

NORTHVIEW ADVENTIST SCHOOL

<http://www.northviewsdaschool.org/>

HANDBOOK

2021 – 2022

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**NORTHVIEW ADVENTIST SCHOOL
BOARD OF EDUCATION MEMBERS
2021 – 2022**

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School Board Meetings will be held on the third Tuesday of every month at 5:30 pm at the school. (If you plan on attending, please verify that month's start time with a board member.) All parents and students are welcome to attend. If there is a topic you would like to discuss at an upcoming board meeting, please contact the School Board Chairperson to add your topic to the agenda. In the event of a cancelled or rescheduled meeting, the principal or chairperson will send out a notification as soon as possible.

HISTORY OF NORTHVIEW ADVENTIST SCHOOL

Northview Adventist School (NAS) praises God for 78 years of Adventist Christian education in the Cadillac area!

We trace our roots back to 1899, when the first Seventh-day Adventist church organized in Cadillac at 895 Farrar Street. It was here, in the fall of 1943, that members with a commitment to Adventist education joined together to open a school for their children.

At first, the school functioned inside the original church building. By 1948, however, the school had outgrown the church building, prompting the Lake City School Board to purchase a new building on River Street in Cadillac. Over time, members of the Cadillac Seventh-day Adventist church erected a new sanctuary as well, on East Division Street.

Nearby, from approximately 1952 to 1958, the Marion Seventh-day Adventist Church also had a school offering education from first through tenth grade. Through various circumstances, Marion eventually formed a constituency with the Lake City and Cadillac churches, and a larger learning facility was again needed; accordingly, in 1962, after the property on River Street was sold to the city so they could add more space for the Diggins Hill ski area, the school moved to the lower level of the new Cadillac church on East Division Street.

Over time, church families worked together to provide another independently standing facility. Our current four-classroom building was built on the Cadillac Church's property and occupied in 1968. Thanks to strong support, a gymnasium addition was completed, and volunteers installed a hardwood floor in the fall of 1993.

We are thankful for all the churches that have served as members of our constituency through the years, including the Idlewild Seventh-day Adventist Church of Baldwin. Our current constituency includes the 13th Street, Bristol, Cadillac, Irons, Lake City, and Manton Seventh-day Adventist Churches.

MISSION STATEMENT

Our mission is to inspire Christ likeness by providing quality Adventist education to the youth of our constituent churches and their communities.

STATEMENT OF FAITH

At Northview Adventist School (NAS) we believe that:

1. God inspired every writer whose words appear in the Bible. Everything they wrote is true, and what they said can help me live a happy and healthy life.
2. The God who loves me is actually Three Gods in One – the Father, the Son, and the Holy Spirit. Each works hard to teach me how to live a better, more meaningful life.
3. God the Father is the power that keeps me – and every other creature in the universe – alive. He is kind, forgiving, and will never leave me alone.
4. The Son, Jesus, created this world and everything good in it. Approximately two thousand years ago, He came to this earth as a baby, grew up and lived a sinless life, then died on the cross so that I could someday live forever with Him in heaven.
5. God the Holy Spirit is that still, small Voice I hear in my thoughts whenever I feel afraid, sad, or lonely. It tells me that everything will be all right. The Holy Spirit also tries to teach me right from wrong by making me feel guilty when I sin and joyful each time I choose to obey God's law of love.
6. Jesus created everything in six days and then rested on the seventh day. When He finished making the trees, animals, oceans, mountains, and Adam and Eve, Jesus looked around at all that He had done and said joyfully, "This is very good!"
7. Jesus made people in the image of God. Each enjoys the freedom to think and act any way they want. Even though sin and bad choices have brought pain and suffering to many, we're still children of God. With the help of the Holy Spirit, we can care for each other just like God cares for each one of us.
8. Satan is a real being who wants to destroy us all. He works hard each day to bring destructive sin into our lives. God wants us to live each day with joy, happiness, and love. God and Satan are fighting for control over our lives and our futures. To help us overcome sin, Jesus sends the Holy Spirit and loving angels to guide and protect us.
9. Jesus lived a perfect life in order to show us that it's possible to overcome sin. He died on the cross so we will not have to lose our heavenly homes because of our sins. Then, God raised Jesus from the dead to demonstrate how He'll someday raise us from the dead if we die before Jesus returns.

10. When we allow Jesus into our heart, He helps us change from a sinner to a child of God, ready to live forever in heaven. He teaches us how to be like Him as we read our Bible and follow the loving guidance of the Holy Spirit. Thanks to Jesus, we can be confident that we are forgiven and that there is a home waiting for us in heaven.
11. When someone invites Jesus into his or her heart, changes start to happen fast. What that person reads, watches on television or on the Internet, eats and listens to, the places he or she goes, and even the words they say will change. The pages of the Bible will become like a textbook for living, and many whispered prayers will come from their lips. These changes keep happening, day after day, until Jesus comes.
12. Our church is a place where people who love Jesus can praise Him together without fear or embarrassment. Jesus loves His church and listens to every word spoken and every song sung.
13. Before Jesus comes the second time, some people in our church will choose sin over salvation. Those who stay faithful to the Bible and keep listening to the sweet voice of the Holy Spirit are called the remnant, and they will work extra hard to bring the love of God to the world. Though the remnant may be small in number, they will accomplish great things for God so that Jesus can return.
14. Any church whose members worship God should welcome people from any nation, who speak any language, and whose skin is any color. We are all equal in God's sight. How we look and how we sound makes no difference. We are all children of the same heavenly Father.
15. When we are baptized, we are telling everyone that we love God and want to live our life in service to Him. Baptism is like being buried as a dirty sinner and then rising up to live a new, clean life for Jesus.
16. When Jesus ate His last meal with His disciples right before He was crucified, He taught us something wonderful. He said that the grape juice (wine) represented His spilled blood and that the bread represented His broken body. When I eat "The Lord's Supper" at church, it helps me remember the sacrifice Jesus made for me on the cross.
17. God has given us special talents that we can use to serve Him. We each enjoy different skills like music, preaching, teaching, art, giving Bible studies, visiting the sick, or making people feel welcome when they visit our church. Each spiritual gift is important to the work of God.
18. The people in God's church need help knowing how to live and what to look forward to in the future. So, God invited a woman named Ellen G. White to be His prophet and provide guidance, instruction, and correction for His people. She also helps us understand the important lessons found in the Bible. When we read what God's prophet wrote a long time ago, we are discovering important things that God wants to say to us today.
19. God's Ten Commandments contain the best rules for living. Each is designed to protect me from sin and help me stay out of trouble. Each represents how much God loves us and how He wants us to live a happy, healthy life. Obeying the Ten Commandments is like saying "I love You" to God.

20. God created the seventh day (Saturday) to be a holy day. He commands us to do special work for Him on that day as a way of showing Him – and others – that we believe He is the Creator of all good things. God’s holy Sabbath begins at sundown on Friday and ends at sundown on Saturday.
21. Everything belongs to God, the trees, the flowers, the animals – even us. God has asked us to take care of what He created and to protect all thing from harm – even us. So, we will cherish God’s creatures and creation. To show Him how proud we are to be His steward, we will faithfully return a tithe (10 percent) of our time, talent, and money. We want God to bless this world and everything in it – even us.
22. Anyone who loves Jesus should talk, act, eat, work, and play differently from those who love Satan. Everything we do should show others that Jesus lives in our heart and that we are doing our best to live by His rules of love.
23. In order for us to understand the joy of living in heaven, God invites us to create families here on this earth. When we love our brothers and sisters, uncles and aunts, parents and grandparents, we are experiencing a beautiful example of what it will be like to live in heaven with everyone who has chosen to love and obey God. Our heavenly Father wants our earthly homes to be safe places to learn about His love and forgiveness.
24. God instructed Moses and the children of Israel to build a temple in the wilderness to explain what Jesus is doing right now in heaven. In the wilderness, the priests oversaw the forgiveness of sins and the judgment of those who chose to do evil. That is what Jesus is doing right now in heaven. He is our heavenly Priest waiting to forgive us, clean sin from our hearts, and finally welcome us home to heaven.
25. One day soon, Jesus is going to return to this earth and invite everyone who has chosen to love and obey Him to heaven. When He comes, those who hate Him will be destroyed. But everyone else, even the faithful who have died in the past, will leave this dark world and spend eternity with Jesus.
26. Jesus can raise people from the dead. He did it before (like Lazarus and the widow’s son), and He will do it again when He returns the second time. So, even though some of our family may sleep in the ground, we will see them again because of the power of God over death.
27. Someday, sin and sinners will be gone forever. The Bible says that even those who died hating God will fully understand the lies that Satan told them and will agree that God’s judgment is just. Without God’s presence to shield them from harm, Satan and every sinner will face the world alone and be completely destroyed by fire.
28. When Satan and sinners are gone, our heavenly Father will create a brand-new world for us to enjoy. There will be no death, no tears, no pain, no suffering. All will be peace and love. Best of all, all who love God, will enjoy this wonderful world forever and ever.

PHILOSOPHY

Northview is a co-educational day school operated by the [Michigan Conference of Seventh-day Adventists](#) for the purpose of educating the youth of the church. Seventh-day Adventists accept the Bible as the Word of God and the writings of Ellen G. White as divine revelation; therefore, NAS desires to follow the counsel therein and offer its students a program that strives for balance among the spiritual, intellectual, physical, and social aspects of life. Since humans were originally created in the image of God, but have lost that perfect nature through sin, it is the goal of true education to assist youth in experiencing restoration of divine character by learning more of Christ. Through a correct knowledge of God, fellowship with Him in study and service, each student is encouraged to develop a likeness of his or her Creator.

