

Adventist Christian School



Student Handbook

Adventist Christian School

612 23rd Avenue
Greeley, CO 80634

School Office, Fax: (970) 353-2770

**Educating Grades K-8
In Greeley For Over 90 Years**



Grades K-2 School Hours
Monday-Thursday 8:15-3:15

Grades 3-8 School Hours
Monday-Thursday 8:15-4:15

Staff Team Members

Kindergarten
Grades 1-2
Grades 3-5
Grades 6-8
Principal

Candice Welty
Rachelle Alves
Gayla Groeneweg
Jerry Groeneweg
Jerry Groeneweg

Adventist Christian School
Student Handbook

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I. Mission and Framework

Mission Statement

The mission of Adventist Christian School is to empower the young people in the Greeley community for excellence in holistic Christ-centered service. A holistic education focuses on mental, spiritual, physical, and social growth. This educational program is a cooperative endeavor of the school, home, and church. The primary function of Adventist Christian School is to help young people find a saving relationship with Jesus Christ. No religious affiliation is required of any student upon entering Adventist Christian School. Any boy or girl who desires a character-building education, upholds the school's standards, and complies with the school's regulations, will be admitted.

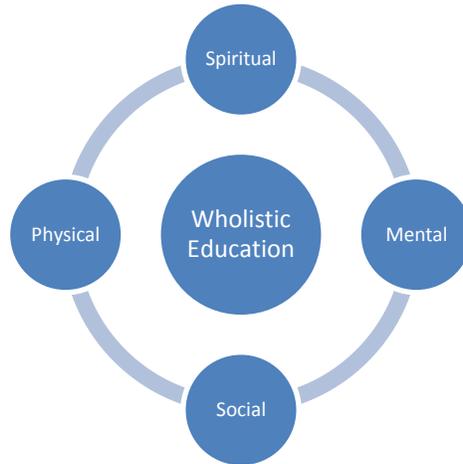
The primary purpose of our school is to prepare young people to:

- A. Obtain the knowledge and skills to succeed at the secondary level of their education.
- B. Think creatively and not merely reflect the thoughts of others.
- C. Function effectively as Christians by being committed to service in a secular world.
- D. Develop attitudes of love and respect toward the Bible as the inspired Word of God.

In support of this purpose we are committed to:

- ◆ Creating a positive, caring environment where Christian love and virtue are taught by instruction and example.
- ◆ Providing a climate for young people characterized by quality instruction, high expectations, and a respect for academic excellence.
- ◆ Integrating Bible principles and values throughout the curriculum and providing regular opportunities for Christian service.
- ◆ Respecting young people as unique individuals and challenging each child spiritually, mentally, physically, and socially.
- ◆ Assisting young people in accepting responsibility for their own learning and actions.
- ◆ Promoting a stimulating environment for the development of curious, joyful, lifelong learners.
- ◆ Maintaining close contact with parents, area churches, and the community.

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Spiritual

Psalm 51:10

Create in me a pure heart, O God, and renew a steadfast spirit within me.

I Corinthians 2:12

We have not received the spirit of the world but the Spirit who is from God, that we may understand what God has freely given us. This is what we speak, not in words taught us by human wisdom but in words taught by the Spirit, expressing spiritual truths in spiritual words. The man without the Spirit does not accept the things that come from the Spirit of God, for they are foolishness to him, and he cannot understand them, because they are spiritually discerned. The spiritual man makes judgment about all things, but he himself is not subject to any man's judgment: "For who has known the mind of the Lord that he may instruct him?" But we have the mind of Christ.

Galatians 5:13, 22, 25

You, my brothers, were called to be free. But do not use your freedom to indulge the sinful nature; rather, serve one another in love. But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law. Since we live by the Spirit, let us keep in step with the Spirit.

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Mental

Proverbs 3:5

Trust in the Lord with all your heart and lean not on your own understanding; in all your ways acknowledge him, and he will make your paths straight. In all your ways acknowledge him, and he will make your paths straight. Do not be wise in your own eyes; fear the Lord and shun evil. This will bring health to your body and nourishment to your bones.

Proverbs 4:1

Listen, my sons, to a father's instruction; pay attention and gain understanding. I give you sound learning, so do not forsake my teaching. When I was a boy in my father's house, still tender, and an only child of my mother, he taught me and said, "Lay hold of my words with all your heart; keep my commands and you will live. Get wisdom, get understanding; do not forget my words or swerve from them. Do not forsake wisdom, and she will protect you; love her, and she will watch over you. Wisdom is supreme; therefore get wisdom. Though it cost all you have, get understanding. Esteem her, and she will exalt you; embrace her, and she will honor you. She will set a garland of grace on your head and present you with a crown of splendor." Listen, my son, accept what I say, and the years of your life will be many. I guide you in the way of wisdom and lead you along straight paths. When you walk, your steps will not be hampered; when you run, you will not stumble. Hold on to instruction, do not let it go; guard it well, for it is your life.

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Social

John 13:34-35

“A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another.”

I Thessalonians 5:6-15

Therefore encourage one another and build each other up, just as in fact you are doing. Now we ask you, brothers, to respect those who work hard among you, who are over you in the Lord and who admonish you. Hold them in the highest regard in love because of their work. Live in peace with each other. And we urge you, brothers, warn those who are idle, encourage the timid, help the weak, be patient with everyone. Make sure that nobody pays back wrong for wrong, but always try to be kind to each other and to everyone else.

Matthew 25:40

The King will reply, ‘I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me.’

I John 4:20

If anyone says, “I love God,” yet hates his brother, he is a liar. For anyone who does not love his brother, whom he has seen, cannot love God, whom he has not seen.

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Physical

III John 1:2

Dear friend, I pray that you may enjoy good health and that all my go well with you, even as your soul is getting along well.

Psalms 28:7

The Lord is the strength and my shield; my shield; my heart trusts in him, and I am helped. My heart leaps for joy and I will give thanks to him in song.

Deuteronomy 7:15

The Lord will keep you free from every disease.

I Chronicles 29:12

Wealth and honor come from you; you are the ruler of all things. In your hands are strength and power to exalt and give strength to all.



