

Seventh-day Adventists practice full immersion baptism because being fully buried beneath the water, symbolizes God's grace filling the believer, now being born again in Jesus into a new life. (Romans 6:1-6; Matthew 28:19, 20)

Collectively, all believers form a family. As children of God—brothers and sisters in Christ—this family is the Church. The Church is the body of Christ, with many members, called from every nation, kindred, tongue, and people. (Ephesians 4:11-15; 1 Corinthians 12:12-14)

We strive to grow more like the character of God. His character is embodied in the Law, the Ten Commandments, which remain the guide of morality. (Exodus 20:1-17; Matthew 5:1-19)

For followers of Christ, death holds no fear. Jesus defeated death on Calvary and has provided freedom from death. As mortals, those who die are asleep in the grave and know nothing. (Ecclesiastics 9:5) Death holds no power over man at Jesus' second coming. The dead in Christ will be resurrected. (1 Thessalonians 4:16, 17; Ecclesiastes 9:5, 6; John 5:28-29)

The great truth about friendship with God is it is everlasting. God is planning a homecoming, filled with angels, trumpets, Jesus, and resurrections of those who have died in Christ. He has promised to take His followers, who have accepted the offer of His life-changing love, from this earth to His home, Heaven, to live eternally as His witnesses and friends. (Matthew 24:30, 31; John 14:1-3; 1 Thessalonians 4:16)

God created a special day to spend with His children. The Bible, from Genesis through Revelation, describes the seventh day as the one day God set aside as holy, for focused fellowship with His people. "Remember the Sabbath day to keep it holy." (Genesis 2:1-3; Exodus 20:8-11; Matthew 12:1-12)



# HOLLISTER SEVENTH-DAY ADVENTIST CHRISTIAN SCHOOL

## 2014-2015 HANDBOOK

2020 Santa Ana Road  
Hollister, CA 95023

Tel: (831) 637-5570

Fax: (831) 637-4560

**E-mail:**

[office@hollisterSDAschool.org](mailto:office@hollisterSDAschool.org)

**Web Site:**

[www.HollisterSDAschool.org](http://www.HollisterSDAschool.org)

An accredited K – 8 Christian school providing quality Christian education in Hollister since 1923

National Council for Private School Accreditation  
2010 – 2012

North American Division of Seventh-day Adventists  
2005/2006 – 2011/2012

Owned and operated  
by the

**Hollister Seventh-day Adventist Church**

and the

**Central California Conference of Seventh-day Adventists**

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4. Unauthorized eating between meals will not be allowed during school hours.
5. Sharing or exchanging of lunches is not permitted.

### **ASBESTOS CLEARANCE**

Our school has been inspected for asbestos-containing material (ACM) in accordance with EPA regulations. No ACM was detected.

The report and all records regarding AHERA activities is being maintained at the administrative office here at school and at the LEA's office (Central California Conference Department of Education Office) in Clovis, California. It is available to any interested party at any time.

### **STATEMENT OF BELIEFS**

As a mainstream Christian church, Seventh-day Adventists are a faith community, rooted in the beliefs described in the Holy Scriptures. The Bible is God's voice, expressing His love to His created beings. (2 Timothy 3:15-17; 2 Peter 1:20, 21)

Seventh-day Adventists believe that Jesus is one of three persons, called the Trinity, Who make up one God. The Bible describes Jesus, the Father, and the Holy Spirit, each committed to Christian growth and to the salvation of mankind. (Matthew 28:19; John 14:26)

Salvation is made possible through the death and resurrection of Jesus on the cross. Jesus' love is ultimately shown by His willingness to die. By accepting Jesus as a personal Savior, believers receive the gift of salvation and eternity with Him. Jesus gained the victory through death on our behalf. (Romans 3:24-26; John 3:16, 17; Acts 16:31)

We celebrate Christ's victory by participating in the Lord's Supper. This meal includes three symbols: foot washing (which symbolizes our commitment to love others as Jesus loves us), bread ("This is my flesh which I will give for the life of the world," John 6:51, NIV), and grape juice ("Whoever eats my flesh and drinks my blood has eternal life." John 6:54, NIV) (John 13:1-17; 1 Corinthians 11:23-30)

Adventists believe Jesus modeled the process of baptism for us. Baptism symbolizes acceptance of Jesus by dying to self and coming alive in Him.

teacher and the office, parents are welcome to visit the classroom during school hours.

4. Messages to a student or teacher during school hours, unless it is an emergency, cannot be delivered.



### PUPIL PROGRESS

A report card reflecting student progress shall be issued every quarter, (every nine or ten weeks) four (4) times during the school year. *Interim Reports* of student progress and/or conduct will be sent home in the middle of each grading period for grades 3–8.

At the end of the first and third grading periods, a formal parent/teacher conference will be scheduled. These conferences are an important means of communication between the teacher and the parents. In addition, parents may request a conference at any time during the year by appointment.

### SCHOOL LUNCHES

Please follow these healthful guidelines in preparing your child's lunches:

1. In view of the fact that eating meat/flesh food promotes the development of cancer as well as other diseases (e.g., see Ministry of Healing pp. 313-317; Counsels on Diet and Foods p.388 by E.G. White) and in keeping with the health principles taught by the Seventh-day Adventist Church, the school recommends a well-balanced vegetarian meal (e.g. fruits, vegetables, grains, nuts, beans), which is also low in sugar and fat. We affirm that the ideal diet is vegetarian (no flesh foods such as pork, beef, chicken, fish, etc.). Hence we ask that each child come to school with a nutritious vegetarian meal, or purchase the lunch provided by the school. Hot lunch purchases are billed with the account statements.
2. We believe in total abstinence from unclean meats as described in Leviticus 7:22-27, 11:1-47, and 17:10-16. It is expected that no unclean meat (such as pork/bacon, shellfish, etc.) be brought onto campus or field trips.
3. Drinks with caffeine are not to be brought to school or used during school activities by staff, students, parents or volunteers.