“It is the work of true education ...to train the youth to be thinkers, and not mere reflectors of other men’s thoughts ...True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that is now. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy or wider service in the world to come.”
Education, pp. 13,17

***“And this is life eternal, that they might know the only true God,
and Jesus Christ, whom thou has sent” (John 17:3 KJV).***

EDUCATIONAL OBJECTIVES

The Adventist educational program gives primary emphasis to spiritual development, but at the same time provision is made for high achievement in the core curriculum. NAS desires to prepare youth for effective citizenship in this world and the rewards of citizenship in the world to come. Therefore, the objectives of this school are as follows:

Religious Objectives

- To present Jesus Christ as a personal Savior Whom youth can know and relate to on a personal basis,
- To assist students in obtaining a good understanding of the Scriptures as the basis for faith and to understand the Spirit of Prophecy as God's special message to His remnant church,
- To lead students to adopt the philosophy and standards of Seventh-day Adventists as their mode of life,
- To develop a sense of loyalty to and vigor for the mission of Christ to carry the Gospel to the entire world. This is put into practice through Bible labs and other activities.

Intellectual Objectives

- To provide students with the understanding of the religious, historical, political, social, scientific, aesthetic, and economic forces that shape contemporary life,
- To encourage mastery in educational efforts, both in the gathering of knowledge and in the use of the tools of learning,
- To develop a mental discipline which includes faithfulness to all responsibilities and appointments, and stamina to persist with difficult tasks.

Social Objectives

- To develop an appreciation for human relationships based on the value of Christ's teachings and thus to develop a respect for all people as worthy of respect and friendship,
- To develop a high regard for the institution of the family as God's plan and means to strengthen, preserve, and enrich the church, community, and nation,
- To encourage students to practice and uphold wholesome social standards in all their relationships,
- To develop a sense of civic responsibility to our country as a nation established under God.

Health Objectives

- To encourage students to develop both the mind and the body as gifts received from our loving Creator God,
- To assist students to understand what true recreation is and how Christians can make choices pleasing to God and to themselves.

AFFILIATION, ACCREDITATION & OPERATION

Northview Adventist School (NAS) operates within the educational policies developed by the [Board of Education of the Michigan Conference of Seventh-day Adventists](#). The employment and certification of the school's teaching staff are responsibilities of the Michigan Conference Board of Education. The constituency churches assume the responsibility for the financial solvency of the school. The supervision of the school's operation is the responsibility of the School Board whose members include the principal and elected representatives from the local Seventh-day Adventist church(es) sponsoring students at the school. The Church Board of the constituency churches, in consultation with the School Board, may change the number and/or the distribution of the membership of the NAS School Board.

A copy of the educational code of the Michigan Conference remains on file with the principal of NAS. Upon request, this code is available for reference to the members of the School Board. By appointment, parents of attending children as well as other responsible persons may have access to the Michigan Conference Educational Code.

CODE OF ETHICS

Followers of Jesus Christ are called to honor, respect, and uplift one another. Therefore, colleagues, employees, volunteers, and students must be free from embarrassment or disrespect due to any action or statement that has any explicit or implicit sexual, racial, age or ethnic overtones. We must observe the laws of God and country that govern our school.

School staff and students are prohibited from engaging in behaviors that could create a hostile, intimidating, or offensive school environment. Such harassment is intolerable, illegal, and will result in appropriate discipline up to and including dismissal of the offending party.

Non-discriminatory Statement

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 its schools, and makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

ADMISSION REQUIREMENTS

Northview Adventist School (NAS) carefully selects its students and only those of good character are admitted. In light of the ideals and objectives maintained by NAS, the enrollment of young people who fail to meet the requirements listed below will not be accepted.

NAS admits students of any gender, race, color, nationality, religious affiliation, or ethnic origin to all privileges, programs and activities generally granted to students at the school. Students who will cooperate with published and verbal policies of NAS and are willing to participate in its religious, social, and academic activities are encouraged to apply for admission. While membership in the Seventh-day Adventist church is not required, all accepted students must pledge to observe the regulations of the school. Admission to NAS is a privilege and may be withheld or withdrawn by the school at its discretion. It is also expected that parents of students will be supportive of the staff, school policies, and regulations.

NAS is open to all young people who desire an earnest, faithful study and have an interest in developing a Christian character. Every student pledges to observe all its requirements, to uphold the Christian principles upon which the school is operated and perform all school duties assigned to him or her.

Minimum age requirements for NAS admissions:

Kindergarten (when offered) – five (5) years of age on or before September 1st.

First Grade – six (6) years of age on or before September 1st

Acceptance Procedures

Admission to NAS is granted on a yearly basis. Admission for one school year does not guarantee re-admission for the following school year. If, because of a lack of classroom space, limitations need to be made for enrolling students at NAS, siblings of currently enrolled students will be given priority enrollment status. The following steps must be completed, submitted to the NAS Board, and approved before acceptance is considered.

All students:

- Complete application,

New or Non-concurrent students:

- Three (3) recommendations submitted,
- Interview with teacher and one or more of the following; principal (if not also the teacher), Pastor of constituent church, and/or School Board Chair,
- Academic placement testing completed, and results reviewed.

Students will not be accepted if transferring with an outstanding balance from another school. Applications and Recommendation Forms can be picked up at the school office, requested through the mail, or obtained on the school website <http://www.northviewsdaschool.org/> An appointment for placement testing can be made with the principal. (269-303-1042)

Upon notice of acceptance by the NAS Board, a student's parent or guardian must complete a registration packet and provide information, including, but not limited to:

- Payment of the registration fee, and 1st month's Tech/Supply Fee
- Certified copy of child's birth certificate,
- Current health appraisal completed by a physician to include his or her immunization record and any special recommendations for the child,
- Signed consent of treatment,
- Student Behavior Contract,
- Technology and Internet Acceptable Use Policy, signed,
- Records of grades and disciplinary actions from the previous school, if applicable.

All Registration Forms, Supply lists and Calendar for the 2021-2022 School Year can be obtained on the school website <http://www.northviewsdaschool.org/>.

Returning students must have all the previous information updated in their files and complete re-application procedures. All new students will be tested for grade placement. Prior student academic performance, age, emotional, physical and social development, and testing will be used for grade placement.

Currently, the school is neither equipped nor staffed to offer special education. In the event that an applicant presents with a serious scholastic, behavioral, mental, or physical problem, NAS administration will work with the student, his or her parents or guardian to team with the local public school system in an effort to obtain the special education the child needs. In questionable cases, the board reserves the right to withhold permanent admission or grade placement to any child pending the results of achievement tests, visits with counselors, and/or special testing by the ISD that may aid the board to act in the best interests of the child.

Failure to comply with these entrance requirements may result in delayed and/or denied acceptance into NAS.

The school board will act upon all applications submitted. Should an applicant be refused admission for any reason, said applicant will be notified in writing.

Withdrawing a Student from School

Parents finding it necessary to withdraw their child from school will need to follow these procedures:

1. Have a conference with the principal,
2. Notify the classroom teacher,
3. Return completed withdrawal form to the principal.

It is the policy of NAS to not forward a student's school records until all financial obligations to NAS have been met.

FINANCIAL POLICY

The actual cost of each student's education per school year is approximately \$8,300. This cost is shared by the constituent churches, each student's family and the Michigan Conference of SDA's.

As of the 2021-2022 school year, the non-refundable registration fee for all students is **\$750.00**. Students whose parent(s), grandparent(s), guardian, or they themselves are members of a **constituent church** will pay the registration fee and a monthly, Technology & Supply, fee of **\$50.00**, as their church will cover the remainder of their tuition. Students of **non-constituent churches** will pay the **\$750.00** registration fee as well as the monthly tuition fee of **\$450.00**. (If there are multiple students from a non-constituent family, a "family rate" may apply.) The Registration Fee may be divided into **3 payments of \$250.00** each. The 1st payment being due by August 1, 2021, the 2nd due by September 10, 2021, and the 3rd due by October 10, 2021. The 1st Technology & Supply Fee payment is due by August 1, 2021 and by the 10th of each month, thereafter, Sept. – May. **Payment Coupons** will be given out upon request. *Any student who has an outstanding bill will not be allowed to register for the upcoming school year.*

Students who are registered after the close of registration (August 1, 2021) will be charged a late enrollment fee of \$75 in addition to the registration fee.

If a family needs financial assistance, financial aid applications may be picked up at the school office to be completed by the family and submitted to the Board for review.

Monthly tuition & fee payments are due by the 10th of the month. Statements will be sent out monthly for those with a balance due. The school board will review the account and make any necessary actions to collect the remainder of the outstanding balance.

For those students enrolled in grades 9-12 distance learning, a \$100/month supervision fee is added to the fees above. NAS Registration fee will be reduced by the amount of registration fee due to the online school. All online school fees will be covered by the student's family.

It is recommended that plans be made now for the timely payment of tuition and/or fees due in August and throughout the school year. Your faithful support of Christian education makes it possible for school bills to be paid on time, ensuring faithful dealings with our creditors, and continued operation of our school facility.

