

Holland

ADVENTIST ACADEMY

HANDBOOK

2023-2024

11385 E. Ottogan St.

Holland, MI 49423

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HollandAdventistAcademy.org

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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 (“HAA”) 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 Staff

Emmy Rodriguez Harris

Principal and Teacher, Grades 6-10
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Nicki Grimsley

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Laura Frary

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Alan Meis

Teacher, Grades 8-10
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Kari Buell

Teacher, Music & Outdoor Education
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Julie Pittman

Physical Education Teacher
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Paula Olsen

Administrative Assistant/ Aide
hollandadventistacademy@misda.org

Jaek Tantrarungrot

K-2 Aide
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Our School Board

Bob Slikkers, Chairperson

David Escobar, Vice Chairperson

Jeff Burns, Treasurer

Emmy Rodriguez Harris, Secretary

Mike Lambert, Senior Pastor

Rachel Nephew, Marketing

Heather Slikkers, Bible Labs

Ashley Weber, Home and School

Jeff Bergman

Ken Moredick

Dan Peshka

Rob Shepard

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, all 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 a 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 HAA. For the safety of our students, all parents who wish to attend field trips are required to complete the one-hour Sterling Volunteers (*Adventist Child Protection*) training. Along with board approval, 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, art, and computer keyboarding at the middle school level.

Secondary-Junior Academy Level

HAA offers an academic program, on an alternating year basis, for grades nine and ten whereby students earn high school credit which will 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
Physical Science	1 credit/year
World History	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
Spanish 1	1 credit/year
Music	½ credit/year
Physical Education	½ credit/year
Elective*	½ credit/year

*Options could include Life Skills, Health, Yearbook and Computer Applications.

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 and in the administration of education policies, applications of admission, scholarship or loan programs, and extracurricular programs.

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.

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

- Compatibility with a 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

- HAA's ability to meet the educational needs of the student as determined by the teacher assigned, principal and school board.

Registration Process Guidelines

Early registration is held in the spring for the following school year. A \$50 discount will be given for applications received at that time. Entrance fees and complete financial arrangements are due at the time you register. Registration forms are available at the school office or online at HollandAdventistAcademy.org.

Per the State of Michigan guidelines, a medical examination is required for each student enrolling for the first time in a Michigan school, regardless of grade. Up-to-date immunization records are also required for all students.

New Students

Academic and behavioral suitability of students will be verified through previous student records and, if applicable, a family/student interview. If the student is transferring from another Adventist school, financial clearance must also be obtained (*bill paid or satisfactory arrangements made to clear the account.*)

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 (*if applicable*)
- Teacher observation of the student's ability to reason and to express ideas logically
- Teacher evaluation of academic progress

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, principal, and assigned teacher will determine if the student is eligible for admission.

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

All Students

All students are encouraged to register during early registration in the spring. 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. Initial or Reviewed Application
4. Internet Acceptable Use Agreement Form
5. Consent for Medical Treatment Form
6. Photo Release

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

1. Health Appraisal Form (*updated for 5th, 7th 9th graders and new students*)
2. Birth Certificate (*new students only*)
3. Application for Admission (*new students only*)
4. Initial or reviewed 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 some of the 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 tuition refund should be made in writing and submitted to the school treasurer.

Tuition Rates

Registration Fees

Grades K-8: \$250 | Grades 9-10: \$500

Monthly Tuition | Holland SDA Members

Grades K-8: \$335 | Grades 9-10: \$610

Monthly Tuition | Other SDA

Grades K-8: \$395 | /Grades 9-10: \$750

Monthly Tuition | Non-SDA

Grades K-8: \$445 | Grades 9-10: \$810

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.

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 not be allowed to return to school until appropriate arrangements have been made with the treasurer.

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

Financial Aid

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

ATTENDANCE

School Hours

Kindergarten

Monday, Tuesday, Thursday

8:15 a.m. to 3:30 p.m.