### MISSION STATEMENT

“Preparing for Life”

### MISSION PLAN

**J**ESUS \_\_\_\_\_ Grow in Christ-likeness  
**S**ize \_\_\_\_\_ Keeping Classes Small  
**A**cademics \_\_\_\_\_ Fostering Academic Excellence  
**V**alues \_\_\_\_\_ Living Christian Values  
**E**nvironment \_\_\_\_\_ Providing a Caring Environment  
**S**taff \_\_\_\_\_ Dedicated and Educated Staff

### PHILOSOPHY STATEMENT

Every power—physical, mental and moral—needs to be trained, disciplined, and developed, so that students may be prepared for life. More than preparation simply for this earthly life, students prepare for life eternal. Thus, the Hollister SDA Christian School endeavors to prepare students to be strong to think and to act, students who are masters, not slaves of circumstances, students who possess breadth of mind, clearness of thought, and courage of convictions.

*-Adapted from Education & Christian Education*

## SCHOOL OBJECTIVES

1. To guide the students into a growing, faith-building relationship with God, with emphasis on learning effective prayer, meaningful worship, and service to God and mankind.
2. To provide an environment to aid in the development of a Christ-centered character.
3. To prepare the students to recognize their role as faithful stewards of God's possessions.
4. To develop an appreciation of the Holy Bible as the written Word of God, an infallible rule of faith and a practice for the Christian.
5. To foster a learning environment for students:
  - 5.1. To acquire basic skills of reading, communication and mathematics.
  - 5.2. To develop critical thinking skills can be developed.
  - 5.3. To encourage decision-making based on moral and ethical values.
  - 5.4. To be motivated to become intellectually curious.
6. To challenge and motivate students to achieve their full potential.
7. To provide an environment that reflects the moral and ethical values of the Christian church as a standard for social development for the student.
8. To motivate the development of the student's aesthetic values and talents.
9. To provide learning experiences based on the use of materials and methods of instruction that reflect Seventh-day Adventist values.

## AFTER SCHOOL CARE

All students who remain on campus beyond fifteen (15) minutes after school has been dismissed shall be placed in the After School Care program. After School Care will cost \$4.50/hour, per student, billed in ten-minute intervals (the first interval being 15 minutes, but billed at the 10-minute rate) (75¢ per ten minutes). This amount is subject to changes based on School Board approval. The minimum charge for this service will be one (1) ten minute unit. Each student's time will be charged in ten (10) minute increments. All parents or guardians will be required to sign their child(ren) out from After School Care on a daily basis.

Payment for the After School Care program shall be on a monthly basis and will be included on monthly statements. After School Care hours will begin fifteen (15) minutes after school is dismissed and will end at 6:00 P.M. Monday through Thursday. The After School Care program ends at 4:00 P.M. on Fridays. A \$10.00 charge for each ten (10) minutes or portion thereof will be imposed for any student who is not picked up after 6:00 P.M. Monday through Thursday and 4:00 P.M. on Friday. There will be no After School Care on Minimum Days, except on parent/teacher conference days, when After School Care will be available until 6:00 P.M.

## CLASSROOM SUPPLIES

Students are responsible for bringing all supplies as listed on the "Classroom Supply List" provided by the teacher at the beginning of the school year. ***Please be sure your child has supplies all year long!***

## PARENT INFORMATION

The school life of your child will be made more enjoyable and productive if the home becomes an extension of the school and supports the school program.

1. Encourage your child to observe good health habits, which includes a good night's sleep. Eight (8) to ten (10) hours a night is suggested. A healthy breakfast and lunch have been shown to improve school performance.
2. Uphold the standards of the school in dress, conduct, and Christian ideals.
3. You are encouraged to visit your child's teacher, preferably after school hours. When prior arrangements have been made with the

#### 4. Overdue Accounts

4.1. Returned checks: a **\$30.00 fee** for returned checks in addition to the service fee charged to us by the bank will be charged in addition to the original amount of the check. This applies to all checks written to the school for any school sponsored event or activity.

4.2. Delinquent accounts are subject to the following conditions:

4.2.1. All tuition and other fees are due and payable on the tenth (10th) of the month and become delinquent ten (10) days thereafter.

4.2.2. Partial payments are applied to the oldest outstanding balance until all outstanding balances are paid.

4.2.3. Ten (10) days past due: a **\$30.00 late fee** will be added to the account for *each student* with an outstanding balance not paid within the ten (10) day grace period.

4.2.4. Sixty (60) days past due: the student will not be allowed to attend school until the total outstanding balance is paid in full. A letter of notice for collections will be mailed to the responsible party. A letter will be sent advising the responsible party that the past due amount will be turned over to collections, subject to small claims court and liable for payment of all collection fees and court costs.

4.2.5. Ninety (90) days past due: the student's enrollment in the school is terminated. To re-enroll, a re-admission fee, equal to the applicable registration fee and all past due balances must be paid in full.

4.2.6. Additionally, a deposit against future tuition fees may be required.

5. The Hollister Seventh-day Adventist church makes school financial aid available to children of church members. Church members are advised to check with the church pastor or finance committee chair regarding financial aid. Deadlines and financial need requirements apply.

