

PARENT AND STUDENT HANDBOOK



2024-2025



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Richard Smith, Principal
Steven Gates, Pastor
Milton Tomlinson, Chairperson

“Striving for Excellence”



Ephesus Adventist Academy's Handbook

2023-2024

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History of Ephesus Adventist Academy

In 1918, Ephesus Seventh-day Adventist Church was organized in West Palm Beach, Florida. Soon afterwards, the members felt the need for their children to be educated in a church school and decided to start one. The request was granted by Southeastern Conference and Ms. Anna Knight, who headed the colored educational work at that time, brought in Sis. L. Henrietta Immanuel, the grandmother of Elder Nathaniel Higgs former Religious Liberty Director of the Southern Union Conference of SDA to be the first teacher to organize and operate the church school.

Classes were held in the church building located at 916 9th Street, West Palm Beach, Florida and the school operated for a number of years. Elder L. S. Follette became the first resident pastor in 1935. Under his guidance, a new church edifice was constructed and the old building was moved to the rear of the property and continued to be a school, with Alice Follette being the teacher. The school continued in the old building until it was closed with plans for future renovation.

The school building was renovated and the school started operating again 1944 with two teachers being employed under Elder Henry J. Fordham pastorate. The tuition rate was \$1.00 per week, and a liberal discount was given to two or more children enrolled from the same family. Over the years several teachers were sent to teach, that included Ms. Curray, Ms. Gordon, Ms. Sweetenburg, Ms. Gardner, Ms. Hall, Ms. Sumpter, Ms. Cherry, and Ms. Collins. In 1953, the South Atlantic Conference sent Ms. Vivian Allen as principal from 1953-1967. During the school year 1956-1957, she taught in Miami, Florida and again in the early 1960's after Pastor Gene Smith and his wife, Corrine, taught for two years.

Some of the teachers under Mrs. Vivian Allen Gray were Ms. Hytower, Ms. Rhaming, Ms. Maartha, Mrs. Ruth Stokes and Ms. Byrd. Tuition at that time had increased to \$4.00/month for grades 1-3 and \$8.00/month for grades 4-8. The teachers' salaries were \$1200-\$2000 per year. Faced with the possibility of closing the school, prayerful and untiring effort was made to locate a suitable school building, however, with no success, it was voted to close and demolish the old school building.

Doing Elder Oster Paul pastorate, the membership felt a need for a new church edifice, which was built in 1972. In 1983, under the pastorate of Pastor Trevor H. Fraser, the school began again as Ephesus Junior Academy in the education wing of the church. Under Pastor Fraser's leadership, the school started as the 3rd largest in the conference with an enrollment of 71 children and increased to 78 children in its first year, with Ms. Shermete Martin as principal.

Plans were later set in motion by Pastor Keith Dennis to purchase land for a new school. Moving forward, Pastor Morel guided the construction plans for the new school building during his pastorate.

The project continued by Pastor Mack after seven more years in spite of the construction challenges. Finally, in 2008 the \$2.7 million School became a reality.

Ephesus Adventist Academy

2023-2024

School Board Members

Milton TomlinsonChairperson
Richard Smith Principal
Steven Gates Pastor
TBA Home & School Leader
TBA Education Secretary
Maxine Bowers ECCCC Boad Chairperson
Dwight Williams Plant Supervisor/Safety Officer
Jennifer Kanhai Member
Howard Williams Member

*Ephesus Adventist Academy
2024-2025*

Principal's Welcome Message

Dear Parents and Guardians,

Ephesus Adventist Academy works in collaboration with the home the school and the church to provide the best possible Christ-centered education. EAA fosters the fact that, "True education means more than the pursual 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." If the triangle of the home, the school and the church is broken then a greater emphasis is placed on the remaining two entities.

In the most recent Value Genesis study it was shown that students in all grades, in Adventist schools of all sizes, outperformed the national average in all subjects. There you have it, documented data that Seventh-day Adventist education will prepare its students to be the academic equal to any school in the community. The following data is another reason to have your child at EAA, "At least 90% of our academy graduates go on to attend not just Adventist universities, but many get into other accredited universities, with the majority graduating from four-year institutions."

The following Value Genesis information will be most interesting to Seventh-day Adventist parents/guardians, "The study found that children and youth who had no Adventist education, 40.1 percent were never baptized. Of those with one or more years of Adventist education, 15.4 percent were never baptized; while in the group with 11 or more years of Adventist education, only 3.1 percent were never baptized."

As we look forward to the second coming of our Lord and Savior and it vital that our children and youth are placed in the best academic environment where Christ is most accessible to them. EAA already has the Christ-centered environment where our students are given the opportunity to make Christ the center of their joy.

If your child is already attending EAA, I thank you for the trust you have placed in us. If you are considering placing your child here, then we look forward to collaborating with you to make sure the transition takes place. Further, may God continue to shower you with His rich gifts.

Blessings,



*Richard Smith
School Principal*



EAA FAMILY

Ephesus Adventist Academy

2024-2025

Faculty

Richard Smith.....Principal
(M.A. in Counseling)

Russel M. Ottley.....Teacher
(M.D. in Anesthesiology)

Gerna Massillon.....Teacher
(B.S. in Human Development & Family Studies)

Bobbi-Ann Matheson.....Teacher
(B.S. in Engineering)

Karen Kyte-Wilson.....Teacher
(B.S. in Computer Science Education)

Everton Williams.....Teacher
(M.Ed in Elementary Education)

Joan Henry-Johnson.....Teacher
(M.Ed. in Education)

Marsha Gayle.....Teacher
(B.A. in Health and Human Services)

Jerry Yluste.....Teacher
(B.S. in Exercise Education / Health Promotion)

Panchita Hendrix Mitchell.....Volunteer Music Teacher (Pre K – 12)
(B.F.A. Music Education K-12, M.E. Administration, and Supervision)



Ephesus Adventist Academy

2024-2025

Support Staff



TBA.....Treasurer/Office Manager

TBA.....Office Assistant

Marnelle Vallon.....Pre K Personnel

Chandra Ashe.....Pre K Assistant

Irma Lewis.....Food Service Manager

TBA.....Food Service Assistant

Pascal Paul Louine.....Custodial Services

Joyce Henry..... Volunteer

Committees

Admissions Committee

- Principal
- Pastor
- School Board Chairperson
- Treasurer
- Home & School Leader

School Board Executive & Disciplinary Action Committee

- Principal
- Pastor
- Vice Principal & Head Teacher
- VPK Director
- School Board Chairperson
- Treasurer
- Home and School Leader

Fundraising Committee

- Principal
- School Board Chairperson
- Fund-Raising Chairperson
- Treasurer
- Home & School Leader
- Head Elder
- School Board Member

Home and School Committee

- Principal
- School Board Chairperson
- Home & School Leader
- Fund-Raising Chairperson
- Treasurer
- Parent /Volunteer



Mission Statement

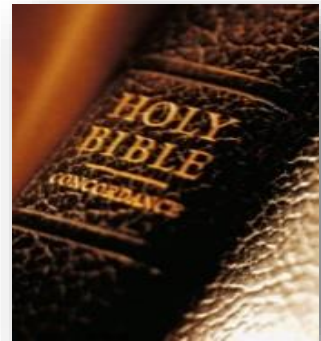
To show children Jesus, nurture their love for Him and others, teach them to think, and empower them to serve.

Vision Statement

To be a school of excellence that has Innovation, STREAM, Design Thinking as pillars as students are prepared for service here and in the world to come.

We believe that Adventist Christian Education is a cooperative venture shared by the home, school, church, and other community agencies. Together our mission is to ensure that the students of Ephesus Adventist Academy:

- Aspire to make a life commitment to Christ
- Become positive thinkers and not mere reflectors
- Develop vocational purpose
- Exercise respect and appreciation for others
- Develop values and attitudes that result in the improvement of the student and the community
- Recognize their potential and strive to fulfill these potentials



Seventh-day Adventist Philosophy of Education

The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning, God created in His image a perfect humanity, a perfection later marred by sin. Through Christ and His Spirit, God determined to restore humanity from its lost state. Through the Bible, He has revealed His will to the world, a revelation that supersedes human reason. Through His Church on earth, He seeks the lost for His Kingdom.

Made in God's image, every human being, although fallen, is endowed with attributes akin to those of the Creator. Therefore, Adventist Education seeks to nurture thinkers rather than mere reflectors of others thoughts; loving service rather than selfish ambition; maximum development of one's potential; and an appreciation for all that is beautiful, true, and good.

An education of this kind imparts far more than academic knowledge. It is a balanced development of the whole person. Its time dimensions span eternity. In Adventist Education, homes, schools, and churches cooperate together with divine agencies in preparing learners for citizenship here on this earth and in the New Earth to come.