Friday

8:15 a.m. to 12 p.m.

Grades 1-10

Monday - Thursday

8:15 a.m. to 3:30 p.m.

Friday

8:15 a.m. to 12 p.m.

Students will be allowed into the school building at 8:00 a.m. and must be picked up within 15 minutes of dismissal. This includes

students enrolled in after school child care.

A parent or guardian must notify the school as soon as possible and in writing regarding the early dismissal of their student or if someone other than their regular approved transportation will be picking up their student.

Late Pick-up Policy

Each student picked up more than 15 minutes after dismissal will incur a charge of \$5 for every five minutes. Charges will be added to the student's account. Should an emergency arise, parents should contact the school immediately. Waiver of the tardy fee will be determined case-by-case in these circumstances.

Illness

Children should not come to school if they are sick or have an illness that may be contagious to other children.

Please keep your child home from school if they exhibit the following symptoms, or other symptoms which would be contagious:

- Fever of 99.9 degrees Fahrenheit or greater (*children must be fever free for 24 hours without medication before returning.*)
- Nausea and vomiting (*child should remain home for 24 hours, unless a healthcare provider has determined cause is not infectious. A doctor's note will be required if this is the case.*)
- Diarrhea (*child should remain home until stools are solid*)
- Persistent cough that interferes with schoolwork.
- 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*)
- These guidelines may not cover every individual case.

Absence

Regular attendance at all classes and devotional periods is expected.

Parents or legal guardians should inform the school and the teacher as soon as possible, if it is known ahead of time that the student will be absent for any reason.

In case of an unexpected or unavoidable absence, such as the death of a family member, a note should be submitted by a parent or legal guardian by the day following the absence.

Absences accumulating to 20% of any nine-week marking period (*for instance, 9 out of 45 days*) are considered truancy and will be reported to the school board and the Michigan Conference Office of Education. Any student, absent as many as nine days out of a nine-week period, may forfeit his/her grades for that period unless it is evident to the classroom teacher that the work has been satisfactorily made up.

Students will still be expected to make up any work missed during an absence.

Tardiness

Please note the school hours and plan for your child to arrive on time. Parents will be informed by the teacher or principal if tardiness becomes a problem. If tardiness becomes excessive, it may become necessary to notify the school board for further action.

CAMPUS POLICIES

Pick-up and Drop-off

Students arriving later than the official start of the school day must be signed in at the front office by a parent upon arrival. Students leaving early should be signed out at pick up.

For all other guidance on arrival times or early and late pick-up, please refer to the "Attendance" section of this handbook.

For the safety of our students and staff, please refrain from being on a cell phone or pulling out around the car in front of you, while in the pick-up line. All persons driving on our campus should follow all posted signs and instructions from the staff member in charge in order to ensure a smooth and safe pick-up process.

Electronic Devices

Upon arrival at school, all electronic devices with communication capability (*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 Fitbits, will be allowed as long as they do not have communication ability and games are not played at school.

Students will be expected to comply with the Technology and Internet Acceptable Use Policy when using school devices.

First Aid

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

Medication

If it is necessary for a student to take prescription medication during the school day, it must be in the original prescription container and accurately labeled and must be dispensed and kept securely by the teacher or office staff.

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

Food Allergies

It is the desire of HAA 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 every effort to meet those needs.

- It is the responsibility of the parent or guardian to notify the school of any known life-threatening allergies upon registration.
- School staff, including substitute teachers and supervisory volunteers, will have pre-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 allergen causing 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 currently enrolled 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 our complete "HAA Food Allergy Policy" at HollandAdventistAcademy.org/resources.

Phone Calls and School Visits

Parents or guardians should leave a message with the front office when calling their student or a staff member during regular school hours. Staff members will return calls during breaks or non-duty hours.

Parents and other visitors are welcome to observe the school program in action and should contact the school at least 24-48 hours in advance to make arrangements for an observation visit.

