



Three Angels Christian School Handbook

Three Angels Christian School
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Voted for the 2023-2024 School Year

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The Seventh-day Adventist Church operates the second largest parochial school system in the world. This educational system includes approximately 6,700 schools, colleges and universities. Three Angels Christian School is run by the Madison East Seventh-day Adventist Church and offers formal education in Kindergarten through 8th grade. It is fully accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, a recognized member of the National Council for Private School Accreditation.

STATEMENT OF BELIEFS

The Seventh-day Adventist Church recognizes that God, the Creator and Sustainer of the earth and the entire universe, is the source of knowledge and wisdom. In His image, God created man perfect. As a result of sin, however, man lost his original estate. A true knowledge of God, fellowship and companionship with Him in study and service, likeness to Him in character and development, are to be the source, the means, and the aim of Seventh-day Adventist education.

Seventh-day Adventists believe that knowledge of a personal God, however limited that knowledge may be, cannot be derived by human reason alone. God has communicated His nature, purposes and plans to man through divine revelation. The Holy Scriptures of the Old and New Testaments were given by inspiration of God and contain a revelation of His will to men and women. They constitute for the church the only unerring rule of faith and practice.

The church operates a school to ensure that youth may benefit from a balanced physical, mental, moral, social and practical education in harmony with Christian standards and ideals, which identify God as the source of all moral value and truth. A stated interest of the church is the optimum development of the whole child for both this life and the life hereafter.

Seventh-day Adventist education places a high estimate on the infinite worth of every individual and seeks to provide a climate in which a positive self-image may be developed.

Students are encouraged to pursue academic excellence and to take an active interest in making the community a better place in which to live. They are provided with opportunities to secure preparation that will fit them to live successfully and productively. Each student is challenged to develop a personal sense of mission for giving the gospel message to all the world in preparation for the soon return of Jesus.

Seventh-day Adventist education seeks to give students an intelligent understanding of the principles governing the functions and proper care of the body, and to help them establish habits and practices that foster physical vitality and health. Seventh-day Adventist education also seeks to acquaint students with great literature, art, and music, and to develop an appreciation for "whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely..." (Philippians 4:8). (SP 102)

MISSION STATEMENT (SP103)

Three Angels Christian School will assist each student to:

1. Develop his or her spiritual, mental, physical, creative, and social talents to their fullest potential.
2. Develop an appreciation for the inalienable rights, privileges and responsibilities that belong to every individual and social group.
3. Know Jesus Christ as a personal Savior and relate to Him on an individual basis.

SCHOOL BOARD

The School Board is composed of elected members from the Madison East Seventh-day Adventist Church and other area Seventh-day Adventist churches. Parents and church members are invited to attend the monthly School Board meetings. (SP 101)

ENTRANCE REQUIREMENTS

Three Angels Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational or admissions policies, scholarship programs, and other school-administered programs. The School is not generally equipped to offer remedial help to special needs children. (SP 501)

A student must be five years old on or before September 1 of the current school year to enter kindergarten, and six years old to enter first grade. The School reserves the right, after testing an applicant and counseling with the parents, to change the grade placement to one more suitable for the child.

To enroll in the School, a standard application must be completed and submitted at registration. Final acceptance of all students will be voted on by the School Board. (SP 801)

FINANCES

Three Angels Christian School is partially operated with funds from student tuition. Thus, it is mandatory that parents understand the financial responsibility accepted by enrolling a student in this school. Statements are distributed/sent by email around the 15th of each month.

Tuition is due on the 1st day of each month. Parents that have not registered their child prior to the first billing date have the option of back-paying the monthly tuition or rolling it into future monthly payments. Tuition payments are non-refundable.

Checks and money orders should be made out to "Three Angels Christian School" and sent to the School Treasurer. A \$50 discount will be given to families that pay the full year of tuition at the beginning of the year.

Parents may use "Adventist School Pay" to make payments on their account. The link is found on the school website: For Parents/Tuition and Fees page. Charges for electronic checks are covered by the school. Charges for using a credit card are billed back to the student's account.

On time tuition payments are required. If an account becomes more than 25 days past due, the school board will be notified and action may be taken if special arrangements are not made with the School Board. (SP 809)

Parents may request Worthy Student Assistance if needed. Forms are available from the Principal or Treasurer. All decisions for Worthy Student Assistance are based on a review of the application forms by the Worthy Student Fund Committee. (SP 104?)

