

Tri-City Seventh-day Adventist School

2420 East Ashman Street
Midland, MI 48642

School Handbook

2023-2024

A Co-educational Seventh-day Adventist School
Grades Kindergarten through Eight

Accredited with the
Lake Union Conference of
Seventh-day Adventists

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Contact Information

Telephone Numbers

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Bradley Merrills, School Board Chair.....	231-638-0781
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Brenda Khalil, Principal	989-430-0856

E-mail Addresses

School Email	tricitysdaschool@gmail.com
Principal Email	bkhalil@misda.org

Web Homepage

www.tricityadventistschool.org

Statement of Philosophy

The Tri-City Seventh-day Adventist School is dedicated to the fulfillment of one great purpose in cooperation with divine agencies: “to restore in man the image of his maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose of his creation might be realized.” *Education, pp. 15, 16*

In the beginning man was created in the image of God and was “endowed with a power akin to that of the Creator—individuality, power to think and to do,” *Education, p. 17*. Man’s capacity for free, creative, responsible thinking and acting has been considerably diminished by sin. It is therefore, the purpose of Christian education to restore this power in each student. A knowledge of God, His plan for our redemption and the kind of persons men and women may become as they are restored to His likeness are of first importance throughout the total school experience. Such a transforming restoration involves the development of the whole person physically, mentally, socially and spiritually.

Seventh-day Adventist education places a high estimate on the infinite worth of every individual and seeks to provide a climate in which a positive self-image may be developed. The necessity of providing opportunities for students to secure a preparation that will fit them to live successfully and productively is recognized. Students are encouraged to take an active interest in making the community a better place to live, to appreciate the positive aspects of culture and science, and to

develop a personal sense of mission for giving the gospel message to all the world in preparation for the soon return of Jesus.

Seventh-day Adventist education seeks to give students an intelligent understanding of the principles governing the functions and proper care of the body, and to help them establish habits and practices, which foster physical vitality and health. Seventh-day Adventist education also seeks to acquaint students with great literature, art, and music; and to develop appreciation for “whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely...” (Philippians 4:8).

Application and Admission

Who May Attend?

The Tri-City Seventh-day Adventist School has been established primarily for the youth of the Seventh-day Adventist Church. However, membership in the church is not a requirement for admission. Students who come from a non-Seventh-day Adventist background will be accepted if space is available and if they pledge to live by the standards of the Seventh-day Adventist Church while enrolled in the school. The school is not equipped to handle young people with severe learning or behavioral problems or young people whose lives center in trouble and the school will not willingly accept such students. The school reserves the right to ask parents and guardians to assist in the education process or withdraw their children from the school when learning or behavioral problems become apparent.

Students must be accepted by action of the school board. Application for admission may be made to the principal or to any school board member.

Tri-City Seventh-day Adventist School abides by the Anti-Discrimination Policy listed in the Policies section of this handbook.

New Students

All students need the following registration documents:

- Birth certificate
- Report card from previous school or a record release form
- Current physicals, if first time in a Michigan school
- Complete copy of immunization records (hardcopy or digital)
- Completed application forms

Returning Students

Returning students need to have up-to-date immunization records or availability of immunizations recorded on-line. Students who do not have these records on the first day of school attendance

must make arrangements with the administration before attending classes. Parents of students with unusual medical needs must provide the school with their physician's instruction on care needs on or before the first day the child attends classes.

Age for Admittance to Kindergarten or First Grade

In accordance with the instruction given in the Spirit of Prophecy and supported by the findings of leading educators, children should not start school at too early an age. A student must be 5 years of age by December 1 to be eligible for admittance to kindergarten. Likewise, no student will be admitted to the first grade unless he or she has attained the age of six by December 1 of the current school year.

