

Tranquility Adventist School
Student Handbook



Tranquility Adventist School Handbook

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Handbook:	Adopted Summer	1987
	Revised Summer	1988, 1990
	Revised Spring	1993
	Revised Summer	1997, 1999, 2000, 2001
	Revised Spring	2004
	Revised Fall	2005
	Revised Summer	2007
	Revised Spring	2009, 2013, 2015, 2017, 2018
	Revised Summer	2020

STATEMENT OF ACCREDITATION

The Tranquility Adventist School is a fully accredited PK-8 educational institution. It is accredited by the Accrediting Association of Seventh-day Adventist Schools that is a member of the National Council for Private School Accreditation

All Seventh-day Adventist schools are regulated and supervised by local, regional national and international bodies. The Tranquility Adventist School operates under the direction of the New Jersey Conference of Seventh-day Adventists Department of Education. School personnel are evaluated on an on-going basis. Full evaluations of school facilities and programs occur every six years.

VISION STATEMENT

Imagine children where:

- Everybody is welcomed and they are not alone.
- They will work, learn, and achieve wonderful things together.
- They will be respected and cared for by everyone and everything around them.
- They will recognize and achieve their fullest potential.

Tranquility Adventist School is a place of excellence where students can achieve full potential in their academic, creative, personal, physical, moral, and spiritual development. It is a place that will challenge students of all abilities to achieve excellence and where they will feel they make a contribution and are valued.

MISSION STATEMENT

The mission of Tranquility Adventist School is to impart to students the knowledge and joy of a growing experience in salvation, instill a desire to properly serve others, and educate them in practical branches of knowledge that will prepare them to function successfully within society.

STATEMENT OF PHILOSOPHY AND OBJECTIVES

The Seventh-day Adventist philosophy of education is based upon the belief that God is Creator – that He made man in His own image, perfect in every way, with great intellectual power, a son of God. Man was created to enjoy fellowship with God and, in turn, to honor God and to be a blessing in service to his fellow men.

We believe that by the grace of God, through faith in the atonement of Christ, salvation is available to all who love God. The Holy Spirit, whom God has given, is free to dwell in the human heart. Through God's Spirit all may have a new birth and may overcome every tendency to evil. As sons and daughters of God they will regain the privilege of divine companionship. All that was lost through sin will eventually be restored.

We believe that God has ordained a plan of education for His people, an education that is Christ-centered.

To restore in man the image of his Maker, to bring him back to perfection in which he was created, to promote the development of 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. (White, EG, Education, p. 15,16)

Seventh-day Adventists accept the principle that: “True education means more than the pursual of a certain course of study.” (White, EG, Education, p. 13)

“Education is but a preparation of the physical, intellectual, and spiritual powers for the best performance of all the duties of life.” (White, EG, Messages to Young People, p. 271)

“We are called to the service of God and our fellow men; and to fit us for this service should be the object of our education.” (White, EG, Ministry of Healing, p. 395)

We believe that each child is unique and precious in the Lord's sight. Each has a special place in this world as well as the world to come. Each has the power of choice and each has an ever-expanding capacity for development.

One of the teacher's major responsibilities in all contacts with his or her pupils is to help each one develop a Seventh-day Adventist philosophy of life. Each pupil should realize that he or she is a child of God and that just as surely as God has a place for him/her in Heaven, He has a place of service for him/her on Earth.

A BRIEF HISTORY

The present facilities of Tranquility Adventist School (TAS) are located in Green Township along Highway 517 adjacent to Tranquility Seventh-day Adventist Church. TAS is also located next to Tranquil Valley Retreat Center, a Seventh-day Adventist operated facility. The school was originally named Northwest Christian SDA Elementary School and classes were held in a renovated barn several hundred yards northwest of its current location. The building that now houses the school was opened in 1974.

Principals

David Meyer
Elsie Steuer
Lewis Bush
Naomi Brand
Craig Zeismer
Robert McMillen
Timothy Fisher (acting)
Mark Walker
Peter Timothy Anderson 1998-2000
Robin D. Fisher 2000 to 2008
Linda Small 2008 - 2009
Erica Santiago 2009 - 2011
James Hunt 2011 - 2013
Nita Connell 2013 – 2019
Elaine Lopez – 2019 - present

SCHOOL BOARD

The Tranquility Adventist School Board establishes the general philosophy of the school. The Board employs school personnel to administer the school, execute the academic program, and maintain discipline. The Board is responsible for providing and maintaining physical facilities and the financial stability of the school. Accordingly, it approves the operating budget and sets the tuition each year. It plans for the long-range needs of the school, including land, buildings, and funding.

2020-2021 School Board

Steven Hernandez (chair)
Barbara Delaney (vice chair)
William Dieppa (treasurer)
Elaine Lopez (principal)
J. R. Joshnick
Jost Langenfeld
Violet Niederoest
Pastor Angel Laurencio
Pastor Stephen Lee
Pastor John Lee

ADMISSIONS

Tranquility Adventist School is operated for the benefit of the Seventh-day Adventist churches in the northwest New Jersey area. However, SDA membership is not a requirement for admission. Scholastic standards at the school are monitored by the New Jersey and Columbia Union Conference of Seventh-day Adventists.

Tranquility Adventist School admits students of any race, religion, sex, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, and ethnic origin in the administration of its educational policies, admission policies, and other school administered programs.

In order to be admitted to the first grade, the applying student should be six (6) years old by October 1 of the year he/she seeks admission. Students entering Kindergarten should be five (5) years old by October 1 of the year he/she seeks admission. All children must take a readiness test before admission to either kindergarten or the first grade.

All students attend the school at the discretion of the school board.

