

HOLLAND ADVENTIST ACADEMY

HANDBOOK

2022-2023

11385 E. Ottogan St.

Holland, MI 49423

616-396-5941

HollandAdventistAcademy.org

TABLE OF CONTENTS

TABLE OF CONTENTS	2
MISSION STATEMENT	3
GOVERNING VALUES	3
CHRISTIAN PHILOSOPHY OF EDUCATION	3
ORGANIZATION	4
CURRICULUM	5
ADMISSION OF STUDENTS	6
FINANCES	7
ATTENDANCE	8
CAMPUS POLICIES	10
REGULATIONS	11
PROBLEM-SOLVING PROCESS	12
DRESS CODE	12

MISSION STATEMENT

Our mission is to prepare for lives of Christian service by deepening our love for God, developing a Christ-like character, and broadening our academic skills and knowledge.

GOVERNING VALUES

- We uplift Christ as our role model
- We foster academic excellence
- We respect the dignity of the individual
- We emphasize the value of cooperation
- We cultivate a positive Christian attitude
- We hold that Bible principles are the foundation for the choices of life
- We create opportunities for students to use their abilities successfully and responsibly
- We encourage a health promoting lifestyle that develops strength of body, mind, and character

CHRISTIAN PHILOSOPHY OF EDUCATION

The educational philosophy of Holland Adventist Academy is an outgrowth of the Seventh-day Adventist Church. We believe in God as a Supreme Being, the Creator and Sustainer of life, and as a loving God who desires us to become one with Him. Our educational program is designed to strengthen faith in Christ, foster a personal relationship with Him, and nurture a dedication to the work of God.

The objectives of our educational program are to develop the physical, mental, moral, and spiritual capacities of each student, with emphasis on the following areas.

Relationship with God

We wish to instill a knowledge of and love for God, the Father, teaching the essential relationship of faith and prayer to develop respect and reverence for the Holy Spirit as divine illumination and the Bible as God's Holy Word. Our aim is to lead our students into a personal relationship with Christ.

Character Formation

We seek to present ideals based on Biblical principles and to foster in each student an ability to distinguish that which is noble and true.

Citizenship

Not only do we wish to train our students to be loyal, conscientious Christians, but to endeavor to be patriotic, law-abiding citizens of our country as well.

Christian Service

Opposing the secular influences of putting self first, we desire to develop in each student the Christian motives of concern for and service to our fellow man, loving others as ourselves.

Health and Temperance

Knowledge of the laws of health and temperance as found in the Bible and Spirit of Prophecy are developed with the realization that a well-cared-for body will, to a great degree, affect our capacity for mental and spiritual growth.

Skills and Knowledge

We endeavor to teach the value and necessity for developing mental habits of concentration and application, and for each student to acquire the skills essential to make maximum growth to his/her capabilities.

ORGANIZATION

Our Teaching Staff

Alan Meis

Teacher, Grades 9-10

ameis@misda.org

Emmy Rodriguez Harris

Principal and Teacher, Grades 6-8

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Laura Frary

Teacher, Grades 3-5

lfrary@misda.org

Nicki Grimsley

Teacher, Grades K-2

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Julie Pittman

Physical Education Teacher

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Kari Buell

Teacher, Music & Outdoor Education

kgreenthumbw@gmail.com

Our School Board

Christine Wold, Chairperson

Tom Shaw, Vice Chairperson

Emmy Rodriguez Harris, Secretary

Jeff Burns, Treasurer

Members

Mike Lambert, Senior Pastor

Ashley Weber, Home and School

Cheryl Johnson, Bible Labs

Rachelle Bergman, Marketing

Dan Peshka

Rob Shepard

Heather Slikkers

Accreditation

Holland Adventist Academy is accredited by the Michigan Conference Board of Education, the North American Division Commission on Accreditation and the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, members of the National Council for Private School Accreditation.

School Enrichment Programs

Home and School Association

It is the goal of the Home and School Association to support the collaborative effort between parents, teachers, and students, to build a sense of school community, and to coordinate special projects.

Bible Labs

The Bible Labs program allows students to practice Christian service within their community. A variety of campus, church, and community-based activities are planned to teach all students the value of volunteering.

Field Trips

Field trips are used to enrich the academic programs at Holland Adventist Academy. It is our belief that parents are an important and indispensable part of our school and as such parents are welcome to attend field trips with prior notice. However, not all field trips are conducive to large groups. As such, the teacher in charge of the field trip reserves the right,

with Principal approval, to limit the number of non-chaperone parents who are in attendance.

