

**2018-2019**  
**Parent/Student Handbook**

***Cochise SDA Christian School***



**ACADEMIC EXCELLENCE | BIBLICAL VALUES | COMMUNITY SERVICE**

***“An Education for Life”***

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# Introduction

## ***School Leadership***

### **Board of Directors**

Susan Tawney – Chair

Doug Kittleson – Vice Chair

Susan Suntag – Secretary

TBA – Treasurer

TBA – Assistant Treasurer

Gus Martin – Arizona Conference Education Superintendent (Ex Officio)

### **Administrative Team**

Susan Suntag – Principal

Doug Kittleson – Personnel Committee Chair

Arnie Suntag – Public Relations

Dr. Eduardo Brown – Finance Committee / Advisor

### **Faculty**

Susan Suntag – Principal/Teacher (Grades K-4)

TBA – Teacher (Grades 5-8)

Arnie Suntag – Teaching Assistant (Science / Media)

TBA – Teaching Assistant

Beverly Lyall – Teaching Assistant (Reading)

Corinne Pestes – Nurse

## **Welcome to Cochise SDA Christian School!**

Welcome to the 2018-2019 school year! We are excited about a new year of opportunities. Whether you are new to the Adventist education system or a returning student, we pray that this can be a year that you grow spiritually, mentally, and physically, so that you are prepared to meet the challenges and blessings that God will bring throughout your life.

Our school welcomes any families from the community who are willing to support the policies of Cochise SDA Christian School (CSCS). CSCS does not discriminate in enrollment on the basis of race or ethnic origin.

This handbook outlines the major policies and practices that govern student life at Cochise SDA Christian School. CSCS expects students and families to conform to the guidelines listed. We pray that parents and students can participate with enthusiasm in school life and work to improve the experiences of all persons at CSCS.

### **Mission Statement**

Adventist education prepares people for useful and joy-filled lives, fostering friendship with God, whole-person development, Bible-based values, and selfless service in accordance with the Seventh-day Adventist mission to the world. Cochise SDA Christian School provides a Christ-centered education with academic excellence, moral integrity, and spiritual depth, preparing students to follow Christ in life.

As a child of God, the student is the primary focus of the entire educational effort, and should be loved and accepted. The purpose of Adventist education is to help students reach their highest potential and to fulfill God's purpose for their lives. Student outcomes constitute a significant guiding criterion in assessing the health and effectiveness of the school.

### **School Sponsorship and Affiliation**

Cochise SDA Christian School is supported by a group of area churches committed to ensuring spiritual and financial success for its students.

The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc. (AAA) is the denominational accrediting authority for all educational institutions and programs operated in the name of the Seventh-day Adventist Church. It fosters close cooperation among the educational institutions of the Adventist system and effective working relationships with other educational organizations or institutions, accrediting agencies, and government departments of education.

The AAA provides a process by which the educational community holds an institution accountable for its own objectives. It assures the church and constituency that an accredited Adventist educational institution offers programs of quality to the youth of the church, provides professional personnel who meet both church and national standards, and is the basis for reciprocity among Adventist schools.

The rationale underlying the accreditation process is the belief that it encourages clarification of the mission and goals of Seventh-day Adventist education. A regular evaluation process contributes substantially to the improvement of the total school program, clarifies the significance of the school as the church in action, and provides opportunity for involvement of the church community.

## ***Philosophy of Education***

The Seventh-day Adventist philosophy of education is Christ-centered. Adventists believe that under the guidance of the Holy Spirit, God's character and purposes can be understood as revealed in nature, the Bible, and Jesus Christ. The distinctive characteristics of Adventist education—derived from the Bible and the writings of Ellen G. White—point to the redemptive aim of true education: to restore human beings into the image of their Maker.

Seventh-day Adventists believe that God is infinitely loving, wise, and powerful. He relates to human beings on a personal level, presenting His character as the ultimate norm for human conduct and His grace as the means of restoration.

Adventists recognize that human motives, thinking, and behavior have fallen short of God's ideal. Education in its broadest sense is a means of restoring human beings to their original relationship with God. Working together, homes, schools, and churches, cooperate with divine agencies in preparing learners for responsible citizenship in this world and in the world to come.

Adventist education imparts more than academic knowledge. It fosters a balanced development of the whole person—spiritually, intellectually, physically, and socially. Its time dimensions span eternity. It seeks to develop a life of faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition; to ensure maximum development of each individual's potential; and to embrace all that is true, good, and beautiful.

## ***Statement of Faith***

Seventh-day Adventists, within the context of their basic beliefs, acknowledge that:

- God is the Creator and Sustainer of the entire universe—animate and inanimate.
- He created perfect human beings in His own image with power to think, to choose, and to do.
- God is the source of all that is true, good, and beautiful, and has chosen to reveal Himself to humankind.
- Humans, by their own choice, rebelled against God and fell into a state of sin that has separated them from God and each other, affecting the entire planet and plunging it into the cosmic conflict between good and evil. In spite of this, the world and human beings still reveal, however dimly, the goodness and beauty of their original condition.
- The Godhead met the problem of sin through the plan of redemption. This plan aims to restore human beings to God's image and the universe back to its original state of perfection, love, and harmony.
- God invites us to choose His plan of restoration and to relate to this world creatively and responsibly until He intervenes in history to bring forth the new heavens and the new earth,
- The Holy Scriptures of the Old and New Testaments were given by inspiration of God, contain a full revelation of his will to man, and are the only infallible rule of faith and practice.