Goals of Seventh-day Adventist Education

The following goals have been established to support the unique philosophy of Seventh-day Adventist Education. These goals focus on Adventist EDGE (Educators Delivering Great Education) Curriculum for the 21st Century for a complete listing of elements designed to aid in goal achievement. Each student will learn:

1. Acceptance of God and His Word
2. Commitment to the Church
3. Family and Interpersonal Relationships
4. Responsible Citizenship
5. Healthy Balanced Living
6. Intellectual Development
7. Communication Skills
8. Life Skills
9. Aesthetic Appreciation
10. Career and Service Dedication



EAA MOTTO:

Academic Excellence in a Christ-centered environment

Accreditation

The Ephesus Adventist Academy is a member of the Southeastern Conference of Seventh-day Adventist. It is fully accredited by the Southern Union Conference of Seventh-day Adventist, the National Council of Private Schools Accreditation and meets the necessary requirements of the State of Florida Dept. of Education.

CURRICULUM AND ACADEMIC POLICIES K – 12

Multi-grade instructional strategies and pupil activities for grades PK - 12 are designed to help students discover:

- The capacity to love as God loves ...
- The capacity to learn as God teaches ...
- The capacity to think as God wills us ...
- The capacity to live as God leads us ...

These strategies and cooperative learning activities are implemented through integrated courses for grades K – 12 shall include learning experiences in the following areas:

Bible

Social Studies

Language Arts

General Science

General Mathematic

Music and Fine Arts

Health and Physical Education

Technology

In order to remain a student in good standing at Ephesus Adventist Academy, each student must maintain a GPA of at least 2.00. Students whose cumulative GPAs fall below 2.00 for the most recent quarter require Academic Redemption, a 1-quarter long intervention plan designed to assist the student in regaining the status of good standing at EAA. EAA Administration will conduct a meeting with the student and his/her parents(s)/guardian(s) to discuss the plan to help the student achieve the goal of GPA improvement.

VPK Curriculum

Creative Curriculum/Abeka/Pebbles Curriculum
K4 Reading and Mathematics Skills
Fire Safety Curriculum
Science
Health and Nutrition – Healthy Kids
Sign Language
Creative Learning Centers
Letter and Number Recognition
Phonics and Language Development
Circle Time
Bible Stories, Songs and Prayer
Chapel
Arts and Crafts

Music
Manners
Safety
Spanish
Physical Education
Nature Walks
Playground Time
Community Helpers

Admissions

Ephesus Adventist Academy does not discriminate on the basis of race, color, creed, ethnic background, country of origin, gender, or in the administration of regular education policies, application for admissions, scholarships, work, extracurricular and other school administered programs. Students, who demonstrate a sincere desire for a Christian Education and willingness to adhere to the school's policies, adapt to its religious, social and cultural atmosphere are welcome. However, students who require special needs, beyond the general scope of the school will be admitted based on the recommendation by the principal via the Admissions' Committee. Should it become necessary for a student to withdraw or transfer during the school year, we request that parents or guardians and students come to the principal's office and complete the following:

1. Student Withdrawal Form
2. Pay all outstanding accounts (must be done prior to the release of school records)
3. Provide the office with a forwarding address

Upon completion of the above guidelines, allow 7 business days for your request to be processed.

New Students

The age for admission into Kindergarten is five (5) years of age on or before September 1 of the current school year. The age for admission in the first grade is six (6) years of age on or before September 1 of the current school year. A student having successfully completed Kindergarten from an accredited school may be admitted into first grade. No student beyond the age of sixteen (16) will be admitted for initial registration into the school program.

All new students must submit the following:

- 1) Student Reference Forms from a former teacher, principal, pastor or church leader who is not related to the student.
- 2) Immunization and Health Forms
- 3) All other required forms and documents listed in the Application Packet
- 4) A completed application for admission packet.
- 5) **Students entering the sixth grade must have a scoliosis screening**



Students entering for the first time will be admitted on Enrollment Probation to ensure that satisfactory conduct and achievement is maintained.

Generally, students transferring from another school will be placed in the grade assigned by the

previous school. A placement test will be administered to all home-schooled students, students transferring in from non-accredited schools, and advance students. Accelerated students must provide documentation of standardized test scores and academic records to support acceleration.

Students who register after the third day of school will be required to produce a copy of their transcript from their previous school. Grade placement, however, may be affected by such factors as the student's age, social, physical, mental and emotional maturity, as well as academic achievement.

If a student is enrolled in Ephesus Adventist Academy and plans to leave for home schooling with the intention of returning to the Academy at a later date, the principal should be notified.

All students enrolling for the first time will be closely monitored for nine weeks to ensure that satisfactory conduct and achievement are maintained.

Students enrolling in Ephesus Adventist Academy from a school in a foreign country must be cleared by the Admissions Committee.

Annual Registration and Re-enrollment

Ephesus Adventist Academy reserves the right to review and/or deny the admission of returning students with outstanding concerns in the areas of:

1. Academic issues
2. Behavioral issues
3. The outstanding balance on the student account

Students with the above issues are not guaranteed re-enrollment.

Returning students are required to update their application packet each year. The following items must be cleared before registration is considered complete:

1. Financial clearance from the treasurer's office.
2. Registration Form
3. Official clearance from principal to determine the behavioral/academic status
4. Current Immunization Card.
5. A student entering sixth grade must have scoliosis screening.

Homeschool Affiliation Policy

Ephesus Adventist Academy cooperates with homeschooling families by offering participation in the following areas: testing, yearbook, field trips, field days and music classes. The policies of the school regarding conduct and discipline shall apply to home school students participating in school activities or instructional program.

Eighth Grade Requirement

In order to graduate and receive a diploma, students must receive a passing grade in all classes from seventh and eighth grade classes.

Valedictorian shall be the student that has maintained a GPA of 3.5 or above for at least two years and who has attended Ephesus Adventist Academy for a minimum of two consecutive years.

Salutatorian shall be the student with the second highest GPA of 3.0 or above and who has been a student at Ephesus Adventist Academy for a minimum of two consecutive years.

Standardized Testing

MAP Testing will be administered during the fall, winter, and spring. This test measures how well a student has mastered basic skills. The test results are used to determine a student's strengths and weaknesses. Results from this test are used in planning the instructional program of the student. Upon request and at the discretion of the principal, Home Study students are welcome to sit for the exams at this facility for a fee. These results can be used to determine placement. In addition to the MAP Testing, various Assessment and Achievement testing instruments will be administered to help determine placement and construct instructional goals and strategies for students.

Promotion to the next grade

Promotion to the next grade based on academic performance. Each student is required to complete the course of study and receive a passing grade in the following subjects or courses:

- **Kindergarten:** A kindergarten student is required to complete a year in kindergarten and be age six by the first day of September in order to enter grade one.
- **Grade 1:** A student in grade one needs a passing grade of a "C" in Reading to move to the second grade.
- **Grade 2:** A student in grade two needs a passing grade of a "C" in Reading and Mathematics to advance to the third grade.
- **Grade 3:** A student in grade three needs to have a passing grade in Language Arts, Mathematics and a standardized test (MAP or FSA (Florida Standard Assessment) to move to advance to the fourth grade.
- **Grade 4:** A student in grade four needs to have a passing grade in Mathematics, Language Arts, to advance to the fifth grade
- **Grade 5:** Student in fifth grade has to pass Mathematics, Language Arts, Science, and Social Studies to advance to the sixth grade.
- **Grade 6:** Student in the sixth grade must pass Mathematics, Language Arts, Science and Social Studies, to advance to the seventh grade.
- **Grade 7:** Student in the seventh grade must pass Mathematics, Language Arts, Science, and Social Studies to advance to the eighth grade.
- **Grade 8:** Eighth grade students must prepare for Eighth-Grade Graduation.

A student in the eighth grade must pass Mathematics, Language Arts, Science, Social Studies and standardized test as required (MAP and/or EOCA (End of Course Assessment))

Eighth graders who continue in an SDA high school must pass the MAP test at average proficiency at the grade level.

- Grade 9:** Student in the ninth grade must pass core subject courses and electives to advance to the tenth grade.
- Grade 10:** Student in the tenth grade must pass core subject courses and electives to advance to the eleventh grade.
- Grade 11:** Student in the eleventh grade must pass core subject courses and electives to advance to the twelfth grade.
- Grade 12:** Student in the twelfth grade must pass core subject courses and electives to graduate.

EAA provides supervised instruction in the classroom as well as supplemental tutoring in the afternoons with available income-based discounts.

Students attending a public high school in the State of Florida must pass the state ECOA Test. Students in 8th - 12th grades are eligible for Florida Virtual Education AP honors classes.

Grading Scale



Grades K-2

I	Independents Achieves Skills
P	Progressing Toward Skills
NT	Needs More Time
N	Not Addressed

Grades 3 - 8

A+	97-100	B+	87-89	C+	77-79	D+	67-69			I	Incomplete
A	94-96	B	84-86	C	74-76	D	64-66			W	Withdrawal
A-	90-93	B-	80-83	C-	70-73	D-	60-63	F	0-59		

Grade 9 - 12

A+	100	B+	89-90	C+	79-80	D+	69-70			I	Incomplete
A	94-99	B	84-88	C	74-78	D	64-68			W	Withdrawal
A-	91-93	B-	81-83	C-	71-73	D-	61-63	F	0-60		

Attendance and Grades

Students are expected to be in school every day. In order to receive appropriate grading, a student may receive some of the written work to be done at home, but the communication between teacher and students; students and teacher; student and student; along with demonstration, explanation, examples, some visual aids, cannot be made up. Academic grades and excessive absences have a negative effect on the student's grade average.

