

# NILES ADVENTIST SCHOOL



"... I have called you by name: you are mine."

## HANDBOOK 2023-2024

*We bring our children to Jesus to be  
touched by His love, trained for service,  
and educated for Heaven.*

# Contents

Philosophy .....	3
Objectives .....	4
How to Apply: Admission Requirements.....	6
Admission Procedure (Returning Students) .....	7
Admission Procedure (New Students).....	8
Responsibilities of Students & Parents.....	10
School Hours .....	10
Attendance .....	10
Visitors .....	11
Emergency Visits/Phone Calls .....	12
Standards: Homework .....	12
Conduct Standards .....	13
Discipline Policy .....	14
Academic Policy .....	15
Dress Code Standards .....	15
Financial Information: Financial Policies .....	16
Financial Assistance Policy.....	18
Other Information and Policies .....	18
How to Help Your Child Do Well in School .....	19
Grievance Procedure .....	19
Lunch Program.....	20
After School Care .....	20
Home & School Association.....	20
Computer Acceptable Use Policy .....	21
School Health Program .....	21
Accident Insurance .....	22
School Closing/Bad Weather .....	22
Sick Child Policy .....	22
Addendum .....	23
Contact Information .....	24

# Philosophy

Niles Adventist School is a Kindergarten-8th grade school operated by Niles Westside Seventh-day Adventist Church. This school provides an educational program that operates within the Christian philosophy and guidelines of the Seventh-day Adventist Church for the children of the church as well as others who share a belief in its educational philosophy and objectives. \*Any student whose parent is interested in an education that supports a Christian lifestyle is welcome to apply.

The school's philosophy is reflected in its Mission Statement:

*We bring our children to Jesus to be  
touched by His love, trained for service,  
and educated for Heaven.*

Niles Adventist School encourages each child to reach his/her full potential in a world that requires high academic, social, and spiritual standards.

*\*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 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 admission policies, applications of admission, scholarship or loan programs, and extracurricular programs.*

# Objectives

The school's objectives are designed to accomplish the school's mission and achieve its vision. The objectives of Niles Adventist School are for students to the following:

## RELIGIOUS

- Increase their understanding and acceptance of the Bible as the revealed Word of God, with a growing knowledge of God as their Creator, Sustainer, and Savior.
- Develop a personal religious life of faith based on prayer, worship, and service to their school family and beyond.
- Recognize that Jesus Christ will soon return, and develop a personal sense of mission in sharing the gospel message with others.

## INTELLECTUAL

- Demonstrate competence in the basic skills of reading, mathematics, communication, language arts, and science that are requisite for entry into secondary education.
- Demonstrate a growing ability to think critically and problem solve, and to use facts and information discriminately.
- Develop a growing recognition of personal interests and abilities with an ongoing desire to fully cultivate them.

## **EMOTIONAL**

- Understand how to manage and properly express one's own feelings and emotions.
- Develop an appropriate sense of self as a valued child of God.

## **AESTHETIC**

- Develop an appreciation of the value and beauty in art, music, literature, and nature, and a regard and sensitivity for the value of variety, proportion, and harmony.

## **PHYSICAL**

- Develop an appreciation for and participate in physical activities and exercise.
- Appreciate the value and dignity of labor.
- Adopt patterns of healthful living evidenced by proper diet, meaningful work, regular exercise, and adequate rest.

## **SOCIAL**

- Develop an understanding of, appreciation of, and respect for all people.
- Develop an appreciation for and participate in activities that call for supportive and co-operative effort, realizing individual fulfillment within the group.
- Demonstrate a growing understanding that a primary goal of education is to develop one's talents for service.

# How to Apply

## Admission Requirements

Subject to available space, applicants who are mission appropriate and meet the academic and character requirements of Niles Adventist School, and who express willingness to cooperate with the school's policies and to adjust congenially to its religious, social, and cultural atmosphere, may be accepted. However, admission to the school is a privilege and not a right, and may be withheld or withdrawn by the school at its discretion and in harmony with its mission, function, and procedures.

All accounts from previous Seventh-day Adventist schools must be paid in full or satisfactory arrangements made.