Christian Education

We believe the Bible is the most important textbook used in our school. Therefore, formal Bible training will be part of every school day schedule to encourage personal and spiritual growth. Children will also spend a portion of each day in class devotions. Devotions will be a time of sharing God's Word, as well as personal ministry and worship. We believe the emphasis placed on spiritual health will give students strength and stability on a daily basis. We encourage you to pray for your child's teacher and class every day. Each child's needs (academic, social, spiritual, physical, or personal) receive the daily ministry of prayer from the staff at Adventist Christian School.

Your children are involved in prayer from the beginning of their day in classroom devotions and through their day as they interact with one another. In addition, students at Adventist Christian School participate in additional ministry-oriented activities, such as singing at area Seventh-day Adventist Churches, volunteering for service projects, sharing prayer buddies, completing prayer journals, visiting nursing homes and shut-ins' homes, participating in weeks of prayer, attending weekly chapels, memorizing Bible verses, and more. Some of these activities may be required, when the activity is graded for a particular subject.

School History

In 1916, the Greeley Seventh-day Adventist Church started the first Greeley SDA School in a small frame house on 16th Avenue and 4th Street. The students carried their drinking water in a pail from a well near the school. The playground equipment was a hay stack on which the students enjoyed playing. In 1924, the church rebuilt on 9th Street and 13th Avenue, so the school met in the basement until the church was sold. Then, the students met in two different houses before property was purchased on 23rd Avenue on 8th Street; the school's current location. In 1946, a quonset building with two classrooms was erected on the property. Sixty-eight students were enrolled that year. In 1967, a brick building with two classrooms and a gymnasium was built, and the quonset building was removed. Fifty-eight students were enrolled that year. Since then, two additional classrooms have been added, as well as a Community Services addition onto the back of the gymnasium. The school, now called Adventist Christian School, has educated students in grades one through eight for over ninety years, and at times has also offered kindergarten, preschool, and ninth grade. Enrollment in grades one through eight has ranged from the teens to the high sixties composed of students from the church and the community. Presently, one of our students, Destaney Bohlender, is the *fifth* generation in her family to attend Adventist Christian School; in fact, her Great-Great-Uncle was a 1922 graduate; the first graduating class of Greeley SDA School.

Accreditation

The school is accredited by the National Council for Private School Accreditation, the Board of Regents of the General Conference of Seventh-Day Adventists, and the Mid-America Union Conference of SDA.

Home and School Association

An active Home and School Association is vital to the successful operation of the school. The purpose of the Home and School Association is to provide support for the school, its students, and their parents. Many avenues of communication between the home, school, parent, teacher, and the church are available. All parents are invited to attend the programs and to take part in the activities of Adventist Christian School and of the Association.

1. Social and Civic Activities
2. Informative programs and classes
3. Open House and picnics
4. Fund-raising projects for the school and classrooms

School Operating Committee

Our school is guided on the local level by an elected School Operating Committee. At present, members are elected by (and primarily of) our constituent church, the Greeley Seventh-day Adventist Church, and include a chairman, treasurer, secretary (school principal), Pastor, Home and School Leader, and three additional members at large, and a representative from each additional Greeley area Seventh-day Adventist Churches. Members of the School Operating Committee direct the policies for the school under the general direction of the Superintendent of Education of the Rocky Mountain Conference of Seventh-day Adventists.

The Committee meets monthly, unless otherwise decided, and is open for all constituent members and parents to attend, unless it is in executive session. Items that parents wish to have discussed should be presented to the principal and chairman at least one week prior to the meeting. If your request involves a parent concern, please make sure you have followed the outlined steps of our grievance policy prior to bringing the concern to the School Operating Committee.

Volunteer Opportunities

Parent participation at our school is essential to complete the educational experience. Each family is invited to give of their time in involvement to help the school through many opportunities; though such action is not required. Parent involvement is at the very heart of a Christian school. A strong partnership between school and family creates a healthy, well-rounded educational experience for our children. We appreciate the energy and dedication of all the members of our school family. Please check with your child's teacher for volunteer opportunities. For information concerning volunteer requirements, please see section titled "Volunteer Requirements."



II. Academics

Curriculum

The curriculum at all levels reflects the philosophy and objectives of Christian education. It was chosen to be in harmony with the ideas expressed in our mission statement. The textbooks and course material used throughout the school are in compliance with the recommendation of the General Conference of Seventh-day Adventists, Office of Education. This is the central coordinating office for all schools operated by the Seventh-day Adventist Church throughout the world.

Programs offered at Adventist Christian School include instruction in the academic areas of math, language arts (reading, writing, grammar, phonics, handwriting, and spelling), science, social studies, Bible, physical education, music, Spanish, and art. All classes are taught with the objective of developing character, witness and service abilities, physical and social skills, and career and work responsibility.

P.E. Programs

Physical education is an essential part of a healthy lifestyle. Adventist Christian School teaches P.E. classes on campus, and at times may participate in off-campus P.E. field trips, such as gymnastics, swimming, and ice skating. In most cases, these off-campus trips are required (if they take place during school hours) and will be a part of your child's P.E. grade. At times, these trips will call for additional fees, so please read the school newsletters closely in order to make minor financial plans and occasional schedule adjustments. If a student does not participate in the required event, his/her grade may suffer, and the school is not required to provide alternative supervision.

Music Classes

Adventist Christian School students participate in music classes weekly. Classes may include music theory, vocal exercises, rhythm studies, choir, drama, musicals, hand-chimes, band, and recorders. Classroom music instruction is taught at all grade levels, providing instruction in choir for grades K-3; recorders and choir for grades 4-6; and band, choir, and hand-chimes for grades 5-8. All school music organizations have performances outside of school hours. The success of each group depends on all members; therefore, all performances are required. Performance dates are announced in advance so that family plans do not conflict with school appointments. Most performance dates fall on weekends or evenings. Adventist Christian School welcomes the opportunity to have individual music lessons offered at school, such as guitar or flute lessons, for example. If your child enrolls in private music lessons, additional financial obligations may be required, and fees must be paid directly to the private music instructor.

