

Five Oaks Adventist Christian School

Part of the Seventh-day Adventist
Education System

School Handbook 2023—2024

Adventist Education

A JOURNEY TO EXCELLENCE

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"Give them an education they will never outgrow."

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ACADEMIC AFFILIATION

The Seventh-day Adventist Church operates the broadest Protestant church-related system of education in the world. Scattered among more than one hundred countries are over 1.5 million students, 80,250 educators, and almost 7,600 institutions. The church operates more than 110 colleges and universities which offer recognized graduate degrees, including three medical schools.

MISSION STATEMENT

"True education means more than the perusal of a certain course of study. It means more than the preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." Education, p. 13.

STUDENT PLEDGE

"We will journey to excellence through God's strength in body, mind and spirit. "

PHILOSOPHY STATEMENT

- We believe in the education of the whole person. We recognize each individual as a person of supreme worth. Education is not limited to the mere development of the intellect. The education process continues throughout life. The home, school, church, and community participate in this process of education.
- We hold the Bible to be the infallible frame of reference by which truth is measured. Its central message depicts the creation, the fall of mankind, and the restoration of humanity through Jesus Christ.
- We view Jesus, His life, and His death on the cross, as the center of our hopes for the present and the future. He provides the perfect model in life and is the only means by which our restoration can take place.
- We recognize that unselfish service is an integral part of Christian development. With increasing education comes a growing responsibility for service to others.
- We believe in developing our appreciation for beauty both in God's creation and human expression. We encourage our students to re-express God's beauty in creative ways.
- We view the body as the temple of God and realize the close connection between spiritual and physical food. Healthful living is essential for a growing capacity to know and love God.
- We believe that developing a sense of respect for parents and others in responsible positions will foster respect and reverence for God.

OBJECTIVES

- To help the student become a balanced individual through the harmonious development of physical, social, intellectual, and spiritual faculties.
- To guide the student's quest for a higher purpose in preparation for service in this life and the life to come.
- To lead each student to knowledge of God as his Creator, Sustainer, Loving Father, Redeemer, Pattern, and Best Friend.
- To provide Biblical instruction and to acquaint the student with the Biblical doctrines of the Seventh-day Adventist church.
- To develop in the student intellectual curiosity, creativity, and habits of self-discipline, responsibility, determination, and sound judgment.
- To provide an education program which challenges students to educational excellence within the parameters of interests, needs, and abilities of each individual.
- To encourage the student to adopt principles of healthful living, including a balanced diet, physical exercise, adequate rest, and abstinence from harmful substances and practices.
- To nurture emotional maturity and security by providing an atmosphere of acceptance, personal concern, and love.
- To instill in the student Christian values regarding behavior, language, and appearance.
- To develop in the student an appreciation for the dignity of labor.
- To foster in the student a personal concern for his fellow man, recognizing the intrinsic value of every individual.
- To nurture an appreciation for that which is elevating and beautiful, particularly God's handiwork as seen in nature, and man's interpretation in the fine arts.
- To instill in the student a spirit of service to God and others by developing qualities for church and community leadership.

ACCREDITATION

Five Oaks Adventist Christian School is accredited through the following national agencies:

National Council for Private School Accreditation
North American Division Board of Regents

Five Oaks Adventist Christian School is also accredited and supervised by the following bodies:

North Carolina Department of Education
Division of Non-Public Education
116 West Jones Street
Raleigh NC 27603

Carolina Conference of Seventh-day Adventists
Department of Education
P.O. Box 44270
Charlotte NC 28215

Southern Union Conference of Seventh-day Adventists
Department of Education
P.O. Box 923868
Norcross GA 30010-3868

As a state-recognized educational facility, we follow the adopted North Carolina guidelines for length of school year, attendance policy, student transfers, and immunization records. We are inspected yearly by the local fire and health departments.

CURRICULUM

Kindergarten

The philosophy of the Kindergarten Stepping Stones program is based on the belief that kindergarten is an important time of transition for young children. It is the bridge between home, early childhood education, and the primary grades of school. It is a "children's garden" where young ones, uniquely created in God's image, are nurtured to think, learn, choose, and grow. The intrinsic worth and value of each child are celebrated and an understanding that each brings to the classroom a different set of beliefs, customs, traditions, values, and experiences is recognized. It is the goal of Adventist education to guide kindergarten children into a loving relationship with God so they, through service, may reflect His love to others. Stepping Stones is an integrated program that includes all subject areas with developmentally-appropriate activities designed to meet each individual child's needs, developmental stage, ability and interests.

The curriculum is organized into 10 thematic units with Stepping Stones strong spiritual connections. A rich children's literature base is incorporated into each theme, which are aligned with the elementary Pathways program. Individual units include inquiry-based activities which encourage exploration and discovery. Bible, language arts, math, science, social studies, physical education, art, music, dramatic play and technology are all interwoven into the program.

CURRICULUM

Grades 1-8

"It is the work of true education... to train the youth to be thinkers, and not mere reflectors of other men's thought. —Education, p. 17.

During elementary education young minds require a solid foundation of both academic and spiritual knowledge. A complete understanding of these concepts prepares students for high school achievement and provides an unyielding base for a growing relationship with Christ. Our Teaching across the Curriculum approach is designed to motivate students to become lifelong learners while identifying Christ in each subject that they learn. Our coursework aligns with the North American Division (NAD) and state standards. We believe curriculum must be designed to educate students to be responsible and productive in order to face challenges and opportunities that are certain to come. Our philosophy is that through innovative techniques, individualized instruction, and supportive learning environment students will have an enriched educational experience that prepares them to take the Journey of Excellence.