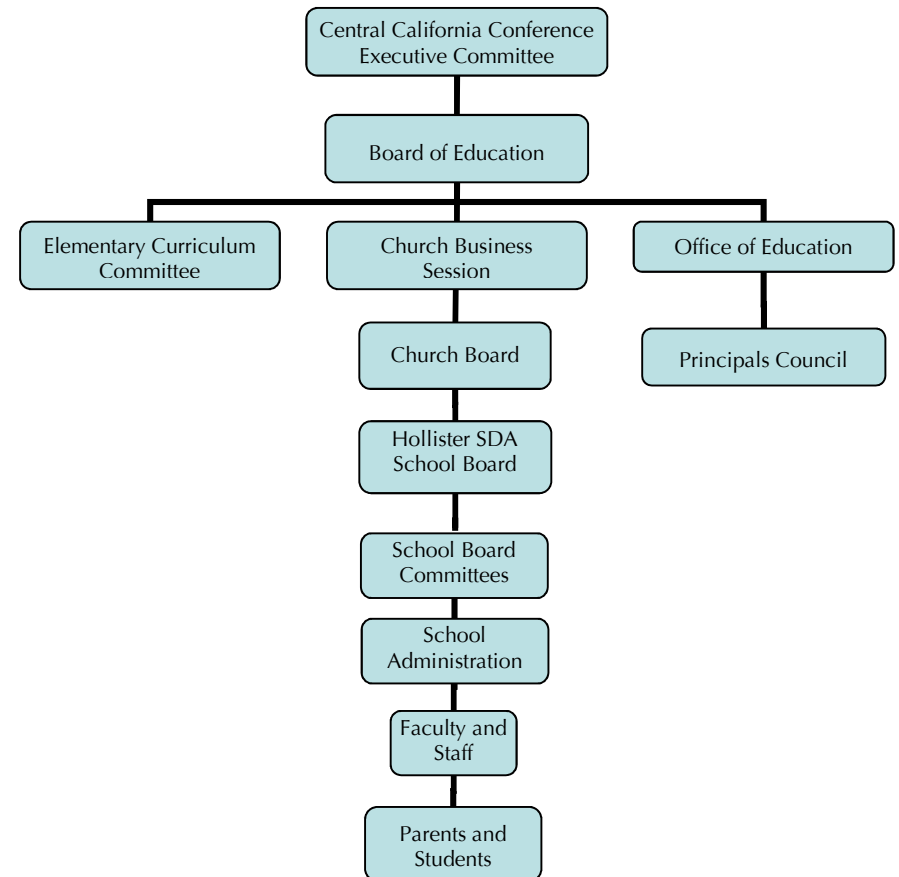
5.1. The Hollister Seventh-day Adventist Christian School does not regularly have or make available scholarships, student loans, or other financial aid.

### GRADE DESCRIPTION

The office, upon request, can provide "Journey to Excellence". This booklet gives a general overview of the subjects commonly taught in our school. The teachers derive the list of subjects from frameworks, curriculum guides, textbooks, and other resources in current use by the Seventh-day Adventist school system.

### ORGANIZATIONAL FLOW CHART

The following Organizational Flow Chart shows the proper flow of authority, responsibility and communication our school uses, in accordance with the policies of the Seventh-day Adventist Board of Education.



## **ADMISSIONS POLICY**

The Hollister Seventh-day Adventist Christian School welcomes any student who desires a character-building education, who supports school principles and who complies with school admittance requirements and regulations.

Students shall be admitted to school without regard to race, color, or ethnic background, country of origin or gender and shall be accorded equal rights and privileges pertaining to facility, general activities, and scholarship. All local boards of education shall administer all educational and financial policies on a non-discriminatory basis.

Admissions priority is given at early registration to students and siblings who are enrolled in the current year.

All new and transferring students, once admitted, are admitted on a one (1) month probationary basis.

## **ADMISSIONS REQUIREMENTS**

1. The financially responsible adult(s) accept and agree to abide by the financial obligations.
2. Prospective Kindergarten students shall be five (5) years of age by September 1<sup>st</sup>.
3. The following requirements apply to students in grades one (1) to eight (8):
  - 3.1. Student transcript and/or cumulative folder shall reflect a minimum of a "C," "S," a "2.0" average, or a rubric score of "3" or higher.
  - 3.2. A student's standardized testing scores must be in the average or higher range to be admitted.
  - 3.3. A student shall have an interview with the Admissions Committee. A unanimous favorable vote is required for admittance.
  - 3.4. Prospective students not meeting the minimum academic requirements for enrollment stated above may request formal,

Seventh-day Adventist church, and the financial responsible person.

- 3.2.1. The Hollister Seventh-day Adventist Church subsidizes constituent students.
- 3.3. For each additional student enrolled from the same family unit, a discount is awarded to assist our larger families.
  - 3.3.1. Annual tuition for student #2 from the same family unit will be discounted 10% of the full tuition.
  - 3.3.2. Annual tuition for student #3 from the same family unit will be discounted 25% of the full tuition.
  - 3.3.3. Annual tuition for student #4+ from the same family unit will be discounted 75% of the full tuition.
- 3.4. The full school year's tuition is divided into ten (10) equal installments. The first payment is due by the time of registration for students enrolled prior to or upon the commencement of the school year. The second payment is due on the tenth (10th) of September, and remaining payments are due on the tenth (10th) of each succeeding month through May.
- 3.5. For students registering after the beginning of the school year, the first tuition payment will be per a schedule available in the school office, and payable upon registration.
- 3.6. Tuition payments are due and payable on the tenth (10th) of each month whether or not a tuition billing statement is received.
- 3.7. There will be a 3% discount of tuition fees paid by cash or check five (5) payments or more in advance.
- 3.8. Only one of the above discounts (3.3 or 3.7) may be applied per family unit.
- 3.9. The Hollister Seventh-day Adventist Christian School does not allow extended payment of tuition fees, after school care fees, or any other fees owed to the school. Families desiring to extend payments may pay their school account with a MasterCard®, Visa® or Discover® credit card by the 15<sup>th</sup> of the month.