## ***Expected Student Outcomes***

The Seventh-day Adventist Church has made a commitment to provide a broad education and to foster spiritual development for its children, youth, and young adults within the context of the Christian worldview. The Church extends this same opportunity to other children and youth of the community who share similar values and ideals. Adventist education seeks to maintain academic excellence in all teaching and learning activities.

The curriculum of Cochise SDA Christian School will promote academic excellence and will include a core of general studies needed for responsible citizenship along with spiritual insights that inform Christian living and build community. Such citizenship includes appreciation for the Christian heritage, concern for social justice, and stewardship of the environment. A balanced, integrated curriculum will address the major developmental needs in the spiritual, intellectual, physical, social, emotional, and vocational realms. All areas of study will be examined from the perspective of the biblical worldview within the context of the Great Controversy theme.

The instructional program of the classroom places appropriate emphasis on all forms of true knowledge, purposefully integrating faith and learning. Instructional methodology will actively engage the needs and abilities of each student, giving opportunity to put what is learned into practice, and to be appropriate to the discipline and to the culture.

Discipline in a Christian school is built upon the need to restore the image of God in each student and recognizes the freedom of the will and the work of the Holy Spirit. Discipline—not to be confused with punishment—seeks the development of self-control. In redemptive discipline, the student's will and intelligence are engaged.

A blended emphasis of worship, study, labor, and recreation will characterize the total learning environment, with careful attention given to balance. The Cochise SDA Christian School community will be pervaded by joyful spirituality, a spirit of cooperation, and respect for the diversity of individuals and cultures.

Cochise SDA Christian School will give clear evidence that it subscribes to an Adventist philosophy of education. Such evidence is found in the written curriculum, in teaching and learning activity, in the campus ethos, and in the testimony of students, graduates, constituents, employees, and the community at large. Assessment—whether of individuals or institutions—is redemptive in nature and always seeks God's high ideal of excellence.

Cochise SDA Christian School offers students (1) a climate in which they can understand God's will, commit their lives to Him, and experience the joy of helping others; (2) an organized program leading toward spiritual, physical, mental, social, and emotional development; (3) a basic core of skills and knowledge for everyday living appropriate to their age; (4) a wholesome appreciation and respect for the home, the church, the school, and the community.

## **Policies and Procedures**

### **Admission**

Cochise SDA Christian School is a K-8 school open to anyone interested in securing a Christian education whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by Cochise SDA Christian School's rules. It must always be understood that attendance at Cochise SDA Christian School is a privilege - not a right. Any student or parent who does not conform to the school's standards of conduct and/or is unwilling to adjust to our environment must forfeit this privilege.

Cochise SDA Christian School seeks to provide an educational setting that best fulfills the prospective student's needs as well as the needs of all students. For this reason each prospective student will be considered on an individual basis. No prospective student shall be denied admission or participation in scholarship programs on the basis of race, color, or national origin. Cochise SDA Christian School reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications, including a willingness to cooperate with Cochise SDA Christian School administration and to abide by its policies.

By attending Cochise SDA Christian School, students choose to adopt a Christian lifestyle. Each student agrees to accept the moral responsibility associated with education in a Christ-centered school, whether on or off campus. Our school knowingly accepts and retains only those students who are willing to make this commitment. It is hoped that adherence to this commitment while at the school will extend beyond the years spent here, to become a lifetime commitment to the eternal principles of honor, integrity, and morality.

The word honor is defined as a keen sense of right and wrong and adherence to action or principles considered right. The word integrity is defined as the quality or state of being of sound moral principles; uprightness, honesty, and sincerity. The word moral is defined as capable of making the distinction between right and wrong in conduct.

Students are required to sign the following pledge:

As a student of this school, I pledge to support the administration's efforts to provide a positive, safe, and orderly environment by promising to read, to become familiar with, and to follow the policies outlined in the Parent/Student Handbook. I also pledge to choose to be a student who both on and off campus:

- Seeks to develop physical, mental, and spiritual energies to serve and honor God
- Respects and protects the rights of all people
- Practices principles of honesty, integrity and morality
- Pledges to make consistent and lasting progress toward achieving my highest academic potential
- Refuses to use or support the use of tobacco, alcohol or drugs
- Endeavors to influence and assist fellow students in supporting these ideals.

To aid in determination or appropriateness of admission and to finish the registration process, the following must be completed or made available by the prospective student and the student's parent(s)/guardians:

- Completed application and enrollment with registration fee (when applicable)
- Completion and submittal of scholarship applications and/or financial information forms
- Interview and testing when required
- Completed consent to treatment form, medical records form, and media release form
- Pledge of cooperation and commitment by both parent and student
- Other paperwork as deemed necessary by the school principal prior to the start of classes

The following are grounds for denial of admission or re-enrollment:

- Behavioral and disciplinary issues that are not reconcilable
- Special academic, emotional and neurological development, or medical needs that cannot be adequately met by Cochise SDA Christian School
- Outstanding payment of previous tuition without written agreement and approval by the School Board

Prospective students with special medical needs shall be reviewed by an advisory team comprising; the student's physician, a public health representative or a consultant chosen by the principal, and the student's parents /guardian. Students with special medical needs shall be admitted with unanimous approval of the advisory team. If approval is not reached the matter will be referred to the School Board for decision, after consultation with the appropriate medical authorities and the child's parents.