According to Florida Law, **students cannot have 15 or more unexcused absences in 90 calendar**

days. When possible, dental, doctors, vacations, visits and business should be arranged for days when the student will be out of school. **Three consecutive unexcused tardies constitutes an absence.**

If these absences require more than two (2) consecutive days, the parent and student need to arrange with the teacher to receive make-up work. All make-up work must be completed within three days of returning to school.

Students will be given an Incomplete ("I") for the following reasons:

Long term illness is defined as more than eighteen days. The arrangement should be made by the parent for summer school in order for a student to be promoted to the next grade or receive his/her diploma. If education is interrupted for financial reasons and exceeds 18 days, the student must attend summer school to be promoted to the next grade or receive his/her diploma. Note: Students who miss more than 18 consecutive days are in great danger of failing. A written note from the parent or guardian is required after each absence.

Correspondence Courses/Summer School

A student must obtain approval from the principal before taking any correspondence or summer school course. Courses of this nature are usually taken to make up a deficiency.

School Hours



School begins at 8:00 a.m. and ends at 3:00 p.m. Monday ~ Thursday and on Fridays at 8:00 a.m. to 2:00 p.m. Students are marked tardy at 8:15 a.m. Absences are based on half days.

Reasons for picking up students immediately after school are:

- Cleaning of school
- Faculty Meetings
- After-school duties in classrooms
- Teachers are not on duty after 3:30 PM.
- Aftercare starts at 3:35 PM for a fee. See below.

VPK Hours

VPK hours are 8:30 am and ends at 11:30 am. Parents must sign in/out (first and last name, no initials), this is a mandatory requirement. Immunization records must be up-to-date. Attendance short form must be signed on the 1st of the month or before the 10th of the month.

Time of Arrival and Departure

Supervision is provided for students 30 minutes before the opening of the school day and 30 minutes after the close of the school day. Before-care is provided every morning from 6:45 am to 7:30 am. Students who are not picked up by 3:30 pm will be place in after-care. See below for before-care and after-care fees.

Tardies

Tardiness is a failure to be in the assigned place when the class begins. Students who arrive late to school or who are not on time for their classes will be marked tardy. Only three (3)

excuses per quarter for tardies will be allowed for transportation problems such as: Heavy traffic, accident, car would not start, flat tire, the ride was late; parent/guardian running late. **A written excuse from a parent, guardian or medical care provider should be provided to the front office for excused absences and/or tardies.**

Students who are tardy to school more than three times per week will be assigned to before school Detention on the following Tues or Thurs from 7:10 am until 8:00 am. **Three consecutive unexcused tardies is counted as an absence.**

Aftercare

The Ephesus Adventist Academy After School Program is a means of providing additional educational support and opportunities to students beyond the formal school day. Aftercare fee is \$11.00 per day or \$55.00 per week. Students must adhere to the policies and rules of Aftercare. A copy of the policies, rules, and procedures is attached to the aftercare application.

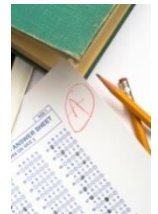
Before-care

Monday-Friday 6:45 am - 7:30 am – Fee: \$6.00 per day or \$30.00 per week.

Notification of Grades

Parents will be notified of student's progress at the following intervals each semester:

1. Mid-term
2. First Quarter
3. Second Quarter
4. Third Quarter



It is the parent's responsibility to attend each Parent/Teacher conference and monitor his/her child's progress.

Parent / Guardian / Teacher Conference

School is dismissed early at the end of the first and third quarter to allow time for parent/guardian conferences. Each parent/guardian is expected to come in for the conference and to receive the report card. Conferences are held in fifteen minute intervals.

If a parent needs a conference with a teacher at other times, send a note to your child or call the office requesting the conference. Teacher Parent/guardian conferences are generally held between 3:00 p.m. - 3:30 p.m. Monday - Thursday.

Retaining

EAA is organized on the general expectation that most students will progress through school at the rate of one grade per year. Teachers must submit a proposed Grade Placement Form and obtain conference approval before retaining a student. This form will be submitted to and approved by the parent/guardian several weeks prior to the adjustment taking place. A letter outlining the student's needs will accompany the form. The Conference Office of Education must approve any exceptions to these guidelines.

Awards / Honors

It is our pleasure to recognize accomplishments throughout the school year, in the following areas:

Citizenship	Honor Roll	Perfect Attendance
Volunteer	Principal's List	Student Assistant



Certificates are awarded based on academic merits and are subject to teacher and class recommendations.

Clinic

In case of an illness or injury, a child will be cared for temporarily until a parent/guardian can be contacted. If the parent/guardian cannot be reached, the individual listed on the emergency card will be contacted. It is important that the child be picked up as soon as possible. Failure to make arrangements to pick up a sick child could result in a phone call to the appropriate authorities/agency. The child will remain in the clinic until picked up.

Medication

Under no circumstances will any medication be given to a student, unless it is prescribed and a signed note by the parent/guardian is on file authorizing personnel to administer the medication. The school is not equipped to care for ill students. It is recommended that student remain at home.

Classroom Conduct

1. Obey all classroom rules.
2. Enter class with all homework assignments, materials needed for class.
3. All students must do all assignments given at all times. All students must start working on assignments immediately after given. All students must try to complete the assignments in the time given.
4. All assignments must be completed at least at a "B" average.
5. All students must work SILENTLY during individual assignment sessions.
6. No distraction of ANY kind will be tolerated during class, such but not limited to: talking without permission, private conversations, making jokes, making sounds, not working, doing other assignments, completing un-related activity, distracting other students, etc.
7. All students must receive the teacher's consent before leaving a class.
8. All book bags must be kept in the designated area but not at the student's desk.
9. The teacher is the manager of the classroom and has final jurisdiction over its affairs.
10. Absolutely no playing in class, running in corridors.
11. No use of cell phone in class, i-pod, or ANY electronic device unless requested by the teacher.
12. All students must take class notes from every core class.

Conduct Guidelines

EAA discipline is designed to be redemptive, remedial and corrective. The basic purpose of discipline is the training of the student for self-government. Each student is expected to respect the rights and privileges of other students, teachers, and staff. Students who violate the rights of others or who violate school rules shall be subject to disciplinary actions as outlined under

Disciplinary Infractions. EAA has a written code of acceptable conduct and behavior, which outlines consequences for unacceptable behavior, and specified disciplinary procedures.

It is the desire of the staff that each student will work together for the smooth operation of the school. DA refers to Disciplinary Action that will be taken should there be a disciplinary infraction of a particular policy. After an investigation, the action taken will depend on the severity of the infraction and is determined by the administration. The action may not necessarily be the lesser of DA listed for that particular infraction. Any violation can result in the student being removed from extra-curricular activities based on severity. The process for following through with **Disciplinary Action** is:

1. **Verbal reprimand.**
2. **Detention and/or telephone call to parent or guardian.**
Detention is based upon the nature of the infraction and is held Tuesday and Thursday mornings from 7:00 – 7:55 am. The missed detention appointment will be rescheduled. If the second appointment is missed, it warrants a suspension.
3. **Dismissed from school until a conference with parent/guardian.** Parent/Guardian will determine how long it will take before the conference. Often conferences may be held the same day after school.
4. **In school suspension.** The student will be assigned to a time-out area of the school to complete all given academic assignments in solitude and or work detail with parental permission.
5. **Suspension from school.** The student will be given due process before the suspension. The student will not be permitted to enter onto the school campus for any a reason during school hours. Also, the student will not be permitted to attend any school activities, including weekend activities. **Conference requested after suspension.**
6. **Recommended for expulsion.** The principal will request a special meeting from the School Board to meet and hear the case. The student remains on suspension until the final hearing is completed and a final decision is reached by the School Board.

Disciplinary Policies with Action

- I. **EAA has a closed campus:** Students are not to leave the campus before, after, or during school hours. Exception: Parent/guardian must sign out the student. **DA 1,2,3,4,5,6**
- II. **Disrespect During Worship or Other Religious Services:**
This includes but is not limited to:
 - Singing in a way that is distracting.
 - Sleeping or body slumped over on desk or pew.
 - Making sarcastic remarks.
 - Reading or doing other activities during the service.
 - Un-Christ like behavior or influence**DA 2,3,4,5,**
- III. **Violation of Dress Code in Full or in Part:**
If a parent can be located, the parent will be asked to take the child home for a change of clothing. Otherwise, Disciplinary Action #4 will be enforced. **DA 1,2,3,4**

IV. Use of Profanity, Obscenity, Vulgarity, Possession of Lewd Material:

This includes written or verbal. Students will be disciplined for material that is found in their possession. **DA 2,3,4,5,6**

V. Gambling

This includes a student's participation. Or presence at the scene playing or possession of cards, dice, or any gambling.

