

# Flint Fairhaven Elementary School



## School Handbook

2026-2027

1379 W. Louis Ave

Flint MI 48505

(810) 785-4024

[fhsch.org](http://fhsch.org)

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# Directory

## Flint Fairhaven Elementary School Personnel

**School Office** ..... (810) 785-4024

### **Principal/Teacher**

Katelyn Nieman..... (269) 861-2539

### **School Board Chairperson**

Charlesetta Edwards .....(810) 336-8153

### **School Treasurer**

Stephanie Clarke .....(810) 730-5451

### **Fairhaven Pastor**

Paul Retemiah .....(269) 635-7274

### **Home and School Leader**

Chandra Forward .....(810) 356-7635

### **Superintendent of Education**

Deirdre Garnett..... (847) 770-0926

### **School Board Members**

Dexter Clarke .....(810) 789-7086

**Excofficial Members:** Superintendent of Schools, School Principal,  
School Treasurer, Pastor, Home and School Leader.

## Philosophy

The Flint Fairhaven Elementary School has been established since 1931 to provide a Christian Education primary for the youth of the church, as well as others who appreciate its value.

We believe, as Seventh-day Adventists, that Christian Education includes subject matter, teaching methods, discipline character development, and respect for the personal worth of everyone. Each student will be exposed to and taught the Christian beliefs and doctrines of the Seventh-day Adventist church as truth.

We believe that the Seventh-day Adventist education provides students an environment in which to gain an intelligent understanding of the principals governing the functions and proper care of the body, and to help them establish habits and practices that foster physical vitality and health.

## Mission Statement

Flint Fairhaven Elementary exists to equip students for Christ-centered leadership by developing faith, character, and compassion through the values of Believe, Learn, Go, and Connect.

## Core Values

### **Believe**

We believe faith is the foundation of a meaningful life. Students are encouraged to develop a personal relationship with God, trust in His plan, and grow spiritually through worship, prayer, and daily Christian living.

### **Learn**

We believe learning is a lifelong journey. Our students are challenged to think critically, work diligently, and develop the knowledge and skills needed to succeed academically and in life.

### **Go**

We believe faith is lived out through action. Students are encouraged to use their gifts, talents, and abilities to serve others, lead with compassion, and make a positive difference in their community.

## **Connect**

We believe relationships matter. By building strong connections with God, classmates, teachers, families, and the community, students learn the importance of teamwork, kindness, and unity.

## **Objectives**

The following objectives should reflect and expand the general philosophy of Seventh-day Adventist education and the school's statement of philosophy.

1. To assist students in a gaining and growing knowledge of God as creator and sustainer of life in an environment conducive to the development of Christian character.
2. To encourage students to assume a growing responsibility for unselfish service to mankind and to identify themselves with the church.
3. To assist students in acquiring the basic skills of reading, mathematics, and communication.
4. To enable students to develop critical thinking skills and to make decisions based on moral and ethical values as well as on accumulated facts.
5. To provide both social and learning experiences that are based on the use of materials and methods of instruction that reflect Seventh-day Adventist values including healthy living.
6. To provide an appropriate environment and encourage students to become intellectually curious through an educational program that challenges students to educational excellence within the parameters of the interests, needs, and abilities of each individual.
7. To develop an appreciation for an understanding of the Bible as the written word of God, an infallible rule of faith and practice for the Christian, and to develop a personal religious life of faith, prayer, worship and service to their fellow man.
8. To encourage students to recognize and acknowledge God's ownership of human resources 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.
9. To assist students in developing an understanding of and appreciation for the worth of all people.

# Nondiscrimination Policy

## **The North American Division of Seventh-day Adventists Non-Discrimination Policy Statement**

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

## Accreditation

Flint Fairhaven Elementary is accredited by Lake Region Conference Board of Education, the North American Division Commission on Accreditation, and the Accrediting Association of Seventh-day Adventist School, Colleges, and Universities, members of the National Council for Private School Accreditation.

Flint Fairhaven Elementary is recognized as an approved school by the state of Michigan.

## Admission

Flint Fairhaven Elementary accepts students of all races and religions. Our student body has traditionally been one with a variety of cultures. While the school is owned and operated by the Seventh-day Adventist Church, membership is not required for admission.

While we strive to provide a learning environment suited to meet many individual needs, the school is not equipped or staffed to accommodate students who have serious emotional, physical, or academic disabilities. Nor do we knowingly accept students with a history of severe discipline problems.

