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## **A. Crest Lane School**

Crest Lane School was established in its present location in 1965. Currently, it is a pre-K through 8<sup>th</sup> grade elementary school operated by the Westminster and Reisterstown churches of the Chesapeake Conference of Seventh-day Adventists. Crest Lane is accredited by *The North American Division of Seventh-day Adventists*, and meets or surpasses the high academic standards established by that accrediting body. It is also accredited by the *National Council for Private Schools*. The pre-K program is accredited by the state of Maryland.

The Crest Lane staff includes three full time professional teachers with North American Division certification and volunteers who are involved in various support roles for the teachers. Volunteerism is encouraged. In addition to supporting the teaching staff, active volunteers assist with office and clerical work, fund raising, and field trip coordination.

The theme, *Relationship Building with Christ and Others*, is a driving force in the curriculum and activities of the school. Regular chapel programs focus on personal spiritual growth and the development of a closer relationship with God. Building positive relationships with our extended family – the community - is the focus of our community outreach program. Students are involved in visiting a local nursing home as well as other mission projects.

### ***Philosophy of Education***

The motto chosen by the founders of Crest Lane School is “Educating for Eternity”. We believe the Holy Bible and the directives concerning education given by God through His servant, Ellen White, to be the guiding principles for a true education. Thus, these principles are integrated throughout every facet of the school’s program for instructing the youth in our school.

Further, we believe that:

- Every child is God’s special creation, made in His image, with individual abilities, differences, and personality.
- Each child has a right to the best possible education—an education that nurtures the whole person in the similitude of Jesus.

To summarize, we believe:

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

### ***Mission Statement***

Our mission is to lead our young people to Christ and prepare them for unselfish service in their families and communities.

## ***Vision Statement***

We envision a school environment that prepares our students to be able to face the challenges in life and to reflect the character of Christ in their community.

## ***Objectives***

Crest Lane's objectives are to:

- Help students develop a positive sense of self-worth as a child of God, adopted into His royal family and chosen to be His ambassadors in our world.
- Teach and uphold the beliefs, standards and practices of the Seventh-day Adventist Church.
- Operate on the principle that obeying God is more important than pleasing people.
- Treat all students and staff with courtesy and respect.
- Nurture good mental, physical, emotional and spiritual health.
- Guide students to be discriminating in the use of leisure time and choice of entertainment.
- Prepare students to be productive workers and good citizens.

## **B. Admissions**

Crest Lane School is open to all students – students of any race, color, nationality, or ethnic origin who have a keen desire to grow spiritually, academically, physically, and socially.

All students gaining admission will commit to following all requirements as outlined in this *Handbook*.

Parents will also commit to be in harmony with the principles and objectives of the school and to assist in every way possible in supporting the school's philosophy and its program.

### ***Application/Admissions Process***

The application/admissions process is a **two-phase** process. All forms needed for both phases are available in the school office.

#### **Phase 1 - Complete the following steps.**

- \_\_\_\_\_ 1. Visit/Tour the school. (*New Students*) We'd love for you to stop by for a visit and let us share CLS and all it has to offer with your family. We are happy to schedule a tour that is convenient for you.
- \_\_\_\_\_ 2. Submit Application (*New and Returning*) and non-refundable registration fee.
- \_\_\_\_\_ 3. Recommendation (*New Students in 1-8*): A confidential recommendation form is to be completed by a former principal or teacher.
- \_\_\_\_\_ 4. Submit a signed Testing Consent Form (*K-8*)
- \_\_\_\_\_ 5. Official transcript. (*New Students in 1-8*) If the student has attended another school, an official copy of the transcript is requested.
- \_\_\_\_\_ 6. Finances. (*New and Returning*) A completed financial agreement form signed by parent/guardian. Financial aid is available to CLS students based on financial need. Families applying for student aid are required to complete a FACTS Tuition Aid application at <https://www.factstuitionaid.com/FACTS/gaapp>.

When Phase 1 is completed, the student's name will be submitted to the CLS School Board. Upon approval, Phase 2 documents must be submitted.

#### **Phase 2**

Following acceptance of the applicant, the following documents must be on file with the school office.

- \_\_\_\_\_ 1. Copy Social Security Number (*New Students*)
- \_\_\_\_\_ 2. Copy of Birth Certificate (*New Students*)
- \_\_\_\_\_ 3. Medical Examination Form. (*New Students*) A current physical examination form completed by a physician and obtained no more than six months prior to the student's first day of school.
- \_\_\_\_\_ 4. Complete immunization records. (*New Students and anytime it is updated*)
- \_\_\_\_\_ 5. Emergency Info Card

- \_\_\_\_\_ 6. Emergency Treatment Form. An emergency treatment consent form signed by parent or guardian.
- \_\_\_\_\_ 7. Field Trip Permission Form
- \_\_\_\_\_ 8. School Directory Authorization Form
- \_\_\_\_\_ 9. Computer/Internet Agreement Form
- \_\_\_\_\_ 10. Library/ Textbook Lending Agreement
- \_\_\_\_\_ 11. Photo/Video Release
- \_\_\_\_\_ 12. Registration Card

### ***Special Admissions***

The school does not have staffing or facility to accommodate students with learning or behavioral differences that cause disruption to the school program or necessitate unusual demands on the teaching staff. When a student applies to CLS with special needs, the following procedures will be carried out to *best* meet the interest of the child:

1. The parent(s) of a student who has a history of educational, behavioral, or emotional difficulties have a responsibility to inform the Principal when applying to CLS. This is understood to include any pertinent evaluations which may have been completed on the child in previous years of school or any testing which may have been conducted privately.
2. A child who wants to attend CLS but has a history of educational, behavioral or emotional difficulties may be admitted for a probationary period of 30 days to determine if the school can best fill the child's needs.
3. During this probationary period the school has the right to deny admission to the child.
4. Even after this probationary period, the school reserves the right to dismiss a child if the school feels the school is unable to meet the needs of that child.