SCHOOL CALENDAR

A calendar will be distributed at the beginning of each school year. Parents will be notified of any changes that become necessary throughout the year. (SP 810)

ATTENDANCE

School day schedule:

8:00 am	Classes begin
3:00 pm	School Dismissal - Monday through Thursday
2:00 pm	School Dismissal - Friday

Regular attendance and promptness are necessary for satisfactory schoolwork and proper child training. Parents will assist the school staff in the execution of their duties by adhering to the following:

1. Pupils should not reach the school earlier than 15 minutes before the beginning of the school day, unless special arrangements are made with the principal. All students should be off the school grounds *within 15 minutes after dismissal*. In case of an emergency, parents must make arrangements with other parents to pick up their children and must give written or verbal permission to the principal. At the teacher's or principal's discretion, a student may be required to stay up to 10 minutes after school is dismissed.
2. If at any time it is necessary for a student to be absent or tardy, parents are to call the school by 9 a.m. When a student is absent, a written note of explanation must be submitted to the student's teacher when the student returns to school. State law holds teachers responsible for reporting unexcused occurrences of tardiness and absenteeism, with a penalty if this is neglected.
3. Arrangements should be made for dental and medical appointments outside of school hours, except in cases of emergencies.
4. Students should not be sent to school if they are ill or have a fever. If a student is absent for more than three days secondary to illness, a doctor's excuse is necessary upon return to school.
5. Pupils will not be permitted to leave or to be taken from school or class by non-school personnel unless prior arrangements have been made with the student's teacher or the principal.

Tardiness - *The following is based on quarterly periods:*

- Three occurrences of tardiness results in a note of concern from the teacher.
- Five occurrences of tardiness results in a note of concern from the principal.
- Seven occurrences of tardiness results in a letter of concern from the School Board.
- Additional occurrences will result in action taken by the School Board.

Absenteeism

The above guidelines will also be followed regarding absences. In addition, 27 absences in any year will result in a failure of the grade. Extended illness will be handled on an individual basis, but in most cases will require repeating the grade. (SP 802)

SCHOOL 2.0

Three Angels Christian School is offering an after school care program to school families for the 2023-2024 school year. Volunteers are responsible for supervision, one for each evening a week. These people will be church members or parents/relatives of the student body and will complete the Verified Volunteer training and a background check.

The after school program will operate from 3:15-5:00 on Monday to Thursdays, 2:15-5:00 on Fridays (except in December and January when Sabbath starts earlier till 4:00pm). School 2.0 will not be provided on half days. Parents will supply a healthy snack for their child/children. Payments to the school will be made on a monthly basis with the cost of \$5 per day per student.

INSURANCE

The school carries a group accident insurance policy that provides secondary coverage if a car accident should occur en route to or from a field trip by the most direct route from the school. The policy also provides secondary medical coverage for students and chaperones on field trips and for students while in attendance at school. (SP 1003)

HEALTH

Updated immunization requirements will be provided to parents before each school year. If a student cannot receive a required immunization for health reasons, the student's physician must sign a statement to that effect. If personal convictions conflict with the immunization requirement, the parent or guardian must sign a statement to that effect. These statements will be kept in the school files.

Routine physical examinations are expected for all new students and for those in grades 4 and 7. The health examinations are to be done by the family physician or arrangements can be made to have them done at the Dane County Health Department. Physical examination forms may be obtained at the school office. When possible, the students will receive free vision and hearing screenings on a yearly basis at the school.

It is the responsibility of the family to see that the required health examinations and immunizations are given and reported to the school within 30 days upon entering the school. Failure to meet the 30-day requirement may result in the student being dismissed from school. (SP 1008)

No medications of any kind will be administered to students by the school staff without written permission and instructions from the parent. Prescription medications must also include instructions from the doctor. School personnel will keep medications in a secure place. A first aid kit is kept on hand for minor cuts and abrasions. (SP 1001)

We also encourage parents to take an active interest in maintaining their child's health by encouraging good sleep habits and providing proper nutrition and healthy meals, including a good breakfast.

RESPONSE TO COMMUNITY-WIDE INFECTIOUS DISEASE

It is of utmost importance that we follow the local recommendations and practices to avoid transfer of germs or viruses, and it is also vital that we communicate those practices and any changes to you.

When needed, recommended guidelines will be in effect during the school year and will continue until we are advised by the WI Department of Public Instruction that the precautions are no longer needed.

PARENT-TEACHER RELATIONSHIP

"In the formation of character, no other influences count so much as the influence of the home. The teacher's work should supplement that of the parents, but it is not to take its place. In all that concerns the well-being of the child it should be the effort of parents and teachers to cooperate." Ellen G. White, *Education*, 1903, pg. 283.

The success of the school depends to a large measure upon full cooperation between parents and teachers. If a parent has a concern, the following is recommended:

1. Talk the situation over with the teacher. If the concern cannot be resolved, then
2. Talk to the school principal. If the concern still cannot be resolved, then
3. Talk to the School Board Chairperson. If the concern still cannot be resolved, then
4. Talk to the Wisconsin Conference of Seventh-day Adventists' Superintendent of Education.