School Hours

School Begins..... 8:00 AM
Mon-Thurs Dismissal..... 3:30 PM

School Attendance & Calendar

Regular attendance and promptness in meeting appointments are necessary for satisfactory schoolwork and proper child training. State laws hold the teacher responsible for reporting unexcused absences. Parents should call the school as soon as they know their student will be absent. According to state laws a valid excuse is constituted by "sickness, or death in the family, quarantine, medical, dental, or optometry services." Students are to arrive no earlier than 15 minutes before the start of school and to stay no later than 15 minutes after the dismissal of school unless special arrangements are made. A student is considered tardy if he/she is not in the proper place at the right time.

Observe carefully the dates listed in the school calendar for the beginning and ending of vacation periods. Our class schedule calls for a full 999 hours and 144 days of teaching, meeting Monday through Thursday, for a 4-day school week. The teachers need this amount of time and so do the students. Please plan all appointments accordingly. Families planning a vacation other than a scheduled school vacation must notify the teacher a minimum of two weeks before the vacation begins. We realize that trips can be learning opportunities, so we want to find a balance between school requirements and extracurricular learning. Teachers will give students their assignments and any class handouts. Parents are responsible to see that their children master concepts that are taught in the classroom during their absence. Work completed during an extended absence will not be collected or graded by the child's teacher and will not be included in the child's grades for the marking period they are absent. Students are expected to know the material that was assigned during their absence and should expect to be tested when they return to school. Students are allowed one day to make up work for each day of excused absence. All work must be completed by the end of the school year. At the teacher's discretion, students with unexcused absences may not receive academic credit for the work missed.

Dental and Medical Appointments

Dental and medical appointments should be arranged outside of school hours, except in emergency. The student is responsible to complete his/her missed schoolwork.

Curriculum

The curriculum at Tri- City SDA School complies with the requirements of the State of Michigan and the NAD Education Department of the Seventh-day Adventist Church.

Students in grades 1-8 are required to take the following subjects:

Art	Music
Bible	Reading
English	Science
Handwriting	Social Studies / History
Math	Spelling

Financial Information

Tuition is spread evenly over ten months from August to May. The entrance fee is paid up front. August statements will be mailed to parents when the list of enrolled students is provided to the Treasurer. Tuition payments are due on the first of each month.

Full-Time Tuition and Fees for the 2023-2024 School Year

Full-time is defined as attending 50% or more of the school week.

Entrance Fee.....	\$150.00
Tuition Grades K-8	\$150.00/month Aug - May
Total for the year.....	\$1650.00/year including fee

Part-Time Tuition and Fees for the 2023-2024 School Year

Part-time is defined as attending less than or up to 50% of the school week.

Entrance Fee.....	\$75.00
Tuition Grades K-8.....	\$75.00/month Aug – May
Total for the year.....	\$825.00/year including fee

Tuition Discounts and Incentive Programs

Multiple Student Tuition Discounts

1st child	Full Tuition
2nd child	30% discount
3rd child	60% discount
4th child	90 % discount

5th child+..... Free

Church Membership Tuition Discount

Full Constituent Church	Midland SDA Church	20% discount
Contributing Church	Saginaw SDA Church	5% discount

Constituent and supporting churches provide a large fraction of the school's operating cost. Therefore, students associated with these churches receive a tuition discount. Students who are a baptized member of a constituent or contributing church or are living with a parent or legal guardian who is a baptized member of a constituent or contributing church, are eligible for these discounts.

New Students Discounts

The following guidelines are designed to encourage families to send students to the Tri-City Seventh-day Adventist School. (The program includes families with or without a Seventh-day Adventist background.)

1. Students from a family whose children have not previously attended any Seventh-day Adventist school (either full or part-time) are eligible for a 25% tuition discount for each student, during the year when their first student attends Tri-City Seventh-day Adventist School.
2. Students from a family that attended Tri-City Seventh-day Adventist School during the school year following the first year of participation in the incentive program are eligible for a 15% tuition discount. The second year for eligibility must immediately follow the first year of the family's participation in the incentive program.
3. The Tri-City SDA School Board is authorized to approve eligibility for the incentive program under special circumstances or situations not specifically covered by the above guidelines.