DA 1,2,3,4,5,6

VI. Smoking or Possession of Smoking Material:

This includes chewing tobacco, cigarettes, use or possession of intoxicating beverages, use of possession or sale of illegal or any drugs. These items may not be in the students, locker, book bag, and desk or clothes.

- There will be immediate dismissal/expulsion of a student(s) if found with illegal drugs, narcotics, alcohol or tobacco products.
- Immediate dismissal/expulsion of a student(s) if found selling or distributing illegal drugs, narcotics, alcohol and tobacco products.

DA 4,5,6

VII. Possession of a Weapon:

Webster defines a weapon as: "An instrument or device of any kind used to injure or kill." (Sticks, bottles, rocks, bricks, pens, pencils, knife)

- Immediate dismissal/expulsion of a student(s) who bring a gun (real or toy), knife and/or explosives on the school campus

DA 6

VIII. Possession of Articles Disruptive or Distracting to Learning:

This includes, but is not limited to: AirPods, Beats wireless headsets, electronic games, cell phones, water funs, and toy games.

DA 1,2,3

IX. Fighting or Instigating a Fight:

This includes any negative physical contact that is made upon another student or students. The one who leads out in the physical aggression receives more discipline. However, if the other party or parties instigated the fight with words or other actions, they will be disciplined also. Parents/Guardian will be held liable for any and all medical expenses incurred as a result of the fight; regardless of who is a fault. **DA 3,4,5,6**

X. Threatening, Assault and/or Battery to School Personnel:

This includes verbal and/or physical assault. School personnel includes any who works for the school full-time, part-time, volunteers, parents and visitors.

- Immediate dismissal/expulsion of a student who hits, causes harm, or threatens school personnel

DA 4,5,6

XI. Defacing or Damaging School, Staff, Students, Volunteers, or Visitors Property:

This student's parent or guardian will also be required to pay for any and all damages.

DA 2,3,4,5,6

XII. Stealing / Private or School Property:

This includes all stolen material that is found in the student's possession, locker, and book bag.

DA 3,4,5,6

XIII. Disrespect, Defiance, Gross Insubordination or Willful disobedience of Personnel:

This includes: "talking back" and refusing to follow instructions or directions.

DA 2,3,4,5,6

XIV. Disobedience, Inappropriate Behavior in the Classroom, Bus or School Outing:

This includes being out of one's seat, talking, playing, off task, disrupting other students,

laughing, cutting class, eating or drinking during class, borrowing items from students that disrupt the class, or failing to follow classroom rules. **DA 2,3,4,5**

VX. Selling of Items on Campus Without Administration Approval: **DA 1,2,3,4**

XVI. Possession of Firecrackers, Sting Bombs or any Other Fireworks: **DA 3,4,5,6**

XVII. False Fire Alarm:
This is a felony. The police will be called. **DA 6**

XVIII. Cheating or Forgery:
This includes written or oral statements that mislead for fun or selfish gain. It includes

Disciplinary Policies with Action

Using an old pass or a pass given to another student, copying from another student's work or teacher text, turning in someone else's assignment as your own, or having forged material in your possession. **DA 1,2,3,4,5,6**

XIX. Excessive Tardiness to School or Class:
This includes returning late after lunch and P.E. **DA 1,2,3**

XX. Harassing School Personnel, Student, or Volunteers:
This includes usage of derogatory names and terms to humiliate fellow students and interfering with the privacy of any student by non-consenting acts. **DA 3,4,5,6**

XXI. Unauthorized Use of Electronics or Print Images
Students and unauthorized visitors are not permitted to take, post, or forward any pictures of EAA students or personnel while on school property without written consent from the school. **DA 3,4,5,6**

XXII. Sexual Harassment:
Sexual harassment is a form of misconduct by male or female that subjects another student to unsolicited verbal or physical sexual overtures. This is behavior that is unwelcome, personally offensive, that debilitates morale, and therefore interferes with school environment. Sexual harassment in any form will not be tolerated. The severity of the violation will result in a report to child services. Three violations in any form will result in immediate expulsion.

- There will be the immediate expulsion of a student(s) engaging in any sexual activity inclusive of oral or any other type of sexual intercourse if caught or proven. **DA 3,4,5,6**

Sexual Harassment

Ephesus Adventist Academy is committed to making sure that all students can learn in an environment that is free from all forms of sexual harassment. Sexual harassment is against the law. It hurts people and has no place in our schools.

Therefore, Ephesus Adventist Academy rules prohibit all forms of sexual harassment. The following questions and answers help explain the school's policy concerning sexual harassment of students.

Q: What is sexual harassment?

A: Sexual harassment is the unwelcome conduct of a sexual nature that interferes with a student's ability to learn, study, work, achieve, or participate in school activities. It includes a wide range of behavior, such as:

- Insults and name-calling
- Off-color jokes or displays of sexually suggestive objects or pictures
- Intimidation by words or actions
- Unwanted touching, such as pinching, patting, grabbing, poking, or rubbing against another person's body
- Pressure for sexual activity
- Sexual assault and rape
- Making a student's participation in sexual conduct a condition of taking part in school activities or getting an education

This list illustrates only some misconduct that could be considered sexual harassment; other similar behaviors also may be prohibited under this school's policy and by federal and state law, including criminal laws.

The school's policy also prohibits retaliation against a student with complaints about harassment or against students or others who cooperate in a school investigation of sexual harassment.

Q: Are these rules just for students?

A: No. The school policy applies to everyone: teachers, administrators, coaches, volunteers, cafeteria staff, and students, among others. All are prohibited from sexually harassing students. The school policy protects male and female students equally from harassment even when boys sexually harass boys and when girls sexually harass girls.

Q: Where do the school's rules apply? Just in classes? What happens if I'm harassed off school grounds, like on the bus?

A: If sexual harassment occurs either on or off school premises, for a school-sponsored activity, the school will take action to stop it. That means the school policy applies to the many locations sexual harassment can occur, such as classrooms, hallways, athletic fields, school offices, school buses, co-op sites, and other school sponsored trips and activities.

Q: What should I do if I've been sexually harassed?

A: You have several options. You can complain either in writing or orally to the administrator, any teacher and/or staff member. If you don't want to file a formal complaint, consider these ways of dealing with sexual harassment:

- Tell the harasser. "Your behavior is bothering me. Stop it!" Do this only if you feel comfortable talking directly to the harasser.
- Tell your parents. They can work with you and the school officials to stop the harassment.

Q: What if I'm too embarrassed to tell anyone? Do I have to reveal my name?

A: No. You can complain anonymously. School officials may be able to conduct a limited investigation or provide some assistance even if you complain anonymously. If you choose to disclose your name, the school will protect your confidentiality to the fullest extent possible.

Q: What happens during the complaint process?

A: The school investigates complaints, which includes meeting with the complaining student, the accused harasser and any witnesses to the incident. These meetings will all be held separately.

Depending on the seriousness of the charges a hearing may be scheduled allowing all parties involved to tell their side of the story. Within 30 days after the sexual harassment has occurred, the principal and designated personnel to handle complaints will make a finding about whether the school's policy was violated and, if so, what disciplinary action the harasser will receive. Any party dissatisfied with the

outcome of the school's investigation can appeal to the principal within 10 days of being informed of the investigator's conclusions.

Q: What kind of discipline will persons who sexually harass students get?

A: Possible disciplinary actions the principal can take will depend on the seriousness of the harassment.
(Please see list of possible disciplinary actions page 12)

Sexual Harassment (cont'd)

List of Possible Disciplinary Actions Examples:

- Telephone call to parent or guardian.
- Dismissal from school until conference with parent or guardian. Parent will determine how long it will take before the conference. Often conferences may be held the same day after school.
- Suspension from school. The student will be given due process before the suspension. The student will not be permitted to enter onto the school campus for any reason during school hours. Also, the student will not be permitted to attend any school activities, including weekend activities.
- Recommended for expulsion. The principal will request a special meeting from the School Board to meet and hear the case. The student remains on suspension until the final hearing is completed and a final decision is reached by the School Board. (If a student uses sexually harassing language once, the principal may warn the student that this behavior violates the school's rules. Students who continue to harass others may receive even stiffer punishment, such as detention or suspension. For serious sexual harassment, such as sexual touching or sexual assault, the principal will expel a student (or) recommend the termination of an employee.

Other Notes of Interest

1. If a staff member is suspicious of a student, they may ask a student to empty his/her pockets, book bag, lunch bag, shoes or socks. Students are expected to comply.
2. Should a student become pregnant or get married during the school year, the student will be asked to withdraw from EAA. Teenage parents' status must be reviewed before admittance to school.
3. A student is innocent until proven guilty.
4. A student is given due process before suspension.
5. In the event of a disputed discipline procedure, the parent(s) /guardian and student may request a conference with the teacher and/or principal. If the matter in question is not resolved to the satisfaction of either party, and appeal may be made to the school board. The decision of the school board shall be final and binding.
6. Occasionally it may be necessary to keep students after school to complete class work, or as a consequence for various infractions of the rules. If the student is to be detained, the parents/guardian will receive notice prior to the detention.