## C. Academics

Crest Lane School provides an accredited curriculum. This school operates under the jurisdiction of the General Conference of Seventh-Day Adventists, the Columbia Union, and Chesapeake Conference. All policies and objectives contained in this *Handbook* are based on the policies and standards of the General Conference's Department of Education for K-8 grades.

Crest Lane's pre-K school is approved by the state of Maryland and functions according to all state and local regulations.

***Pre-K and Kindergarten Curriculum*** (See the *Compass* for more details.)

The **pre-K program** is designed to address the developmental differences and learning preferences of the emergent learner. Planned learning activities and materials appropriate to the child's developmental age are combined with a positive, warm, healthy, and safe environment to give children an opportunity to gain self-confidence and master skills.

**Pre-K** students participate in language arts, math, science, creative art, dramatic play, music, and computers through learning centers and group activities. The curriculum is presented in thematic units that are designed to promote optimal physical, mental, social, and spiritual growth in each child. Classroom instruction meets state standards.

**Kindergarten** is the first direct contact with school that many students experience. Crest Lane School wants this initial contact to be a positive, happy experience. Students begin school at varying levels of developmental growth. To meet the needs of each student individually, Crest Lane School has designed a curriculum that incorporates classroom activities and learning centers that help students to develop physically, mentally, socially, and spiritually and nurtures their natural curiosity and desire to learn. **Kindergarten** instruction provides readiness training that prepares students for the next level of their formal education. Readiness for Grade 1 is determined by readiness testing and teacher evaluation at the close of the Kindergarten year.

### ***Elementary Curriculum – Grades 1-8***

Completion of elementary instructional coursework (grades 1-8) provides the necessary foundation for high school achievement. Key areas - reading, mathematics, and writing - are emphasized throughout the elementary years. Additional coursework is provided to broaden a student's view of the world. Elementary studies cover the following areas:

Bible	Reading	Computer
Mathematics	English	Physical Education
Science and Health	Spelling	Music
Social Studies	Handwriting	Art

### ***Elementary Coursework Descriptions***

#### **Bible**

In harmony with our school philosophy, Bible instruction is Bible-based. Its influence permeates every subject and every school activity. While the Bible curriculum is primarily concerned with the affective rather than the cognitive domain, Bible class instruction seeks to develop independent

thinking. In the pursuit of biblically sound conclusions, individual opinions and questions are respected. Students are encouraged to apply biblical principles to their lives and experience a love for the Word of God through personal experience. Class activities are designed to lead students to a closer personal relationship with Jesus Christ.

### **Mathematics**

Mathematics instruction is designed to instill in our students values of accuracy, honesty, thriftiness, and Christian stewardship. In order for students to be good stewards of their time and money and to carry out their responsibilities as members of the church and citizens of their country, they must have a thorough understanding of mathematics and be able to apply its principles to everyday life. Many activities and manipulatives are used to aid students in mastering basic concepts of math and to increase their abilities to problem solve.

### **Science/Health**

Science instruction is presented with a biblical basis that acknowledges God as the Creator and Sustainer of the universe and, is the originator of all true scientific knowledge. Awareness that the laws of nature are the laws of God allows students to develop an appreciation for the study of science as a means of learning about His character. The relationship of creation to the Sabbath and other distinctive Seventh-day Adventist beliefs are presented. An appreciation of the human body as the temple of God provides the basis for practicing divinely given health principles. Activities are also provided that encourage exploration into the scientific process through the pursuit of outdoor education.

### **Social Studies**

The social studies curriculum is designed to lead students to an understanding of the working out of God's purpose in the history of nations and of the great brotherhood of society. The study of the facts of history, along with current events, prepares students for life in a constantly changing social environment. Instruction will not only present facts, but will also enable students to form meaningful concepts and values. The scope of the program also includes the study of geography.

### **Language Arts**

Language arts instruction integrates language skills into all curriculum areas. At the early levels, a phonics-based reading program is provided to develop solid reading skills. At the upper levels, a variety of reading venues is provided to teach students to read and think critically, to use correct grammar skills, to build vocabulary, and to develop creative writing techniques. The use of literature and poetry provides aesthetic enrichment and opportunities for developing character-building skills in discriminating between the uplifting and the degrading. Skills are taught that will prepare students to meet the challenges of advanced academic education and equip them to take their places in the work force in the future.

### **Physical Education**

A daily program of instruction is provided for students. Directed work and play experiences enable students to develop physical, spiritual, mental, and social qualities as reflected through physical activities. A written excuse from a physician is required to excuse a student temporarily or permanently from the physical education program.

## **Music**

Students are provided with an opportunity to participate in musical activities that promote student appreciation for good music. Students in Grades 1-8 receive classroom music instruction.

Private music lessons are offered by Crest Lane School-associated private music instructors. Private music lesson fees are paid directly to the instructor.

## **Computer**

Computer opportunities are available for students. Students learn basic computer literacy and keyboarding. In addition to the basic computer concepts and skills, students in grades 5-8 participate in an integrated computer curriculum that provides opportunities applying their learned skills to enhance and reinforce their studies throughout the school day.

## **Art**

The *Arts Attack* curriculum is the foundation of art instruction offered at the elementary level. Art instruction incorporates a variety of media. Some art instruction is integrated into the core curriculum to provide a creative link within the regular curriculum. The art program is specifically designed to give students an appreciation of God's beauty through aesthetic growth and creativity. It provides an outlet for creative expression for each student.

## ***Internet Use***

Internet access is provided at Crest Lane School. This service, however, does not include access to all Internet sites. Internet browsing is restricted through the use of software. Each student must have a *Computer Use Agreement* signed by both parent/guardian and student on file at the school.

## ***Academic Progress Reports***

The school's administrative communication system is RenWeb. It is a web-based program that allows parents access to information about their child's academic progress, homework assignments, and attendance. Students may also access this information with parental permission. After a student is enrolled, each family receives the school's district code and family passcode. These codes may be used to access RenWeb.

