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Handbook for Parents and Students

Christian Education – An Adventist Essential

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1 - Organization and Administration

General Purpose of the Dillingham Adventist School

It has always been a part of God's plan for parents to be ultimately responsible for the education and development of their children (Deuteronomy 6:6-9, Ephesians 6:4). The general purpose of the Dillingham Adventist School is to serve as an extension of the home by assisting parents with the education of children and to provide technical assistance to the parent and child in mastering academic skills and concepts. Ellen G. White, one of the founders of the Seventh-day Adventist Church, stated it best in the book Education, page 13:



True education means more than the perusal of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come.

The Dillingham Adventist School will guide and establish learning experiences that will assist each student to become a maturing Christian person, as well as a responsible and productive member of society.

Statement of Faith

- We believe that both the Old and New Testaments are the inspired Word of God, revealing the three persons of the Godhead: Father, Son and Holy Spirit.
- We believe in the incarnation and virgin birth of our Lord and Savior, Jesus Christ, as truly God and truly Man.
- We believe that man was created in the image of God, but became separated from God by sin.
- We believe that man is redeemed by grace through faith in Jesus Christ's vicarious atonement for sins, the shedding of His blood on the cross.
- We believe in the bodily resurrection of Christ, His imminent and literal return, and resurrection of His people.

- We believe that the Law of God, the Ten Commandments, is still binding upon mankind, and that it can be kept in its fullness only through faith and with the power of God working in our lives.

Philosophy of Christian Education

The Dillingham Adventist School starts with the premise that the only true education is a Christian education. This premise is based on the fact that only Christian education deals with all the dimensions of life viewed from a Biblical perspective.

1. **Reality** - God is the personal and purposeful Creator and represents the guiding force of the universe. Reality in life involves the understanding that God is real and is active in the lives of men and women today.
2. **Truth** - All truth is God's truth. Truth is consistent throughout the universe. Truth exists and is an absolute. God has revealed Himself through His Scriptures, through nature, and through His Son. Human understanding of truth comes through a study of the inspired Word of God, and understanding of His creation, and having a personal relationship with Jesus Christ.
3. **Knowledge** - All knowledge must be put in the context of Biblical truth. Any knowledge or personal conviction that serves as a guiding principle in an individual's life must be measured against truth as revealed in God's inspired Word.
4. **Men and Women** - Men and women are created in the spiritual and moral image or likeness of God. In a person's essential nature is the freedom to choose, or decide, for himself or herself what their behavior will be, what they will think, become, and do. Their inherent nature and their environment, of both good and evil affect their fundamental freedom of choice. Therefore, they are in need of special help to choose good and to find fulfillment in a reconciled life made possible by Jesus Christ, the divine Son of God.
5. **Christian Education** - In order for an educational program to be academically sound and instructionally effective, it must be founded upon Christian educational principles that recognize the true nature of God, of truth, of knowledge, and of man. Implicit in Christian education are these basic truths:
 - Man possesses a spiritual dimension, which is inseparable from the physical (Genesis 1:26-27).
 - Education involves the total being spiritually, intellectually, physically, and socially (Proverbs 9:9; Luke 2:52).
 - Each person possesses unique individual potential, traits, and needs (Romans 12:3-8).
 - The educational experience must involve (as a primary emphasis) the development of Christian beliefs, attitudes, and skills toward zealous application.
 - An integration of Bible truth will be an inseparable and primary part of the total educational process. Christian concepts will be unified with, inseparable from, and central to the academic offering.

- Students need a steady influence while preparing to live in a complex society. Only the Bible has the answers to humanity's needs and longing, and therefore will serve as our final authority on all questions.

Why the Christian School

Parents are mandated by God to educate their children. Children are a gift from God (Psalm 127:3-5). Parents are responsible to “train up” their children in the way of the Lord and not in the ways of the world (Proverbs 22:6; Ephesians 6:4). God’s people are told, “This is what the Lord says: ‘Do not learn the ways of the nations...for the customs of the people are worthless.’” (Jeremiah 10:2-3). Clearly God has explicitly instructed and warned parents as to the type of education a child is to receive.