Grade Report to Parents

At most times, report cards are issued within one week following the close of each quarter. These reports should be examined carefully by the parents, both for scholarship and for conduct. Students in kindergarten, first, and second grades will receive Satisfactory (S) and Unsatisfactory (U) grades. Grades three through eight will receive letter grades.

Grades are based on the following percentages:

A= 90-100%

B= 80-89%

C=70-79%

D= 60-69%

F=0-59%

Parents and students should keep in mind that missing assignments are entered as a zero, unless special arrangements have been made with the teacher.

Testing and Evaluation

The Iowa Test of Basic Skills is given to all students in grades three through eight in the fall. These tests are used as one of many tools used to assess the strengths and weaknesses of the individual student; however, our school does not “teach” to these tests. Parents can help student performance by providing healthy meals and encouraging adequate sleep. A report of the testing results will be given to parents as soon as the evaluation is received.

Weekend School Events

As part of our school program, weeknight or weekend school events are scheduled. At times, an event may count as an official school day. Examples of these events may include open-school night, science shows, portfolio night, Fall Festival, school programs, or singing at area Seventh-day Adventist Churches. Please read newsletters closely and mark your calendars in advance in order to attend these enjoyable events. Required weeknight or weekend events are kept to a minimum, though a few may be scheduled each year in order to support a well-rounded, successful school year. If an event is counted as a school day, attendance is taken, and students’ grades may be affected.

Field Trips

Each class is encouraged to take a number of field trips each year. Field trips are scheduled as a vital part of the school curriculum. In some instances, a fee may be necessary to cover expenses, payable by the parent/guardian. Field trip fees are kept to a minimum as much as possible. Written parental permission will be required for these trips. Should a parent not grant permission for the child to attend the field trip, the student will be asked to stay at home or will be sent to another classroom if possible, and may be asked to complete a comparable assignment.

Back To School Night

Parents are required to attend the Back To School Night which is scheduled at the beginning of the school year. This meeting provides highly-important information on how parents, teachers, and students can work together. Teacher goals and expectations are shared, and parents are given opportunities to share questions.

School T-Shirts

To promote school spirit and unity, our school has T-Shirts, Hooded Sweatshirts, and Polo Shirts available in grey, dark red and dark green. These articles have the school logo

embroidered on the front left side. Sizes are available for all ages. At times, students are asked to wear school shirts on a certain day of the week or on school activities such as field trips or school programs. The cost for these garments is not included in tuition; parents will pay a small additional fee when ordering.



III. Administrative Principles

SCHOOL HOURS

Grades K-2 8:15 a.m. - 3:15 p.m. Monday - Thursday

Grades 3-8 8:15 a.m. - 4:15 p.m. Monday-Thursday

Students are expected to arrive no earlier than 8:00 a.m., unless arrangements are made with the teacher, and leave promptly upon school dismissal. Afterschool supervision may be provided for students in grades K-2 from 3:15 to 4:15, at no extra charge, and is open only to those who have siblings (defined as living under the same roof, not just "carpooling") in grades 3-8.

Admission Policies

Adventist Christian School accepts students who are in agreement with its purposes and objectives and are willing to live in harmony with its principles.

1. It is the policy of the Seventh-day Adventist Church in all its church-operated schools in the United States to admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or available to students at its school, and make no discrimination on the basis of race, color, national scholarship, or loan program, and athletic or extracurricular programs.
2. No child will be permitted to enter first grade unless he or she is at least six years of age by August 1 (or five for kindergarten); however, Adventist Christian School recommends that parents do not start their children in first grade before seven years of age (or six for kindergarten). It is recommended that all children entering first grade have one year of kindergarten (and one year of preschool prior to kindergarten). Age is not the only criteria for enrollment in school. Readiness is also considered, even if age requirements are met. Readiness tests may be administered.
3. If the student has not attended Adventist Christian School the previous year, a placement test may be required for any grade, and previous teachers may be interviewed.
4. For a student transferring from another school, cumulative records (including all academic records, medical records, testing records, behavior/discipline records, attendance records, etc.) must be received from the previous school. Letters of recommendation may also be required.
5. No student will be admitted whose account from a former school, or the previous school year at ACS, has not been paid in full. Any request for exception to this policy will be considered on an individual basis by the School Operating Committee.
6. A signed Financial Agreement is required of all school patrons.
7. The School Operating Committee will review all student applications before students are accepted. All new students are admitted on a three-month

- probationary status, to be reviewed by the School Operating Committee.
8. The state of Colorado and the Weld County Health Department recommend that each student have a physical and a dental examination annually. A complete medical examination for all new, fourth grade, and seventh grade students entering school will be required at registration, or an appointment is scheduled to take place within ten days. An examination taken within one year is acceptable.
 9. All students and parents must be willing to cooperate with school policies.
 10. All applicants must complete each registration document, and submit a copy of the birth certificate, immunization records (up-to-date), and health records.
 11. No student will be admitted who has a poor behavioral record or who has been suspended or expelled from another school. Exceptions may be considered on a case-by-case basis by the School Operating Committee.
 12. Seventh-day Adventist Schools usually do not have the equipment or staff for special education; therefore, they may not be able to accept students who have mental, physical, or social handicaps which would require the school to provide special staff of equipment. Our building is handicap accessible; so we can accept most students who have physical handicaps. If your child has special needs, please describe the needs to our staff so a determination can be made as to whether or not your child's best interest can be met at Adventist Christian School.

Camera/Video/Website Waiver

Our school takes pictures of school activities and events throughout the school year. The pictures and/or videos taken are used for the year book, bulletin boards, class albums, instruction, Home and School activities, special needs evaluations, school web site pictures, brochures, slide shows, and other school related functions or materials. They are not for unrelated school use or monetary gain. Your acceptance of the conditions of this waiver is indicated by the placing of your children at Adventist Christian School, unless otherwise indicated in writing.

Attendance Policy

Punctual and regular attendance at all school sessions, and required functions, will be expected. Students should not arrive on the school grounds before 8:00 a.m. or stay past dismissal time except by special permission. Punctual and regular attendance at school functions by each student is required by law. In the case of absences, the student or parent must present an excuse to the teacher involved. Excuses must be signed by the parent or guardian or verbally explained to the teacher. The parent/guardian must call the school office by 8:15 a.m. on the morning of the absence or tardy, or as soon as possible if situations do not allow immediate notification.

