

Hollister SDA
CHRISTIAN SCHOOL

**2026-2027
HANDBOOK**

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Motto: Enter to Learn – Depart to Serve

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

National Council for Private School Accreditation
North American Division of Seventh-day Adventists

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Owned and operated
by the

Hollister Seventh-day Adventist Church

and the

Central California Conference of Seventh-day Adventists

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MISSION STATEMENT

The mission of Hollister SDA Christian School is to provide a Christ-centered education focused on excellence in faith, character, community, and academics to students in grades K-8.

VISION STATEMENT

Our vision is to cultivate a Christ-centered learning community where students are inspired to grow in faith, wisdom, and character. Through academic excellence, spiritual formation, and servant leadership, we strive to equip the next generation to impact the world for Christ.

PHILOSOPHY STATEMENT

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

-Adapted from Education & Christian Education

CURRICULUM STATEMENT

The goal of Seventh-day Adventist Education (A11-116) is to provide a comprehensive education that incorporates the principles of salvation. This education focuses on the essential subjects to ensure students achieve proficiency and receive high-quality instruction. In Seventh-day Adventist elementary schools, each child will be encouraged to cultivate two important values: a love and appreciation for individual rights and responsibilities, as well as a respectful attitude towards various social units such as the home, church, school, and government. The elementary school will implement a structured program aimed at fostering the holistic development of students, including their spiritual, physical, mental, and emotional well-being, while equipping them with fundamental skills and knowledge necessary for everyday life. Additional details on curriculum can be found at <https://curriculum.adventisteducation.org/>. Furthermore, Hollister SDA Christian School will begin implementing Standards Based Learning into its curriculum. This approach will focus on clear, measurable learning objectives to ensure every student meets or exceeds grade-level standards. We are committed to enhancing educational outcomes through this structured and student-centered method.

STATEMENT ON ACADEMICS

At Hollister SDA Christian School, academics are rooted in a Christ-centered philosophy that emphasizes the holistic development of every student—spiritually, physically, mentally, and emotionally. The curriculum is designed to ensure proficiency in essential subjects, including Bible, Mathematics, Language Arts, Reading, Physical Education, Science, Social Studies, Fine Arts, and Computer Literacy/Keyboarding.

The school follows the principles of Seventh-day Adventist education, encouraging students to cultivate respect for individual rights and responsibilities, and to develop a positive attitude toward home, church, school, and government. Critical thinking, intellectual curiosity, and decision-making based on moral and ethical values are central to the academic experience.

A key academic initiative is the implementation of Standards-Based Learning, which focuses on clear, measurable objectives to ensure every student meets or exceeds grade-level standards. This structured, student-centered approach is intended to enhance educational outcomes and prepare students for lifelong learning.

Grading is conducted using both traditional letter grades and a standards-based scale, providing a comprehensive assessment of student progress. The academic program aims not only to prepare students for success in this life but also to equip them for life eternal, nurturing strength, clarity of thought, and courage of conviction.

SCHOOL OBJECTIVES

1. To guide the students into a growing, faith-building relationship with God, with emphasis on learning effective prayer, meaningful worship, and service to God and mankind.