Admissions Process

All students who apply for admission to Tranquility Adventist School will be granted or denied admission by the following procedure:

- 1 Application is made in writing through the school principal. Formal application includes completion of all the following:
 - a The parent will obtain and read a copy of the Tranquility Adventist School Handbook. The parent and all students above grade four (4) will sign a statement of agreement indicating their intent to uphold all regulations of the school.
 - b All new students, as well as students in kindergarten, first, fourth, and seventh grades, must receive a medical examination and provide proof of all immunizations as required by state law or provide a religious exemption statement. This includes polio, DPT, rubella and mumps. Students must be tested for tuberculosis and receive a scoliosis examination. (Students transferring to TAS from another state or country are required to receive a Mantoux tuberculin test.)
 - c Payment of the registration fee and the first month's tuition will be made with the application.
 - d Parents will complete a "Consent to Treatment" form and a form requesting educational records.
- 2 The principal and/or the classroom teacher will interview the applicant to informally evaluate if he/she will fit into the school program. Also, a "short form battery" achievement test will be administered to assist in determining grade placement.
- 3 The principal and teacher will make a recommendation to the Admission Committee.
- 4 The Admission Committee will review the applicant's request and make a recommendation to the school board.
- 5 At the time of registration, parents will be asked to bring the original copy of the birth certificate, which will be photocopied and immediately returned. The photocopies will be kept in the student file.

- 6 All new students are accepted provisionally for the first nine-week period. At the end of the nine-week period, each “new” student will be evaluated by the principal/teachers in these areas: (a) academics; (b) citizenship (behavior); and (c) attendance. If all three areas are satisfactory, the student will be informed in writing that the provisional acceptance has been upgraded to regular status (the student meets all standards). If one or more areas have not been met, the student may have provisional acceptance extended for one nine-week period. The admissions committee will determine the status of students.
- 7 The school board will vote as to whether or not to accept the applicant. This will be done at a regularly scheduled meeting or at a specially called meeting.

Admission Policy for Students with Special Needs

Tranquility Adventist School is committed to providing the best possible education within a Christian environment. Although our school has the intent of providing for the needs of our students in the best way possible, there may be instances in which TAS cannot provide adequately for students with very special needs. When a student is applying for admission and may have needs which exceed the resources of the school, the following procedures will be pursued to provide for the best interests of the child.

- 1 The parents of a student who has a history of educational difficulties have a responsibility to inform the principal or classroom teacher when application is made for entrance into the school. 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. Failure to do so may result in the child not being accepted to TAS.
- 2 Any child who has a history of educational difficulties will be admitted to TAS conditionally for a period of time to determine whether the school can provide for their educational needs. The period of conditional acceptance will not exceed thirty days, unless mutually agreed upon by the teachers, parents, and the school board. During this time parents and teacher will maintain close contact with regard to the child’s adjustment to the school program at TAS.
- 3 At the end of the period of conditional acceptance, the school will advise the family regarding the best course to follow for their child. One of the three following options will be the result:
 - a Acceptance is recommended to the school board.
 - b Acceptance is recommended to the school board along with an individual educational plan.
 - c Acceptance is not recommended because the school cannot adequately provide for the child’s educational needs.
- 4 The school board reserves the right to deny acceptance of a child when it deems that admission would create an undue time or work overload for the classroom teacher.
- 5 For a student who is admitted to TAS and for whom an individualized educational plan needs to be developed, parents are expected to give complete cooperation. Evaluation by a Child Study Team will isolate and resolve the child’s learning difficulties as completely as possible. This will involve testing, evaluation, and tutorial assistance when needed from the responsible public school district. Failure to cooperate in the development of evaluation and instructional planning will result in denial of the child’s acceptance and/or continued enrollment at TAS.

Sexual Statement of Admission

Tranquility Adventist School, as a Christ-centered learning community, welcomes all those whose behavior and lifestyle are consistent with the beliefs of the Seventh-day Adventist Church.

Regarding human sexuality, students can remain in good standing providing they conduct their lives in a manner that is consistent with the teachings of the church on sexual orientation and behavior. Tranquility Adventist School does not admit or retain students who engage in sexual misconduct, which includes but is not necessarily limited to, non-marital sexual conduct or homosexual conduct; or those students who practice or appear to advocate for any form of sexual behavior or orientation that in the judgement of the school's administration is inconsistent with the Christian identity, teachings, beliefs, or faith mission of Tranquility Adventist School and the Seventh-day Adventist Church.

Appeals Process for Admission

Any family dissatisfied with the decision of the school board regarding admission of their child may appeal the decision by following the procedure listed below:

- 1 A written request shall be presented to the principal or school board chairperson requesting that the decision to refuse admission be reconsidered. The request will also include reasons why the decision should be reconsidered.
- 2 The request will be handled by the school board at the next scheduled meeting, or, in some instances, a specially called board meeting.
- 3 Parents may be invited to present their concerns in person to the school board.
- 4 Following their presentation, the school board will meet in executive session to discuss the matter and make a final decision regarding admission or continued enrollment of the child in question. The board will then deliver its decision.
- 5 If parents are still dissatisfied, they may appeal to the New Jersey Conference Superintendent of Education, 2303 Brunswick Avenue, Lawrenceville, New Jersey 08648, who will then meet with the school board for a second hearing. The school board will then discuss and determine its final decision in consultation with the educational superintendent.

FINANCIAL PROCEDURES

Registration

The following registration procedure must be followed:

- 1 All students are required to register before the first day of school.
- 2 All past due accounts must be paid in full prior to registering for the new school year.
- 3 All registration documents must be completed before the child can attend school.
- 4 The full registration fee is required for students who enter after the school year has begun. Tuition, however, will be prorated.
- 5 Upon completion of registration, parents must present a signed financial contract before the child can enter school.
- 6 Each year parents and students must sign a statement of agreement affirming their intention to abide by the expectations, policies, procedures and regulations of the school as outlined in the Handbook, as articulated by the principal or as established by the school board.

Account Payment

We encourage parents to keep abreast of their account payments:

- 1 All tuition payments will be due by the 15th day of each month.
- 2 A \$150 discount will be given if the student registration fee is paid before June 30. A 5% discount will be offered to families who pay their bill in full by September 15.
- 3 When the account becomes delinquent, 15 days after due date, a letter will be sent notifying the parents that payment is past due. Payment or arrangements must be made by the next regularly scheduled school board meeting or action may be taken by the board.
- 4 A NSF charge of \$25 will be assessed for returned checks by the bank. This will be added to the student's account.
- 5 TAS reserves the right to send any account not current by August 1st to a collection agency.
- 6 Students with delinquent accounts will not be allowed to participate in graduation exercises.
- 7 Transcripts and diplomas will be held until the account is paid in full.