Please make all checks payable to **Northview Adventist School, or Northview SDA School**, and send to the treasurer by way of the lockbox located inside the school foyer, or by mail:

**Northview School Board Treasurer
202 N. Carmel St.
Cadillac, MI 49601**

RESPONSIBILITIES OF PARENTS, TEACHERS, & STUDENTS

“In the formation of character, no other influences count so much as the influences 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.”
Education, p. 283

A successful educational program is the result of the combined efforts of parents, teachers, and students in upholding the standards of excellence and moral conduct.

Parent Responsibilities

In the formation of character, no other influence is as important as that of the home. Consequently, the teacher is unable to effectively encourage the growth of Christian character in the child without the **active support** of the parent(s). The parent’s responsibilities shall include the following:

- Personal and family worship and participation in Sabbath School & Church are encouraged.
- Uphold the personal Christian standards in the home that are taught in school.
- Initiate and maintain communication with the teacher in matters that will assist the teacher in working with your child(ren).
- Make sure your child arrives to school on time and is picked up promptly at the end of the day. (M-Th 3:30 and 2:30 Fridays) Try to allow your child at least 10 minutes before the start of school to insure he/she has time to get ready for the start of the day at 8:30 am. Students not in class ready for school by 8:30 am will be considered tardy. Parents should make every effort to notify the school, prior to school opening, in the event that a student will be absent.
- Avoid disruption of the daily school program either through repeated phone calls or visits to the school to arrange personal items of business. Make appointments with teachers to discuss non-emergency issues.
- Help your child develop positive health habits. Make sure your child has a *minimum* of 8 to 10 hours sleep each night and is fed a well-balanced breakfast in the morning. Good mental acuity is directly linked in performance tests to proper nutrition.
- Prepare well-balanced lunches. Carbonated beverages and excessive sweets are discouraged.
- Maintain a home atmosphere and program that will promote schoolwork and assigned homework. It is strongly encouraged that television viewing and video game playing be restricted during the school week.
- Avoid any criticism of the teacher and/or the school program in the presence of any child(ren) and discourage any spirit of disrespect in the child(ren).
- Attend parent meetings and take an active part in Home and School Association activities.
- Pay tuition and other school fees promptly.
- Volunteering a suggested 10 hours per semester is encouraged. (SEE VOLUNTEERING page 39)
- Participate as actively as possible in school work bees and other activities to upgrade the school’s facilities.
- Carry your share of the responsibility for keeping the school building clean. Responsibility is shared as equally as possible between all families. In times past, it has been either a number of

weeks or 1 month per school year and a schedule is set during the first few weeks of school. Parents are encouraged to do their own cleaning, but it is ok to hire Board approved individuals or families to clean for you.

- Contribute to the success of educational enrichment by attendance at school events.
- Attend any parent-teacher conference scheduled by the teacher.
- Provide **written** authorization to the teacher/principal if anyone other than the usual driver will be picking up your child(ren) from school. If at all possible, advanced notice is preferred.
- Daily review the “Communicator Folder” for items that may need a signature, updates on schedule, remove any returned assignments, and look for any assignments that may need to be completed and returned to school.
- Make sure your child is properly clothed to allow for indoor/outdoor activities during each school day according to the season.
- Encourage your child to observe good health habits and keep your child home when he/she is suspected of having any communicable illnesses. Children running a fever (any temperature 1 degree or higher than that child’s normal temperature) should be kept home from school, not to return until he/she has been fever free (without medication) for 24 hours.
- Encourage your child to develop the habit of personal neatness and cleanliness with their belongings at home and at school.
- Work with your child to develop a consistent time and place in your home for homework and study. Children thrive on routine!
- Be responsible to see that all items which come to school with your children, be taken home in a timely manner. These items include but are not limited to lunch items, clothing, footwear, and paperwork.
- Bring your student(s) to Church Visits as arranged by the NAS staff.

Teacher Responsibilities

[Teachers’ responsibilities are outlined in considerable detail in the educational code of the Lake Union Conference of Seventh-day Adventists.](#) A pertinent summary of these includes the following:

- Maintain a personal spiritual devotional life and thereby exemplify a genuine Christianity in every phase of his/her conduct on and off the school’s premises.
- Reciprocate in the spirit of cooperation with parents and students under his/her care, being careful to avoid any criticisms of the parents and/or their home program in the presence of the children.
- Become acquainted with the parents/guardians of each student and to inform them regularly concerning their child’s educational progress. Should a problem arise in the areas of physical health, behavior, or personal attitude, the teacher shall discuss the matter with the parent as soon as feasible.
- Participate in the local church including regular attendance at the services of any constituent churches sponsoring children at the school.
- Arrange for one (1) visit of the school body annually, to each constituent church.
- Maintain an accurate and timely record of student attendance, academic performance, and behavior; keep parents informed of such. NAS uses the Jupiter online grading program which is accessible to parents at all times. <https://login.jupitered.com/login/>
- Consult with the principal concerning consistently difficult problems in the areas of physical

health, discipline, academic performance, and personal attitude.

- Take the necessary steps to maintain discipline in the classroom. Faculty and principal alike are responsible for preserving the courteous and orderly conduct of all students in the school building and on school property.
- Take a personal interest in each student. When engaged in counsel or correction, the teacher will be careful to preserve the student's self-esteem.
- Encourage all students to reach their highest potential when carrying out the various assignments of the school program. Correspondingly, the appearance of the classroom and the instructional leader shall illustrate his/her commitment to excellence.
- Dress in a modest manner.
- Provide periodic general communication to the NAS community.

Student Responsibilities

- Understand and support the Christian principles on which their school is based.
- Display positive cooperation, enthusiasm, and school spirit.
- Respect God;
 - Use His name respectfully,
 - Show respect for His Word.
- Respect one another as themselves;
 - Take a personal interest in the welfare of others,
 - Respect all adults by placing a title such as Miss, Mrs., Mr., Dr., or Pastor etc. in front of their name,
 - Treat each other with kindness, courtesy, and fairness,
 - Reflect a Christian lifestyle in conversations and activities.
- Respect the other students', teachers', and school's property.
- Respect the time of others;
 - Promote an environment conducive to learning,
 - Help, not hinder, each other.
- Display the characteristics of self-control, self-respect, honesty, and modesty.
- Become aware of and follow the regulations of the school, including those outlined in this handbook.
- Cooperate cheerfully with their teachers at all times as they endeavor to carry out the school program. If differences of opinion should arise with fellow students or the teacher, these are to be discussed in a courteous manner.
- Aim to develop a sound character and a good reputation.
- Take home all communication, i.e., homework assignments, letters, discipline notices, and graded papers.
- Strive to develop personal habits of neatness and cleanliness with personal belongings at home and at school.
- Participate in scheduled Church Visits as arranged by the NAS staff.

Healthy Living

Seventh-day Adventists place special emphasis on health principles (I Corinthians 6:19), and studies support the Biblical, direct relationship between the physical, mental, spiritual, and emotional natures. Accordingly, the Board suggests that children have a **wholesome and healthy breakfast** and a **nutritious lunch**. Sweets, junk foods, and carbonated beverages are discouraged; lunches should be limited to one dessert. Northview also requests that families refrain from caffeinated beverages. Also, Seventh-day Adventists follow Levitical (Leviticus 11) teachings on diet; as a result, we ask that the students and families of NAS refrain from the use of shellfish and pork, for example, in their meal planning. If you have questions regarding appropriate types of food to send in your child's school lunch, please ask. We want to help and can share suggested menus with you.

As teachers have limited time available during the lunch period, NAS requests that all lunches be **completely** prepared **or** planned in a manner in which help is not required by the teacher. A refrigerator, microwave, and toaster oven are available for student use.

Because of sanitary reasons, food allergies, and differences in families' dietary habits, students are discouraged from sharing (or trading) their lunches with each other.

Gum chewing, unless explicitly directed, will not be permitted on school grounds. Morning snacks will be only on a case by case need and be limited to fruit, grain, vegetable, or nut-based items. Researchers, concerned about childhood obesity, recommend only **one healthy snack daily** for children ages 6 and older.

In an effort to promote a healthy body, all children will take part in a varied daily exercise program. Whenever possible, exercise will be taken out of doors. Students should bring the needed outerwear necessary for these activities. In addition, for health reasons, coats and hats should not be worn in the classroom.

ATTENDANCE POLICY

Regular and prompt attendance is essential to success in school. Students who come to school regularly usually achieve more from their total experience. Frequent absences from standard classroom learning opportunities disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained even if the work is later made up. Consequently, many pupils who miss school frequently experience great difficulty in achieving the maximum benefits of school.

Teachers cannot instruct students who are not present. The entire process of education requires a regular continuity of instruction, class participation, learning experiences and study to reach the maximum educational ability of each student. The regular contact of the students with one another in the classroom and their participation in well-planned instructional activity under the tutelage of the competent teacher are vital to this purpose. This is an established principle of education that underlies and gives purpose to the requirements of compulsory school in this and every other state in the nation. For these reasons, a student must satisfy two basic requirements to earn class promotion: (1) Satisfy academic requirements; and (2) Exhibit good attendance habits.

Punctuality is essential in the development of character. Tardiness and missed appointments tend to become a way of life. Therefore, an excess of eight (8) unexcused absences during any semester may result in action from the school board, who may choose to deny the granting of credit for the course(s) in question.

