



# Springfield Adventist School 2023-2024 Handbook

Springfield Adventist School

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Springfield, MO 65802

Phone: 417-862-0833

Last updated: April 11, 2023

## Staff

### **Principal**

Amanda Fender

### **Lowest grades**

### **Elementary grades**

Amanda Fender

### **School Board Members**

Chairman

Jamelle Cook

Treasurer

Secretary/Principal

Amanda Fender

Pastor

Abel Hagan

Home & School Leader

Marcia Semones

Other Members

Cindy Pope

Nathan Fender

Amy Waldrop

Lanis Shearer

Jerrica Conrad

### **Iowa-Missouri Conference of Seventh-day Adventists Superintendent of Education**

Melissa Morris

## Accreditation

Springfield Adventist School is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities through the National Council of Private Schools.

# Table of Contents

<b>Mission Statement, Philosophy, and Core Values .....</b>	<b>3</b>
<b>Curriculum .....</b>	<b>4</b>
<b>Admission Policy .....</b>	<b>6</b>
<b>Financial Policy .....</b>	<b>7</b>
<b>Parent, Teacher, and Student Relations .....</b>	<b>8</b>
Parents' Responsibility .....	8
Students' Responsibility .....	9
<b>General Guidelines .....</b>	<b>10</b>
Fire Alarm .....	10
Damages .....	10
Attendance .....	10
Transportation .....	10
Discipline and Suspension .....	11
Accident, Sickness, and Medication .....	11
Administering Medications .....	11
Environmental Safety Statement .....	11
Lunches .....	12
Insurance .....	12
Telephone .....	12
Copy Machine .....	12
Inclement Weather .....	12
Academic Achievement .....	12
<b>Grievance Procedure .....</b>	<b>13</b>
<b>Personal Appearance Code .....</b>	<b>14</b>
<b>SEED Program .....</b>	<b>15</b>

# Springfield Adventist School

## **Mission Statement**

Springfield Adventist School (SAS) exists to prepare its students for life by inviting them to academic excellence, physical well-being, spiritual maturity, a saving relationship with Jesus Christ, and ultimately a place in His service.

## **Philosophy**

We believe that the Scriptures should have a central place in our educational system and that spiritual truths and principles should underlie and permeate every area of instruction. We will make every effort to help students understand, in a practical way, how to make these principles a total part of their individual lives through demonstration and instruction. It is our desire to make the Christian lifestyle appeal to the youth, both by precept and by example.

Spiritual values are to be emphasized as well as the highest mental aptitude. This should prepare the students to successfully meet the spiritual, mental, physical, and social challenges of modern life.

We are committed to providing an educational atmosphere where the students will be motivated to do their best. In order for our school to succeed, we hope and pray that the parents will incorporate this philosophy of Christian education in their home.

“To restore the man back to the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of the body, mind, and soul, that the Divine purpose in His creation might be realized... this was to be the work of redemption. This is the object of education, the great object of life.”

Ellen G. White, *Education*, pg 15-16

## **Core Values**

We believe students should leave Springfield Adventist School knowing how to incorporate and integrate these core values into their lives. We follow the Iowa-Missouri Department of Education’s leadership in this focus. We CHERISH our students and we want them to CHERISH God, their school, and their families.

### C.H.E.R.I.S.H.

#### Christ-centered living

Reflecting God’s character in attitudes and actions. “You come to him as living stones, a spiritual house that is being built into a holy priesthood. So offer spiritual sacrifices that God accepts through Jesus Christ.” 1 Peter 2:5  
GWT

#### Honor

Showing Value, dignity, and high regard for people and property. “Honor everyone. Love the brotherhood. Fear God.” 1 Peter 2:17 HCS

#### Exploration

Discovering new information to gain a deeper understanding of God and His creation. “For ever since the world was created, people have seen the earth and sky. Through everything God made, they can clearly see his invisible qualities- his eternal power and divine nature.” Romans 1:20 NLT

#### Responsibility

Following directions, completing tasks, and taking ownership of choices, words, and actions. “In all the work you are given, do the best you can. Work as though you are working for the Lord, not any earthly master.” Colossians 3: 23 ERV