All applicable discounts (including any specific church discounts, multiple students' discounts, and the new to Adventist education discounts) will also be applied to part-time student charges.

Payment in Advance

A full or half year's tuition paid in advance will be discounted 2%.

Nonpayment of Tuition

When a student's tuition balance exceeds the equivalent of two month's tuition, a student will not be able to attend beginning the day after the statement due date unless suitable arrangements have been made with the school board. The school will also notify the pastor of the church involved.

Any student account that is in arrears when school starts must pay one month's tuition before the student can enroll, and then continue to pay each month in advance for the student to remain in school. (Payments are due by the first day of each month.) Advance payments are required for the student to continue to attend, until the account balance is paid in full.

Retention of Records

Transcripts will not be issued until the school bill is paid in full. Special consideration by the Tri-City SDA School Board can be requested for unusual circumstances.

Insurance

Accident insurance is taken out for all students attending Tri-City. This insurance covers the student from the time he/she leaves home until he/she returns home. The student is covered on all school sponsored activities and field trips. This is only a secondary insurance.

Parent-School Relationship

The success of the school depends in a large measure upon the fullest cooperation between parents and teachers. Sometimes students make complaints concerning school matters. Parents are urged to follow these steps in caring for problems:

1. Contact the Teacher/Principal.
2. Contact the School Board Chairman.
3. Present the problem to the School Board.

If a satisfactory solution to the problem is reached at a particular step, it is not necessary to progress to any additional steps. Additional discussion of discipline problems should not take place until these communication steps have been followed. Please withhold judgment until investigation can be made. Carefulness along this line often prevents unhappy consequences.

Parent-Teacher Conferences

At the close of the first nine-week grading period, and in February, a parent-teacher conference will be held. At this time the report cards will be given to the parents, and opportunity will be given to discuss the report card, the progress of the student in school, check over workbooks, etc. The teachers will make a schedule of appointments.

Online Services

Parents of students in grades 3-8 can go online to <https://login.jupitered.com/login/> to check their student's progress and see if there are any missing assignments. Please contact the school for your family's login information.

Achievement Tests

Standardized achievement tests are administered each school year to the students. All students in grades K – 8 will be given the NWEA MAP test. These tests are administered online three times a year in fall, winter, and spring.

Special Education

Special education services are available through the Midland County ESA to aid students that need special help. For specific information concerning these services, contact the principal.

Scholastic Success

The emphasis placed upon spiritual growth in our school in no way lessens the goal of sound scholarship. Every student should strive to acquire knowledge and master technical skills, which will make him/her "...a workman that needeth not be ashamed." 2 Timothy 2:15. Students in the upper grades should have definite periods of uninterrupted study at home. Long hours on media devices are often detrimental to the successful school performance of young people. Sufficient rest and a good breakfast aid in learning.

School Services

Library

Tri-City School maintains a library collection used for academic purposes as well as student interest. Our selections include easy readers, true stories, informational text in a variety of subject areas, mission stories, history stories, books specific to our Seventh-day Adventist story, and excellent selections strengthening Christian faith and Biblical beliefs. Students are encouraged to read for a variety of purposes throughout the school day.

Volunteers

Tri-City Seventh-day Adventist School has had an outstanding past record of volunteer services. We would like to continue this church and parent involvement in the education of our children. If you have any time to offer the school, please contact the teacher. Please do not feel you must give a full day to the school. Every hour of help offered is greatly appreciated. Our needs are varied; consequently, there are many places that your help could be used. Working with the children and teacher has been a rewarding experience to those who have taken the time to become involved. All volunteers are required to complete the "Adventist Service Volunteer" on-line training. Please contact the school for more information.