Worthy Student Assistance

1. Students attending Seventh-day Adventist churches may be eligible for “worthy student” assistance. It is the responsibility of the parents needing financial assistance to contact their church board in writing to request the assistance they feel may be needed. A letter from the church board must be submitted at the time of registration stating the name of the student to whom the support is given, the amount that the church will pay, and the schedule of payments.
2. The New Jersey Conference Office of Education offers each year a limited number of “Three Way Plans. Under this plan the student receives financial assistance from the Conference, their home church, and the school. Forms will be distributed at the time of registration to families who qualify for this assistance.
3. Transportation aid is offered by most townships to families who transport their students to a private school between 2-20 miles. These forms can be obtained in the school office and are renewable each year.

RETURNING STUDENTS

Each spring students (not currently enrolled in eighth grade) who are in good and regular standing are eligible to return to Tranquility Adventist School. Students who are on academic or behavioral probation may have such an offer suspended until the end of the school year. Signed registration forms that are returned to the school indicate the intention of a child to be registered as a student in the school for the next academic year. Parents may wish to pay the registration fee for the next school year at this time. (See Account Payment above)

ACADEMIC INFORMATION AND PROCEDURES

Grading Scale

Definitions of grade are as follows:

- A Excellence in achievement, indicating thorough knowledge of subject matter and the application of that knowledge with accuracy, understanding, and imagination.
- B Competence in all areas of course, proficiency in some, indicating substantial knowledge of the subject matter and application of that knowledge with understanding and clarity.
- C Acceptable work meeting course requirements, indicating basic understanding of subject matter and sufficient knowledge for promotion in sequential courses.
- D Unsatisfactory work, indicating minimal achievement. Insufficient for promotion in sequential courses
- F Failed. Credit is not awarded.
- I Incomplete (see explanation below).

These grades may also appear on a report card or transcript:

- I – Achieves objectives and skills independently
- P – Progressing towards achieving objectives and skills
- NT- Needs more time to develop
- N- Not evaluated at this time

Incomplete Grade Assessments, Grades 3-8

A teacher may give a student an “Incomplete” if, in the teacher’s judgment, the student is unable to complete the course requirements due to extended illness or other circumstances. Incomplete work must be finished in a two-week time period following that marking period. If the work is not completed on time, the student will receive a failing grade for that course.

Grade/Progress Reports

The school year is divided into four marking periods. Each marking period is approximately nine weeks long. At the end of each period, students receive a grade for each course taken. Report cards are issued by teachers and sent home to parents at the end of each quarter. At the end of the fourth quarter, the report card will be mailed to the families with current accounts. Formal conferences between parents and teachers are held after the first and third quarters. Conferences may also be arranged with an individual teacher.

Academic Advancement and Probation

Students who satisfactorily meet grade level requirements are promoted to the next grade at the end of the school year. Students who fail to meet expectations for academic performance may, at the discretion of the principal, be advanced on academic probation. Terms of the probation will be outlined by the principal and teacher to the parent and the student. There are times when a request is made for early promotion. All such requests are handled by the Office of Education, school board, principal, and classroom teacher as outlined by the Columbia Union Education Code.

Access to Student Information

It is the policy of the school that, absent a court order directing otherwise, student records are available to both biological parents and the standard school mailings are sent home to both biological parents.

Both biological parents also have the right to request conferences with teachers and administrators unless the principal has received a court order indicating otherwise.

In matters of the daily operation of the school (e.g. trip notices, medical emergencies, etc.), school personnel will deal routinely with the custodial parent only.

Homework

Teachers assign the amount of homework that is considered developmentally appropriate at each grade level. These times increase incrementally from grade to grade and during the year. Homework may be assigned as needed.

Learning Resources

In a small number of cases where students have been evaluated for learning challenges by the child study team and with whom the school concurs, Tranquility Adventist School attempts to facilitate on-campus support by a learning specialist, provided through the local school district, during the day. No additional fee is charged for this service.

Standardized Testing

Standardized testing is administered to students in grades three to eight to determine the efficacy of the school's curriculum and to identify concept areas that are strengths and weaknesses for our students as a group. The principal or his/her designate will meet with parents wishing information about the scores of their own child. The standardized test currently used is the Iowa Test of Basic Skills (ITBS).

Lunches

The school requests parents to ensure that their child has a nourishing breakfast before leaving home for school.

They should also send a nutritious sack lunch to school each day. Microwave ovens are available for reheating food, but the limited time for lunch break does not allow for cooking food.

Seventh-day Adventists believe that their bodies are the temples of the Holy Spirit (1 Cor. 6:19) and refrain from eating and drinking certain things that are considered harmful to their bodies. Therefore, students should not bring for their lunch or field trips any biblically unclean foods (see Leviticus 11) such as pork products (ham, sausage and pepperoni) or drinks that contain caffeine. We also discourage children from bringing an excessive amount of sweets or food items that contain chocolate. Please check with your child's teacher if you have any questions concerning a particular product.

Sharing or exchanging of lunches is not permitted. Parents are to check with teachers prior to bringing food for sharing with the entire student body.

SCHOOL UNIFORM POLICY

The Tranquility Adventist School Constituency voted in May, 2004 to require that a school uniform must be worn every school day.

- All uniform shirts are to be purchased from Land's End Uniform Company. Our school code is **900096611**. All polo shirts, pull over sweaters, vests, and turtleneck shirts must be embroidered with the school logo.
- Uniform pants must be "Dockers" style. Pants, shorts, or skirts can be purchased at any retail location. Uniform pants should be well fitted; no oversized, baggy, cargo style or skin tight pants are permitted. Capri style are permitted. Pants should be neat; free of holes, tears, rips, and excessive stains. Hems of the pants must not touch the floor but should touch the top of the shoe.
- Shorts, skorts, and skirts must reach the top of the knee. If pants, skirts, or shorts have belt loops, a belt is required. The waistband of the pants, skirts and skorts should be at the natural waistline, no low rider pants are acceptable.
- Knee length shorts are permitted only during the first and fourth marking periods of the school year.
- Shoes for both boys and girls may be dress, casual, or tennis shoes. No open toed shoes, sandals, flip-flops, or clogs will be permitted.
- Hair must be clean and neatly groomed, and should be a natural color. For boys, hair cannot touch the top of their shirt collar.
- Jewelry of any kind shall not be worn.
- Only clear nail polish may be worn. Make-up, if worn, should be done in a natural and tasteful manner. No tattoos allowed.
- Visible shirts worn under uniform shirts may not be camouflage, any noticeable lettering or artwork.

