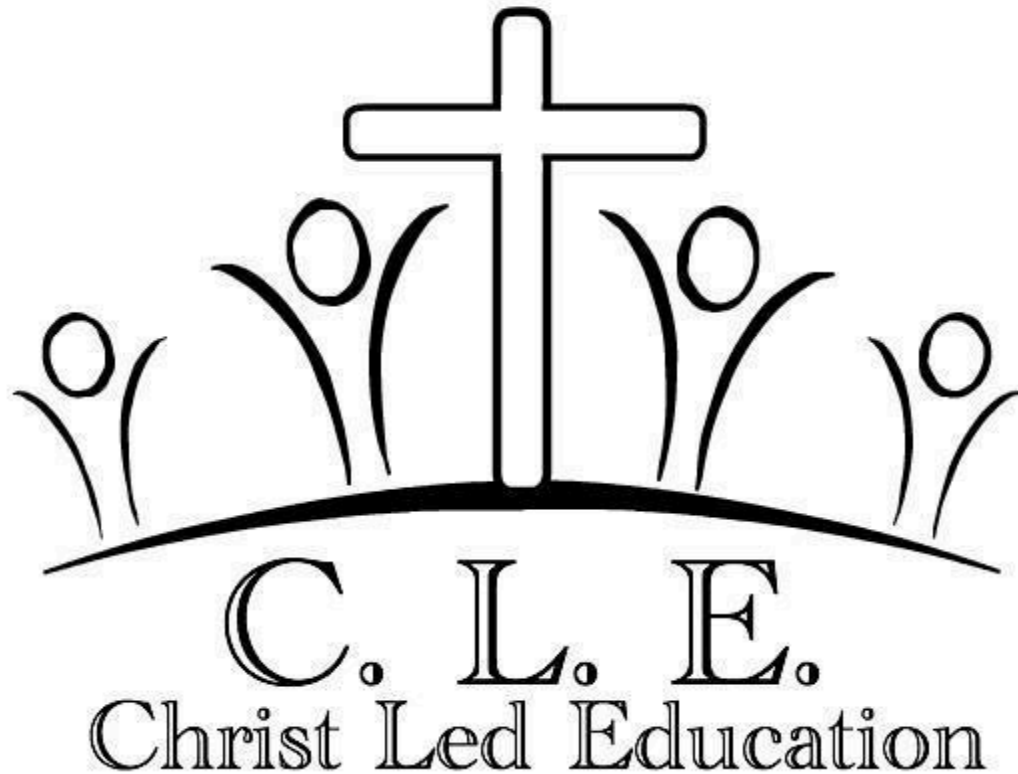


# HANDBOOK

*Revised May 2025*



## **CEDAR LAKE SEVENTH-DAY ADVENTIST ELEMENTARY SCHOOL**

P.O. Box 218  
7195 Academy Road  
Cedar Lake, MI 48812  
(989) 427-5614



**Adventist Education**

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# CEDAR LAKE SEVENTH-DAY ADVENTIST ELEMENTARY SCHOOL



Key3 stands for three "keys" of Adventist Education, which are:

1. Bringing students to the foot of the Cross.
2. Quality at all levels.
3. Training students in the message and mission of the Seventh-Day Adventist church.

A further explanation of the 3Keys can be found below.

## Bringing Students to the Foot of the Cross

Our goal is to introduce young people to Jesus Christ and the Gospel and to show them a Savior that died to redeem them out of His inestimable love for them. The educator's greatest desire and prayer is for the personal conversion of each student to the love of Christ, as well as the acceptance of His transformational power to change their life. In order to accomplish this, every teacher should consider themselves a minister of education and should view their role in the classroom as primarily evangelistic.

The teacher is to present scholastic material in a way that encourages not only corporate learning but also allows for personal evangelism.

*In the highest sense the work of education and the work of redemption are one... To aid the student in comprehending [the principles of the character of God], and in entering into that relation with Christ, should be the teacher's first effort and his/her constant aim. The teacher who accepts this aim is in truth a co-worker with Christ, a co-laborer with God."*

*Education, p. 30*

## Quality at All Levels

"So the governors and satraps sought to find some charge against Daniel concerning the kingdom; but they could find no charge or fault, because he was faithful; nor was there any error or fault found in Him" (Daniel 6:4). If Daniel had lacked quality at any level of his professional life, would he have had an opportunity to witness for God? Like Daniel, we should strive for quality at all levels, not just in those things that pertain to academics or spirituality.

Quality at all levels includes: academics, communication, professionalism, customer service, cleanliness, leadership, hiring standards, consistency, and accountability.

*Let every church school established be conducted with such order that Christ can honor the schoolroom with His presence. The Master will accept no cheap, shoddy service. Let teachers be learners, putting the whole mind to the task of learning how to do efficient service. They should ever carry a burden for souls--not that they themselves can save souls, but as God's helping hand they have the privilege of winning their pupils to Christ. CT 151.1*

If we lack professional quality at any level in our schools, we run the risk of handicapping our ability to witness for God.