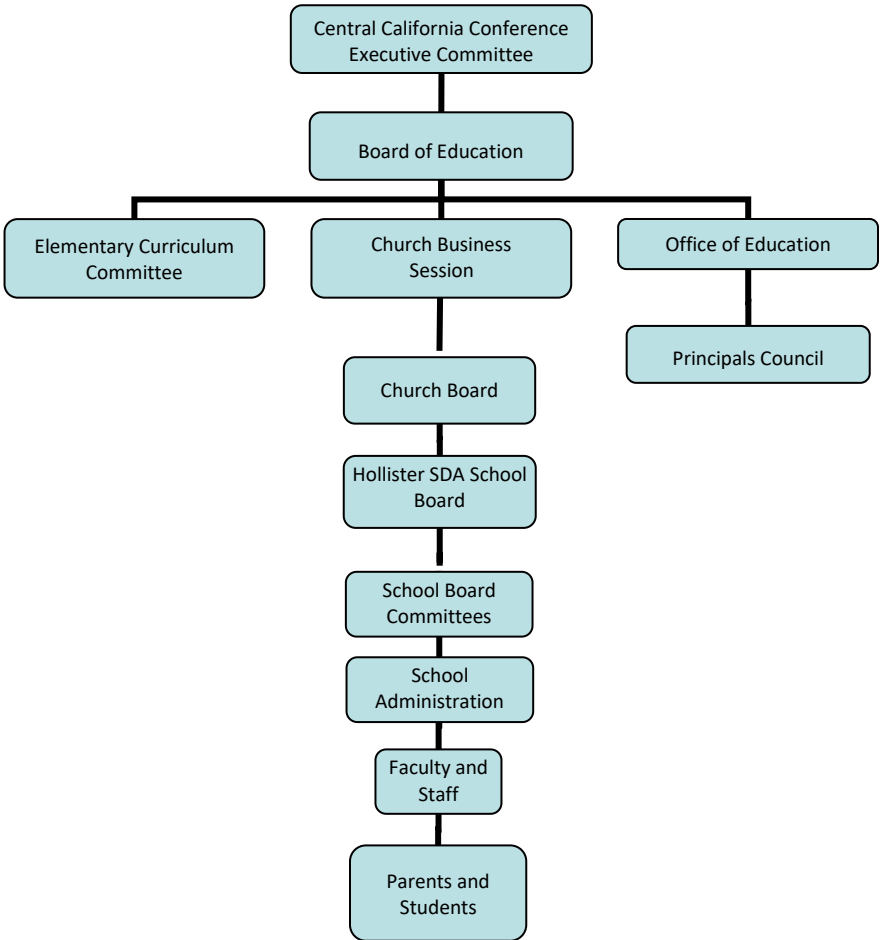
2. To provide an environment to aid in the development of a Christ-centered character.
3. To prepare the students to recognize their role as faithful stewards of God's possessions.
4. To develop a love for the Bible and an appreciation for it as the written/revealed word of God, an infallible rule of faith and practice for the Christian,
5. To foster a learning environment for students:
 - 5.1. To acquire basic skills of reading, communication and mathematics.
 - 5.2. To develop critical thinking skills.
 - 5.3. To encourage decision-making based on moral and ethical values.
 - 5.4. To be motivated to become intellectually curious.
6. To challenge and motivate students to achieve their full potential.
7. To provide an environment that reflects the moral and ethical values of the Christian church as a standard for social development for the student.
8. To motivate the development of the student's aesthetic values and talents.
9. To provide learning experiences based on the use of materials and methods of instruction that reflect biblical values.

Policy Changes

Any changes to the policies contained in this handbook will be posted in the office and sent out to parents.

ORGANIZATIONAL FLOW CHART

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



ADMISSIONS POLICY

The Hollister SDA Christian School welcomes any student who desires a character-building education, who supports our school's principles, and who complies with school admittance requirements and regulations.

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

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

All new and transferring students are admitted on a probationary basis for up to three months upon acceptance.

ADMISSIONS REQUIREMENTS

1. The financially responsible adult(s) accepts/accept and agrees/agree to abide by the financial obligations.
2. An Application for Admission must be filled out and submitted for consideration.
3. Applicant must have an interview with the Admissions Committee, consisting of the Principal, a Teacher, and a Board Member. Admittance requires a unanimous favorable vote
4. Academic screening will be administered.
5. All new students, first graders, and seventh graders, must have a physical examination and must present the *Medical Examination Record* form, signed by a physician.
6. The State of California requires each child registering in California schools to be immunized. A signed medical statement must be presented ***before*** registration is completed. Required doses include: 4 Polio, 5 DTP, 2 MMR, 3 Hepatitis B, 2 Varicella (Chickenpox), or doctor's stamp on card verifying "Had Disease."

7. A student who is applying for admission, but who has an unpaid account at this school or at the school attended previously must make satisfactory arrangements for payment with the former school before being enrolled. A student who has such an unpaid account shall be denied admission or continued attendance unless verification is received from that school that satisfactory arrangements for payment have been made.
8. Prospective Kindergarten students shall be 4 years and 9 months of age by September 1st.
9. Prospective Kindergarten students should be five (5) years of age by September 1st.
10. The following requirements apply to students in grades one (1) through eight (8):
 - 10.1. Student transcript and/or cumulative folder shall reflect a minimum of a "C," "S," a "2.0" average, or a rubric score of "3" or higher.
 - 10.2. A student's standardized testing scores should be in the average or higher range to be admitted.
 - 10.3. Prospective students not meeting the minimum academic requirements for enrollment stated above may request formal, written consideration for admittance on a probationary basis for a time period not to exceed nine (9) weeks. If admittance is granted, the teacher and the principal will formally evaluate the student's progress. The principal will make recommendations to the School Board regarding the student's continued enrollment in the school. Following consideration of the recommendations, the School Board will make a final decision.

