

# 2021-2022 School Year Handbook

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## **General Information and Guidelines**

### **Mission**

It is the purpose of Intermountain Adventist Academy to offer all students the tools to become men and women of academic, moral, and spiritual excellence.

### **Philosophy**

At Intermountain Adventist Academy, we believe that God created human beings in His own image, “fearfully and wonderfully made,” and with a divine purpose. We believe that each student deserves our highest level of respect, honor, and commitment. We believe that in order for students to achieve their best, the school, the church and the home must develop a working partnership with God as the center of all.

## Vision

Students at Intermountain Adventist Academy will exhibit the values contained in the school's **4 TAGS**.

- Develop a deep love for life, **TRUTH**, morality, and honesty.
- Value excellence in **ACADEMICS** as a means to achieve God's purpose for their lives.
- Learn loyalty and respect for **GOD** and country.
- Acquire a strong appreciation for **SERVICE** to others.

## Standards

Students of Intermountain Adventist Academy, will:

- Be willing to exercise conduct that is befitting to the Christian character reflected by Jesus Christ.
- Be considerate of the rights/property of other students, staff and community.
- Abstain from those activities that hinder the development of the physical, mental or spiritual life.
- Attend school and class regularly and punctually with proper books, materials and assignments completed.
- Follow the regulations of the school and respect authority of the teachers and other staff members.

## Accreditation

Intermountain Adventist Academy is accredited by the North Central Accrediting Association, NCAA, as well as the Accrediting Association of Seventh-day Adventist Schools, which is a member of the National Council for Private School Accreditation.

## **Admissions Policy**

Intermountain Adventist Academy welcomes any young person (K-8) who desires a character-building education. As a Seventh-day Adventist Christian school, high moral principles and respect for God and others are expected from all who attend. Students must realize that when they present themselves for admission to Intermountain Adventist Academy, they thereby, willingly pledge to observe the regulations and uphold the Christian principles upon which the school is founded. Behavior contrary to this will forfeit a student's privilege to attend.

## **Age of Admission**

A student may enter kindergarten if he/she has reached the age of five (5) by **September 15** of the current school year. To enter first grade the child must be six (6) years old by **September 15**. However, not all children mature at the same rate and in some cases the school may require readiness screening for kindergarten and first grade students. A birth certificate is required of all first-year students and must be shown at registration.

## **Non-Discriminatory Admissions Policy**

Intermountain Adventist Academy is part of the worldwide Adventist educational system. It is the policy of the Seventh-day Adventist Church in all church-operated schools to admit students of any race, color, or national origin to all rights, privileges, programs, and activities generally accorded or made available to students at its school, and makes no discrimination on basis of race in administration of education, policies, application for admission, scholarship, and athletic or extracurricular activities.

## **Registration**

For admission consideration, the child's parents or guardian must submit to the Admissions Committee the following:

- A signed and completed registration form, which contains all pertinent student information, agreements and necessary consents.
- Students transferring to IAA will be required to have cumulative records sent from the school previously attended. If necessary, proper grades are determined by testing.
- A physical examination form completed by a physician for all new students.
- The student's up-to-date immunization record, in compliance with Colorado state law.
- Signed "Consent to Treatment" form.
- A deposit is due at the time of registration. All previous school accounts must be cleared or satisfactory arrangements made in writing before registration.
- Copy of birth certificate or other proof of birth.
- Completed "Child Release Authorization" form.
- All other required forms in the registration package.

## **Student Testing**

The school may request testing for a student after evaluation by the teacher and principal. A student's attendance at IAA may be terminated if the parents/guardians are unwilling to have the child tested or are unwilling to follow the recommendations given after the testing.

## **Attendance Policy**

Colorado state law requires schools to maintain attendance and punctuality standards. School begins at 8:00 a.m. and ends at 3:00 p.m. Monday through Thursday, and 8:00 a.m. though noon on Fridays. Students entering the classroom past 8:00 a.m. will be marked tardy. Five (5) tardies will be counted as one (1) absence.

We request that parents/guardians notify the school if the student will be absent. If there has been no previous contact, parents/guardians are required to send a written excuse with the student the day he/she returns to school.

### **Unexcused Absences**

Absences for family trips, vacations and all other absences are unexcused. Advance arrangements to complete missed work are required. Any assignments given to the student before leaving are due within two days after he/she returns to school. Unless pre-approved by the teacher or principal, there will be no credit for work missed due to unexcused absences.

