

Mentone SDA School

STUDENT HANDBOOK

2025-2026

Show me your ways Lord, teach me your paths.

Psalm 25:4

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Address and General Contact Information

Address:

Mentone SDA School
1230 Olivine Ave
Mentone, CA 92359

Mailing Address:

Mentone SDA School
P.O. Box 127
Mentone, CA 92359

Hours of Operation:

Office Hours: 7:30 a.m. - 4:30 p.m.

School Hours: Monday-Thursday: 8:00 a.m. - 4:00 p.m.

Contact Information:

Phone:

Principal & Teacher: Savannah Serle
school@mentonechurch.org

Pastor: Fred Dana

Affiliation

Mentone SDA School is affiliated with the Mentone Seventh-day Adventist Church and the Southeastern California Conference (SECC) of Seventh-day Adventists.

Introduction and Philosophy

The purpose of this handbook is to set forth the mission statement and objectives of the school; and then to provide guidance for a healthy cooperative relationship among students, parents, and teachers. It is to serve as a guide to school policies and procedures, as well as a source of information regarding school standards and other aspects of school life. Seeking enrollment at Mentone SDA School indicates the intention of students and parents to honor school policies as contained in this handbook.

The purpose of the Mentone SDA School is to be a more personalized learning environment to provide the students with true education as defined by the Spirit of Prophecy.

Philosophy of True Education

According to the Spirit of Prophecy, true education is divided into three main objectives:

Objective 1: Redemption

“In the highest sense the work of education and the work of redemption are one, for in education, as in redemption, other foundation can no man lay than that is laid, which is in Jesus Christ.” (*Education*, p. 30)

“A character formed according to the divine likeness is the only treasure that we can take from this world to the next... How important, then, is the development of character in this life.” (*Child Guidance*, p. 161)

“Character building is the most important work ever entrusted to human beings; and never before was its diligent study so important as now.” (*Child Guidance*, p. 169)

“To restore in man the image of his Maker, to bring him back to the 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.” (*Education*, p. 15)

“Love, the basis of creation and redemption, is the basis of true education.” (*Education*, p. 16)

Objective 2: Balanced development of the physical, mental, and spiritual powers

To properly develop the physical, mental, and spiritual is the only way by which we can reach the objective of redemption and salvation of the children. (*Education*, Ch 1)

“Our ideas of education take too narrow and too low a range. There is a need of a broader scope, a higher aim. 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 the wider service in the world to come.” (*Education*, p. 13)

Objective 3: Preparation for service

“True education is missionary training.” (*The Ministry of Healing*, p. 395)

“Our schools are the Lord’s special instrumentality to fit the children and youth for missionary work.” (*Counsels to Parents, Teachers, and Students*, p. 149)

In the book *Education*, we are told that unselfish service helps restore in us the image of God, which is the first objective of true education. Unselfishness underlies all true development (of the physical, mental, emotional, and spiritual). To awaken in children’s hearts a love for others and unselfish service to others should be the final outcome for all true education. (*Education*, Ch 1 and 31)

Our Goal for These Objectives:

Mentone SDA School will strive to meet the objectives of character development and missionary training by providing a balance of work and study. Along with this, we understand the family was and still is the original unit of education. Never will a school be able to replace the family or do a better job than the godly family. But the Lord did ordain schools as an aid to the family. For this reason, we’ve been counseled that our

schools should be “family schools” and “home like”. Based on this council, Mentone SDA School will be conducted as such.

Mission Statement

The mission of the Mentone SDA School is to educate our children to know Jesus and in love make Him known; to mature in character that will provide service to others; and to develop academically to meet their highest potential with God’s guidance.