SPED STUDENTS IN CLASS

The admissions policy at Hollister SDA Christian School states that the school cannot accept students with mental, physical, or social disabilities that require specialized staff or equipment. Students with IEPs (Individualized Education Programs) or who require accommodations will

be considered on a case-by-case basis and may be subject to extended probationary periods. The principal will consult with the Education Department of the Central California Conference to make these determinations.

This means that while the school strives to be inclusive, it does not have the resources to provide specialized support for all special education needs. Each application from a student with an IEP or who requires accommodations is individually reviewed, and the school works with the Central California Conference to determine whether the student's needs can be met.

CRITERIA FOR ACCEPTANCE OF TRANSFER AND RETURNING STUDENTS

Transfer Students

1. All transferring students must provide written verification from their previously attended school that all accounts with that school are paid (current.)

Returning Students

1. A returning student who is applying for admission, but who has an unpaid account at this school must make satisfactory arrangements for payment with the school before being enrolled. A student who has such an unpaid account will be denied admission or continued attendance unless a satisfactory arrangement for payment has been made with the school.
2. Returning students are admitted for the next school year upon School Board approval, based on a review of their behavioral and academic performance prior to acceptance for the new year. Parents have the right to dispute the School Board's decision by submitting a letter.



GRADING POLICY

The Hollister SDA Christian School uses NAD grading marks as indicated on the report cards.

GRADING SYSTEM

Grades TK-2

- E- Excellent
- S- Satisfactory
- N- Needs improvement

Grades 3-8

- **A:** 93–100% (4.0)
- **A-:** 90–92% (3.7)
- **B+:** 87–89% (3.3)
- **B:** 83–86% (3.0)
- **B-:** 80–82% (2.7)
- **C+:** 77–79% (2.3)
- **C:** 73–76% (2.0)
- **C-:** 70–72% (1.7)
- **D+:** 67–69% (1.3)
- **D:** 63–66% (1.0)

- **D-**: 60–62% (0.7)
- **F**: 0–59% (0.0)

Standards-Based Grading Scale (1–4)

- **4** – Exceeds the Standard
- **3** – Meets the Standard
- **2** – Approaching the Standard
- **1** – Beginning / Below the Standard

EIGHTH GRADE COMPLETION REQUIREMENTS

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

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



PRIVACY

Your privacy is important to the school and is understandably an area of concern for every student and parent/guardian. The school values your right to privacy and seeks to preserve and protect it. However, your right to privacy is not unlimited. This policy seeks to explain how your information is collected and used, and to define your privacy rights as a student or parent/guardian at this school.

Personally Identifiable Information

As part of the admissions process, and throughout a student's enrollment, the school will occasionally request personally identifiable information from students and parents/guardians. This will likely include, though not be limited to, the students' and parents'/guardians' names, addresses, email addresses, phone numbers, and the student's date of birth and social security number. The school will also generate personally identifiable information about its students in the form of student records, which may include academic records, health records, and disciplinary records. This information is necessary for the school to provide its services to its students and parents/guardians and will only be utilized by the school or its agents for that purpose. For more information, see policies on student records.

The school does not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist the school in conducting its business or providing its services to you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is necessary to comply with the law.

The school may desire to publicize student participation and achievement on its website or in its publications. This may include school utilization of photographs, videos, writings, and voice or performance recordings of a student or parent for educational, promotional, and/or athletic purposes in the school's promotional materials, newsletters, press releases, website, videos, media outreach, and other such publications. Unless students/parents/guardians formally opt out, they agree to permit such use by the school.

Student records

This school is a private religious school that does not accept federal funds. As such, it is not subject to the provisions of the Federal Educational Rights and Privacy Act (FERPA). However, your records will only be readily available and accessible to authorized personnel, the student, or the parent/guardian. See the student records policy for further information about what your records contain and who may access them.

School property

School property includes, but is not limited to, desks, lockers, school computers or electronic devices, classrooms, common areas, school athletic equipment, school vehicles, and any other property owned or controlled by the school. Students have no privacy rights or expectation of privacy in the utilization of any school property. The school may search school property at any time for any reason pursuant to the school's search and seizure policy. See the search and seizure policy for more information.

Student property

Student property is generally defined as the student's own body and any item owned or worn by the student. This includes, but is not limited to, student-owned backpacks, bags, purses, computers or electronic devices, telephones, and clothes. Student property may be searched under certain circumstances to maintain student safety or to enforce school rules or policies. For more information, please refer to the search and seizure policy.

Revisions to this policy

This policy may be changed from time to time by the school. Changes will be made available either online or in writing and continued enrollment in the school constitutes your acceptance of any changes to the policy.