Girls' Attire

- Blouses (short, $\frac{3}{4}$ or full length sleeves), turtlenecks or polo-style shirts—white, navy, cobalt blue, light blue, ice pink, red, purple/lavender, and burgundy
- Skirt, pants, shorts, skorts-navy, khaki, light blue, or black
- Cardigan sweater or vest
- Socks-white, navy, khaki, or black
- Belt-brown, black, khaki, or navy
- No camouflage jackets, tights, etc.

Boys' Attire

Dress shirt, turtleneck or polo-style shirt—white, navy, cobalt blue, light blue, ice pink, red, and burgundy

Pants or shorts-navy, khaki, light blue, or black

Cardigan sweater or vest

Socks-white, navy, khaki, or black

Belt-brown, black, khaki, or navy

No camouflage jackets etc.

Field Trip Uniform

Each student will be required to purchase a TAS t-shirt that will be worn on field trip days. There may be field trip activities that will require the student to wear their regular school uniform. Parents will be notified in advance.

Dress Days

Certain days each year, including programs at the church, choir performances, educational rally days, the Christmas program, will be declared as dress days. On these occasions, the following dress code will be in effect:

- **Girl's Attire:** black skirt and white blouse (black and white dresses are acceptable)
- **Boy's Attire:** black dress slacks, white shirts, and black ties

For both girls and boys, dress shoes will be required. Parents will be notified in advance.

School Functions Off Campus and Evening Functions

Students are expected to represent Tranquility Adventist School in their manner of dress while attending off campus school functions such as field trips, church programs, or any other functions that are sponsored by Tranquility Adventist School.

BEHAVIORAL EXPECTATIONS

At Tranquility Adventist School, an important part of the education provided by the school is to set behavioral expectations clearly and help students learn to follow these expectations. Disciplinary actions are seen first as an educational process, rather than as simply punitive. As part of the registration process, each student and parent will be required to sign the student behavioral contract. (Refer to Appendix I)

Student Supervision

School personnel are responsible for the supervision, care, and safety of students while at school and during all school-sponsored functions, on and off campus. School supervision will be maintained even with parents present. Supervision, as arranged by the principal or head-teacher, must be provided, whether parents are present or not, until every child has physically left the school property under supervision of a parent or parent-authorized party.

Code of Behavior

Each student has the responsibility to observe standards of classroom decorum and to do his/her part in helping to maintain a positive learning environment. At Tranquility Adventist School, students are expected to:

- Be considerate
- Be courteous and use good manners
- Respect the work of others
- Respect and care for materials and property
- Follow safety rules
- Take responsibility for one's actions

Disruptive behavior, either verbal or physical is unacceptable. If such incidents occur, students will be made aware of the consequences of such behavior and held accountable.

Zero Tolerance for Bullying

It is the policy of the Tranquility Adventist School to maintain a safe learning and work environment that is free from bullying. Students, staff, and the school community (including parents) are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards others. We prohibit all forms of bullying.

DEFINITION: Bullying is repeated intentional harmful behavior initiated by one or more students and directed toward another student. For our purposes, it takes place in the school, on school property, or on school field trips. Examples of bullying are as follows:

- **Verbal:** Name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious-intending to cause harm, etc.) notes or pictures in any medium (magazine, over a cell phone, internet, etc.)

- **Physical:** Pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging, or stealing the victim's property, locking a person in a room or locker, making mean faces or rude gestures, etc.
- **Social:** Ostracism that is a "put down," exclusion such as not letting kids play or tearing down, ignoring, being unfriendly, alienating, etc.
- **Psychological:** acts that instill a sense of fear or anxiety, etc.
- **"Any Act"** that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

DISCIPLINE: A two-day suspension or expulsion for a first-time offense. A second-time offense is an automatic expulsion.

Inappropriate Behavior

Tranquility Adventist School has identified specific areas of behavior that are unacceptable. It is felt that students participating in any of these acts will cause or create disruption in the daily activities at school. These acts may also interfere with the health, safety, well being, or rights of other students to learn in a Christian environment. Violation in any of these areas will lead to automatic disciplinary action. (Refer to Disciplinary Actions on page 18)

- | | |
|----------------------------------------------|-------------------------------------------------------------------|
| • Disregard for authority | • Weapons/potentially dangerous objects that could do bodily harm |
| • Verbal abuse | • Controlled substances |
| • Physical endangerment | • Sexual Harassment |
| • Stealing | • Leaving campus without permission |
| • Profanity, suggestive language, lewd jokes | • Inappropriate use of the computer (see appendix II) |
| • Fighting or threats of violence | • Vandalism |
| • Dishonesty | • Social abuse |
| • Cheating/plagiarism | |

Not limited to aforementioned offenses.

Prohibited Items

The following items are not allowed on school grounds and will be confiscated.

- Electronic Devices, including but not limited to: CD players, game boys, radios, electronic games, iPods, PDAs, and cell phones.
- Chewing gum will be subject to a \$10.00 fine. If left unpaid, charge will be added to student account.
- Pocket knives or knives
- Playing cards or other gambling devices. Students may not play the card games that come pre-loaded on the computers.

Weapons Policy

All weapons are banned from school and school activities. Students possessing weapons will be immediately suspended with expulsion recommended in line with disciplinary procedures. Applicable state and federal laws or guidelines will be followed.

