE** tardies shall constitute an absence. The parents will be notified when five tardies have been received.
- Any student arriving after 8:45 am will be considered absent for the day.
- EVERY tardy after the third (3<sup>rd</sup>) will incur a \$10.00 fine. Fines will be added to the student's account. All tardy policies are per student not per family. There is no limit to the fines you can receive in one quarter or semester.
- Any student in excess of five (5) tardies will be reported to the school board and can be grounds for discipline or dismissal of the student from the school.
- Tardies and absences will be reset every quarter.

Students will be fully responsible for all work missed due to being tardy.

### Absences

Whenever you know that a student is going to be absent, it is requested that you notify the school. Please call a day ahead or before 9:00 a.m. on the morning of the absence. Upon return to school, the student is to bring a note to the office from a parent or guardian stating the reason for the absence. The Compulsory Education Law of the State of Florida states: "All students are required to be in school for 180 days each year. The only exceptions are for sickness, death in the immediate family, and religious holidays." Acceptable excuses for non-attendance include verified illness of the student, medical, dental, or optometry services, quarantine, bereavement, or religious holidays. Students who have an excused absence will have the opportunity to make up any missed work.

## Meals

Parents must provide an adequate breakfast for their children so that the student may function at his/her best during the morning hours. Each child must bring a lunch. Students will not be allowed to leave the campus to purchase meals.

DAS endorses the dietary standards of the Seventh-day Adventist Church and asks that parents conform to these standards as they provide lunches for the children. A vegetarian lunch is recommended. We discourage the use of unclean meats and all caffeinated drinks.

## HOME & SCHOOL ASSOCIATION

All parents of students and all members of the Deltona Seventh-day Adventist Church are members of the Home and School Association. All are strongly encouraged to participate in the Home and School programs in order to develop a stronger working relationship among the church, home and school.

## GRIEVANCE POLICY

The resolution criterion is Matthew 18:15-17. The School Board, principal and teachers have dedicated themselves to service. They do their best to keep ahead of problems and diligently pursue the stated objectives and goals of the school.

Please adhere to the following procedure if you have a concern:

1. Make an appointment with the teacher to address the issue.
2. If the matter is not resolved to your satisfaction, meet with the principal.
3. If the matter is still not resolved, meet with the School Board Chairperson. Any matters relating specifically to teaching personnel must go to the School Board Chairperson before going to the School Board. The School Board may only address the concern if it is an official agenda item and a representative of the Education Department of the Florida Conference is present.

## **Campus Safety**

Parents and visitors are to check in at the office before entering a classroom. Each visitor/parent will sign- in at the office. For additional security, the front doors will be locked.

Skateboards, scooters, and roller blades are not to be brought to school or used on the grounds. Special permission is needed to use a bicycle at school.

Students are restricted to the school grounds from the time of their arrival until they are picked up after school, unless on an approved outing. Violation of the policy may result in suspension or expulsion.

## **Emergency Situations**

The school has developed a comprehensive plan to cope with all types of emergency situations – tornadoes, hurricanes, fires, riots, and other types of disasters. The primary consideration in any emergency situation must be the safety and welfare of the students and staff. During a lockdown situation, by law no one is allowed in or out of the building.

Parents are not to enter the school area until the emergency is over. An emergency response team is in readiness, plus a rapid communication phone tree. The phone tree has been established to inform all families of an emergency situation in a quick and orderly manner if it ever becomes necessary. The complete plan is available for review in the school office.

## **Use of Telephone**

Students will not be called out of class to take phone calls. The office phone is for school business only. Messages for students will be delivered to the teacher for relay to the student.

## **Cell Phones**

No cell phone usage is allowed between 7:30 AM and 3:10 PM. Cell phones may only be used by students with the expressed permission of the teacher per occurrence. Students are not allowed to use their cell phones in the classroom, to surf the internet, or to take pictures while at school. If a student violates this policy, their cell phone will be confiscated until the end of the school day. The school assumes no responsibility for the loss or damages to cell phones.

## **Prolonged Absences**

A student who is absent for seven days or more out of a nine-week period, for whatever cause, may forfeit his/her grades unless the teacher is satisfied that his/her work has been satisfactorily completed. Excessive absences will be reported to the School Board for action. Carefully observe the dates and times listed in the school calendar for the beginning and ending vacation periods.

## **Excessive Absences Policy**

Deltona Adventist School is required by law to notify the state when a child has five unexcused or un-notified absences. A student who misses 10% of his or her classes each month may have his or her state assistance revoked. A student who misses 15% of his or her school year (26 school days) may be at risk of being retained in the same grade the following school year.