Objectives

- 1.) Assist students in developing a personal knowledge and love relationship with Jesus Christ as their personal Savior.
- 2.) Provide abundant opportunity and incentive for each student to develop his or her spiritual, mental, emotional, physical, and social potential.
- 3.) Promote an attitude of love and respect for every person as an individual, regardless of culture, race, gender, faith or viewpoint.
- 4.) Foster an attitude of appreciation and respect for all honest work and provide opportunity to develop industriousness, fidelity, integrity and initiative in meaningful work experiences.
- 5.) Promote love and loyalty to our country, develop respect for duly constituted authority at all levels of society and instill a sense of civic responsibility.
- 6.) Provide an environment where free speech, and free thinking encourages the ultimate in successful individual and cooperative learning.
- 7.) Meet or exceed SECC and the State of California curriculum requirements.
- 8.) Determine knowledge and skill level base for each student and customize specific curriculum for individual needs to bring them up to their grade level or excel beyond their grade level.

Mentone SDA School employees

Per the SECC, all employees in the SDA school system are required to be a member in good standing of an SDA constituent church.

Full-Time Students

These are all students who attend Mentone SDA School four days a week, Monday through Thursday. All curriculum is given and supervised by a teacher or teacher's aid in a classroom or school function.

Homeschool Co-op Program

Parents or guardians, who are presently or are planning to homeschool their children now have an option to partnership with Mentone SDA School. The school will be integrating with Mentone Homeschool Co-op on Tuesdays for shared educational activities. Homeschoolers registered with the Mentone Homeschool Co-op will also be able to take part in school functions, like field trips and graduations.

Admission Policy

A decision to apply to Mentone SDA School should be weighed carefully. Being a student at Mentone SDA School is both rewarding and challenging. Success requires a willingness to accept responsibility for one's actions and alignment to the beliefs and values of the school. Agreement with the following statements may indicate your readiness to be a student at Mentone SDA School.

- ❖ I have a settled conviction that a life in harmony with Jesus Christ is my life's goal. I am actively seeking a love relationship with Jesus Christ.
- ❖ I recognize the importance of personal commitment to the school, its purposes, its people, and its practices. As I develop my God-given individuality, I will remain committed to the well-being of the group and be a supportive member of the school family.
- ❖ I am committed to academic excellence. My highest motivation for excellence in learning is to glorify God, not to bring recognition to myself.
- ❖ I desire to be actively involved in personal service and witnessing for my faith as an important part of my education. I know that my own personal growth is directly related to the use of my spiritual gifts on behalf of others.
- ❖ I am willing to follow God's lead in coming to Mentone SDA School and will do everything within my power to achieve His goals for me, even if unexpected circumstances or obstacles arise.

If you feel that the above statements are true for you, we welcome you to apply to Mentone SDA School.

Admission to Mentone SDA School is subject to the following requirements:

- 1) Parent and child should read the entire Mentone SDA School handbook. The Mentone SDA School experience is unique and this will help you determine if this school is the right choice for you and your child.
- 2) Students entering third grade or above, will complete an essay explaining why they would like to attend Mentone SDA School.
- 3) Students entering sixth, seventh or eighth grade will need at least three people (non relative adults that know you very well: friend, babysitter, recent principal/teacher, pastor) who have known you for at least 2 years to write a character reference letter on your behalf.
- 4) Ensure that official transcripts from all schools within the last 3 years, be sent to Mentone SDA School (P.O. Box 127, Mentone, CA 92359). If you have been

homeschooled, please contact us by email for instructions.

school@mentonechurch.org)