#### Integrity

Being truthful, fair, and deserving of the trust of others. “Whoever can be trusted with very little, can also be trusted with much.” Luke 16:10 NIV

#### Service

Working for the benefit of others. “Use your freedom to serve one another in love.” Galatians 5:13

#### Heroism

Making decisions that align with convictions and beliefs even if it means standing alone. “Have I not commanded you? Be strong and courageous. Do not be terrified; do not be discouraged, for the Lord your God will be with you wherever you go.” Joshua 1:9 NIV

## Curriculum

The Springfield Adventist School (SAS) follows the academic curriculum prescribed by the Department of Education of the North American Division (NAD) of the Seventh-day Adventists. This curriculum is consistent with the program for schools recommended by the Iowa-Missouri Conference of Seventh-day Adventists and the State of Missouri.

SAS offers a Pre-K through 6th grade academic program. SAS is committed to excellence and seeks to enrich its program with a variety of fine arts activities. The Pre-K/Kindergarten program is an extension of home development, with special emphasis and growth in self-awareness, personal responsibility, self-control, working cooperatively, developing curiosity, and preparation for first grade.

The curriculum for grades one through six include:

- Religion
- Language Arts (Reading, Spelling, Literature, Grammar, Handwriting)
- Science
- Mathematics
- Social Studies
- Physical Education
- Art
- Music

Emphasis is placed on helping students grow in their spiritual life and to master basic reading, writing, mathematics, and thinking skills. In order to qualify for promotion to the next grade level, students must successfully complete all subjects in this curriculum at their respective grade level.

## **Curriculum Goals**

The following goal statements have been established to support the unique philosophy of Seventh-day Adventist education and the Seventh-day Adventist school.

### **Acceptance of God and His Word**

- I. Surrender one's whole life to God through conversion; use the Bible as a basis for a relationship with Jesus Christ and a guide in all areas of life.

### **Commitment to the Church**

- II. Desire to know, live out, and share the basic tenets of the Seventh-day Adventist Church.

### **Family and Interpersonal Relationships**

- III. Develop a sense of self-worth, along with skills in interpersonal relationships needed for meeting the responsibilities of family membership, and respond with sensitivity to the needs of others.

### **Responsible Citizenship**

- IV. Develop an understanding of multi-cultural diversity and historical heritage, and a working knowledge of governmental processes, while affirming a belief in the dignity and worth of others and a responsibility for one's local, national, and global environments.

### **Healthy Balanced Living**

- V. Accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.

### **Intellectual Development**

- VI. Adopt a systematic, logical approach to decision-making and problem-solving based on a body of scientific, mathematical, and historical knowledge, within the context of a biblical perspective.

### **Communication Skills**

- VII. Acquire optimum competency in verbal and nonverbal communication, in the use of information technology, and in effective communication of one's faith.

### **Life Skills**

- VIII. Function responsibly in the everyday world, using Christian principles of stewardship.

## **Admission Policy**

The Springfield Adventist School (SAS) believes that all students who desire a Christian education should have the opportunity. It is the school's goal to provide a safe and wholesome environment for students to learn and grow in their Christian experience. Our school does not accept students whose school conduct contradicts the standards of the school and the church. Those students who wish to attend must complete the entire application process to be considered.

### **Non-Discrimination Policy**

Springfield Adventist School makes no discrimination on the basis of race, color, ethnic background, country of origin, or sex in administration of educational policies, application for admission and extracurricular programs.

### **Special Needs Students**

Seventh-day Adventist schools usually do not have the staff or equipment for students with severe mental, physical, or social handicaps. Therefore, the acceptance of such students requiring specialized provisions is not possible. The admissions committee will consider the application when all forms have been received. A letter or phone call will notify the parent and student of acceptance.

### **Grade Placement**

Grade placement may be re-evaluated resulting from student performance and testing, and adjusted if recommended by the teacher, the Iowa-Missouri Conference Education Department, along with the approval of the parents.