Parents desiring to meet with their student's teacher outside of the regularly scheduled parent-teacher conferences, should contact the teacher in order to schedule an appointment. Such appointments will be held during non-duty hours.

Weather

School cancellations are announced on all major television stations, posted on our Facebook page, forwarded via Jupiter and sent in a recorded phone call from *One Call Now* to those with current phone numbers on file at the school. Please help us by ensuring the school has your updated information on file.

Please send appropriate clothing for weather conditions. Weather permitting, and barring severe weather conditions, including air temperatures or wind chill below zero, students will be expected to participate in outdoor activities throughout the school year.

REGULATIONS

The school board has designated the principal responsible for the management, 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.
- Non-compliance with school dress code.

Items not permitted at school:

- Electronic devices (*with the exception of those approved by the teacher or principal for educational purposes*).
- 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 for exceptions.*)

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 section 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 a teacher's direction or school rules.

- Any act of lying, stealing, or tampering with another person's belongings.

- Any destruction or defacement of school property.

Items not permitted on the school premises:

- Recreational drugs, illicit drugs, tobacco or alcohol.
- 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 immediately, and will be expected to pick their child up from school.

At a minimum, 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. The problem-solving procedures listed below will be implemented at this time. A third offense will be brought before the school board for further disciplinary action.

PROBLEM-SOLVING PROCEDURES

Step 1. Parent-Teacher Conference. The teacher, parent, and student will have a

conference. They may request the principal, pastor or advocate to meet with them as well.

Level II offenses will begin with Step 2.

Step 2. Principal Conference. The principal, parent, and teacher meet to solve the problem. Advocate (as needed) or student may also be brought into the conference.

Step 3. The persons involved meet with the chairperson of the school board and/or the pastor.

Step 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.

If no solution is reached at Step 4, the conference superintendent should be asked to meet with the persons involved to attempt a solution.

DRESS CODE

It is HAA's desire 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.

All students should dress in a manner that is neat, modest, and appropriate in style and fit. Clothing should not be torn or badly worn.

Explanation

Tops: Collared shirt, sweater or layering top. See "Logo Guidelines" for additional guidance.

Bottoms: Modest and neat with no holes, tears, or frays.

Shoes: Closed toe and closed heel shoes must be worn. Heel strapped shoes qualify as closed heel shoes. It is our best

recommendation that students wear tennis shoes during the school day.

Clean, non-marking athletic shoes must be worn in the gym. It is recommended that students keep an extra pair of gym shoes or outdoor shoes/boots at the school.

Outerwear: No hoods should be worn indoors. Other than sweatshirts meeting the requirements of our dress code, outerwear should only be worn outside.

HAA Field Trip Shirt: Students are expected to have a HAA field trip shirt that should be worn at all off-campus events and field trips. Field trip shirts can be purchased through the front office.

Logo Guidelines: HAA apparel, meeting dress code guidelines, may be worn during the school week.

Pre-approved manufacturer, SDA institutions, cancer support or Christian logos are acceptable on Fridays. Logos with TV/movie characters, inappropriate images or inappropriate words are not allowed.

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.

Non-Appropriate Items

- undershirts (*worn as outer shirts*)
- spandex/exercise wear (*outside of gym class*)
- beachwear
- low necklines
- sleeveless tops
- gaping armholes

- bare midriffs
- sheer fabrics
- visible underwear
- frayed hems, holes or tears
- metal beads/bling or bedazzling
- tight fitting clothes
- overly baggy pants
- pajamas or pajama-type clothing (*except on specially designated days*)

Parents should ensure their student is dressed appropriately per the dress code prior to arriving at school. Parents will be contacted if a student is found in violation of the dress code, and may be expected to bring an immediate change of clothing.

Questions

Interpretation of the dress code is at the discretion of the teachers and school's administration. If parents have questions or suggestions about attire or any other school policy, they should contact the principal.

Suggestions on how to improve our school are always welcome!