### ***Academic Performance Reporting***

#### **Report Cards and Progress Reports**

Report cards are available online at the end of each quarter. Final report cards at the end of the year will be available for download online. If a student is having difficulty with a subject during a grading period, the parents will be notified so that a corrective plan can be implemented. Those without internet access can obtain printed copies of report cards and other documents by request.

#### **Conferences**

When a student is having difficulty with a particular subject, or if disciplinary problems should occur, the student's parents will be notified and a meeting arranged with the school principal and/or teacher.

### ***Attendance***

Regular attendance is a critical component for success in school. When students are absent from school, it is vital that proper arrangements are made for the absence and that responsibility is taken for appropriate reentry into school. Absences in the following categories will be handled as indicated:

## **Excused Absences**

Absences are excused in the case of illness, funerals or weddings of close relatives, and family vacations. These absences may be excused if the following procedures are followed.

1. Parents of students seeking permission to miss school for any reason are asked to contact the school in advance. Requests for permission to miss school must come from the parents - not from the student. In the case of illness or emergencies, a phone request by the parent(s) will suffice. However, any absence due to illness that exceeds three days will require an excused absence form as well. The school may also require a physician's release in order for the student to return to school following an extended absence due to illness.
2. With excused absences, the school may require that some of the work to be missed be completed before final permission is granted.
3. All work missed must be made up at the teacher's directive. The student must take the initiative in completing missed work.

## **Prearranged Absences**

Students and their parents should make every effort to give reasonable notice to the school if they will be absent for reasons other than illness. These absences fall into the following categories:

1. Family vacations that cannot be scheduled during normal breaks.
2. Church or government commitments.
3. Medical or dental appointments.
4. Serious personal or family issues.

Students will be given permission to miss school for medical and dental appointments provided a letter from the student's parents is brought to the office before school on the day of the appointment. If necessary, the school will issue an early dismissal approval notice. Leaving school without permission will be considered an unexcused absence.

A student who misses classes because of illness may not participate in extracurricular activities that day.

## **Unexcused Absences**

Cochise SDA Christian School reserves the right not to grant permission to miss school, particularly when the student is not going to be accompanied by a parent or if a student is struggling academically. Absences for hunting, shopping, haircut appointments, "sleeping in," or when proper arrangements have not been made in advance are considered unexcused. This could affect the student's grade and/or result in the administration taking some form of disciplinary action to discourage further absences of this type. Any student who is absent for more than ten days or partial days in any one semester (with the exception of excused illnesses) may be denied credit for the classes missed.

## **Tardiness**

All students are expected to be on time for school. Any student not at school with the proper books and materials when classes begin is considered tardy. Students arriving late for the following reasons, when their parent(s) notify the school, will not be counted as tardy:

1. Medical or dental appointments that could not be scheduled otherwise.
2. Carpool or bus transportation being late.

Students who know they will be late to school for some unavoidable reason must ask their parents to notify the school of the reason. A student who arrives at school after 9:00am will be counted absent for the morning.

The consequences for all combined unexcused tardies during the school year are as follows:

1-4: recorded

5: violation slip is issued, parents signature is required

6+ each additional tardy will result in a violation slip which may affect overall grades

10 + an administrative decision

## **Student Conduct**

“Whatever you do in word or deed, do all in the name of the Lord Jesus...” Col 3:17

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to the time that students are in school and at school activities as well as the time they are away from school.

Expectations for conduct in particular areas are as stated in each category below:

### **General Student Conduct**

1. Students are to show courtesy and respect for other students, teachers, staff and visitors. Teachers’ and students’ desks, storage areas (cubby-holes), and personal belongings are to be respected as private property.
2. Individual students will be assessed for damage they cause to any part of the school property including books, textbooks, desks, walls, etc. The student(s) responsible will be assessed the amount of damage when the damage occurs and the parent(s) will be notified.
3. Christian standards of moral and social conduct are expected of all students. Cheating, stealing, lying, other forms of dishonesty, profanity, dirty jokes, pornography, fighting, and use of inappropriate reading materials shall be considered serious offenses.
4. Cochise SDA Christian School considers the spiritual life of students and faculty a vital part of Christian education. Conduct during chapel and worship times is to be reverent. Students are expected to bring their Bibles and participate in singing and other forms of worship. They are to listen attentively to speakers and refrain from distracting behavior.

5. Students are not to leave campus during the school day without permission.
6. There is to be no running, shoving, or horseplay in the halls, classrooms, restrooms, or anywhere on the school campus.
7. The age range of students at Cochise SDA Christian School is wide. It is a matter of courtesy that each respects the needs and rights of the other. We expect the older, more mature students to take the lead in avoiding conflict and displaying a respectful example to others.
8. Physical expressions of affection or inappropriate contact are considered improper behavior on the school grounds and at school functions.
9. Areas off limits to students include the teachers' offices, electronic equipment room, storage closets, teachers' desks, and other students' cubby-holes and desks.