BIBLE

Religion/Bible courses are a required part of the Bible-based curriculum for every student attending Five Oaks. Our Bible classes are designed to help deepen and strengthen each student's relationship with Christ as well as providing a biblical foundation for our Christian values and beliefs. The Life Series is a Seventh - day Adventist Bible curriculum created for students to

link their knowledge and experiences with Bible principles for a spiritual approach and a better understanding of the Bible. Students are encouraged ask questions, lead classroom discussions, and develop an individual relationship with Christ.

MATHEMATICS

Our mathematics curriculum, GO MATH, facilitates hands-on learning, teaches students how to apply critical thinking and mg skills, and provides math concepts for real world application. We believe that students must have a deep understanding of math and be able to apply that understanding in multiple ways. We want students who can not only pass tests, but appreciate the power of math and its usefulness while serving in school, in church, and in their career. Students and teachers are supported as they advance from concrete to abstract content through the use of models, manipulatives, and math talk prompts as well as several student aids and online resources that improve mathematic achievement.

LANGUAGE ARTS

We use a rigorous reading/writing program at Five Oaks. Pathways, a carefully developed integrated language arts curriculum, ensures that all students are literate and can successfully communicate. A curriculum built with these essential elements in mind imparts more than academic knowledge. It promotes the balanced development of the whole child, to prepare individuals for citizenship in this world and in the world to come. Students learn and apply reading, writing, speaking, listening, comprehension, and language skills.

Assessments and standards of performance assist teachers to meet the instructional needs of individual students. Books on various levels and other resources that support literacy are available for individual reading levels as well as guided reading in the classroom. In both lower and upper grade classes, students have access to a variety of literature including, but not limited to, non-fiction, realistic fiction, historical writings, and biographies.

In the lower grades, students focus on Reading-Writing Workshop, a way of teaching reading and language arts as an active, student-centered process that gives students, individually and in groups, much of the responsibility for making decisions about what will be studied and why. It is also an approach that emphasizes the social and collaborative nature of learning.

In the upper grade classes students learn to make personal connections with many types of literature. They focus on editing, revision, vocabulary expansion and application, and factual research during their writing process. The skills acquired will equip them for higher education.

SCIENCE

The science curriculum for lower and upper grade classes covers the scientific method, laboratory skills, life science, earth science, and physical science. By Design: A Science Curriculum links our traditional and well known science curriculum with a biblical basis that acknowledges God as the originator of all true scientific knowledge. This program helps promote an appreciation for the link between science and spirituality and provides a more complete source of answers to student inquiry. This curriculum leads students on a complete academic exploration of scientific thought in the context of cultivating a strong spiritual foundation.

ENRICHMENT ACTIVITIES

Enrichment activities expand on students' learning in ways that differ from the methods used in the regular classroom. These interactive classes help to intertwine social and emotional skills that greatly aid in the development of each student to becoming a whole person. We believe that participating in physical education, library, music, bells, art, and field trips will offer exciting activities which stimulate children to be healthier and happier. Through these activities they learn to respect peers and authority figures, to be a team player, to challenge themselves, and motivate others. These experiences provide a safe opportunity for creative expression while educating their body and mind.

TEXTBOOK POLICY

The Southern Union K-12 Board of Education voted the following statement to be printed in the school handbook:

Textbooks constitute an important part of the curriculum; however, a good class is not based solely on the textbook. The teacher uses the readings and other resources in the textbook as a major ingredient for student assignments in addition to other carefully selected materials. This does not mean that the textbook is the "final authority" or the "gospel truth" of the class, but is one of many classroom resources.

Textbooks with a pervasive philosophical approach counter to Adventist teachings will not be used. However, even the best approved textbooks sometimes contain inaccuracies. Some of these are factual errors, while others represent differences in opinion on important philosophical or religious issues. If the textbook your student is reading has such problems, the Seventh-day Adventist teacher will make every attempt to point out the errors or differences. This also gives the teacher an opportunity to discuss with your children important ideas they will be confronting at the present time or in the future as they further their education.

STUDENT EVALUATION

Progress reports are issued at the end of each nine-week period. Parent/ teacher conferences are held after the first and third quarters. Progress reports are sent home at the end of the second quarter and fourth quarter, when accounts are current.

ADMISSIONS

This school is open to all who sincerely desire Christian education. Membership in the Seventh-day Adventist church is not required, but it is understood that everyone who is accepted thereby pledges to observe the regulations of the school and respect the standards and ideals of the denomination. Families can receive more information about Adventist beliefs by contacting the school board chairman, the student's teacher, or the pastor.

Bible study is part of the curriculum and students will be encouraged to participate in discussions. Students who desire admission to Five Oaks Adventist Christian School must pledge to uphold Christian standards in speech and actions.

Each classroom has a maximum number of students, which is determined by fire marshal regulations and conference guidelines. If the classroom is at the maximum, the prospective student may be placed on a waiting list.

As a guiding principle, Five Oaks Adventist Christian School does not accept students in 7th and 8th grade during the second semester of the school year. Any exceptions to this must be approved by the school board.

The school will screen students through testing, recommendation forms and/or staff evaluations in order to ensure the best educational environment for each student.

NON-DISCRIMINATION

It is the policy of the Seventh-day Adventist church in all its church-operated schools, on elementary, secondary and tertiary levels in the United States to enroll students of any race, religion, sex, or national origin. These students are entitled to all the rights, programs, and activities generally accorded or made available to students at its schools, and no discrimination in administration of educational policies, application for admission or extra-curricular programs will be made.

BEGINNING AGE

According to North Carolina state law, each student entering kindergarten must be five years old, and each student entering first grade must be six years old, on or before August 31. Readiness tests will be administered and will be a determining factor for admission. Any exceptions to the above guidelines must be submitted to the Education Department of the Carolina Conference for an evaluation of both scholastic and maturity capabilities.