In God’s economy of things, He has ordained three basic institutions: the Family, the Church, and the State. In fulfilling parental responsibility for the education of children, the family usually seeks help and support from one of those institutions outside the home. The creation of a Christian school under the direction of the church serves as an extension of the home in assisting the parents in fulfilling their Christian responsibility to “train up” their children.

Basic Educational Goals

- To give God the glory in all things
- To develop spiritual leaders in the church
- To develop an understanding of one’s unique worth and responsibility to God and to one another
- To help students realize their capabilities and limitations and how to make the most of them, toward growth and service
- To equip each student with the ability to communicate clearly, logically, and effectively through reading, writing, speaking and listening
- To encourage creativity and curiosity
- To encourage an appreciation of the arts
- To teach the fundamentals of physical fitness, nutrition, and hygiene
- To teach the fundamentals of Bible, Language Arts, Mathematics, Social Studies, and Science
- To enhance social growth and teach a Christian value system such that students differentiate between the consequences of valuable and harmful peer pressure and respond accordingly

Corporate Entity

The Dillingham Adventist School is an integral and inseparable part of the ministries of the Dillingham Seventh-day Adventist Church of Dillingham, Alaska. The Dillingham Seventh-day Adventist Church operates its school under the assumed name of the Dillingham Adventist School. The Corporate Constitution, Charter, and Bylaws of the Alaska Conference of Seventh-day Adventists (with headquarters in Anchorage, Alaska), and the Dillingham Seventh-day Adventist Church govern the operations and establish the legal framework for the Dillingham Adventist School.

Organizational Structure

The Dillingham Adventist School is a unit administered by the Alaska Conference of Seventh-day Adventists Office of Education (headquarters in Anchorage, Alaska), under policies and guidelines established by the Conference Board of Education. The local School Operating Board is responsible for the operation of the school within the guidelines and policies adopted by the Conference Office of Education and the school constituency.

Schools of the Alaska Conference operate within a structure authorized by the North Pacific Union Conference of Seventh-day Adventists Office of Education (headquarters in Portland, Oregon) using guidelines of the North American Division of Seventh-day Adventists Office of Education (headquarters in Silver Springs, Maryland).

2 - Admissions

Dillingham Adventist School exists to offer Christian education in a Christian environment. Students will, therefore, be carefully selected in order to maintain a student body of high academic and moral standards. At the discretion of the administrator and/or the Board, parents may be asked to furnish the school with results of standardized tests administered by a previous school.

Acceptance of the student will be based in part on a personal interview with the parents and student, results of testing, and/or recommendations concerning character, attitude, general promise of the student, and a desire to have a Christian education.

Non-Discrimination Policy

The Dillingham Adventist School admits students of any sex, race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, or national or ethnic origin in the administration of its educational policies, admission policies and athletic and other administered programs, except where necessitated by specific religious tenets held by the institution and its controlling body.

Kindergarten Requirements

A child who has attained the age of 5 years on or before September 15, will be considered for enrollment in kindergarten after completion of a readiness evaluation.

First Grade Requirements

A child, who has attained the age of 6 years on or before September 15, may be admitted to first grade, provided that other admittance criteria have been met. The Board, on an individual basis, must approve any exceptions or deviations from this policy.

In addition to the general requirements noted above, all first-grade students must meet these prerequisites: a physical examination with required immunizations.

NOTE: *The immunizations and physicals can usually be handled through the state health department at no charge. A record of these requirements must be on file at the school before the student begins school.*

Enrollment Procedure

The administrator shall develop details of the enrollment procedure. The enrollment procedure should include, but not be limited to:

- Carefully reading the *Handbook for Parents and Students*.
- Completing all enrollment forms.
- Parents scheduling an interview with the teacher and/or Board or its representative. The student(s) should also attend this interview.
- Parents being notified of acceptance or rejection of the student's registration by the Administrator.
- Parents making the necessary financial arrangements required by the school. Previous year's financial obligations must have been paid in full or satisfactory financial arrangements must have been made.

Birth Certificate

A legible copy of a birth certificate is required for all children seeking admission.

Immunizations

No student will be allowed to attend the Dillingham Adventist School without meeting the legal requirements for immunization against disease (including tuberculin test), unless the student has exemption for health, religious, or personal reasons as provided by law.