- 5) All applicant students and families will be interviewed by the Principal/Teacher prior to admission. Once all items have been submitted, contact the teacher or school secretary to schedule a required interview (email school@mentonechurch.org). All admissions will be dependent on this interview. The interview must be scheduled prior to the admissions deadline. Late admissions will need to be approved by the School Board.
- 6) To attend Mentone SDA School, it is necessary for prospective students and both parents to have a sincere desire to be part of our school. For the child to have the best learning experience, all involved need to be supportive of the teacher and the school values put forth in this handbook.
- 7) At the end of every year (or prior to the new school year), each student wishing to return, along with their parents, will have an interview to determine if their continued enrollment is in the best interest of the student and school family.
- 8) All students need to have these medical documents on file:
 - a) Current physical examination form completed by a family physician, due by the first day of class. Forms will be mailed to returning students or may be obtained at registration.
 - b) Vaccination record or medical exemption
- 9) Students must be six (6) years old by September 1st of the current year to enter the first grade.
 - a) All first graders must verify age by birth certificate or medical record.
 - b) Prospective first graders may be given a readiness test.
- 10) Received/on file: Birth certificate or recent passport
- 11) Parents must disclose any documentation (IEP or 504) that determines their child has a special need.
- 12) Satisfactory scholarship and citizenship recommendations from the former schools are considered for all incoming students. Ability and achievement tests (SECC or County) may be required before placement in a grade.
- 13) All applications are presented to the School Board for approval.
- 14) All incoming (new) students will be accepted on a provisional status for his/her first quarter, thus giving Mentone SDA School time to assess the student's academic and behavioral performance. If the student successfully completes his/her first quarter, he/she will be advanced to a regular status student. However, students may remain on a provisional status as deemed necessary by the School Board.
- 15) Late registration must first be approved by the School Board.

- 16) Students with IEP's or 504's will be reviewed by the School Board for acceptance on an individual basis. We must act in the best interest of the student given the school's resources.
- 17) There should be no outstanding balance with previous schools. Arrangements must be made for any previous balance with Mentone SDA School prior to admission.
- 18) Attend parent orientation meeting (Back to School Night) before school begins.
- 19) Forms:
 1. Application Form
 2. Handbook Acknowledgement Form
 3. Financial Contract Form
 4. Computer and Internet Usage Agreement

Withdrawal Policy

Withdrawal from Mentone SDA School: Please notify the Principal one (1) week in advance of the final date the student will be in class.

- Complete the Withdrawal Form
- Complete the Authorization for Release of Records Form
- Exit interview with the Principal or his/her designee
- Financial clearance

Financial Information

It is the purpose of the School Board and the administration to keep the charges for the school year as low as is consistent with good business management. The following policies are followed:

- 1) Registration fees (of \$150 per student) and the first month's tuition (of \$420 per student) must be paid at registration.
- 2) Students with a previous unpaid balance may not register unless the balance is paid in full.
- 3) Accounts are due the 1st of each month. Without treasurer contact there will be a \$35.00 late fee if paid after the twentieth (20th) of the month. There is a minimum of \$35.00 fee for returned checks.
- 4) When the account is not cleared by the 1st of the month following the billing, the educational services of Mentone SDA School will no longer be available to the student. The bill must be cleared before the student may return to school. Further action will be handled by the School Board.

Registration fee

A non-refundable fee of \$150 per student is due at registration. Registration fees include the year book, come field trips, t-shirts and some books, consumable workbooks, journals, tests, notebooks, pencils, pens, folders, glue, art supplies, etc.

Overdue Accounts

All payments are due and payable on the 1st of each month or the first school day following the 1st. A payment which is not received by the 20th may include a \$35.00 late fee. If the payment is not received by the 1st of the following month, the student(s) may not be able to attend school until payment is made. All unexpected financial hardship which would delay payment, must be brought to the attention of the Principal in writing before payment is due.

Scholarships

Scholarships may be available based on proof of income by the parent or guardian. They must be applied for at registration. All paperwork must be completed for the School Board to award funds. We are a private Christian school with operational

expenses and professional teacher salaries that must be met. A full or graduated tuition is required from parents or guardian on a timely basis.

Tuition Payment Plans

Plan 1: One Annual Payment

This plan provides for the payment of tuition once a year. One payment of \$4,200 will be due in August before school begins.

Plan 2: Semi-Annual Payment

This plan provides for the payment for one half a year or five months of tuition at one time. No refund of tuition for student withdrawal will be issued. Two payments of \$2100, due in August and January.