ACCEPTANCE

Final acceptance for enrollment at Five Oaks Adventist Christian School is determined only by official school board action. Returning students who have outstanding accounts will not be accepted unless arrangements have been submitted and approved by the school's financial committee before beginning school. All new students are evaluated after a probationary period of thirty days. If deemed necessary, a student's progress will be reviewed by the school board at the end of the period.

SCHOOL RECORDS

A transfer student can be accepted only on a provisional basis pending receipt of school records. These records must be received by the end of the probationary period for the student to remain enrolled at Five Oaks Adventist Christian School. Outstanding accounts must be cleared before school records can be forwarded to another school. Attendance records will be taken until withdrawal is official through completing a withdrawal form and returning it to the office.

APPLICATION

All students entering formal schooling for the first time must furnish:

- A completed application form
- A copy of his/her birth certificate
- A current record of up-to-date immunizations, as required by the state of North Carolina
- By September 1, a current physical examination performed by a licensed physician
All new students transferring to this school must provide the following information:
- All current registration information and forms
- At least two references from the last school the child attended or past child care providers
- A physical examination performed by a licensed physician
- A current record of up-to-date immunizations, as required by the State of North Carolina

Grade placement for students transferring from home schools will be dependent upon the results of a standardized placement test as well as subsequent review by the staff. Final placement will be determined within a month of entrance.

All admissions must be approved by the school board.

ACCELERATION AND RETENTION

Seldom does a child benefit by advancing more than one grade per year. When this occurs, the students may miss valuable steps in their development. Social maladjustment may result from a lack of maturity and experience to the work required by the next grade level. Therefore, it is recommended that a teacher provide enrichment rather than acceleration. This enrichment may be by hobbies, research on related subjects, crafts, art, music, and or additional subjects offered by use of computer software or distance learning. When the following factors indicate need for advancement, the principal, teacher, and Conference Office of Education may accelerate a student to the next grade level:

- Personal work habits and attitudes
- Physical development and health
- Mental maturity
- Social adjustment
- Basic skills' achievements resulting from tests and teacher observations
- Age
- Parent's support
- Required classes and credits required by the school

The decision to retain a student has intense short- and long-term effects on the student and his or her family. It is important that sensible and well-researched retention decisions are made. The Local Conference Office of Education will be consulted to determine the specific procedure to be used.

ATTENDANCE

The Carolina Conference Office of Education requires a school session of 180 days per school year. North Carolina State Law requires that children between the ages of 7 and 16 be in regular school attendance. The parent(s) of any student who is absent (excused or unexcused) for 20 days or more during a school year must meet with the school board before the end of May, for any possibility of the student's grade advancement OR the student will automatically be retained in the same grade for the next school year.

SCHOOL HOURS

All classes begin at 8:00 a.m. and dismiss at 3:30 p.m. Monday through Thursday. Friday dismissal is at 12:00 noon.

It is important to the future of the child to develop habits of punctuality. Cooperation of the home and the school is important in continuing development of these habits, which are basically appreciation and respect for the time of others. Students are to arrive no earlier than fifteen minutes before their first class and depart no later than fifteen minutes after their last class or school-sponsored activity. Following dismissal, the teachers are in activities such as parent conferences, faculty meetings, lesson planning, lab preparations, maintenance, security, and other duties involved in the close of a school day. Therefore, drivers are expected to pick up their students at the classroom doors with fifteen minutes of dismissal time.

If your child is to be picked up by anyone else at the end of the day or is to be picked up early, arrangements must be made in advance by a note to the teacher and the office or by fax from the parent. The teacher cannot dismiss the student without written authorization.

AFTER-SCHOOL CARE

The school does not currently offer after-school care. If you absolutely cannot pick up your child by the designated time and cannot make arrangements with another parent or authorized driver, you **MUST** contact the student's teacher in advance and make individual financial arrangements with that teacher.

EXCUSED ABSENCES

When students are absent for any reason, it causes a disruption in their learning program. To receive the maximum benefit from the school, as well as to prepare him/her for the future, each student must attend school regularly. The following shall constitute valid reasons for an excused absence:

- Illness or injury
- Quarantine
- Death in the immediate family
- Medical or dental appointments

- Court appearance
- Religious observance

A medical absence of three or more consecutive days must be documented by a physician. Any absence outside of the above list must be approved by the school board in order to qualify as an excused absence.

When a student returns to school from any absence, it is the parent and student's responsibility to make arrangements with the teacher to make up work missed during the absence.

UNEXCUSED ABSENCES

A student's absence from school without permission or for any reason other than those listed under "excused absences" will constitute an unexcused absence.

Unless arrangements have been made in advance with the school, when a student has accumulated five (5) unexcused absences per nine-week grading period (i.e., family vacation), or a maximum of ten (10) unexcused absences per semester, the student may forfeit his/her enrollment. This means that the student would have to reregister in order to continue attending the school.

TARDINESS

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

If a student accumulates five (5) instances of tardiness in a nine-week grading period, a parent-teacher conference will be scheduled. After ten (10) such instances in the same period, the student will be suspended from classes until the parents and student can meet with the administration and explain how the problem will be corrected. The student cannot remain at Five Oaks Adventist Christian School unless a resolution, satisfactory to the administration, is achieved.

INCLEMENT WEATHER AND EMERGENCY CLOSURES

The decision to close or delay school will be determined solely by the FOACS administration. FOACS shall decide independently from other schools about school closures or delays. Parents/legal guardians of students attending FOACS should look for messages about school closures or delays from the FOACS administration. The closure and delay reports will be sent out in a timely manner on the evening before the day of closure or delay.

Ultimately, parent/legal guardians make the final decision about the safety of their children. If roads are bad in your area due to weather conditions, PLEASE DO NOT risk hazardous

conditions by trying to come to school. Call the school, or your student's teacher(s), to let them know you will be late or absent that day. Weather-related absences will not be counted towards the allowable limits; however, missed class work must still be made up.