## **Scholarships & Absences**

DAS must notify all scholarship organizations if a student is absent five or more consecutive days. Students need to be in class daily for a successful educational experience. Regular or excessive cumulative absences will be addressed by the DAS Admissions Committee

## **Excused or Unexcused Absences**

“What is the difference between excused and unexcused absences? Both excused and unexcused absences are counted towards the number of allowed absences a student may have during the school year. With an excused absence, the student has three days to make up missed work. With an unexcused absence, a student must have work completed upon returning to school.

**Students needing to leave the school premises early are responsible for completing any missed schoolwork.**

## Medical Excuses

Any parents who wish to have their child excused from participation in a normal school function, such as physical education, outdoor recess, etc. must send a note to the teacher stating the reason and duration of their request. Long term excuses will need a written note from a physician.

## Perfect Attendance

Each year, a review is made of the school records for those students with perfect attendance. "Perfect Attendance" is defined as a student who has no absences and no more than two tardies. The students who have achieved perfect attendance will be honored and rewarded for their efforts

## FINANCIAL INFORMATION

Our financial policy is formulated on the belief that every child should be given the opportunity to gain a Christian education. To this end, the membership of the Deltona Seventh-day Adventist Church shows their high level of support by financially supplementing the school's budget each month. Without the Deltona SDA Church support, our school could not operate.

Payment of tuition is the responsibility of the student's parents, guardian or sponsor. Please meet your financial obligations to the school promptly. Remember that the school has financial obligations, and the reputation of the school and church depends upon the prompt payment of all bills.

## Past Due Policies

**PREVIOUS BALANCES.** The account for the previous year's expenses at the Deltona Adventist School must be settled before a student is permitted to enroll for the current school year. Student report cards, cumulative records, and diplomas will not be released until the outstanding debt on the student's account has been paid in full. Statements are sent out on the first of every month of the school year and are payable by the tenth of the month. If payment is not made by the 10th of the month the account is considered past due.

**CHECKS.** Tuition may be paid online or by check payable to: Deltona Adventist School.

## School Records

Accounts must be paid in full before school records will be released. If final payments are made by check, records will be released when the check clears.

## School Accident or Sickness

In case of an accident or sickness, basic first aid will be given. Parents will be notified if the injury needs further treatment. If a student is sick (i.e. pink eye, chicken pox, or running a fever), please do not send them to school. . In all cases where a student has an elevated temperature (fever) or diarrhea, the child must remain at home for a full 24 hours AFTER the fever/diarrhea has subsided. If a student becomes ill during the school day, the parent will be notified and must promptly pick up the child.

## Student Medication

All medications (both prescription and non-prescription) must be accompanied by a:

- Prescription medications must be accompanied by a prescription medication administration form and signed by the physician and parent. Over the counter medication a permission form must be completed and signed by the parent.
- All medication must be in the original container, labeled with the name of the student, amount of dosage, and directions for administering the medication. Students are not permitted to have medication on their person at any time. This includes both prescription and over-the counter medication.

## Use of Playground equipment

The use of the playground and school equipment is restricted to school hours and officially supervised church functions.

## Non-Enrolled children

Non-enrolled children will not be permitted to attend school without the consent of the principal and the teacher.

Conference of Seventh-day Adventists will meet with the complainant and discuss the outcome. The outcome will include disciplinary action when discipline is appropriate. Students who engage in any activity of a sexual nature are subject to expulsion.

There will be no retaliation against any person who reports harassment or participates in an investigation. The willful filing of a false report will be considered a violation of the Student Responsibility Policy.

## GENERAL INFORMATION

### Custodial Parent

It is the responsibility of the custodial parent to notify the school if a court has modified the rights on non-custodial parents regarding access to the student, school records, and staff in any way.

### Field Trips

We encourage the teachers to use field trips to enhance the learning experience on a regular basis. Parents may indicate their willingness to permit their children to participate in any field trip that may take place during the school year, by signing a parental permission slip for each activity. Parents will be notified when a field trip is scheduled.

Students are required to wear the school polo shirt or field trip shirt. Parents need to provide a booster seat for children under 40 pounds. Non-enrolled children will not be permitted to participate in a field trip without the consent of the principal and the teacher.