It is the philosophy of Niles Adventist School for students to participate in the care and upkeep of the school property without pay.

Parents/guardians must submit annually an application form for each child to be enrolled in the school. An agreement to comply with the policies outlined in this handbook must be signed by the student and the parent/guardian. The School Board must approve applications before admission is complete.

Students possessing physical, mental, or emotional needs may be admitted. Because the school does not have the resources (e.g. personnel, facilities, equipment) to meet the needs of certain disabled children, consultation among parents, teachers, principal, and the School Board

must precede admittance. Within its ability to serve, the school will cooperate with parents and/or other agencies to provide for special needs children.

### **Kindergarten/Kindergarten +**

Students may enroll in Kindergarten if they will attain the age of five (5) on or before September 1 of the year they enroll. Exceptions may be made by the school board (with input from the teacher) and the Michigan Conference Office of Education on a case-by-case basis, with the understanding that the student may need to participate in the two-year Kindergarten/K+ program if they remain at NAS.

### **First Grade**

Students may enroll in first grade if they will attain the age of six (6) on or before September 15 of the year they enroll.

## **Admission Procedure**

### **Returning Students**

1. Parents need to submit a completed **Application for Admission Form** with a \$225 non-refundable registration fee. Registrations paid on or before July 15, 2023, are \$200. This fee includes textbook rental, accidental insurance, and technology support.
2. Parents need to submit a completed **Financial Agreement Form** before acceptance.
3. If financial assistance is requested, a completed **Financial Assistance Form** needs to be submitted on or before July 5, 2023.
4. The School Board will review applications and deter-

mine if the student is accepted.

5. The decision of the Board will be communicated to the parents.
6. A formal school registration date will be announced for the purpose of:
  - a. Filling out a new Consent to Treatment Form
  - b. Updating medical/immunization information
  - c. A review of and signature of support for the principles and standards of Niles Adventist School (parent and child)
  - d. Signing of the Computer and Internet Use Consent Form (grades 1-8)
  - e. Filling out other forms as needed by the teacher, administration, Home & School, etc.

### **New Students\***

1. Parents need to submit a completed **Application for Admission Form** with a \$225 non-refundable registration fee. Registrations paid on or before July 15, 2023, are \$200. This fee includes textbook rental, accidental insurance, and technology support.
2. Parents need to submit a completed **Financial Agreement Form**.
3. If financial assistance is requested, a completed **Financial Assistance Form** needs to be submitted on or before July 5, 2023.
4. Parents need to provide an official copy of last year's report card.
5. Students may be subject to a placement test prior to admission.
6. The School Board will review applications and determine if the student is accepted.
7. The decision of the Board will be communicated to the parents.



8. A formal school registration date will be announced for the purpose of:
  - a. Filling out a Consent to Treatment Form
  - b. Providing medical/immunization information
  - c. A review of and signature of support for the principles and standards of Niles Adventist School (parent and child)
  - d. Signing of the Computer and Internet Use Consent Form (grades 1-8)
  - e. Filling out other forms as needed by the teacher, administration, Home & School, etc.
  - f. When students are transferring from another school, the parent needs to provide Niles Adventist School with the address of the school most recently attended and sign a form for their child's school records to be transferred.
  - g. New students need to submit a copy of their birth certificate, unless it is transferred with their records from another school.
  - h. All students attending a Michigan school for the first time must have a physical and submit a Health Appraisal Form signed by a physician.

\*A student is considered a first-time applicant if she/he has never attended Niles Adventist School, withdrawn, or attended another school for any length of time.

### **Classroom Capacity**

In the event that a classroom reaches capacity, the following will be used in determining who is admitted to that classroom:

1. Returning families from the previous school year.
2. Constituent families of Niles Westside Adventist Church.
3. Financial clearance to re-enroll.
4. Registration Fee paid.

Students who meet category one and/or two above but do not yet meet category three and/or four will be given until July 30 to do so. Beginning July 31, admission will continue “first come, first served,” based on financial clearance and registration fee paid. If a student is unable to attend due to classroom capacity limitations, the registration fee will be refunded.