Weapon Definition:

A “weapon” is defined as any gun, stun-gun, firearm, bomb, smoke bomb, explosive or incendiary device, poison gas, Mace, pepper spray, or knife with a blade exceeding three (3) inches in length. “Weapon” includes any device that is designed by its manufacturer or redesigned and/or altered by another for use as a weapon. “Weapon” also includes any device in a student’s possession while at school, on school property, or at off-campus school-sponsored function that the student intends to use as a weapon for the infliction of bodily harm or harm to property.

GUIDELINES FOR DISCIPLINARY PROCEDURES

A single offense against the code in one area could result in a student's disciplinary probation, suspension, or a combination of these, or expulsion. Normally, such action will not take place until a conference is held with the student, the parents, the appropriate teachers and administrators. Student possession of weapons and the expression of threats of violence will result in immediate suspension or expulsion.

Informal Discipline

- To keep parents informed of a student's inappropriate behavior and academic problems, e-mails are sent as needed. These are communication emails and are not included in the student's records. If, after ample opportunity, the student's behavior is unchanged, formal notices will be sent to the parents and may be placed in the student's file.

Formal Discipline

- Formal notices are to inform parents of unimproved behavior, academic needs or first offenses of more serious nature. The parent and student are to sign the notice before the student may return to school. These will be placed in the student's file and a copy will be given to the principal.

If informal and formal discipline measures do not improve the student's inappropriate behavior or academic problems, further disciplinary actions will be taken.

Disciplinary Actions

Disciplinary actions may include the following:

Warnings: Informal and formal discipline measures are the student's warnings. Failure to comply will lead to disciplinary probation.

Disciplinary Probation: Repeated violations of school regulations or a single, major disciplinary infraction can result in the student being placed on probation for a time specified by the staff, administration, and Executive School Board. These three entities comprise the Academic/Disciplinary Committee. Any further violations result in suspension or possible expulsion of the student.

Suspension: The student is not allowed to attend classes or is suspended from particular privileges for a number of days to be specified by the Academic/Disciplinary Committee. He or she may be required to be on campus for an in-school suspension or may be asked not to be at school.

Expulsion: The student is directed by the Academic/Disciplinary Committee and School Board to leave Tranquility Adventist School and seek enrollment at another school.

Due Process

Persons who have concerns about the school program or personnel have a legitimate right to express those concerns and to receive answers to their questions. To receive maximum attention, these concerns should be expressed in the following way, as established by the New Jersey Conference Board of Education.

Anyone having concerns about any school program or personnel must discuss those concerns with the following people in the order listed:

- 1 The teacher or person directly involved.
- 2 The principal and/or school board chairperson or pastor.
- 3 The conference superintendent of schools.
- 4 The personnel committee.
- 5 TAS School Board.

School Visitation Policy

Due to security measures, visitors are not allowed without prior arrangements and/or appointment. Anyone (including parents) visiting the school during school hours, must sign-in and out at the school office.

Parents wishing a conference with a teacher should make an appointment.

Telephone Calls and the Use of the School Telephone

Telephone calls to a student during the school day will not be allowed. Messages should be left with the school secretary or principal who will deliver them to the child and the teacher.

Students will not be allowed to use the school telephone. A staff member will send a message home when either the principal or classroom teacher deems that the message is of sufficient importance to merit a call to the home of the child.

HEALTH AND MEDICAL INFORMATION

School Nurse

There is no daily nursing service available at the school. Nursing services are provided by Sussex County a few days each school year. These services include review of student health records, general health screening, visual and auditory screening and scoliosis testing.

Student Accident Insurance

Tranquility Adventist School carries an insurance policy that covers your child on his way to and from school, during school hours, and at school sponsored activities. The school's insurance will cover medical costs, within the limits of the policy, related to any accident that may occur. This insurance becomes effective after the Primary Insurance carried by the student's family has fulfilled its obligation. There is no additional charge for this coverage. A brochure, which specifically outlines insurance coverage, is available through the school office.

Procedures for the Care of Sick or Injured Students during the School Day

In cases of minor injury that does not require the services of a physician, the staff will administer first aid and send the student back to class. In case of serious injury, emergency first aid will be administered and efforts will be made to notify parents immediately. If a parent cannot be located, the staff will call the emergency number listed on the student's health form. If necessary, the student's physician will be called or the student will be taken to the emergency room of Hackettstown Hospital.

If a student must leave the campus during the school day for reasons of health, a parent or person designated by a parent must collect the student from the school office or classroom.

The staff will not dispense medication without written permission from both the student's physician and parent.

Medication in School Policy

The medication policy at Tranquility Adventist School encourages parents to administer all medications at home; however, it is recognized that children with special needs, chronic illnesses, and specific disabilities may require medication during the school day.

If it is absolutely essential that a student receive medication while under school supervision, the following procedures apply:

- A physician's approval and a written parental consent is to accompany all medications, both prescription and non-prescription (over-the counter), before medication can be given to the student.
- All medication must be brought to the school by parents/guardians. Students are not to bring the medication into the school at any time.
- Medication containers should be clearly labeled with the child's name, name and strength of the medication, drug store where it was purchased, the name of the

prescribing physician (unless it is non-prescription), and the time and the amount of each medication to be given.

- Medication is to be kept in a locked cabinet.
- Students are not to take any medication at school without the teacher's knowledge.
- Students are not to administer medication to any other student.

ATTENDANCE INFORMATION

At Tranquility Adventist School, our school day begins at 8:15 AM. Students will be dismissed at 3:15 PM Monday through Thursday and at 2:15 PM on Friday.

Notification of Absence

Parents or guardians must notify the school before 9:00 AM on the day of an absence and each day of absence thereafter.

Illness and Emergencies

- For any illness longer than three school days, or in all cases of contagious disease, the school nurse may require a doctor's note from all students upon their return to school.
- If, during the school day, a student becomes seriously ill and unable to attend class, the teacher will determine whether or not the student should be sent home. If the student is to be sent home, a person or designated emergency contact person will be notified to pick up the student.
- Play during recess and the Physical Education period is part of the day's activities. If a student is too ill to participate, a note should be sent to the teacher explaining restrictions of their physical activity.
- Students who need to leave campus because of an emergency other than personal illness must have permission from the principal. Permission may be granted in response to a written request from a parent or guardian.
- When parents are out of town they must notify the school of the name and phone number of the temporary guardian of the student.