Plan 2: Monthly Payment

This plan provides for paying tuition in TEN (10) payments, beginning at registration in August and continuing monthly through May, \$420/month.

Medical Policies

Insurance

Each student should be covered by a personal and medical insurance policy which cares for reasonable medical bills acquired as a result of an accident incurred at school or during a school-sponsored activity. Insurance information will be collected on enrollment forms.

Emergencies

In case of an accident, an effort is always made to contact the parents of the student involved. Sometimes this contact cannot be made and the physician noted on the consent for treatment form is contacted. If the parent or physician cannot be contacted, the school will assume the responsibility to select the medical help needed for the welfare of the student involved. The parent's signature on the enrollment form and on the consent for treatment form confers this responsibility to the school. Payment for care will be the parent(s) responsibility.

Physicals

All new and returning first and seventh grade students are required to have a physical examination. Forms are to be completed and presented to the school before the first day of school. Forms for this purpose are supplied by the school and may be picked up at registration or the principal's office.

Medications

Because of legal requirements, schools do not permit students to self-administer drugs whether prescription or not. The school must receive a written permission from the parent or guardian and instructions concerning when doses are to be given. All medications must be delivered to the school in their original containers and prescriptions must bear the original pharmacy label.

Vaccinations

California schools are required to check immunization records for all new student admissions TK/Kindergarten - 12 grade, and all students advancing to 7th grade before entry. Updates provided on www.shotsforschool.org

For admissions on or after July 1, 2019:

- Students' personal belief exemptions (PBEs) filed at a California school before January 1, 2016, remain valid until their next vaccination checkpoint,

TK/Kindergarten or 7th grade, even if transferring from another school. At their next vaccination checkpoint, they will need to receive all mandatory vaccinations, unless they can provide a medical exemption or immunization letter, completed by a physician.

- Students who do not have personal belief exemption form on file, prior to January 1, 2016, are required to receive all mandatory vaccinations. Students who will be in Kindergarten or 7th grade in the fall will need to have all mandatory vaccinations unless they can provide a medical exemption or immunization letter, completed by a physician."
- A parent or guardian must submit a signed written medical statement from a physician licensed in California.

Volunteers

Parents, guardians and those who have a desire to help our school are greatly appreciated for providing hands-on help on various school projects. Some examples of volunteer opportunities include fundraising, decorating, cleaning, community outreach, reading to students, teaching a second language, driving on field trips, landscape, preparing meals, etc. If you are interested in volunteering please contact the school Principal as some volunteer positions require fingerprinting and background check. The time and amount of volunteers needed will be determined by the needs of the teacher. Parent or other volunteers will need to make arrangements with the teacher **ahead of time** as each visit will be **scheduled** and tasks preassigned. Outside the assigned time, we discourage volunteers from dropping by or hanging around the school campus as this will distract the students from engaging in the activities assigned by the teacher. Please come before or after school to talk or make arrangements with the teacher.

Curriculum

The curriculum includes the following pursuits: Bible, English Language Arts, Mathematics, Social Studies, Science, Physical Education, Music, Gardening and World Languages.

Broader Classroom Education

Classroom education is much broader than mere book learning and test taking. The student should attend class to:

- 1) Establish responsibility in meeting day-to-day appointments on time.
- 2) Share ideas through participation and self-expression.
- 3) Learn to give and take within the peer group.
- 4) Learn to cooperate with teachers and fellow students.
- 5) Plan, implement and track Community Service Projects.

Grading and Reporting

Twice a year, parent-teacher conferences will be scheduled. Periodic effective conferences are vital for keeping the parents informed regarding students' mental, spiritual, social, physical and academic progress and promote family involvement. It is important that each parent make this contact with his/her child's teacher. Interested parents should contact the teacher personally for any interim conferences.

Students have a weekly lesson plan. Grades are sent home as needed. Parents should contact the teacher with any questions. Unfinished daily work will become homework.

Grade cards and diplomas will be released upon final settlement of a student's account.