Non-chaperone attending parents are asked to be cognizant of the learning environment of the field trip. All questions and needs of the students attending the field trip should be directed to a chaperone or the teacher(s) present.

For the safety of our students, all parents who wish to attend field trips are required to complete the one hour Adventist Child Protection training. This training would then qualify the parent as a chaperone should they so desire. More information on this training is available in the school office.

CURRICULUM

Holland Adventist Academy offers a K-10 Seventh-day Adventist program. The school is committed to academic excellence as it seeks to prepare students not only for the next grade level but also to prepare them for eternity through an integration of faith and learning in all grade levels and subjects.

Elementary-Primary and Middle School Level

HAA follows the academic curriculum prescribed by the Department of Education of the North American Division of Seventh-day Adventists as administered and overseen by the Michigan Conference of Seventh-day Adventists. This curriculum is consistent with the program for elementary grades recommended by the State of Michigan.

The curriculum includes subjects in religion, language arts (reading, spelling, grammar, composition, handwriting), science, mathematics, social studies, music, physical education, outdoor education, art, and

computer keyboarding on the middle school level.

Secondary-Junior Academy Level

On an alternating year basis, HAA offers an academic program for grades nine and ten whereby students earn high school credit which may transfer to other secondary schools. This alternation program is approved by the Michigan Conference of Seventh-day Adventists and the Lake Union Conference of Seventh-day Adventists.

For school years ending in an odd year:

Religion 1	1 credit/year
English 1	1 credit/year
Algebra 1/Geometry	1 credit/year
World History	1 credit/year
Physical Science	1 credit/year
Music	½ credit/year
Physical Education	½ credit/year
Personal Finance	½ credit/year

For school years ending in an even year:

Religion 2	1 credit/year
English 2	1 credit/year
Algebra 1/Geometry	1 credit/year
Biology	1 credit/year
Geography	1 credit/year
Music	½ credit/year
Physical Education	½ credit/year
Elective*	½ credit/year

**Options could include Life Skills, Health, Yearbook, Computer Applications, or Spanish I*

ADMISSION OF STUDENTS

Nondiscrimination Policy

The Seventh-day Adventist Church, in all of its church schools, admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at school, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education policies, applications of admission, scholarship or loan programs, and extracurricular programs.

Students from non-Adventist families will be admitted based on:

- Compatibility with the family lifestyle to that of Adventists and respect for the beliefs and doctrines of the church
- The student's previous behavioral and academic records
- The willingness of the family to support school policies
- Holland Adventist Academy's ability to meet the educational needs of the student as determined by the board

Recognizing the teachings of Ellen White regarding education and knowing that all children are not ready for formal schooling at the same chronological age, it is a requirement that a minimum of six years of age shall be attained by September 1 for admission to Grade 1 and five years for kindergarten.

Registration Process Guidelines

Registration is held in spring for the following school year. 2022-2023 student registration information is due June 5, 2022. Late registrations are accepted with an additional \$50 fee after that date. Entrance fees and complete financial arrangements are due at that time. Registration forms are available at the school office or online at HollandAdventistAcademy.org. A medical

examination, including an up-to-date immunization record, is required for each student enrolling for the first time in a Michigan school regardless of grade. Michigan state guidelines for immunization updates are required as well.

New Students

The academic and behavioral suitability of the student will be verified through previous student records. If the student is transferring from another Adventist school, financial clearance must be obtained (bill paid or satisfactory arrangements made to clear the account.)

Final action on all applications is subject to the board's approval.

Factors that will be considered to determine appropriate academic placement of new students without current school records are:

- Chronological age
- Emotional, physical, and social development
- Standardized achievement test scores/placement tests
- Teacher observation of the student's ability to reason and to express ideas logically
- Teacher evaluation of academic progress
- Prior school performance as evidenced by cumulative records, report cards, and conversations with personnel from the previous academic program attended

When a special education student seeks admission, the school board will carefully assess whether the school is able to meet the needs of that particular student, including consideration of test results from the school district identifying the student as needing a special program. The school board and staff must approve the student for admission.

All Students

All students are expected to register on the designated day at the beginning of May. Registration is official only after all fees are paid and all procedures required by the school are completed.