## The Message and Mission

All across Scripture are commands to do missionary work, to spread the gospel to the world (see Matthew 28, Revelation 14, and Matthew 25:40). Christianity without witnessing often turns stale, and in order for education to produce a well-rounded Christian, it is important that students be given time to serve the Lord, to wet their feet in the ocean of work that lies before us.

Outreaches should be conducted in the community, where students can see how their mission work affects the very place they call home.

*Wherever possible, students should, during the school year, engage in city mission work. They should do missionary work in the surrounding towns and villages. They can form themselves into bands to do Christian help work. Students should take a broad view of their present obligations to God. They are not to look forward to a time, after the school term closes, when they will do some large work for God, but should study how, during their student life, to yoke up with Christ in unselfish service for others.*

*Christian Service, p. 65*

Adventist education strives to add to the scholastic education. Our education aims to harmoniously develop the physical, mental, and spiritual powers of the student, while focusing on a complete restoration of man: one who is an image of God. The outcome is a strengthened character, fortified mind, and a recreated soul.

This philosophical thrust of Adventist education can be synthesized into the three basic operational strategies above, Key3. When these three elements are seen within our schools, the goals above are more likely to be successful.

## VISION STATEMENT

To inspire every student to grow in Christ, excel in learning, and serve others with compassion and purpose.

## MISSION STATEMENT

Cedar Lake Seventh-day Adventist Elementary School (CLE) exists to promote the development of mental, spiritual, physical, and social principles. Students are equipped with knowledge, insight, and vision to help them develop a daily personal relationship with Jesus Christ and to work for God in their community through service to humanity.

## PHILOSOPHY

Along with the acquisition of knowledge, skills, and competence, Seventh-day Adventist (SDA) schools endeavor to transmit to students the beliefs, appreciations, and ideals unique to the church, a responsibility that is shared by both the home and the school.

We believe in the triune Godhead: the Father, the Son, and the Holy Spirit. We believe that each is self-existent, omnipotent, omniscient, with distinct personalities, and perfect unity of thought and action. We believe that God created the earth, man, and all forms of life on the earth by divine power. We reject the theories of evolutionary origin.

We believe that man was created in the mental, moral, and physical image of God, given the power to think and to choose to obey or to disobey God's directions. We believe man, through Adam and Eve, has fallen into rebellion (sin). Through the redemptive efforts of Christ, man may be restored to the perfect moral image that was given to him at Creation. One day soon he will again have face-to-face communication with God. We believe it is the special work of the school to cooperate with parents in helping to restore the image of God in the young people He has entrusted to the church family.

## **EDUCATIONAL OBJECTIVES**

### **Spiritual:**

1. To provide an environment conducive to the development of Christian character.
2. To develop an understanding that God has a plan for every individual and that it is His purpose that everyone be a blessing, a servant to others, and an honor to his/her Creator.
3. To teach recognition that everything belongs to God; we are entrusted with its use and must learn to use it wisely for ourselves as well as for the good of others.
4. To develop an appreciation of the Bible as the written Word of God, as the only infallible rule of faith and practice for the Christian.
5. To encourage students to read, respect, and believe in the Bible as the Word of God.
6. To encourage students to accept the writings of Ellen G. White as the Spirit of Prophecy.
7. To encourage students to develop a personal relationship with Christ through individual Bible study and prayer.
8. To challenge students to develop a personal sense of mission for giving the gospel message to the entire world in preparation for the soon return of Jesus.

### **Mental:**

1. To teach and encourage students to reach the highest possible development of their mental powers.
2. To provide for the acquisition of basic skills and knowledge essential to optimum scholastic progress.
3. To teach students that the education of the total person (spiritual, mental, physical, and social) is essential.
4. To encourage students to make decisions based on moral and ethical values, as well as on accumulated facts.
5. To teach recognition of the economic, physical, historical, and inherited factors which have influenced the world, along with an understanding of God's overruling purpose in the universe.
6. To cultivate the choice of music and art that will uplift the Christian, and to develop an awareness of Satan's use of music and art to his advantage.
7. To teach students that God is the source of all wisdom, and that the highest intellectual development of the individual depends upon a lifestyle that is in harmony with the principles of God's Word.

### **Physical:**

1. To lead students to awareness that the human body is the temple of God, and that good health is one of His richest blessings.
2. To teach the Biblical principles of temperance and recreation.
3. To develop a Christian attitude in sportsmanship, honesty, and fair play, without emphasis on competition.
4. To direct students to use recreation and leisure time in a way that will elevate the mind, enrich the soul, and strengthen the body.
5. To teach students respect for the value and dignity of labor, and the importance of considering what Jesus wants them to do as their basis for a choice of occupation.

### **Social:**

1. To help students develop proper behavioral attitudes, Christian conduct, self-reliance, and self-control.
2. To help students exercise respect for the recognized authority of home, school, church, and government.
3. To help students accept all people as children of God with similar needs and problems, and to respect the rights and privileges of all people.
4. To help students learn to appreciate and participate in social activities that will build a personality and wholesome character like that of Jesus.
5. To help students develop a proper respect for the dignity of manhood and womanhood.

## ACADEMIC INFORMATION

The school year is divided into two semesters and each semester into two quarters. A grade report will be issued for each student at the end of each quarter. Parent-teacher conferences will be conducted at the end of the first and second quarters. More frequent communication is strongly encouraged and may be initiated by parents, teachers, or students.