SEARCH

The school search policy is effective for all students in attendance. This policy is designed to balance the privacy of the individual student while allowing school officials to maintain a safe environment for all students. The school administration has the right and responsibility to conduct (in the presence of an adult witness, when possible) a search of student property, including the student, a student's automobile, clothes, and/or backpack (or similar personal items) when there is reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, or other contraband in violation of a school rule, school policy, or law. A student's personal computer, tablet, smart-phone, or other technology may also be searched when there is reasonable suspicion that the devices contain information relevant to a serious violation of a school rule, school policy, or law. The school will use reasonable efforts to make the search minimally invasive and targeted.

School property may be searched at any time for any reason. School property includes, but is not limited to, desks, lockers, school computers or electronic devices, classrooms, common areas, school athletic equipment, school vehicles, and any other property owned or controlled by the school. Students have no privacy rights or expectation of privacy in the utilization of any school property.

Law enforcement may be contacted, where appropriate, before, during, or after a search. When appropriate, the school may report violations of law to appropriate authorities.

Parents will be notified after any search.

LAW ENFORCEMENT INVOLVEMENT

In the case of suspicion of possession of weapons, controlled substances, and/or refusal to comply by the student, law enforcement may be called to mediate or investigate the incident. The student may be immediately suspended pending further investigation. Parents will be notified when it has been necessary to involve law enforcement.

ACCESS TO STUDENT RECORDS

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

STUDENT RECORDS

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

APPROPRIATE ACADEMIC PLACEMENT

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

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

ACCELERATION AND RETENTION PROCEDURES

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

ACCELERATION OF A STUDENT

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

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

RETENTION OF STUDENTS

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

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

STUDENT'S WITHDRAWAL FROM SCHOOL

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

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

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

SEVERANCE OF STUDENTS

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

ATTENDANCE POLICY

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

1. Punctuality:
 - 1.1. Tardy arrival is defined as entering the classroom for the first time that day, after the school start time – 8:00am. Tardiness is disruptive to the classroom. Any student with five (5) tardies in one grading period will be notified of disciplinary action. (Refer to page 25)
 - 1.2. Please take care of all medical and dental appointments outside of school hours, when possible.
2. Absences:
 - 2.1. The parent or guardian of the student shall **notify the school** if it is necessary for a student to be absent.
 - 2.2. Prior notification shall be given to the teacher (in writing) if a student is to miss school for any extended period. Upon return to school, the parent shall submit a written note specifying reason(s) for the absence.
 - 2.3. Arrangements should be made by the parent or guardian in case of a prolonged (3 days or longer) absence to pick up assignments so that the educational growth of the child is not impaired. Schoolwork shall be completed during or prior to the absence and turned in upon the **first day the student returns** to class. If the student is sick for longer than 3 days, a doctor's note must be submitted for the student to return to class.
 - 2.4. Please plan family vacations when school is not in session.
3. Any student with ten (10) unexcused absences in one school year, **or** five (5) unexcused absences in one grading period, is considered a **truant** and will be reported to the principal. The principal has the authority to suspend the student. Upon a student's initial classification as a truant, the principal shall notify the student's parent or guardian, by first-class mail or other reasonable means, of the following:
 - 3.1. That the pupil is truant.
 - 3.2. That the parent or guardian is obligated to compel the attendance of the pupil at school.
 - 3.3. A notice of suspension, if the principal so enacts such. If the child

is suspended, all rules of suspension per this handbook will be in effect.

- 3.4. That it may be required that the parent or guardian accompanies the pupil to school and attends classes with the pupil for one day.
- 3.5. That the pupil may lose academic credit, unless makeup classes conducted after school or on weekends, be attended.
- 3.6. That the student account may incur a fee not to exceed \$200.00 per occurrence, to cover the cost for makeup classes. The fee will be no less than \$20.00 per hour and will be charged to the student account for conducting the makeup classes. A maximum of 10 hours of classes will be available per occurrence. If the student requires assistance beyond the 10 hours, **the parent or guardian shall make their own arrangements.**
- 3.7. The student may lose up to two letter grades of academic credit due to truancy, at the discretion of the principal and teacher(s).

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

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

4. Students will not be released to anyone other than their parent, guardian or an individual listed on the Student Release Form, on file in the school office, unless prior, specific arrangements have been made in writing to the teacher/principal.
5. Students should not be brought to school earlier than fifteen (15) minutes before the start of school and should be picked up not later than fifteen (15) minutes after school ends unless prior arrangements have been made with the principal.
6. Students, who remain at school after the first fifteen (15) minutes, will be charged \$15 every 10 minutes per child.
7. School hours:
Monday –Thursday: 8:00 A.M.-3:00 P.M.
Friday: 8:00 A.M.-12:00 P.M.