The following attendance standards are to be observed:

1. The only valid excuses for absence from school include: sickness of student, death in

the family, quarantine, and health appointments which cannot be made after school hours. Arrangements must be made to make-up work missed. A teacher may not award credit for completed schoolwork during unexcused absences.

2. There may be times when it is necessary for a student to be absent for reasons other than the above. In such cases, the parent should make advance arrangements with the teachers.
3. If possible, dental work and medical treatments should be attended to outside of school hours.
4. No student may leave the school grounds during school hours, unless he has presented written permission from the parent, or the parent has given direct verbal permission to the teacher, or unless there is an emergency. Any violation of this is considered truancy and may result in immediate suspension from the school.
5. Tardiness disrupts school routine, teaches poor work habits, and deprives the child of the benefits of morning worship. Therefore, three unexcused tardies may result in the need of a conference with the parent. If the problem persists, the parent will need to talk to the School Operating Committee. Excessive tardiness or absences is a concern which teachers may report to Child Protective Services.

Illness and Medication

Please keep a child home when ill, as communicable disease spreads rapidly in school. Washing hands with soap, wearing suitable clothing for the weather, eating healthy foods, minimizing sugar intake, taking vitamins, and getting sufficient rest are helpful in preventing illness. "Illnesses" include coughing, fever, running nose, sore throat, rash, vomiting, or diarrhea. Our school does not have a school infirmary; please make arrangements to have your ill child picked up from school within twenty minutes of notification from the school. The school will administer first aid as needed and parents will be notified of more serious injuries.

Any medication, including prescription and over-the-counter drugs, cannot be administered at school at any time, unless we receive a signed note from a physician, stating specific instructions (see our printed medical policy for more information). Medication must remain in original, marked container, and must be surrendered to the teacher.

Immunization and Medical Requirements

Before attending Adventist Christian School, all students are expected to be current with the state's immunization requirements. Parents must submit a copy of the current immunization record. In addition, students entering first, fourth, and seventh grades need a current (within one year) physical form signed by their doctor. Volunteer health examiners from the public school may conduct student exams at our school, such as checking for scoliosis, and conducting eye and ear exams.

Adventist Christian School recommends that all students be immunized according to the advice of their family physicians. Colorado state law indicates that immunizations are required of all students entering an elementary school in the state. Students are exempt from this immunization requirement if their lives or health would be endangered, or if their parents adhere to a religious belief whose teachings are opposed to such immunization. Colorado elementary schools can be penalized by the local Health Department if any student is not compliant. No child may enter school if the state required immunizations are not up to date.

Insurance

The premium for insurance included in the entrance fee provides limited coverage for accidents while the student is engaged in any school sponsored and supervised activity, or while in transit to or from such activities. Coverage on the school premises begins fifteen minutes before classes begin, and ends fifteen minutes after classes are dismissed. Any accident must be reported to the teacher immediately to qualify for insurance coverage. The teacher will provide a completed claim form to the parent, and then the parent is responsible for all claims processes. Among other items not included in the accident coverage are broken glasses, broken dentures, or partials, and illness not resulting from an injury.



IV. Team-Member Responsibilities

Parent-Teacher-Student Conferences

Teachers, students, and parents are a team, working together for the good of the student. Their goals are best achieved under friendly conferences and cooperative planning. Regular times are scheduled for conferences (during the first and third quarters) so that understanding of students' needs may be recognized and cooperative plans can be laid for strengthening them. Other conferences may be arranged if either the parent or teacher deems it desirable. Please do not hesitate to share your questions with the teachers at any time when classes are not in session; parents do not have to wait for a scheduled school conference to take place in order for communication to take place.

Responsibility of Teachers

- ◆ Keep the parents informed about the progress of their children in school, particularly if there are any difficulties.
- ◆ Maintain adequate and precise records of each student's progress.
- ◆ Notify the parents of any student whose quality of schoolwork is below acceptable standards.
- ◆ Provide adequate and reasonable supervision and instruction to students entrusted to his/her care.
- ◆ Establish a positive Christian learning atmosphere in cooperation with the superintendent's office.
- ◆ Assist in maintaining the spiritual, scholastic and financial integrity of Adventist Christian School.

Responsibility of Parents

The success or failure of your child's schooling is greatly determined by the dedication and cooperation of the parents. Parents are responsible for encouraging positive behaviors and attitudes in their children toward school functions.

- ◆ Uphold the Christian ideals taught in the school.
- ◆ Support the school with your volunteer service, if you are available.
- ◆ Be aware of the need for good health habits in your children:
 - a. Sufficient sleep and rest
 - b. Supervised and limited TV viewing, avoidance of video games, and avoidance of negative/violent rock music.
 - c. Adequate breakfast and nutritious lunch, and a diet clear of regular excessive sugar or caffeine.

- ◆ Be aware of, and in control of, student's dress.
- ◆ Participate and volunteer in the Home and School Association activities. The more people participating in Home and School events, the stronger our school will be.
- ◆ Discuss criticisms or concerns directly with the teacher rather than with the children or other parents. Uphold the teacher in the presence of the children.
- ◆ Keep students home who show symptoms of communicable diseases.
- ◆ Show interest and concern in the progress of your child.
- ◆ See that each student brings required school supplies to use the first day of school and replenish supplies as needed.
- ◆ Arrange all medical and dental appointments and music lessons outside school hours. If appointments must be made during the school day, please make arrangements with the teachers in advance.
- ◆ Pay your tuition on time.
- ◆ Deliver and pick-up students on time.
- ◆ Read all school notes closely, making sure to return notes to the school as needed in a timely manner.
- ◆ Be aware of your child's school assignments, including missing work, tests, quizzes, projects, and reports, in order to direct your child at home to complete each requirement correctly and on time. Provide your child with a regular, quiet location for homework. Assist your child in memorization of math facts prior to completing third grade.
- ◆ Providing students with clean, modest appropriate clothing, and teaching proper hygiene and grooming techniques.
- ◆ Following through with vision, hearing, and medical recommendations.