The grading system for grades K-2 is: I-Independently, P-Progressing, N-Needs time. The grading system for grades 3-8 is: A-Excels in understanding content and applying concepts, B-Masters most content and skills, C-Demonstrates basic understanding of concepts and skills, D-Understanding of concepts and skills is limited and incomplete, F-Shows unacceptable level of understanding and effort.

Under the direction of the Michigan Conference Department of Education, a testing program is administered. These tests enable teachers to address a student's individual needs. The testing program is as follows:

Kindergarten: MAP Kindergarten Pre-Screener (May be administered individually before school begins.

Grades K-8: MAP Testing – 3 times a year

Cedar Lake Elementary School reserves the right to request any internal or external assessments to be completed for any student and any time during their enrollment for the purpose of grade placement or curriculum planning.

## CURRICULUM

### Kindergarten

Bible	Social Studies
Phonics	Physical Education
Handwriting	Music
Math	Art
Science	

### Grades 1-4

Bible	Math
Reading	Science & Health
English	Social Studies
Handwriting	Physical Education
Spelling	Music
Writing	Art

### Grades 5-6

Bible	Science & Health
Reading	American History
English	Social Studies
Handwriting	Physical Education
Spelling	Music/Band
Writing	Art
Math	Keyboarding

### Grades 7-8

Bible	American History
Reading	Social Studies
English	Physical Education
Spelling	Music/Band
Writing	Art
Math	Keyboarding
Science & Health	

## **EIGHTH-GRADE DIPLOMA**



Diplomas are to be issued to all students who have passing grades in core\* subjects outlined for grade 8. A “passing grade” is at least a “D” year-end average in each individual subject. In order to satisfy the requirements for Eighth-Grade Diploma, students must present evidence of having successfully completed:

Bible*	Physical Education
Fine Arts	Reading*
Keyboarding	Science-Health*
Language Arts*	Social Studies*
Mathematics*	

Students transferring from a non-accredited school must be in attendance for at least one semester to be eligible to receive a diploma.

## **EIGHTH-GRADE ATTENDANCE CERTIFICATE**

An Eighth-Grade Attendance Certificate may be issued to students who have regularly attended required classes but have:

-  received a year-end average grade of “F” in one or more subjects,
- or
-  completed a modified special needs program.

## **MODIFIED ACADEMIC PLAN CERTIFICATE**

A Modified Academic Plan Certificate will be given to any student who follows an approved Modified Curriculum Plan.

## **ATTENDANCE**

School hours are from 8:00 a.m. to 3:35 p.m. Monday through Thursday. (Updated 5/15/25) Fridays are extended education days, and the hours are from 8:00 a.m. to 12:00 p.m. (updated 5/12/2024).

Students are to arrive no more than fifteen minutes before school begins and are to be picked up upon school dismissal. Students are to be in their seats for morning worship at 8:00 a.m. Please arrange for dental and medical appointments outside of school hours when possible except in cases of emergencies or if the health of the child would otherwise be impaired. Promptness in meeting school appointments should be your goal. A permanent legal attendance record is kept for each student. Updated 7/31/2023.

Late Pickup Charge: After an initial grace period of 15 minutes, there will be a late pickup charge of \$5 for every 5 minutes a child remains at school after the state dismissal. Updated 5-14-21

Students will be allowed three unexcused absences per quarter.

- A tardy is when a student arrives between 8:01 and 8:30 a.m.
- Three unexcused tardies will result in an unexcused absence.

## Documented Excused Tardies/Absences

The following tardies/absences are considered documented excused tardies/absences, and do not count towards truancy, however documentation must be provided, and work must be made up:

<u>Reasons</u>	<u>Required Documentation</u>
Mandatory court visits	Court Documents
Testing (Special Education, etc.)	Evaluator Note
Field Trips/School-Sponsored events	None required
Illness	Text, call, or parent note
Extended Illness (4 or more consecutive)	Doctor/PA/NP Note
Family funeral/emergencies	Parent note
Health Professional visits	Doctor/PA/NP note
Road Conditions	Text, call or parent note

If your absence for a partial day or days is not due to one of the reasons above, please ask for a Leave of Absence form from the secretary or principal. This form should be completed and submitted to a teacher or principal in order for the absence to be excused. For absences due to illness, communication is needed from the parents on that day no later than ½ hour after school starts to meet required reporting of illnesses to the Health Department.

- 1) Upon reaching the above-stated level of unexcused absences or excessive excused absences, the parents and students will be sent a letter of notification.
- 2) If a fifth unexcused absence is incurred, the situation will be brought before the Administrative Committee. -updated 1-21-2021
- 3) Further infractions may be dealt with as prescribed by the school board. This may include a truancy report, as well as possible suspension or expulsion.
- 4) Excused absences over 10% of the yearly 143 days of school will receive a letter before reaching the 10% and/or asked to have a meeting with the Executive Committee.

Please remember that when a child misses school, he/she misses valuable learning experiences. For this reason, the staff strongly discourages anticipated absences. Arrangements for such absences must be made in advance. It is the parent's responsibility to get the student caught up after all absences. Please keep in mind the extra work this causes the teacher, child, and parent.