Enrollment in the Flint Fairhaven Elementary School is a privilege and not a right. With it goes the responsibility to respect and cooperate with school policies, rules, and procedures. By enrolling, students and parents agree to support the total program of the school.

## Entrance Age

First grade students must be six years of age, and those entering kindergarten must be five or before September 1.

## How to Apply

Parents who wish to enroll their children in Flint Fairhaven Elementary may come to the school and complete the application and registration forms. After the forms have been completed, all students are accepted subject to the approval of the school board. Students and parents are expected to become familiar with the purposes, requirements, and regulations of the school before admission. The cooperation of the parents and students are expected.

## Transferring Students

- Must complete the application and registration forms.
- Must bring in the most recent report card, attendance record, and behavior report from previous school.
- New students will be on a probationary period for the first 30 days. A review of the students' progress will be made by the school board at the end of that period.

## Enrollment

- Application Form
- Current Medical Form
- Current Immunization Records (including a current state waiver if applicable)
- Emergency Information Sheet
- Medical Consent Form
- Pick Up Permission Sheet
- Request to Transfer Records (new students)
- Copy of Birth Certificate
- Most recent report card
- Attendance Record
- Behavior Record

Parents are responsible to keep records current at all times.

# Finances

## Registration Free

The entrance fee is a yearly fee that covers book rentals, insurance, workbooks, and most field trips for your student. It is due at registration. If a student withdraws from school before the first day of school, 80% of the entrance fee will be refunded. If a student withdraws at any time during the school year, the entrance fee is not refunded.

The registration fee is \$350.00 per student.

## Tuition

Tuition rates are based on 10 monthly payments, August through May. A 20% discount will be given if the entire year's tuition is paid by the first day of school. If a student withdraws from school due to extenuating circumstances, prepaid tuition will be refunded based on the amount of time enrolled. A request for the tuition refund needs to be written.

### Monthly Tuition Rates

#### **Fairhaven SDA Church Members**

Kindergarten: \$180/month = \$1,800

Per Child 1-8: \$170/month = \$1,700

#### **Non-Fairhaven SDA Church Members**

Kindergarten: \$190/month = \$1,900

Per Child 1-8: \$180/month = \$1,800

#### **Other**

Kindergarten: \$200/month = \$2,000

Per Child 1-8: \$190/month = \$1,900

## Method of Payment

Tuition is due by the 10<sup>th</sup> of each month, August through May (10 payments). Payments can be made via check, Cash App, and Adventist Giving. ***Cash is accepted as a last resort.*** Arrangements are to be pre-approved through the school Chairperson or School Treasurer.

- Payments must be made directly to the church marked "(Student's Name) School tuition" on a tithe/offering envelope.

- Tithe/offering can be given directly to the church, School Treasurer, Principal, or School Board Chairperson.

## **Payment Review**

1. Payment plans will be reviewed quarterly
2. Non-payment after a quarter may affect continued enrollment.
3. The payment system will be evaluated annually for effectiveness and improvements.

## **Late Fee**

A \$35.00 late fee will be added to a student's bill if not paid by the 10<sup>th</sup>.

## **Financial Assistance**

Ask school treasurer if in need of financial assistance.

## **Scholarships**

Church members and others wishing to support Christian Education may donate in the Tuition Scholarship Fund in one of the following ways:

1. Marking "Tuition Scholarship" on a Tithe/Offering envelope.
2. Giving directly to the church or school treasurer, Pastor, School Board Chairperson or Principal.

Scholarship Funds are distributed by the school board for approval following a completed parent application.

## **Attendance**

Students are expected to attend school regularly and arrive promptly each day. If student must be absent or tardy, parents should contact the teacher or principal. Children who are tardy interrupt the program for everyone in the classroom, not just themselves. Please note the school hours and plan for your child to arrive on time.

## School Calendar

A school calendar will be given to each family at the beginning of the school year. The calendar will outline the school year with vacations, programs, and other important events. Adjustment may be made throughout the school year.

## School Hours

Monday-Thursday:	8:30 am - 3:30 pm
Friday:	8:30 am - 2:00 pm

School begins at 8:30 am daily. Students will be allowed into the school building no earlier than 8:15 am. And must be picked up within 15 minutes of dismissal. The school/teacher will not be held responsible for early arrivals or late departures. If you have an emergency, please notify the teachers before 3:30 pm (2:00 pm on Fridays). A parent or guardian must notify the school in writing regarding any early dismissal of their child or if someone other than their regular ride home will be picking them up. This person must be documented in our files.