Students who do not submit a certificate of immunization or present a valid exemption shall be denied admittance and/or continued attendance until such a certificate or exemption is received.

Record from Previous School

Pupils entering from other schools must present evidence of attendance, grade placement, and academic achievement in the previous school.

3 - Attendance

It is the responsibility of the student and parent to create the habit of being punctual and regular in attendance. The school feels that faithful attendance is necessary for maximum benefits.

Excused Absences

- Personal illness, injury, or doctor appointments which cannot be scheduled after school hours.
- Illness in the immediate family which *requires* the student's presence.
- Death in the family.
- Pre-planned absences must have prior approval from the teacher.

An absence may be excused as follows:

- A note or phone call of explanation from an authorized person (parent or guardian) on the day of the absence or on the return day.
- Arrangements must be made with the teacher in advance of pre-planned absence for the completion of work to be missed. As much as possible, this work should be completed *before* the absence occurs.

Un-excused Absences

Absences for shopping, haircuts, babysitting, "needed-at-home," etc., will be considered un-excused. Parents should be advised that if a student accumulates four un-excused absences, the problem will be referred to the Board. If un-excused absences exceed 15% per nine-week grading period, the student's academic standing and/or continued enrollment may be in jeopardy. Three un-excused tardinesses will be defined as one un-excused absence.

Truancy

Truancy is defined as an absence without the knowledge and consent of parents and/or the school staff. This would include leaving school without permission before the end of the day, or staying out of any scheduled class without permission. Such action will not be tolerated and may be reported to the appropriate civil authority.

Leaving Early

Checking out of school early is strongly discouraged. Parents should try to schedule all medical appointments after school hours. However, if it is necessary for a child to leave school before dismissal, a request must be made in writing, or by telephone, to the school. No child will have permission to leave unless accompanied by a parent or by a specifically designated escort, and the school has been duly informed. At the discretion of the teacher, a responsible child may be permitted to leave, unaccompanied, if the teacher has received a telephone call or a note signed by the parent, and stating the circumstances involved.

Tardiness

It is important that students always be on time to school. By being prompt, the student is demonstrating self-discipline and responsibility. Self-discipline in this area is not only important for proper academic achievement; it is essential for the development of personal habits, which are characteristics of success and good citizenship in every walk of life. Each student is expected to be in the classroom when the morning worship period begins.

Reporting Absences

- Parents must notify the school by 8:15 a.m. when a student is to be absent.
- If parents have not notified the school by phone, students must bring a written excuse to the teacher upon returning to school after an absence of *one or more* periods of any regular school day.
- Any student leaving the school grounds must have permission from the teacher.

4 - Code of Conduct

A lifestyle that reflects Christian principles stands out in today's society. At the Dillingham Adventist School we have standards of conduct and dress that we feel should be a part of the students' mode of living. Most of the standards are simply for the protection of our students and for the orderly operation of our school.

In order to insure spiritual and educational benefits of all students, each student will be required to conform to and obey all rules and regulations of the school. Our primary objective will be to develop respect for authority and self-discipline on the part of the student. All students are subject to the authority of the teacher at any time on the school grounds during the school day or during school functions. Students will be courteous and respectful to teachers, teacher aides, secretaries, visitors, and other students at all times.

Minor Infractions – The following infractions constitute examples of unacceptable conduct:

- Chewing gum
- Running in the building
- Excessive talking
- Tardiness
- Littering in the building or on school grounds
- Improper behavior during school-sponsored activities
- Minor dress-code violations
- Minor property damage
- Un-excused absences
- Possession of unauthorized items (i.e., radios, toys, tapes, etc.)
- Consumption of food or beverages at times other than the scheduled lunch period
- Disrespect of other students (teasing, name calling, etc.)