The school year is divided into four 9-week periods called quarters. At the end of each quarter, report cards may be accessed using RenWeb, and they will also be sent home. In addition to these quarterly reports, mid-term reports are available online.

## ***Parent-Teacher Conferences***

Communication between the parent and teacher is vital to the academic achievement of the student. Two formal parent-teacher conference days are scheduled during the school year – one at the end of first quarter and a second one at the end of third quarter. These conferences are an essential part of the educational communication process.

The teaching staff encourages additional conferences throughout the school year. Frequent communication between home and school promotes the spiritual, academic, and social well-being of the student.

If a problem is addressed during a parent-teacher conference, ample time following the conference should be allowed for the problem to be resolved. If further discussion is needed, it is appropriate to set up an appointment after school hours to meet with the teacher and principal.

### ***Testing***

Standardized Achievement Tests are administered each fall to determine the level of academic learning. Students in grades 3 – 8 will take these tests.

### ***Marking Code***

The grading system is according to the following table for grades 1-8:

A+	100%	A	92-99%	A-	90-91%	Excellent
B+	88-89%	B	82-87%	B-	80-81%	Above Average
C+	78-79%	C	72-77%	C-	70-71%	Average
D+	68-69%	D	62-67%	D-	60-61%	Below Average
F	0-59%					Below Passing
I						Incomplete

### ***Assignment Policy***

#### **Assignment Due Dates**

Unless stated by the teacher otherwise, **All** assignments are due no later than the next school day after they are given. Exceptions to this would be research projects, book reports, and other specified assignments.

#### **Selectively Neglected Assignments or Missing Work**

When a student selectively neglects to do a particular type of assignment or does not submit assignments in a regular, timely manner, the parent will be notified. In conjunction with the parent, teacher, and student, a plan of action will be developed to insure that the student completes his/her work. The student will receive an “Incomplete” until the work is submitted. All “Incompletes” must be completed and removed from a student’s record before promotion or graduation may occur.

Students are given two (2) days to complete assignments for every day they are absent from school.

### ***Eighth Grade Graduation Requirements***

Completion of requirements for eighth grade is awarded according to the following criteria:

- 1) *Diploma*: A diploma is given to students who have passing grades in Bible, mathematics, English and reading. (Please note that passing grades in these subjects does not guarantee promotion.)
- 2) *Certificate of Completion*: A Certificate of Completion is given to a student who has been diagnosed as academically challenged showing that he/she has completed an individually prescribed course of study.

- 3) *Certificate of Attendance*: A student who receives failing grades will be given a Certificate of Attendance. This certificate verifies that he/she has been in school; however, the academic requirements have not been met.
- 4) The Crest Lane School Board will expect parents with outstanding accounts to make satisfactory arrangements for payment prior to graduation in order for his/her student to receive a diploma. Diplomas, transcripts, report cards, and certificates will not be issued until the account is cleared.

**Forfeiting participation in graduation exercises**

A student is not automatically granted the privilege of participating in the public graduation exercises. Occasionally, a student will by the following behaviors, forfeit participation in graduation exercises:

- 1) Choosing not to meet academic requirements.
- 2) Behaving in a manner that reflects poorly on a student, his/her parents, and/or the school.

## **D. Financial Information**

In order that students may receive a quality Christian education at the lowest possible cost, it is the goal of Crest Lane School to operate the total education program as efficiently and economically as possible. The annual tuition and fees are established by the CLS Board. The current year's tuition rates and fees are outlined in the *Tuition and Fees Schedule* available in the school office.

### ***Registration/Textbook Rental Fee***

#### **Registration fee**

A single *non-refundable* payment made at the time of Registration. It pays for consumable text materials, textbook rental fees, library materials, student insurance and supplies. A portion of field trip expenses will be subsidized from Registration Fees. See the current *Tuition and Fee Schedule* for rates.

#### **Textbook Rental Fee**

Textbooks are rented by the student from the school. This fee is included as part of the Registration Fee. A parent agrees to pay the replacement cost of any textbook assigned to his/her child if it becomes damaged, misused beyond normal wear and tear, or is lost.

### ***Tuition***

There are two (2) tuition payment options at Crest Lane School: 1) FACTS payment plans; or (2) Paying in Full (PIF).

- 1) **FACTS payment plan:** The FACTS tuition plan is required for all families paying their tuition monthly and new agreements must begin no later than the first week of August. FACTS *monthly* payments are made through an automatic withdrawal from your checking or savings on the 15<sup>th</sup> of each month: August through May.

#### **FACTS Missed Payment Policy**

When a regularly scheduled payment is not funded, it will automatically be reattempted on the last day of the month along with a \$30 missed payment charge from FACTS. If the payment is again not funded, another \$30 charge will occur and the payment will be added to the next month's regularly scheduled payment.

Payment plans that show two or more successive missed payments will entail a student being withdrawn from classes. When personal or family circumstances challenge the continuance of a payment plan, a WRITTEN request to avoid a student being withdrawn from classes must be submitted to the Finance Committee. Telephone communication is not acceptable. Without this request's approval, a student being withdrawn from classes.

Missed FACTS payments can be made to the school treasurer but CANNOT be made up by personal check – no exceptions. (Cashier's check, money orders, bank drafts or cash are acceptable.) Missed FACTS payments due to activity initiated by the account holder (closed account, frozen funds) without express communication to the Finance Committee, will entail immediate withdrawal from class.

- 2) **Paying in Full (PIF) plan:** Self explanatory. A 10% discount will be given when the full year's tuition is paid by September 30. This applies to Kindergarten through 8<sup>th</sup> grade.

**Note:** Students cannot enter CLS without either being **Paid in Full (PIF)** or signed up to a monthly **FACTS payment plan**.