### **Conduct in the Community**

Students at Cochise SDA Christian School represent our school to the community. The student's lifestyle outside of school should be consistent with the Christian principles we represent. Therefore, all students who enroll in grades seven and above are required to sign a Student Commitment Form.

The student agrees not to engage in the following behaviors while a student at CSCS:

1. Drink or have alcoholic beverages in his/her possession;
2. Smoke or have tobacco of any kind in his/her possession;
3. Use or have harmful drugs in his/her possession;
4. Become involved in sexual immorality in relationships or in the use or possession of literature, movies, or other media that are sexually explicit;
5. Use profane or obscene language.

Violations of the above commitment can lead to suspension and/or expulsion from CSCS.

### **Conduct in the Classroom**

1. Teachers are given the responsibility of using preventive and corrective measures to ensure a high level of discipline within their classroom. Students are to conform to the rules and structure of the class.
2. Additional rules set forth by teachers to govern the activities of their classes in the building on the playground, and on field trips are fully supported by the administration and carry the same importance as rules listed in this handbook.

### **Student Discipline**

The primary task of Cochise SDA Christian School is to provide a quality Christian education. This is impossible in an undisciplined environment. Indeed, the ability to develop self-discipline is part of a student's education. The school and home must work together in helping the students learn how to effectively discipline themselves.

God gave parents the responsibility for the overall discipline of their children. This responsibility does not end when the student leaves for school. While the school assumes discipline responsibilities during school hours, it expects full and complete cooperation from each parent. For proper functioning, the school must reserve the right of final discretion in school disciplinary matters. Recognizing parental responsibility, the school will consult parents for their counsel and participation.

Each student is expected to conform to all the regulations of the school and yield submissively to the authority of parents, teachers, staff, and administration. Conduct should reflect an ongoing growth in Christian character.

Loving discipline is much more than monitoring student behavior. Jesus, in the Sermon on the Mount, was concerned about attitudes as well as conduct. Improper attitudes will be confronted. We seek to promote attitudes of cooperation, kindness, respect, and, especially, those attitudes listed as the “fruits of the Spirit” (Galatians 5:22-23).

Discipline must also deal with a student’s relationship to the teacher, to other students, to his own self-image, and above all, to God. Learning how to maintain proper relationships is a key to the student finding a useful place in the community and the work of God’s kingdom.

Discipline should be designed to be redemptive, remedial, and corrective rather than punitive. Corporal punishment is not to be used as a means of discipline.

The principal in cooperation with the faculty is responsible for establishing disciplinary procedures. All members of the school staff share in the responsibility for supervision of student conduct. Minor irregularities are handled by individual staff members. Repeated offenses or major infractions of school rules are to be cared for by the administration, the administrative committee, or the school board.

The goal of our discipline policy is a responsible self-disciplined student who respects the sovereignty of God, authority of parents, faculty, and administration, the rights of his/her fellow students, and the property of the school.

The teacher is given the authority and responsibility for using preventive and corrective measures to maintain a high level of discipline within the classroom. Continued or unusual negative behavior or attitudes will be reported by the teacher to the administration. The student will then be called in for counsel and correction.

Parents will be notified of the student’s attitudes or behavior as the situation or circumstances may warrant. They may be called in for a conference to participate with the school in counsel or remedial action. The school must maintain the final authority to determine any action taken.

If discipline and counsel do not correct improper conduct or attitudes, the school may choose to implement more severe consequences such as probation, suspension, or expulsion. Expulsion from school will forfeit any scholarship funds received from third-party organizations.

## **Sexual Harassment**

Sexual harassment of any student by another student or any employee or other person under the supervision of the school, is unlawful and is prohibited.

Cochise SDA Christian School is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment must be reported immediately so that school authorities may take appropriate action. Students who sexually harass others are subject to discipline, up to and including expulsion.

Sexual harassment is defined as unwelcome sexual advances or requests and other conduct of a sexual nature which is offensive. Harassment can be spoken, written, physical and/or distributed through electronic means. It includes offensive pictures, graffiti, jokes, and gestures. If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors, or activities, it is prohibited sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

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 their teacher. The student may also report to the principal, vice-principal, or other administrative personnel, as the situation warrants. If the harassment comes from an adult, the student should report directly to the principal or another responsible adult.

Teachers will discuss this policy with students in an age-appropriate way. Any student who engages in sexual harassment shall be subject to disciplinary action, up to and including expulsion.

## **Electronic Media**

Nonverbal, oral, or written communication, on and off campus, including video, pictures, and graphics on classroom computers, personal computers, smart-phones, or other devices, must demonstrate a positive purpose and basic Christian principles of decency. Should the school become aware that a student has been viewing or communicating inappropriate content on or off campus or misrepresenting the Christian values of the school in communication, the student will be subject to disciplinary action.

Students are responsible for good behavior on school computer networks just as they are in the classroom or school campus. Communications on the network are often public in nature. General school rules for behavior and communication apply.

The network is provided for students to conduct research and to communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and responsible behavior is expected. The school has the right and duty to monitor and restrict both the amount of time online and the sites visited. This responsibility extends to any communication to or from sites.