### **Registration of New Students**

- Complete online registration form for each student
- Bring in the following forms for each student to principal:
  - Birth certificate
  - Social Security card
  - Medical card
  - Immunization Record
- Meet with School Treasurer and form a plan for payment and pay registration fees
- All students must be toilet-trained
- Pre-K/Kindergarten students must show emotional, physical, and social development readiness

### **Registration of Returning Students**

- Complete online registration form for each student
- Bring in the following forms for each student to principal:
  - Up-to-date Medical card
  - Up-to-date Immunization Record
- Meet with School Treasurer to determine current tuition status and pay registration fees

# Financial Policy

## Registration

- A registration fee of \$305 per student is due at the time of registration.
- The registration fee is NON-REFUNDABLE.

## Tuition

Tuition payments are made for ten months, August through May.

- Any changes in the payment plan must be presented in written form to the school board for approval.
- If tuition payments are 30 days late, you will be contacted by a member of the finance committee.
- If tuition payment falls two months behind, the student will be asked to withdraw from school until the account is brought up-to-date.
- Accounts from previous years must be paid in full or arrangements made to clear the account before registration can be completed for the current school year.
- A \$30.00 fee will be charged to account for insufficient fund checks.
- All student accounts must be paid in full before grade transcripts are released for transferring to other schools.
- To meet financial obligations to the school promptly, with payment due by the 5th of each month. This assists us in maintaining the financial integrity of the school and good faith with our creditors.

## Pre-K

### Springfield SDA Church members

- \$395 per month for first student
- \$345 per month for second and third students (no additional charge for more than three students)

### Non-constituent members

- \$445 per month for first student
- \$390 per month for second and third students (no additional charge for more than three students)

## Grades K-6

### Springfield SDA Church members

- \$285 per month for first student
- \$235 per month for second and third students (no additional charge for more than three students)

### Non-constituent members

- \$330 per month for first student
- \$280 per month for second and third students (no additional charge for more than three students)

## Tuition Assistance

Partnering For Eternity (PFE) is a scholarship grant program for Adventist elementary schools designed to encourage student involvement in service and in forming relationships with older adults while helping finance their Christian education. Students visit with older adults weekly with their parents and perform some light chore activities. Examples of these activities are reading, playing games, going for walks, raking leaves, and helping prepare meals.

All families requiring tuition assistance MUST enroll in this program. PFE gives \$30 per week to each student who turns in their paperwork within 24 hrs of completion. In families with four or more students, PFE is not available.

## Fundraising

Springfield Adventist School as a private school will have fundraisers. These are held to aid with operating expenses and to keep tuition down. Students of the school are expected to help with and attend in support of the school, as well as parents of students. School support by students and their families is of extreme importance for the cohesion and spirit of the school as a whole. The visibility of the students to the church and community that strongly supports them is highly encouraged.



## **Parent, Teacher, and Student Relations**

The success of SAS depends, in a large measure, upon the fullest cooperation between parents and teachers. Parents will be notified of serious irregularities in the conduct of their students. The teachers must maintain the authority to use discipline in the classroom. If problems arise, parents will be notified. If a satisfactory solution is not found, the matter will be brought to the school board chairman with the parents. If the problem is of a proportion that it requires further attention, it will be brought before the discipline committee and the school board and, if necessary, taken to the superintendent of schools who is the Education Secretary for the Iowa-Missouri Conference of Seventh-day Adventists.

“If criticism or suggestions in regard to the teacher’s work become necessary, it should be done to him in private. If this proves ineffective, let the matter be referred to those who are responsible for the management of the school.” Ellen G. White, *Education*, pg 284

“In the formation of character no other influences count so much as the influences 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 well-being of the child, it should be the effort of parents and teachers to cooperate.” Ellen G. White, *Education*, pg 283

### **The Parents’ Responsibility**

The parents of students of SAS express their cooperation with the school by assuming the following responsibilities:

1. To uphold the Christian ideals taught in SAS.
2. To be aware of the need of good health habits in your student:
  - Provide sufficient sleep and rest
  - Supervise television viewing
  - Provide adequate, nutritious breakfasts
  - Provide adequate, nutritious lunches
3. To participate actively with the SAS Home and School Association.
4. To confer with teachers in person or by telephone after school hours.
5. To discuss problems with the teacher. Do not discuss criticisms with your students or friends.
6. To keep students who show signs or symptoms of a communicable disease home.
7. To show interest and concern in the progress of the student.
8. To agree, along with the student, to pay to replace or repair any damage done to the school property by the student.
9. To be aware and in control of the student’s style of dress.
10. To see that each of their children has a Bible and sufficient school supplies ready to use the first day of school and throughout the year.
11. To respect the educational process by making sure students do not miss scheduled days and that they arrive on time. Family vacations and other extracurricular activities should not be planned during school hours.
12. To support SAS in every way possible. Parents teach children the value of school by volunteering their time and talents to supporting and improving our school.
13. To be solution oriented. Enter every concern and conflict with determination to find a solution.
14. To be aware of the disciplinary policy and procedure at SAS.
15. To update any changes such as address, phone number, insurance, drivers, etc. throughout the year with the principal.

## The Students' Responsibility

1. Every student who accepts admission to Springfield Adventist School, pledges to observe willingly and cheerfully all regulations of the school and any school functions, and to uphold the Christian principles upon which the school operates.
2. Students shall protect and care for the property of the school, their own property, and property of others.
3. Students shall be honest and respectful toward all school personnel.
4. Students shall promote safety. No firearms, explosives, knives, or other unsafe items are allowed.
5. Swearing, words that border on profanity, obscene language or actions, and the possession of suggestive materials are not allowed. They shall not discuss things which are not in harmony with biblical standards.
6. Students shall abstain from using, possessing, or supplying others with tobacco, drugs, or alcohol in any form.
7. No chewing gum on school premises or at school functions is allowed without the teacher's permission.
8. Students are to eat in designated areas and at designated times only.
9. Students are not permitted to wear, display, or have in their possession anything which indicates connection with atheism, spiritualism, bults, intemperance, or other unfavorable or objectionable associations.
10. Students shall respect the rights of others.
11. Electronic devices are not allowed, including cell phones, iPads, or gaming devices.
12. Students should practice good personal cleanliness & hygiene and wear clean clothing with no rips or tears.
13. School regulations apply from the time of arrival until the student leaves the school grounds.
14. Students may not leave the school grounds at any time during the school day without express permission from the principal or teacher from the time they arrive until they are picked up from school.
15. Students will uphold the SAS dress standards.
16. Reading material such as comic books, popular entertainment magazines, popular novels and fiction, or any other reading matter not directly associated with school assignments or assigned for a specific class will be prohibited on the school premises or functions.
17. Students who bring personal basketballs, mitts, bats, hockey sticks, etc. to be used during P.E. classes and/or recess times must confine their use to the time and place specified for these activities and at teacher discretion.
18. Skateboards, roller & inline skates, and bicycles are not permitted at school.
19. Demonstrations and expressions of affection are a personal and private matter and must be kept in the private arena. SAS maintains a strict "hands-off" policy in interpersonal relationships. Students may not engage in physical contact and/or public demonstrations of affection such as hugging or holding hands, or other intimate acts. Students who do not demonstrate self-restraint or self-respect in this matter will be removed from the classroom, their parents contacted, and sent home immediately. Further discipline will be at the discretion of the principal and staff.
20. Failure to comply with any of these standards will have disciplinary consequences and may result in an immediate 3-day suspension.

## Bullying Definition & Policy

Bullying is any ongoing pattern of conduct that meets the following criteria:

- The repeated actions or threats of action directed toward a person by one or more people who have or are perceived to have more power or status than their target in order to cause fear, distress, or harm.
- Is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress.
- Is directed at one or more individuals.
- Is conveyed through physical, verbal, emotional, or technological means.
- Substantially interferes with educational opportunities, benefits, or programs.

It is important to distinguish bullying from other unkind, mean, and harmful behavior. Of course, mean behaviors will be addressed but not with the zero tolerance that we apply to bullying. Anyone engaging in the bullying of another, whether it is physical, verbal, emotional, or through technological means will be:

First offense: Given in-school suspension for one-half day. They will not be allowed to interact with their classmates and their parents will be called.

Second offense: Given a 3-day suspension.

Third offense: Referred to the school board with potential expulsion.