## **Responsibilities of Students & Parents**

### **School Hours**

Monday through Friday: 8:15 AM—3 PM

Half-day dismissal is 12 PM

Kindergarten: 8:15—11:30 AM

### **Attendance**

Regular attendance and promptness are necessary for satisfactory schoolwork and proper student training.

Parents/guardians should assist the teachers by providing support in the following areas:

1. Have the student at school early enough to be in his/her seat by 8:15 AM. After 8:15 AM, students are considered tardy. After five unexcused tardies, parents will be contacted and a letter will be sent home.
2. Fifteen minutes before the opening of school is ample time for a student to be ready for the beginning of school. Supervision will begin at that time. If a student must arrive before that time, advance arrangements must be made with the principal.

3. Whenever possible, arrange for dental and medical appointments outside of school hours.
4. Whenever the student is absent, a written explanation to the teacher is required within 24 hours of the student's return to school. If no explanation is given within the allotted time, the absence will be considered unexcused.
5. Following an excused absence, it is the student's responsibility to make up all work as determined by the teacher.
6. Please take careful note of the scheduled vacation periods, holidays, and school events. The school will notify you of any changes.
7. Students are to be out of the school building and off the grounds within 10 minutes of the close of the school day.
8. If students are not able to leave within the above stated time limits they will be signed into After School Care and be charged a minimum fee of \$2.00 and another \$2.00 for every 30 minute period after 3:30. Students must be picked up by 4:30 PM. There will be no After School Care on half days.

## **Visitors**

All visitors, including parents, to the school should check in at the school office or with the principal before going to a classroom. Parents are welcome to visit classes in session when an appointment is made ahead of time with the teacher.

Students wishing to bring guests to school should obtain special permission ahead of time from the teacher and principal.

## **Emergency Visits/Phone Calls**

As a courtesy to both teachers and students, please don't interrupt a class without an appointment except in an emergency. Students generally are not available to receive phone calls during the day.

# **Standards**

## **Homework**

Since we believe that CHILDHOOD IS A JOURNEY, NOT A RACE, we support the following:

Students may need to finish an assignment in the evening that they were not able to complete in class and/or study for a test, including weekly tests such as spelling and memory verses. Occasionally students may need to work on a special project at home. However, we want to be sure to allow students the time to play, do chores, participate in family and personal devotions, take music lessons, etc.

Parents are strongly encouraged to read daily with their children. This not only creates a love for reading, it also strengthens a child's vocabulary and reading skills.

Students and parents need to make sure that any missing assignments are made up promptly and that they know their teacher's individual late work policies.

## Conduct Standards

The following basic principles need to be understood and adhered to:

1. Students should be encouraged to think of others first and practice the principles of Christian morals, ethics, and fair play. Courtesy and respect should be in the forefront. It is our intent to provide a learning environment that provides for the physical, spiritual, and emotional safety of the students.
2. The following behaviors are contrary to the mission and goals of Niles Adventist School and are considered unacceptable:
  - Verbal Harassment—including but not limited to name calling, put-downs, racial slurs, excessive teasing, threats, etc.
  - Physical Harassment—including but not limited to hitting, kicking, pushing, tripping, etc.
  - Exclusion of another student with malicious intent
  - Disrespect (verbal or nonverbal) toward students, staff, or visitors
3. Any parent or student who hears or sees behavior they feel is inappropriate by a student toward another student should report to a staff member in a timely manner.
4. Students will show concern and care in the way they handle school property. If a student becomes willfully destructive in any way, the parents/guardians will be held financially responsible for all damage.
5. Students should leave their electronic equipment at home. If parents want students to have any

electronic devices at school (i.e. phones, tablets, computers, etc.), they may be used only with permission from a staff member. Students need to check those devices in with a teacher at the beginning of the school day. Niles Adventist School is not responsible for any stolen, damaged, or missing electronic devices brought to school.

6. Roller skates/blades/shoes, skateboards, scooters, bikes, and any snow equipment with bindings should not be used on campus.