It is not possible to list all activity that is not permitted, but the following are examples of unacceptable behavior that extends to all technology:

- Sending or displaying offensive messages or pictures
- Distributing personal information about yourself or any other student on sites using chats, blogs, social networking, or email
- Arranging a meeting with an online contact without school or parental approval
- Using obscene language
- Harassing, insulting, or stalking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another person's password or sharing your password with others
- Browsing in another person's folders, work, or files
- Using profiles or any other technology to bypass the school's filtering, including using other wireless networks such as mobile hot spots, etc.
- Intentionally wasting resources
- Using the network for commercial purposes

Students engaging in any of the foregoing will be subject to disciplinary action up to and including suspension or expulsion from school.

### **Bullying**

All members of the school community are committed to ensuring a physically and emotionally safe environment. We strive to value the rights of all people to learn without fear.

A student shall not intimidate or harass another student through words or actions. Such behavior includes, but is not limited to direct physical contact such as hitting or shoving; verbal or non-verbal assaults, such as threatening, teasing or name calling; and social isolation or manipulation. When such conduct is repetitive or appears likely to be repeated, it is considered bullying.

Our school expects students and/or staff to immediately report incidents of bullying to the principal. Staff members are expected to immediately intervene when they see or hear a bullying incident.

Parents will be notified when their student has been involved in acts of bullying. Students who bully may be subject to disciplinary measures. Law enforcement will be notified if appropriate.

### **Academic Integrity**

Cheating is taking dishonest advantage of teachers and/or other students. Cheating includes, but is not limited to the following behaviors:

- glancing during a test or quiz
- non-sanctioned "team" work on an assignment
- habitual absenteeism on test/assignments days
- failure to cite sources adequately on assignments
- copying a research paper or assignment

- possession or use of cheat notes
- stealing a paper, test, or answer key
- carrying a test out of a room
- copying from someone else's paper or test
- excessive "outside assistance" on an assignment
- allowing another student to copy from one's examination
- communicating in any way with another student during the examination including the use of digital message devices
- taking photographs of a test or quiz
- Inventing or altering data for a lab experiment or field project
- Submitting another person's work as your own
- Changing academic records outside of normal procedures
- Resubmitting returned and corrected academic work under the pretense of grader evaluation error

The general policy for a student who cheats will be to receive a grade of O (zero) on the work and a prompt phone call to the parent or guardian. A student who continually cheats may lose credit for the class and may also be suspended or expelled from school.

### **Student Dress Code**

Cochise SDA Christian School recognizes the diverse nature of dress today and while we appreciate each student's desire to express him or herself, the objective of our dress code is to motivate self-discipline in the areas of modesty, cleanliness, neatness, and acceptability.

The Cochise SDA Christian School board has opted to implement a uniform dress code. Clothing that meets the uniform dress code must be purchased by parents. The school has a limited supply on hand for those who cannot find the appropriate items at retail stores. For information on costs or other details, please contact the school's administration.

Boys and girls will be required to wear polo shirts or long sleeve shirts/blouses that are either navy blue, red, or white in color. Pants, skirts, or jumpers must be navy blue or khaki. Girls may wear either pants or skirts, but skirt length must to the knee.

The preceding notwithstanding, the following dress practices are strictly prohibited:

1. Clothing is not to be torn, frayed, or have holes.
2. Clothing should not be extremely tight or loose.
3. Shirts must be opaque and have sleeves.
4. Clothing with inappropriate words, sayings, pictures, or emblems are not permitted. This applies to book covers, carry bags, or any other item where such images can be displayed. These items should have plain colors, where possible, without graphic images.
5. Clothing that promotes music groups, TV shows, and movies will not be allowed.
6. Clothing that represents other area schools is not permitted.
7. Athletic, sweat and jogging pants/shorts are not allowed, except when engaging in physical education classes or special events.
8. Skirts/dresses should be knee length or longer.

9. Shoes are to be worn at all times. High heels or other similar footwear is prohibited. Tennis or running shoes should be worn for physical education activities. Sandals or other open-toe shoes are not permitted for safety reasons.
10. Hair should be neatly groomed and of natural hair colors. Boys' hair must not be longer than the earlobes on the side and the shirt collar in the back and not in the eyes. Boys are to be clean shaven.
11. Body piercings, tattoos, and writings are not permitted. Any pre-existing tattoos must be covered up before entering school each morning.
12. Makeup, earrings, and other jewelry (except watches) are not permitted.
13. Nail polish, colognes, and perfumes are not permitted.

Any questions regarding dress code requirements should be directed to the school's administration. Students who fail to comply with the dress code requirements will be sent home.

### **Meals/Prohibited Foods**

In recent years, the scientific community has brought to the attention of the mainstream the overwhelming link between diet and disease. Many public schools have removed vending machines containing sodas, snacks such as Hot Cheetos, and candy along with many cafeteria items, because of their association with diabetes, hypertension, heart disease, attention deficit disorder, and other conditions that impair a child's intellectual capabilities. These have been replaced with more fresh fruits and vegetables, and other healthy choices.

Cochise SDA Christian School does not serve lunch, except for meals prepared in food preparation classes. Students should be sent to school with sack lunches that will support their health as well as their ability to assimilate what they learn in school without impediment. Breakfast snacks such as fruit and granola will be provided by the school for students who have not had breakfast in order to help them stay alert in class and to perform better academically.