## SNOW DAY POLICY

1. CLE will declare snow days when it is deemed that conditions are unsafe to travel to school. School may be in session in less than optimal weather conditions. If you feel it is unsafe to drive on the roads, your child will be given an excused absence with proper notification from the parent or guardian.
2. CLE will follow the closures of Montabella and Vestaburg for road conditions only, such as drifted snow, icy or inclement weather. Parents will be notified by One Call Now whether school will be open, closed, or if there will be a 2-hour delay.



## **SCHOOL PRIVILEGES**

It must be understood that attendance at CLE is a privilege and not a right. The CLE Board has the right to request the withdrawal of any student whose presence is considered detrimental to the scholarship and the moral atmosphere of the school.

Should the need arise, the CLE faculty reserves the right to search or inspect any desks and/or lockers, at any time, without prior notice.

**All regulations adopted by the faculty or school board and announced to the students have the same authority as those published in the handbook.**

## **WHO MAY ATTEND**

CLE selects its students carefully with consideration of the high ideals and objectives of the school. Only those who are in full sympathy with the standards of Christian education, and those who would endeavor to live in harmony with the principles of CLE should apply. With this in mind, an applicant is not required to be a Seventh-day Adventist.

Children entering kindergarten or the first grade must submit a birth certificate to determine age eligibility. In order to be enrolled in kindergarten, a student must be five years old by September 1 and obtain an acceptable score on a Kindergarten Readiness test as approved by the Michigan Conference Department of Education. To be accepted into Kindergarten without testing, students must turn six years old on or before December 1. In order for a student to be ready for first grade, it may be necessary for the kindergarten student to remain in kindergarten for two years. This decision will be made by the teacher with cooperation from the parent. A student entering first grade must be six years old by September 1. – updated 1-21-2021

The Seventh-day Adventist Church, in all of its church schools, admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or birth gender in the administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

## **ADMISSIONS PROCEDURES**

### **HOW TO APPLY**

The registration date(s) will be announced in constituent church bulletins. Application forms for the next school year will be available to current students in May. Applications are available in the school office. The staff will review all applications. The school board will determine acceptance or rejection of each application.

The following items need to be completed to be registered as a student at CLE:

1. Application for Admission form & Behavior Contract (updated May 2025)
2. Medical Consent form
3. Financial Agreement form
4. Student Record Release form for students transferring in

5. Health Appraisal form signed by a physician for all students entering kindergarten (or Grade 1 if he/she did not attend kindergarten), and all students entering a Michigan school for the first time. All required immunizations must be up-to-date and certified by the Health Department or your family doctor. If immunization is against your beliefs, you may sign an exemption/waiver form. Immunizations are required against Hepatitis B, diphtheria, tetanus, pertussis, poliomyelitis, and measles. All incoming Kindergarten students must also have the dental section of the Health appraisal signed by their dentist. – Updated 7/17/2024.
6. Photo Release
7. Technology Agreement
8. Consent for Disclosure of Immunizations Info to Local/State Health Dept. (updated May 2025)
9. KOHA Screening Form (Kindergarten Students Only) (updated May 2025)
10. Pick Up Permission Slip (Updated May 2025)
11. Special Education Awareness Form (updated May 2025)
12. Permission to Administer Over-the-Counter Medications (updated May 2025)

Assessments may be completed for any new student entering any grade level to establish placement at the discretion of the administration. Updated 7/31/2023

The *Individuals with Disabilities Education Act* (IDEA) is a federal law providing resources and support to children. Students who are parentally placed in a non-public school are not afforded the same services as students in state-governed schools. Additional information is available in the school office and through the U.S. Department of Education/IDEA. Updated 7/3/2024

### **Admission Process for Students with an IEP or Section 504**

In addition to the above process, if your child has ever had or currently has an IEP (Individualized Education Program) or Section 504, then it should be marked as yes on the admission application. The student then may receive a Modified Educational Plan (MAP) from CLE. The MAP acceptance committee will make recommendations to be approved by the school board.

1. The IEP must be received through the cumulative folder or copy provided by parents.
2. The IEP will be reviewed by the MAP (Modified Academic Plan) acceptance committee. (See below)
3. The new Modified Academic Plan will be created, then approved by the school before final admission to this school.
4. The new MAP plan will be reviewed and signed by the parents, the student, and MAP acceptance committee.

CLE reserves the right to request any internal or external assessments to be completed for any student and any time during their enrollment. Updated 7/31/2023

### **Modified Academic Plan Acceptance Committee**

This committee will be made up of the CLE principal, a teacher, and a designated person to be determined by the principal or school board. Updated 7/31/2023

## **FINANCIAL INFORMATION**

### **Subsidy:**

Subsidy is funding received for operational costs of CLE, which are not covered by charges paid directly by the patrons. Without these local subsidies, the tuition would double.

1. The Michigan Conference of Seventh-day Adventists assists the local church by supporting a portion of teacher salaries and benefits. It also pays a percentage of certain school purchases and major structural changes. Without these subsidies, the tuition would nearly quadruple.
2. Each school year constituent churches allocate a substantial percentage of their budgets for the school.