## Attendance Policy

### **Absences**

Excused absences will be given for student illness or death in the family. The amount of time given for students to make up work following an excused absence will be determined by the teacher, in cooperation with the parent and the student.

Sometimes students must leave early for medical or dental appointments. We encourage these non-emergencies to be scheduled outside school hours. If this is necessary, please contact the teacher in advance by phone call or note at least the day before and send a written excuse with the child on the day he or she returns to school.

An excused absence does not relieve a student from the responsibility of making up missed schoolwork. Parents are encouraged to contact the teacher and make arrangements to pick up assignments immediately after dismissal.

## **Tardiness/ Unexcused Absences**

Three tardies equal one absence. A student who is absent as many as seven days out of a marking period for whatever reason may forfeit his or her grades for that period in which he or she was absent, unless it is evident to the teacher and school board that the academic work has been satisfactorily made up. When a student is absent for more than 20 days during the year, his or her promotion to the next grade will be jeopardized.

Fairhaven is a closed campus. Students will not be permitted to leave the school grounds during regular school hours without 24-hour preapproval. No child will be released from school unless written permission has been obtained from the parents/guardians.

## **Field Trips**

Off-campus educational activities are sometimes coordinated with the school program. Notices regarding each field trip will be sent home informing parents/guardians of planned activities. Written permission is required for each trip. A student must remain at home if a written permission slip is not submitted.

## **Curriculum and Instruction**

Flint Fairhaven Elementary is a member of the National Council of Private School Accreditation. Staffed by certified teachers carefully selected by the school board in cooperation with the Lake Region Conference of Seventh-day Adventists in Mokena, IL.

We provide a curriculum that gives our students a strong foundation in basic skills (reading, writing, grammar, phonics, spelling, and mathematics) as well as in areas of science and history/social studies. In addition, students have classes in religion, physical education, art, and music.

All students have access to appropriate computer technology and are encouraged to use the computer in their work at home and school. We collaborate with other schools in the conference via Microsoft Teams and other computer programs.

We have a long history of success in multigrade classrooms, where each student receives ample individual attention and individualized instruction as required. In this kind of small family-type setting, it becomes imperative to the teacher and other students that every child succeeds, and students and teachers together cooperate to this end. Helping and being helped, teaching and being taught, caring and being cared for -- it is this climate of cooperation that makes the small multi-grade classroom such a unique and successful learning environment.

We also consider it an integral part of our curriculum to teach students to treat others with compassion and respect. This, along with academic skills, will not only be discussed but also regularly practiced.

## Grading Policy

Flint Fairhaven teachers use the following grading scale for the grade levels listed below:

### Grades K-2

N- Needs to improve (NEEDS more TIME to develop)

S - Satisfactory (PROGRESSING toward achieving objectives and skills)

E - Excellent (Achieve objectives and performs skills INDEPENDENTLY)

### Grades 3 through 8

A 93-100	B 83-86	C 74-76	D 63-66
A- 90-92	B- 80-82	C- 70-73	D- 60-62
B+ 87-89	C+ 77-79	D+ 67-69	F 59-0

## Report Cards

Report cards will be issued four times per year. Progress reports in between will be issued if students have unacceptable grades.

Conferences will be arranged at the end of the fall and spring marking periods. Parents may request a formal conference at any time outside of the school day.

## Testing Program

A comprehensive, standardized testing program is necessary to evaluate curriculum and instruction, as well as to assess individual learning. The ultimate goal of any testing program is to provide useful information to students, teachers, parents, administrators, and counselors to help them make better decisions.

Flint Fairhaven Elementary, in cooperation with the Lake Region Conference of Seventh-day Adventists, uses the Northwest Evaluation Association Measures of Academic Progress (NWEA MAP) testing for all students. Through easy-to-use technology and best-in-class test design, MAP Growth is built to reveal what each student knows-- and what they are ready to learn--when it comes to standards. This is an online test. K-2 will need headphones, as the test will read to them at these levels. These tests will be given three times a year, so growth is shown over the school year. With MAP Growth, administrators have reliable insights and the support they need to lead, make decisions, and support learning for all students. MAP Growth helps teachers identify learning needs, plan for growth, and deliver effective instruction. Teachers will go over the results with parents during parent/teacher conferences.

## Missing/Late Homework Policy

We believe that homework plays an important role in reinforcing learning, building responsibility, and fostering good study habits. Our homework policy aims to create a balance that encourages academic growth while respecting students' time outside of school.