In the interest of promoting better health and academic success for our students, and in concert with the diabetes prevention and other health and lifestyle improvement programs planned for this school year, we are asking that students not be sent to school with sugary snacks or drinks including candies, cookies, and sodas. Pork products are strictly prohibited. In addition, we strongly recommend foods that do not contain high levels of sugar, flavor enhancers, preservatives, artificial colorings, and other chemical additives, since research has clearly shown that these will significantly impair a child's ability to learn. Lunch items that do not reasonably meet these guidelines will be sent home. Providing better dietary choices will not only go a long way toward helping to prevent chronic diseases such as diabetes, hypertension, obesity, and heart disease, but will also greatly enhance your child's educational experience and ultimate academic success. Please contact administration if you have any questions on this policy.

### **Music and Entertainment**

Music that represents the mainstream entertainment industry is prohibited at Cochise SDA Christian School. This includes much of the contemporary Christian genre, as it historically has its roots in rock and roll - which does not reflect true Christian ethic nor the reverence for God that we hope to instill in our children. A series on the history of music will be presented

for students and parents during the school year that will help to highlight the origin of today's music and why we would not want to allow it into our schools and churches. All electronic devices including cell phones, iPods, mp3 players, or other electronic devices that use ear buds, headphones, or Bluetooth for listening to music are prohibited. If any of these devices are brought to school, they will be confiscated and held in the school office or by the bus driver (in the case of bus transportation), until the student is off the school campus or has exited the bus on the return trip home.

If you have specific questions regarding music and entertainment, please contact the school administration.

### ***Opportunities for Parent Involvement***

Parent involvement is critical to Cochise SDA Christian School's overall effectiveness. Parents can get involved through any of the following opportunities:

#### **Fundraising**

Cochise SDA Christian School families are required to take an active part as well as supportive roles in fundraising activities held throughout the year. These activities include but are not limited to yard sales, coleporteur, hot lunch sales (by parents), and participation in programs such as Partnering for Eternity where students can help offset some of their tuition by being of service to older adults in the community.

#### **Field Trips and Special Events**

Cochise SDA Christian School offers a family-oriented environment for students. Parents are encouraged to participate in field trips and other events for students held during the course of the school year. Oftentimes, additional drivers are needed to help transport students to such events and parents are invited to help in that regard.

#### **Volunteering**

There are numerous ways for parents to get involved with Cochise SDA Christian School through volunteering their services. Opportunities include serving as field trip chaperones, working as a classroom assistant, and helping with various fundraising efforts. Volunteers who assist in classrooms must submit a volunteer application and complete the "Shield the Vulnerable" online program. Volunteers must also go through an orientation session and must recognize that student information is confidential and therefore must be handled accordingly.

### ***Parent/School Communication***

#### **Email**

The primary method for communication with parents will be through email. All parents are required to have an email address so that school calendars, correspondence, and bulletins can be sent directly to them without delay. Official or legal notices will be sent by postal mail.

#### **Website and Facebook**

The school website offers much of the information sent by email on demand including class calendars, schedules, and announcements of special events. The website also provides online application, enrollment, and re-enrollment, as well as connection with a variety of scholarship resources. Employment and volunteer applications are also available online.

## **Newsletter**

Although Cochise SDA plans to introduce its own newsletter, the education office for the Arizona Conference of Seventh-day Adventists publishes a newsletter which contains information on major events and accomplishments at each of its schools. When articles about Cochise SDA appear, they will be made available. Parents can also find current school information and important announcements via their account on the Jupiter Ed system.

## **Parent-Teacher Conferences**

Parent-teacher conferences are generally held in October or November each school year (refer to the annual school calendar). This gives each student's parents a specific block of time to discuss with the teacher(s) the progress and development of their child. Parents and teachers are encouraged to request special conferences at any time during the year, as may be needed. Parents should schedule appointments with teachers when they have concerns or other issues they want to discuss. Because Cochise SDA Christian School is small with limited administrative staffing, drop-in or after-school visits with teachers are strongly discouraged. We try to encourage teachers to leave school issues at school and focus on their own families when it is time for them to be away from the school setting.

## **Jupiter Ed Student/Parent Portal**

Cochise SDA Christian School offers an online program to track student progress. Student grades, attendance, homework assignments, and other information can be viewed online through Jupiter Ed's Student/Parent Portal. Each parent is provided with an opportunity to set up an online account that will offer them access to their student's records.

# **General and Miscellaneous Information**

## ***School Hours***

Cochise SDA Christian School operates on a four-day school week. Classes are held Monday through Thursday from 8:00am to 2:30pm. Fridays are reserved for field trips, special events, and make-up days, if needed.

The school is open Monday through Thursday from 7:30am to 3pm. Availability of staff on Fridays is by appointment only.

Students must be dropped off at the school no later than 8am. Classes will be dismissed at 2:30pm. Students should not arrive more than 15 minutes early or stay more than 15 minutes after school, as there will not be staff available.