Grievance Procedures

By definition, a "grievance" shall be any claimed misinterpretation, inequitable action, or violation of the policies or regulations of the school. The grievance policy is established to reduce conflicts and to resolve disputes appropriately, quickly and fairly.

(Parents/students shall resort to the grievance policy before taking any other action).

The following steps comprise the grievance procedures:

Step One

A parent/student with a grievance shall first present it to the teacher/employee in an informal conference with witnesses present within 10 working days of the incident.

Step Two

If the informal conference does not resolve the issue, the parent/student may present the grievance in writing to the principal within 15 working days following the informal conference referred to in Step One.

The principal shall reply in writing to this formal complaint within 15 working days from receipt of written notice, indicating a decision regarding the grievance.

Step Three

If the decision contained in the written response from the principal in Step Two does not resolve the issue, the parent/student may appeal the decision by requesting, in writing, within five (5) working days following receipt of the decision, that the matter is referred to the governing board. A timely request of appeal is to be considered within 30 days following the receipt of the appeal.

The decision of the board is to be communicated in writing to the parent/student within five (5) working days following the decision. The decision of the board will be final.

General Provisions

1. The parent/student shall be given the opportunity to be present at each of the meetings at which an appeal is being considered. The decision regarding the grievance may be made in the executive session of the board.
2. Notifications specified in Steps 1 through 3 above will be either hand delivered to the parent/student with signed and dated receipt or sent by certified mail with a return receipt requested.
3. A grievance may be dropped by the parent/student at any time by so designating to the principal in writing.
4. No retaliation shall be taken against any participants in the conciliation procedures by reason of such participation.
5. All official records of the conciliation procedure shall be stored in the grievance file at the office of the school. A copy of the final ruling will be placed in the student's folder.
6. Access to these records by a person or persons other than by parties to the grievance shall be by direct authorization of the board.
7. No third parties shall be present during the conciliation process without mutual consent.

Communicable Diseases

I. Definitions

- a. Communicable Disease is a disease that may be transmitted directly from one individual to another.
- b. Universal Precautions are guidelines published by the Center of Disease Control as standard practices and procedures to minimize disease transmission: Latex gloves must be worn when handling all blood and body fluids (urine, vomits, and feces.) Body fluid spills need to be decontaminated with freshly made 10 percent (10%) bleach solution.

II. Communicable Disease Control

- a. The Conference Student Health Representative shall designate those staff members whose responsibility it is to provide adequate sanitary and health precautions and practices to ensure a safe environment for all students.
- b. All personnel shall use universal precaution when handling any body fluids.
- c. All personnel will receive in-service instruction in communicable diseases and universal precautions.
- d. The Conference Student Health Representative shall determine which school employee groups or individuals shall be offered immunizations at Conference expense against various communicable diseases.

III. School Attendance

- a. When the health of a student or group of students indicates the need for special attention, employees shall follow policies and other appropriate authorities such as the Center of Disease Control and the American Academy of Pediatrics. County health officials and/or conference representatives shall provide direction and/or guidelines for excluding students with a communicable disease.

IV. Notification

- a. The school principal shall report cases of communicable diseases promptly to the Conference Student Health Representative. Such diseases include HIV, AIDS, and Hepatitis B & C.

Student Accident Insurance

The school carries a secondary school accident insurance, which covers medical payment after payment by any primary insurance policy or policies. The student is covered when:

- a. On school grounds during the days and hours school is in session.
- b. When participating in an activity solely sponsored and supervised by the school authorities.
 - Nationwide Insurance (Southeastern Conference) is secondary if a parent has their own insurance; otherwise, the conference becomes primary.

Tuition Payment

I. Payment Plans

- a. Tuition is charged per year, but to facilitate parents, it is divided into ten (10) monthly payments.
- b. Tuition discounts will be given to the family with two or more students attending school. (See tuition fee schedule) (with the exception of step-up scholarship)
- c. Students who register late will be required to pay full tuition.
- d. We have a **pay as you go policy**. Therefore, all services are paid in advanced.

II. Payment Options

Tuition may be paid once a year in advance, twice a year in advance or monthly in advance.

Plan A: Monthly In Advance

Tuition is to be paid in advance on a monthly basis the first full payment is due during registration in August. Each subsequent payment is due the 1st of each month. A late fee of \$20.00 will be charged to the account after the 10th of the month.

Plan B: Semi-Annual Plan

The first payment is due on the day of registration. The final payment of half the annual academic fee is due on or before January 6. The discount does not apply if the second payment is not paid by January 6.

Plan C: Annual Plan

The entire academic fee is due in the first month of school or before the first 15 days of school.

III. Tuition Reimbursement

Registration and application fees are NON-REFUNDABLE. These fees are not pro-rated. Tuition may be pro-rated on a monthly basis.

Refund Policy: Requests for tuition refund must be in writing and approved by the School Board. In the event a student withdraws from school, the balance of the registration fee must be paid in full for the school year.

IV. Financial Arrangements at Close of School Year

- a. **All graduates must pay their fees (tuition, before & aftercare, etc.) in full by April 30th.**
- b. **All other student accounts (tuition, before & aftercare, etc.) must be paid in full by the first of May. After May 10th all accounts are past due.**
- c. No checks will be accepted after May 1st. Only cash or money orders.
- d. Any violations of these rules will result in the following consequences.
 - i. Interruption of services.
 - ii. No transcript of credits issued to another school if transfer is desired
 - iii. Graduation denied.
- e. Report cards will not be issued unless a "0" balance.



V. Return Checks

Payments by cashier's check or money orders will be required. Any checks returned by your bank shall automatically result in a \$35.00 school handling charge. No cash accepted over \$10 at any time.

VI. Graduation Fees / Forms

All graduates are expected to pay their graduation fees no later than March 31st. Graduation fee for Kindergarten and Fifth Grade is \$100.00. This fee includes diplomas, robes, invitations, program, and materials for decorations.

Graduation fee for Eighth and Twelfth Grade is \$150.00. This fee includes diplomas, robes, visiting speakers, invitations, program, and materials. Graduation is a privilege. Parents who do not desire their child to participate in their graduation ceremony must inform the school administration by March 31. All eighth and twelfth grade students should submit their recommendation forms for high school or college by February 15th of the year of their graduation.

Schedule of Tuition Fees

Tuition/Fee Payments

Ephesus Adventist Academy Schedule of Tuition Fees for 2024/2025

Grade Level	Registration	Annual Tuition	Semester Rate	Monthly Rate
Pre-K/VPK	\$150.00	\$8,170.00	\$4,085.00	\$817.00
Kindergarten-3	\$550.00	\$8,570.00	\$4,285.00	\$857.00
5-8	\$550.00	\$8,000.00	\$4,000.00	\$800.00
9-12	\$550.00	\$8,000.00	\$4,000.00	\$800.00

Constituency Rate (Ephesus Member)

The constituent member of the Ephesus SDA Church is eligible to pay 8-15 (fifteen) % discounted rate.

Constituent Rate (Non Ephesus Member)

The constituent rate for SDA students who are not members of the Ephesus church is eligible to pay 6-10 (ten) % discounted rate.

VII. Registration Fee

This fee includes insurance, MAP Testing, Mackin Library, Ren-Web, and work books.

VIII. Step Up For Students

- a. Step up students are required to pay their portion of application fee at registration.
- b. Students must abide by the attendance policy of the participating private school in which they are enrolled. They are not to be absent more than five consecutive days.
- c. Students and families must abide by the behavioral and disciplinary policies of the participating private school in which the student is enrolled. **Failure to do so may result in loss of scholarship.** A participating private school reserves the right to suspend or expel students if its published policies are not followed.
- d. **Failure to endorse a scholarship check in a timely manner could result in the loss of scholarship and/or an outstanding balance at the participating private school.**

IX. Home and School 80 Points-Needed for Attending School Function

We are asking for a parent or guardian to be in attendance at each school function. For each semester you will accumulate forty points or you will be required to pay \$40. Ten points will apply towards your total at each school's function. If not, you will be expected to pay \$10 for your absence. Parent/Teacher conferences will count for 10 points.

During the 2024/2025 school year, we would like to increase parental support at each school function/events. Points will be awarded for the family/parents that attend the school events. If not, you are expected to pay \$10 for non-attendance at a school function or \$40 per semester.

IX. Home and School 80 Points-Needed for Attending School Function (cont'd)

The point system will be conducted as follows:

Home and School	10
Parent/Teacher Conferences	10
Christmas Program	10
School Events/Field Day	10

FUNDRAISER:

All fundraisers **MUST** be approved by the School Board before executing the project. You can receive a fundraiser form from our school secretary of which she will pass it on to the principal for presentation at the School Board meeting. Once it is granted, the principal will inform the person. Please note all fundraising funds **MUST** be turned into the school treasurer and receipted to you and one kept on file.