The following items will be needed at registration:

1. Student Record Release (new students only)
2. Registration Fees
3. Application
4. Internet Acceptable Use Agreement
5. Consent for Medical Treatment

The following items will be needed by the first day of school:

1. Health Appraisal Form (updated for 5th graders and new students)
2. Birth Certificate
3. Social Security Number
4. Pick-up List (for transportation of your student)
5. Updated Immunization Records

FINANCES

Entrance Fee

The entrance fee is a yearly fee which covers book rental, insurance, workbooks, and most field trips for your student. It is due at registration. If a student withdraws from school before the first day of school, 80% of the entrance fee will be refunded. If a student withdraws at any time during the school year, the entrance fee is not refunded.

Tuition

Tuition rates are based on 10 monthly payments, September through June. A 6% discount will be given if the entire year's tuition

is paid by the first day of school. If a student withdraws from school due to extenuating circumstances, prepaid tuition will be refunded based on the amount of time enrolled. A request for the tuition refund may be either written or verbal.

Payment Policy

Tuition will be due by the 20th of each month, September through June (10 payments). An \$8.00 late fee will be added after the 20th.

Accounts not paid within 30 days of the due date are considered delinquent. A reminder phone call will be made at this point.

Any student account more than 60 days past due may require a visit to the parent from the treasurer and school board chairman to discuss payment options.

Accounts more than 90 days delinquent may be brought before the school board for discussion and the student will be subject to suspension until appropriate arrangements have been made.

Final report cards will not be issued and cumulative records will not be released to another school until any outstanding bill is paid or satisfactory arrangements have been made to clear the account.

Financial Aid

Student Assistant Scholarships are available. To make application, please contact the school treasurer or principal to get a FACTS application form or apply online at factstuitionaid.com. Students awarded scholarship monies must apply by the deadline, attend school regularly, be consistently on time to school and maintain a 2.5 GPA.

Tuition Rates

Universal Entrance Fee

Grades K-8: \$250 Grades 9-10: \$525

Monthly Tuition Holland SDA

Grades K-8: \$284, Grades 9-10: \$547

Other SDA

Grades K-8: \$340, Grades 9-10: \$677.50

Other

Grades K-8: \$371, Grades 9-10: \$711.50

ATTENDANCE

School Hours

Kindergarten

Monday, Tuesday, Thursday

8:30 a.m. to 3:30 p.m.

Friday

8:30 a.m. to 2:00 p.m.

Grades 1-10

Monday— Thursday

8:30 a.m. to 3:30 p.m.

Friday

8:30 a.m. to 2:00 p.m.

Students will be allowed into the school building no earlier than 8:15 a.m. and must be picked up within 15 minutes of dismissal. The school/teachers cannot be held responsible for early arrivals or late departures. If you have an emergency, please notify the teachers before 3:45 p.m. (2:15 p.m. on Fridays) as they may have after-school commitments.

A parent or guardian must notify the school in writing or via text regarding any early dismissal of their child or if someone other than their regular approved transportation will be picking them up.

Illness

Children should not come to school if they are sick and unable to participate in all indoor and outdoor school activities or have an illness that may be contagious to other children.

Keep your child home from school if they exhibit the following symptoms:

- Fever of 99.9 degrees Fahrenheit or greater (children must be fever free for 24 hours without medication before returning to school)
- Nausea and vomiting
- Diarrhea (child should remain home until stools are solid)
- Persistent cough that interferes with schoolwork (coughing spreads germs when children forget to cover their mouths)
- Ear pain with drainage leaking from the ear
- Severe sore throat or difficulty swallowing (if diagnosed with strep throat, your child should not return to school until 24 hours after starting antibiotic treatment)
- Redness of the eye, obvious discharge, matted eyelashes, swelling, burning, itching of the eye (this may indicate conjunctivitis/pink eye which is highly contagious. Do not send your child back to school until 24 hours of antibiotic drops have been administered)
- Rashes can be a sign of contagious illnesses like chickenpox, bacterial meningitis, impetigo, ringworm, and bacterial infections (keep your child home until they are diagnosed and treated for their symptoms)
- Parasites such as head or body lice (children will not be permitted to return to school until they have been treated and are free of live lice and nits found within ¼" of the scalp. Parents are responsible for performing frequent head

lice checks for the prevention and management of infestations)

These guidelines may not cover every individual case. Parent and teacher discretion is advised.