Planned Absences

- Parents of students who are considering having their children miss classes or days for any reason other than those previously mentioned must contact the principal at least three days in advance of the anticipated absence. This is to determine whether the absence will be excused and, where it is excused, make appropriate arrangements.
- Absences not excused except under extraordinary circumstances, include the following:
 - a. Family trips during school time
 - b. Other planned absence for any reason without prior school approval.

All missed including reports and projects, must be submitted within two weeks of the student's return to school. The completion of assignments, quizzes, tests, and any other activity that took place during the student's absence must be made up at the teacher's discretion.

Students may receive failing grades for assignments, tests, quizzes, or class work that is not turned in within two weeks.

Tardiness

Students who arrive after 8:30 will be marked tardy.

While arriving at school on time is extremely important, the school recognizes that there are rare cases in which tardiness may include:

- Transportation problems
- Inclement weather
- Poor road conditions
- Medical or family emergency

New Jersey Conference Attendance Policy

Tranquility Adventist School also enforces the attendance policy for all New Jersey Conference schools. Details are provided in the New Jersey Conference Attendance Policy that is included in Appendix III of this handbook. Poor attendance and excessive tardiness can affect your child's grades.

Early Dismissal from School

All activities at school are important. Parents should avoid removing children from school before the dismissal hour. When your child is absent from school, even for a short time, important processes are missed.

OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

Lost and Found

All lost and found articles will be collected and placed in a lost and found box in the office. At the end of the school year, they will be donated to the school's rummage sale. All articles found should be taken to the school office with the exception of articles of value. These should be given directly to a faculty member.

Emergency Closings

All school emergency information will be disseminated through the Honeywell Instant Alert system. Each family will be notified through their home phone number or primary cell phone number. Each family can also edit their personal information to be alerted in other ways.

Pick-up and Drop-off Procedures

When picking up or dropping off students at the school parents are asked to observe these guidelines:

- 1 Always enter the parking area from the driveway at the rear of the church.
- 2 Pull your car parallel up along the walkway.
- 3 Students can be dropped off to enter building.
- 4 Students will be lined up outside, ready for pick-up after school.
- 5 When leaving please be aware of any children.
- 6 Always exit the school lot in front of the church.
- 7 Please do not leave your car on while unattended.

Appendix I follows on the next two pages
Tranquility Adventist School
3 Academy Lane, Andover, NJ 07821 · (908) 852-1391
www.tranquilityschool.com

Student Section

 Name of Student

 Date of Birth

 Grade

I know that I have a right to:

- Be in a safe school, free from favoritism, annoyance and intolerance;
- Know what is correct behavior and what behaviors may result in corrective actions;
- Counseling by staff about my behavior and how it affects my education and well-being in school
- Due process of law, as established by the *New Jersey Conference Board of Education*, when I violate school policy for which I may be suspended or removed from class.

I agree to:

- Come to school on time with the support of my parents, prepared to work;
- Use courteous and polite language
- Participate in class/community meetings to recognize a person's thoughtfulness, assistance or courtesy;
- Resolve conflicts peacefully and express my feelings in words;
- Take care of my personal belongings and respect other people's belongings;
- Dress in a neat, clean, and safe manner in accordance with the school's uniform policy;
- Tell my parents what I learned in school each day;
- Complete my homework every day and show it to my parents/guardians;
- Follow the rules in the *TAS Student Handbook*.

I agree to follow the rules of behavior. I have discussed this with my parents and I will follow this agreement.

 Student Name (please print)

 Signature

 Date

Parent/Guardian Section

I have received a copy of the *TAS Student Handbook* and understand the behavior that is required of my child. I understand that my participation in my child's education will help him/her to be successful in school. I have read this agreement and I will carry out the following responsibilities to the best of my ability.

- Encourage my child to be a respectful and peaceful member of the school community;
- Discuss the *TAS Student Handbook* with my child;
- Participate in parent conferences, class programs and other activities in which my child is involved;
- Assure that my child will arrive at school on time every day;
- Provide a quiet place for my child to do his/her homework;
- Spend at least 15 minutes per day reading with my child.
- Listen to my child retelling of his/her school day experiences;
- Provide the school with current telephone numbers and emergency contact information;
- Alert the school if there are any significant changes in child's health or well-being that affects his/her ability to perform in school.

 Parent/Guardian Name (please print)

 Signature

 Date

Tranquility Adventist School
3 Academy Lane, Andover, NJ 07821 · (908) 852-1391
www.tranquilityschool.com

Student Section

Name of Student	Date of Birth	Grade
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I know that I have a right to:

- Be in a safe and supportive learning environment, free from discrimination, harassment and bigotry;
- Know what is appropriate behavior and what behaviors may result in disciplinary actions;
- Be counseled by members of the professional staff in matters related to my behavior as it affects my education and welfare within the school;
- Due process of law, as established by the *New Jersey Conference Board of Education*, in instances of disciplinary action for alleged violations of school regulations for which I may be suspended or removed from class.

I agree to:

- Come to school on time;
- Appear for each of my classes at the start time, ready to begin work;
- Be prepared with appropriate materials and assignments for all classes;
- Show respect to all teachers, staff members, fellow students and guests;
- Resolve conflicts peacefully, without arguing, and cooperate when a staff member gives direction or makes a request. I understand that I will be given an opportunity to voice my concerns at an appropriate time if I do not agree with the request;
- Take responsibility for my personal belongings and respect other people's property;
- Dress appropriately and stay within the bounds of the dress code;
- Refrain from wearing clothing which have any signs of negative symbols, negative language or gang affiliation in school;
- Refrain from bringing weapons, illegal drugs, lighters and any incendiary devices;
- Refrain from bringing personal possessions that are disruptive (e.g., cell phone, tablet, games) in school;
- Share information with school officials that might affect the health, safety or welfare of the school community;
- Keep my parents/guardians informed about school-related matters and make sure I give them any information sent home;
- Follow all rules in the *TAS Student Handbook* and as established by my classroom teacher;
- Behave responsibly as described in the *TAS Student Handbook*.