**Resolving Sexual Harassment Complaints:** Any employee of the school, upon receiving a complaint or otherwise learning of alleged sexual harassment, shall notify the principal; or if the principal is allegedly involved in the harassment, the Central California Conference Superintendent of Schools. The school shall investigate the matter promptly, thoroughly and confidentially. If harassment is found to have taken place, such appropriate corrective action shall be taken as reasonably necessary to end the harassment. After the investigation and response, the alleged victim shall be informed that appropriate action has been taken. The school shall also make appropriate follow-up inquiries to ensure that harassment has not resumed and that the alleged victim has not suffered retaliation.

### **FINANCIAL OBLIGATIONS**

The Hollister Seventh-day Adventist Christian School provides a Christ-centered educational service to our most important asset: our children and young people. The registration and tuition fees charged help cover the cost of providing this service. On-time payment of these fees is required for the student to remain enrolled in the school.

1. Fee payment required at registration, per student:
  - 1.1. Payment in full of any outstanding balance owed to the school.
  - 1.2. Registration fee of \$395.00 per student.
  - 1.3. First tuition installment for each student.

The registration fee is non-refundable and must be paid in full at registration, or the student will not be enrolled in the school.

2. An 8<sup>th</sup> grade graduation fee of \$75.00 per student and a kindergarten promotion fee of \$50.00 per student will be due with the seventh (7<sup>th</sup>) tuition payment.

**Graduation and promotion fees are non-refundable and must be paid prior to graduation.**

3. Tuition fees per family unit: (Refer to the current Tuition and Fees schedule.)
  - 3.1. Constituent rate and Non-constituent rate.
  - 3.2. A constituent student is: a) a student who is a member of the Hollister Seventh-day Adventist church, or b) a student whose parent, guardian, or grandparent is a member of the Hollister

written consideration for admittance on a probationary basis for a time period not to exceed nine (9) weeks. If admittance is granted, the teacher and the principal will formally evaluate the student's progress. The principal will make recommendations to the School Board regarding the student's continued enrollment in the school. Following consideration of the recommendations, the School Board will make a final decision.

4. All new students, first graders, and seventh graders, must have a physical examination and must present the *Medical Examination Record* form, signed by a physician, at the time of registration.
5. The State of California requires each child registering in California schools to be immunized. A signed medical statement must be presented **before** registration is completed. Required doses include: 4 Polio, 4 DTP, 2 MMR, 3 Hepatitis B, Varicella (Chickenpox) 1 dose on or after first birthday, or doctor's stamp on card verifying "Had Disease."
6. An Application for Admission must be filled out and submitted for consideration.
7. A student who is applying for admission, but who has an unpaid account at this school or at the school attended previously must make satisfactory arrangements for payment with the former school before being enrolled. A student who has such an unpaid account shall be denied admission or continued attendance unless verification is received from that school that satisfactory arrangements for payment have been made.

**NOTE:** The Hollister Seventh-day Adventist School does not have the equipment or staff necessary for special education. Our school is unable to accept students who have mental, physical or social disabilities, which could require special staff or equipment.



**CRITERIA FOR ACCEPTANCE OF TRANSFER  
AND RETURNING STUDENTS**

Returning students are not guaranteed admittance to the Hollister SDA Christian School. Prior to accepting a transfer or returning student from this or another school, home school or an informal type of educational setting, the following shall be evaluated:

1. Prior school performance as evidenced by cumulative records, report cards, and conversation with personnel of the previous school attended.
2. Age and physical development.
3. Social development.
4. Student's and parent's attitude toward the Seventh-day Adventist church and its educational system.
5. Willingness to cooperate with the school and its policies.
6. Performance on a standardized achievement and/or readiness test(s).
7. A returning student who is applying for admission, but who has an unpaid account at this school must make satisfactory arrangements for payment with the school before being enrolled. A student who has such an unpaid account will be denied admission or continued attendance unless a satisfactory arrangement for payment has been made with the school.
8. All transferring students must provide written verification from their previously attended school that all accounts with that school are paid (current.)

A conference with a parent and the child as described in section 3.3, above, will be held to determine the extent to which the applicant meets the above criteria for all transfer students. **The school reserves the right to require such a conference for any returning student.**

4. Instruction regarding AIDS will be part of the curriculum in accordance with the Conference Office of Education curriculum plan. In addition the administration may include additional instruction on AIDS, its transmission and safety precautions when deemed necessary.
5. Students or parents of students, who have AIDS or who are HIV positive and who wish to disclose this fact to the school, should discuss it only with the principal.
6. Information about a student being HIV positive or having AIDS is confidential. It is not to be disclosed to any other individual without the written consent of the parents or guardian of the student.
7. The Christian response to an HIV positive person must be personal, compassionate, helpful, and redemptive.

**CENTRAL CALIFORNIA CONFERENCE  
STUDENT SEXUAL HARASSMENT POLICY**

The Hollister Seventh-day Adventist Christian School is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures, so that school authorities may take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal. Employees who engage in sexual harassment are subject to discipline up to and including termination.

**Definition:** Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature that is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes, and gestures.

If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors, or activities, it is sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

**Reporting Procedures:** Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to the classroom teacher. The student may also report the incident to the principal. If the harassment comes from an adult, the student shall report the incident directly to the principal or another responsible adult.



## HAZING OF STUDENTS

No staff member, student, or any other person employed by or in attendance at the Hollister Seventh-day Adventist Christian School shall concur with, cooperate, permit or participate in any act that injures, degrades, or disgraces, or tends to injure, degrade, or disgrace any student attending the school.

“Hazing” includes any method of initiation into the school or a student organization or any pastime or amusement in connection with any activity or organization that causes, or is likely to cause, bodily danger or physical harm.

## DEFACING OR DAMAGING PROPERTY

Any student who defaces, damages, or destroys school property shall be liable to suspension or expulsion according to the nature of the offense. Parents, guardians, and/or students shall be responsible for restoration cost.