**Note:** A student cannot register who has an account in arrears with CLS.

### **Financial assistance**

It is the desire of the School Board, the Finance Committee, and the constituent churches that finances should *never* prevent a student from attending Crest Lane. The Finance Committee is dedicated to working with each individual family during times of financial difficulty.

\*\*\*Parents needing financial assistance need to get their information to their home church by the first week in July in order for their church Board to review the information by August. Parents coming to register their child/children need to have their registration fee and first month's tuition or a letter from their church indicating its financial assistance.

### **Refunds**

As determined by the finance committee, a student who withdraws from CLS during the school year will be granted a pro-rated refund on tuition already paid.

### ***Volunteer Agreement***

Parent involvement has an important effect on our school. Strong parent involvement leads to better teacher and staff morale, better learning programs, better school facilities, and more resources overall. The more parental involvement in the school, the better their children perform.

**Note:** At Crest Lane School, we require a minimum of five (5) volunteer hours per family per *current* quarter at the school. Total minimum volunteer hours per year: 20.

\*\*\*A \$10/hour (or \$50 per quarter) charge will be added to the student's account if *current* quarterly volunteer hours are not met.

### ***Medical Care and Accident Insurance***

Crest Lane School has purchased a secondary School Time Accident Coverage, which provides student coverage for the hours, and days when school is in session, and while attending school sponsored and supervised activities.

## E. Attendance

Crest Lane School is bound by state law to maintain accurate attendance records. More importantly, however, students need to learn the importance of regular attendance. To check your child's attendance status, access attendance records through RenWeb or contact the school office.

### *School Hours*

**Monday through Thursday:** 8:10 a.m. – 3:10 p.m.

**Friday:** 8:10 a.m. – 1:55 p.m.

**Note:** There is no Before and After school care.

### *Arrival*

Students may arrive at school as early as 8:00 a.m. and no later than 8:10am. Parents or guardians must come into the school with their child(ren) and walk them to their classroom.

\*\*\*If arrival is after 8:10am, the child must be signed in on the arrival sheet with the time of arrival and reason for tardiness.

### *Tardy Policy*

Crest Lane School maintains a strict tardy policy. Upon arrival students should allow *sufficient time* to take care of before-school needs, such as placing personal items into lockers, getting a drink, or using the restroom. Students **not in the classroom by 8:10 a.m., when the door will be closed**, may not enter the classroom until after worship, the keystone of our day, has ended and will be considered tardy.

### **Students consistently tardy**

Five (5) unexcused tardies within a given quarter may accrue without penalty. After that the following will be strictly enforced:

- 1) Students will have their records reviewed by the Administration and School Board.
- 2) **A \$10.00 charge will be added to the student's account for each additional tardy accrued within that quarter.**

\*\*\*To help insure the safety of all the students, the front door will be locked during school hours.

### *Dismissal*

The teachers have many tasks to complete once the students are dismissed. Please keep this in mind when picking up your children. If you need to speak with a teacher, please make an appointment with them.

### **School day dismissal (3:10 pm) procedures:**

- 1) Students will be lined up in the hallway.
- 2) A parent or an authorized adult must come into the school lobby to sign out your child.

3) Since there is no provision for after-school care, students must be picked up by 3:20 pm thus allowing a ten (10) minute grace period given to parents before any late charges start accruing.

The teachers have many tasks to complete once the students are dismissed. Please keep this in mind when picking up your children. If you need to speak with a teacher, please make an appointment with them.

### **Late Charges**

Children remaining on campus after 3:20 pm will be assessed charges at the rate of \$1.00 per minute. These late charges will be expected to be paid in cash to the teacher the following morning.

**Note:** The teachers are not responsible for the conduct and behavior of the student once the parent has arrived at the school and taken custody of their child.

**Note:** If a child needs to leave the school before the designated dismissal time, when possible, written notification must be given to the teacher in advance.

### ***Absences***

Regulations dictate that school must be in session 180 days per year with students in regular attendance. Written excuse slips for all absences should be submitted to the homeroom teacher. The note must contain the following: 1) Student's name; 2) Date of absence; 3) Reason for the absence; and the 4) Parent's signature.

**Excused absences** will be granted for the following conditions:

- Medical and legal appointments involving the student
- Personal illness/injury
- Death in the immediate family
- Individual situations that are declared by the administration to be of an emergency nature.
- Religious observations

### **Planned Absences (Unexcused)**

It is recognized that parents do take children out of school for reasons other than those previously stated. Permission cannot be given for these absences, but when they must occur, the following steps need to be observed:

- 1) A written request should be made at least **two (2) weeks prior to the expected departure date**.
- 2) Any work for which credit is expected must be submitted before the planned absence so it can be graded along with the work of the other students. With approval, select assignments may be submitted on the day the student returns to school.
- 3) Upon approval of the Administration and/or teacher, a student may be permitted to complete assignments and receive a grade for the subject(s) missed during the absence. The student is to obtain a list of all assignments that will be given during the scheduled absence.

### ***Chronic Attendance Problems***

In a case where the student has an unreasonable amount of absences, parents will be notified and counseled with by school administration. If absences continue to be a problem, notification of the School Board will be necessary. Students who miss more than 10 percent of the school days in any one grading period will have their attendance record reviewed by the Admissions Committee.

\*\*\*Students who miss more than 10 percent of the total yearly school days may forfeit promotion to the next grade or lose credit for classes and Social Services may be notified.

### ***Medical Appointments***

If at all possible, medical and dental appointments should be scheduled for times when school is not in session. Where health care providers do not arrange appointments during non-school hours, please make arrangements with your child's teacher in advance.

### ***Communicable Health Problem***

The parent or guardian will be notified if a student is suspected of having a communicable health problem. The parent or guardian will be required to remove the student from school immediately until the problem is resolved.

A child who has had a fever should not return to school until the temperature has returned to normal for twenty-four (24) hours, **without the use of medication**.