Responsibility of Students

- ◆ Demonstrate personal best in all aspects of school development.
- ◆ Follow all regulations of the school, written or announced. Respect and obey teachers and all supervising adults' instructions.
- ◆ Be honest. Refrain from stealing, deceiving, or any act of dishonesty. Students who are dishonest or cheat may be subject to suspension and loss of class credit.

- ◆ Participate in the established P.E. program. A student may be excused from participation of two successive days with the explanatory note from a parent. Beyond that, a note from a doctor will be required.
- ◆ Be prepared for band class and Spanish class by having all materials ready before school starts, and by practicing and studying for classes daily.

Levels of Student Responsibility

To encourage the life skills for becoming responsible citizens, teachers will introduce the students to a classroom management program. Under the teacher's management program, the teacher will attempt behavioral techniques and common-sense discipline. Should these efforts fail; the parents will be contacted for a conference to map out a plan of action. Any student not showing improvement with these corrective measures will be asked to go home and stay home until a conference with the parents and behavior of the student produce positive results.



V. Student Instructions

Standards of Conduct

The student attending a private school is enjoying a privilege, not a right, to the type of education a Christian school provides. This privilege stops when a student's attitude of behavior in the school becomes disruptive or uncooperative.

The purpose of Adventist Christian School is to train young people not only in academic subjects but also in Christian principles of conduct. With this purpose in mind, the school has established guidelines that promote spiritual growth, harmonious personal relationships, safety of the students, and a smooth operating program. By the act of applying for admission and attending Adventist Christian School, students pledge to observe willingly all printed and announced regulations and to uphold the Christian principles upon which the school is operated. Additional rules, guidelines, or regulations may be adopted by the school and announced to the students during the course of the school year.

If an infraction takes place, the staff member has the right to discipline the child. For more serious infractions, or for continued disruptive behavior, the principal has the right to suspend the students for up to five days. The School Operating Committee has the right to expel students.

Suspension and Expulsion: The school reserves complete discretion in making disciplinary decisions. If a student's progress or conduct is unsatisfactory, his/her spirit is manifestly out of harmony with the standards of the school, or his/her influence is found to be detrimental, he/she may be asked to withdraw at any time even though there may have been no specific violation of any particular regulation. Continual misbehavior will be considered defiant behavior. If it becomes necessary to promptly dismiss a student from school, the parent is expected to make arrangements to pick-up their child within twenty minutes of notification.

Anti-Bullying Policy: Adventist Christian School has a zero-tolerance policy on bullying between any individuals. Students must immediately report bullying to the teacher and/or principal. Students who bully will receive immediate appropriate disciplinary action. Bullying includes, but is not limited to: derogatory comments and bad names, social exclusion or isolation, hitting, kicking, shoving, spitting, lies and false rumors, stealing or damaging classmates' property, threats, control, racial bullying, sexual bullying, and cyber bullying.

Though behavior from the following list is in most cases never seen at Adventist Christian School, we support the wisdom in including these regulations in our handbook. The following is a non-inclusive list of behaviors which may result in disciplinary action:

1. Defiance of school personnel's authority
2. Bullying
3. Disorderly conduct: conduct which is disruptive to the educational process of the school
4. Insubordination

5. Obscene or inappropriate behavior: including habitual profanity, vulgarity, possessing obscene literature or material
6. Vandalism, destruction, or defacement of property, or attempts thereof, including materials belonging to the school, personnel, students, or others
7. Entering locked facilities, picking or breaking locks, doors, or windows, duplicating school keys, or using unauthorized keys
8. Fighting
9. Put-downs or disrespect of classmates, staff, volunteers, or personnel
10. Theft or dishonesty
11. Sexual conduct, harassment, or abuse: including any unwanted or offensive conduct such as suggestive remarks, gestures, jokes, symbols, pictures, publications, remarks of a sexual nature about an individual's anatomy, and other inappropriate conduct
12. Inflicting physical harm on another intentionally or by serious neglect
13. Verbal abuse of others
14. Failure to complete a disciplinary assignment
15. Secret societies/gangs/clubs
16. Leaving campus without permission
17. The use or possession of tobacco, alcohol, or illegal drug of any kind, or the intentional abuse of over-the-counter drugs
18. Illegal activities or conduct
19. Forgery: this includes using the signature or initials of a parent or teacher to excuse absences, alter a grade, or forgery of any school document
20. Activating false alarms, or tampering with fire alarms
21. Cheating
22. Weapons of any kind, including part thereof, ammunition, and firecrackers
23. Radios, tapes, CD players, etc., or electronic games
24. Chewing gum
25. Cussing/swearing, includes verbal, written, gestured, or any communication thereof
26. Possession of inappropriate reading materials, or any other form of media
27. The use of skateboards, skates, and rollerblades are not allowed at Adventist Christian School because our insurance carrier does not insure loss or injury

These regulations apply to students before, during, and after school hours, at all school events, and all field trips. A student may also receive disciplinary action or dismissal for unacceptable behavior during personal evenings or weekends, if the school feels such behavior is greatly in conflict with the ideals of the school, or if such behavior interferes with the over-all education of the student body. School visitors are also expected to follow these regulations. Adventist Christian School faculty members reserve the right to search student desks, cubbies, notebooks, and backpacks, etc., while remaining in compliance of state laws and regulations.

Suspension and Dismissal

Any teacher may temporarily suspend a student from class, but only the principal may temporarily suspend a student from school. Suspensions can last up to five days. A student may be suspended for repeated offenses where other procedures have not been effective. The school board is the ultimate authority in extended suspensions or dismissals upon recommendation from the principal. In the case of suspension or dismissal, parents must pick-up their child within twenty minutes of notification.

Suspension works effectively in that it gives the student time alone to realize the seriousness of his/her actions and how those actions affect him/her. It also gives the parents the opportunity to discuss the seriousness of the situation and ways of dealing with life in a more positive manner. Both in-school and out-of-school suspensions are used at Adventist Christian School. The type of suspension will be determined by the staff. Parents will be notified as soon as possible after the decision has been made.