Health Services

The school believes in healthful living as taught by the Seventh-day Adventist Church. Each student is exposed to health lessons in science class. It is required by the Michigan Conference Education Office and the local school board that all students entering a Michigan school for the first time have a physical before attending classes. Forms may be obtained at the office. The Saginaw County Health Department requires a weekly health report of all communicable diseases. If a child has been diagnosed or suspected of having strep throat, scarlet fever, measles, chicken pox, mumps, Rubella (German Measles), hepatitis, scabies, pertussis (whooping cough), encephalitis, meningitis, pediculosis (head lice), or other communicable disease, the school must be notified. The health department provides vision and hearing tests each year at the school. These tests are scheduled with the school by the health department. There must be a complete and updated immunization record for each student on file or available on the internet. The Michigan Health Department makes a semiannual check of students' immunizations. Waivers are available in the event you do not wish to have your student immunized.

Religious Services

Students are encouraged to attend their church each week. The school conducts daily worship periods at the beginning of each day, a Week of Prayer is held in the fall and spring, and the Bible Labs program continues throughout the school year. Students will be required to attend programs outside of school time as a part of their religious instruction.

Student Activities

Field Trips

Each class participates in various types of field trips during the school year. These trips are designed to enhance the overall curriculum offered here at Tri-City as well as to offer personal enjoyment for the student. The school will provide parent and volunteer transportation to and from field trips. If your student does not meet the current age and height requirement, we ask that you provide the appropriate booster seat.

Special Trips

There are several special trips planned during the school year that involve specific classes. The Michigan Conference of SDA's LIFT (Lifestyle Improvement for Teens) retreat is planned for grades 7-8. The Education Department provides the students in Grades 5-6 with an Outdoor Education program. Great Lakes Adventist Academy Days is planned in the early spring for grade 8 to get a preview of academy life.

Home and School Association

Home and School Meetings

Meetings of the Home and School Association are held during the school year. These are open meetings, and all parents and constituent members are welcome.

Members

All patrons of the school and members of the Seventh-day Adventist churches are members of the Home and School Association. Members are welcome to attend all association meetings and assist in the program of the school including functions sponsored for the betterment of relations between the home and the school.

Purpose

The purpose of the Home and School Association is to advance the cause of Christian Education in the home, church, and the school, and to develop Christian character in all its members and their dependent children.

Attendance

As in all organizations, this association will be of value to the school, the church, and the home, in accordance to the support given to it through regular attendance at its functions.

Administrative Codes

Attendance Policy

Because academic success is closely related to regular school attendance, students are encouraged to be on time every day. Therefore, if a student is tardy by one hour or more, that tardiness will count as a half-day absence. When a student's unexcused absences reach 15% of a marking period, the student's name will be brought before the school board for notification. If a student's unexcused absences reach 25% in a marking period, that student will be asked to withdraw from the school. The school routinely participates in safety drills, such as fire drills, tornado drills, and lock down drills. In the event of an emergency the teacher will call 911 and will direct the students where to go.

Close of School Day

Students are expected to leave the building and grounds as soon as their ride has arrived. Any student whose ride is not at the school at 3:30 PM must wait inside the school building.-Parents who are working should plan for after school supervision of their student. Each student is expected

to be picked up no later than 3:45 PM. In the event that a student needs to stay after 3:45 PM, the school staff should be informed prior to the child staying. Students who are waiting while their parent talks to a teacher are to be waiting inside the classroom area. Parents who consistently pick up students late will be referred to the school board.

Discipline Code

1. A student involved in any activity which prevents the teacher from teaching will be subject to discipline.
2. A student involved in any activity that interferes with another student's opportunity to learn will be subject to discipline.
3. A student involved in any activity that endangers the health, safety, or emotional well-being of another student or staff member will be subject to discipline. Bullying will not be tolerated (see anti-bullying policy below).
4. A student involved in any activity that causes damage or unexpected deterioration to school property will be subject to discipline.
5. A student involved in any inappropriate social or sexual behavior such as holding hands, kissing, inappropriate touching, or suggestive behavior, will be subject to discipline.
6. The use or possession of tobacco, alcoholic beverages, or illegal drugs is prohibited.
7. Profanity, inappropriate language, questionable pictures, or other undesirable materials are not permitted on the school grounds.
8. Guns of any kind, sling shots, firecrackers (or any type of explosive device) knives, or weapons of any kind are not to be brought to school and will not be tolerated on the school premises at any time.
9. Multi-media devices are not to be used during school hours without specific permission from a school staff member.
10. Gum is not allowed on the school premises.