Michigan law {MCL 380.1561} places the responsibility on the parent or legal guardian to ensure that children are in school. Absences caused by illness, death in the family, court appearances, and temporary family emergencies are reasons for excused absences. Students who return to school after an extended sickness should have a doctor's excuse for being absent. Children will be sent home if they have a fever, injury, or abdominal distress.

{With specific and limited exception} every parent, guardian, or other person in the state having control and charge of a child from the age of six to the child's 16th birthday, shall send that child to the public schools {or private school} during the entire school year. The child's attendance shall be continuous and consecutive for the school year. MCL 380.1561

Daily Student Supervision Schedule

Staff devotional/prayer time7:50 a.m. to 8:10 a.m.
Morning supervision begins.....8:10 a.m., M-F
Classes begin8:30 a.m.
Lunch time begins11:45 a.m.
Dismissal3:30 p.m., M-Th; 2:30 p.m. on Fridays

Students must not arrive before 8:10 a.m. as there is no organized supervision available at the school. Students arriving early must remain under the supervision of the parent/guardian until the teacher on duty arrives. After school, students will be released for pick up to authorized persons only. Parents should pick students up promptly at completion of the school day. No student should remain on school property without permission or supervision. All students who are not picked up by 3:45 p.m., Monday through Thursday, and 2:45 p.m. on Friday may be charged \$10.00 for each 15 minutes after 3:45 p.m./2:45 p.m. The charge will be assessed to your school bill and will show as an "after school care" charge. The money collected will be given to the worthy student fund.

Closed Campus

Northview Adventist School (NAS) is a “**Closed Campus**” community. Once the students arrive, they are to remain on campus for the entire school day. Students may leave school with a parent or legal guardian by bringing a note, signed by their parent or legal guardian. A new note must be filled out each time a student leaves campus early for non-school activities.

Excused Absences

Parents are asked to call or text the teacher (269-303-1042) as soon as they are aware the student will be absent from school. Sickness, emergencies, and/or deaths in the family are considered to be the **only legitimate excuses** for absences. If it is necessary for a student to be absent for reasons other than those considered legitimate, arrangements must be made with the teacher prior to the absence, and all missed work shall be made up. Other situations will be considered on a case by case basis.

Written Excuse

When a student has been absent from school for any reason, he/she is to bring a written excuse to school the first day he/she returns to school. The excuse needs to have the following information included: the name of the student, the date of the absence, the reason for the absence, and a parent’s signature. Pre-made absence slips may be obtained in the school foyer. Absences without a written excuse will be treated as unexcused. Upon return to school from an extended illness, the student may be required to present to his/her teacher a written note from a doctor stating that the student is cleared to return to school.

Partial Day Absence

If a student arrives late for school, a note or telephone call is needed from his/her parent or guardian or the student will be given an unexcused tardy.

Prior approval is needed for any early dismissal.

Medical Appointments

As often as possible, medical appointments should be made after school hours. If an appointment is necessary during school hours, a note should be sent to the teacher the day of the appointment.

Other Appointments

Appointments such as haircuts, shopping trips, etc. need to be scheduled at times when school is not in session.

Family Trips

Because the home is the center of the child’s education development, the school encourages family activities that involve the student in fruitful learning experiences; however, it is vitally important that vacations are taken during our school’s vacation periods.

Make-up Work for Excused Absences – *Unexpected/Unplanned Absences*

When a student is absent as the result of illness or an unexpected event, he/she has one (1) day for each day missed to make up their work. For example, if a student misses Tuesday, he/she has until Thursday morning to makeup the work. The student, not the teacher, is responsible for remembering to turn in the work that was missed due to absences. When an absence occurs, the student shall receive full credit for make-up work, unless it is turned in past the deadline stated above.

Make-up Work for Excused Absences – *Preplanned Absences*

When a student preplans an absence, homework assignments should be completed and turned in the day the student returns to school. Any tests taken during the absence must be made up within one day of the student's return to school.

Unexcused Absences

Any absence where no communication or excuse is made will be counted as an unexcused absence.

Make-up Work for Unexcused Absences

Classwork, assignments due, or tests given on the day(s) of unexcused absences must be turned in or completed when the student returns to school. However, the student may receive reduced credit for those activities.

Tardiness

Tardiness is disruptive to learning and the educational process in general. While unforeseen problems may occur in getting to school on time, every effort should be made to be in class on time.

Three (3) excused/unexcused tardies will be counted as one (1) excused/unexcused absence in relation to the attendance policy.

Excessive Tardies

After five tardies have amassed within one marking period, a letter will be sent, and parents will need to meet with the administration and/or the school board. A clean slate is awarded at the beginning of each marking period.

Excessive Absences/Truancy

Any student who misses more than 20% (approximately eight days) of the time during a school marking period may forfeit his/her grade for that period.

Efforts will be made to see that no student exceeds the limit per marking period. Parent notification and student counseling are among those techniques that will be implemented. Parents will be notified by phone or mail when a student has been absent for five (5) days and again at seven (7) days. There will be a parent/principal meeting after the seventh absence.

Parents will also be notified by mail after the limit has been reached and will be granted a hearing procedure by the school board. At this time, parent(s) and student(s) may show cause if they feel the student has been treated unfairly. The parent or legal guardian of the student must initiate the appeal

procedure within five days of receipt of the school letter stating the student has exceeded the policy. In grades one through eight the school board may meet with the parent, so the parent can show why the student should be retained in the student's current grade. However, students under age 16 will be required by law to remain in school even though credit may not be forthcoming.

Severe Weather Closing

On occasion it is necessary to have an emergency closing, delay, or early dismissal of school, usually due to inclement weather. When Cadillac Area Public Schools (CAPS) close or are delayed for inclement weather, NAS will close or delay as well. If three (3) of the following school districts: Manton, Lake City, Marion, or Pine River are closed or delayed for inclement weather, NAS will close or delay as well. In the event of a "cold day," NAS will remain open because we do not have busing or walking concerns.

If NAS is not closed, but your local school is closed and/or you feel the roads are dangerous, your child(ren)'s tardy or absence will be excused.

Your child's safety is our primary concern. NAS will notify parents using its school wide parent alert system (One Call) or group text message. This system notifies parents through a voice call to the number provided at registration. In the event of inclement weather, parents should check [TV 9 & 10's school closing list](#) which can be found as an App or online as well as over the TV airwaves.

Please contact the school with any questions.

INSTRUCTIONAL PROGRAM

High scholastic standards are essential for an education that will help prepare our children for life in an increasingly complex world. Northview Adventist School (NAS) is committed to providing the best teaching tools and the most effective methods to enrich the lives of the students who attend our school.

The course of study offered in the Northview Adventist School (NAS) provides each student accepted with all the standard subjects they would expect in any school: Art, English, Handwriting, Mathematics, Music, Physical Education, Reading, Science and Health, Social Studies, and Spelling—but there is more and there is a difference!

The loving familiarity and study of the Bible makes the difference. Beginning in the first grade with simple Bible biographies and basic Bible concepts and progressing through the eighth grade to advanced knowledge of Scriptures' teachings, students learn how God has revealed Himself and communicated His will to humankind through the centuries.

Science, Social Studies, and Reading are approached, not from a materialistic or evolutionary viewpoint, but from a Biblical perspective. The literature the pupils read does not contain anti-Christian or new age thoughts found in so much of today's reading. The Christian point of viewing history is that, even though not always evident, the hand of God is at work in ALL human events. The creationist view of science is that God created this earth and the universe around us. "He spoke and it was," is our understanding of events such as the origins of life and the global flood.

Northview Adventist School provides state-approved curriculum and is supervised and accredited through the Michigan Conference of Seventh-day Adventists' Office of Education.

Regular classroom instruction is offered in the following subjects:

Bible	Social Studies	Typing/Technology
Language Arts	Science/Health	Music
Mathematics	Physical Education	Art

BIBLE

"Thy Word is a lamp unto my feet and a light unto my path." Psalm 119:5

The systematic study and memorization of the Bible is the core of the NAS curriculum. The Bible's influence will permeate every subject and every school activity. Individual opinions and questions will be respected while leading students to form Biblically sound conclusions. Bible principles will be applied in the lives of the students as they develop a love for the Word of God through personal experience. Northview uses the North American Division's Encounter Curriculum and incorporates hands on experiences and outreach opportunities as well.

SOCIAL STUDIES, HISTORY, AND GEOGRAPHY

"We have nothing to fear for the future, except as we shall forget the way the Lord has led us, and His teaching in our past history." Life Sketches of EGW, p. 196

"For whatever was written in former days was written for our instruction, that through endurance and through the encouragement of the Scriptures we might have hope." Romans 15:4 ESV

The scope of the Seventh-day Adventist Social Studies program includes a study of the history of God's handiwork among nations, geography, cultural awareness, and the mission program of God's people. It will give broad, comprehensive views of life and prepare students for life in a constantly changing social environment. Students will be able to form meaningful concepts, connections, and values. In addition to standard textbooks, emphasis will be placed on map drills, research projects, and culture studies. When and where possible, online resources are incorporated.

SCIENCE AND HEALTH

"The deepest students of science are constrained to recognize in nature the working of Infinite Power."
Education, p. 134

"A knowledge of physiology and hygiene would be the basis of all education effort." Ibid, p. 195

The accurate study of science and health will lead to an understanding that God, the Creator and Sustainer of the universe, is the Originator of all true scientific knowledge. Awareness that the laws of nature are the laws of God will develop an appreciation of the study of science as a means of learning about God's character. The relationship of creation to the Sabbath and other Christian beliefs will be emphasized. An appreciation of the human body as the temple of God provides the basis for practicing divinely given health principles.