SPECIAL SCHOOL DAYS AND SCHOOL CALENDAR

The Carolina Conference Education Department schedules eight teacher in-service training days throughout the school year for their teaching staff in North and South Carolina. These dates are noted in the school calendar.

Field trips, spring break, Thanksgiving break and Christmas break dates will be posted as soon as the dates are confirmed and approved by the Five Oaks Adventist Christian School Board and/or the Carolina Conference Education Department.

Every effort will be made to have a school calendar for the entire school year available within the first weeks of school. Updates and reminders to the calendar will be found on our website at www.fiveoaksschool.org.

FIELD TRIPS

Students, staff members and parents participating in school-sponsored activities or outings are representatives of Five Oaks Adventist Christian School, which represents the Seventh-day Adventist church. Conduct needs to be in accordance with the standards and policies of the school. These events may require parents to participate as assistants and drivers.

Prior to participating in a trip, the faculty must have a written permission from the student's parent(s) or guardian(s). Parents providing transportation for field trips must provide proof of liability insurance and assure correct use of seatbelts and car seats as required by North Carolina law.

Dress code for field trips is the blue polo uniform shirt with tan or khaki skirts or pants.

HEALTH

Personal hygiene is necessary for a student's total well-being. Important homework includes daily bathing, well-groomed hair, clean fingernails, brushed teeth and a good breakfast. Students who skip breakfast tend to experience a lack of concentration long before lunchtime arrives. Each child should have between eight and ten hours of sleep nightly in order to do his best work.

COMMUNICABLE DISEASES

Exclusion from school is required by the State Department of Health for the following communicable diseases: chicken pox, meningitis, strep throat, mumps, mononucleosis, pinkeye, measles, and ringworm. Please report these illnesses to the school immediately. Other families in your child's classroom will be notified to watch for that illness. A physician's permission will be required for a student to return to classes following any of the above illnesses. NOTE: As recently clarified by the State and CDC, head lice has been removed from the list of communicable diseases and exclusion from school is not required.

CONSENT FOR TREATMENT

All students will be required to have on file with the school a "Consent for Treatment" form in case emergency medical treatment is needed and a parent cannot be contacted. The form will contain the doctor's name, parent's insurance information and student's social security number.

DIET

Parents should plan to provide their children with a healthful, nutritious lunch to be sent with the student each day. Since we believe and teach that our bodies are temples of God, we feel we are responsible to care for them in the best possible way. The school advocates the healthful benefits of a vegetarian diet, and discourages eating of any meat, especially the use of unclean meats as stated in Leviticus 11.

Drinks containing caffeine, such as coffee, tea and/or any carbonated drink that lists caffeine as an ingredient will be confiscated. We also request that students do not bring soft drinks. By minimizing products that contain large amounts of sugar, including soft drinks, you may greatly increase the concentration level of your students in the classroom. Except in case of emergency, students will not share lunches. Thank you for your cooperation.

Due to the possibility of a student being allergic to nuts, any foods brought to school to share with the student body must NOT contain nuts.

MEDIA

Much media programming today not only robs students of needed rest, but also dulls the sensitivity to moral, spiritual and intellectual insight. Parents, please aid your child's total development by teaching proper use of the media.

IMMUNIZATION REQUIREMENTS / MEDICAL FORM

A physical is required to be on record and must be signed by your child's pediatrician or family physician. All required immunizations must be up-to-date and verified by the Public Health Department or your family physician. A complete immunization form or a doctor verified schedule will be required before entering school. Ideally, this should take place no more than six months prior to the start of school. Please mail this form after completion or bring it to the office no later than the first day of school.

ILLNESS

Please notify the office when your child is sick or absent for any reason. We will isolate any child who becomes ill at school and call the parents to come pick up the child as soon as possible.

If your child receives a throat culture, please keep the child home until you have the results of the culture and/or until antibiotics have been administered for 48 hours. In addition, please keep children home if the following has occurred during the previous 24 hours: vomiting, diarrhea, conjunctivitis, continuous coughing/heavy nasal discharge, or fever great than 100 degrees. In the case of pink eye, the student may return to school 24 hours after the first dose of antibiotics is taken. Please be fair to the other children in class by not allowing a sick child to come to school.

Please alert the school if your child has any food or environmental allergies.

MEDICATIONS

The following instruction is for all students taking any medication during school hours. Carefully following these guidelines will promote the health and safety of each student. Medication is any prescribed or over-the-counter medicine that is to be taken internally for the curing of illness or relief of pain.

Written instructions for administration must accompany or be on file for all medications taken by the student at school. The following information will be required:

- Name and phone number of doctor (if prescription)
- Type of medication
- Purpose of medication
- When medication is to be taken
- Dosage

- Side effects
- Known allergies

All medications are to be given to the teacher and not kept in the student's possession. The teacher will dispense all medications per instructions and will log each dispensing. The school has a form parents must sign if a student needs any medication during school hours. No verbal permissions will be accepted. No student will be allowed to share his/her medication.

PARENT-TEACHER RELATIONSHIP

The success of the school depends in a large measure upon the fullest cooperation between parent and teacher. Should any questions arise, please communicate promptly for resolution of the matter in the best interest of the student. The teachers welcome parent conferences but request that an appointment be made so that full attention may be given the issues to be addressed.

PROCEDURE FOR CONCERNS

The Conference K-12 Board of Education has voted the following procedure for adoption and use in all schools. The procedure is mindful of due process and is founded on the Biblical principles of Matthew 18. Any questions should be directed to the Office of Education.