## AIDS AND AIDS-RELATED CONDITIONS IN STUDENTS

Acquired Immune Deficiency Syndrome (AIDS) and persons with HIV positive test results in the school pose significant concern for others. Accordingly the following guidelines will be followed:

1. The conference and school are committed to maintaining a safe and healthy school environment for all students.
2. Based on overwhelming medical and scientific opinion, the AIDS virus is not casually transmitted in ordinary school settings. Therefore, subject to changes in available medical information, students with AIDS or any of its related conditions may continue to attend as long as they are able. Reasonable accommodation will be provided to students to allow them to continue to attend and participate in school activities. Other students who harass or otherwise discriminate against any AIDS afflicted student may be subject to discipline. Courts have only upheld expulsion of students from school with AIDS in young students where the students bite others and/or have open sores, thus exposing other students to blood or other bodily fluids.
3. Employees are trained in and use the universal precautions for the prevention of transmission of blood-borne pathogens as propounded by the Centers for Disease control. Students shall be given age appropriate instruction regarding precautions surrounding blood.

## GRADING POLICY

The Hollister SDA Christian School uses four different grading marks:

- Kindergarten:  
**X** = Demonstrates this skill/habit, **I** = Is working on this skill/habit,  
**NA** = Not applicable now, and “**blank square**” = Does not demonstrate this skill/habit.
- Grades 1 and 2:  
**E** = Excellent, **S** = Satisfactory, **N** = Needs to Improve.
- Grades 3 to 8:

Letter Grade	Percentage	Letter Grade	Percentage
A	94.5 – 100	C	72.5 – 76.4
A -	89.5 – 94.4	C -	69.5 – 72.4
B +	86.5 – 89.4	D+	66.5 – 69.4
B	82.5 – 86.4	D	62.5 – 66.4
B -	79.5 – 82.4	D -	59.5 – 62.4
C+	76.5 – 79.4	F	0 – 59.4

## EIGHTH GRADE COMPLETION REQUIREMENTS

The required subject areas for the completion of the eighth grade are:

1. Bible/Religion
2. Mathematics
3. Language Arts (English, handwriting, spelling, composition)
4. Reading
5. Physical Education
6. Science-Health
7. Social Studies
8. Fine Arts
9. Computer literacy/key boarding



## ACCESS TO STUDENT RECORDS

Parents of currently or formerly enrolled students, or former students who are now 18 years of age or older have the right of access to the cumulative and permanent student records maintained by the school relating to the children in the family or the individual student. Handwritten copies may be made of permanent student records. (Student records will remain in the school file unless requested by another educational organization.)

## STUDENT RECORDS

Student records (Transcripts, Diplomas, and Permanent Records) cannot be withheld if requested by another private or public school. An exception can be made between Adventist Schools when the family's tuition has not been paid in full.

## APPROPRIATE ACADEMIC PLACEMENT

Appropriate academic placement of a student is a fundamental principle of education. The following factors will be considered in the grade placement of a student who has not been enrolled in a regular school program through grade eight.

1. Chronological age.
2. Emotional, physical, and social readiness.
3. Scholastic achievement as determined by:
  - 3.1. Standardized achievement test scores.
  - 3.2. Teacher evaluation of academic readiness, which should include an interview to assess the student's ability to reason and express ideas logically.
  - 3.3. Documentation of academic progress.

## ACCELERATION AND RETENTION PROCEDURES

The decision to accelerate or retain a student requires careful consideration. This decision can only be made after evaluating a variety of factors. There are specific procedures that require the teacher work closely with the parents and school administration in conjunction with the Central California Office of Education before reaching any decision.

1. The student shall immediately be suspended or isolated from classes and/or the school campus, using law enforcement authorities, if necessary. The student's parents shall be notified as soon as reasonably possible.
2. The principal shall conduct an investigation and prepare a written report for the Discipline Committee.
3. If the principal recommends expulsion, he or she shall provide immediate written notification, personally delivered or sent by certified mail, to the student and parents of the proposed expulsion.
4. The Discipline Committee shall hold a hearing on the principal's recommendation for expulsion at least (3) three working days, but not more than seven (7) working days, after the principal has submitted his or her report and recommendation.
5. The hearing shall be:
  - 5.1. Closed to the public.
  - 5.2. Attended by the principal and parents.
  - 5.3. Based upon relevant, substantial evidence.
6. The decision of the Discipline Committee shall be in writing and shall be personally delivered or sent by certified mail to the student and parents within five (5) working days from the conclusion of the hearing. A copy of the decision shall be provided to the Conference Superintendent of Education.

## STUDENT DISCIPLINE

School discipline is designed to be redemptive, remedial, and corrective rather than punitive. **Corporal punishment will not be used as a means of discipline.**

## DETENTION OF STUDENTS

Students may be detained in school for disciplinary or other reasons, for not more than one hour after the close of the regular school day. Parents shall be notified of this action prior to the detention.

not a member of the committee. Parents shall also be asked to attend the meeting. Outcomes of the meeting may include, but not be limited to suspension or a behavior contract. If the problem persists expulsion may be the next step.

### **SUSPENSION OF STUDENTS**

The school's suspension policy is as follows:

1. A teacher may temporarily suspend a student from class but suspension from school is to be done only by the principal or designee, in the principal's absence.
2. A student may be suspended for repeated offenses when other procedures have not been effective. Written evidence of prior corrective measures and parental notification will be maintained.
3. In the case of a serious overt act or violation of school regulations, the principal may suspend a student from school even though there has been no prior serious misbehavior. The suspension period will not exceed two weeks. Written notification of the length of the suspension will be provided to parents.
4. A student who is suspended must complete all assignments for absent days due to the suspension. Credit *will not* be given for these assignments.

### **DISMISSAL OF STUDENTS**

The Discipline Committee is the ultimate authority in the dismissal or expulsion of a student upon the recommendation of the administration. As a general rule, dismissal or expulsion is used only when other means of correction fail to effect a change in conduct or the parent does not, or will not voluntarily withdraw the student.