Minimum Days: 8:00 A.M.-12:00 P.M.

8. After School Care hours:

Monday –Thursday: 3:15 p.m. - 5:00 p.m.

Friday and other Minimum Days: 12:15 p.m.- 3:00 p.m.
or as announced (When provided)

9. Extracurricular activities will be announced, and hours posted, in classrooms and school newsletters.

SCHOOL UNIFORM POLICY

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

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

VENDORS:

J.C. Penney: Izod & French Toast “School Uniforms” in catalogue or www.JCPenney.com

Kohl’s: Chaps & French Toast

Lands’ End: “School Uniform” in catalogue or www.Landsend.com
Please use preferred School #900115932

Target: Cat & Jack (School Uniforms)

The following clothing can be purchased from the above vendors:

SHIRTS:

WHITE or NAVY: Polo style (short or long sleeves) banded-rib collar and sleeves, or turtleneck long sleeves. **MUST BE TUCKED IN.**

PANTS & SHORTS:

TAN or NAVY: Chinos/twill style. Pleated or plain front, waistband styles. Shorts shall be knee-length. (No cargo or patch pockets and no corduroy fabric.) Belts should be worn with pants/shorts if the waistband has belt loops.



BELTS:

Black/Brown, leather type

SHOES:

BLACK or WHITE (or combination of the two colors), closed toe, safe for running.

SOCKS:

NAVY, BLACK, TAN or WHITE.

OTHER FOR GIRLS:

SKIRTS, JUMPERS AND DRESSES:

TAN or NAVY: Pleated or A-line chino/twill style **just-above-knee length or longer**

SKORTS:

Grades TK-2: NAVY or TAN

Grades 3-8: NAVY or TAN: **At-the-knee length only.** (Landsend.com)

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

SWEATERS:

NAVY: cardigan or V-neck pullover

SWEATSHIRTS & JACKETS:

NAVY or solid BLACK—no logos

BACKPACKS

SOLID COLORS and CHARACTER-FREE.

Notes:

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

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

PE UNIFORM: Grades 5-8 only: Comfortable sweats/knee-length shorts or exercise bottoms and school appropriate t-shirts.

DRESS UNIFORM:

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

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

Bottoms:
Boys Black pants with belt (matching dress shoes).

Girls Black skirt – (just-above-knee length or longer)
At-the-knee length black skort is optional.

Socks: Boys Black
Girls Socks not required, if worn should be;
Skin-color tights/pantyhose
Black socks or knee highs

Shoes: Boys & Girls Black **dress** shoes

No Jewelry

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

APPEARANCE CODE

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

1. Clothing worn to school and at school functions must be clean, neat, and fit appropriately. Ripped or torn clothing is not allowed.
2. No students will be allowed to wear tank tops, halter tops, tube tops, or garments where the midriff is exposed. Students may not wear transparent tops without adequate undergarments. No tops cut low in the front, back or side will be allowed. There should be no skin showing between the bottom of the blouse and the top of pants or skirt when arms are extended above the head.

3. **NO** jewelry of any kind including **earrings, bracelets, necklaces, and rings** may be worn to school, except **medical bracelets or medical necklaces** as needed for health requirements.
4. Hair must be neat and trim. Examples—students who mousse their hair should not allow it to stand more than 1 1/2 inches. Hair color should be the student's natural color. No bleached or multicolored hairstyles are allowed. No emblems/designs may be shaved, painted, or otherwise applied to hair or skin.
5. If worn, make-up and/or nail polish should be **natural looking colors and lengths** for nails.
6. Clothes should not detract from Christian values even on casual days.
7. Caps, hats, and hoods may not be worn in the classroom.
8. Shoes are the only foot coverings allowed on campus. Shoes must cover the toes the heels. Shoes must be worn at all times.
9. Comfortable running shoes are required for Physical Education class.
10. Students not conforming to the School Uniform Policy and/or the Appearance Code **will be asked to call their parents for appropriate clothing or may be sent home.**

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

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

Non-compliance: Non-compliance with the Uniform Policy or the Appearance Code will be subject to item 10, above and the following disciplinary procedure:

1. First and second occurrences: Parent/guardian will receive a Uniform Notice, which they must sign and return.
2. Third occurrence: Parent/guardian will receive a Student Behavior Referral.