If a child is suspended a second time within the school year, or if the staff feels the offense was serious enough, the student will be suspended until a special School Operating Committee can be called. At that meeting, the SOC will meet with the child and his/her parents or guardians to decide whether the committee feels the school can be a growing, positive help for the student and that the student is not being a detriment to other students. After the meeting, the student may be allowed back into the school or may be asked to leave the school.

Dress Code

Since many styles and fashions come and go, and may or may not have biblical guidelines which directly apply to their use, we recognize that often what is worn is family or personal preference. It is impossible to list each and every type of clothing, and there may be an exception to the rule. The following guidelines and principles are to be followed in selecting clothing for students:

Modesty: For both boys and girls, clothing should cover the shoulder and torso; have sleeves and a modest neckline. Hemlines should be no less than four inches above the knee. Students are allowed to wear shorts during periods of hot weather. Midriffs and underwear should never be visible. Students are periodically asked to wear a school T-Shirt for particular activities or on certain days of the week.

Consistency: There is both acceptable and unacceptable wording, pictures, and logos on many clothes today. Clothing worn to school must be consistent with Christian beliefs. For example, a shirt advertising beer or a rock group would not be permitted.

Neatness: All clothing should be neat and laundered. Shoes are to be worn at all times, unless permission is given otherwise by the teacher for an occasional activity. Slip-on sandals (flip-flops) are not appropriate. Students are encouraged to keep an extra pair of indoor shoes at school in case of muddy conditions.

Adornment: Extreme makeup, including nail polish, which is overly conspicuous and unnatural, is unacceptable. Jewelry is not to be worn to school; students must remove the jewelry item immediately. Medical and ID bracelets are allowed. Tattoos, gang-related clothing, or gang-related accessories cannot be worn to school. "Jewelry" includes bracelets, wrist bands, rings, necklaces, earrings, anklets, non-medical identification bracelets, friendship bracelets, necklaces with keys on them, necklace watches, etc.

Extremes: Students should not follow fashions/fads which represent groups or organizations in question in our community. Hairstyles should be well-groomed and not extreme in style. Boys' hair should be moderate in length. Hats and hoods may be worn only outside the building when the weather calls for it. Girls may wear an appropriate fashion hat indoors as the teacher allows.

Enforcement: Ultimately, the parents must support and understand the challenges we face in the dress and personal grooming policies of our school. Therefore, we expect the parents to consult with the teachers concerning any clothing which is questionable, or not addressed specifically in the above policies, prior to sending the student to school wearing the item. Teachers have the right to judge acceptability of clothing and personal grooming. Students who wear proper attire to school, and parents who enforce the dress code, are respectful of classroom time and teacher energy.

This dress code is in effect before school, during school, after school, on school outings, school weekend events, field trips, and all school activities. In the case a student does not comply with the dress code, they will be asked to correct the attire immediately, and if necessary, the parent must return to the school within twenty minutes to provide better attire for his/her child. As an additional option, the teacher may provide the student with alternative, appropriate attire to wear, when available.

Personal Belongings

Students should not bring valuables to school such as digital portable music players, etc., or valuable collections. These items are not allowed on campus, before, during, or after school, and are not allowed on field trips or school events. The school does not assume responsibility for damage or loss for any items that are brought on campus. Items such as coats, lunch boxes, and backpacks should be labeled, and taken home daily, if possible. Adventist Christian School does not assume responsibility for any items kept at the school after hours. Students are responsible for the safe-keeping of their own personal items at school. If your child desires to bring a valuable collection to Show-n-Tell, please notify your child's teacher.

Bicycles, Skateboards, and Rollerblades

Because of the potential dangers, students are to walk their bicycles at all times while on school property. Bicycles are to be parked in the bicycle rack, or stored inside the front doorway, and left there until dismissal time. Students are to ride only their own bicycles. Skateboards and rollerblades are not to be ridden on school property.

Telephone

Telephones in the classrooms are primarily for school business only. Students' use of the telephone will be left up to the discretion of the teacher. Student possession and/or use of a personal cell phone on school campus and field trips are granted at teacher discretion. During school hours, it may be necessary for teachers to let callers leave a message on the answering machine, so as not to disrupt classes. If you need your message listened to before 4:15, please call the principal's cell phone directly.



VI. Facility Use

Library

Students are given opportunity to visit our school library. Students and family members can check-out books for two weeks. Extreme care should be given to proper use of these books. The borrower must pay for damaged or lost books.

Computer Use Policy

Internet access may be available to students at Adventist Christian School. The Internet offers vast, diverse and unique resources to students. Our goal in providing this service to students is to promote educational excellence by facilitating resource sharing, innovation and communication. With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. Adventist Christian School and its teachers have taken available precautions to restrict access to inappropriate content. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. Students are expected to practice efficient, ethical, and legal utilization of the network resources. If a user violates any of these provisions, their access will be terminated and future access could possibly be denied.

Computer Use/Internet- Terms and Conditions:

- 1) School use must be in support of education and research, and consistent with educational objectives.
- 2) Students may use the school computers with the teacher's permission. Students may access the internet with the teacher's permission and discretion, and will be held accountable for all sights viewed.
- 3) Students may not access the teachers' files.
- 4) The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrators and teachers will deem what is inappropriate use and their decision is final.
- 5) You are expected to abide by the generally accepted rules of the network etiquette.
- 6) Adventist Christian School makes no warranties of any kind and will not be responsible for any damages suffered, including loss of data.
- 7) Attempts to access Internet as a system administrator will result in cancellation of privileges.
- 8) Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the Internet backbone. This includes, but is no limited to, the uploading or creation of computer viruses.
- 9) Students are not allowed to bring computer disks or components of any kind from home. Students are not allowed to download or upload programs. Students are required to pay for any damages caused to school computers and/or computer components and accessories.

- 10) Students are not allowed to give out personal information, such as full name, address, phone number, name of school, name of parents, or others without parent or teacher permission.
- 11) Students are not allowed to check, send, or receive email on school computers, unless the teacher instructs the class to do so for an assignment.
- 12) Each student is responsible for good behavior on school computer networks just as they are in the classroom or school hallway.