At any point during the above process, the parent may choose to submit the matter to the School Board Grievance Committee. (SP 601)

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are routinely scheduled twice a year, once after the first grading period and again after the second grading period. The purpose of these conferences is to review the student's progress. It is also an excellent time for the free exchange of ideas between parent and teacher regarding the student's education.

A parent or teacher may request additional conferences during the year. These conferences will be scheduled at a time that is agreeable to the parents and teacher.

SCHOOL BOARD GRIEVANCE COMMITTEE

The School Board will select three of its members to serve on the grievance committee. One of those selected will have a relative in the student body and two will not. The purpose of the committee is to:

- Ensure the best possible learning environment by encouraging healthy dialogue.
- Provide parents and teachers with a process that will enhance mutual understanding and respect.
- Provide parents with a place to discuss concerns when going directly to the teacher or principal may seem inadvisable or undesirable.

Parents may contact the grievance committee chairperson to discuss matters of concern and to schedule an appointment with the committee. (SP 104, 601)

REPORTS TO PARENTS

Report cards are issued during the week following each of the four grading periods. Parents should carefully examine these reports for both scholarship and conduct.

Additional reports of the student's progress will be distributed as needed, but will be issued at least once during each period for all students. The purpose of these reports is to advise parents of the student's progress during that period.

DISCIPLINE

Philosophy of Discipline: In order for the school to operate effectively, every member of the school family plays a vital role in creating an environment that supports all aspects of learning. Effective, positive discipline preserves the time needed for meaningful instruction

and fosters individual student responsibility. An updated policy regarding discipline specifics will be in an orientation packet distributed at the beginning of each school year.

Written Code of Conduct: These are school-wide rules. Teachers may also have a separate list of classroom rules that would pertain to their specific classrooms.

1. Students will treat each other in a Christ-like manner, and follow the golden rule: "Do unto others as you would have done unto you."
2. Students will treat each other with mutual respect.
3. Students will value the property of others and the school property by treating it with consideration.
4. Students will honor each other and adults by speaking in an appropriate voice, using only appropriate words.
5. Students will recognize the rights of all students to learn and participate in classroom activities by not disrupting the classroom and by following all classroom rules. (SP 803)

See the complete 803 - Discipline, Suspension and Expulsion of Students policy for additional information.

LUNCH

Students need to provide their own lunches on a daily basis. (SP 1005)

DRESS STANDARDS

Students at the Three Angels Christian School are expected to reflect Christian values by their choice of appropriate school attire and school accessories. Since it is an unpleasant task for a teacher or principal to reprimand a student for being inappropriately dressed for school, the cooperation of both students and parents is necessary. Parents with questions or concerns over appropriate school attire should contact the principal prior to any major clothing purchases.

Dress Code Guidelines

Clothing worn to school should be appropriate for the learning situation. It should be clean, modest, and well-fitting.

Shirts:

- Polo shirts - 2-4 button with collar, short or long sleeve
 - Colors – Solid white, navy, or red
- White button-up blouse, short or long sleeve (to be worn under jumper only)

Pants/Shorts:

- Shorts must reach to student fingertip length.*
 - Colors: solid tan or navy
 - Fabric: cotton or cotton blend (no nylon)

Skirts/Skorts/Jumpers:

- Length must reach to student fingertip length.*
 - Colors: solid tan or navy
- Polo shirt dresses in solid white, navy or red

Sweaters/Sweatshirts:

- Cardigan (button or zip)
- Sweatshirts (pullover, zip, hooded)
- Colors: white, navy or red
- No images or words beyond the manufacturer's logo

Footwear:

- All shoes worn in the gym must have a non-marring sole
- Sandals must have a heel strap for safety purposes
- For health and safety reasons, shoes are to be worn at all times
- No flip-flops permitted

Jewelry/Accessories:

- Is not to be worn or brought to school
- No bracelets (except medical alert), earrings, chains, rings, etc.
- No artificial nails
- No bold nail polish colors (neutral colors are allowed)

Hats/Caps:

Are not to be worn at school except for recess during cold weather

Free Dress Code:

- Clothing should be clean, modest, neat, free of rips and tears and offensive or inappropriate messages.
- Sleeveless tops, low-cut shirts, and tank tops are not allowed.
- Leggings are allowed as long as the top/tunic covers the hips.
- Fridays: Shirts or sweatshirts from Camp Wakonda, Three Angels Christian School, or other church organizations are allowed. (SP 808)

***Fingertip length rule:** A student will be able to stand straight, with arms by their sides, and have shorts and skirts reach past their fingers.

No special allowances will be made if your child is not dressed for weather conditions.

HOME AND SCHOOL ASSOCIATION

All members of the church and parents of the students are members of the Home and School Association. They are encouraged to attend the functions sponsored by the Association and to offer as much assistance as possible in the programs of the school.