- The concerned party is to meet with the teacher alone or as a family to deal with the concern. Under no circumstances is the concern to be discussed with any other party. At any time, a concern is registered, the teacher should have the right to address the concern directly.
- If the concern remains unresolved after Step I, the unresolved concern is to be taken to the school principal/head teacher for the purpose of securing assistance in finding resolution. A meeting among the three parties (principal, concerned party, and teacher) is to be held with the principal chairing the meeting. The principal is to keep minutes of the meeting, including all relevant concerns and/or agreements discussed. The minutes are to be reviewed and signed by all parties prior to the completion of the meeting.
- Should the concern involve the school principal/head teacher, the school board chairman will serve as the facilitator. The Carolina Conference Office of Education may also have representation present.
- If the concern remains unresolved, then it will be referred to the executive committee of the school board. At this point, the Office of Education is to be directly involved.
- If the aforementioned steps prove unsuccessful and the concern remains unresolved, a final appeal of the issue can be made to the school board. In order to insure fairness, the teacher is to be present at this meeting. A representative from the Office of Education will be invited by the school board chairman to participate in the discussion of the issues. Should the concerned party be a member of the school board, he/she will remove himself/herself from the decision-making process relative to the issue at hand. A final resolution to the complaint will be acted upon at this level. All parties are to be officially notified in writing of the school board's decision.

STUDENT SUPERVISION

School personnel are responsible for the care and safety of students while at school and during all school functions, on or off campus. This includes the need for teachers to be present at school 15 minutes before and after school hours, and until every child has gone or been provided for by the supervision of other school approved individuals.

RESPONSIBILITIES OF PARENTS AND STUDENTS

Parental involvement in the school is paramount to a child's success. To encourage involvement and aid in the successful journey of our students, parents are asked to volunteer. Every moment is precious in the economy of teaching, especially with the multi-grade program. In the interest of giving your student the necessary time and attention, we must ask you to avoid interruptions to the classroom environment, such as visiting with teachers during school hours, calling students for non-emergencies, or bringing lunches or assignments after school has begun.

The student is to show due respect for the Word of God and maintain a reverent attitude during religious exercises. He is also to practice acceptable principles of Christian morals, ethics, fair play and courtesy in all school relationships. He will abstain from rough and uncouth behavior and refrain from any act that injures, degrades or disgraces anyone or anything.

Expenses for replacement or repair of lost or damaged school or student properties (books, desks, chairs, equipment, etc.) will be charged to the offending student's account.

Students are not to bring gum, playing cards, novels, toys, radio/CD/tape players, electronic games, matches, lighters or explosive materials to school. Students are not allowed to buy or trade personal property on school grounds. The teacher's discretion will determine what additional items may be deemed inappropriate to bring to school. The school is not responsible for personal property left on the premises.

The student will cooperate with and abide by all rules of school personnel. Disobedience, disrespect, disorderly conduct and disturbing others are unacceptable behaviors.

"Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report; if there be any virtue, and if there be any praise, think on these things." Philippians 4:8

In harmony with this scriptural admonition, all students and parents will maintain a helpful, positive attitude and avoid harmful criticism, thereby exhibiting Christian cooperation. Compliance with this principle is necessary for the student's continued enrollment.

HOME AND SCHOOL ASSOCIATION

The purpose of the Home and School Association is to provide parent education and to unite the home, the school and the church in their endeavors to provide Seventh-day Adventist Christian education for the children. Home and School may be involved in activities that promote Adventist education among fellow Adventist families and in the community, schedule volunteer time as requested by the teachers, encourage effective parenting, and conduct fundraisers. The involvement of the Home and School Association is to promote cooperation between parents and teachers in the educational process, provide an opportunity for parents and teachers to develop a positive relationship in their work for the children, and to support the church school in its effort to more fully harmonize the principles of Christian education in philosophy, content and methodology.

DISCIPLINE

Most discipline problems are resolved in an atmosphere of mutual respect and cooperation in the classroom. When necessary, the teachers will inform the parents of any situation that needs to be addressed by teamwork between the home and school. Suspension is considered the last resort in focusing the attention of the student on a change of behavior. Such a change must be effected for continued enrollment at Five Oaks Adventist Christian School. A general outline of the school's discipline procedure follows:

- Teacher implements classroom management
- Teacher contacts parents and informs principal
- Principal/teacher/parent hold conference
- Student is suspended until the school board executive committee can meet. Suspension is not to exceed five school days.

Problems in the following areas will result in the student's immediate suspension:

- The use or possession of any illegal drug, including alcohol or tobacco
- Possession on school grounds of a weapon or article whose express use is to harm or incapacitate an individual
- Exhibition of extreme violence (punching, kicking, choking, scratching, etc.)
- Willful disrespect to, disobedience of, or humiliation of any staff member or school volunteer
- Problems in any of the following areas may result in immediate suspension:
- Sexual harassment or implications of a sexual nature, including the use of words, gestures, or pictures
- Exhibition of violence
- Skipping class or chronic tardiness to class
- Critical or poor attitude toward school or staff
- Dishonesty, including theft, willful deception regarding violation of school regulations, cheating, plagiarism, and gambling
- Disobedience or disrespect towards authority

- Display of romantic affection
- Experimenting or deal with the occult, astrology, or psychic phenomena
- Undermining the religious ideals of the school

The preceding lists are not considered all-inclusive. Re-admission to Five Oaks Adventist Christian School will be dependent upon the discretion of the school board after thoroughly discussing the existing situation with the parent and child.

ZERO TOLERANCE POLICY

Any student who threatens (even casually or in jest) a teacher, staff member or another student with personal injury or death, or who threatens major property damage, will be treated in a serious manner by the school administration, school board, and the Carolina Conference education office.

When it is confirmed that any such action was intended, or has taken place, the student(s) will be immediately removed from the school until further notice by the school board and/or conference education office.

PAYMENT FOR DESTRUCTION OF SCHOOL/CHURCH PROPERTIES

Parents/guardians will be held financially responsible for any willful destruction done by their student that destroys school and/or church facility property while enrolled as a student of the school. This includes any destruction to furnishings, books, equipment, etc. Notification of such destruction will be reported to the parents/guardians who will be billed for all associated repairs or for the full replacement value of the damaged item(s), if repairs cannot be made.