### **Tuition:**

Tuition and entrance fees are based on ten monthly payments beginning at registration and ending with the final payment on May 10. All payments are due by the 10<sup>th</sup> of each month. A statement will not be issued unless the account becomes delinquent.

1. Constituent Tuition: Constituents are individuals who are members of churches that share in the operation of CLE. The tuition rate reflects a subsidy from their member church.
2. Non-constituent Tuition: Non-constituents are individuals who are not members of the constituent churches and are responsible for their full tuition.
3. Early payment: Current accounts paid by the 1<sup>st</sup> of each month will receive a 3% discount. Full year-in advance payments paid by the first day of school receive a 5% discount.
4. Delinquent accounts: If an account becomes more than 30 days past due, a reminder letter will be sent from the school treasurer. If an account reaches 60 days past due, the case will be brought before the finance committee to determine how to proceed. The finance committee includes the following individuals: Chairperson, Vice-Chairperson, Principal, Treasurer, Assistant Treasurer, and other school board members as the school board may appoint.
5. Previous Balances: All previous balances shall be paid in full before the student may begin the next school year or a signed financial plan is provided and approved by the finance committee.

### **Registration Fees:**

Registration fees are used for student/building insurance and consumable classroom materials (i.e. workbooks, worksheets, lab and art supplies). These fees are due at registration, are not pro-rated, and are nonrefundable.

### **General Fees:**

General Fees will include things such as music, hot lunch, field trips, LIFT, and Outdoor Education. See financial plan for detailed cost and breakdown.

### **Scholarship Fund:**

Contributions to the Scholarship Fund are sincerely appreciated. These gifts are tax deductible if the donor does not receive a tangible benefit. Please contact the school office for more information on how you can participate in this mission project.

### **Financial Assistance:**

Individuals anticipating a need for assistance from the Scholarship Fund should apply to the Finance Committee. Full consideration will be given to each request. Assistance will depend on assessed need and available Scholarship funds.

In addition to our Scholarship Fund, families can apply for the Partners for Eternity program and the Christian Education Endowment Fund. Applications for both programs are available through our office. The Mrytle Pohle Scholarship is available to Adventist families. The application is available from the school office.

**Payments:**

Please make checks payable to: Cedar Lake SDA Elementary School  
Attention: School Treasurer  
P.O. Box 218  
Cedar Lake, MI 48812-0218

## **RESPONSIBILITIES OF PARENTS**

“Train up a child in the way he should go, and when he is old he will not depart from it.” (Proverbs 22:6) “The parents’ work of education, instruction, and discipline underlies every other. The efforts of the best teachers must often bear little fruit, if fathers and mothers fail to act their part with faithfulness.” (*Fundamentals of Christian Education*, p. 69, 70)

“In the formation of character, no other influences count so much as the influence of the home. The teacher’s work should supplement that of the parents, but it is not to take its place. In all that concerns the wellbeing of the child, it should be the efforts of parents and teachers to cooperate.” (*Education*, p. 283)

1. Encourage your child’s development in a personal relationship with God.
2. Uphold in your home the ideals taught in the school.
3. See that the child arrives and leaves on time.
4. Keep your child home if he or she is suspected of having a contagious illness.
5. Furnish the teacher with a written note, text, or phone call giving the reason for any absence and make arrangements for the completion of all missing work. Anticipated absences should be discussed in advance with the teacher.
6. Encourage the development of good health habits in your child. Adequate rest and breakfast are very important to success in school.
7. Prepare your child’s lunch with consideration of Seventh-day Adventist health standards. Please do not send biblically unsound meats (Leviticus 11) or caffeinated beverages and limit the amount of sugar.
8. Provide a suitable atmosphere and study area for homework.
9. Participate in various school projects, programs, and Home and School activities.
10. Maintain open communication with the teachers and principal so perceptions may be consistently clear.
11. Better understanding of a problem will be achieved if all parties directly concerned share in the discussion. The staff values any concerns and voiced interests and is most eager to dialogue with you. Whenever possible, please speak with staff during non-school hours.
12. Support teacher and administrative actions and policies.
13. Promptly meet your financial obligations to the school.

## **CHRISTIAN CITIZENSHIP**

Principles of Christian conduct are based upon principles from the Bible and Spirit of Prophecy counsel. Honesty, courtesy, reverence, purity, and obedience are strongly emphasized. All students are expected to abide by the policies of this handbook and rules established by the classroom teacher.

Our aim at Cedar Lake SDA School is to provide an environment where students feel safe and can grow spiritually, academically, emotionally and physically. To make this possible, all students are expected to follow four basic principles:

- Respect God, yourself, others and their property
- Be kind
- Be courteous
- Be obedient

We believe these principles form the foundation of strong Christian citizenship.

## **CHRISTIAN BEHAVIOR**

Students at Cedar Lake SDA School are expected to conduct themselves in harmony with the standards and the spirit of the school at all times. They must therefore maintain a respectful attitude toward the school faculty, other students, and the school facility. A student whose progress or conduct is unsatisfactory, or whose attitude is not in harmony with the standards or principles of the school, or whose influence is found to be negatively impacting others, will be disciplined.