3. Subsequent occurrences will follow the Student Behavior Referral procedure. Refer to the entitled "Administrative Committee for Discipline Review" for more information.

GENERAL RULES

1. Visiting our campus: the safety of our students includes monitoring who is on campus during school operating hours. All people visiting our campus must sign in and out at the school office.
2. Items brought to school should be conducive to learning and should reflect Christian standards.
3. Matches, fireworks, lighters, and personal electronic devices (except for watches and calculators) are not to be on campus. Chewing gum is not permitted on campus.
4. The use of crude, obscene, or profane language and/or gestures is grounds for discipline and may result in suspension or expulsion.
5. There will be no inappropriate displays of affection. Inappropriate displays of affection may be grounds for suspension.
6. Students are not allowed to bring personal fundraisers on campus. Only fundraisers sponsored by the school are allowed on campus.

ELECTRONICS

Nonverbal, oral or written communication, on and off campus, including video, pictures and graphics on classroom computers, personal computers, smart-phones or other devices, must demonstrate a positive purpose and basic Christian principles of decency. Should the school become aware that a student has been communicating inappropriate content on or off campus or misrepresenting the Christian values of the school in communication, the student will be subject to disciplinary action.

INTERNET USAGE

We are pleased to offer to our students' access to the school network for electronic mail and the Internet. Access to the Internet will enable students to explore thousands of libraries and databases while exchanging messages with Internet users around the world.

While our intent is to make Internet access available to further educational goals and objectives, students may, on their own, find ways to access other material as well. We believe that the benefits to students from access to the Internet exceed any disadvantages. However, the school supports and respects each family's right to decide whether or not to apply for the school's Internet access.

Students are responsible for good behavior on school computer networks just as they are in the classroom or school campus. Communications on the network are often public in nature. General school rules for behavior and communication apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and responsible behavior is expected. The school has the right and duty to monitor and restrict both the amount of time online and the sites visited. This responsibility extends to any communication to or from sites. It is not possible to list all activity that is not permitted, but the following are examples of unacceptable behavior that extends to all technology:

- Sending or displaying offensive messages or pictures
- Distributing personal information about yourself or any other student on sites using chats, blogs, social networking, or email
- Arranging a meeting with an online contact without school or parental approval
- Using obscene language
- Harassing, insulting, or stalking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another persons' password or sharing your password with others
- Browsing in another person's folders, work, or files
- Using profiles or any other technology to bypass the school's filtering, including using other wireless networks such as mobile hot spots, etc.
- Intentionally wasting resources
- Using the network for commercial purposes

CELL PHONE POLICY

1. Cell phones are not to be used on campus by students without permission and until signed out by the parent/guardian.

2. During the school day, cell phones are to be turned off and kept in a designated location as determined by the classroom teacher.
3. If parents need to contact the student during the day, they are to call the main school office.
4. If students need to contact their parents during the day, the student should work through their classroom teacher.
5. Any staff member has the right to monitor cell phone use or to ban use for any student at any time.
6. Cell phones used on campus without permission shall be held in the office for the parents to pick up. Each subsequent offense will result in a \$25 fine that must be paid before the phone will be returned. The school is not responsible for any lost, stolen or damaged cell phones.

CONDUCT

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

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

MANDATORY CHURCH PARTICIPATION STATEMENT

In alignment with our commitment to fostering the spiritual development of each student, Hollister SDA Christian School mandates that all students engage in one scheduled church participation each quarter. These services are incorporated into the official school calendar and are deemed essential for assessing students' performance in the Bible and Music components of our educational program.

Church participation provides students with opportunities to build community and strengthen their relationship with Christ. We appreciate the support of our families in ensuring that students attend their assigned quarterly service as part of their holistic Christian education.

DISCIPLINE POLICY

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

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

1. Willfully causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possessing, selling, offering, arranging, negotiating, or otherwise furnishing any firearm, knife, explosive, or other dangerous object, or attempting to do so.
3. Possessing, selling, offering, arranging, negotiating, or otherwise furnishing, or being under the influence of alcohol, tobacco or other nicotine-containing product, or any controlled substance, without a doctor's prescription, or possessing, selling, arranging, negotiating, or otherwise furnishing drug paraphernalia, or any attempt to do any of the above.