Handwashing

Regular handwashing is one of the best ways to remove germs, avoid getting sick, and prevent the spread of germs to others. Teaching your child to wash hands before eating, after using the toilet, and after blowing their nose, coughing, or sneezing is a simple way to keep the classroom healthy. Proper handwashing technique involves 5 effective steps:

1. Wet hands with clean, running water
2. Lather hands, between fingers, and under nails by rubbing them together with soap
3. Scrub hands for at least 20 seconds (Hum the "Happy Birthday" song from beginning to end twice)
4. Rinse hands well under clean, running water
5. Dry hands using a clean paper towel and shut off faucet using that towel before discarding

Absence

Regular attendance at all classes and devotional periods is absolutely necessary.

In case of illness or other unavoidable absences, an excuse written and signed by the parent or legal guardian is required the day following the absence. Valid excuses include illness, medical, dental, or optometric appointments or death of a family member. If you know ahead of time that your child will be absent, please inform the teacher in writing.

Please call the school by 8:25 a.m. if your child is going to be absent. Absences accumulating to 20% of any nine-week marking period (for instance, 9 out of 45 days) will be reported to

the school board and the Michigan Conference Office of Education. Any student who is absent as many as nine days of a nine-week period for any reason may forfeit his/her grades for that period unless it is evident to the classroom teacher that the work has been satisfactorily made up.

An excused absence does not relieve a student from the responsibility of making up missed schoolwork.

Holland Adventist Academy must report the number of absences due to communicable disease (an infectious disease transmissible from person-to-person) to the Health Department. It is essential that you notify the school if your child is absent due to a communicable disease.

Tardiness

Children who are tardy interrupt the program for everyone in the classroom, not just themselves. Please note the school hours and plan for your child to arrive on time. The teacher will contact the parents and, if necessary, notify the school board when an excessive amount of tardiness has occurred.

CAMPUS POLICIES

Electronic Devices

Upon arrival at school, all electronic devices with communication ability (talk, text, etc.) or gaming ability must be turned in to a staff member. The devices will be kept by the school and returned when the student is leaving campus. Exercise trackers, such as Fitbit, will be allowed so long as they do not have communication ability and games are not played at school.

First Aid

If necessary, basic First Aid will be administered by a qualified adult.

Medication

If it is necessary for a student to take medication during the school day, it must be kept and dispensed by the teacher or office staff from a prescription container accurately labeled with the following:

- The student's name
- The physician's name and phone number
- The medication name
- The dosage
- Accurate directions for dispensing
- The expiration date of the medication
- The purpose of the medication

Over-the-counter (non-prescription) medications must be kept and dispensed by the teacher or office staff and must be accompanied by written, signed instructions from the physician.

Food Allergies

It is the desire of the Teachers and the School Board to provide a safe learning environment for all students, including those with life-threatening food allergies. Our staff will work with parents to determine each child's individual needs and make efforts to meet these needs.

- It is the responsibility of the parent or guardian to notify the school staff and administration of any known life-threatening allergy upon registration
- The school staff, including substitute teachers and supervisory volunteers, will have approved

allergy training before supervising any student with an identified allergy

- Parents will receive an informative letter from administration and/or teachers at the beginning of the school year notifying them that their child has a classmate with a severe food allergy and suggested steps they can take to help prevent allergen exposure
- A supply of Epinephrine will be available at the school in a visible and safe location that is easily accessible by adult staff
- No food containing any allergen that triggers a severe allergic reaction to an enrolled student will be permitted in that student's classroom
- Consumption of foods should be limited to the cafeteria. Allergen-free table guidelines will apply but all foods need not be allergen-free
- HAA will provide an allergen-free table according to the needs of current students with identified allergies. If a non-allergic student wishes to sit at the allergen-free table, the lunchroom supervisors will check food items in lunches to ensure allergen safety
- Sharing or trading food will generally be discouraged and will not be permitted with students who have food allergies.

For more detailed information, please refer to the full-length Food Allergy Policy at

HollandAdventistAcademy.org/resources.

Phone Calls and School Visits

Phone calls are a major disruption to our school day. Please do not call the school to talk with your student or his/her teacher unless it is absolutely necessary. You are always welcome to call the school and leave a message.

Visitors are welcome to observe the school program in action at any time. Parents or guardians are urged to visit the school. Visitors

should make prior arrangements with the principal and the classroom teacher before attending.

Please visit with your child's teacher outside of school hours.

Weather

School cancellations are announced on all major television and radio channels beginning with Wood T.V. 8 (both television and website) and a recorded phone call from One Call Now to those with current phone numbers on file at the school.

Severe weather conditions, including air temperatures or wind chill below zero, prevent students from playing outside.