## **General Guidelines**

### **Fire Alarm**

Any student who trips the fire alarm when there is no fire, will be charged a \$50.00 fee which must be paid within ten school days. The fire department charges the school \$50.00 for these calls and we will simply pass the charges on to the parents. Please talk with your child and explain the importance of not playing with this emergency protection system. Should the teacher determine that more than one individual pulled the alarm or was put up to pulling the alarm, the \$50.00 fee will be divided among all involved in this activity. Should the \$50.00 not be paid within the ten school days, your child will be dismissed until the fine is paid.

### **Damages**

Any damage or defacing of the school, its buildings, or any part of the SAS campus by a willful act of a student or students, will require a \$20.00 fine per student involved. In addition, the child and his/her parents must repair the damage caused within ten school days. This would include, but not be limited to painting or marking on walls, putting holes in walls, or breaking anything, whether it is in anger or prank. The fine and repair, or arrangements to meet the requirements in a timely manner, should be met within ten school days, or the student will be dismissed until the obligations are met.

### **Attendance**

The academic year consists of 36 weeks with 4, 8-hour days per week with 30 minutes for lunch daily, totalling 30.5 hours of student-teacher contact in a typical week. School doors will be open at 7:45 am. Students arriving before 7:45 am will have to stay outside with parents unless other arrangements have been made with the teacher. Students need to be in their seats by 8:00 am to avoid being counted tardy. Classes will begin at 8:00 am every school day and end at 4:00 Monday through Thursday, and end at 4:30 on SEED days.

Each student is expected to attend school punctually and regularly. Absences may be excused if caused by illness, death of a family member, or other legitimate emergencies. When a student will be absent, parents should notify the school by 8:30 am. Excessive absences, more than 18 days in a year, may result in failing grades for the student. When a student is absent, a note is required upon their return from a parent or guardian stating the reason for the absence.

Students with excused absences will be permitted full make-up privileges as long as work is completed within two days for each day of excused absence. Make-up privileges are not extended for unexcused absences. When parents take students out of school for excused absences, the parents are responsible for helping their children make up their schoolwork.

Parents and students should arrive to be in their seats when school starts each day. Within a quarter, every three tardies, will result in one absence.

### **Transportation**

Parents are responsible for making arrangements for their own students' transportation to and from school. Students will not be allowed to ride with anyone other than their designated driver or drivers. If your student is leaving the school grounds with someone other than a designated driver, a prior note or text message must be sent to the teacher. Please be sure that students are picked up by 4:15 pm.

## **Discipline and Suspension**

If the principles of the Springfield Adventist School are violated, the teacher will discipline the student according to their classroom guidelines. This may include, but is not limited to, removal from the classroom, in-house suspension with the principal, parental contact, and forfeited privileges. Flagrant violations of school rules will result in an immediate three-day suspension. Every reasonable effort shall be made with the parent to regain the student's cooperation.

The parents and students will be asked to meet with the discipline committee if a suspension is incurred. Long term dismissal of the student from school rests solely with the school board. When this occurs, it is the parents' responsibility to help the student make up their homework. Should a student be suspended more than once during a school year, he/she forfeits class field trips, including extra-curricular activities such as conference music festivals, outdoor schools, and class trips.

## **Accident, Sickness, and Medication**

The school will notify the parents in case of accident or illness. Medical help will be called if necessary.

Pupils are expected to participate in all class activities unless an emergency occurs, or unless a statement from home excuses the student for a specific time.

If a student leaves sick, please notify the school by 8:30 am that the student will be absent. Please keep a student home if he/she is:

- Running a fever
- Vomiting
- Contagious
- Showing signs or symptoms of a communicable disease

A student should be kept home for 24 hours after their fever has broken. Teachers are not allowed to give any internal medications, unless given permission in writing by a parent or guardian.

## **Administering Medications**

Teachers can only administer medications as stated in the registration form. Prescription medications must be delivered to the school in the original container bearing the pharmacy label. This label must contain the name and place of business of the seller, serial number and date of prescription, the name of the person for whom it is prescribed, the names of such members of the medical profession who prescribed the medication, and must bear directions for use as prescribed by such members of the medical profession. Students cannot provide medication of any type for other students.