Attendance Policy

Classroom hours:

Monday to Thursday: 8:00 a.m. - 4:00 p.m.

Mentone SDA School is a closed campus. This means that no pupil shall be permitted to leave school at recess or any other time, before the regular hour of dismissal without parental consent and office notification.

Transportation to and from school is the responsibility of the parent/guardian. All students should arrive between 7:45-7:55 a.m. so that they can be in their seats and ready to start class at 8:00 a.m.

No student should be dropped off at school before 7:45 a.m. Students will be considered tardy or absent if they are not in their classroom and ready for school at 8:10 a.m. We have a small and unique school with only one teacher/principal/staff. To respect the teacher's time and ability to prepare for the following day/week, students should be picked up at 4:00 p.m. immediately following school dismissal. Please, as a courtesy to our teacher, student pick-up should be no later than 15 minutes after dismissal. Habitual abuse will be brought to the school board School Board. Prior arrangements are to be made for late pick-up. Your child MUST be picked up no later than 30 minutes after school is out (4:30 p.m. M-Th). Student accounts will be charged for late pick ups. For late pick up charges, see below.

Late Pick-up Fees

If your child is not picked up within 30 minutes after school is out, the teacher must be notified that you will be late and your student's account will be charged \$5.00 for every 5 minutes late or ANY portion thereof until 4:45 p.m. then it will be \$10.00 for every 5 minutes late or ANY portion thereof that they remain on campus after 4:45 p.m.

Tardiness

Tardiness is defined as missing less than 30 minutes of instruction time. An accumulation of three tardies may result in one unexcused absence and a class make-up time after school. Habitual tardiness make-up days may also result in missing the next scheduled field trip. A tardy may be excused at the discretion of the teacher due to extreme out of the ordinary situations. (Traffic will not be considered an excuse unless it is due to something extreme such as freeway closure)

Excused Absences

According to California State Law, are those occasions when a student is ill, a verified medical or dental appointment, or a death in the immediate family. The parent/guardian should phone the school to inform the teacher of the absence before 8:30 a.m. More than three (3) days of sustained absence for medical reasons requires a physician's statement before the student re-enters school.

Pre-arranged Absences

Pre-arranged absences must be requested by the parent/guardian at least 3 school days before the absence occurs. Classwork to be missed may need to be made up at the discretion of the teacher. Pre-arranged absences will be granted for required days off, such as court ordered visitation, legal obligations, extended medical needs or other such matters. **Pre-arranged absences for recreation and/or vacation purposes are highly discouraged during official classroom time**; special school authorization is required. When special school authorization is granted for a pre-arranged absence, the student/s will be put on Independent Study and given assignments at the discretion of the teacher.

Unexcused Absences

Unexcused absences are those absences which cannot be justified, like going to play in the snow or going to a theme park with friends instead of attending class. An accumulation of three tardies may also result in one unexcused absence. Any student who accumulates an excess of three (3) unexcused absences will be reviewed by the school board.

If for any reason a student is absent and the absence has not been pre-arranged, the parent/guardian should phone the school office before 8:30 a.m. A written excuse which includes the date(s) and a clearly stated reason for the absence must be submitted upon the student's return to school. Unjustified absences will be marked as unexcused. Notes or contact will be made as needed.

Unexcused or Unjustified Absences Action Plan

1. When a student has accumulated (three) unexcused/unjustified absences:
 - a. The parent or guardian will be notified
 - b. The school board will be notified
 - c. The students will be placed on **probation**

2. When a student has accumulated three (3) unexcused/unjustified absences while on probation:

- a. The parent or guardian will be notified
- b. The school board will be notified
- c. The student will be placed on **suspension** for (one or two) days

3. When a student has accumulated (three) unexcused/unjustified absences after the (one or two) day suspension:

- a. The parent or guardian will be notified
- b. The school board will be notified
- c. The student will be **removed** from the school

It is our hope and prayer that no student reaches point number 3. With God's help and cooperation from the student, parent or guardian unexcused/unjustified absences can be controlled.