## **EXPECTATIONS AND RESPONSIBILITIES OF STUDENTS**

The students of CLE are expected to understand and support the biblical principles on which their school is based. An attitude of positive cooperation will be appreciated and add tremendously to our excellent school spirit.

In order to attain the high objective of Seventh-day Adventists, and to represent before others at all times the high spiritual, moral, and social principles to which Christian education is dedicated, CLE must, of necessity, require the following standards of conduct on the part of all its pupils while on CLE grounds or attending CLE sponsored events (updated May 2025) :

1. Students shall respect the Bible as the inspired Word of God. All students should own a Bible. This should be ready to use each day of school and should include both testaments.
2. Recess is for getting fresh air and exercise. Each student is expected to participate with a cheerful attitude.
3. Students shall keep their language above reproach, refraining from the use of profanity, slang, and careless conversation.
4. If there is suspicion or evidence of possession and/or use of any form of illegal drugs, alcohol, tobacco, or inhalants, or if any student admits using these substances, the student will be suspended for up to two weeks and possibly asked to withdraw.
5. Students shall care for all school properties as belonging to God and His church. They shall repair or replace all property that they damage.
6. Students should dress as outlined in the CLE dress code.
7. Students should demonstrate self-control, respect, and Christian character development, promptly obeying the directions of all the teachers and school personnel. Students should be respectful to teachers and kind to schoolmates.

8. Students will not undermine in any manner the religious ideals of the school, or mock or make light of spiritual things.
9. Knives, weapons, or fireworks of any type are not allowed on school property.
10. Students will not bring to school any electronic music or game devices (i.e., iPods, Game Boys, CD players, video/computer games, etc.).
11. Bringing cell phones to school is discouraged. Cell phones brought to school should not be seen or heard during school hours, except with specific teacher consent. Violations will result in confiscation of the cell phone until the parent can collect the phone at the front office (and a \$10.00 fine to be paid with cash). Repeated violations will result in a \$10.00 fine per violation. The school will not assume any liability for lost, stolen or damaged cell phones.
12. Students are encouraged to leave any items that distract them from learning at home.
13. All reading material brought to school must be approved by the teacher and determined by the teacher to be useful, instructive, and elevating.
14. Students should not engage in any impure or sexual activity on school grounds or during school-related trips (including any demonstration of affection toward the opposite sex).
15. Students should not engage in sexual harassment (see section below).
16. The use of caffeinated beverages on school grounds is prohibited.
17. Gambling or possessing playing cards or other gambling devices is prohibited.
18. Stealing, any form of cheating, willful deception, or dishonesty is prohibited.
19. Entering locked facilities, breaking windows purposefully, duplicating school keys, or using unauthorized keys is prohibited.
20. Tampering with school lights, wiring, or unauthorized use of fire alarms is prohibited.
21. Participation in any act that injures, degrades or disgraces any individual is prohibited. Pushing, shoving, kicking, hitting, punching, spitting on others, choking and any other physical abuse is prohibited. (See Inappropriate Behavior Policy below)

### **Social Standards**

As students mature, a friendly, wholesome relationship between boys and girls is expected. However, students will not participate in any dating relationships or in flirting with the opposite sex. Students are expected to act with Christian modesty at all times.

### **Sexual Harassment**

CLE is committed to providing a school environment free from sexual harassment for all students. Sexual harassment is defined as unwelcome sexual advances or offensive sexual conduct. It may be spoken, written, or physical in nature. It includes offensive pictures, graffiti, jokes, gestures, and foul language and stories. Incidents of sexual harassment must be reported to the school administration as soon as possible. If the harassment is between students, the student should report the incident to the classroom teacher. Students who sexually harass others are subject to discipline up to and/or including permanent dismissal.

### **Inappropriate Behavior**

We are committed to making our school a learning institution where students feel welcome and comfortable each day they walk through our doors. To ensure that this will take place, certain behaviors will not be tolerated. Students involved in any inappropriate behavior will be dealt with immediately. "The Principal, at his/her discretion, is authorized to suspend a student for up to three consecutive days. If any action is required by the school board, and the school board cannot meet within three days, the suspension may be extended in consultation with the school board chair or Superintendent of Schools." (*Michigan Conference Office of Education Handbook*, p. 47.) Repeat offenders may be asked to withdraw from CLE. Inappropriate behavior includes actions such as:

- Verbal taunts, name calling, and put-downs related to an individual's race, religion, national origin, age, gender, appearance, or physical challenges.
- Possession of any type of weapon during school functions, events, or field trips.
- Vandalism of any school property, which includes any manner of deleting work or programs on school computers.
- Harassment/Bullying: The repeated intimidation of others by real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or the attack on the property or person of another.

### **Suspension and Expulsion**

Suspension is the removal of a student from school or class when there is a serious infraction or when other disciplinary measures have failed.

Expulsion: the local school board reserves the right to remove any student from continuance in the school when it determines the student does not meet with the school's mission of behavioral, academic, social or spiritual expectations. Immediate expulsion will result from any type of physical and/or verbal assault on a teacher, aide or adult worker.