### **Purpose**

- To reinforce and extend learning from class
- To develop organizational and time-management skills
- To encourage independent learning

## **Frequency and Duration**

Homework will be assigned regularly, but the time commitment will be appropriate to each grade level.

- Grades 1-3: 15-30 minutes per day
- Grades 4-6: 30-60 minutes per day
- Grades 7-8: 60-90 minutes per day

Weekend homework may be assigned as necessary, but we aim to allow students time for extracurricular activities and family commitments.

## **Completion Expectation**

Homework should be completed by the due date given. Late homework may result in a reduced grade or require a make-up assignment. If students are struggling with homework, they should ask for help from teachers or parents before it becomes overdue.

## **Parental Support**

Parents are encouraged to provide a quiet, organized space for students to complete homework. They should also take the time to briefly look over the work. Parents should assist with time management and provide guidance, but students are expected to complete their work independently.

## **Absences**

If a student is absent, they will be given an opportunity to make up missed schoolwork and homework. The time frame will be based on the length of the absence.

## **Communication**

Teachers will provide clear instructions for each homework assignment. If there are concerns about homework, parents should contact the teacher directly to discuss solutions.

## Inclement Weather Days or Delays Policy

In the event of inclement weather, school cancellations or delays will be announced on ABC12 and NBC25, as well as through a text message to parents and guardians with current phone numbers on file at the school. We follow the guidance of the local districts (Beecher Community Schools and Flint Community Schools). Please check your phone before leaving home to confirm the status of the school.

### **Severe Weather Conditions:**

If air temperatures or wind chills drop below zero, outdoor play and activities will be canceled for safety reasons.

Students are expected to participate in outdoor activities year-around. Please ensure that your child is dressed appropriately for the weather conditions (e.g., jackets, hats, gloves, boots, etc.)

## Medications and First Aid Policy

### Medications

#### **Prescription Medication**

No prescription medication may be administered during school without written instructions from a physician. The medication must be in the original prescription container, accurately labeled with:

- The student's name
- The physician's name and phone number
- The medication name
- The dosage
- Accurate directions for dispensing
- The expiration date of the medication
- The purpose of the medication

#### **Non-Prescription Medication**

Non-prescription (over-the-counter) medication will only be given with written permission from the parent or guardian.

## **Medication Handling**

All medications must be given immediately to the teacher upon arrival at school. If it is absolutely necessary for medication to be administered during the school day, and the proper written authorization has been provided, an adult will administer the medication. A record will be made in the student's file.

## **Prohibited Possession of Medication**

At no time should students have possession of medications at school, nor should they share medication with others. Violations of this rule may result in suspension and/or expulsion. The school will not be responsible for any emergency resulting from non-compliance with this policy, except to contact the parent and seek medical care if needed.

## **Illness and Return to School**

Should a student become ill during the school day, it is expected that they will be picked up within the hour. Parents should make advance arrangements in case of illness. Students must be fever-free for 24 hours (without the use of fever-reducing medication) before returning to school.

## **First Aid**

Basic first aid will be administered by a qualified adult if needed. The school will provide necessary care for minor injuries and will contact parents in case of an emergency.

## **Emergencies**

In case of an emergency, such as injury, accident, or sickness, the school will attempt to contact the student's parent or guardian. If this individual cannot be reached, and in the judgment of the teacher or principal, immediate medical attention is needed; the teacher or principal will summon or take the student to receive medical aid. All students must have a Consent to Treatment form, signed by the parent/guardian, on file in the school office.

## **Student Supervision**

Students are required to always be under supervision during school hours. If a student becomes ill and cannot participate in scheduled outdoor activities, such as recess or P.E., they should remain at home. While students who are not feeling well do not have to take part in these activities, they must always remain in a clear view of the teacher or teacher's aide during the school day. This ensures the safety and well-being of all students.

## Rules of Conduct

At Flint Fairhaven Elementary, we are committed to creating an atmosphere where teachers can teach, students can learn, and everyone can grow in an environment that is safe, nurturing, and free from fear. We expect parents, teachers, and students to work together to make this possible.

## Our Behavioral Expectations

We live by three core principles:

- **We Are Respectful-** We show kindness to others, use appropriate language, honor authority, and value our school community.
- **We Are Responsible-** We make wise choices, follow directions, complete our work, and take ownership of our actions.
- **We Are Safe-** We keep our hands, feet, and objects to ourselves, make safe decisions, and protect our school environment.

## General Conduct Expectations

Students are expected to be respectful or authority at all times. They should treat each other with kindness and consideration. Students are to walk quietly in the halls so that other classes will not be disturbed. Rough play, loud talking, or disruptive behavior is not permitted.