## **Environmental Safety Statement**

Springfield Adventist School was inspected on June 25, 1999 by the American Environmental Technologies Corporation of Swansea, Illinois. American Environmental Corporation is a professional consulting organization accredited to conduct AHERA inspections. Springfield Adventist School was inspected as required by the U.S. Environmental Protection Agency's (USDEPA) Asbestos Containing Material in Schools Rule as amended in 40 CFR 763. The laboratory analysis has determined that no asbestos materials were found in the school. Records are on file at the school for inspections and copies are available for a reasonable fee.

## **Lunches**

No caffeine products or soda drinks should be sent in students' lunches. Sugary foods should be kept to a minimum. Clean meat products that are found in the Bible in Leviticus 11 and Deuteronomy 14 are allowed. Microwaves will be available to heat items, but refrigerators are not available for student use.

## **Insurance**

Each child is covered by accident and medical insurance. The premium is included in the registration fee. The policy offers accident coverage for your child while he/she is participating in all supervised school activities, and while in route to and from school. The insurance is provided as a service; neither the school nor anyone connected with the school profits in any way from this insurance.

## **Telephone**

Students may use the school landline phone only in the case of an emergency and only during a break or after school. Permission for each use must be granted by the teacher.

## **Cell Phones**

Cell phones are not permitted at school. If one is brought to school, it must be turned over to the teacher or principal at the beginning of the school day to be held until after school is dismissed. Any phone not turned in may be confiscated by the teacher or principal. A parent must come and collect the phone from the principal.

## **Copy Machine**

The copy machine will be used only with permission from the teacher. Each copy made will cost the student 10 cents. There will be no charge if the teacher authorizes a copy for class use.

## **Inclement Weather**

Please tune in to local radio stations, television stations, or news websites to check for school cancellations. Families should always double check for school closings on a daily basis during inclement weather.

## **Academic Achievement**

Students are expected to maintain at least a C-average grade. If the average falls below a C grade for any grading period, the student will be on probation for the next quarter. Parents will be notified in writing by mid-term if grades have dropped below a C grade in any subject. A parent/teacher conference must then be scheduled. If the student is on probation, parents and the teacher must meet every two weeks.

The school board will be kept informed and will review the situation. They may extend the probation, remove the probation, or they may recommend dismissal.

## **Grievance Procedure**

It is understood that the object of both parents and the teacher is to resolve problems on an informal basis first, then a formal basis if such efforts do not succeed. The goal of the conciliation is to help strengthen the teacher's work in the school.

### **Step 1**

The parent should first talk with the teacher involved and attempt to resolve the problem on an informal basis. If the issue is regarding SAS policy, the problem needs to be presented to the principal.

### **Step 2**

If the problem is not resolved, the parent may request the school principal to help resolve the problem on an informal basis. (This step would be skipped if the teacher is also the principal.)

### **Step 3**

If the problem is not resolved on the school level, the parent may contact the school board chairperson who will attempt to resolve the problem on an informal basis.

### **Step 4**

If the problem is still 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 takes place, the Iowa-Missouri Conference Superintendent of Education must be informed of the discussion.

### **Step 5**

If the school board does not resolve the problem, the parent then contacts the Superintendent of Education and explains the problem in writing. The superintendent will attempt to resolve the problem by meeting with the parent, teacher, principal, and school board chairperson.

### **Step 6**

If the parent is not satisfied with the results of the preceding steps, the matter shall be referred to the Iowa-Missouri Board of Education administrative body or its duly-appointed committee, which deals with such matters. Their decision shall be considered to be final.

## **Personal Appearance Code**

The intent of a dress code is to establish guidelines that lend themselves to cleanliness, neatness, and modesty of dress. A person's behavior and attitudes are directly affected by attire and general appearance. When dressed appropriately, students respond more readily to learning and working, as well as having a more respectful attitude toward others and themselves.

"No education can be complete that does not teach right principles in regard to dress."

Ellen G. White, *Education*, pg 248

Springfield Adventist School is making a sincere effort to follow the biblical injunction by developing a personal appearance code for our students. We expect our parents and constituents to support this code and help our school become an example of the grace in Christian attire.