Behavior Policy

When a student displays a willful disregard for standards, school policy or classroom behavior, specific action to be taken will be left to the teacher and/or school board executive committee.

Mentone SDA School Will Not Tolerate The Following Behavior:

- 1) Use of tobacco, alcohol, intoxicants or dangerous drugs.
- 2) Using profane or vulgar language.
- 3) Possessing dangerous objects, such as weapons, fireworks, knives, cigarette lighters, matches, etc.
- 4) Possessing indecent literature or pictures or other morally questionable items.
- 5) Books other than school approved books
- 6) Internet access through search engines without teacher approval and supervision.
- 7) Possessing iPod's, MP3 Players, and any other electronic devices at school or on school sponsored trips, without teacher permission. (Cell phones may be allowed under a parents request and school approved conditions.)
- 8) Improper use of playground gym or classroom equipment, climbing trees, fences or buildings.

- 9) Vandalizing or defacing school property. Parents will be billed for the cost of repairs or replacement.

UNRESOLVED BEHAVIORAL ISSUES ACTION PLAN:

- 1) When a student has accumulated (a maximum of three) unresolved behavior issues:
 - a) The parent or guardian will be notified.
 - b) The School Board will be notified.
 - c) The student (unless resolved) will be placed on probation.

- 2) When a student has accumulated (a maximum of three) unresolved behavior issues while on probation:
 - a) The parent or guardian will be notified.
 - b) The School Board will be notified.
 - c) The student (unless resolved) will be placed on suspension for two (2) days.

- 3) When a student has accumulated (a maximum of three) unresolved behavior issues after the (two) day suspension:
 - a) The parent or guardian will be notified
 - b) The School Board will be notified
 - c) The student will be removed from the school.

It is our hope and prayer that no student reaches point number 3. With God's help and cooperation from the student, parent/guardian unresolved behavior issues can and must be controlled. As a courtesy to our teachers and the rest of our student body when a student reaches point number 3 he or she will (regrettably) be removed from the school.

Conflict Resolution

It is inevitable that conflict will arise. As Christians, Christ gave us a step by step process we are to follow as outlined in Matthew 18. Human nature wants support and it feels comforting to find others who may feel as we do. But this too often complicates what could have been quickly and peacefully resolved if handled as Christ calls us: 1.) go to the person peacefully, 2.) pray with two other people and talk again with the person, 3.) if there is no resolution, take it with prayer to the next level; teacher, school board, and church board.

Dress Code and Personal Appearance

“No education can be complete that does not teach right principles in regard to dress. Without such teaching, the work of education is too often retarded and perverted. Love of dress and devotion to fashion are among the teacher’s most formidable rivals and most effective hindrances.” (*Education*, p. 246)

Personal dress and appearance of students should promote individual dignity and character in harmony with the Christian life and ideals of the Seventh-Day Adventist Church. Careful consideration should be given to simplicity, appropriateness, modesty, neatness, health, and safety. These are essential when considering an acceptable standard for Mentone SDA School.

Since getting an education is the profession of the student while he/she is in school, a dress code contributes to the sense of the school being important business and it reflects the mission of the school.

GENERAL DRESS POLICY

- Decorative patches, logos, and slogans printed on or sewn onto clothing are not acceptable.
- Jewelry such as bracelets, rings, necklaces, earrings, and other conspicuous ornamental items may not be worn. (Excludes medical identification items)
- Clothing should be fitted in such a manner that while the student is standing, kneeling, bending, stretching, etc. no immodest scene will be created.
- Outfits are to be clean and occasion appropriate.
- Only natural hair, no dyed hair colors for boys or girls.
- No sweat suits/pants allowed except for PE.