Major Infractions – The following infractions constitute examples of unacceptable behavior and will be handled in a firm earnest manner:

- Truancy
- Profanity, obscene or suggestive language or gestures
- Willful destruction of property
- Cheating or lying
- Fighting
- Major dress code violations
- Disrespect for Staff members or other adults
- Willful defiance of authority
- Major property damage
- Rebellious or irreligious attitudes
- Sexual misconduct
- Theft or vandalism
- Possession or drinking of alcoholic beverages
- Possession or use of drugs
- Leaving school without permission
- Possession of knives or other dangerous objects

Playground Rules

- No stone, dirt, or snowball throwing (unless part of an organized activity).
- There is to be no riding of bicycles or motor conveyances on the school grounds.
- No one is to play outside of the school grounds unless supervised by the teacher. If the weather is too bad for outside play, students will be allowed to stay indoors.
- Use playground equipment as it is intended to be used.
- Authorized play equipment that is brought to school must be clearly marked with the student's name.
- Play all playground games according to the instructor's directions. Do not change the rules.
- When a ball goes outside the school grounds, the student must get permission from the teacher to retrieve it.
- All accidents are to be reported to the teacher immediately. The teacher will attend to minor accidents.
- All students are expected to participate in the planned activity unless excused by the teacher, because of illness or other valid reasons (such as a note from parents indicating a valid cause).

Discipline

Students and parents are asked to carefully consider these rules and regulations. Submission of an *Application of Admission* is an indication that both student and parents intend to comply with the rules stated.

Punishment of Minor Offenses – Students should expect to be corrected by the teacher whenever they are guilty of any one of the thoughtless acts that are not in the best interest of the school. In the case of minor infractions, parents will generally not be contacted unless the teacher's action has proven unsuccessful, in which case, parents will be involved and informed.

Punishment of Major Offenses – In the case of a major offense, parents will be notified of the nature of the offense and also disciplinary action taken.

Disciplinary Action Alternatives – Disciplinary alternatives can be, but are not limited to the following: parent conferences; noon, recess, or after-school detention; work detail; non-participation in extra-curricular activities; suspension; and expulsion.

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 are to be notified of this action prior to the detention.

Social Relations

The Dillingham Adventist School provides opportunities for boys and girls to cultivate friendships with the opposite sex. In some instances, these associations will deepen into more than passing friendships. However, all such friendships must be handled in a responsible manner. Public display of affection, such as holding hands and other physical intimacies, will be considered in poor taste and will not be allowed.

Damage to School Property

It is expected that the person causing such damage, even if accidental, will acknowledge all damage, and a plan for reimbursement will be made.

Dress Code

A student's appearance should reflect the impression that formal learning is important enough to call for precision and neatness in dress. Style of clothing should indicate a serious academic purpose on the part of the student. Our standards for dress and grooming are in keeping with the high Christian ideals, which we seek to establish in those who attend the school.

The following guidelines do not attempt to embrace every conceivable situation in the realm of dress. Direct any questions about the intent or provisions of the dress code to the school administrator.

Scriptural support for a dress code may be found in 1 Timothy 4:12, 1 Timothy 2:9, Deuteronomy 22:5, and 1 Corinthians 6:19-20. The administrator will have the final word on all matters concerning the dress code.

All Students

- Blue school uniform shirt. Must cover the midriff at all times.
- Plain colored pants (or knee length skirts for girls).
- Clothing must fit well and be kept clean, neat and in good repair.
- It is also recommended that if a sweater is needed for indoor use that the school jacket or vest be purchased for this purpose.
- Hair must be clean and neatly combed.
- Appropriate footwear must be worn at all times.
- Ornamentation that serves no useful purpose except to draw attention to one's self, such as earrings, necklaces, pendants, bracelets, rings, or excessive makeup, are not permitted.

Supervision of Students

Students should leave the school property as soon as possible after the close of the school day. Supervision of pupils on school property will be provided for a period of not more than 10 minutes before school and 15 minutes after school.

Early Dismissal or Release

No student is to be excused from school before the close of the daily session without a request from a parent and approval by the administrator. No student is to be released from school to any person other than the parent having legal custody or to a legal guardian unless said parent or guardian has given his/her approval. Parents will be notified any time school is dismissed earlier or later than the normal closing time.



5 - Curriculum

The curriculum consists of learning experiences that the children have, both in and out of school, which the school utilizes in helping each pupil develop into a loyal, effective citizen in his home, school, and community. In the school, basic learning experience and content are chosen from these broad subject areas: social studies, religion, general science, mathematics, language arts, health and physical education, practical and fine arts, and Christian service.