### ***Administering Medications***

In order to administer medication at school, whether prescription or over-the-counter drugs, school policy requires:

- 1) Written instructions from the doctor or dentist.
- 2) Written permission from the parent.
- 3) Medication in the original container.
- 4) The permission and instructions are good for only one school year.
- 5) Medications that need to be carried by the student, such as an inhaler or EpiPen, must be specifically ordered by the physician (i.e. "student is to carry inhaler at all times").

The doctor or dentist must include the name of the medication, the dosage, the possible risks, and the reason the medication needs to be given at school. Often the provider can adjust dosage times so medications need not be given during school hours. This requirement applies to all forms of medications, including over-the-counter preparations.

The parent must include a note requesting that the medication be given at school. There are forms in the school office, or a simple note will be accepted. If you are unable to obtain a note signed by the doctor, you must come to the school office and personally administer the medication to your student. Any medication *must* come in the original container with the child's name clearly printed on it.

### ***Leaving School Premises During the School Day***

No student will be permitted to leave the school grounds at any time without the consent of the parent or guardian. Consent must be submitted in writing or given verbally by the parent directly to the teacher.

### ***Restrictions***

A parent who wishes a child to remain indoors during recess or refrain from any school activity must submit a written request indicating the restriction or exception and the period of time it is to be in effect.

### ***School Closing***

Crest Lane School will follow the Carroll County Public School announcement of closing on the *first day* of weather related conditions. A Crest Lane School Official will contact each student's family regarding additional days of closing. Monitor local radio and television stations for announcements. **On Friday, if Carroll County announces a two-hour delay, Crest Lane will dismiss at 2:10pm instead of 1:55pm.**

## F. Dress Code

As believers in Jesus it is our goal to honor Him in every way including our dress. Clothing worn by Crest Lane students will reveal the principles of neatness, cleanliness, modesty and respect for God, self and others. Please note the chart below in selecting appropriate uniform attire:

Apparel		Pre-Kindergarten – Grade 8	
		Boys	Girls
Pants		Uniform khaki or navy blue pants. All pants must have belt loops.	
Shorts		Conservatively tailored knee-length khaki or navy blue. Shorts may be worn during P.E. classes and during the months of August, September, May and other days as specified by the principal.	
Skirt/Skort/ Jumpers/Capris			Navy blue, plaid or khaki uniform jumpers, knee length uniform Navy blue or khaki knee length skirts, capris or skorts
Shirt	Field Trip Shirt	Light blue polo shirt.	
	Dress Shirt (Required for school programs)	Long-sleeve white dress shirt Tie required	Long-sleeve white shirt or blouse No tight-fitting sweater tops allowed
	Every day shirt	White, navy or light blue polo shirt, solid colors only. Must have collar and buttons. All buttons except top button must be buttoned. White, long-sleeved turtleneck.	
Sweater/Vest		Navy blue or white cardigan sweaters or fleece. Items must be worn correctly and may not be worn around the waist or shoulders.	
Shoes/Socks		Flat shoe with closed in toe and heel—no heels Athletic shoe with non-marking soles preferred (required gym wear) Socks—solid color that complements school attire (white, navy, etc.)	
<p><b>The following items are not allowed as part of the Dress Code Policy for boys or girls:</b>            Jeans, corduroys, cargo pants ● rolled seams, rivets on seams or pockets of pants, shorts, or belts ● satin, silk, or velvet clothing ● stretch-type clothing ● sleeveless shirts or blouses (boys or girls) ● holes or patches in pants ● baggy pants, shirts, or sweatshirts ● hats ● heeies</p>			

## *Special Notes*

### **Hair & Make-up**

Hair must be clean and present a well-groomed appearance. **For boys:** neat, clean, and well groomed and kept at approximately the bottom of shirt collar. It must be out of the eyes. Boys cannot wear their hair in a “pony-tail.” **Both boys and girls:** Bizarre hairstyles are not allowed. Hair must be a natural color. It must not represent a negative sub-culture. Students will refrain from wearing obvious make-up. Nail polish must be natural/neutral in color.

### **T-Shirts and Leg Wear**

Shirts worn underneath the uniform must not extend beyond the length of the sleeves of the uniform shirt and should be of the same color selection as the dress code. Matching “leggings” may be worn under a uniform skirt.

### **Other Accessories**

Tattoos or body piercing of any kind is prohibited. No jewelry, including rings, leather, rubber, or cloth bracelets may be worn. Sunglasses, hats, or other headgear that detracts from the educational environment should only be worn *outside* the school building.

### **Field Trips**

Uniforms (with the light blue uniform shirt) are to be worn on educational field trips unless otherwise stated.

### **After school**

Students who remain on campus after their last class must remain in uniform.

### **Outer Wear**

Only CLS approved outerwear may be worn in the school building and classrooms. All other outerwear should be placed in the student’s locker and used at the appropriate times.

### **“Dress Down” Days**

On special occasions approved by the school principal, children may be allowed to dress down for the school day. Clothing should be neat, clean and modest. Words, pictures, and/or symbols displayed on clothing should be consistent with CLS standards. **School supplies should also follow these guidelines** (such as lunch boxes, book bags, water bottles, etc.).

### ***Dress Code Violations***

When the student is missing items required by the dress code; is wearing inappropriate items (for example, non-uniform shirts, or the shirt is not tucked in), he/she will be asked to solve the problem with the solutions outlined below:

- 1) Completing a Dress Code Violation slip.
- 2) Taking a copy of the Dress Code Violation slip to the classroom teacher.
- 3) Going to the office and renting (\$5.00 per item) the missing/inappropriate items or calling a parent/guardian to bring the proper items.

**Continued dress code violations – consequences after a certain number of written violations**

**Repeat Violation**

**Three (3):** \$5.00 fine.

**Six (6):** \$10.00 fine.

**Nine (9):** \$15.00 fine.

**Twelve (12):** \$20.00 fine.

**Fifteen (15):** The student will be called before the Discipline Committee.

## **G. General Information**

### ***Visitors***

While school is in session, visits by parents, church members, and School Board members are encouraged. Making arrangements, however, with the teacher before the planned visit will be most appreciated.