### Drivers for Field Trips

All drivers need to complete the Shield the Vulnerable Program, background check and complete the Florida Conference Volunteer Driver form. (You can pick one up at the school office.). Drivers need to make sure that:

- All occupants in the car use their seat belts all the time
- Travel and stay with the group at all times
- Enforce school rules (i.e. dress, eating, and entertainment)

- The student's name should be written on the memo line to ensure credit to the proper student.
- A charge of \$40 is made by the school if a check is not honored by the bank. When a check is returned by the bank for insufficient funds, the person who wrote the check will initially be contacted and asked if the check can be re-submitted a second time. If the check does not clear a second time, then a money order will be required to cover the amount that is due, plus any additional charges made by the bank

PAYMENTS. Payments are due on the tenth of each month. If payment of the account balance is not made by the tenth, the following plan will be followed:

- Eleventh of the month – A letter will be sent to parent(s) reminding them that the account is now past due.
- Thirtieth of the month – If the payment has not been received by the thirtieth of the month a second letter will be sent to parent(s) reminding them that the account is now 20 days past due and calling for immediate payment. In this letter, parents will also be informed that if the account balance is not paid in full by the tenth of the following month their child's enrollment will be in jeopardy until the payment is received.
- Tenth of the following month – If the required payment is not received by the specified date, a third letter will be sent to parents reminding them of the amount that is now 30 days past due. They will also be informed that the child's enrollment will be suspended on the last day of the month if the account is not brought up-to-date by that time.
- Termination – A suspension will become a termination if the required payment is not made by the end of another 10-day period.
- Responsibility of parents – It is the responsibility of the parents, whose account has become past due, to contact the Treasurer to develop a catch-up payment plan for consideration by the Finance Committee and School Board. If the terms and deadlines of the catch-up plan are not fulfilled, a notice of suspension will be sent after the first default, effective in 10 days.

LAST REPORT CARD. The final report card of the year will be issued upon clearance from the School Treasurer.

## Tuition & Registration Fees

Registration fees must accompany registration forms at the time of enrollment. Registration fees are not refundable unless the school is unable to place your student or you move out of town (refund will be sent to your new address). Any refund of registration money is subject to an administration fee.

### Registration

Registration fees are due at registration. Refer to the Application Packet for current registration fees.

Registration fees cover costs for textbooks, accident insurance, testing materials, liability insurance, and instructional materials.

After the conditional period of 20 school days following enrollment, the registration fee will not be refunded should the parent decide to remove the student from the school.

### Tuition

Tuition rates are set annually by the DAS Board. Please refer to the Application Packet for current rates.

**Tuition Subsidies:** The Florida Conference of Seventh-day Adventists subsidizes the education provided for members of the Florida Conference. An additional subsidy is provided by local Seventh-day Adventist churches for their members. Please contact your pastor for subsidy information.

**Multiple Child Discount:** The first child's tuition will be charged at the regular rate for which he/she qualifies. Subsequent children living in the same household will receive a discount of \$10 off their tuition per month or \$100 discount for the entire year.

Example:

- 1<sup>st</sup> child – Full Rate
- 2<sup>nd</sup> child – \$10.00 discount per month
- 3<sup>rd</sup> child – \$10.00 discount per month

**Early Payment Discount:** A 3% discount is applied when the yearly tuition amount is paid at registration.

of the DAS will be guaranteed the same environment free of sexual, racial or religious harassment as due the student body.

In carrying out this policy, the Deltona Adventist School Board recognizes that sexual, racial, and religious harassment are subject to the General Conference of Seventh-day Adventists policies and applicable state and federal laws.

The Deltona Adventist School Board will act to investigate all complaints, formal or informal, verbal or written of sexual, racial or religious harassment and take appropriate action against any person who is found to have violated this policy.

Violations of the Harassment Policy includes any behavior:

- Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.
- Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance.
- Otherwise adversely affects an individual's employment or academic opportunities.
- Includes but is not limited to the subjecting students to derogatory remarks, insults, slurs, jokes, or tricks based on race or ethnicity, religion, gender, country of origin, or social economic background, physical features

### Procedures

Any student who believes he or she has experienced any sexual, racial or religious harassment by a student or an employee of the DAS or any unpaid instructor or volunteer, or any third person with knowledge or belief of conduct which may constitute harassment should report the alleged acts immediately to the principal, a teacher, school board member or pastor.

A verbal report in the presence of two authority figures will be required of a student reporting harassment.

The privacy and data privacy rights of all persons involved will be respected in accordance with the appropriate statutes. Upon completion of the investigation, a representative of the Education Board of the Florida

**PARENT CONFERENCE.** Parents are notified of this conference by telephone, personal contact, email, letter or certified letter. A conference is held with the student, the parents, appropriate school personnel and/or any other individuals concerned.