Because of the many spiritual applications of science and health, the Seventh-day Adventist school system uses its own Science and Health series, published by Kendall Hunt. Other supplemental materials are used as enrichment resources. Studies also include the environmental responsibilities we have as caretakers of God's planet.

MATHEMATICS

"In the study of figures the work should be made practical... by keeping an account of their expenses they will learn, as they could in no other way, the value and use of money."
Education, pp. 238-239

The relevant study of math will promote not only proficiency in basic math skills, but also the instilling of such values as accuracy, honesty, thriftiness, and Christian stewardship. In addition to the textbooks, supplementary materials such as manipulatives, shopping exercises, bookkeeping, and timed drills are incorporated. It is hoped that upon leaving the primary grades, all students will have memorized the core components of addition, subtraction, division, and multiplication.

LANGUAGE ARTS

"Let him that is taught in the Word communicate unto him that teacheth in all good things."
Galatians 6:6

The study of the language arts includes: English, Reading, Spelling, Handwriting, and Writer's Workshop. The correct study of the language arts will help students cultivate self-expression and develop communication skills. The use of literature and poetry will provide aesthetic enrichment and opportunities for developing character-building skills. A thorough knowledge of grammar will enable students to develop proficiency in language usage. Adventures in creative writing and composition, as well as oral experiences, will provide the opportunity for developing fluency.

Reading is of primary importance, not only as a basis for successful academic experiences, but also a means of learning God's will, as expressed in the Bible and Spirit of Prophecy. The students' successes in learning to read will affect their total educational experiences. Through oral reading activities students will develop the ability to read with expression, enabling them to translate their thoughts to others. Proficiency in the use of reading skills will promote successful progress in acquiring knowledge. The goal of the Reading program is to create life long, independent readers.

PHYSICAL EDUCATION

"Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So glorify God in your body."
1 Corinthians 6:19-20

"Beloved, I pray that all may go well with you and that you may be in good health, as it goes well with your soul." 3 John 1:2

To promote the development of body, mind, and soul is the work of redemption and the major object of education. Directed work and play activities in the physical education program will enable the student to develop physical, spiritual, mental, and social qualities as reflected through effort and experience. The recognition that the body is the temple of God will lead to a unique respect for the physical being. The adopted physical education curriculum offers the guidelines for most activities and will be coupled with the instructor's knowledge of game rules and philosophies of cooperation, personal effort, and fair play.

ARTS AND MUSIC (BAND)

"The Author of all beauty, Himself a lover of the beautiful, provided to gratify in His children the love of beauty." Education, p. 41

"Sing unto the Lord, all the earth; show forth from day to day His salvation." 1 Chronicles 16:23

A curriculum without the study of and appreciation of the fine arts would be incomplete. Since God is the Originator of all music and art, we His children can see His nature a little more clearly by aesthetically appreciating His handiwork. These gifts, when used aright, can draw our thoughts towards heaven, give us strength to face daily living, and help us praise and honor God.

When instructors are available, NAS will offer Vocal, Instrumental, and Band instruction. Student assistance funds may be available to help with purchase or rental of instruments. Every effort will be made to produce 2 musical programs each school year, which will be conducted for constituent churches and the public. Student participation is required.

ACADEMIC INFORMATION

Standardized Testing

The Measure of Academic Progress (MAP) is a computerized adaptive **test** that helps teachers, parents, and administrators improve learning for all students and make informed decisions to promote a child's academic growth. There will be 3 testing windows. One in September, one in January, and one in April.

Grading System

Academic progress is reported on approximately a nine-week basis.

Grades for 1st and 2nd Grade are reported as: E = Excellent, S = Satisfactory, and N = Needs Improvement. The grading scale starting in 3rd Grade, that is used to report a student's progress is as follows:

Superior:	A+	100
	A	93-99
Above Average:	A-	90-92
	B+	87-89
	B	83-86
Average:	B-	80-82
	C+	77-79
	C	73-76
Below Average:	C-	70-72
	D+	67-69
	D	63-66
	D-	60-62
Failing:	F	Below 60

To calculate a student's grade point average (GPA), the letter grades are converted to a numeric system where F equals 0.0 points and A or A+ equals 4.0 points with .33 increments for pluses and minuses (For example, B+ = 3.33; B = 3.0; B- = 2.67).

Progress Reports & Parent/Teacher Conferences

Report cards are distributed approximately one week after the close of each marking period. At the close of the first and second marking periods, **parent-teacher conferences** will be scheduled. At the time of the conferences, parents may obtain an in-depth review of the grades and ask any relevant questions regarding the grading system used to evaluate a student's progress. Should a parent be unable to schedule a conference on the designated day, alternate arrangements may be made for a time suitable to both parent and teacher. The conference must be scheduled outside school hours. In addition to report cards, grades are posted on an ongoing basis, online in "Jupiter", <https://login.jupitered.com/login/> where parents and students can view grades at their discretion.

At any time of the year, a parent or teacher may request a conference for an issue that cannot wait until a regularly scheduled conference.

Homework

Homework is an important component of the instructional program of the school. It contributes to

the students' success at school by reinforcing and maintaining skills taught in the classroom, while helping students become independent learners. There will be occasional work assigned to be done entirely at home, ie: "homework". Class work not completed during school hours should be taken home, completed, and returned the following school day.

The attitude and responsibility parents and/or guardians assume in helping their children with homework assignments will have a positive or negative effect on the student's achievement in school.

Parents and/or guardians can help their children make the best use of time spent on home study by following these suggestions:

- Provide a comfortable, quiet, well-lighted place to do homework,
- Arrange an appropriate time for study,
- Minimize distractions, including telephone calls, television, music, Internet, visits, etc.,
- Take an active interest in what the child is doing,
- Encourage the child to do his/her best, but do not do the work for him/her,
- Confer with the teacher if the child needs special help,
- Make resource materials available,
- Give personal supervision where it is needed,
- Discuss with your child how to develop and carry out a study plan.

Incomplete Assignments – End of Marking Period

If a student fails to turn in an assignment, the student will receive a notice of missing work. Any course work not completed by the end of the marking period will receive a "0" or "F". Lost textbooks, outside meetings, or failure to get the assignments from the teacher are not valid excuses for turning in late assignments.

The School Board reserves the right to approve extension for unusual circumstances. A student who does not complete the work within the extension period granted by the School Board, will receive a zero for that work. The grade for the course will be re-computed and marked on the student's report card.

Textbooks

The textbook is an important curriculum tool in all schools. However, a good class is not based solely on the textbook. Rather, the teacher uses readings and other textbook resources as ingredients for student assignments, while adding other carefully selected materials. Instead of the textbook being the "final authority" on the concept being taught, it is one of many classroom resources.

In some subject areas, the Seventh-day Adventist Church invests funds to research and produce their own textbooks. However, in other areas, we have utilized some of the excellent textbooks already available in the general market. Before a school may purchase such books, the North American Division of Seventh-day Adventist Church Office of Education follows a very careful process of evaluating and recommending approved textbooks. Evaluators, including Adventist teachers and administrators, carefully study the books to determine their suitability. Textbooks with a pervasive philosophical approach counter to Adventist Christian teachings will not be approved.

However, even the best-approved textbooks sometimes contain inaccuracies, whether factual errors or differences of opinion on philosophical or religious issues. If the textbook your student is reading has such problems, the teacher will make every attempt to point out the errors or differences. This discussion will give your children the chance to think critically about important ideas as they further their education. As the textbook is seen as an ingredient of education, students will be taught to thoughtfully read the textbook under the careful guidance of the teacher. In this way, students will be better prepared to deal with challenges they may face concerning their belief system in the broader world.

Lost and Damaged Books

Textbooks are provided to each student on a loan basis. All books must be turned in to the teacher at the close of the school year. In the event a book or workbook should be lost, it will be the responsibility of the student to replace it and make up the work specified by the teacher. A charge will be made for the replacement of any book that is lost, damaged, or vandalized. Any fees associated with textbook damage or loss must be paid to NAS before a new textbook will be issued to the student. Failure to pay for the damaged or lost textbook may result in the end-of-year report card being withheld until payment is made.

Supplies

Students may not help themselves to school supplies or materials without permission. A supply list will be provided prior to the first day of school detailing what students need to bring for their respective grade levels.

Students are expected to furnish their own school supplies. At registration parents will be given 2 lists of supplies. One list will be items personal to the individual student and grade level. These items should be marked with the child's initials or name. The other list will be items to be used by all students. For example, glue: A family may be asked to supply 5 glue sticks which will be placed in a bin and any student needing glue will use from the bin.

Pictures/Graphics on school supplies, including lunch boxes and backpacks, should be of a character that does not conflict with good values. For example, school supplies with pictures of science fiction characters, characters associated with violence, or cartoons should not be brought to school.

Students are not permitted to take things off of or out of the teachers' desks, closets, or offices.

Computer Policy

Using a school computer is a privilege, and all use should demonstrate respect for God, for others, and for self.