### ***Extracurricular Activities***

Extracurricular activities meet outside of regular school hours. Students wishing to participate in extracurricular activities (including the Plugged In program) must maintain a scholastic grade average of C or higher. In addition their financial account must be up to date.

### ***Telephone Use***

Incoming telephone calls to students during regular school hours need to be limited to real, emergency situations. A student will only be permitted to make outgoing telephone calls with teacher permission. Parents are asked to refrain from using the school telephone for outgoing calls.

### ***School Lunch***

Parents are responsible for providing a nutritious lunch. Parents are encouraged to eliminate highly sugared items. All lunches must be in harmony with Biblical health principles. Caffeinated beverages and sodas are not permitted.

**Lunches** that are provided through our lunch program will follow the previously mentioned nutritional guidelines. In addition, we will not knowingly serve your child any foods that contain High Fructose Corn Syrup or Trans-fats (Hydrogenated oils). Due to this policy, any foods that are brought in by parents for any school function need to adhere to these guidelines as well.

**Food allergies:** Due to the potential for food allergies, students are not permitted to share their lunch items with other students.

**Microwave ovens** are available for heating *prepared* foods. Foods requiring more than 2-3 minutes of reheating time should not be brought to school. Use of the microwave oven will be permitted only during the scheduled lunch period, and only as directed by the teacher.

**No lunch taken to school:** 1) Food will be available for purchase, and the charges will be added to the student's account; 2) If a parent finds it necessary to bring a child's lunch to school at noon, the lunch must be dropped off at the school office before the classroom scheduled lunch period; and 3) Please do not have pizza and other food items delivered by a commercial carrier to your child at school.

### ***Birthday Celebrations***

Parents are welcome to join their child for lunch on their birthday. If parents would like to bring birthday treats for all the children, the treats will need to be nonedible and should be brought to the

office when dropping off their child in the morning. Stickers, erasers, pencils, books, small toys, or other non-food items are acceptable as treats.

\*\*\*To avoid hurt feelings in children who may not be invited to a private birthday party, please refrain from handing out party invitations at school. Unless you are inviting the entire class, please send invitations via mail to the invited children.

### ***Fire Drills***

Fire drills will be conducted in accordance with county and state regulations. All students are expected to exit the building in an orderly fashion, proceed at least one hundred (100) feet from the building and remain silently there until the signal is given to return to the classrooms. Fire drills will be practiced in order for students to know how and what to do when they hear the fire alarm.

### ***Lockers***

Each student is assigned a locker. It is expected that lockers will be maintained in a clean, orderly fashion.

Students in grades 5-8 will be allowed to provide their own lock if they wish to keep their locker locked. They must provide an extra key or a copy of the combination to the school office on the first day the lock is installed.

The school will not make the keys or combinations available if a student forgets their key or combination. The school copies are for administrative use only.

Students need to remember that lockers are not their personal possession. Lockers are on loan to them for the school term. Please do not decorate lockers with stickers or anything of a permanent nature.

### ***Volunteer Drivers***

Volunteer drivers for field trips and other school activities must have: 1) A valid driver's license; 2) \$250,000/\$500,000 limits on their insurance policy; and 3) A copy of the volunteer driver's insurance must be on file in the school office.

### ***Asbestos***

In compliance with the United States Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), an inspection of the school building for asbestos was performed. The inspection findings and asbestos management plans are on file in the school office:

**Findings:** 1) The furnace near the door of the furnace room has asbestos containing material in the cement surrounding the pipe that seals it to the chimney; 2) The tiles in the classroom and in the restroom area contain asbestos.

### **Management plan**

1) The above material is in good condition, and the school has continued to maintain six-month surveillances as recommended by the management planner

- 2) An inspection was done by Whelan Associates on January 15, 2008, and the results are on file in the management plans in the school's administrative office. Everyone is welcome to view these plans anytime during normal school hours: Monday through Thursday, 8:10am – 3:10pm and Friday 8:10am - 1:55pm; and
- 3) No asbestos or lead paint products were used during the construction of the new addition (Letter from Conewago, dated 1/29/07, on file in the school's administrative office in the management plans.).

## H. Student Behavior Code

In order to operate efficiently and effectively, a school must have an orderly plan for monitoring student behavior. The code of conduct and the way it is administered may contribute to feelings of well-being students experience while at school.

The behavioral standards of Crest Lane School fall into two (2) categories: 1) **Health and safety standards:** Those that help protect against injury and pain; and (2) **Well-being standards:** Those that enable the teaching staff to do its job and the general welfare of students.

Those two (2) aforementioned categories have been divided into three (3) levels of behavior beginning with Level I - the least severe level of infractions and consequences, and proceeding onward through Level II and, finally to Level III - the most severe level of infractions and consequences.

Thus, in setting up these levels (Level I, II, and III) of model behavior, infractions, and consequences, Crest Lane School seeks to accomplish the following four (4) objectives:

- 1) Empower students by helping them become self-disciplined and responsible for their actions by establishing expected standards of behavior.
- 2) Helping students to understand that rules are usually related to problems dealing with health, safety, and the general welfare of people.
- 3) Students are: a) To know *beforehand* what is expected of them; b) To know what appropriate behavior is expected and the consequences of inappropriate behavior; and c) To accept responsibility for the choices they make.
- 4) Parents or guardians are to know *beforehand* what is expected of their children. It is the school's responsibility, in conjunction with parents or guardians, to teach children proper behavior.

### ***Description of Model Behavior, Infractions, and Consequences***

#### **LEVEL I**

**Model description:** Students at Crest Lane School will act with courtesy and Christian decorum. This behavior standard includes quietness in the classroom so others may study without interference, remaining in an assigned seat except for purposes in accordance with accepted classroom behavior, keeping one's hands to oneself, walking rather than running in the building, and keeping the desk and belongings clean and neat.