STUDENT SEXUAL HARASSMENT

Five Oaks Adventist Christian School is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported so school authorities might take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination.

Definition: Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature that is offensive. It can be spoken, written, or demonstrated by physical behavior. It includes offensive pictures, graffiti, jokes, and gestures. Sexual harassment occurs when the offensive behavior or material creates an uncomfortable school environment. If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors or activities, it is sexual harassment.

Reporting Procedures: Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to any classroom teacher. If the harassment comes from an adult, the student shall report directly to the principal, the school board chairman, or any teacher.

DRESS STANDARDS

As a part of the education to be received at Five Oaks Adventist Christian School, the correct understanding and practical application of Biblical principles in the choice of clothing and appearance is intended to de-emphasize the love of self and preoccupation with conformity to changing fads. While the choice of clothing and personal appearance is ultimately an individual matter, good sense and good taste require that certain standards be taken into consideration. The Bible gives six broad standards to serve as guidelines for the Christian in their over-all appearance. They are: attractiveness, modesty, cleanliness, simplicity, neatness and healthfulness. A student's manner of dress does influence his behavior and contributes to the over-all classroom environment. All parent and student cooperation with our school dress guidelines is greatly appreciated as this lends toward the harmony and courtesy found among our students and provides the comradery enjoyed by our school community.

GUIDELINES FOR DRESS

- Clothing is not to be tight or have holes, rips, or tears.
- Extreme or bizarre styles in hair and clothing are not permitted.
- Hats or hoodies may not be worn in the classroom.
- Shorts may be worn during hot weather. Shorts must extend below all of their fingers when the arms and hands are extended straight down at the sides when the student is standing up straight and tall.
- All slacks/jeans/skirts/shorts must be undecorated and of a solid color, classic style, denim, dress fabric, or khaki (no sweats); high inseam, and worn with the belt-line at the waist of the wearer.
- No underwear is to be showing above the pants.
- No flip-flop shoes or sandals are allowed during P.E. activities during which time shoes and socks must be worn to eliminate possible injury.
- Hair must be clean, brushed and well-groomed. Hair must not hang in the face or eyes, and young men are to keep their hair length above the collar.
- Skirts and dresses, when worn, are to be modest in length.
- No jewelry.
- Make-up, if used, must appear natural.
- The top shirt must be one of the school uniform shirts.
- Field trip attire: Green polo shirt with tan khaki skirts or pants.

SCHOOL INSURANCE

The school accident insurance program covers all students. Claims are to be filled out by the teacher/supervisor and then by the parent before being given to the hospital or doctor as the insurance company dictates. This policy is in effect when the student is on the school and church grounds during regular hours or traveling directly to and from home for regular school sessions. It is also in effect while participating in an activity solely sponsored and supervised by school authorities. Should a student be injured under these conditions, a report must be filed with the school secretary or teacher within 24 hours from the time of the incident.

BIRTHDAY CELEBRATIONS AND HOLIDAY PARTIES

If a student wishes to celebrate his/her birthday with the class, the family should contact the teacher several days prior to the event to make arrangements to bring a simple treat. Invitations for parties outside of school may not be delivered at school, unless the entire class is invited. Children are very sensitive to such matters. Holiday parties will be simple and coordinated by the Home and School committee.

GRADUATION

At the end of each school year, there will be a closing program involving all students combined with a graduation to honor students graduating from kindergarten and eighth grade. Home and School will provide the reception following the program

CLASS TRIP

Due to small class sizes, the students in seventh and eighth grade will collectively go on a class trip every other year. This trip will take place on the even years. Students and their parents are responsible for raising the funds needed for the class trip.

COMMUNICATION

INTERNET USE POLICY

All students in grades 1-8 will be required to sign an Internet Acceptable Use Policy each year of attendance at Five Oaks Adventist Christian School. No access to the internet will be allowed unless the policy is signed by the student and their parent.

ACCEPTABLE USE POLICY FOR TECHNOLOGY AT SCHOOL

Educational Purpose Use of the Internet has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, research, and self-discovery activities. The Internet access has not been established as a public access service or public forum, therefore only students and staff of the Five Oaks Adventist Christian School are to use the computers.

Five Oaks Adventist Christian School has the right to place reasonable restrictions on the material you access or post through the system. Students are expected to follow the rules set forth in this Acceptable Use Policy.

All students will have access to the Internet World Wide Web information resources through their classroom account. However, the Internet should only be accessed with the direct knowledge of the teacher and When an adult is present in the room. E-mail should only be accessed through the student's school e-mail account under teacher supervision. Personal e-mail accounts are not to be accessed while at school.

The student and their parents must sign this Acceptable Use Agreement to be granted permission to use the Five- Oaks Adventist Christian School Internet connection. The parent or teacher can withdraw their approval at any time.

The following uses of the Five Oaks Adventist Christian School Internet connection are considered unacceptable:

- Students will not post personal contact information about themselves or other people. Personal contact information includes addresses, telephone numbers, school address, work addresses. etc.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to the teacher or other school employee any message they receive that is inappropriate or makes them feel un comfortable.
- Students will not attempt to gain unauthorized access to the Five Oaks Adventist Christian School internet account or to any other computer system. This includes attempting to log in through another person's account or to access another person's files.
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. They will not download or add programs to the computer System Security.
- Under no condition students will provide their passwords to another person.
- Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Students will not engage in personal attacks, including prejudicial or discriminatory.
- Student will not plagiarize works that you find on the Internet. Plagiarisms is taking the ideas or writings of others and presenting them yours.