General Information

Home-School Students

Home-school students will need to meet with the principal prior to acceptance to EAA. These Students will need an official transcript and also complete verification for courses taken.

Homework Guidelines

Homework should be an enrichment of the classroom activities and individualized for a particular student or group. Assignments should be varied depending upon the type, time needed, interest, and availability of resource material and personnel. If the teacher overloads a student with homework, the student will not have time to develop socially and emotionally with family members and friends. It is not the school's goal to consume most of a student's time with homework. Therefore, we practice the following homework guidelines:

Pre - School & Kindergarten	Rarely given homework, if so it will not be more than 10 minutes.
Grades 1 & 2	not more than 20 minutes
Grades 3 & 4	not more than 30 minutes
Grades 5 & 6	not more than 45 minutes
Grades 7 & 8	not more than 45 minutes
Grade 9 & 10	as needed
Grade 11 & 12	as needed

Books

All textbooks are rented to each student from the school for the school year. If a book is marred, a fee will be charged to the student's account. If a book is lost, the student will be charged the cost of the book. All consumable books belong to the student, but all textbooks must be returned

at the end of the school year. Kindly ensure that your child (ren) acquires book covers for their books. All non-consumable books must be returned at the end of the school year. Students in grades 3 - 9 are required to have their own Bibles.

General Information (cont'd)

The following guidelines will be used when charging for books:

Lost Books:

New books	100% of the replacement cost
Used books	80% of the replacement cost

Damaged Books:

Marking, water damage, torn, highlights, etc ... to the full value as determined by the extent of the damage.

Field Trips

To facilitate classroom learning, students are occasionally taken to such places as the public library, planetarium, etc. This is known as field trips. Any student participating in a field trip must present a signed release form from his/her parent/guardian granting permission for the student to take the trip. **All field trips must be approved by the School Board.**

Please note paid field trips funds are not refundable.

The church school rally is an annual educational event for all the conference schools of the Southeastern Conference held in April. All students are expected to participate. Please see the school calendar for the event date.

Visitation

All visitors or parents entering the building must register at the office. Unscheduled conferences with teachers during class time can be disruptive and are not encouraged. Any parent wishing to observe during the school day must make prior arrangements with the school office. Teachers may not make such arrangements.

Parents are welcome to the school and are urged to visit the classroom. The School officials want you to attend the various activities in which your child participates, to observe only. This may be done after the first four weeks of school. The teachers and students will be acquainted and the School routine will be well established.

When visiting, kindly find a chair in the room and observe. Postpone conversation until the children have been dismissed. During school hours the teacher's duty is to the student, but he/she will be happy to talk with you at another time by appointment.

Phone Calls

Phone calls to the students, faculty and staff during the school day are discouraged. Should such a call be necessary, a message will be taken and the call returned at a more convenient time if possible. Use of school phones requires permission from the school

administration. Students are not allowed to have cell phones during school time.

Phone Calls (cont'd)

Use of cell phones is only permitted on weekend, overnight, and/or evening school outings. They are not permitted during school hours beginning with before school care and at the close of after school care.

Lunches

Eating a well-balanced lunch is important to the body and especially to a developing child's body. As a Seventh-day Adventist Institution, one aspect of our faith is in Health Principles that promote healthy living through a vegetarian diet. Another aspect to our beliefs is abstaining from unclean meats, which are listed in Leviticus 11. All lunches should be home prepared. **(Microwave usage is for staff only). Please refrain from sending meat products in lunches.**

Lunch is free for all students. (NO OUTSIDE VENDORS.)

Student Supplies and Personal Items

Students are responsible for their own school supplies. Parents/Guardians are to label all student items such as books, notebooks, book bags, lunch boxes, sweaters, jackets, caps, etc. with the student's name. Students in grades K-2 are encouraged to have a book bag or carrying case for papers, notices, letters, etc.

Lost and Found

Most lost articles are turned in at the school office. If articles are properly labeled, student and/or parents/guardians can reclaim them. All unclaimed articles held for a maximum of thirty (30) days will be donated to our Community Service Center.

School Closing/Early Dismissals

Our reaction to natural disasters will be governed by the instructions given by the National Weather Service. We also follow the directions of the Palm Beach County School Board. If the public schools are closed, Ephesus Adventist Academy is closed. Stay tuned to channel 5 or 12 for further information regarding the closing of the school. We will do our best to inform the parents ahead of time if we anticipate closing the school.

Designated area: in the event of hurricane, thunderstorm, tornado, lightning, hail storm, rainfall, including violent weather, but not limited to, the staff will take the proper precautions to get the children out of such weather conditions by seeking refuge in the nearest shelter, **Bear Lakes Middle School, located at 3055 Shenandoah Blvd., WPB (561) 615-7700.** In the event that a tornado occurs in the vicinity of the school, the staff will immediately move the children into the bathrooms.

Violent weather during field trips/transporting children: If the staff and the children are outside during a field trip, the staff will take the proper safety precautions by moving the children into a safe area. If we are on a bus, we will remain inside the bus until further notice of safe conditions. In the event of evacuation or relocation of children, emergency records will be

taken.

Lock-Down Procedures

When the fire alarm beeps twice, this means that all students and staff must go immediately to the Gymnasium.

- a. Students will walk in an orderly fashion to the Gymnasium and not run.
- b. Teachers will check their classrooms to ensure all students have left.
- c. Assigned staff(s) will check all other areas i.e. Library, Computer Room, Science Lab, Cafeteria, Resource Room and Bathrooms.
- d. Each teacher will carry a list of their students to the Gymnasium and verify that all students are present.
- e. Assigned staff members and/or the school safety officer will check to make sure all doors and windows are locked.

When the fire alarm beeps three times, this means that all is clear and students and staff can return to their classrooms.

Gum Chewing

For obvious reasons a "no gum chewing rule" is enforced in all classrooms and throughout the school buildings.

School Pictures

School pictures will be taken in the School uniform. There will be no exceptions. Personal dress pictures with other attire may be taken afterward provided necessary arrangements have been made with the photographer.



Chapel on Friday

Chapel will be held on Friday from 8:30 am – 9:15 am. Occasionally, we will have guest speakers to come in and talk with students.

Intramural Sports & Clubs on Friday

Students in grades VPK through 12 will be placed in organized intramural sports teams and clubs on Fridays.

Home and School Association

The Home and School Association is composed of all parents/guardians of children attending Ephesus Adventist Academy, staff, school board members and Ephesus Church members. This association is organized to unite the home and school in an effort to give a well-rounded educational experience to all students. Parents are asked to be in attendance at every meeting. Points will be given towards your 80 point total at each meeting.

Our Guidelines

Children can have a wonderful year at EAA if parents will follow these suggestions:

- * *Study the Bible with a child.*
- * Pray with your children
- * Endeavor to have your child follow Christian standards of dress and carefulness in habits of diet.
- * Endeavor to have your child's defects in hearing, speech or seeing corrected.
- * Keep your child home when sick or suspected to have a communicable disease.
- * Parents, as well as children, need to learn to listen to each other.
- * Parents should make home a place where disagreements can take place without people becoming disagreeable.
- * Uphold the standards of the school along with the school program as outlined in the school bulletin.
- * Make observation visits to the school.
- * Confer with teachers by appointment or after school rather than mornings or at recess time.
- * Uphold the school and its educational team before your children.
- * Make time in your busy schedule to help in the classroom
- * Read the book Messages to Young People with them.
- * Parents and teacher should work together on projects for school improvements.
- * Parents should attend all Parent-Teacher conferences to discuss with the teacher their child's progress.
- * Parents are expected to support the Home and School Association and attend special programs presented by the school.

Our School's Spirit

School spirit may be divided into three categories:

1. *Courtesy* - Toward teachers, fellow students, parents, and visitors.
2. *Pride* - In everything our school strives to accomplish and has accomplished.
3. *Loyalty* - Loyalty to all functions of the school. A loyal student supports his/her school and does his/her utmost to keep all scholastic and activity standards at the highest level.

Ephesus Adventist Academy Uniform Policy

Complete uniform attire for all students is required to attend classes, including physical education classes. The full dressed uniform is to be worn on school assemblies, field trips and to other designated activities. Students' uniforms must be clean, neatly pressed and in optimum condition at all times. Students should assume that the full school uniform is required every school day, regardless of the weather, unless there is written notification of a non- uniform day. Each student/family is expected to comply with the school's dress standards as outlined below.

GUIDELINES FOR ENFORCEMENT OF STUDENT OF UNIFORM REGULATIONS

1. First Offense:

- a) The student shall be taken to the school office or administrative designee.
- b) The parent shall be contacted for a conference.
- c) The parent will be encouraged to bring the student appropriate uniform attire or take the student home to change clothes and return the student to school.

2. Second Offense:

- a) The student shall be taken to the school office or administrative designee.
- b) The parent shall be contacted for a conference.
- c) The parent will be encouraged to bring the student appropriate uniform attire or take the student home to change clothes and return the student to school

3. Third Offense:

- a) The student shall be taken to the school office or administrative designee.
- b) The parent shall be contacted for a conference.
- c) The principal or his/her designee will suspend the student until further notice to parent.