How the dress code is to be applied and what is considered appropriate dress is determined by school staff.

### **General Dress Code**

- Students must be clean, neat, and dressed modestly at all times.
- Approved school uniforms are to be worn at all times.
- Shoes and socks are to be worn at all times.
- Hoodies or jackets must be plain, solid colored, with no writing or characters.
- Hair must be neat, clean, and of natural color. Boys' hair must be cut above the eyebrows and collar and no longer than mid-ear.
- No ragged or torn clothing, flip-flops, sandals, or hats are to be worn at school. No jewelry, make-up, or colored nail polish should be worn.

### **Girl's Uniform**

- Plain, solid, polo or oxford shirts are to be worn on non-SEED days. School t-shirts or plain, solid loose-fitting t-shirts may be worn on SEED days.
- Navy or khaki dress slacks or knee-length skirts or skorts are to be worn. Burgundy plaid or solid navy knee-length jumpers may also be worn. Jeans or tight fitting pants are not to be worn.
- Navy or khaki uniform shorts that are no more than 3" above the knee may be worn during the first and fourth quarters of the school year. Regular uniform pants are to be worn in the second and third quarters of the school year.

### **Boy's Uniform**

- Plain, solid, polo or oxford shirts are to be worn on non-SEED days. School t-shirts or plain, solid loose-fitting t-shirts may be worn on SEED days.
- Navy or khaki dress slacks are to be worn. Jeans or tight fitting pants are not to be worn.
- Navy or khaki uniform shorts that are no more than 3" above the knee may be worn during the first and fourth quarters of the school year. Regular uniform pants are to be worn in the second and third quarters of the school year.

### **Physical Education Uniform**

- For swimming lessons during the first and fourth quarters of the school year, girls should wear one-piece swimsuits and boys should wear swim trunks (swim shirts are also acceptable).
- For gymnastics lessons during the second and third quarters of the school year, gym shorts that are no more than 3" above the knee, athletic leggings under gym shorts, or plain athletic pants or sweats may be worn. School t-shirts or plain, solid loose-fitting t-shirts are to be worn. No tight-fitting pants or shirts should be worn.

## **SEED program**

The Springfield Adventist School offers a homeschool partnership program one day a week called Student Education Enrichment Day (SEED). SEED meets one afternoon per week and currently includes three parts. Students receive education in one area of STEAM (Science, Technology, Engineering, Art, and Math), Physical Education (Swimming or Gymnastics lessons), and Music (Elementary or Band).

### **Registration**

- Complete online registration form for each student
- Bring in the following forms for each student to principal:
  - Birth certificate
  - Social Security card
  - Medical card
  - Immunization Record
- Meet with the School Treasurer and form a plan for payment and pay registration fees. Tuition Assistance may be discussed at that time if needed.
- All students must be toilet-trained
- Kindergarten students must show emotional, physical, and social development readiness

### **Fees**

- The registration fee of \$100 per student is due at the time of registration.
- The registration fee is NON-REFUNDABLE.

### **Tuition**

#### Grades K-4th

- \$125 per month per student

#### Grades 5th-8th

- \$145 per month per student

### **Dress Code**

#### Uniform

- School t-shirts, plain, solid loose-fitting t-shirts, or plain, solid, polo or oxford shirts are to be worn.
- Navy or khaki dress slacks (or knee-length skirts for the girls) are to be worn. Jeans or tight fitting pants are not to be worn.
- Navy or khaki uniform shorts that are no more than 3" above the knee may be worn during the first and fourth quarters of the school year. Regular uniform pants are to be worn in the second and third quarters.

#### Physical Education Uniform

- For swimming lessons during the first and fourth quarters of the school year, girls should wear one-piece swimsuits and boys should wear swim trunks (swim shirts are also acceptable).
- For gymnastics lessons during the second and third quarters of the school year, gym shorts that are no more than 3" above the knee, athletic leggings under gym shorts, or plain athletic pants or sweats may be worn. School t-shirts or plain, solid loose-fitting t-shirts are to be worn. No tight-fitting pants or shirts should be worn.