### **EXPULSION GUIDELINES**

The expulsion guideline policy will generally be followed in matters involving the expulsion or potential expulsion of students. Deviation from these guidelines will only occur when and to the extent particular circumstances make such deviation reasonably necessary.

The expulsion process works as follows:

### **ACCELERATION OF A STUDENT**

Criteria for acceleration of a student are to be based on the following minimal requirements:

1. On the most recent standardized achievement test battery available, a student is expected to have a composite score that places him or her at or above the 90<sup>th</sup> percentile.
2. The student must demonstrate to the school staff and to the parents' satisfactory evidence of academic, emotional, and social readiness for acceleration.
3. Prior written requests for acceleration of the student in elementary education (i.e. two years in one, or three years in two) must be submitted to the conference office of education. Written approval from the conference office of education will be kept on file at the school.
4. The student must maintain an average or above average level of achievement on the accelerated program.

### **RETENTION OF STUDENTS**

Grade level retention is intended for a student to master basic skills required for academic success before proceeding to the next grade level, or to provide an extension of time for a student to complete the work of a single grade in two years. The decision to retain a student is given careful consideration, evaluating a variety of factors. If circumstances should warrant retention, the following process will be followed:

1. Provide the identified factors in written form to the parent or guardian that indicates the need for retention.
2. Seek parental or guardian involvement and approval early in the school year.
3. Implement the procedure for grade level retention using the approved Central California Conference Office of Education form.
4. Obtain approval for the retention from the Central California Conference Office of Education.

### **STUDENT'S WITHDRAWAL FROM SCHOOL**

Parents/Guardians intending to withdraw their student(s) must complete and submit a Withdrawal Voucher at least three (3) school days before the intended withdrawal. The student's withdrawal date will be either the date stated on the completed Withdrawal Voucher or the date which is three (3) days after the school's receipt of the completed Withdrawal Voucher, whichever is later. Withdrawing student accounts will be settled as follows:

1. All outstanding account balances are due immediately.
2. Due to the cost of materials, insurance, textbooks, and so forth, no prorated or partial refund will be made.
3. Credit balances will be refunded within 30 days of the school's receipt of the Withdrawal Voucher.

Following the withdrawal date of any student who is required by state law to be enrolled in school, the school's principal is to ascertain that the student has entered another school as stipulated by state law. If the student fails to do this within the required time period, it is the responsibility of the school principal to notify the attendance officer of the public school district.

### **SEVERANCE OF STUDENTS**

The school shall report to the public school superintendent of schools, where required by state or county regulation, the severance of all students between the ages of eight and eighteen. Severance includes expulsion, exclusion, exemption, transfer, suspension beyond ten days, or other reason for terminating attendance.

### **ATTENDANCE POLICY**

Students are expected to meet their appointments on time each day school is in session and have necessary school supplies as specified by the teacher.

1. Punctuality:
  - 1.1. Tardy arrival is defined as entering the classroom for the first time that day, after the school start time – 8:00am.

3. Possessing, selling, offering, arranging, negotiating, or otherwise furnishing, or being under the influence of alcohol, tobacco or other nicotine-containing product, or any controlled substance, without a doctor's prescription, or possessing, selling, arranging, negotiating, or otherwise furnishing drug paraphernalia, or any attempt to do any of the above.
4. Committing or attempting to commit robbery, burglary, extortion, or theft, or receiving or attempting to receive any stolen property.
5. Willfully disrupting school activities or otherwise defying the valid authority of administrators, teachers, supervisors, school officials, or other personnel engaged in the performance of their duties.
6. Committing an obscene act or engaging in extreme profanity or vulgarity.
7. Willfully causing or attempting to cause damage to property of others.
8. Engaging in or conspiring to engage in "hazing" or any act that causes or is likely to cause bodily danger or mental harm to any person.
9. Serious or continued sexual or other harassment as defined in this school's harassment policies.
10. Willfully engaging in the disruption of the school's spiritual environment through continued negative comments or by negative attitudes.
11. Moral misconduct, including but not limited to: cheating, lying, academic dishonesty, and so forth.
12. Receipt of three (3) truanancies.

### **ADMINISTRATIVE COMMITTEE FOR DISCIPLINE REVIEW**

Parents will be notified of discipline problems with a completed Student Behavior Referral. When a student has received his or her third (3<sup>rd</sup>) Student Behavior Referral, he or she shall be required to meet with the Administrative Committee to review the nature of the infractions and any actions or recommendations given.

The Administrative Committee shall be composed of the principal, an upper and lower grade teacher, and the student's teacher if he or she is

## CONDUCT

Hollister SDA Christian School seeks to provide a safe place where each student can grow in an atmosphere of love and concern. Student conduct is an important key to a student's success in school. The students will be held accountable for their actions. The following procedures shall be enforced for student discipline:

1. The teacher shall first work with the student to resolve a conflict. Continued student misconduct will then be brought to the parents and/or principal's attention for discipline. If the behavior continues, the student will be placed on in-school or at-home suspension. Some steps may be bypassed, depending on the severity of the infraction.
2. When, in the opinion of the teacher, principal, and school board, a student's actions show that the school is no longer able to meet the particular needs of the student, or that the student is not willing to comply with the guidelines set out in the *School Handbook*, he or she will be asked to withdraw from the school.
3. Every parent and pupil has the right to appeal decisions to a full board hearing. Board actions, in agreement with the staff, are final.
4. Any other regulations adopted by the school during the academic year will likewise be binding.