Ephesus Adventist Academy

4011 North Shore Drive -West Palm Beach, FL 33407- (561) 841-0033

***School Uniform**

French Toast and Cookies Kids – Official School Wear Logo

Uniforms may be purchased at www.frenchtoast.com or www.cookieskids.com

Listed below please find what constitutes the uniform of Ephesus Adventist Academy from Pre-K through 12th Grade:

Pre-Kindergarten Only	
Girls	Boys
Burgundy Polo Shirt Burgundy Plaid Skirt, Jumper or Skort White socks or burgundy socks Plain Black Shoes	Burgundy Polo Shirts Khaki Pants (elastic waist only) No Belts Black Socks or Burgundy Socks Plain Black Shoes

Monday-Thursday K-8

Girls	Boys
Burgundy Polo Shirts w/school logo Burgundy Plaid Skirt or Jumper White Socks, Burgundy, or Black Socks Plain Black Shoes	Burgundy Polo Shirt w/school logo Grey or Khaki Pants (Slacks) Black Belt Plain Black Shoes/Black Socks

Friday K-8 (Chapel)

Girls	Boys
White Peter Pan Blouse and Burgundy Plaid Cross Tie Burgundy Plaid Skirt or Jumper White or Burgundy Socks Plain Black Dress Shoes Burgundy Sweaters w/school logo (K-3) Blazer w/school logo (4-8)	White Oxford Shirts and Burgundy Plaid Tie Grey Pants Plain Black Shoes/Black Socks Black Belt Burgundy Sweaters w/school logo (K-3) Blazer w/school logo (4-8)

Girls may also wear khaki or gray skirts or skorts (knee height)

Boys may also wear khaki or grey slacks

PE uniform (Grades VPK-12)

Girls and boys - Burgundy T-shirts, Gray shorts (below the knee shorts): White or Black Sneakers

**The colors of khaki and gray may be used for boys and girls uniform.*

Students must be in full uniform from the first day of classes and onward. Anything worn other than what is listed in this policy will be deemed unacceptable.

Monday-Thursday / Grades 9-12

Girls	Boys
White Oxford Blouse w/school logo Burgundy Polo w/school logo Burgundy Plaid Cross Tie Burgundy Plaid Skirt Black Blazer w/school logo White or Burgundy Socks (must cover the ankle or knee high) or Black Tights Plain Black Shoes	White Oxford Shirt w/school logo Burgundy Polo Shirt w/school logo Burgundy Plaid Tie Grey or Khaki Pants Black Belt Black Blazer w/school logo Plain Black Shoes/Black Socks

Friday (Chapel) Grades 9-12

Girls	Boys
White Oxford Blouse w/school logo Burgundy Plaid Pleated Skirt Burgundy Plaid Cross Tie Black Blazer w/school logo White or Burgundy Socks (must cover the ankle or knee high) or Black Tights Plain Black Shoes	White Oxford Shirt w/school logo Grey Pants Burgundy Plaid Tie Black Blazer w/school logo Black Belt Plain Black Shoes/Black Socks

Field Trip Attire: Burgundy Polo with the school logo and grey pants or school attire as directed by administration.

Formal Wear (K-12)

Girls	Boys
White or black dressy dresses, black shoes, white sock or stockings	Long sleeve dress shirt, black dress pants (no jeans) black dress shoes, and a black belt.

Casual Day Policy (K-12)

Casual day will be **ONCE A MONTH** for all students in grades K-12 as designated by school administrator.

The following guidelines are to be followed for student attire for Casual Day. **Students who are not dressed according to these guidelines will not be admitted to class and/or be sent home.**

1. Students who participate will be charged \$1.00
2. Tight, skin clinging and short attire (above the knee) is not to be worn.
3. Clothes that do not modestly cover the body such as tank tops, strapless tops, halter tops, midriff-baring (cut-off) tops, immodest shorts, skirts, tight stretch pants/shirts and sheer clothing are not permitted for any school function.
4. Sandals, slide sandals or flip-flops (open-toe shoes) or are inappropriate.
5. Any clothing or hair styles that attract undue attention are not permitted.
6. Clothing or accessories that contain artwork and/or logos that are contrary to Christian principles and and/or that have obscene, negative or derogatory connotations or innuendo may not be worn.

Casual Day is a **PRIVILEGE**, not a right. Failure to adhere may result in temporary or permanent loss of this privilege.

School Dress Standards

1. The length of shorts and skirts should be at knee height or longer.
2. Shorts worn under dresses should be encouraged (especially for grades 3-12)
3. “Spaghetti-string” tank tops are not allowed on any school related event or field trips (unless special permission is given for pool or water rides.)
4. Clothes exposing stomach (even are raised) should not be worn.
5. Garments with inappropriate graphics; not consistent with Christian values, should not be worn.
6. Sheer or tight-fitted garments should not be worn.
7. Shoes must be worn at all times. We discourage black soled shoes that leave marks on the floor. Students should wear or bring sneakers/tennis shoes to school for P.E. class.
8. Hairstyles should convey a well-groomed appearance. Hats are not to be worn inside the building, except on Hat Day.
9. Obvious makeup/colored nail polish/lipstick etc. is not to be worn. Nail polish and lip stick should be natural shade only. No color polish or color make up should be worn.
10. Boys must wear a belt and pant/trousers must be worn at the waist. (Absolutely no exposure of any under garment.)
11. Boys are not allowed to wear weaved, twisted, platted hair, designed cuts, dyed hairs, or Mohawks hair styles of any kind. Hair must be combed, cut and kept clean and low.
12. All students must wear black shoes and black socks. Shoes must be kept clean.
13. No Exposure of any designed tattoo marks must be worn. All tattoos **MUST** be covered.
14. Girls are not allowed to wear hair scarves or bandanas. Hair should be moderate and presentable for school.
15. Students are not to borrow or trade clothes.
16. NO colored nail polish. *Natural tone only.*
17. All shirts must be worn inside the pants/trousers at ALL times.
18. Only uniform sweaters or blazers may be worn in class. Students are **not to wear** other jackets, hoodies, shirts or blouses over the school uniform.
19. NO electronic listening device. AirPods, cell phones, Beats or other wireless headsets can be used at school.

20. We have a “**no jewelry**” policy at our school, for example, earrings, bracelets, necklaces, rings, etc. This includes jewelry made from metals (gold, silver, etc) and other non-metal jewelry. Students may wear watches and/or medical alert insignia.
21. The final decision on appropriate attire is with the teacher, principal, and School Board. If a student is dressed inappropriately, the principal/teacher will send a note home to the parent; have students return to be dressed for school and/or talk to the student privately about the dress code. At any repeat offense, the parent will be contacted to bring appropriate attire to school. Also, teachers will have alternate attire available for students to wear should the need arise.

Book Bags

Students are not allowed to carry book bags with obscene or inappropriate images. The EAA Staff and Administration will inform students when backpacks are unacceptable and if and when that takes place, students are not allowed to return with the aforementioned backpack from the following day forward.

Ephesus Adventist Academy School Calendar 2024 - 2025



AUGUST

- 11 Registration/Orientation at 1:00pm
- 12 First Day of School
- 15 Back to School Night

SEPTEMBER

- Hispanic Heritage Month 9/15-10/15**
- 2 Labor Day (School Closed)
- 3-16 MAP Testing – Fall
- 15 Hispanic Heritage Month
- 25 **Teacher Planning (Dismissal at 12:00 noon - No Aftercare)**
- TBA Home and School
- Southern Union Leadership Conference

OCTOBER

- 2-5 OU Live
- 11 NAD College Tour @ GMAA
- 11 End of First Period (45 Days)
- 14 Columbus Day (School Closed)
- 15 Hispanic History Assembly
- 15 **Second Period Begins**
- 24 **Parent/Teacher Conference (Dismissal at 12:00 Noon – No Aftercare)**

NOVEMBER

1-21	Drives for Needed Families
11	Veterans' Day (Schools Closed)
12-14	Outdoor Education (6 th Grade Only)- Hawthorne, Fl
18-22	Fall Week of Prayer/School Spirit Week
21	School Wide Agape Feast & Thanksgiving Program
TBA	Fall Picture Days
25-29	Thanksgiving Break (School Closed)

DECEMBER

5	Teacher Planning (Dismissal at 12:00 noon - No Aftercare)
13	Field Day
19	Christmas Production
20	End of Second Period (43 Days) (Dismissal at 12:00 noon- No Aftercare)
23-Jan. 3	Christmas Break (School Closed)

JANUARY 2024

1-3	Christmas Break (School Closed)
6	School Resume (Third Period Begins)
9	Parent/Teacher Conference (Dismissal at 12:00 Noon – No Aftercare)
20	Martin Luther King, Jr. Day (School Closed)
21-Feb. 3	MAP Testing – Winter

FEBRUARY

	Black History Month
12-16	WrAP
17	Presidents' Day (School Closed)/Teachers In-Service
26	Teacher Planning Day (Dismissal at 12:00 Noon – No Aftercare)
28	Black History Assembly