- Northview Adventist School (NAS) is pleased to offer computer and Internet access to its students. The Internet is used for participation in curriculum projects developed by the teacher. The Internet is a powerful resource, able to expand the educational experience of each student. It enables students to explore thousands of libraries and databases or communicate with others throughout the world. To gain access to the Internet, all students must obtain parental permission and must sign and return the **Acceptable Use** form to their classroom teacher.
- It is true that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or offensive. We believe, however, that the benefits of information resources and opportunities for collaboration exceed any disadvantages. Therefore, NAS has chosen to make the Internet available to the students.
- Ultimately, parents and guardians are responsible for setting and conveying standards that their children should follow when using media and information services. NAS supports and respects each family's right to decide whether or not to apply for Internet access.
- As access is provided for research and communication, it will be granted to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on the school computer network just as they are elsewhere on the school campus. It is presumed that users will comply with school standards and will honor the agreements they have signed.
- Computer use will be limited to specific activities and assignments as given by the teacher(s). Students and teachers are encouraged to use the computers of NAS to improve learning and teaching through the successful educational practices, methods, and materials made available by computer usage. Guidance will be provided toward finding resources acceptable within the framework of the general school standards.
- The network is protected with software that restricts access to objectionable sites on the Internet and eliminates a vast majority of potential problem situations. If a student should find some way of bypassing this software and accessing inappropriate material, the school will not be liable, and the student will forfeit network privileges and possibly face other disciplinary and/or legal action.
- Using computers during school time is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. Based on the **Acceptable Use** guidelines, the system administrators will deem what is inappropriate use; their decision is final. The system administrators may deny a student the use of a school computer at any time.
- Should a student lose his/her computer privileges, he/she must find other sources or avenues to complete the required class work assignment(s). The loss of privileges may not be used as an excuse for not completing assigned class work.
- Network storage areas may be treated like school lockers. Administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that stored files will always be private.

- Any problem with a computer, monitor, printer, or programs running on the computer should immediately be reported to the teacher.
- When personal computing devices are issued to a student an added level of responsibility to care for the device is also acquired. Students are expected to follow all directions given by their teachers. Students will be responsible, at the School Board's discretion, for the replacement cost of lost or damaged devices.

Library Policy

Each student is welcome to check out books from our school library. Materials can only be taken off campus if a Library Use Form has been signed by the parents or guardians. Books are to be returned to the library return bin at any time during school hours. Students will be responsible for the replacement cost of lost or damaged materials checked out under their name.

As Seventh-day Adventist Christians, we have a responsibility to guard the avenues of the soul. This includes being careful in the materials we read. Students are allowed to bring "books" from home, BUT these items must be mission appropriate materials and should be pre-approved by the NAS staff before being out in the classroom. Not every parent wants their child exposed to every book. If staff is unfamiliar with an item and/or wishes to, they will take the item to the School Board for their decision. If a parent wants to question the decision of the Board or Staff, they are encouraged to set up a meeting to discuss this with the Board chair and teaching staff.

Field Trips

Field trips provide enrichment and valuable experiences for the educational program, and as such, are a required part of the curriculum. All field trips will be approved in advance by the Board. Written permission from the student's parent/guardian is required for students to participate in these educational trips.

Necessary medical coverage on passengers is required of all vehicles driven for school trips, and vehicles must meet all state safety and inspection regulations. Drivers must have vehicle information, proof of insurance (**min. \$100,000/\$300,000**) on file at the school, have completed Verified Volunteers online training, and have filled out approval forms with the NAS principal. Students will only be allowed to ride with family or approved drivers per Michigan SDA Conference Policy.

When instructed, students will wear the field trip uniform which is the field trip tee shirt and jeans.

When students are on a field trip which includes swimming, all persons (student and other family) should wear: For boys, NON-Speedo type swim trunks and consider, but is not required, wearing a swim shirt. For girls, a swimsuit which provides ample coverage of the midriff and bottom. Two-piece suits allowed only if top is long enough to cover stomach during most situations. Girls are encouraged to choose styles which include "board shorts" or skirt type bottoms.

Privacy

NAS manages student records in harmony with the guidelines of the Federal Rights and Privacy Act. The basic policies are summarized in the following paragraphs.

Enrolled students and parents/guardians of non-collegiate students under 19 years of age may inspect their official records upon request to school officials. The request must be granted within a period of 45 days from the time the request was made. Only the student, parent/guardian of non-college students under 19, school administrators, teachers, and others who have been determined to have legitimate educational interests may have access rights to an official student record.

Any eligible persons must submit in writing a request to review the records or to have the records released to another individual or agency. A copy of the request shall remain on file in the student's educational records. Information from educational records may be released to appropriate persons in connections with emergencies (i.e. protecting health/safety of a student or other persons).

NAS reserves the right to release information to authorized agencies or individuals, which includes the following: student's name, names of parents, address, telephone listing, date and place of birth, gender, participation in officially recognized activities, dates of attendance, and degrees and awards received. NAS will release or publish photos **only** with the written consent of the parent/guardian.

Additional information about policies and procedures pertaining to student records may be obtained by contacting the school administration.

PERSONAL APPEARANCE & DRESS CODE

Simplicity, appropriateness, and modesty describe the standards of dress for the students of Northview Adventist School (NAS). In order to foster an environment of equality, neatness, and positive attitude, NAS has adopted a uniform policy.

Students must be in uniform at all school functions unless directed otherwise by the teacher(s). (SEE Field Trips Section) Personal cleanliness and neatness in dress are expected of all students at NAS. Clothes should fit well and avoid a sloppy appearance. Students who have neglected to prepare properly for school may be sent home or be charged a small fee to borrow items from the office. Persistent neglect of personal hygiene and/or appearance may require review of the matter by the NAS Board.

Uniform Items

1. Pants (pleated or flat front): khaki or navy blue. Belts are recommended if there is any question of the pants slipping.
2. Skirts (girls only): khaki or navy blue. Must be at or below the kneecap.
3. Jumpers (girls only): a navy blue jumper with the school logo and a white or navy shirt under.
4. Shorts: khaki or navy blue. Must be longer lengths, such as "Bermuda" styles.

5. Shirts: navy blue, either short or long sleeve, monogrammed with school logo purchased through approved school supplier. Students are allowed, in cooler weather, to wear a long sleeved, white or navy blue, shirt under their uniform shirt.
6. Sweatshirt/Hoodie: navy blue, monogrammed with school logo purchased through approved school supplier.
7. Shoes: your choice of closed-toes (flip-flops are not permitted). Shoes must be worn at all times, unless instructed otherwise by the teacher. All shoes must securely fasten, and sandals must have a heel strap. Tennis/sports shoes will be required for gym class and recess. In the winter when boots are necessary, a pair of shoes needs to be provided so the students can change out of their boots as necessary. Also, during wet weather, consider sending a pair of shoes or boots specifically for playing outside and then changed so muddy items are not worn in the classroom.
8. Hair (boys only): on the side must be no longer than the bottom of the ear lobe, and in back no longer than the base of a buttoned dress shirt's collar.
9. Hair (boys and girls): only natural hair colors allowed.
10. NAS Board dictates by majority vote the colors and logos of the official school uniform. They will make every effort if/when possible changes occur to make transitions between styles smooth, with the least economic impact on families that they possibly can.

Inappropriate Dress for Boys and Girls:

- Pants that drag on the floor,
- Any non-uniform shirt,
- Sweatpants (unless otherwise directed by the teacher),
- Extravagant, tight-fitting, low-cut, baggy or conspicuous clothing,
- Clothes imprinted with symbols or words that promote productions or lifestyles in opposition to school standards,
- Hats and outdoor coats/jackets in the classroom,
- Noticeable make-up; color/tinted nail polish,
- Jewelry (bracelets, earrings, necklaces and rings).

Note: Proper dress code for field trips which include swimming is covered in the Field Trips Section.

STUDENT CODE OF CONDUCT

The Christian life is one of control – not merely self-control, but Christ-control! True joy is found in submitting to Him and taking His “yoke” (Matthew 11:23-30). It is by outward control that we learn self-control. By submitting to the authority of the home, school, and church, we learn to yield to Christ. Each student’s conduct should be brought into harmony with the principles of God’s Word.

At NAS we realize that, while the Scriptures do not provide specific teaching regarding all social practices, they do advocate self-restraint in areas harmful or offensive to self or others.

It is not our attempt to provide a long list of things that a student cannot do, however, some areas demand attention. Schools require a higher level of courtesy than many people exercise in ordinary public space. Everyone in the classroom is there for the purpose of learning, and no one should be able to deprive another person of the chance to learn. Expressions of rudeness and even of carelessness degrade the high purpose of learning that should be paramount in a school setting.

All regulations adopted by the faculty or school board and announced to the students have the same force as those published in this handbook.

Note: The School Board has designated that the principal and teachers are responsible for the interpretation and enforcement of school rules and regulations.

Expectations of the Student

- To support and maintain the standards of the school as outlined in the handbook,
- To respect, obey, and display Christian courtesy toward all teachers, school personnel, and fellow classmates,
- To practice the principles of Christian morals, ethics, fair play and courtesy in all school relationships, and to abstain from all forms of rough or uncouth behavior,
- To care for all school properties as belonging first to God and His church, then to school staff, with all students replacing or repairing any property they have damaged, soiled, or rendered less than when they contacted it,
- To practice the principles of healthful living and recreation as taught and practiced in the Seventh-day Adventist church, such as refraining from bringing caffeinated beverages to school and mimicking “killing” games,
- To dress in a modest, healthful manner,
- To cultivate reading, media viewing, and music-listening habits that are consistent with true education,
- To participate in weekly chapels, Bible labs, and other witnessing activities.