Please send appropriate clothing for weather conditions. Students will be expected to participate in outdoor activities throughout the school year.

REGULATIONS

The school board has designated the principal and teachers responsible for interpretation and enforcement of school rules and regulations.

Level I

Activities not permitted at school:

- Any usage of the school phone without permission of a teacher

Items not permitted on the school premises:

- Radios, cell phones, DVD, CD, MP3, or tape players
- Permanent locker or desk decorations are not allowed
- Toys or games (including electronic games) unless by special permission
- Gum

- Over-the-counter medicines (see Campus Policies)

Non-compliance with Level I Rules will result in a verbal warning and confiscation of the non-permitted item at the time of first offense. If a second offense occurs, it will be handled according to the steps below entitled "Problem Solving Policy."

Level II

Activities not permitted at school:

- Teasing, bullying or in any way demeaning fellow students or teachers
- Any unwelcome physical contact
- Vulgar, profane, or foul language
- Leaving the school premises during school hours without accompaniment by a teacher, parent, or guardian
- Acts of insubordination such as non-compliance with teacher's direction
- Any act of lying, stealing, or tampering with another person's belongings

Items not permitted on the school premises:

- Knives or guns of any kind
- Matches or any other kind of fire-starting device

Non-compliance with Level II Rules may result in immediate suspension of the offending student. If suspension occurs, parents will be contacted at home or work immediately, and may be expected to remove their child from school immediately. The student will not be allowed to return to school for the remainder of the day of the offense. All missed work must be made up, as well as any extra work assigned by the teacher. At this point, the problem-solving procedures listed below will be implemented. A

third offense will be brought before the school board for further disciplinary action.

PROBLEM-SOLVING PROCESS

1. Teacher, student, and parent confer together. They may wish to invite the pastor or principal to meet with them.
2. The principal, parent, and teacher meet to solve the problem.
3. The persons involved meet with the chairperson of the school board and/or the pastor.
4. The persons involved meet with the school board to search for a solution. The complainant must file a list with the school board chairman of their complaints at least 48 hours before the school board meeting.
5. If no solution is reached at stage four, the conference superintendent should be asked to meet with the persons involved to attempt a solution.

DRESS CODE

It is the desire of the teachers and the School Board to maintain in dress, as well as manners, the influence of a Christian atmosphere. Our desire is that the focus of the students, parents, and staff be on Christ and learning.

A student's appearance should be neat, modest, and appropriate in the style and fit.

Girls

Modest and appropriate standards are met by a dress, shorts, jumper, skirt, split skirt, pants, capris or jeans with a collared shirt, sweater or layering top.

Boys

Modest and appropriate standards are met by pants, jeans or shorts with a collared shirt, sweater or layering top.

Details

Jeans: Must be modest and neat with no holes, tears, or frays.

Shoes: A closed toe and closed heel shoe must be worn. Clean, non-marking athletic shoes must be worn in the gym. It is strongly recommended that students in K-2 wear tennis shoes throughout the school day.

Logo Guidelines: A manufacturer's logo is acceptable as long as it is small and inconspicuous, with no TV/movie characters, inappropriate image, or inappropriate words. Logos promoting Adventist institutions may be larger.

Hair: Hairstyles should be conservative and natural in color. Boys hair must not be excessively over the collar.

Accessories: No jewelry or unnecessary adornment. Reasonable hair accessories are allowed with girls. Medical alert identifications are acceptable.

Make-up: Noticeable, unnatural make-up (including nail polish) should not be worn.

School Facility: No hats or hoods worn indoors. Sweatshirts meeting the other requirements of this dress code may be worn. Outerwear should only be worn for outside purposes.

Non-Appropriate Items

- undershirts
- spandex/exercise wear
- camouflage
- beachwear
- bare feet
- low necklines

- sleeveless tops
- gaping armholes
- bare midriffs
- sheer fabrics
- visible underwear
- frayed hems
- holes or tears
- excessive zippers
- metal beads/bling or bedazzling
- tight fitting clothes
- overly baggy pants
- pajamas or pajama-type clothing.

Parents should ensure that, during cold and rainy weather, all students bring appropriate clothes, coats, and boots to school. We follow the practice that all students go outdoors (weather permitting) and should be clothed accordingly.

Questions

Interpretation of the dress code is at the teachers' and school administration's discretion. If parents have questions about attire they should contact the Principal. These standards will be strictly enforced. Parents or guardians may be called to bring acceptable clothing for their child when necessary.