### **Individualized Discipline Plan**

We realize that although some students may be motivated by behavioral rewards, this may not be enough for others. That is why a disciplinary step process has been instituted. Students that have difficulty obeying the rules as outlined above may be subject to a six-step disciplinary process at the discretion of the teacher or principal. That process consists of the following:

1. A documented warning will be given by the classroom teacher and/or principal. This warning will include an outline of the disciplinary action that will accompany the next infraction.
2. A pink slip with the appropriate discipline will be issued to the student. A parental signature is required for that student to return to school the next day. Parents will be contacted if the student returns without the signed form.
3. A one day in-school suspension will be issued on the third infraction.
4. A three-day suspension is the next step.
5. Students that are still having problems following the rules will be issued an indefinite suspension until the board can meet and discuss the appropriate action to take.
6. Students that are determined to disregard the rules and have shown so by having the five steps taken, will be asked, as a final step, to withdraw from school.

The school reserves the right to handle each situation on an individual basis. The teacher and/or principal will look at the seriousness of the offense and address the behavior in a way that appears most redemptive in nature. Our goal is not to tear down our students but to build up character that will last for an eternity. This can only happen as we show mercy mingled with justice.

### **Discipline**

Disregard of any of the principles above or the governing regulations following may, according to the discretion of the teacher or school administration, lead to:

1. Loss of free time or school privileges (i.e., recess, class trips, etc.).
2. Supervised activity during school time.
3. Suspension from school – The parent or guardian will be contacted before the child leaves the school property so they may know the reason for the suspension. This will be followed by a letter from the principal to the parent.

#### 4. Dismissal.

### **COURTESY AND SAFETY RULES**

1. Students walking to and from school are expected to do so in an orderly way. There should be no fooling around, jostling, or loitering along the way.
2. Students are not to arrive at school before 7:45 a.m.
3. After the doors are unlocked at approximately 7:45 a.m., the students will come quietly into the building and take their seats in their classrooms.
4. Students are asked to leave promptly after dismissal at 3:35 p.m. Monday through Thursday. Those that are chosen to be a part of the Extended Ed Program are asked to be picked up by noon. Students shall, at the close of the school day, vacate the building and playground as soon as dismissed. The school shall not be held responsible for children left at/on school premises after dismissal. Parents who are both working should make proper arrangements for their children.
5. Parents bringing students in cars should follow the announced traffic pattern. Students may be dropped off or picked up (if ready) along the front sidewalk. Parents waiting for students, or at school for other business, should use the designated parking spaces.
6. Teachers should be notified in writing if someone other than a parent will pick up a student.

#### **Building:**

Students are asked to show respect in the following ways:

1. No excessive noise or running in the school.
2. Pass quietly to recess periods, etc., so as not to disturb other classes in session.
3. Be obedient and respectful to all teachers or persons in charge.
4. Stay out of other students' desks, the teacher's desk, and all cupboards and closets, unless given permission.
5. Take proper care of school property and equipment.
6. Don't chew or have gum on school premises.

#### **Playground:**

Each student is expected to:

1. Enter into planned class activity at scheduled recess periods.
2. Be a good sport.
3. Use playground equipment properly and safely, as directed by the teacher.
4. Not throw anything while near the school building.
5. Not throw snowballs or use runner sleds.

#### **Bicycles:**

1. Bicycles may be ridden to school, but this privilege may be taken away if rules are not followed.
2. When arriving or leaving school, students are not to use the driveway. All students should walk their bicycles to and from the main road, coming no closer to the driveway than the shoulder.
3. Bicycles are not to be ridden on school sidewalks, lawns, or playground.
4. Bicycles should be neatly parked in the bike rack and left alone until school is out.

### **STUDENT DRESS CODE**

The school dress code is based on four basic Bible principles as taught by the Seventh-day Adventist Church: neatness, modesty, cleanliness, and appropriateness. Questions concerning clothing and appearance



should be referred to the principal. This school has adopted uniforms and the policy regarding the uniforms is listed below.

### **School Uniform Policy**

All students that attend CLE are to wear CLE polo shirts and tan or navy pants. The school uniform must be worn at all times during school hours. Students who do not come to school in dress code will not be able to attend classes until they are in dress code. Students that are in school and not in dress code may be assigned various jobs to perform at school until the issue is resolved.

- The CLE polo shirts and sweatshirts must be purchased through Lands End. ( CLE School Code: 900206830) (updated May 2025)
- A long-sleeved shirt may be worn under the CLE polo. There are to be no graphics on the sleeves.
- The tan or navy pants or capris may be purchased at the store of your choice. (No jeans or denim.). Pants and capris must not be of a low-cut origin.
- Knee-length shorts may be worn on the first two or last two months of the school year or on special days as announced by the CLE principal. Tight, baggy, or sagging clothing is always inappropriate.
- The optional CLE zip-front sweatshirt, crewneck sweatshirt, Quarter-Zip sweatshirt or Pathfinder sweatshirt are the only acceptable clothing to be worn over top of the CLE polo. (updated May 2025)
- Girls may wear a knee-length skirt with shorts/leggings underneath but during the months of October through March they must wear solid-colored leggings underneath. (updated May 2025)
- The Principal may change the dress code for specified days at his/her discretion.