**CONTRACTS.** Following the parent conference, an Attendance/behavioral/bullying contract will be established and must be signed by both parent and student.

**REMOVAL FROM CLASS.** Students will be given every opportunity to abide by school rules to avoid suspension.

**SHORT-TERM SUSPENSION (3 days or less).** Students who violate school rules may receive off-campus suspension from administration for their rule violation. Students are removed from classes and assigned to a parent/guardian for the period of time specified by school administration. While serving an off-campus suspension, the student will not participate in any school activities, will not be permitted on campus, and must have a meeting with a site administrator prior to returning to campus. Student will receive credit for class work completed and submitted by the due date as determined by an administrator. Short-term suspensions cannot be appealed.

**LONG TERM SUSPENSION (over 3 days).** As directed by Governing Board policy, school administrators may recommend long-term suspension for serious discipline issues. This recommendation is forwarded to the DAS School Board Discipline Committee and suspensions **WILL BE INCLUDED IN THE CHILD'S PERMENANT RECORD**

**EXPULSION.** A serious violation of school rules will be referred to the DAS School Board for consideration for Expulsion.

## Harassment Policy

It is the policy of the Deltona Adventist School to strive for a learning environment that is free from sexual, racial and religious harassment. This policy will be enforced before, during and after school hours on all school property, including school functions and events held at other locations. Any action by a student to harass through the conduct or communication of a sexual, racial and religious nature shall be a violation of this policy. The staff

(These tuition and registration Fees DO NOT apply to VPK students)

## Step Up for Students Scholarship

Deltona Adventist School participates in the scholarship program provided by the State of Florida called Step Up for Students. The website for information about the program and to apply for the scholarship is [www.stepupforstudents.org](http://www.stepupforstudents.org).

## Accepted Scholarships

Deltona Adventist School participates in a variety of scholarships programs provided by the State of Florida, such as Step Up For Students, Step Up for Students-Unique Abilities (formerly Gardner Scholarship), and McKay. We also accept AAA scholarships as well as a variety of church-based scholarships. To apply and get more information please go to <http://www.fldoe.org>

## STUDENT CODE OF CHRISTIAN CONDUCT

Students who attend Deltona Adventist School agree to abide by the following Code of Christian Conduct:

1. **REVERENCE** – Be reverent at all school religious activities and show respect for the Word of God and His name.
2. **OBEDIENCE** – Obey all school rules and regulations promptly.
3. **RESPECT** – Show respect in language and action at all times to teachers, volunteers, staff members and other students. Show respect for the rights, property, and feelings of others. Maintain respect for authority.
4. **LANGUAGE/SOCIAL BEHAVIOR** – Be Christ-like in your words, tone of voice and behavior. The following may result in suspension or dismissal:
  - a. Using profane or indecent language
  - b. Indulging in lewd conduct or suggestions
  - c. Engaging in inappropriate touching or sexual harassment
  - d. Possessing or displaying obscene materials
  - e. Bullying or fighting
5. **HONESTY** – Be honest and truthful. Cheating, stealing, or any act of dishonesty is not acceptable.
6. **SAFETY** – Observe proper safety precautions. Do not bring any type of weapon (real or otherwise), matches or cigarette lighters, fireworks,

guns, knives, tasers, or lasers. These are a threat to the safety and security of yourself and others.

7. SCHOOL PROPERTY – Care for all school property. Do not write on or deface desks or walls, trash the restrooms, misuse equipment, or enter a room without permission.
8. GUM – Leave gum at home. Chewing gum is not permitted in the building or on the grounds at any time. This includes when you are in the building or on the grounds for activities other than a regular school day.
9. ARRIVAL/DISMISSAL PROCEDURES – Wait quietly in your designated area. This is not a time for playing or running around.
10. MATERIALS BROUGHT TO SCHOOL – Bring only appropriate materials to school. Do not bring toys or other distracting materials such as trading cards, electronic games, computer software, teen magazines, IPODs, or MP3s. Teachers reserve the right to take such items from students and not return them.
11. LEAVING SCHOOL GROUNDS – Remain on the school grounds during the school day. Students are not permitted to leave school property.
12. PLAYGROUND – Use playground areas and physical education equipment only with permission and faculty supervision. Do not dig holes in the playground, abuse playground equipment or damage the fencing.
13. ACADEMIC SUCCESS – Complete all given assignments on time and be prepared for daily classes. Teachers are not required to allow make-up work except in cases of an excused absence.
14. ALCOHOL, TOBACCO AND OTHER DRUGS – Possessing or using tobacco, alcoholic beverages, or having in one’s possession any drug that is not prescribed by a physician for that individual is not permitted at any time.