## DISCIPLINE POLICY

The Hollister SDA Christian School expects students to comply with the regulations it has adopted and to be models of Christian behavior, both in relationship to the school and otherwise. Failure of a student to comply with this standard shall result in an appropriate discipline. The overall goal of Hollister SDA Christian School in this regard is to work with parents in addressing unacceptable behavior and assisting students in correcting problems and achieving success in life with the minimum discipline reasonably necessary. However, some misconduct is so serious that it may lead to suspension or expulsion of the student.

Examples of such misconduct include, but are not necessarily limited to the following:

1. Willfully causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possessing, selling, offering, arranging, negotiating, or otherwise furnishing any firearm, knife, explosive, or other dangerous object, or attempting to do so.

- 1.2. Please take care of all medical and dental appointments outside of school hours, if at all possible.
- 1.3. If an **emergency** arises causing a student to be tardy to school, he or she shall bring a note that same day, stating the emergency that caused such tardiness, the student's name, the date of the tardy and signed by the parent or guardian. (This would then be considered an **excused tardy**.)

### 2. Absences:

- 2.1. The parent or guardian shall **notify the school by phone that same morning (before 8:15am)** if it is necessary for a student to be absent, and furnish a note on the first day the student returns to school after the absence, stating the student's name, date(s) and reason of the absence and signed by the parent/guardian.
- 2.2. Prior notification shall be given to the teacher (in writing) if a student is to miss school for any extended period of time.
- 2.3. Arrangements should be made by the parent or guardian in case of a prolonged (3 days or longer) absence to pick up assignments so that the educational growth of the child is not impaired. Schoolwork shall be completed during or prior to the absence and turned in upon the first day the student returns to class.

2.4. Please plan family vacations when school is not in session.

3. Unexcused Absences: Any absence from school other than medical events or a death in the immediate family shall be considered an **unexcused absence**. Any student with ten unexcused absences in one school year, **or** three (3) unexcused absences in one grading period, is considered a truant and will be reported to the Attendance Review Committee. The Attendance Review Committee has the authority to suspend the student. The Attendance Review Committee shall be comprised of the Principal, the student's homeroom teacher, and one additional teacher. Three instances of tardy arrival shall equal one unexcused absence. Upon a student's initial classification as a truant, the Attendance Review Committee shall notify the student's parent or guardian, by first-class mail or other reasonable means, of the following:

3.1. That the pupil is truant.

- 3.2. That the parent or guardian is obligated to compel the attendance of the pupil at school.
- 3.3. A notice of suspension, if the committee so enacts such. If the child is suspended, all rules of suspension per this handbook will be in effect.
- 3.4. That it is required that the parent or guardian accompanies the pupil to school and attends classes with the pupil for one day.
- 3.5. That the pupil may lose academic credit, unless makeup classes conducted after school or on weekends, be attended.
- 3.6. That the student account shall incur a fee not to exceed \$100.00 per occurrence, to cover the cost for makeup classes. The fee will be no less than \$10.00 per hour, and will be charged to the student account for conducting the makeup classes. A maximum of 10 hours of classes will be available per occurrence. If the student requires assistance beyond the 10 hours, the parent or guardian shall make their own arrangements.
- 3.7. The student may lose up to two letter grades of academic credit due to truancy, at the discretion of the Attendance Review Committee.

Upon the occurrence of a second truancy, the expulsion guidelines, as set forth in this Handbook, will be followed.

**We comply with current California State law in truancy and truancy will be reported to the County per the legal requirements of the state.**

4. Students will not be released to anyone other than their parent, guardian or an individual listed on the Student Release Form, on file in the school office, unless prior, specific arrangements have been made in writing to the teacher/principal.
5. Students should not be brought to school earlier than fifteen (15) minutes before the start of school, and should be picked up not later than fifteen (15) minutes after school ends, unless prior arrangements have been made with the principal.
6. Students, who remain at school after the first fifteen (15) minutes, will be placed in the After School Care Program (see After School Care Policy).

4. The use of crude, obscene, or profane language and/or gestures is grounds for discipline and may result in suspension or expulsion.
5. There will be no inappropriate displays of affection. Inappropriate displays of affection may be grounds for suspension.
6. Students are not allowed to bring personal fundraisers on campus. Only fundraisers sponsored by the school are allowed on campus.

### CELL PHONE POLICY

1. Cell phones are not to be brought to school or used on campus by students without prior permission.
2. Cell phones will be permitted for special circumstances only if a written request has been made by the parents to the principal. A meeting between the parents, the student, the principal, and the teacher, shall follow the request before permission is granted.
3. Should the request be granted, during the school day cell phones are to be turned off and kept in the student's backpack.
4. If parents need to contact the student during the day, they are to call the school office.
5. If students need to contact their parents during the day, the student should work through their classroom teacher.
6. Cell phone use on campus may only occur while the student is standing next to the staff member that granted permission for the phone to be used.
7. Cell phones on campus without permission shall be held in the office for the parents to pick up. Each subsequent offense will result in a \$25 fine that must be paid before the phone will be returned.
8. Cell phones that are not turned off and/or kept in the student's backpack will be held in the office for the parents to pick up. Each subsequent offense will result in a \$25 fine that must be paid before the phone will be returned.

7. Shoes are the only foot coverings allowed on campus. Shoes must cover the toes and have at least a strap around the heel. Shoes must be worn at all times.
8. Comfortable running shoes are required for Physical Education class.
9. Students not conforming to the School Uniform Policy and/or the Appearance Code will be asked to call their parents for appropriate clothing or may be sent home.

Students are expected to comply with the School Uniform Policy and the Appearance Code each day school is in session and at all school functions and performances.

1. Communication will be sent home notifying parents/ guardians of casual dress days, when uniforms are not required .
2. Communication will be sent home notifying parents/ guardians of functions or performances that the Dress Uniform will be required.