IMAGE RELEASE POLICY

Students will have a choice to agree or disagree to consent and authorize the Five Oaks Adventist Christian School or its assigns, to use their names and/or names of their family members who are minors, as well as their likeness, photos, videos and other information (or that of family members who are minors) for the purpose of news releases, advertising, publicity, publication, school website or distribution in any manner whatsoever.

TELEPHONE POLICY

The school telephone is for school business only. Teachers and students should not be called during school hours except in cases of emergency. Transportation arrangements must be made before the school day begins. If a change occurs, parents should contact the school. This is the parent's responsibility. If a student is to leave with anyone other than those listed on the transportation consent form, the teacher must be notified by the parent, not the student.

Students who bring cell phones to school need to turn them OFF when they enter school and may not turn them on until they leave at the end of the school day. Unauthorized use of cell phones during school hours will result in the student's being required to turn in their phone to the school office to be returned to the parent.

VISITORS

Parents are always welcome at school. Appointments for classroom visitation are appreciated and encouraged. If a student is to be picked up during school hours, please notify the teacher and wait outside the classroom for the student to be dismissed. Preschool children should not be in the classrooms during school hours and must be under direct adult supervision whenever on the campus. Students from other schools may visit only with advanced permission of the teacher and executive committee.

INTERPRETATION OF SCHOOL POLICY

Should subjective interpretations of school policy be necessary, the teacher may make that interpretation. If that interpretation is question or disputed by a student, parent or guardian, the principal may give the interpretation. The school board reserves the right to make final interpretation of school policy, if necessary. The school reserves the right to make clear any interpretation of policy written or implied and is not subject to legal interpretation of working or intent.

FINANCIAL INFORMATION

Five Oaks Adventist Christian School holds as a priority the provision of a Christian education for the families of the Seventh-day Adventist church. The registration and tuition fees required for attendance reflect only a portion of the total cost of providing that education. The Five Oaks Adventist church plays a key role in keeping the cost of private Christian education affordable to members.

The Five Oaks Adventist Christian School relies on tuition income to help meet the financial obligations for operating a school. Therefore, it is essential that all parents of students be faithful in paying their tuition on time.

When needed, parents/guardians who are members of the Five Oaks Seventh-day Adventist church may apply to the school finance committee for aid. A financial aid application and information can be obtained by contacting the school office. Requests should be made by July 1. All information is kept confidential.

APPLICATION / REGISTRATION FEES

The registration fee for Five Oaks Adventist Christian School is \$475. New students should submit a non-refundable fee of \$100 with their application form. Upon notification of acceptance, the remainder of the registration fee becomes due. This is required to secure your child's placement in class and partially covers the cost of textbooks, workbooks, insurance, and other supplies and/or expenses.

For returning students, an early registration fee of \$50 is due by April 15. The remainder of the registration fee is due as follows: \$200 by June 30, and \$200 by July 31. If these payments are made, the final \$25 of the registration fee will be discounted. The application and registration fee are not a part of your child's yearly tuition.

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TUITION

Tuition is charged for ten months of the school year, August through May. Tuition commences August 1 and is due on the first school day of each month.

Tuition for all grades, kindergarten through Grade 8, is charged at the rate of **\$630** per month for the first student, **\$567** for the second and **\$378** for the third. Payments may be made at the school office, online or by mail to the school treasurer (address supplied to those inquiring in person to the school head teacher). Payment by check, money order, or online is preferable to cash.

The following discounts are available: Second child — if you have two children enrolled at Five Oaks School, the second child's tuition will be charged **\$567**, per month. Third child — if you have three or more children enrolled at Five Oaks School, the third (and fourth child) will be charged **\$378**, per month.

- (1) If the full tuition payment is made on or before the first school day of the month, an additional discount of **\$75** per family will be given for that month's tuition. This is meant to give a real incentive to make tuition payments in a timely manner, as parents can save quite a bit of money over the course of the school year if they take advantage of this discount.
- (2) Five Oaks Seventh-day Adventist church members will receive a monthly discount of **\$200** per child per month. We give this discount because we assume that as good church members you are supporting the church with your tithes and offerings, and a substantial part of our school income comes from the monthly subsidy the church provides to the school.
- (3) If you pay the entire year's tuition in advance, an additional discount of **7%** is offered after other eligible discounts are taken

TUITION ASSISTANCE

In addition to the above discounts, a limited amount of tuition assistance is available for those families who are truly in need and who desire a Christian education for their children. Formal application for this assistance is required and should be made by July 1. Application forms are available through the school office and should be filled out with care. They will be reviewed by the school finance committee and all information will be kept strictly confidential. The school finance committee will then make a recommendation to the school board for final approval.

OTHER FINANCIAL POLICIES

- (1) All registration fees and the first of the monthly tuition payments must be made before a student attends class.
- (2) Tuition payments are due by the first school day of each month, August through May. Payments must be made through the school office or to the school treasurer, not by donation to the church.
- (3) Statements will be e-mailed to parents toward the end of each month, reflecting the current status of the account and showing the charges due for the following month.

- (4) As stated above, an on-time discount is given if payment is received by the first school day of the month. However, if no payment is received by the 15th of the month, a late fee of \$25 will be charged to the account.
- (5) If there continues to be no payment made to the account, the student(s) may be asked to withdraw from school, unless satisfactory arrangements are made.
- (6) Full tuition for the month will be charged if students enroll during the month. Likewise, no refund of tuition will be made if the student withdraws during the month.
- (7) Students starting late but enrolling within thirty (30) days of the official opening of school will be charged the full tuition for the academic year.
- (8) Report cards and/or transcripts will not be released until the final school bill is paid in full.
- (9) All tuition and fees must be paid from the previous school year before a student may attend classes, unless other arrangements are made with the school finance committee.
- 10) A \$50 charge will be added to the student's account for returned checks. If there is a second returned check, the school will subsequently accept only cash, cashier checks, or money order.