Infractions of the discipline code will be documented by the teacher as they occur. Violations deemed serious by the teacher or the principal will be communicated to the parents. Documentation of discipline code violations including parental notification is to be reviewed by the teacher and principal on a monthly basis. Thus, when action by the school board is desired on discipline code violations, the principal and the teacher will have the proper documentation. The school board can then make an appropriate decision concerning each student.

Dress Code

Parents are to send their children to school dressed in neat, clean, modest, and appropriate clothing. Acceptable attire would allow a child to feel comfortable in the presence of Jesus. The dress code is as follows:

1. Dresses and skirts should be long enough to cover the knee when sitting and full enough for modesty in any position.
2. Modest shorts that come to the knee may be worn at the discretion of the faculty.
3. No pajama bottoms or slippers are to be worn.
4. Shirts, blouses, sweaters, etc. are to be long enough to cover the top of pants or skirts especially when the arms are raised.
5. Students must not wear white T-shirts or undershirts as their outer garments. Size appropriate dress T-shirts are acceptable. All tops must have sleeves.
6. All clothes are to be in good repair, and not torn, too tight, or too baggy. Pants should be worn at the waist.
7. Clothing, backpacks, or materials with words, pictures, or decals, dealing with entertainment and media characters, alcohol, tobacco or other substances, violence, occult, rock music or sexually suggestive material are not to be worn or used at school.
8. When using the playground for athletic activities during recess, girls should wear school appropriate shorts or slacks under their dresses and skirts.
9. Jewelry such as rings, bracelets, earrings, and necklaces are not to be worn.
10. Obvious make-up and colored nail polish are not to be worn.
11. Hair should be neat, clean, and compatible with Christian standards of dress, avoiding extremes, unnatural colors, or outlandish styles.
12. Hats, bandanas, etc. are not to be worn in school.
13. Students' feet need to be properly covered. Shoes need to have an enclosed toe. Sandals need to have a heel strap and enclosed toe. Socks need to be worn with shoes other than sandals. Athletic shoes are required for outdoor play. Rubber rainboots are suggested for wet weather play.

General Conduct

Each student is expected to conform to all the regulations, respect and obey the teachers and support staff, and be kind to classmates.

Lost and Damaged Books

In the event a schoolbook, workbook, or library book is lost, it will be the responsibility of the parent to replace it. Fines will be given for books excessively damaged by students.

Lunches

Items that need minimal microwave re-heating are acceptable. The time limits of the lunch period prevent the extended heating of foods. Because many students are vegetarian and the heating of meat products in the microwaves produces odors, meat items will not be heated in the microwaves. All cold meats are to follow the Biblical standards of clean and unclean foods. The Home and School provides the students with a hot lunch at various times during the school year.

Permission for Off Campus Activities

A permission slip signed by the child's parent/guardian, must be on record for school sponsored activities off school grounds. Students are to remain on campus at all other times during school hours. Please refrain from taking your child to lunch during the school day, as the noon period is too brief to accommodate this program.

A written consent letter that is provided by the school must be signed by the parents/legal guardians for students to participate in off-campus trips and activities.

Recess and Physical Education

All students are required to go outside during recess and physical education unless the faculty deems otherwise. Students, therefore, are to come dressed for outside activities.

Recreational Equipment

The use of any recreational device such as skateboards, rip sticks, roller blades, tennis shoes with wheels, roller skates, ice skates, golf balls, and regulation baseballs are not allowed on the school grounds.

School Closing Due to Weather

When it is necessary to close school because of bad weather, all families will be notified via phone call or text message before 6:45 AM.

Telephone

The telephone is for business use only. Students will be permitted to use it to call parents with permission of a member of the school staff. Students are not to bring cell phones to school unless a parent requests permission from the principal and appropriate policies are established and followed.