Students must ask permission to leave the classroom. Congregating in hallways or restrooms during school hours is not allowed.

Students should refrain from any inappropriate social or sexual behavior, including holding hands, kissing, inappropriate touching, or suggestive behavior.

Radios, electronic games, trading cards, or items related to movies or literature involving fantasy or witchcraft, CD players, MP3 players, guns, squirt guns, slingshots, firecrackers, knives, weapons, or frugs of any kind are not permitted at school.

Chewing gum is not allowed at school at any time.

## Serious Misconduct

The following behaviors are considered unacceptable at Flint Fairhaven and may result in serious discipline, suspension, fines, or dismissal:

- Undermining the values or mission of the school or encouraging others to do so
- Defiance or insubordination toward any staff member
- Participating in the humiliation or degrading of another student, including bullying or “ganging up”
- Swearing, taking the Lord’s name in vain, using obscene language, lewd or suggestive conduct, inappropriate jokes, or obscene materials
- Dishonesty, including lying, stealing, or cheating
- Using or possessing narcotics, tobacco, or alcohol in any form
- Improper moral conduct
- Showing disrespect for our country or its flag
- Wearing, displaying, or possessing items that suggest affiliation with an unfavorable group
- Physical violence with the intent to injure, or possession of any kind of weapon
- Willful destruction of school property

Flint Fairhaven does not use corporal punishment at any time.

School rules apply to all school-sponsored functions. The school board designates the principal and teachers responsible for the enforcement of school rules. Any student dismissed during the school year must appear before the school board if they wish to return the following year.

By working together and living our principals – ***We Are Respectful, We Are Responsible, and We are Safe***—we can maintain a Christ-centered environment where every student can grow academically, socially, and spiritually.

## Bullying Policy

At Flint Fairhaven Adventist School, we are committed to providing a Christ-centered environment where every student feels safe, valued, and respected. Bullying in any form is not tolerated.

Bullying is defined as repeatedly and intentionally acting to hurt or frighten somebody else. It can take the form of teasing, assault, intimidation, and extortion. It is deliberate harassment or an aggressive act of omission or commission that causes physical or psychological hurt and may be inflicted by one or more persons.

Bullying may include:

- **Physical Bullying** – Hitting, kicking, pushing, tripping, damaging property
- **Verbal Bullying** – Name-calling, teasing, taunting, threats, inappropriate comments
- **Social/Relational Bullying** – Spreading rumors, excluding others, embarrassing someone publicly
- **Cyberbullying** – Using technology (texts, social media, games, email) to harm,

Students, parents, and staff are encouraged to report bullying concerns promptly. Reports may be made directly to the teacher, staff member, or to the principal in the form of writing (note or email) or through parent communication. All reports are taken seriously and handled promptly and discreetly.

### **When a bullying report is received:**

1. The staff member will document the concern.
2. The principal or designated staff member will investigate by speaking with all the students involved and any witnesses.
3. Parents/guardians of involved students will be notified as appropriate.
4. A determination will be made, and appropriate consequences and interventions will be implemented.

**Consequence & Interventions** may include:

- Verbal warning and counseling
- Parent conference
- Restorative conversation or mediation
- Loss of privileges
- Behavior contract
- Further disciplinary action if behavior continues

Our goals are correction, restoration, and growth.

### **Prevention Efforts**

Flint Fairhaven Elementary actively works to prevent bullying by:

- Teaching Christian character education
- Reinforcing our school-wide expectations: **Respectful, Responsible, Safe**
- Supervising students during all school activities
- Encouraging positive peer relationships
- Providing classroom discussions on kindness, empathy, and digital citizenship

This policy applies to:

- School grounds
- School-sponsored activities
- Field trips
- School transportation
- Online behavior that significantly disrupts the school environment

At Flint Fairhaven Elementary, we believe every child is created in God's image and deserves dignity and respect.

## Grievances Policy

If you have a question or are experiencing conflict with a classroom teacher, you should follow these steps to work towards a resolution of the problem:

1. Talk to the teacher first. Most difficulties can be resolved by the cooperation of the parent and the teacher.
2. If this does not work, take the problem to the principal.
3. If there is still unresolved conflict, go to the school board chairperson.
4. As a last resort, submit your grievance to the school board in writing.

## Cell Phone Policy

**Students are not to use cell phones during the day.** If a student needs to bring a cell phone to school, please turn it into the teacher/principal for safekeeping until the student is picked up. If the student brings a cell phone to school and does not turn it in to the teacher/principal, the following will occur:

- 1st Infraction: Student will be given a warning, and their cell phone will be confiscated.