Recesses and Gym Use

All children will be expected to bring clothing and footwear suitable for outdoor activities. This includes warm clothing in cold weather, boots, and gloves, if necessary. All students must wear tennis shoes in the gym. No black-soled shoes that leave marks are allowed on the gym floor. If a child wears shoes that leave marks, he/she will be asked to return to the classroom.

Parking Lot

To protect the safety of our children, vehicles are to drive *very* slowly in the parking lot. Students are asked to not play in the parking lot, playground, or play field areas before or after school, even if their ride has already arrived.

Playground

Play on the school grounds will be limited to games which pass the judgment of the faculty. At all times, safety considerations are to be met. Students must not wander from the designated play area. The playground and playfield areas are not to be used by any student, or visitor, at any time unless an Adventist Christian School staff member is directly supervising. Students are asked to wait in their classroom as they arrive early to school, and to wait on the sidewalk at the end of the day to wait for rides.

Lunches

At present, Adventist Christian School offers hot lunches on Wednesdays and Thursdays. This is an optional program for students to purchase at a small fee. For all other lunches, students are asked to bring a sack lunch from home. Please be sure to provide a nutritional lunch for your child as much as possible. Refrigeration, freezer, microwave ovens, and toasters are available for use. Please refrain from sending caffeinated beverages or several foods (or beverages) high in sugar content, as these items can affect your child's performance and behavior in school.

VII. Safety Procedures

Volunteer/Visitor Requirements

In the interest of protecting your child in this day and age, Adventist Christian School requires all school volunteers, including volunteer parents, substitute teachers, staff, and personnel, to complete a criminal history background check prior to any time spent on campus or on field trips. Furthermore, Adventist Christian School requires all visitors, including volunteers and parents, to sign-in at the school office upon entering the school building or before spending time on the school grounds. All non-regularly scheduled visitors must also wear a visitor's lanyard. All exterior doors will remain locked during school hours, unless a scheduled group of visitors is arriving and an adult is supervising the door. In addition, any individual who drives for a field trip must state his/her driver's license number, etc., and submit a copy of the driver's license and proof of insurance (\$100,000/\$300,000 or higher only).

School Visitors

Parents and interested patrons are invited to visit Adventist Christian School in order to become acquainted with the school program. If possible, prior arrangements must be made if it is during school hours. Optimally, visits with the teacher will be held after school hours. Please remember teachers are busy with students each morning, making drop-in consultations stressful and distracting.

Visitors shall comply with the policies and rules outlined in this handbook. All school visitors, including visiting parents and volunteers, must check-in with the teacher and sign the visitor's list. The teacher or principal may refuse a visitor to enter school grounds at any time if concerns arise, and/or if the teacher is not familiar with the individual.

Any adult who needs to contact a child must check in first with the teacher. Please phone students only in emergencies.

Security Procedure

Adventist Christian School follows a strict security procedure, to ensure the safety of your child. All exterior doors are locked at all times during school hours, unless students are on the playground or unless a crowd of parents are arriving. Any individual who arrives during school hours must ring the security buzzer at the main gym entrance in order for the principal to let him/her enter the building. All non-regular visitors must sign-in and wear a visitor's pass at all times.

Inclement Weather

Adventist Christian School will follow all public school district weather announcements. This includes any school cancellations, early dismissals, and late starts. For example, if the local public school district announces a two-hour late start time, Adventist Christian School will also open two hours late. Parents are expected to watch the local TV stations or listen to radio stations in order to be notified of announcements; Adventist Christian School teachers will not be able to call each parent. Our school will not be open on cancellation days, and our school will not be open on late-start days until fifteen minutes before the late start. Parents are expected to make alternative plans for childcare, as our school is not available for supervised

childcare in these cases.

If the public school district calls a late-start schedule on a day which Adventist Christian School is holding a half-day, then school will be canceled at Adventist Christian School for the day.

Please note, our school calendar may be adjusted depending on the number of “snow days” used. If the road conditions in your neighborhood, in contrast to the weather in the Greeley city area, does not safely allow travel to school, please remain safe at home. In addition, you may pick your child up early from the school, for the same reason.

Tornado and Emergency Conditions

You will be informed through radio, TV, or a personal call (if possible) if there is any danger of threatening weather. Should we already be at school and the weather becomes threatening, we will call the emergency numbers you have given us to inform you of an early closure, if possible. In case you cannot be reached by phone, the teachers will keep your student(s) with them until you are informed of the situation and can arrange to pick them up. In the case of a tornado warning, the students will gather in the bathrooms, with our emergency packs, and will remain there until the danger clears.

Earthquake

The students are instructed in methods of indoor and outdoor protection in case of an earthquake while on school property. This includes crawling under desks or tables, avoiding glassed areas, and keeping quiet while being instructed. We have a central location to meet and get a count, as in a fire drill. Should the school be too damaged for students to remain, we will notify parents by phone (providing the phone service is still connected) of where your children will be taken. Students will not be left anywhere unsupervised.

Note: In any emergency, the school staff will care for the safety of the children, taking care of any first aid measures, and informing the parents as to their well being and whereabouts as soon as possible. It is the responsibility of the parents to make arrangements to pick up their children as soon as possible.

Emergency Packs

Students are asked to bring an emergency pack to school during the first week of school, to be kept in the classroom for the school year. An “emergency pack” is a labeled gallon-size Ziploc bag, filled with a water bottle, nonperishable food, emergency blanket, list of emergency phone numbers, family picture, operable flashlight, etc. These packs will be used in the case of an emergency.

Environmental Awareness

Our building is now asbestos free. The Federal law requires a public announcement be given to school patrons regarding asbestos inspections, even when such material is not at our school. Our school facility has been checked by a certified asbestos inspector. Our management plan and all the information on asbestos is maintained in the school office. Contact the principal to find out the federally mandated correct procedure for viewing.

The school has been tested for radon. All rooms had levels well under the federally approved limits for a school building. The water has been tested for lead and the levels were well under the limits set by the state and federal governments.

School policy dictates that we teach students to be good stewards of the environment. To this end, the school has had a successful recycling program for several years. If you have suggestions to improve this program, please let us know.