Basic Materials

The basic curriculum materials used in our school will be those adopted by the North Pacific Union Conference Board of Education and listed annually in the *Textbook List, K-12*. Any basic materials other than those listed must have prior approval of the Conference Office of Education.

Homework

It will not be the policy of the school to assign large amounts of homework. However, when homework is assigned it will be geared to the child's ability and relative to deficiencies. Homework does provide an opportunity for the parent to spend time with the child on worthwhile activities and projects. Parents can also help by providing the child with a proper environment for study.

6 - Student Records

The school will presume the parent and/or guardian has the right to inspect records upon request. A student who has attained the age of 18 will be permitted the right to review his/her records upon request.

The school will notify parents or eligible students of their rights pursuant to this policy, where they may obtain copies of this policy, and the procedures for filing complaints. The parent or eligible student may inspect the student's records by presenting a written request to the administrator. The administrator will provide access to those records within a reasonable period of time.

Withdrawal or transfer of any student's records will be approved and handled by the administrator. Before a file is forwarded to another school, extreme care should be taken to see that all records are current and complete. Records will be released only upon written request by the receiving school. Records will not be released directly to parents.



7 - Support Services

Administering Medications

Teachers should not diagnose a health condition or give any internal medications, including aspirin, except as indicated in the following statements.

- Any student who is required to take, during the regular school day, medication prescribed for him/her by a physician may be assisted by designated school personnel if the school receives:
- A written statement from such physician detailing the time schedules, amount, and method by which such medication is to be taken, and,
- A written statement from the parent or guardian of the student indicating the desire that the school assist the student in matters set forth in the physician's statement.
- Such medication must be delivered to the school in the original container bearing the pharmacy label.

Food Service

The school will make no provision for a hot lunch program. Parents will provide the meals for their own children.

Student Hygiene

Neatness and personal cleanliness are required of each student. If these standards are not met, the student may be sent home to make necessary changes acceptable to the school.

8 - Financial Support

Tuition-based Operation

The tuition-based school operates on the premise that tuition payments are paid by parents as a *prerequisite* for enrollment and continued attendance. In other words, tuition is paid for services rendered by the school.

Tuition

Annual Tuition

Annual tuition will be established by the School Board

Member Discount

Members of the Dillingham Seventh-day Adventist Church will be allowed a 10% discount.

Family Discount

A family discount will be allowed any family with more than one child enrolled in Dillingham Adventist School. The allowance will be at the rate of 10% discount for the second child in the family, 20% discount for the third child, 30% discount for the fourth child, and 40% discount for the fifth child.

Discount for Advance Payment

The full year's tuition may be paid at the beginning of the academic year with a 5% discount allowed.

Monthly Payments

Tuition payments may be paid monthly in 10 equal installments. The first monthly payment is due at registration. Payments two through ten are due the 10th of each month beginning September 10 and continuing through May 10.

Grace Period

If tuition payments cannot be made by the 10th of each month, then the established policy is to allow a five (5) day grace period.

Overdue Accounts

The School Board will consider any account that is older than 30 days to be overdue, unless other arrangements have been made.

Release of Report Cards

Final student progress reports or student cumulative records will not be released until all financial obligations are paid in full.

Unpaid Tuition

If tuition payments are not paid in full or financial arrangements made for the payment of back tuition by the beginning of the following year, the student will not be allowed to re-enroll.

Withdrawal of Student

If a student withdraws or is expelled, the parent is responsible for payment of tuition for the full week during which the student was in class, and tuition payments for unused weeks will be refunded.

Gifts from Patrons and Supporters

- May be designated to a specific student for scholarship purposes. (Such gifts are not tax-deductible.)
- May be designated to the Worthy Student Fund.
- May be designated to a specific project.
- May be undesignated and deposited into the general operating fund of the Dillingham Adventist Elementary School.
- May be given through the Dillingham Seventh-day Adventist Church or directly to the school.

Student Assistance Fund

The Worthy Student Fund is set up for the purpose of providing financial assistance to families who feel the need for such assistance. Application may be made at the time of registration, or any time thereafter. The available funds will be allocated according to need.

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