Girls:

- Only dresses or skirts that come below the knee are considered appropriate attire in the classroom. Clothing should be loose enough to allow easy movement. All should be clean.
- Tight fitting, low neck, sheer or other immodest clothing may not be worn. Short tops that expose the midriff when the arms are raised are not permitted.
- Makeup, colored nail polish and hair coloring are not allowed.
- Leggings, shorts or tights should be worn under the dress/skirt while children are exercising or playing on school grounds.

- Shoes must have closed toes, have at least a strap across the back and not be platform style. Athletic shoes are needed for P.E.

Boys:

- Boy's pants should not be oversized, baggy, torn, stained, altered with bleach spots or patches.
- Hair length should not extend below the top of the collar while the student is standing erect. The hair should be kept neat, clean and groomed.

SCHOOL UNIFORMS:

All students in grades 1-8 are required to wear a standard Mentone SDA School clean uniform in good condition (e.g., no stains, no tears/rips, or discoloration) unless of a special occasion day (please see below).

Girls:

- Skirts: dark denim or navy color
- Under skirts: shorts or leggings, black, navy or gray
- Shirts: short or long-sleeve grey polo shirts
- Long-sleeve shirts for under uniform shirt: solid white, navy, gray or black
- Undershirts/camisoles/bras: must not be visible

Boys:

- Pants: dark denim or navy color
- Shirts: short or long-sleeve grey polo shirts
- Long-sleeve shirts for under uniform shirt: solid white, navy, gray or black

SPECIAL OCCASIONS

- Students must wear the attire designated by the school. (e.g., outreach, choir)
- Field trips: green field trip T-shirt
- Dress-down (aka Free Dress) Days: no uniforms, follow general dress code.
- Gardening days: wear comfortable clothes to cover arms and legs, gardening gloves and hat/cap

Parental Information

The parent, child and teacher need to cooperate daily in order for successful learning to take place. The following suggestions will help:

- 1) Pray for and with your child and his/her teacher daily.
- 2) Provide your child with a nutritious breakfast, a cheerful smile, and a word of encouragement as you send him/her to school each day.
- 3) Assist the school by encouraging your child to dress with dignity.
- 4) Encourage your child to follow school rules and by speaking positively about the school and teachers at all times in their presence.
- 5) Make sure that your child has all necessary school supplies prior to the beginning of school and as needed thereafter.
- 6) Provide a clean and specific area for your child to do his/her studying each day. Create a routine that works for you and them.
- 7) Avoid difficult situations by communicating frequently with your child's teacher. When concern arises, make an appointment to speak with the teacher. Please make your appointment after school.
- 8) Pay all school fees and bills on time.
- 9) Observe carefully the special dates and activities on the school calendar.
- 10) Support your teacher and child by cheerfully and faithfully fulfilling your parental participation hours. Read and affirm information in the newsletters sent home.
- 11) Parents are to attend parent meetings with/by the teacher. Parents have the responsibility to be familiar with the dress code and upholding Christian standards. Parent's cooperation in this manner will save their children embarrassment and lighten the burden of the teacher ensuring the dress code is upheld. Parents will be called to rectify clothing if a child is inappropriately dressed.

12) Parents are to attend parent meetings with/by the teacher. Parent meetings will be held quarterly. Parent orientation is required for student enrollment, which will be held prior to the beginning of school. Other parent meetings will be on the school calendar at the beginning of school. Research shows that parent involvement is essential to a student's success.

GENERAL INFORMATION

LOST AND FOUND

Please mark your child's clothing for easy identification. Articles left at school for over three weeks will be donated to the Adventist Community Services.

PARTIES

Please notify the teacher/principal three days in advance concerning parties for the students. Invitations given at school are to be given to all students for parties on or off school property during or after school time. (Remember if you want a private party, do not bring your invitations to school.)

PHYSICAL EDUCATION

Physical Education (P.E.) is required by state law for all children. A written excuse signed by the parent is required to excuse a student from participation in P.E. class. A student may not be excused for more than three consecutive days without a doctor's written statement. For student safety, the school recommends that athletic shoes be worn by all students involved in P.E. activities.