Safety Guidelines

Safety is extremely important. The following guidelines promote a safe learning environment for NAS students and staff. Students are asked to **refrain** from the following activities:

- Tampering with fire alarms, extinguishers, thermostats, and other safety equipment,
- Pushing, shoving, hitting, wrestling, or any unwelcome contact with anyone,
- Playing in the parking lot before or after school,
- Riding bicycles on school property during school hours, (Bicycles are to be parked at the bike rack as soon as the student arrives on school property.)
- Throwing rocks, gravel, or other objects,
- Climbing the flagpole, trees, and especially no hanging from the basketball nets, rims or other gym structures,
- “Playing ball” around the playground structures so that younger children can play in these areas without the danger of being struck,
- Sliding on the slide any other way than on your bottom,
- Standing on or jumping from the swings,
- Bringing skate/snowboards, rollerblades/skates or hardballs to school,
- Bringing pets to school without the express permission of the teacher and/or principal.

At-Risk Behavior

The staff and administration at NAS hold deep concern and love for all students and wish to do everything possible to protect them from life-threatening behavior. This is accomplished in two ways: first, by educating the students and parents about the perils of potentially harmful behavior; and second, by making certain the campus is free from the negative influence of this behavior. The school board will review any reports of at-risk behavior.

At-risk behavior includes, but is not limited to, the following:

- Undermining the religious ideals of the school,
- Willful damage or destruction of the school’s or another’s property,
- Using or possessing tobacco, alcoholic beverages, drugs, or narcotics in any form, or medication without **written** parental permission,
- Cheating, stealing, lying or dishonesty of any kind,
- Bringing or using firearms, explosives (firecrackers, caps, etc.), or potentially harmful instruments (knives, martial arts weapons, sharp/pointed objects, any object which can be swung, etc.)
- Violating the school dress standards,
- Possessing potential gambling devices such as playing cards, etc.

- Bringing toys, games, electronic devices, sports cards, or any other item geared to divert attention from class activities and learning (unless permission has been granted prior to the item coming to school)
- Bringing reading material to school which hasn't been prescribed or isn't associated with school assignments such as comic books, popular entertainment magazines, game books, etc., (The teachers' word is final.)
- Showing disrespect or insubordination toward any staff member, classmate, or any other human,
- Truancy,
- Forgery/plagiarism
- Swearing, language that is demeaning to others, and use of slang or phrasing interpreted by the teacher or principal to be distasteful or unnecessary
- Inciting and/or contributing to the disruption of a school program
- Discussing movies and TV programs that the teacher or principal find objectionable
- Indulging in lewd conduct, possessing obscene material, or improper conduct involving persons of the same or opposite sex, (No Personal Demonstrative Acts or Public Display of Affection involving another student will be tolerated.)
- Committing any act that injures, degrades, or disgraces a fellow student.

Bullying

It is the policy of Northview Adventist School (NAS) to maintain a safe learning and work environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner and demonstrate a level of respect and dignity towards others. Thus, a student or group of students must not participate in, or allow, any act of physical, verbal, cyber, social exclusion, or subtle forms of bullying. All students must adhere to the following four anti-bullying rules:

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

By definition, bullying is an intentional pattern of harmful behavior initiated by one or more students and directed toward another student. For our purposes, it takes place in the school, on school property, or on school field trips. Some examples of bullying behavior include, but are not limited to:

- *Physical* – hitting, kicking, pushing, punching, tripping, poking, taking things, throwing things at people, slapping, choking, shooting rubber bands, biting, and scratching,
- *Mental* – threatening, making accusations, talking about someone else, teasing, arguing, laughing at people, and being mean,
- *Verbal* – name calling, making fun of someone, saying that you hate someone, telling others that you hate someone, and telling people not to like someone.

Incidents of bullying behavior will be addressed through the following interventions:

1. The bullying behavior will be stopped,
2. Support will be given to the student who has been bullied,
3. A staff member will address the student who has demonstrated bullying behavior by identifying the specific bullying behavior and referring to the four anti-bullying rules,
4. Bystanders to the incident will be affirmed if they were supportive to the student who was bullied, or advised and empowered to intervene in the future,
5. Immediate and appropriate consequences will be imposed for the student(s) who bullied,
6. Steps will be taken to ensure that the victim will be protected from future bullying incidents.

All bullying incidents and violations will be documented and tracked by school personnel.

Sexual Harassment

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal, physical, or cyber conduct or contact that by design or innuendo, is sexual in nature. This kind of behavior interferes with an individual's ability to perform work or school assignments due to the intimidating and hostile environment that is created. Incidents of sexual harassment occurring on school property or at off-campus school sponsored events are to be reported to the supervising teacher and administrator. As far as possible, every effort will be made to protect student identity, anonymity, and confidentiality. These incidents will result in disciplinary action.

Additional Safety Guidelines

Additional safety guidelines may be determined according to need or common sense. Michigan law allows for teachers to search lockers if dangerous, disallowed, or illegal substances are, with cause, believed to be on campus. NAS students can be asked to voluntarily open lockers for inspection, but all locks are registered with principal if student assistance is not forthcoming. On issues related to search on-person, NAS reserves the right to detain a student in a classroom by a same-sex teacher until a parent can be notified and arrives at school. Thereafter, under approved parental supervision, appropriate inspection of suspected students' pockets, purses, or person can take place.

CHILD PROTECTION & ADVOCACY

In accordance with the Michigan Conference of Seventh-day Adventist Office of Education policy and Michigan state law, school staff are required to report to proper authorities the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school is prohibited from contacting parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal activities. If reasonable suspicion exists, school personnel are mandated reporters. Suspected cases are to be reported, without investigation, based on visual evidence, child report, or third party report. Guidelines adopted by the Michigan Conference Office of Education will be followed.

DISCIPLINARY PROCEDURES

“Students, cooperate with your teacher. As you do this, you give them hope and courage, and at the same time you are helping yourselves to advance. They will appreciate every effort made by you to cooperate with their work.” Counsels to Parents, Teachers and Students, p. 553

While discipline is positive mental, physical, and moral training, there may sometimes be an element of correction as part of the discipline process. Our goal is to develop self-disciplined individuals who will exemplify Christ in their conduct and lifestyle.

The basis for corrective discipline at NAS is found in Galatians 6:1 (NKJV).

“Brethren, if a man is overtaken in any fault, you who are spiritual, restore such a one in a spirit of gentleness, considering yourself lest you also be tempted.”

Restoration is the purpose of discipline; it is not just application of punitive measures.

We hope to accomplish the following through our use of discipline:

- Help students strive to develop a lifestyle pleasing to our Lord,
- Encourage a positive response to authority,
- Apply Biblical principles to daily problems,
- Protect and build respect for the personal rights and property of fellow students, adults, and organizations,
- Help students accept responsibility for their words, actions, and attitudes,
- Encourage complete honesty,
- Avoid behavior which may tempt a weaker brother,
- Assist the home as its extension in providing standards that would support the Biblical instruction therein provided.

Teachers will establish rules concerning general student behavior that will contribute to positive learning experiences in their classrooms. Cheating, lack of courtesy, incomplete homework, violation of any of the behavioral guidelines, tardiness, or other offenses will normally be handled by the individual classroom teacher.

If a serious violation occurs, a note (commonly called a pink slip) describing the violation and disciplinary action taken will be given to parents within 36 hours of the close of the school day when the incident occurred. The note will include a request for the parent/guardian(s) to sign and return this written acknowledgment of the action. Families are encouraged to keep a copy for their own reference/records. Upon return, the signed copy will be placed in the student’s file.

Recurrent and major violations, as listed in the at-risk behavior, bullying, and sexual harassment sections of the Student Code of Conduct will be referred to the administrator. Discipline procedures are as follows:

Probation

Probation gives a student an opportunity to correct a problem.

At 2 “pink slips” a preliminary conference with the teacher, administration (principal and/or School Board chairman), parents, and student will occur. At 3 “pink slips” another conference will occur, and probationary steps begin.

Notification of Probation

A conference will be held including parent, teacher(s), and/or administrator to give notification and explanation of the probation. A letter explaining the probation, or behavior plan, and making suggestions for parental and student action is sent to the parents after the conference.

Limitations of Activities

A student on probation may have privileges suspended as deemed appropriate by the teacher or administration.

Length of Probation

Probation is for four (4) weeks. It begins immediately after the conference. If the situation that is being worked on continues to deteriorate during the probationary period, the probationary period will end, and suspension will take place.

Evaluation at the End of the Probationary Period

If a student demonstrates satisfactory progress during the probationary period, he/she is removed from probation and restored to full status upon recommendation of his/her teacher(s) and school administrator. Parents will be notified at a conference, which will be held with the Administrator.

If the administrator and teacher(s) do not feel that the student has made sufficient improvement during the probationary period, the student will be brought before the school board for further review. Parents will be notified about this action at a conference with the administrator.

If a student ends the school year on probation and had adequate time to clear the probation and return to full status, but didn't, they will not be eligible to return for one full semester and must have followed all the enrollment steps for non-concurrent students.

Suspension

Suspension is a time period during which the student is not allowed to attend classes due to a major violation of school rules.

In-School Suspension

The student is required to attend school but works on a specific project in the office or library for the day. During an “in-school” suspension, regular class work is required to be completed and turned in.

Out-of-School Suspension

For more serious violations, students will be required to serve an out-of-school suspension. The administrator will determine the length of suspension.