### **Before- /After-School Care Program**

School is open to students from 7:45 a.m. to 3:15 p.m. Monday through Thursday and 7:45 a.m. to 12:15 p.m. on Friday; however, we know that some families need to drop their children off earlier so they can get to work on time. To meet this need, IAA provides a before-school care program. This program is available from 7:00 a.m. to 8:00 a.m. Any student arriving before 7:45 a.m. will go into the Before-School Care program in the gymnasium where proper supervision will be provided, and a charge of \$5.00 per use will be assessed. This is true whether the student arrives at 7:00 a.m. or at 7:40 a.m.

There is also after-school care for all students who are not able to be picked up at the end of school. The program runs from 3:45 p.m. to 5:00 p.m., Monday through Thursday, and from 12:15 to 4:00 p.m. on Friday. The charge for after-school care is \$5.00 per hour, or any part thereof.

**Note:** Students picked up after 5:00 p.m., (4:00 p.m. on Fridays) will be charged a fee of \$15.00 per student each half hour, unless



special arrangements have been made at least 24 hours in advance. We want to be respectful of our staff's time.

Charges are applied to the family statement at the end of each month. Unpaid fees may subject your student to suspension until balance is paid.

### **After-School Pickup**

At 3:45 p.m. all students, who have not been picked up, must go to the gymnasium for after-school care. They will be picked up there and signed out.

### **Sick Child Policy**

**Your child should stay home when he/she has:**

- Any symptoms consistent with COVID 19
- Diarrhea or vomiting
- Rash – body rash, especially with fever or itching. Heat rashes and/or allergic reactions are not contagious.
- Fever – temperature of 100 degrees F (orally) or higher. (A child must be fever-free without medication for 24 hours before returning to school.)
- Sore throat, especially with fever or swollen glands in the neck.
- Cough, lasting for more than a week.
- Pinkeye
- Nasal discharge, lasting more than a week

Children with ear infections without fevers do not need to be excluded, but the child needs to get medical treatment and follow up. Sending your child to school with any of the above symptoms puts other children and staff at risk of getting sick.

## **Field Trips**

Throughout the year teachers from all grade levels plan field trips to meet instructional goals. These well-planned trips have specific itineraries. Usually, field trip announcements are given in advance of the activity date. Most field trips occur in the Grand Junction area. Students may attend a field trip only if there is written parental/guardian authorization. Inappropriate behavior on a field trip will jeopardize the student's attendance on future field trips. Parents/guardians helping with field trip transportation must have a current copy of their proof of insurance (the recommended level is \$250,000/\$500,000 liability coverage) and driver's license on file in the school office.

All students attending off-campus, school-sponsored activities must ride in school-sponsored transportation. Any exceptions must have specific administrative permission in advance.

## **Medication**

Students requiring medication at school, including over-the-counter medications such as Tylenol, Benadryl, Tums, etc., must, by law, have a form from their parents or the doctor stating that medication is required and giving a brief description of the medication and how to administer it. The medication must be left at the school office in its original container. The school office keeps a supply of acetaminophen and Ibuprofen in a locked cabinet that the students may request if necessary. A staff member will call the parent for permission before medication is administered to the student.

## **Asbestos Statement**

Intermountain Adventist Academy is an asbestos-free facility. Formal documentation to the effect will be provided upon request.

## **Library Usage**

The school has a well-stocked library for the use of staff and students. Students will not be allowed to check out any library materials if they have unreturned books. If, at the end of the year books are still unreturned, the replacement cost of the book plus a \$5.00 handling fee will be added to the student's school bill.

## **Reading Material**

Any literature that is contrary to Christian values is not allowed. Students should choose reading materials that are in harmony with the standards of IAA.

## **Closed Campus**

IAA is a closed campus. A closed campus means that students do not leave the school grounds after they arrive. When it is necessary for students to leave campus, parents must provide proper notification.

## **Visitors**

All visitors must check in at the front office and get a visitor pass before entering campus. All children not enrolled at IAA must be accompanied by an adult guardian.

## **School Board Meetings**

If parents/guardians have items they wish to have the board consider they should present these to the board chair or principal one week prior to the meeting. Meetings are held the third Tuesday of each month in the evening.

## **Updates**

We send a monthly calendar home with students to keep parents/guardians and students informed. This information can be also found on our website: [www.iaagi.com](http://www.iaagi.com). Teachers and the Home and School Association also send periodic classroom updates via e-mail or printed notes to all families.