#### **Neatness:**

1. Uniforms should fit properly and be in good repair.
2. Hair should be styled conservatively, neat, and of natural color.

#### **Cleanliness:**

1. Students should come to school with clean clothing, hair, and body.
2. Upper grade students should wear deodorant when age appropriate.

#### **Appropriateness:**

1. Close-toed shoes must be worn at all times for safety reasons. Slippers are not appropriate for school, even with hard soles.
2. Students are to bring appropriate outdoor wear for recess. This could include coats, hats, gloves, boots, snow pants, etc.
3. Jewelry should not be worn or brought to school. This includes rubber wristband bracelets. Students may not wear anything except watches, medical alert bands, or a single hair band on their wrists.
4. Make-up and fingernail polish are not allowed.
5. Head coverings or sunglasses are not to be worn while in the school building.
6. Tennis or athletic shoes must be worn in the gym for P.E. and recess outside or in the gym.
7. Thursday casual dress day is the Aloha T-shirts or school CLE polo with khakis.

## **Student Dress Code During School Sponsored Events**

1. Clothing should cover the body well, including the midriff area, and should not be too tight.
2. No sleeveless, low-cut (4 finger rule), see-through, or cut-off shirts, and no shorts should be worn.
3. Girls' skirt hems should come to the knees when standing.
4. Swimsuit Policy: In our continued quest to maintain high standards in modesty, we are asking that all male students wear board short-type swim shorts, and all female students wear board shorts or other appropriate shorts with their modest, one-piece swimsuit.

## **VISITORS**

Visitors are welcome to come at any time to watch the school program in action. Because of insurance regulations, children who are not registered as students of the school may not attend school with a friend.

## **SCHOOL NEWS**

The staff does its best to keep parents informed of school happenings. Each week a newsletter is published containing various items of school news. If anyone would like to insert a news item, they should call the office by Wednesday morning.

## **HOME AND SCHOOL**

Home and School is an association of all parents, students, and teachers. Its function is to promote communication, cooperation, and closeness between the school, parents, and students. There are regularly scheduled meetings and activities held to reach these goals. Parents are strongly encouraged to attend planned functions and their help and suggestions are always welcome. The Home and School leader and team are selected by committee and nominated by constituent churches so that all constituency members are represented.

## **SCHOOL BOARD MEETINGS**

Parents and other interested church members are invited to attend and observe the procedures of the school board meetings. To ensure orderliness and harmony, the following guidelines have been established:

1. Regular board meetings are held on the second Thursday night of each month. Any changes will be in the school newsletter.
2. Opportunity for comments by observers may be given during each motion.
3. Observers may not interrupt the regular proceedings of the meetings.
4. Interested persons who wish to address the board must make arrangements with either the chairperson or the principal in advance of the meeting.
5. Those who wish to address the board on matters involving school personnel, school accounts, or disciplinary actions must do so by submitting a written statement to the chairperson. The board in executive session will consider this. Executive session is open only to school board members and Michigan Conference personnel.
6. Matters involving actions on student discipline and personnel will be discussed only in executive sessions.

## PARENT-TEACHER CONFLICT RESOLUTION PROCEDURE

### Purpose:

On occasion problems arise between parents and teachers. The following conflict resolution procedure, based on Matthew 18 and 1 Corinthians 6, is the proper Christian response for resolving these problems. **These steps need to be followed in the sequence outlined.**

### Procedure:

1. The parent should first talk with the teacher involved and attempt to resolve the problem.
2. If the problem is not resolved, the parent then asks the principal to intervene. The teacher will be informed of this step. (This step would be skipped if the teacher were also the principal.)
3. If the problem is not resolved on the school level, the parent then contacts the school board chairperson, who will attempt to resolve the problem. At this step, the constituent pastor may also be invited to attend the meeting.
4. If the problem is not resolved, the school board chairperson will convene a formal meeting of either the school board's executive committee or full school board. When such a meeting is scheduled, the conference superintendent must be informed of the situation. At this step the concern is to be submitted in writing by the parent.
5. If the problem is not resolved by the executive committee or full school board, the parent may then contact the conference superintendent. The superintendent will meet with the parent, teacher, principal, and school board chairperson.
6. If the problem is not resolved with the results of the preceding steps, the matter shall be referred to the Michigan Conference Executive Committee. **Their decision shall be considered final.**

## NON-DISCRIMINATION POLICY STATEMENT

The Seventh-day Adventist Church, in all of its church schools, admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or birth gender in the administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

CLE maintains security monitoring cameras throughout the school property for the protection of our students, staff, and facilities. Privacy and respect are important and therefore cameras are not located in bathrooms, and other areas where a person should expect a high level of personal privacy. These cameras observe, transmit, photograph, and record the sounds or events within the vicinity of the cameras. Video and audio recordings from these cameras are stored for a reasonable period of time before they are routinely erased. When appropriate, recordings may be used internally, shown to students and/or parents, or if necessary, disseminated to law enforcement. Tampering with, disabling, or modifying this equipment or process in any way is a punishable offence. By enrolling in and/or attending CLE the student and parent give consent to such audio and video recordings and their stated use.