#### **Infractions include, but are not limited, to:**

1. Fooling around—bodily contact with another person in a jesting manner
2. Wandering—being out of seat in the classroom for other than allowed purposes

3. Loitering—the unassigned use of an area, roaming the halls, staying in the restroom too long
4. Littering—intentionally dropping or throwing items
5. Boisterous behavior—overly loud and obnoxious behavior, belching, yelling in the hallways
6. Running—anything other than normal walking in the building
7. Chewing gum—chewing or providing gum for others to chew

**Consequences:** Level I infractions are considered minor offenses. At Level I, the teacher will deal with the infraction, administering discipline in an appropriate manner. Level I infractions will not require a referral notice be sent to the parent or guardian, unless there are repeated infractions.

## **LEVEL II**

**Model description:** Students at Crest Lane School will honor and respect the rights of others. They will respect others and their belongings. They will take proper care of school property. Their speech will be marked by truthfulness, purity, and respect. They will have a sense of honesty that will keep them above reproach in their schoolwork, whether in homework or tests. They will recognize the importance of prompt and regular attendance in class. They will not knowingly break school rules or encourage others to do so.

**Infractions include, but are not limited, to:**

1. Inappropriate behavior—hitting, shoving, punching, kicking, scratching, slapping, biting, spitting
2. Minor vandalism — acts that create inconvenience or that destroy
3. Inappropriate language and conduct—swearing or using nasty language against or about other people
4. Forging signatures — signing another person’s name without permission
5. Disrespect—speaking to adults or other students in a way that shows lack of respect
6. Disrupting class — words, mumbling, actions or noncompliance with requests made by the teacher, or anything that causes the learning environment to become unsatisfactory  
Cheating—using sources of information for doing school work that are not approved by the teacher, including talking during tests, copying another student’s homework, and bringing notes or answers to class for use during tests
8. Non-completion of disciplinary assignment — failure to fulfill any agreement or assignment
9. Lying—telling any kind of falsehood
10. Inappropriate display of affection—kissing, handholding or body contact during school or any school-sponsored or school-related event or activity

**Consequences:** Students who are referred for Level II behavior will be disciplined in the following manner:

- a) First Offense –Disciplinary Referral sent home to parent to be signed and returned; parent notified
- b) Second Offense – Disciplinary Referral sent home; a conference with the parent, student, and teacher scheduled
- c) Third Offense–Disciplinary Referral sent home; parent notified; student suspended for one (1) day

**Note:** The principal will visit with each student referred for a Level II behavior. The purpose of this visit is to help the student realize the reason for the referral, the seriousness of a Level II behavior, where he/she currently stands in the disciplinary process, and how to plan a course of behavior that will prevent any further referrals of this type.

**Note:** A third Level II referral in sixty (60) days may result in a Level III referral.

### **LEVEL III**

**Model description:** Students are expected to demonstrate honesty in all their dealings at school. They will not take things that belong to others. Students are expected to respect their bodies as the temple of God by refraining from the use of alcohol, tobacco, or drugs.

**Infractions include, but are not limited, to:**

1. Harassment—any attempt to violate another student’s rights. This may be physical, sexual, or verbal harassment; mishandling another student’s property; or threatening another student.
2. Aiding and abetting—urging or helping another student to do something that is against the school rules, covering up for another student that is in violation of school rules
3. Theft—removing, hiding, or using property belonging to others
4. Controlled substances — actual possession, use, transfer, or sale of drugs, alcohol, tobacco, or drug-related substances
5. Fighting or assault—violent bodily contact that hurts or has the potential to hurt someone physically or emotionally
6. Vandalism—destruction that has a permanently damaging effect upon church, school, or student property. This would include property owned by church or school employees or loaned by others for school use.
7. Outlawed materials — the use of materials that are dangerous to the health and safety of students, teachers, or guests of the school, such as striking matches, fireworks, chemicals, firearms, and knives
8. Insubordination or abusive language — a belligerent or abusive act or statement that is directed at any employee of the school. It includes more than a simple refusal to do something. It is an aggressive, insulting, profane, or disruptive type of abuse.
9. Safety—actions that endanger the health, safety, or welfare of students, teachers, or guests of the school. Failing to behave in harmony with safety procedures. Using physical education equipment without teacher supervision, direction, or approval.
10. Lewd conduct—obscene literature or lewd, suggestive conduct.

**Consequences:** Level III behaviors are considered to be major problems that require immediate action by the staff, Administration, and the parents or guardians. Level III behavior referrals will be handled in the following manner:

- a) Referring classroom teachers may not be required to telephone parents for Level III behaviors. Rather, the principal shall arrange a conference with the parents and student as soon as possible. The teacher may be asked to be present at the conference, discipline hearing, or other meetings considered Level III behaviors.

b) Each accumulation of three (3) Level II referrals of a student being referred for a Level III behavior within a sixty- (60-) day period may result in movement of the student to the next step in Level III.

c) Movement through the Level III steps results in the following actions to be taken at each step:

Step 1: A 1-day suspension and disciplinary probation

Step 2: A 2-day suspension with a recommendation to the School Board for a hearing regarding the student's continuation at CLS

Step 3: A recommendation that the student be withdrawn immediately from CLS. Due process hearings may be conducted at the request of the parent.

**Disciplinary Probation:** Under circumstances described in the Student Behavior Code, a student may be placed on disciplinary probation. During this probation time students:

1) Will be required to obtain their teachers' review of their behavior.

2) May not be allowed to attend any extra- or co-curricular activities held at or by CLS.

# **I. STUDENT CODE OF CONDUCT: PROHIBITION AGAINST SEXUAL HARASSMENT**

Crest Lane School recognizes its responsibility to all students to maintain a school environment free from sexual harassment. It endeavors to achieve this environment through educating students that sexual harassment violates the law and will not be tolerated by Crest Lane School. Crest Lane School also endeavors to prevent sexual harassment by publishing this policy, by administering appropriate sanctions for misconduct, and by informing all students of their right to complain of sexual harassment.