**Non-compliance:** Non-compliance with the Uniform Policy or the Appearance Code will be subject to item 9, above and the following disciplinary procedure:

1. First and second occurrences: Parent/guardian will receive a Uniform Notice, which they must sign and return.
2. Third occurrence: Parent/guardian will receive a Student Behavior Referral.
3. Subsequent occurrences will follow the Student Behavior Referral procedure. Refer to the entitled "Administrative Committee for Discipline Review" for more information.

### **GENERAL RULES**

1. Visiting our campus: the safety of our students includes monitoring who is on campus during school operating hours. All people visiting our campus (excluding persons with school issued I.D. badges) must sign in and out at the school office.
2. Items brought to school should be conducive to learning and should reflect Christian standards.
3. Matches, fireworks, lighters, and electronic devices (except for watches and calculators) are not to be on campus. Chewing gum is not permitted on campus.

7. School hours:  
**Monday –Thursday:** 8:00 a.m. - 3:00 p.m.  
**Friday:** 8:00 a.m. - 1:30 p.m.  
**Minimum Days:** 8:00 a.m. - 12 NOON
8. After School Care hours:  
**Monday –Thursday:** 3:15 p.m. - 6:00 p.m.  
**Friday:** 1:45 p.m. - 4:00 p.m.  
**Minimum Days:** *none* - or as announced
9. Extracurricular activities will be announced, and hours posted, in classrooms and school newsletters.

### **SCHOOL UNIFORM POLICY**

The way we dress reflects our attitudes, values and standards. Simplicity, appropriateness, modesty, and healthfulness describe acceptable standards in dress. In order to meet those standards, our school requires students to wear a uniform style of clothing. Each student is required to be in complete uniform and neatly groomed while on school grounds. Shirts are to be tucked in at all times except during PE class and recess. Shoes, socks, jackets, and sweaters are to be in accordance with the requirements described below. Notes will be sent home to announce casual dress days, on which days uniforms are not required.

***ALL CLOTHING WORN TO SCHOOL MUST BE CLEAN, NEAT, AND FIT APPROPRIATELY. RIPPED OR TORN CLOTHING IS NOT ALLOWED AT SCHOOL OR SCHOOL FUNCTIONS.***

#### **VENDORS:**

- J.C. Penney:** Izod "School Uniforms" in catalogue or [www.JCPenney.com](http://www.JCPenney.com)
- Kohl's:** Arrow
- Lands' End:** "School Uniform" in catalogue or [www.Landsend.com](http://www.Landsend.com)  
Please use preferred School #9001-1593-2
- Target:** Cherokee (School Uniforms)

***The following clothing must be purchased from the above vendors:***

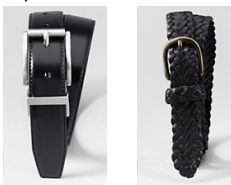
**SHIRTS:**

WHITE OR NAVY: Polo style (short or long sleeves) banded-rib collar and sleeves, or turtleneck long sleeves.

WHITE: Oxford shirt (long sleeves only), required for school functions and performances.

**PANTS & SHORTS:**

TAN OR NAVY: Chinos/twill style. Pleated or plain front, waistband styles with **“belt loop”**, only. Shorts shall be walking short length. (No cargo or patch pockets and no corduroy fabric.) **Belts shall be worn with pants/shorts by all students.**

**BELTS:**

Black/Brown, leather type.

**SOCKS / STOCKINGS:**

NAVY or WHITE (matching pairs)

**OTHER FOR GIRLS:****SKIRTS:**

Tan/Navy: Pleated or A-line chino/twill style **just-above-knee length**.

**SKORTS:**

**Grades K-4:** Navy/Tan

**Grades 5-8:** Navy/Tan: **At-the-knee length only.** (Landsend.com)

***If sweaters, sweatshirts, or jackets are worn to school, the following conditions shall be observed:***

**SWEATERS:**

NAVY: cardigan or V-neck pullover for girls; V-neck pullover for boys.

**SWEATSHIRTS & JACKETS:**

\*Shall be purchased from the school only. (No other sweatshirts/jackets may be worn.)

Notes:

No embroidery or any other type of embellishment may be added to any school clothing items.

**FIELD TRIPS:** Navy Field Trip t-shirt\* and long blue jeans with school jacket/sweatshirt.

**PE UNIFORM:** Grades 5-8 only: Field Trip T-shirt\* & long or knee-length exercise pants (refer to Grades 5-8 student supply list.)

**DRESS UNIFORM:**

The school **“Dress Uniform”** will be required for designated school functions and performances. The Dress Uniform consists of the following items from the above uniform list:

**Shirt:** Boys & Girls (1-4) White oxford (long sleeves)  
Girls (5-8) White ¾ Sleeve Oxford shirts (Land’s End)

**Bottoms:**

Boys Navy pants with belt (matching dress shoes).

Girls Navy skirt – (just-above-knee length)  
**At-the-knee length** navy skort is optional.

**Socks:** Boys Dark color (matching the shoes)  
Girls (1-8) Skin-color tights/pantyhose

**Shoes:** Boys & Girls Black, or navy **dress** shoes

Non-compliance with the Uniform Policy is subject to the procedures outlined at the end of the Appearance Code section.

**APPEARANCE CODE**

The following list provides additional requirements for students to follow when at school or school functions:

1. Clothing worn to school and at school functions must be clean, neat, and fit appropriately. Ripped or torn clothing is not allowed.
2. NO jewelry of any kind may be worn to school, except medical bracelets or medical necklaces as needed for health requirements.
3. Hair must be neat and trim. Examples—students who mousse their hair should not allow it to stand more than 1 1/2 inches. Hair color should be the student’s natural color. No bleached or multicolored hairstyles are allowed. No emblems/designs may be shaved, painted, or otherwise applied to hair or skin.
4. If worn, make-up and/or nail polish should be natural looking.
5. No advertising and/or messages are acceptable on clothing (even on casual days.)
6. Caps and hats may not be worn in the classroom.