## **Discipline Policy**

We have confidence that our students come from supportive families, and that they know and understand Christian principles of right from wrong. We also believe that each family wants their students to be successful in school and in life. A primary goal of education under the guidance of God is to lead students to self-discipline. In the event of inappropriate behavior, a conduct slip system will be applied with greater consequences at each step. The general tenor of the process is described as follows:

1. Students will be redirected by the supervising staff or adults in charge.
2. Parents will be informed if a student continues to choose an inappropriate behavior after being counseled by the teacher and/or principal, or when there is a major infraction of school rules. The student will receive a conduct slip and loss of privileges. The conduct slip must be signed by the parent and returned the following day.
3. Continued offenses may result in behavioral probation and suspension of up to two days. If a student is on behavioral probation, he/she may lose special school privileges such as picnics, school

trips, etc.

If a student's misbehavior is not affected by counsel and/or suspension, the School Board will review the situation for possible further discipline or expulsion.

## **Academic Policy**

Students are encouraged to strive for excellence in their academics. Homework must be turned in according to the teacher's expectations. Any students who consistently fail to turn in homework, or have dropped their grade average to a D or F, will risk being put on academic probation. If a student is on academic probation, he/she may lose special school privileges such as picnics, school trips, etc. If the student is receiving aid from Church or School, he/she will lose the assistance while on academic probation. The student will be removed from academic probation when his/her grade average is raised to a C.

## **Dress Code Standards**

**These standards are designed to promote Christian values and set an academic atmosphere.**

Students are asked to observe the following standards of dress:

1. Clothes will be neat, clean, and presentable without tears.
2. Athletic clothes including jerseys, jogging shorts, tights, and workout sweats are not to be worn.
3. Screen printed graphics must be limited and appropriately placed. Graphics can be no more than 4x4 inches. *The only exceptions are Adventist church/school sponsored shirts.*
4. All clothing must fit properly. Excessively baggy,

- tight, and/or revealing clothing may not be worn.
5. Skirts and shorts must be modest and come closer to the knee than mid-thigh.
  6. All shirts and blouses must have sleeves.
  7. Jewelry and makeup should not be worn.
  8. Hats are not to be worn in the building.
  9. Flip-flops are not to be worn.
  10. Proper athletic footwear is to be worn during recreational activities.
  11. Undergarments must not be visible.
  12. Hair coloring can only be natural.
  13. Finger nail polish must be clear or a natural color.

Students arriving at school dressed inappropriately may be required to change before being admitted to class. Staff decisions on dress standard violations are absolute. Dress code standards apply to all school functions.

## **Financial Information**

The school is financed in a number of ways. Primary support comes from monies received from the Combined Budget Plan for members of Niles Westside Adventist Church, and by tuition payments of all parents or guardians. It is through this continued support that the church is able to offer a quality educational program for our children.

### **Financial Policies**

- o A Registration Fee of \$225 is due on registration day.
  - ❖ An early payment discount of \$25 will be given if the Registration Fee is paid on or before July 15, if there is no outstanding balance.
  - ❖ All payments received will apply to the any existing



prior balance first. The Registration Fee can be accepted after any prior balance is cleared.

- o Tuition paid in advance (on or before registration day) for the full school year will be discounted at 10% percent.

- o The first month's tuition will be paid at registration. There are ten (10) equal payments to be made between August and May each year.

- o Tuition payments are due by the 15th of each month. A 5% discount will be realized by those who pay on time.

- o A NSF Fee of \$25 will be applied to all returned checks.

- o If a student leaves for any reason, the tuition will be assessed through the end of the month last attended.

- o Regarding past due accounts:

- ❖ The school may dismiss any student whose tuition account is 60 days past due.

- ❖ No student who has an outstanding balance will be re-enrolled.

- ❖ No graduate will receive a diploma until the outstanding balance is cleared.

- ❖ No transcripts will be forwarded to another school until the outstanding balance is cleared.

- ❖ Exceptions to the above statements may be approved by the School Finance Committee or School Board.

- o The 5% discount per student for families with multiple children enrolled at NAS applies to single families, not extended families.

o Constituent rates apply to families who have church membership at the Niles Westside Adventist Church.

## **Tuition Rates**

See the current Financial Agreement for tuition rates (available online and from the school office).