FUNDRAISER POLICY

Students in grades 5 through 7 are allowed one fundraiser per year and students in grade 8 are allowed two fundraisers per year to raise money for their class fund. Money in the class fund may be used for an 8th grade class trip, graduation expenses, and/or a class gift to the school.

- Fundraiser proposals must be submitted to the School Board for approval. Requests should be made well in advance of the planned event. Requests for the upcoming school year will not be accepted prior to the August School Board meeting. If, at the same meeting, the board receives requests by more than one class for the same type of fundraiser, the Board will in general permit the higher grade to have that fundraiser.

In addition, the Home and School Association is permitted two fundraisers per year. These also need to be submitted to the School Board for approval. (SP 201)

SNOW/EMERGENCY PROCEDURES

On days of inclement weather, it may be necessary to close or delay the opening of school. In case of inclement weather, closing or delay of our school will be announced on WNBC radio-102.5 FM, and on TV Channel 3 and at channel 3's website: channel3000.com. Principal will also email all the families the morning of. (SP 1007)

TELEPHONE

The telephone is for the business of the school. Limit all calls during school hours to emergencies only. Students will not be called out of class to the telephone, except for an emergency. Students may only use the phone by permission of and under the supervision of the teacher or principal.

Students who have cell phones must keep them in their lockers or backpacks and have them turned off during the school day. (SP 701)

TRANSPORTATION

Parents are to arrange for the transportation of their children to and from school. No bus service is provided by the school or by city transportation routes.

Students are expected to go directly to and from school in an orderly manner. Upon arrival, students will report immediately to their assigned rooms and stay there unless given permission by their teacher to leave. At the end of the school day, students will wait in their classroom until they are dismissed.

Students will not be permitted to leave the school by any means other than their normal transportation except by prior written permission. In some cases verbal permission will be acceptable. All parents or those providing transportation for students are requested to follow the traffic pattern pictured on the last page of this handbook. (SP 1201)

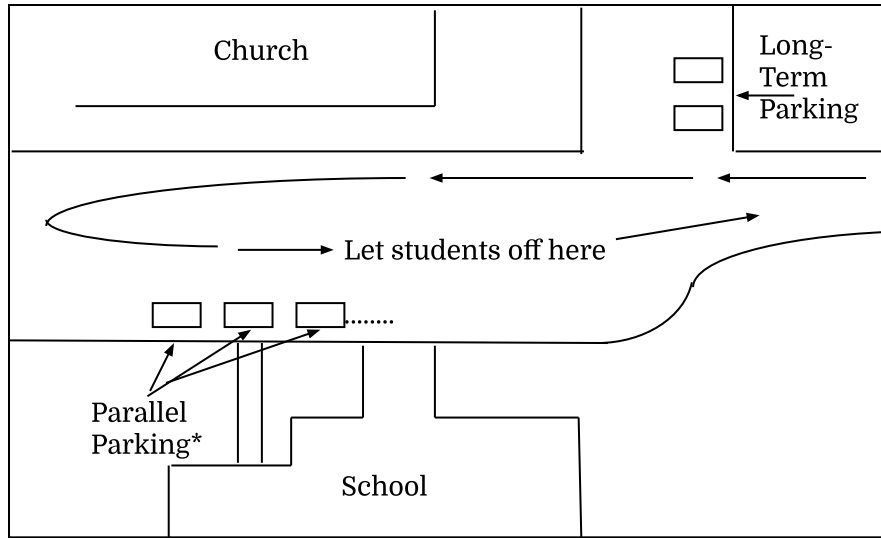
VISITORS

Visitors are welcome to observe the school program in action. Board members and parents who see the school in session can better understand and appreciate what the teachers are doing for the students. All visitors are expected to uphold the standards of the school as set forth in this handbook while on the school premises.

Arrangements should be made in advance with the teacher whose room is to be visited and the principal. Students should not expect special privileges when there are visitors at the school.

Under special circumstances, non-enrolled students may visit with prior consent of the teacher and principal. Visiting students must bring written permission from parent(s) and a "consent to treat" form in case of an emergency. (SP 1006)

STUDENT PICK-UP TRAFFIC PATTERN



A FEW FINAL WORDS

THIS IS YOUR SCHOOL! We hope you will make the most of it. The success of the school depends in a large measure upon the fullest cooperation between pupils, parents, and teachers. Parents can make no greater investment than in the education of their children. "True education is that which will train children and youth for the life that now is, and in reference to that which is to come; for an inheritance in that better country, even in an heavenly." Ellen G. White, *Fundamentals of Christian Education*, 1897, pg. 328.

Parents are encouraged to pray for the school daily, especially for the students, teachers, and School Board. Your suggestions for the school, when given in a spirit of helpfulness and love, are greatly appreciated.