Cochise SDA Christian School is located adjacent to the Bisbee Seventh-day Adventist Church at 1462 S. Naco Highway, Bisbee, Arizona 85603. Contact information is as follows:

Main telephone: 520-432-9186

Enrollment line: 520-432-0310

Principal's cell phone: 928-978-1731

Fax number: 888-852-2606

Main email address: [admin@cochisesda.org](mailto:admin@cochisesda.org)

Principal's email address: [susansuntag@earthlink.net](mailto:susansuntag@earthlink.net)

Website: [www.cochisesda.org](http://www.cochisesda.org)

Facebook: [www.facebook.com/cochisesda/](http://www.facebook.com/cochisesda/)

### ***Student Transportation***

For families living in the immediate Bisbee and surrounding areas, parents are responsible for arranging their own transportation to and from the school, as the school does not operate buses for local pickup. The school does provide transportation for students living in Sierra Vista and the surrounding areas. Bus schedules will be available on the school website or will be distributed by email. The schedules include pick-up and drop-off times as well as maps of the pick-up and drop-off locations.

### ***Field Trips***

Cochise SDA Christian School conducts field trips that are designed to enhance the classroom experience by adding value to the instruction that students receive. Scheduled field trips will appear on the monthly school calendars posted on the school website or distributed via email. A school-year field trip permission form must be completed and signed by parents at registration. The form will be kept in each student's file. Students cannot attend field trips unless this form has been completed. Parents can arrange for their child to opt out of any particular field trip, however it will be recorded as an absence from school.

### ***Administering Medications***

Teachers are not permitted to diagnose a health condition or give any internal medications, including aspirin. However, any student who is required to take medication during the regular school day as prescribed by a physician may be assisted by the school nurse or other designated school personnel if the school has on file the following:

1. A written statement from such physician detailing the time schedules, amount, and method by which such medications is to be taken and,
2. A written statement from the parent or guardian of the student indicating the desire that the school assist the student in matters set forth in the physician's statement.

Such medication must be delivered to the school in the original container bearing the pharmacy label. This label is to contain the name and place of business of the seller, the serial number and the date of such prescription, the name of the person for whom such a drug is prescribed, the name of the member of the medical profession who prescribed the drug, and must bear directions for use as prescribed by the member of the medical profession.

All medication will be stored safely and securely. A strict system of logging administered medications will be maintained. All medications will be returned to the parent at the end of the school year. New medication documentation (as stated above) is required for each school year.

Authorized students may need to carry emergency medication e.g. asthma inhalers, insulin, severe allergic reaction kits, or anticonvulsants. Documentation required for students who are allowed to carry and self-administer medication must include the signed consent of the physician, parent and student. The school office shall maintain a list of all students on medication.

### ***Contraband and Law Enforcement Intervention***

Knives (including pocketknives), guns, toy guns, water pistols, or any weapons or toy representations of a weapon are not permitted on the school grounds and will be confiscated and disciplinary measures taken.

In the case of suspicion of possession of weapons, controlled substances, and/or refusal to comply by the student, law enforcement may be called to mediate or investigate the matter. The student may be immediately suspended pending further investigation. Parents will be notified when it has been necessary to involve law enforcement

### ***Right to Privacy***

Your privacy is important to the school and is understandably an area of concern for every student and parent. Cochise SDA Christian School values the right of students and parents to privacy and seeks to preserve and protect it. However, this right to privacy is not unlimited. This policy seeks to explain how information is collected and used and also to define your privacy rights as a student or parent at CSCS.

As part of the admissions process, and throughout a student's enrollment, the school will occasionally request personally identifiable information from students and parents. This will likely include, though not be limited to, the students' and parents' names, addresses, email addresses, phone numbers, and the student's date of birth and social security number. The school will also generate personally identifiable information about its students in the form of student records, which may include academic records, health records, and disciplinary records. This information is necessary for the school to provide its services to its students and parents and will only be utilized by the school or its agents for that purpose.

The school does not sell, trade, or otherwise transfer to outside parties any personally identifiable information. This does not include trusted third parties who assist the school in conducting its business or providing its services, so long as those parties agree to keep this information confidential. We may also release personal information when we believe release is necessary to comply with the law.

The school may desire to publicize student participation and achievement on its website or in its publications. This may include school utilization of photographs, videos, writings, and voice or performance recordings of a student or parent for educational, or promotional purposes in the school's marketing materials, newsletters, press releases, website, videos, media outreach, and other such publications. School activities both in the classroom and outdoors are monitored by cameras for security purposes on a 24-hour basis and may be shared with law enforcement as necessary. Use of all the foregoing is included in the media release form required to be signed by parents prior to the start of the school year.

Cochise SDA Christian School is a private religious school that does not accept federal funds. As such, it is not subject to the provisions of the Federal Educational Rights and Privacy Act (FERPA). However, confidential records will only be readily available and accessible to authorized personnel, the student, or the parent or guardian.

School property includes, but is not limited to, desks, lockers, school computers or electronic devices, classrooms, common areas, school athletic equipment, school vehicles, and any other property owned or controlled by the school. Students have no privacy rights or expectation of privacy in the utilization of any school property. The school may search school property at any time for any reason pursuant to the school's search and seizure policy.

Student property is generally defined as the student's own body and any item owned by the student or worn by the student. Student property includes, but is not limited to, student-owned backpacks, bags, purses, computer or electronic devices, telephones, clothes, and student/parent owned vehicles. Student property may be searched under certain circumstances to maintain student safety or to enforce school rules or policies.