I have received a copy of the TAS Student Handbook. I agree to follow the rules of behavior. I have discussed this with my parents and I will follow this agreement.

Student Name (please print)	Signature	Date
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Parent/Guardian Section

I have received a copy of *TAS Student Handbook*. I understand the behavior that is required of my child. I also understand that my participation in my child's education will help him/her to be successful in school. I have read this agreement and I will carry out the following responsibilities to the best of my ability.

I agree to help my child follow this agreement by:

- Encouraging my child to be a respectful and peaceful member of the school community;
- Participating in any discussions and decisions concerning my child's education;
- Attending scheduled appointments with school staff;
- Providing the school with current telephone numbers and emergency contact information;
- Alerting the school if there are any significant changes in my child's health or well-being that affects his/her ability to perform in school.

Parent/Guardian Name (please print)	Signature	Date
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"Educating for Eternity."

New Jersey Conference of Seventh-day Adventists

Acceptable Use Policy for the Internet, Computer, & Other Technology Media

1. Purpose

At Tranquility Adventist School (TAS) we understand that access to technology gives students greater opportunities to learn, engage, communicate, and develop 21st century skills. With that purpose, we provide access to technologies for students. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies.

- a. The TAS network is intended for educational purposes.
- b. All activity over the network may be monitored and saved.
- c. Access to the internet over the network may be restricted according with our policies.
- d. Students are expected to follow the same rules of respect online as offline
- e. Misuse of school technology and resources can result in disciplinary action
- f. TAS makes a reasonable effort to ensure student safety and online security but will not be held accountable for any harm or damages that result from its use.
- g. Any user should inform a staff immediately with concerns regarding safety and security.
- h. Cyber bullying and illegal activity are strictly prohibited.

Use of these resources is a privilege, not a right, and permission to use may be revoked at any time. Use of these resources is available to authorized users only.

2. Definitions

21st century skills – skills that help students thrive in today's world which include; collaboration, digital literacy, critical thinking, problem-solving.

Acceptable Use Policy (AUP) – set of rules and guidelines for using the school network, and technologies.

e-mail – message sent electronically through the computer.

Internet – a global computer network that provides information and communication capabilities.

Netiquette – The use of internet, network resources and online sites in a courteous and respectful manner.

Network – shared digital connection.

Plagiarism – Use of content that is not original including words and images from the internet without citing the original creator.

Search engine – a program that searches and identifies items using keywords specified by user to find websites on the world wide web.

Social media – websites and applications that users can create and share content, which includes blogs, video hosting sites (YouTube), Instant Messaging, social networking sites (Facebook, Instagram, Snapchat)

Technology – any equipment used for the purpose of education in school.

Website – a location connected to the internet that has one or more pages on the world wide web (www).

World Wide Web (WWW) – an information system on the internet that allows documents to be connected to other documents using hypertext links, and allowing user to search and move from one document to another.

3. Acceptable Use Policy (AUP)

The use of all technologies are provided as a privilege to the user and this Acceptable Use Policy provides the school's expectations and the responsibilities of the user. This applies to students using school technology. It includes all school-owned technology both on and off school grounds, accessing school accounts from home using personal devices and the use of school network.

4. Internet

TAS provides access to the internet including websites, resources, and online tools. There are networked devices accessible to students in school with restrictions according to school policies. Web browsing and activity may be monitored and saved. Students will receive guidance and instruction on internet safety and appropriate online use and behavior.

5. E-mail

TAS provides an email account for educational purposes and communication. Personal information should not be sent via email and unknown emails and files should not be opened. All communication via e-mail should follow the same respectful guidelines and school code of conduct. Email usage may be monitored and saved. School email is only to be used for school technology resources.

6. Social Media

Social media is to be used only for educational purposes in school with teacher permission and guidance using school provided account. School code of conduct and policies are to be followed. Students should not have access to teachers and staff personal accounts.

7. Acceptable Use

- Do use the network in accordance with the school's code of conduct.
- Do use the network only for school-related activities.
- Do use netiquette, be courteous and respectful in your messages to others.
- Do encourage positive, constructive discussion when allowed to use technology for collaboration.

- Do cite the sources of information properly, when using online sites and resources.
- Do alert a teacher or staff member if you see any inappropriate or harmful content online.
- Do use the technology with care and caution.
- Do help to protect the safety and security of yourself and others.
- Do acknowledge that the use of technology is a privilege.

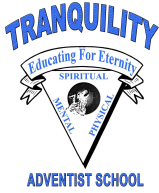
8. Unacceptable Use

- Do not use school technology in an inappropriate manner. Use of these resources must comply with Christian standards as set forth in the student handbook and Columbia Union Code.
- Do not try to find, send or receive inappropriate content online. This includes, but is not limited to, receiving or sending of pornographic, violent, or obscene text, graphics, video or audio materials, or access to these types of Internet sites.
- Do not misuse school technology equipment.
- Do not engage in cyberbullying, or disrespect towards others including sending or creating hateful, discriminatory, offensive, or harmful communication.
- Do not use inappropriate language that you wouldn't use in the classroom when communicating online.
- Do not try to hack the safety measures and filters established by the school
- Do not try to gain unauthorized access (hack) to resources or other's accounts. All users are expected to respect the privacy of other users.
- Do not access personal accounts while on school grounds or during school events.
- Do not plagiarize online information.
- Do not try to impersonate someone online.
- Do not disrupt the work of others.
- Do not copy, distribute, or share copyrighted materials without written permission.
- Do not access unauthorized websites, games, files or media.
- Do not post or communicate personal information about yourself or others.
- Do not engage in communication with anyone unknown or attempt to meet in person.
- Do not engage in illegal activity.

9. Consequences of violating this Acceptable Use Policy

May Include:

- a. Temporary or permanent suspension of technology and/or computer privileges.
- b. Parent communication of student's misuse and/or violation.
- c. Disciplinary action which could include suspension from school activities, school, and/or expulsion.
- d. Any suspected illegal activity will be reported to authorities.



Educating for Eternity."