- 2nd Infraction: Cell phone will be confiscated, and the student will have to contact their parent.
- 3rd Infraction: Cell phone will be confiscated, student will have to contact their parent, and student will be sent home.

## Student Dress Code Policy

At Flint Fairhaven Elementary, we believe that modest, neat, and appropriate dress supports a Christ-centered learning environment. Students are expected to present themselves in a way that reflects our core expectations: ***We are Respectful, We are Responsible, and We are Safe.***

### Dress Code Standards

- **TOPS:** White, light blue, navy polo or shirt with a collar and sleeves. Tops should be modest fitting and long enough to cover the midriff. No skin may show when arms are raised or when bending over or sitting down. Scooped necks, spaghetti straps, and transparent material are not allowed. Undergarments must not be visible.
- **BOTTOMS:** Pants, corduroys, skirts/skorts, or shorts (no jeans) in any of the following colors: navy blue, black, or khaki. All bottoms must fit appropriately. Girl's skirts/skorts/shorts must be modest while sitting, standing, or bending over and no higher than two inches above the kneecap.
- **OUTERWEAR:** All outerwear should be a solid color. Students will not be allowed to wear jackets/coats or hooded sweatshirts inside. A sweater is recommended for indoor use.
- **SHOES:** Dress or tennis shoes are to be worn with socks. Proper athletic footwear is to be worn during recreational activities. Boots are to be worn in the winter months with an extra pair of shoes for inside.
- **JEWELRY:** Jewelry is not to be worn at school. Conspicuous make-up, colored nail polish, and artificial nails are considered inappropriate. Clear or natural looking nail polish is permissible.

### Student Dress Policy Required During School Sponsored Events:

- **CASUAL DRESS DAY:** A special day, to be determined by the teacher and principal, when jeans are allowed to be worn. They must be regular fitting with no holes, frayed edges or hems, or extra zippers. All tops should be modest in fit.

- **FIELD TRIPS:** A field trip shirt will be provided by the school and must be worn to participate on field trips. The teacher may choose to approve jeans for outdoor field trips.
- **SWIMSUIT POLICY:** In our continued quest to maintain high standards in modesty, we require all male students to wear boxer-type swim shorts and all female students to wear modest one-piece swimsuits.

All clothing must be clean, modest, properly fitted, and in good repair. Frayed, excessively worn, or ripped clothing is not permitted.

### **Disciplinary Action for Dress Violation**

A test message or phone call will be made to parents informing them of the infraction, requesting compliance. Excessive disregard of the dress policy may result in parents and students being asked to come to the next school board meeting to discuss the dress policy.

## General Information

### School Board

The members of the Flint Fairhaven Seventh-day Adventist Church elect the school board. The Superintendent of Education of the Lake Region Conference advises the Board in planning and operating the school program. The school board meets once a month.

### Telephone Usage

Students should not expect to use the school phone except to call their parents, and then only with permission for the teacher/principal. Students will not be allowed to receive calls during the school day except for their parents. Please avoid calling except in cases of emergency.

### Visitors

Parents are always welcome at school and are encouraged to visit the classroom. It is requested that all visits be made by appointment with the teacher. For the security of the

students, all visitors to the school are asked to announce their presence by first reporting to the school office before proceeding to the classroom.

## Lunch Guidelines

- Please send healthy, nutritious, and well-balanced lunches/snacks to help sustain your child throughout the day.
- Vegetarian meals are recommended. Otherwise, kosher meats only. No caffeine drinks or sodas.
- ***Limit sugar and carbohydrate intake; these items are known to hinder student performance.***
- Due to food allergies, students will not share or trade lunches.
- Microwave use is limited to two minutes per student. Students who warm up their food are expected to clean up immediately after each use. Failure to do so may result in loss of privilege.

## Building and Grounds

Parents are responsible for school property maliciously and/or deliberately damaged by their child.

## Home and School Association

It is the goal of the Home and School Association to support the collaborative effort between parents, teachers, and students, to build a sense of school community, and to coordinate special projects.

## Volunteering

We firmly believe in the importance of parental and church involvement in a child's school life. Flint Fairhaven Elementary relies heavily on volunteers. To ensure the safety of our students, staff, and property, a screening process has been initiated for individuals wishing to volunteer their time and service. Please contact the school for further information.

**Handbook Revised by School Board Action 03/01/2026**