Reporting Policy

Our teachers are required by law to report all suspicion of abuse or neglect to the Child Protection Agency. To fulfill their professional and civil responsibilities, and in the best interest of the child, this policy is followed explicitly at all times.

Harassment of Students and Other Persons

No staff member, student, or any other person associated with a Seventh-day Adventist school shall concur with, cooperate with, permit, or participate in any act that injures, degrades, or disgraces, or tends to injure, degrade, or disgrace any student attending school or other person.

1. Harassment includes such conduct as slurs, jokes, intimidation, or any verbal or physical attack directed at an individual's race, religion, national origin, age, gender, or physical challenges.
2. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with the individual's work or school performance or creating an intimidating, hostile, or offensive school environment.
3. Incidents of harassment shall be reported in writing to the principal or school board chairperson. To the greatest extent possible, such complaints will be treated in a confidential manner. If, after appropriate investigation, it is determined that policy has been violated, prompt corrective action will be taken in accordance with the applicable policy and/or state law.
4. "Hazing" activities are also prohibited. Hazing includes any method of initiation in the school or a student organization or any pastime or amusement in connection with an activity or organization which causes, or is likely to cause, bodily danger or physical, psychological, or emotional harm.

VIII. Communication Guidelines

Parent-Teacher Relationship

The success of Adventist Christian School depends to a great extent upon full cooperation between parents and teachers. If students bring home negative reports concerning school matters, parents are urged to contact the teacher. Care along this line often prevents unhappy circumstances.

We expect that homework will be completed before the next school day and ask the parent to monitor this homework.

If parents discuss the teacher in a negative way in the presence of the child, the pupil loses respect and confidence in the teacher, and the learning process is greatly hindered.

Parent Concerns/School-Related Misunderstandings

Adventist Christian School encourages parent participation and is receptive to suggestions, opinions, and constructive criticism. Our grievance policy is based on Matthew 18:15-20. The proper channel for concerns is as follows:

1. Pray about the matter and ask for God's wisdom and direction.
2. Speak directly to the person in question as soon as possible. This will solve most problems.
3. Ask the principal to go with you as you try again. If you are in conflict with the principal, ask the School Operating Committee chairman to accompany you.
4. Ask the School Operating Committee chairman *and* principal to accompany you, if possible, or, present your problem to the School Operating Committee chairman.
5. If no resolution is reached, the matter will be presented to a grievance committee comprised of the School Operating Committee chairman, pastor, and principal or the matter will be taken to the superintendent's office.
6. A final presentation will be made, if needed, to the full School Operating Committee. The committee's decision will be final.

Note: The School Operating Committee will not address your concerns unless these steps have taken place, and the principal and the chairman have been notified of your request to address the school board one week prior to the board meeting.

Major problems can often be avoided if you are:

- Open and direct in handling questions before they become problems
- Careful in your choice of words, and timing, so that you can be calm, quiet, and constructive.
- Convinced that the other person wants what is best for your child.
- Willing to listen and try to put yourself in the other person's place. Do not interrupt.
- Committed to finding possible solutions, or areas of compromise.

Trust in each other's honesty and good will is the biggest aid in solving problems so that both parties are satisfied.

Any parent wanting to discuss a misunderstanding or difficulty while school is in session is asked to make arrangements before or after school for a suitable appointment time with the teacher. Under no circumstances will parents talk to teachers regarding problems during class hours.



IX. Finances

Financial Policy

Adventist Christian School is funded through four sources:

1. Student tuition and registration fees
2. Subsidy from Greeley Seventh-day Adventist Church
3. Subsidy from the Rocky Mountain Conference of Seventh-day Adventists
4. Donations from supportive friends, families, and businesses

The total cost of the establishment and operation of the school is not covered in full by the tuition charges. In order to maintain financial solvency we must insist that student accounts be kept current.

1. Registration fee plus the first month's tuition are due on August 10, and continuing on 10th thereafter.
2. Parent or guardian must communicate with the school treasurer if payment of the account is delayed more than 30 days.
3. If an account is 45 days past due, the parent or guardian must make an appointment through the school principal for a meeting with members of the School Operating Committee. At that meeting, the parent or guardian will present to the committee members a written statement of how they plan to pay their account. This plan may be acceptable to the School Operating Committee.
4. Parent or guardian will withdraw their child from school, at the request of the School Operating Committee, when the above procedure is not followed. The School Operating Committee chairman may appoint a School Operating Committee member, if necessary, to remind the parent or guardian that this stage of the policy has been reached.
5. Report cards and school records will be held by the school treasurer and/or conference office at the year's end on unpaid accounts, until the account is cleared. Graduating students will not be issued a diploma until the account is cleared.

Tuition

Adventist Christian School is a tuition-based private school. Every effort is made to keep tuition as low as possible. Tuition is charged each month for ten months, August first through the end of May. The monthly tuition charge is based on the total year tuition charges divided by ten; and is not based on the number of school days in the month. In order to maintain financial solvency we must insist that student accounts be kept current. Tuition rates for the current year are shown on the tuition schedule. Students who withdraw during the school year must immediately clear all of their school accounts. Tuition charges paid for in advance will be reimbursed if a student withdraws; providing the account is one month or more in the credit (portions of the remaining month will not be reimbursed). For students who register any time past the month of August, tuition rates are pro-rated for the first month if the student is not starting at the beginning of the month.

Registration Fee

A registration fee is due and payable when the student registers. This fee covers such items as book rental, accident insurance for the school year, art supplies, yearbook, etc. Registration fees are nonrefundable and nontransferable; although registration fees are reimbursed if a student's application is not approved. This fee will be prorated after January.

Discounts

A five percent discount is applied to the yearly tuition rate if a parent pays for the entire school year up front. Families registering after the first quarter of the school year do not qualify for this discount. Families who have more than two students attending Adventist Christian School can request a tuition grant. Immediate families who have more than three students attending grades K-8 can request the school operating committee to award free tuition for additional siblings. "Siblings" is defined as having one identical parent, and living under the same roof.

Financial Assistance

At present, Adventist Christian School has limited funds available for student financial aid. The school operating committee will consider each request on a case-by-case basis. We encourage parents to first request assistance, if needed, from your local church, friends, and family.