*Definition of Sexual Harassment* - Sexual harassment is defined as any activity of a sexual nature that is unwanted or unwelcome or creates a hostile learning environment.

*Improper Conduct* - Improper conduct includes, but is not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, displays of sexually suggestive pictures, drawings or objects, sexual name calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The uses of any digital technology, or other device, to send, disseminate, or forward any image containing sexually explicit photos, videos, or other imagery, of another person, whether or not that person is enrolled in the school, or the distribution by such means of any indecent language or material, is strictly forbidden.

*Reporting Incidents* - Students who believe that they have been sexually harassed should take the following steps:

1. Make it clear to the alleged harasser that such conduct/behavior is offensive and should be stopped immediately.
2. Report the incident either verbally or in writing to Principal and/or School Board Chairperson.

*Investigation* - Complaints of sexual harassment will be investigated promptly by appropriate school personnel. When reporting an incident, as much information as possible should be submitted in order to assist the investigator(s).

*Discipline* - Students who engage in sexual harassment on Crest Lane SDA School premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for sexual harassment.

In the event suspension or expulsion is recommended as a result of the conduct, any appeal process will be afforded to the student in accordance with the Crest Lane School suspension/expulsion procedures.

## ***Student's Responsibility***

1. Make it clear to the harasser that the behavior is offensive to you and you want it to stop.

2. Write down exactly what happened. It is very important to have a clear record of date, time, place, who might have witnessed the behavior and what exactly took place.
3. Talk to an adult you trust. He or she can help you work out a plan to make the harassment stop. Trusted adults may include your parents, teachers, school counselors or a school administrator.
4. Report the offensive behavior to the appropriate/designated school personnel.
5. Avoid being alone with the harasser. Remember, there is usually “safety in numbers”.

### ***Teacher’s Responsibility***

1. Ensure the safety of the individual, if necessary. Also assure the complainant that reporting the incident(s) is the right thing to do.
2. Immediately contact the designated school official to report the complaint.
3. Fully cooperate in any official investigation.

### ***School Administration Responsibility***

1. Complaints of alleged sexual harassment, whether received directly from a complainant, third party or your personal observation, must be investigated promptly.
2. Any necessary reporting to the conference/union level should be made.
3. You should contact Adventist Risk Management, Inc. or selected insurance carrier and solicit counsel as to whether an incident report should be filed at this time. If an incident report is filed, it is the responsibility of the insurance company to assign an adjustor and/or defense counsel on behalf of the organization. It is your responsibility to cooperate fully with local authorities and the insurance company in the investigation of these incidents. Failure to cooperate may jeopardize your coverage under the insurance policy.
4. You should request the complainant to submit a written statement. However, you are still obligated to investigate whether you have a written statement or not.
5. Interview the alleged harasser and gather as much information as to the alleged behavior and incident as possible.
6. Contact any potential witness(es) who may have additional information pertinent to the alleged incident.
7. Once the investigation is completed you should consult with the designated administrator at the conference level as well as legal counsel.
8. Based on the merits of the alleged behavior, an appropriate conclusion should be reached. Both the complainant and the alleged harasser should be informed of the outcome of the investigation.
9. If the complaint is found to be without merit no further action may be necessary. If, however, merit is determined and discipline is warranted, standard disciplinary processing should take place.
10. It needs to be clearly communicated to all parties involved that the organization prohibits retaliation against individuals who submit claims of sexual harassment in good faith.

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**The Administration and School Board reserve the right to formulate and implement policies, rules and regulations throughout the school year in order to assure the safe and appropriate operation of the school. Any new policies will be immediately communicated to parents or guardians and will carry equal force to the other information contained in this Handbook.**

# STUDENT COMMITMENT

Because I have chosen Jesus Christ as my role model and am striving to be like Him in all my ways, I will:

- Show a spirit of reverence at all religious services of the church and school.
- Show a spirit of respect for the adult staff, my classmates, and myself.
- Follow the Student Behavior Code as presented in the *Crest Lane Handbook*.
- Honor God by practicing principles of modesty in my dress as outlined in the *Crest Lane Handbook*.
- Accept the evaluation of my teachers, and respect their judgment when questions arise on appropriate standards of dress or behavior.
- Own responsibility for my actions and graciously accept the consequences of my mistakes.
- I want to grow and learn daily to be more like Jesus.

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I have read the handbook and agree to support and comply with the guidelines for student conduct established by Crest Lane School.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed

\_\_\_\_\_  
Date

## PARENT COMMITMENT

Because I desire that my child be nurtured in a Christ-centered atmosphere, I have chosen Crest Lane School. I understand that it is the goal of the school to present Christ to my child as Savior and Friend and to foster excellence in citizenship and academics. I also recognize my responsibility to support the school and my child by:

- Helping him or her uphold the policies of Crest Lane School as stated in the *Student Handbook*, giving special attention to appropriate dress, diet, and standards of conduct.
- Taking a daily interest in the academic program by providing a specific time and distraction-free environment in which homework may be completed.
- Communicating frequently with the teacher to assure understanding and promote a spirit of cooperation between home and school.
- Attending and supporting school programs and activities, and taking an active role in Home & School functions.
- Helping my child assume responsibility for unacceptable behaviors and graciously accept the consequences.
- Adhering to the Financial Policies of the school.
- I agree to volunteer five (5) hours per quarter at the school or pay \$10/hour or \$50 a quarter. Hours need to be completed quarterly.

I also understand that the mutual goals for the spiritual and character development of my student can only be realized as I, the parent, continually uphold Christ before my child.

I have read the *Crest Lane School Student Handbook* and agree to support and comply with the policies outlined therein.

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Parent's Signature

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Date

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Witnessed

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Date