## **Financial Assistance Policy**

In order to plan effectively for the operation of the school, the following guidelines need to be followed when applying for financial assistance from the Niles Westside Seventh-day Adventist Church.

1. Applications must be turned in no later than July 5.
2. Applications must be accompanied by:
  - a. Immediate past year's 1040 form
  - b. Expense sheet (or family budget)
  - c. Church Student Aid assistance letter with amount listed (if applicable)
3. Financial Assistance agreements will be available by or at registration.
4. The total amount of parent, church, and school responsibility will equal the total amount billed every month. Church sponsorship is contingent upon the parent making the regular monthly payment as stated in the financial agreement form.

## **Other Information and Policies**

## **How to Help Your Child Do Well in School**

- o Ask for and show interest in completed work that your child brings home.
- o Provide a quiet place for doing homework where interruptions are minimal.
- o Limit the time your student spends in the following activities: listening to the radio/CDs, iPads/iPods, watching TV/videos, and playing video or computer games.
- o See that your child gets at least 8-10 hours of sleep every night.
- o Provide your child with a nutritious breakfast every morning.
- o Demonstrate a positive attitude toward the school and teachers before your children.
- o Model Christian principles for your child in both conduct and dress.

## **Grievance Procedure**

The student is our prime concern. In accordance with the Biblical model in Matthew 18, the following steps are offered with this in mind. It is recommended that the steps be followed in sequence.

1. A parent/teacher conference should be held in order to identify the problem and isolate the facts. This first step should resolve the majority of problems. Parents should not approach teachers during instructional time.
2. A parent/teacher conference with the principal may be held if the concerns remain unresolved.
3. Before further action is taken, a second parent/teacher/principal conference should be held with the problem area stated in writing. Only first

hand information that directly affects the individuals concerned should be considered.

4. Any unresolved problems should be brought before the board chairperson who will contact the Office of Education.
5. If any of the parties involved still feel that the problem is unresolved, they may request that it be brought before the school board. This is done by requesting that the matter be placed on the school board agenda and making contact with the Office of Education.
6. The above steps must be followed to ensure due process for all parties involved.

## **Lunch Program**

Hot lunch will be available for purchase for \$4.00 each day, Monday—Thursday. \$32 meal cards (8 meals) can be purchased in advance from the teacher, school office, or online.

## **After School Care**

After School Care is available from 3 until 4:30 PM on Monday—Friday. The After School Care charge is a minimum fee of \$2.00 after 3:10 and another \$2.00 for every 30 minute period after 3:30. When offered, Kindergarten After School Care is from 11:40-3 PM at \$2/every 30 min period. There is no After School Care on half days.

## **Home & School Association**

All parents, guardians, and interested church members are members of the Home and School Association (H&S).

They are encouraged to assist in and attend programs of the school, H&S meetings, and other functions planned to improve the relationship between the home and school. H&S can provide strong support to the school and each of its students only when it receives active involvement from parents.

## **Computer Acceptable Use Policy**

All students in grades one through eight must sign an acceptable use agreement. The policy and agreement are provided in all application packets and at registration.

## **School Health Program**

Physical examinations are required for all students attending a Michigan school for the first time. Our school participates in vision and hearing screenings offered by the county on a periodic schedule. Our school maintains up-to-date immunization records.

Michigan law requires one of the following:

- o Proof from a physician that a first-time student has been immunized against diphtheria, tetanus, pertussis, measles, rubella, poliomyelitis, and varicella etc., OR
- o A certified waiver from the county health department stating that the child has not been immunized because of religious or other objections, OR a medical waiver, OR
- o A request signed by a parent/guardian that the local health department give the needed protective injections.

## Accident Insurance

A Group Accident Insurance Policy, which provides medical coverage for students involved in accidents at school or while participating in off-campus school activities exists. This insurance is secondary to a family's primary insurance. If there is no primary insurance, the school policy acts as primary.

## School Closing/Bad Weather

If Niles Community Schools close for inclement weather, NAS will also be closed. When the Niles Community Schools have a delayed start of the school day, NAS **will open on time** unless announced otherwise. Watch or visit WNDU Channel 16 or WSBT Channel 22 for this information. Our *One Call Now* phone system will give you a call, letting you know when our school closes for any reason. An announcement will be sent via email and will also be posted on our Facebook page.