MARCH

1	Conference-wide Annual Spelling Bee (Jacksonville, FL)
14	Third Quarter Ends (48 Days)
17-21	Spring Break (School Closed)
24	Fourth Quarter Begins
10-14	Spring Spirit Week
27	Parent/Teacher Conference (Dismissal @ 12 noon – No Aftercare)
30	Adventist Robotics League Championship

APRIL

7-11	Spring Week of Prayer
12	EAA Education Day at Ephesus SDA Church
14-25	MAP Testing- Spring
18	Good Friday (School Closed)
30	Teacher Planning Day (Dismissal at 12:00 Noon – No Aftercare)
TBA	SEC Church School Rally Day

TBA Upper Grades Spring Glow School Soiree
 TBA Career Day/Academy Day
 TBA Spring Picture Days

MAY

5-9 Educators' Appreciation Week
 15 **School Wide Field Trip**
 18 **Haitian Flag Day**
 22 **Commencement Ceremony**
 23 **Last Day for Students - (Dismissal at 12:00 noon - No Aftercare)**
 23 **End of Fourth Period - (44 Days)**

TOTAL SCHOOL DAYS: 180 Days

HOLIDAYS (NO SCHOOL)

DAYS ALLOWED

September 2, 2024	Labor Day	1
November 25-29, 2024	Thanksgiving Holiday	5
December 23–Jan. 3, 2025	Christmas Recess	10
January 20, 2025	Martin Luther King Jr. Day	1
February 17, 2025	President's Day	1
March 17-21, 2025	Spring Break	5
April 18, 2025	Good Friday	1

TOTAL DAYS: 24

STAFF DEVELOPMENT DAYS/TEACHERS' IN-SERVICE (NO SCHOOL FOR STUDENTS)

August 1-9, 2024	Teacher's Work Days/Teacher's Convention	7
TBA	Teachers' In-service	1

TOTAL DAYS: 8

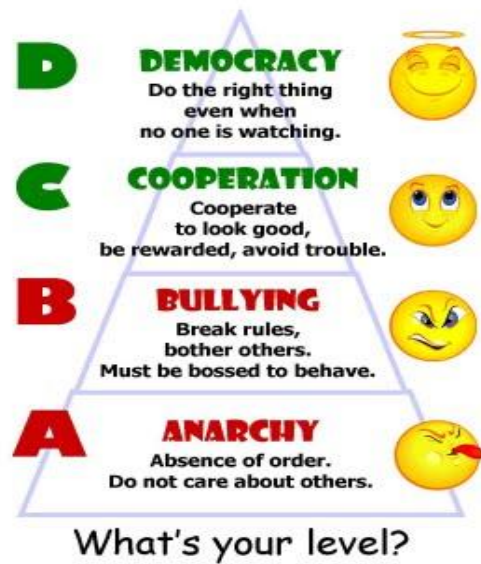
NINE WEEK PERIODS

First	Period	August 12 - October 11, 2024	(45 Days)
Second	Period	October 15 – December 20, 2024	(43 Days)
Third	Period	January 6 - March 14, 2025	(48 Days)
Fourth	Period	March 24 - May 23, 2025	(44 Days)

TOTAL SCHOOL DAYS: 180 Days

Please Note:

****Dates are subject to change.****



School Wide Discipline Plan

The Hierarchy of Social Development

The hierarchy has four levels (concepts). As with any hierarchy, the most advanced or highest level is placed at the top. After the concepts have been taught, reference is made *only* to the LETTER. For example, the highest level is referred to as LEVEL D.

LEVEL D - Democracy (highest level) Develops self-discipline Demonstrates initiative Displays responsibility Does good because it is the right thing to do *The motivation is INTERNAL.* On this level, a person's **MOTIVATION** is **Internal**. The concept of *democracy* is used because *democracy and responsibility are inseparable. The goal is to aim at this level.*

LEVEL C - Cooperation/Conformity Considerate Cooperates Complies Conforms

The motivation is EXTERNAL.

This level is characterized by consideration and complying with requests, but the **MOTIVATION** is **EXternal**. Action at this level is often prompted by **MOTIVATION** to please others, receive a reward, or to avoid a negative consequence. **Most of us live our lives at this level.** A danger exists at this level, however, when the young conform and comply to peer influence that may not be in society's or in the person's best interests. The difference between the two is in the **MOTIVATION**, rather than in the behavior. For example, if a teacher asks a student to pick up trash and dispose of it, and the student does, that demonstrates **Level C**. If, however, the students see the trash and takes the **initiative** to dispose of it WITHOUT THE TEACHER'S FIRST ASKING, that demonstrates **Level D** motivation.

The BEHAVIOR is often the same. The difference is in the MOTIVATION.

These two higher levels of **MOTIVATION** are **BOTH** acceptable.

The two lower levels of **BEHAVIOR** are **NOT** acceptable.

LEVEL B - Bullying/Bossing Bosses others Bothers others Bullies others Breaks laws and makes own standards *Must be bossed to behave*

This level is characterized by a **lack of impulse control**, a lack of consideration for others, and by displaying inappropriate behaviors. When behaving at this level the young are sending the message, "*Control us because we are not capable of controlling ourselves.*" See [Reducing Bullying](#).

LEVEL A - Anarchy (lowest level) Absence of order Aimless and chaotic Absence of government *Anarchy is the fundamental enemy of civilization.*

This level is characterized by **chaos, being out of control, unsafe.**

Ephesus Adventist Academy
4011 Northshore Drive
West Palm Beach, FL 33407 (561) 841-0033



Volunteer Application

Name: _____

Address: _____

Email Address _____

Phone #: _____ Cell Phone #: _____

Have you completed the criminal history and child abuse forms?

Dear Volunteer,

We welcome your involvement in our school's educational programs and in the development of our students. We are grateful that you have given consideration to sharing your time and talents with our student body. This will be a very profitable partnership with the blessing of the Lord.

I would be interested in volunteering in the following areas. Please check the areas you would be interested in volunteering your assistance.

- | | |
|---|---|
| <input type="checkbox"/> Arrange library books | <input type="checkbox"/> Clerical |
| <input type="checkbox"/> Assist student with assignment | <input type="checkbox"/> Read to students |
| <input type="checkbox"/> Duplicate instructional material | <input type="checkbox"/> Music |
| <input type="checkbox"/> Foreign language | <input type="checkbox"/> Grading |
| <input type="checkbox"/> Cooking | <input type="checkbox"/> Tutoring |
| <input type="checkbox"/> Sports & recreation | <input type="checkbox"/> Answer phone |
| <input type="checkbox"/> Lunch relief | <input type="checkbox"/> Computer instruction |
| <input type="checkbox"/> Field Trips | <input type="checkbox"/> Arts & craft |

I am consistently available on the following days:

Monday Tuesday Wednesday Thursday Friday

I can volunteer the following amount of hours per week _____

I am consistently available at the following times:

Morning Time: _____
 Afternoon Time: _____
 Evening Time: _____

Signature: _____

"All volunteers must complete a Background Screening, Bloodborne Pathogen Training and Child Protection Online Awareness Session. Go to the Verified Volunteer System -www.ncsrisk.org; First time user may register. Upon completion please copy certificates and give a copy to the office.

Ephesus Adventist Academy School Song

(Alma Mater)

Composed by: Mrs. Panchita Mitchell (Copyright, 1985)

The School of our dreams is EAA

We'll be true to you always;

For you've taught us standards, we hold high,

Peace and joy we find at EAA

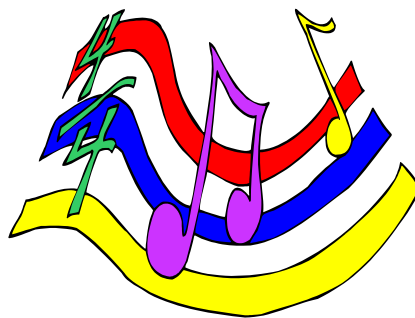
Our Hearts, our hands, our minds we give to God,

As we travel on our way;

May our days be merry and our sorrows few;

As we leave Dear Old EAA!

As we leave Dear Old EAA!



STUDENT HANDBOOK AND CODE OF CONDUCT ACKNOWLEDGEMENT



EPHESUS ADVENTIST ACADEMY

A SEVENTH-DAY ADVENTIST SCHOOL

RICHARD SMITH, PRINCIPAL

Please return this portion with your signature below. By signing and returning this form, you are acknowledging that you along with your child/ren have read through the handbook and understand the rules, procedures, disciplinary actions at Ephesus Adventist Academy.

STUDENT _____ **DATE** _____

ADDRESS _____

CITY _____ **ZIP** _____

PHONE _____ **GRADE** _____

Email Address _____

PARENT SIGNATURE _____



Deo Faventeia

with God's Favor

*Ad Excelsum Conamur
(Strive for Excellence)*

*Home of the Colts
Celsum Conamur
(Strive for Excellence)*



*nos impedire conare
(Try to stop us)*