All other requirements listed under probation and In-School suspension also apply to Out-of-School suspension.

Expulsion

“The Savior’s rule, “Do to others as you would have them do to you” (Luke 6:31, NRSV), should be the rule of all who undertake the training of children and youth. They are the younger members of the Lord’s family, heirs with us of the grace of life. Christ’s rule should be sacredly observed toward the slowest of comprehension, the youngest, the most blundering, and even toward the erring and rebellious.

This rule will lead teachers to avoid, so far as possible, making public the faults or errors of students. They will seek to avoid giving reproof or punishment in the presence of others. They will not expel students until every effort has been put forth for their reformation. But when it becomes evident that a student is receiving no personal benefit, that defiance or disregard of authority is tending to overthrow the government of the school, and that his or her influence is contaminating others, then expulsion becomes a necessity. Yet with many the disgrace of public expulsion would lead to utter recklessness and ruin. In most cases when removal is unavoidable, the matter need not be made public. By counsel and cooperation with the parents, let the teacher privately arrange for the student’s withdrawal.” - True Education, p. 293

Examples of situations that could lead to expulsion are listed in the Student Code of Conduct section of this handbook. Students may be expelled from NAS when, in the opinion of the Administrator or the School Board, it is in the best interest of the school for them to be expelled.

Re-Admission to School Following Expulsion

Once a student is expelled, he/she may not re-apply for admission for one semester. Permission to re-apply will be at the discretion of the administrator and must include information that there has been a significant change in attitude and behavior on the part of the student. At that point, the student will go through the same channels for admission as a new student (interviews with teacher, letters of recommendation, etc.) plus, he/she will have an interview with the School Board. If the student is accepted for re-admission to the school, he/she will re-enter under a probationary status that will be defined to both the student and the parents at a conference and in writing.

Record Keeping

All facts of Health and Safety Code violations, Code of Conduct violations, and such items will be recorded for each student. This record will include all information on suspensions and expulsions. Such records could be expunged upon the review of the School Board.

GRIEVANCE POLICY: PARENT/TEACHER CONCERN PROCEDURES

On occasion problems may arise between parents and teachers. In the interest of preserving unity and harmony among the members of the school family and promoting an effective teaching/learning environment for the students, the following grievance policy, based on the principles found in Matthew 18, has been adopted by the school board.

Step One:

The parent(s) should first talk with the teacher or principal involved, attempting to find resolution.

- Parents are invited to share their concerns, observations, questions, suggestions or objections,
- It would be helpful if both parties keep a brief written summary of this initial meeting,
- When following the Golden Rule, most problems will be resolved at this stage.

Step Two:

If the problem is not resolved, the matter needs to be discussed again by the concerned party, the person who the concern is about, and a third party. This additional person may be the principal (unless the initial concern was with the principal), the school board chair, one of the pastors of a constituent church, or head elders. This additional person shall:

- Set up a meeting time and place that is convenient for all,
- Chair the meeting,
- Write a brief written summary of the meeting.

Step Three:

If the problem is not resolved, the school board chair will convene a formal meeting of either the school board's executive committee or full school board. When such a meeting takes place, the Conference Superintendent of Schools will be informed of the potential problem.

Step Four:

Typically, the school board's decision will be considered final. However, if the problem is not resolved, the parent may choose to contact the Conference Superintendent of Schools. The Conference retains the privilege of serving, first as mediators, and if mutual satisfaction is not arrived at, as final arbiters.

While it is best to deal with the issue on a one-on-one individual basis, the party with the grievance may choose to include another person (such as a church elder, pastor, or personal friend) in the first step or at any stage of this grievance procedure. Discussing the issue with those not directly involved, however, at any stage of these proceedings, is inappropriate and can only make finding a solution that much more difficult.

It is expected that consultations will conclude with a mutually acceptable plan to resolve the conflict.

All meetings with the teacher(s) and/or principal will be by appointment only.

EMERGENCIES

In case of serious emergencies due to accident, sickness, or otherwise, the school will attempt to contact the parent or guardian of the child involved. If the parent/guardian cannot be contacted, an attempt will be made to call other emergency numbers designated by the parent/guardian at registration.

If, in the judgment of the staff, life threatening medical attention is necessary, a member of the staff will call 911 or take the child to receive medical aid. If the child is taken to the emergency room, neither the school nor any staff member assumes any financial obligation for the care and/or treatment by a doctor, hospital, or ambulance. In all cases, parents will also be called.

At registration, each parent/guardian must complete an emergency medical release with the name, address, and telephone number of the child's physician/office. This gives the school permission, if needed, to take the student to the nearest emergency medical facility. Please be assured, your child will be carefully monitored and comforted. The school will complete an accident form that will be kept in your child's file at the school and a copy given to the parent/guardian.

In case of disasters, such as a violent storm, the children will either remain in school or relocate to a location that is advised by the authorities. If forced to relocate, parents will be notified of their child's new location.

HOME & SCHOOL ASSOCIATION

The Home and School Association has a definite and important purpose. Its aim is to serve every home represented in the churches and school and to foster a congenial relationship between the family and the school. Further, it is concerned with everyone in the home, not just the students. Anyone from one of our constituent churches is welcome to participate. Due to Michigan SDA Conference Policy, all Home and School adult helpers/volunteers that will have direct contact with students, must complete the Verified Volunteers online training at <https://www.ncsrisk.org/adventist/> and provide proof of completion to the Home and School leader.

Objectives

- To unify various activities of the home and school,
- To provide means for spiritual, mental, social, and physical growth,
- To select room mothers/fathers who will assist in social activities in each classroom,
- To give leadership to fund-raising activities that provide special equipment for the school,
- To provide a forum for discussion of problems of the home and/or school where improvements should/may be made,
- To provide parenting guidance, in the form of handouts, suggested resources, and/or programs so that our families truly might be a taste of heaven, a place where Jesus and the angels want to dwell.

The Home and School Association includes the faculty, students, parents, sponsors, and other persons interested in the objectives of the organization. More information about Northview's Home and School Association may be found on our school website or by contacting the school directly.

VOLUNTEERING

VOLUNTEERISM – the Backbone of the Northview Adventist School – Success Story!!!

It is a known fact that the amount of money paid in tuition does not cover the real cost of the education offered. (Thanks to the generous support of the constituent SDA church's, we are able to meet and maintain our financial needs.) Likewise, our paid professional staff alone cannot adequately meet the needs of providing our students a top-notch education, learning environment, and the opportunities that we so greatly desire them to experience. The one factor that puts us "over the top" in the quality of the program we offer is our volunteers. For us to reach our lofty standards, our school needs "all hands on board" involvement along the lines that "it takes a village to raise a child," and "many hands make light work." While there will be some non-family volunteers helping in various aspects of our students' education and activities, in order to provide top notch programs, we also need the parent(s)/guardian(s) to volunteer and believe that parents will want to for a number of reasons:

1) The Biblical text says, "Where your treasure is, there will your heart be also" (Matt. 6:21). We believe that your children are treasures that God has entrusted to you, and as such, your heart will want the best Christian education available for them. We believe in order to make this possible, you will count it a privilege to invest your skills, talents, time, energy and work, along with others, to help make this happen.

2) It is widely understood, and research based that parents who personally get involved in their child(ren)'s education see much better results in their performance than those without parental involvement and/or investment.

3) Parents, working together with their child(ren), will strengthen the parental-child bond in ways that would be impossible without parental involvement.

4) Lastly, it is true... "it is more blessed to give than receive!!!"

THEREFORE, NAS is encouraging all parents to join in supporting the school by donating a suggested minimum of 10 hrs. of their time, service, etc. each semester in any, if not all, of the following availabilities (but not limited to):

Driving and chaperoning on field trips or off-campus functions, doing yardwork, snow shoveling sidewalks, coming in to work at our scheduled work bees, or helping in various Home & School events (LOOK for Sign-Up sheets).

Please note: Opportunities to sign up for volunteering will be provided during registration and at school functions/events throughout the year. We look forward to volunteering together with you to give y/our children the best educational opportunities possible. Thank you, in advance, for your volunteerism!!!

THE SCHOOL BOARD

The school board encourages the parents to cooperate fully with the staff and board so that the school can fulfill its objectives for Christian education and so that it might be a source of strength to the church. The board is willing to hear legitimate complaints from a parent concerning the school or a teacher, provided an earnest effort has been made previously by the parent to follow the steps outlined in the Grievance Policy section of the handbook.

Policy for Open School Board Meetings

Parents and other interested church members are invited to attend and observe the procedures of the school board meetings. To insure orderliness and harmony the following guidelines have been established. Please check with the Principal/Teacher for times and dates.

- Matters involving actions on student discipline and personnel will be discussed only in executive sessions.
- Observers may not interrupt the regular proceedings of the meetings.
- Opportunity for comments by observers may be given during each meeting. Each person may have up to 5 minutes for comments.
- Interested persons who wish to address the board, for more than the 5-minute comment time, *must arrange with either the chairperson or principal before the meeting.*
- Those who wish to address the board on matters involving school personnel, school accounts or disciplinary actions must do so by submitting a *written* statement. This request will be considered by the board in executive session.
- Concerned parents are encouraged to share their concerns with their school board representatives.

POLICY CHANGES & ADDITIONS

The School Board reserves the right to make changes or additions to this handbook. Any policy adopted by the School Board and publicly announced is in effect as though published in this handbook. Parents/guardians of students will be notified in writing of any changes to this handbook.