EMERGENCY PREPAREDNESS

STUDENT ABUSE OR NEGLECT

Child Abuse - the term covers a wide range of behaviors including an intentional act that results in physical or emotional harm to a minor or puts a minor at risk of harm and the lack of action which leaves a minor neglected and in serious need, all of which must be officially reported.

In the event that any school/center personnel have reason to believe that a student/child is being abused or has been abused by anyone, including school/center employee or staff member, immediate action must be taken. All personnel must report reasonable suspicions regarding suspected or actual child abuse. Anyone who does not know how or where to report child abuse should call the conference office of education for guidance.

Administrator/Teacher/Staff will report observations, suspicions, and concerns to child protective services or law enforcement agency as mandated by law, usually within 24 hours, of any suspected or known abuse.

DISTURBANCE ON CAMPUS

A disturbance on campus is considered to be an act of showing or proving something in a public meeting, potentially causing a noisy or rowdy disruption during school/center hours, may necessitate activating a facility lockdown. In the event a person or a group of people stage a demonstration or make a significant disturbance, including such a disturbance as a domestic dispute, steps will be taken to avoid trouble.

Administrators/Teacher/Staff will assess the situation to determine if police assistance is needed. They will call 911 if necessary, the board chair, and conference superintendent. They will inform all personnel and the school families of the situation.

TORNADO

Tornados occur most frequently during the spring and fall. A tornado watch indicates that conditions are favorable for a tornado. A tornado warning indicates that a tornado has actually been spotted or indicated on radar. The school warning guidelines include:

- Exit in an orderly manner to interior rooms and halls. Stay away from glass.
- Crouch down and make as small a “target” as possible. Cover your head with an appropriate object (i.e. book) or your hands.

HURRICANE

- At the beginning of each hurricane season, the supplies will be checked and replaced as needed.
- During the hurricane season, the school administration will be aware of potential hurricanes and will be monitoring weather alerts or the radio for information.
- We will be following local authorities and evacuate, if ordered, when a storm threatens.

EARTHQUAKE

Earthquakes happen with no advanced warning. In the event of earthquake:

- Take cover under desks or tables. Students and teacher should be on knees with head down and hands clasped on the back of neck or head covered with a book or jacket. Face away from windows.
- Count to 60 so all in the room can hear you. Earthquakes are seldom longer than 60 seconds and counting calms the students.
- Students will be instructed to evacuate the building when the shaking stops.

FIRE

Fires and explosions can result one from the other in a school where there are faulty appliances or gas lines, heating units, etc. If an explosion occurs or a fire breaks out, the following actions will be taken:

Administrators/Teachers/Staff will:

- Activate the fire alarm.
- Call 911.
- Close windows and doors and turn off lights.
- If safe, use fire extinguisher.
- Follow site or offsite evacuation plan.
- Contact parents.

TERRORIST ATTACK/THREAT

A deranged person may threaten or attack somewhere in the country, community, or the school with violence to intimidate others. Such violence usually comes in the form of bombing, kidnapping, and/or assassination. Whenever the Department of Homeland Security (DHS) signals a warning of a terrorist attack or threat, the school will make every effort to ensure the safety of the students/children and adults.

Administrators/Teachers/Staff will:

- Follow local and/or federal government instructions.
- Place Crisis Action Team on alert, or activate the team immediately.
- Issue lockdown code, if necessary.
- Secure the facility and assign adults to monitor entrances at all times.
- Cancel outside activities and field trips.
- Update parents on preparedness efforts.
- Address teacher, staff, and student/child fears concerning possible attacks.
- Inspect school/center buildings and grounds for suspicious activities.
- Review crisis response plan with teachers and staff.
- Test alternative communication capabilities.
- Maintain composure.

STATEMENT ON HUMAN SEXUALITY AND IDENTITY

Five Oaks Adventist Christian School is a K-8 educational institution that is owned and operated by the Carolina Conference of Seventh-day Adventists, which is a part of the worldwide Seventh-day Adventist Church. As such, we adhere to the teachings of the Seventh-day Adventist Church and its interpretation and understanding of the scriptures. Therefore, we strive to conduct educational ministry within the world, maintaining our commitment to God as our Creator and Savior, and to fulfill the gospel commission of sharing Jesus Christ and His love with the world. With this foundation, we offer the following:

First, as a Seventh-day Adventist educational institution we neither condone nor promote any behavior outside of the Adventist biblical beliefs. Five Oaks Adventist Christian School's policy on human sexuality and identity are based on the *North American Division Statement on Human Sexuality*. This statement is based on Seventh-day Adventist understanding of scripture.

Second, our teachings on human sexuality and identity throughout the curriculum are aligned with Seventh-day Adventist biblical beliefs.

As a part of our commitment to Seventh-day Adventist education we have adopted the following guidelines to assist our students, parents, staff, and all other stakeholders:

1. Physical contact between students that would normally be viewed as overly affectionate in nature is not allowed.
2. Students will neither promote nor advocate a lifestyle while enrolled in Five Oaks Adventist Christian School that is not in accordance with the following: "Adventist educational institutions do not condone gay, lesbian, or bisexual sexual practice or the promotion of sexual behavior outside of our biblical beliefs." (*NAD Statements on Human Sexuality*, p 3)
3. Students must state their birth gender on an application for school:
 - a. The birth gender stated must be accurate
 - b. The birth gender determines restroom use, sports team choices, uniform choices, pronouns used, and any other issue as stated in the student handbook concerning sex.

Five Oaks Adventist Christian School is called to love all people. In this sin-filled world, our goal is to create an environment where all people love and respect each other.

"Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave

you. And over all these virtues put on love, which binds them all together in perfect unity.” Colossian 3:12-14

Voted April 19, 2023 by the Mid-America Union Board of Education