## UNIFORM & DRESS CODE

We are a uniform school. Please send your child in uniform on a daily basis. If you find you are faced with a special circumstance or challenge, please contact the school office immediately.

Monday and Wednesday – School polo shirt, shorts/long pants, and skirts.

Tuesday and Thursday – School PE shirt and basketball shorts. No tights.

Friday – Dress down for \$1.00. please follow the Friday dress code. JEWELRY. Small, single stud earrings are the **ONLY** jewelry permitted. No bracelets

FIGHTING. Fighting, provoking or encouraging a fight, threatening harm to the belongings or person of others, or throwing items with the intention of causing harm. Such behavior will result in suspension of up to 3 days.

INAPPROPRIATE LANGUAGE OR CONDUCT. Profane, obscene or abusive language, obscene gestures, or the possession of obscene literature. Demeaning or inflammatory comments or conduct, ethnic comments, degrading jokes, words or pictures used to describe an individual.

HARMFUL SUBSANCES. The use, possession or distribution of alcoholic beverages, tobacco, legal or illegal drugs. Students who violate this may be subject to dismissal.

DANGEROUS ITEMS. The possession or use of any dangerous instrument such as a firearm, knife or lethal weapon. Students who violate this will be subject to dismissal from school.

LEAVING SCHOOL/CLASSROOM WITHOUT STAFF PERMISSION.

IMPROPER STUDENT RELATIONSHIPS. Any inappropriate physical contact and/or romantic display of affection is inappropriate.

AUDIO/VISUAL ARTICLES. Includes the use or possession of all electronic devices, iPads, mp3, electronic games at school or school functions, unless authorized by the principal.

TOYS. Children are not to bring toys, stuffed animals, games, etc. unless previously authorized by the teacher. If no approval has been given, such items will be confiscated and will be returned at the end of the day.

*Violation of any of the above regulations may result in suspension or exclusion from school.*

A student whose progress or conduct is unsatisfactory, or whose spirit is manifestly out of harmony with the standards and principles of the Christian school, or whose influence is found to be detrimental, may be dismissed at any time.

## Consequences

CONFERENCE. A formal conference is held between the student and one or more school official(s). During this conference, the student must agree to correct the inappropriate behavior.



students that have been suspended or been on probation will not be attending field trips.

## Disciplinary Process (General, but not limited to)

### *Step 1: Teacher Intervention*

May include, but not limited to, counseling with the student, written requirement, in school suspension.

### *Step 2: Parents Notified*

The parent must respond with a plan of action. The student must respond with a statement of behavior change.

### *Step 3: Administrative Intervention*

May include, but not be limited to, in school suspension, out of school suspension, behavior, academic, and/or attendance contract.

*Step 4: A meeting with the student, parents, teacher, principal and Admissions Committee.*

*Step 5: Out of school suspension and a meeting with school board.*

## Regulation & Discipline

### *Unacceptable Behavior:*

**BULLYING / CYBER-BULLYING:** Zero tolerance.

- DAS is not responsible for any online interaction between students that happens after school hours or on personal devices/social media.

**INSUBORDINATION.** Disrespect to, resistance to, or defiance of the authority of teachers or staff, on or off the campus. Such behavior may be subject to a suspension or expulsion. Students are to render prompt obedience to the directions of the teacher.

**DISHONESTY.** Untruthfulness, cheating or falsification of any kind.

**VANDALISM.** Damaging, defacing, destruction or theft of any school property, church property, or personal property. Students/ Parents/Guardians will be held liable for the repair or replacement of any and all damage. Additional penalties may apply.

(except medical alert or wrist watches), rings, necklaces, chains. Jewelry will be confiscated and returned at the school's discretion.

**FINGERNAIL POLISH.** Fingernail polish is allowed, but while attending school we ask that students refrain from wearing artificial nails. Nail polish must be in neutral colors.

**HATS.** No hats, caps, or hoods are to be worn while in the building.

**HAIR.** Hair is to be clean, well groomed, in natural hair tones, and age appropriate.

**CLOTHING.** All clothing must fit modestly. Attire that is tight fitting, faded, stained, dirty, torn, baggy, oversized, or dragging is unacceptable.