INTERNET USE

At school the internet is solely for educational purposes. Students may not set up or visit personal sites such as Twitter, Facebook, Instagram, TikTok or Snapchat. The maxim "I will set no evil thing before my eyes" is the guiding principle for internet use. All students and parents are to read and sign the Internet Usage Policy before starting school.

PROPERTY CARE

Students are fully charged with the care of school property. Reparations for damages to school furniture, the building or school-owned books will be paid by the student causing undue wear and tear on the property.

SCHOOL SUPPLIES

The school will provide for some supplies, but there may be a need for additional supplies to be provided by the families.

TELEPHONE

Students will be allowed to use the school phone in cases of emergency only.

The possession of a cell phone by a student requires a parent or guardian request to the teacher. Approval must meet the following conditions: A reasonable need for a cell phone for the student must be established. The use of cell phones during school time must be arranged by the teacher. The abuse of cell phone use (such as playing games, unapproved texting and talking) will result in teacher cell phone take away until the end of the day. Habitual abuse of cell phone use will be addressed by the school board executive committee.

VISITORS

All adult visitors are welcome at school, please make an appointment ahead of time to decrease distractions. For anything more than a short visit please see the section above on volunteers.

SPECIAL EDUCATION POLICY

The Mentone SDA School is dedicated to provide the very best in education for our students. On a case by case basis the school provides some of our students classwork at their individual level on a probationary basis. That being said, Mentone SDA School is presently a one-teacher school and is limited on personal/individual time given to each student. Mentone SDA School is presently not set up to provide for the needs of a child who has been determined to have special education requirements.

OBSERVATION GUIDELINES

School and classroom observation is designed primarily to provide enrollment information to potential students, parents or guardians.

Objectives, purpose and rules

- To determine school choice for potential student.
- Generally to observe the school and classroom in action.
- Meet with members of the school board executive committee to go over any questions and review school policies and handbook.
- The potential student may require academic testing.

- The whole process is generally completed in one or two days and follow-up is required.

PARENT ASSOCIATION

All families are invited to join our Parent Association. The purpose of the Parent Association is to provide opportunities for parents to meet each other, build rapport, discuss issues and share ideas. The association will also play an important role with fundraising for curriculum based programs and social events. By volunteering, you put your skills to use for a noble cause in enriching your child's education. Home and school meetings will be held as needed after school. Please plan for one parent or guardian to be present. At registration, we hope to outline the major events of the year. We are asking that each family be responsible for leading out in one event and helping with three (3) others. Sign-ups will be available at that time. We want **total parent involvement!** Our school will only be as good as we make.

Sexual Harassment Policy

Mentone SDA School is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures so school authorities may take appropriate action. Students who sexually harass others are subject to discipline, up to and including dismissal. Employees who engage in sexual harassment are subject to discipline, up to and including termination.

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

Reporting Procedures: Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to the classroom teacher in grades K-8. The student may also report to school board chairman. If the harassment comes from an adult, the student should report directly to another responsible adult or the school board chairman.

Olweus Bullying Prevention Program

This Mentone SDA student handbook has limited information from the *Olweus Bullying Prevention Program (OBPP)* Coordinating Committee Notebook second edition. For full information contact the official Olweus websites:

Training information: www.clemson.edu/olweus

Public information and program materials: www.violencepreventionworks.org

Olweus Definition of Bullying

“Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.”

Olweus On-the-spot Bullying Interventions

1. Stop the bullying.
2. Support the student who has been bullied.
3. To the student(s) who bullied: Name the bullying behavior and refer to the four anti-bullying rules.
4. Empower the bystanders with appreciation if they were supportive to the student who was bullied or with information about how to act in the future.
5. Impose immediate and appropriate consequences for the student(s) who bullied.
6. Take steps to make sure the student who was bullied will be protected from future bullying.

Olweus Four anti-bullying rules for schools

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.