4. Committing or attempting to commit robbery, burglary, extortion, or theft, or receiving or attempting to receive any stolen property.
5. Willfully disrupting school activities or otherwise defying the valid authority of administrators, teachers, supervisors, school officials, or other personnel engaged in the performance of their duties.
6. Committing an obscene act or engaging in extreme profanity or vulgarity.
7. Willfully causing or attempting to cause damage to property of others.
8. Engaging in or conspiring to engage in “hazing” or any act that causes or is likely to cause bodily danger or mental harm to any person.
9. Serious or continued sexual or other harassment as defined in this school’s harassment policies.
10. Willfully engaging in the disruption of the school’s spiritual environment through continued negative comments or by negative attitudes.
11. Moral misconduct, including but not limited to: cheating, lying, academic dishonesty, and so forth.
12. Receipt of three (3) trancies or five tardies will result \$25 fine.
13. Students who fail to meet school academic standards or do not comply with school polices will be prohibited from attending any school events, whether on or off campus.

ADMINISTRATIVE COMMITTEE FOR DISCIPLINE REVIEW

Parents will be notified of discipline problems with a completed Student Behavior Referral. When a student receives their third (3rd) Student Behavior Referral, they will be required to meet with the Administrative Committee. This meeting will review the nature of the infractions and any actions or recommendations determined. The Administrative Committee is composed of the Principal, a Teacher, and two School Board members.

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

SUSPENSION OF STUDENTS

The school's suspension policy is as follows:

1. A teacher may temporarily suspend a student from class but suspension from school is to be done only by the principal or designee, in the principal's absence.
2. A student may be suspended for repeated offenses when other procedures have not been effective. Written evidence of prior corrective measures and parental notification will be maintained.
3. In the case of a serious overt act or violation of school regulations, the principal may suspend a student from school even though there has been no prior serious misbehavior. The suspension period will not exceed two weeks. Written notification of the length of the suspension will be provided to parents.
4. A student who is suspended must complete all assignments for absent days due to the suspension. Fifty percent (50%) credit *will* be given for these assignments.

DISMISSAL OF STUDENTS

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

EXPULSION GUIDELINES

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

The expulsion process works as follows:

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

STUDENT DISCIPLINE

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

DETENTION OF STUDENTS

Students may be detained in school during recess or lunch for disciplinary or other reasons. Parents will be notified of this action; however, prior notice will not be given.

ANTI-BULLYING POLICY

Hollister SDA Christian School has adopted a zero-tolerance policy against bullying in any form. All members of the Hollister SDA Christian School community are committed to ensuring a physically and emotionally safe environment. We strive to value the rights of all people to learn without fear.

A student shall not intimidate or harass another student through words or actions. Such behavior includes, but is not limited to,

- direct physical contact such as hitting or shoving;
- verbal (or non-verbal digital) assaults such as threatening, teasing, name calling, or racial remarks
- social isolation or manipulation.

When such conduct is repetitive or appears likely to be repeated, it is considered bullying.

Our school expects parents and students to immediately report incidents of bullying to the

principal or school staff. Staff members are expected to immediately intervene when they see or hear a bullying incident as well as keep the principal informed as to actions taken. Parents will be notified when their student has been involved in acts of bullying. Students who bully may be subject to discipline, including but not limited to suspension or expulsion. Law enforcement will be notified if appropriate.

HAZING OF STUDENTS

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

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

DEFACING OR DAMAGING PROPERTY

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

CENTRAL CALIFORNIA CONFERENCE STUDENT SEXUAL HARASSMENT POLICY

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

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

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

Reporting Procedures: Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to the classroom teacher. The student may also report the incident to the principal. If the harassment is perpetrated by an adult, the student should report the incident directly to the principal, another staff member, or a school volunteer.

Resolving Sexual Harassment Complaints: Any employee of the school, upon receiving a complaint or otherwise learning of alleged sexual harassment, shall notify the principal; or if the principal is allegedly involved in the harassment, the Central California Conference Superintendent of

Schools. The school shall investigate the matter promptly, thoroughly and confidentially. If harassment is found to have taken place, such appropriate corrective action shall be taken as reasonably necessary to end the harassment. After the investigation and response, the alleged victim shall be informed that appropriate action has been taken. The school shall also make appropriate follow-up inquiries to ensure that harassment has not resumed and that the alleged victim has not suffered retaliation.

FINANCIAL OBLIGATIONS

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

1. Fee payment required at registration, per student:

- 1.1. Payment in full of any outstanding balance owed to the school.
- 1.2. Registration fee of \$495.00 per student.
- 1.3. Monthly tuition fee is \$600.00 per student
- 1.4. First tuition installment for each student.

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

2. An 8th-grade graduation fee of \$125.00 per student and a kindergarten promotion fee of \$75.00 per student will be due with the seventh (7th) tuition payment.