School uniform code applies to all functions and consists of the following items:

- Pants - (twill fabric/uniform style, no cargo pants) Navy Blue or Khaki
- Walking Shorts/Skort/Skirt/Jumper - Navy or Khaki, and of length to be below mid-thigh, at minimum, when sitting.
- Shirts - "Polo Shirt"- Blue or gray with DAS Logo
- Sweater or Jacket - (if worn inside the building) Navy Blue, Grey and Black Solid Color, no logos (Can be bought at Kimi Embroidery)
- Shoes - (to be worn at all times) must be **primarily black**, closed toe, no flip-flops or slides
- P.E. – Grey P.E. shirts with logo and black basketball shorts to the knee and no leggings.
- Field Trip – Navy Blue field trip shirts with logo
- Exception to Uniforms – Friday Dress Down, and School Spirit Day, students and parents will be notified of designated attire to be worn.
- Designated attire will be in keeping with the standards of modesty and good taste.
- Rules for Friday Dress Down
  - o No cutoffs nor jeans or pants with holes in them.
  - o Leggings are permitted but only if a long top is worn with them -- the top must extend halfway down the thigh.
  - o Tee shirts are permitted but the lettering and pictures on the shirts must be in accordance with our Christian policy.

No swear words, symbols, pictures nor words that are in contrast with our Christian ethics.

- o No short skirts or short shorts. Shorts and skirts must extend halfway down the thigh.
- o Since Dress Down Day is a fundraiser, each child not in uniform must pay \$1.00 on that day. If the child forgets and has not brought the money before the next Friday, he/she must wear a uniform on Fridays until they pay.

## VIOLATION OF UNIFORM CODE

The Dress Code and Uniform Policy will be strictly enforced. Parents will be notified by the school office if the student is in violation of the DAS dress code policy. Students in violation of the dress code will not be allowed in school activities and parents will be notified to bring a proper uniform immediately or students will be given clothes to change into that are kept at the school.

## COMPUTER POLICY

To gain access to computer network, e-mail, and the internet, all students must obtain written parental permission. Each child must sign and return the User Agreement and the signed Parent Permission forms to the school office. DAS' Acceptable Use Policy is part of the DAS enrollment packet. We ask that the student and parents/guardians read each of the conditions of the Acceptable Use Policy, then sign to indicate a commitment to keeping the letter and the spirit of this policy. Parents are financially responsible for any damage to ThinkPads or iPads that the child can cause. Parents will be required to pay a \$200.00 fee to replace the damaged device. The student will not have access to any electronics until the fee has been paid.

## DISCIPLINE POLICY

Any Christian institution must provide an environment conducive to the spiritual growth and development of its young people. We believe that Christian students should avoid practices which cause the loss of sensitivity to the spiritual needs of the world. The potential loss of the Christian's

physical, mental or spiritual growth has led us to adopt the following standards for students in attendance or while they are at home:

Deltona Adventist School feels that discipline can be a positive tool when used to guide students in the right direction (Proverbs 22:6).

Furthermore, we believe that each student has the responsibility to act in accordance with the policies and rules that DAS has established. We expect each student to put into practice those things that have been taught in the classroom about Christian character and behavior.

Finally, we believe that parents and teachers must cooperate fully with one another. Anything said or done which tears down respect or confidence will harm the child. When there is a misunderstanding, the parent should take it quickly to the teacher. Often a conference or even a note can clear up the difficulty. Should the problem remain, feel free to consult the Principal.

## Expected Behavioral Guidelines

- IMMEDIATE OBEDIENCE. Students should respond positively to any instruction given by those in authority. (Ephesians 6:5-7)
- HONOR AUTHORITY. Students are expected to give honor to all those in authority in both attitude and action. (Romans 13:1-2)
- ABSOLUTE HONESTY. Students should never lie, deceive, mislead, or fail to tell the truth. (Romans 13:13)
- CHRIST-LIKE BEHAVIOR. In all attitudes and actions, students should live according to biblical principles and values. (Ephesians 2:10, 5:1)
- COMPLETE DEPENDABILITY. Students should keep their word and accept their necessary responsibilities. (Matthew 5:34-37)

## Discipline Procedure

We believe it is necessary to follow the Scriptural admonition to correct a child when his or her behavior is in violation of proper or reasonable school rules and procedures.

However, there are those times when on-going warnings and counsel are not heeded, and stronger action is required. This may be in the form of a detention, student-parent-teacher conference, counsel with the principal, or when all else has failed, suspension, and/or probation, or expulsion. Any