This policy may be changed from time to time by the school. Changes will be made available either online or in writing, and continued enrollment in the school constitutes acceptance of any changes to the policy.

The school search policy is effective for all students in attendance. This policy is designed to balance the privacy of the individual student while allowing school officials to maintain a safe environment for all students. The school administration has the right and responsibility to conduct (in the presence of an adult witness, when possible) a search of student property, including the student, clothes, and/or backpack (or similar personal items) when there is reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, or other contraband in violation of a school rule, school policy, or law. A student's personal computer, tablet, smart-phone, or other technology may also be searched when there is reasonable suspicion that the devices contain information relevant to a serious violation of a school rule, school policy, or law. The school will use reasonable efforts to make the search minimally invasive and targeted.

Law enforcement may be contacted, where appropriate, before, during, or after a search. When appropriate, the school may report violations of law to appropriate authorities. Parents will be notified after any search.

## ***General Policies***

### **Bible Memory**

All students may be required to participate in memorizing Scripture as part of their classroom Bible experience. In the early elementary grades the learning of the passages is incorporated into the daily classroom lessons. It is still necessary for parents to practice the passages at home. The teacher will give guidance to parents about what is expected in each grade level. We recognize that God has given each child different learning abilities, so if you are concerned about your child's ability to memorize Scripture, please contact the principal.

### **Bible**

For uniformity, Cochise SDA Christian School uses the King James Version of the Bible for study and memorization. We have found, surprisingly, that most students find it easier to remember passages from the King James Version than any of the other Bible versions.

**Cell Phones**

As mentioned earlier, the use of cell phones, tablets, and music players is not allowed at school. Accessing the Internet through personal phone or computer wireless connections is also prohibited. Cell phones that are brought to school will be confiscated and held in the school office during the school day and while in transit on the bus. There are more than ample ways at the school to contact parents or for parents to contact students without the use of student cell phones. In addition to the school landlines, teachers each have cell phones for emergencies, as well as alarm system notifications through wireless internet.

**Computers**

Computers that are provided for student use are to be used strictly as educational tools. School computer and Internet policies (mentioned earlier) will govern their use.

**Devotion**

A time of prayer and devotion is built into the beginning of each school day. The teacher will share this devotion and prayer time with the students.

**Standardized Testing**

Students will participate in standardized testing each year. This occurs in September. Refer to the annual and monthly school calendars for more information.

**Fire, Severe Weather, and Lockdown Drills**

Regular fire drills will be held during each school year. Each area has its respective exit and procedures posted. Students are to take the drills seriously. They could save a life.

**Leaving the Classroom**

Students are to be in the classroom during school hours. They may leave the room by permission of the teacher only.

**Leaving the School Campus**

Students are not permitted to leave the school campus during school hours without permission from the teacher or principal. If a student needs to leave early for an appointment the parent or guardian must:

1. Call the school or text the teacher to provide the reason for leaving early and the time of departure. The parent or guardian will then be required to come into the school office to sign their child out.
2. Give the note to the teacher at the beginning of class.

**Entering and Exiting the Building**

Classroom doors are locked while classes are in progress. Entry for students, parents, and visitors will be through the front office only. Visitors must be issued proper identification. In the event of a lockdown, teachers are equipped with remote devices that will secure all entrances to the building at the push of a button.

## **Lunch**

As mentioned earlier, Cochise SDA Christian School does not serve lunch, except for meals prepared in food preparation classes or for special events to which parents are invited. Students are expected to bring a sack lunch containing foods that comply with the meals/prohibited foods policy.

## **Makeup Work**

The teacher will communicate procedures for makeup work. All work missed must be made up at the teacher's directive. The student must take the initiative in completing missed work.

## **Phone Messages**

Parents may get messages to students by calling the school office, or by calling the principal directly. Because staffing is limited, it may be necessary to leave a voicemail. Calls will be returned as soon as possible. You can also text or email the principal on her mobile which receives texts and emails.

## **Sickness**

Children should not return to school until at least a 24-hour period has passed following vomiting or having a fever (without the use of fever reducing medications). Students who are vomiting or having a fever will be sent home.

## **Telephones**

The school telephone is considered a business phone. Students may use the phone only with permission from the school staff and on a limited basis.

## **Visitors**

All visitors to the school grounds must follow proper check-in procedures. To make arrangements for a visitor to come on campus, students must contact the school office at least three days in advance. All visitors must check in at the front office.

## **School Closure Information**

If school is cancelled or delayed in the morning due to weather conditions, a text message will be sent to parents who have a cell phone that can receive such messages. Efforts will also be made to reach parents directly by phone. If you are in doubt as to whether or not the school will be open, please call the school office or the principal directly. If it becomes necessary for the school to be closed on short notice or while school is in session, parents will be notified and arrangements will be made to ensure that students safely arrive at their homes.

## **School Supplies**

Many school supplies will be provided at the start of the school year. Parents are responsible to supply their students with the remainder of proper school supplies. A list will be provided to facilitate this process. If you do not receive such a list, please contact the school as soon as possible.

*Thank you for entrusting your children to us at Cochise SDA Christian School. We are looking forward to a very exciting and productive year! If you have any questions at all, please feel free to contact us using the contact information contained in this handbook.*