Transportation

Students planning to leave the school by means other than their normal transportation must provide the administration with a note or receive a phone call from their parents before leaving the school.

Toys

Toys of any kind are not to be brought to school unless requested by a teacher for a specific lesson or demonstration. The atmosphere of the school is one of learning.

Use of Playground

Students are to report to their respective classroom or designated area immediately upon arriving at school in the morning. Playing outdoors or outside of the classroom before or after school is not permitted.

Visitors

Both the faculty and the students like to have visitors come to observe the school program in action. If you wish to visit, please contact the school office and make arrangements.

Policies

Anti-Bullying Policy

Intimidation can be physical, oral, cyber, electronic, or attitudinal. and is not consistent with acceptable Christian conduct.

It is expected that individuals expressing bullying practices will be reported to the teacher or principal for disciplining. The victims are to be protected from retaliation from the offender. Discipline may consist of the following actions, depending on the offense and the repentance of the offender.

1. The teacher or principal will speak with the offender, record the incident with date and testimonies of witnesses, and report the matter to the offender's parent(s) or guardian(s), as appropriate. If deemed necessary, the offender may be suspended from school in harmony with Michigan Conference Educational Department policy.
2. If the offender continues a practice of bullying, suspension for a stated period, without credit, will follow. Re-entry will require the offender and parent(s) or guardian(s) to appear before the Tri-City School Board and give reason as to why the offender should be returned to class. Conditions may be required, including probationary reinstatement or behavioral contract.
3. If the offender continues the practice, dismissal of the student from school shall follow, as provided by Michigan Conference Educational Department policy.
4. Any of the above steps may be skipped and expulsion imposed, if the offense is sufficiently severe to require it, as provided by Michigan Conference Educational Department policy.

Anti-Discrimination Policy

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

Anti-Sexual Harassment Policy

Sexual harassment has been defined as unwelcome sexual advances, requests, and/or other conduct of a sexual nature which is offensive. It can be spoken, written, cyber, electronic, or physical behavior. It includes offensive pictures, graffiti, and jokes. Harassment between students should be reported to the classroom teacher. Harassment from an adult should be reported directly to the principal. Harassment of students or adults by school personnel will be directly reported to Michigan Conference Education Department for discipline and/or legal authorities as appropriate.

Adult sexual abuse of a child shall be reported to the principal for appropriate law enforcement and Conference notification.

Near-Zero Tolerance Behavior Policy

The possession of artificial and imitation weapons, sharp objects or harmful substances (which will be confiscated) will result in disciplinary action by the school administration, as advisable. Law enforcement authorities will be notified if necessary.

Zero Tolerance Behavior Policy

Michigan state law requires that the possession, buying, or selling of any of the following items result in the notification of law enforcement authorities. Violation of these policies will have consequences which may include expulsion from Tri-City Seventh-day Adventist School.

- Alcoholic beverages
- Tobacco
- Illegal drugs
- Weapons such as firearms and knives
- Explosives

Statement of the School Board

In our attempt to provide quality Christian education for our children, we hope that we have covered all subjects that will be of help to you as parents and to us as administration. Because of the complexity and controversial nature of some of the subjects of this handbook, we, as the

school board, retain the right through regular and special board action to amend, delete, or add to this handbook at any time during the school year.

It is our prayer that by working together we can solve the minor problems before they become major ones. We ask that you attempt to follow the guidelines as closely as possible. If there are any questions or suggestions concerning this handbook or the operation of the school, please feel free to contact any school board member or the principal.

Appendix

Annual Notification as required by Asbestos Hazard Emergency Response Acts (AHERA) for schools containing asbestos.

The Michigan Conference of Seventh-day Adventists has conducted an extensive asbestos inspection of all conference schools. Based on the finding of this inspection, a comprehensive management plan was drafted for our school and approved by the State of Michigan Department of Public Health. The Management Plan is updated on a regular basis according to AHERA law. This plan details the response actions we may take regarding asbestos containing materials found in our building. This plan is available at the school office for inspection without cost or restriction during regular school hours.