New Jersey Conference Of Seventh-day Adventists

Acceptable Use Policy for the Internet, Computer, & Other Technology Media

CONSENT

I understand that by signing this document, I have read and consent to the terms as stated for the acceptable use policy, for the internet, computer and other technology media.

Student Signature _____

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to use school-networked technology and/or devices. I have read the above stated rules and accept responsibility for setting and conveying standards for my child to use the Internet.

Parent Signature _____ Date _____

Name of Student _____ Grade _____

Appendix III: New Jersey Conference Attendance Policy

Attendance Regulations

The importance of regular attendance cannot be over-emphasized. All absences are detrimental to the goal of achieving a thorough education. The New Jersey Board of Education encourages good attendance and, therefore:

Any student accumulating more than 20 days or approximately 11% of their possible number of days of attendance from the date of their enrollment may fail their educational program for the year.

The only acceptable excuses for non-attendance is:

- Verified illness of student
- Medical, Dental or optometry service
- Quarantine
- Bereavement

Tardiness is recorded as well as absences and both are noted on the student report card.

A written, signed note from the parent must be shown to the teacher on the first day that a student returns to school following an absence. Parents must write explanations of the absence and request that the absence be excused. Teachers may excuse the absence according to the guidelines noted in the Attendance Policy.

Following an absence, a student will be responsible to make up missed schoolwork, including quizzes and tests. It is not the responsibility of the teacher to see that this is done. Teachers will make available to the students the subject content and assignments covered during any absence.

In order to meet state and Columbia Union Conference school attendance requirements and to maintain a credible educational program in the local school, alternate plans are offered to those parents who, because of employment requirements, must take their children out of school for an extended period of time (more than ten school days).

Grading

Any student who is absent for seven or more days per marking period (nine weeks) shall be given a grade no higher than F for that quarter. Students absent for more than 20 days for the school year shall be given a grade no higher than F for the year.

School attendance is a joint responsibility of the home and the school. Parents should be encouraged to notify the school of any immediate or anticipated absences of their child. In cases where arrangements have not been made, the school has the responsibility of making every effort to notify the parent of his/her child's absence.

Cases of students who are repeatedly absent or tardy should be referred to the principal who will report the case to the school board for consideration and to the public school authorities as required by law in the area.

Appeals Procedure

Students earning a grade of F due to attendance may use the following appeals procedure within five (5) days of notification if absences are due to extenuating circumstances.

- 1 Teachers shall notify the student who has failed and the student's parents as soon as the student has accumulated seven (7) absences for a quarter and 20 absences for the year.
- 2 The student or parent is to write a formal appeal letter to the teacher.
- 3 Copies of the appeal letter will be sent to the Appeals Committee, which will render a decision. The Appeals Committee is a standing committee appointed by the local school board.
- 4 Any challenge to the Appeals Committee's decision will be reviewed by the principal/head teacher, the Conference Superintendent of Schools, the Conference Education Committee and the Conference Board of Education, **in that order**.
- 5 Time established for the initiation of the appeals process shall not exceed five (5) school days after the distribution of report cards. The only exception will be the end of the fourth marking period.

Implementation

- 1 On the seventh absence from school prior to December 1, the teacher will send notification to the principal/head teacher. Parents will be notified via phone or written communication.
- 2 On the 14th absence from school prior to March 1, the teacher will send notification to the principal/head teacher. Parents will be notified, either by telephone or written communication, that they must attend a conference at school.
- 3 On the 20th absence from school the teacher will notify the principal/head teacher. Parents will again be contacted to arrange a conference at the school.

Absence from School Premises

No student shall be permitted to leave the school premises at any time during the regular day without a request from the parent or guardian, in person or in writing. This applies also to the early dismissal of individual students.

Students should not be permitted to leave the school premises with anyone other than those known to be the bona fide guardian, parent, or those authorized by them. Students leaving campus without permission will be subject to disciplinary action.

Detention of Students

Students should not be detained after school for any reason unless the parent is notified in advance. If necessary, detention may be delayed for a day. In general, students should not be deprived of their recess, physical education activities, or lunch hours.

Appendix IV: Who Are Seventh-day Adventists?

Who are Seventh-day Adventists?

Part of the answer in our name: “Seventh-day” refers to our belief in the seventh-day Sabbath (the fourth commandment of the Bible’s Ten Commandments: see Exodus 20:8-11). “Adventists” refers to our belief that Jesus Christ will soon return in person to this earth.

Who are Seventh-day Adventists? We are –

- Christians who love Jesus Christ and strive to make him the center of all we believe and do.
- A rapidly growing worldwide fellowship of more than ten million people.
- A church that is eager to share the truth about what God is really like – as seen in the life, character, and death of Jesus Christ.
- Evangelical Protestants who accept the Bible as our authority for what to believe and how to live.
- A Christian fellowship committed to sharing with others certain Bible truths that over the centuries have been largely lost sight of – or that have become mixed with errors.
- A community of Christians deeply interested in health – health of mind, body and spirit.
- Not a private club for saints. If anything, we are a hospital of sinners. But we rejoice in Christ’s pardon for sin and in His power to deliver us from it.

A quick word on a couple of things that we **DO NOT BELIEVE**:

- We do *not* believe that only Seventh-day Adventist will be saved – or that we are the only church that teaches Bible truth.
- We do *not* believe in salvation by works (being good). We do not believe that we are saved by Sabbath keeping, clean living, or keeping the commandments – but by trusting entirely in Jesus Christ.^{1*}

Today, around the world, the Seventh-day Adventist church operates more than 5,915 elementary schools, 2,435 secondary schools and 115 tertiary institutions with a total enrollment of more than 1.9 million students. This is the largest Protestant parochial school system in the world. The first elementary and secondary schools opened in North America in 1872.^{2*}

^{1*} Taken from McFarland, Ken. *Let’s Get Acquainted: Your Friends the Seventh-day Adventists*. Boise: Pacific Press Publishing Association, 1987.

^{2*} https://en.wikipedia.org/wiki/Seventh-day_Adventist_education#:~:text=The%20Seventh%2Dday%20Adventist%20Church%20has%20associations%20with%20a%20total,over%201.95%20million%20students%20worldwide.