## Sick Child Policy

If your child has been diagnosed with ANY communicable infections, please notify the school office.

Please have a plan in place for your child to be picked up at school if needed.

1. A child with a fever of 100.4 degrees or above must stay at home. If a child develops a fever of 100.4 degrees or above during the day, she/he will be sent home. A child may return to school after they have been free from fever for 24 hours without the use of Tylenol, Motrin, or

hour) needs to stay at home.

4. A child diagnosed with strep throat must have been treated with antibiotics for 24 hours before returning to school.

5. A child diagnosed with bacterial conjunctivitis (pink eye) must have medication for 24 hours before returning to school.

6. Children with viral conjunctivitis must have a doctor's release/report before returning to school.

7. In order for a child diagnosed with chickenpox to return to school, the lesions must be crusted over, fading and or disappearing 24 hours prior to return to school.

8. A child diagnosed with ringworm must be treated for 24 hours before returning to school and the affected area kept covered until healed.

9. A child with impetigo must be free of weeping lesions. The lesions must be covered and medically treated for 24 hours before returning to school.

10. A child with head lice must have been treated with a medicated shampoo before returning to school.

## **Addendum**

Any changes in school regulations, policies, and provisions announced by the School Board bear the same force as though published in this handbook.

**Please join us in providing a solid  
Christian education for each child!**

## Faculty & Staff

Jenni Coffen	Kindergarten
269-683-5444	<a href="mailto:jcoffen@misda.org">jcoffen@misda.org</a>
Denise Kidder	Vice Principal, Grades 1 & 2
269-357-3250	<a href="mailto:dkidder@misda.org">dkidder@misda.org</a>
Jody Seigal	Grades 3 & 4
503-559-4232	<a href="mailto:jseigal@misda.org">jseigal@misda.org</a>
Staci Fagal	Grades 5 & 6
269-240-3418	<a href="mailto:whatzthebuzz@gmail.com">whatzthebuzz@gmail.com</a>
William Crawford	Principal, Grades 7 & 8
269-591-0729	<a href="mailto:wccrawford101@gmail.com">wccrawford101@gmail.com</a>
Olena Rybachok	Music
425-381-0574	<a href="mailto:Olenamuz@gmail.com">Olenamuz@gmail.com</a>
Crystal Hensel	Teachers Aide
505-850-4884	<a href="mailto:chensel1@hotmail.com">chensel1@hotmail.com</a>
TBD	Custodian
Linda Murphy	Food Service
317-395-4889	<a href="mailto:lindakmurphy808@gmail.com">lindakmurphy808@gmail.com</a>
Heidi Scott	Secretary
269-782-1766	<a href="mailto:secretary@nilesadventistschool.org">secretary@nilesadventistschool.org</a>
Roderick Snow	Treasurer
574-217-3576	<a href="mailto:treasurer@nilesadventistschool.org">treasurer@nilesadventistschool.org</a>

## Niles Adventist School

110 North Fairview Avenue

Niles, MI 49120

**Phone:** 269-683-5444 **Fax:** 269-683-9885

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

## Michigan Conference of Seventh-day Adventists

**Education Dept. Phone:** 517-316-1550

## Niles Adventist School Board

Doug Fattic, <i>Chair &amp; Personnel</i>	269-684-6761
Dan Minter, <i>Vice Chair</i>	574-340-2111
William Crawford, <i>Principal</i>	269-591-0729
Alex Rybachek, <i>Pastor</i>	425-381-0573
Rodrick Snow, <i>Treasurer</i>	574-217-3576
Steve Carlsen II, <i>Building &amp; Grounds</i>	269-252-3659
Crystal Hensel, <i>Member at Large</i>	505-850-4884
Bob Horvath, <i>Technology</i>	269-845-9533
Jennifer Payne, <i>Personnel</i>	301-573-5067
Garry Suds, <i>Academic Standards</i>	574-999-1115
Michelle Coy, <i>Safety Committee</i>	989-565-4003
TBD, <i>Home &amp; School</i>	