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

3. The tuition fees will undergo an annual increase, which will gradually raise the cost of education over time. This consistent increase is intended to reflect the rising costs of providing quality education, ensuring the institution can continue to enhance its programs and resources for students.

4. Overdue Accounts

- 4.1. Returned checks: a **\$30.00 fee** for returned checks in addition to the service fee charged to us by the bank will be charged in

addition to the original amount of the check. This applies to all checks written to the school for any school sponsored event or activity.

4.2. Delinquent accounts are subject to the following conditions:

- 4.2.1. All tuition and other fees are due and payable on the tenth (10th) of the month and become delinquent five (5) days thereafter.
- 4.2.2. Partial payments are applied to the oldest outstanding balance until all outstanding balances are paid.
- 4.2.3. Thirty (30) days past due: the student will not be allowed to charge hot lunch or field trips until the total outstanding balance is paid in full.
- 4.2.4. Sixty (60) days past due: the student will not be allowed to attend school until the total outstanding balance is paid in full. A letter of notice for collections will be mailed to the responsible party. A letter will be sent advising the responsible party that the past due amount will be turned over to collections, subject to small claims court and liable for payment of all collection fees and court costs.
- 4.2.5. Ninety (90) days past due: the student's enrollment in the school is terminated. To re-enroll, a re-admission fee, equal to the applicable registration fee and all past due balances must be paid in full.
- 4.2.6. Additionally, a deposit against future tuition fees may be required.
- 4.2.7. If a student transfers to another school, records may not be released until his/her account is paid in full.

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

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

PARENT/FAMILY VOLUNTEER TIME

We encourage volunteering at our school! Please contact the office for more information on volunteering opportunities.

AFTER SCHOOL CARE

All students who remain on campus beyond fifteen (15) minutes after school has been dismissed without prior arrangements with the principal will incur a \$10.00/hour charge to their school account in fifteen (15) minute increments. This amount is subject to change based on School Board approval. Payment shall be on a monthly basis and will be included on monthly statements.

All parents or guardians will be required to sign their child(ren) out at the office upon pick-up.

CLASSROOM SUPPLIES

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

CUSTODY DISPUTES

When there is a court document outlining custody arrangements, a copy should be provided to the school. The school will abide by the specifications of such a document. The school will remain as neutral as possible in any custody disputes. In any legal dispute between parents, school personnel will provide information to the courts, attorneys, parents, or their agents only in responses to a lawful summons or subpoena.

PARENT INFORMATION

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

1. Encourage your child to observe good health habits, which includes a good night's sleep. Eight (8) to ten (10) hours a night is suggested. A healthy breakfast and lunch have been shown to improve school performance.
2. Uphold the standards of the school in dress, conduct, and Christian ideals.
3. You are encouraged to visit your child's teacher, after school hours. Parents are welcome to visit the classroom during school hours when prior arrangements have been made with the teacher and the office. Visits are permitted only if the parents have completed the live scan process and the Mandated Reporting Training.
4. Messages to a student or teacher during school hours, will be delivered at a time when it will not cause a disruption to the classroom.



PUPIL PROGRESS

A report card reflecting student progress shall be issued every quarter, (every nine or ten weeks) four (4) times during the school year. One official copy per grading period (per custodial parent (s)) will be issued at the Parent Conference at the end of first quarter. After that only copies will be issued.

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

SCHOOL LUNCHES

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

1. We believe in total abstinence from unclean meats as described in Leviticus 7:22-27, 11:1-47, and 17:10-16 (such as pork/bacon, shellfish, etc.).



2. We ask that each child come to school with a nutritious meal, or purchase the vegetarian lunch provided by the school. Hot lunch purchases are billed with the account statements.

3. Drinks with caffeine or high sugar content should not be brought to school or used during school activities.

4. Sharing or exchanging of lunches is not permitted.

5. Hollister School has a 'No Nut' policy in deference to student(s) or staff with allergies. All allergies must be divulged at registration.

ASBESTOS CLEARANCE

Our school has been constructed with no asbestos-containing material (ACM) in accordance with EPA regulations.

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

STATEMENT OF BELIEFS

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

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

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

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

Adventists believe Jesus modeled the process of baptism for us. Baptism symbolizes acceptance of Jesus by dying to self and coming alive in Him. Seventh-day Adventists practice full immersion baptism because being fully buried beneath the water, symbolizes God's grace filling the believer, now being born again in Jesus into a new life. (Romans 6:1-6; Matthew 28:19, 20)

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

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

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

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

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