## **School Lunches**

Students must bring their own lunches unless a hot lunch planned by a school organization is available for purchase. Hot lunches will be announced in advance. Typically, hot lunches are available for purchase on Tuesdays and Thursdays. Hot lunches begin the first week of September. Parents/guardians are asked to provide a well-balanced lunch following the guidelines of the Seventh-day Adventist health principles according to Leviticus 11. This includes a low-sugar diet and no caffeine.

## **Telephone Use**

The school's telephone is not for use by the students except in an emergency and only by permission from an IAA staff member. Please leave all messages for students and teachers at the office to avoid disturbing the class time.

## **Prohibited Items**

Students may not bring the following items to school or school activities:

- Drugs, alcohol, and any other controlled substance
- Fireworks
- Obscene pictures or literature
- Occult literature or items
- Gambling games
- Skateboards and rollerblades, including wheeled shoes
- Any weapons or imitation of the same

## **Lockdown Procedures**

In the event of a school lockdown, a sign will be placed on the entrance door. Please wait in your vehicle for everybody's safety and remain there until we are permitted to dismiss your child(ren), at which time we will give you further instructions. When able, parents will be notified via text/posting on IAA Parent Connection Facebook page.

## **Academics**

### **Kindergarten & 1st Grade**

Our kindergarten program is designed to provide a caring and nurturing environment. The love of learning is initiated with an academic curriculum that is developmentally appropriate for the young child. The curriculum includes language arts, mathematics, science, social studies and Bible. We believe that children learn best when they are actively engaged and enjoying themselves. This atmosphere allows for the growth and development of the whole child. Enrichment activities include separate instruction in music and physical education.

In kindergarten, the joy of learning is rooted in the process of discovery. It is our purpose to attend to each child's spiritual, mental, physical, social and emotional well-being.

### **Grades 2 - 4**

At this level, students begin to leave behind some of the dependency they clung to in kindergarten and are encouraged to take a more active role in deciding what paths they will take. They are given choices and are encouraged to behave in a responsible way toward others and their environment.

The teacher fosters an atmosphere of caring, open communication and trust. In addition to educating scholastically, teachers also focus on each student's spiritual, emotional, ethical and physical life. Units are generally taught with a central theme in mind that is woven throughout the curriculum. Technology is introduced as a learning and research tool while being integrated into various areas of the learning process.

## **Grades 5-8**

More emphasis is placed on independence, ownership and responsible behavior choices. Students in these grades have more opportunities to make choices about what they learn within the curriculum structure. Teachers facilitate learning as much as they direct the learning. We work hard at this level preparing students for learning in a high school environment. The core subjects at this level include religion, English, math, science, and social studies.

## **Grade Reports**

The school year is divided into four (4) quarters of approximately nine (9) weeks each. A report card will be provided at the end of each quarter, showing the student's progress.

Grades K -2nd are graded according to skill mastery rather than letter grades.

Grades 3<sup>rd</sup> - 8th are assessed using standard letter grades.

## **Music Program**

Students sing and learn music theory in music class. They also perform as members of the school choir or bells assembly. Performances are compulsory and part of students' grades.

## **Parent-Guardian/Teacher Conferences**

Twice during the year, after the first and third grading periods, scheduled conferences take place to give teachers and parents/guardians an opportunity to confer about their child's progress. It is important for parents/guardians to attend these conferences. Other conferences may be set up during the year as the need arises. Either parents/guardian or teacher may request a conference to clarify student progress, explain behavior, or offer potential solutions to any problem that may exist.

### **Meeting with Teachers**

If you need to schedule a conference with a teacher, please contact the teacher directly to set a meeting time. The time just before classes begin is not an appropriate time to hold an unscheduled conference. At that time, teachers are greeting the students and preparing for the day's lessons.

### **Health Needs**

To provide for your child's needs, it is important to tell the school about any special needs or health problems that can cause learning or safety problems at school. If your child is undergoing special medical treatments or experiences life-threatening allergic reactions, asthma attacks, diabetic reactions, seizures or any other serious problems, it is important that the school staff be aware of these conditions and the recommended emergency procedures. This information also needs to be included in student registration files.

### **Special Needs Students**

Intermountain Adventist Academy works closely with District 51 to provide services for students with special needs under the Individuals with Disabilities Act. However, Intermountain Adventist Academy is not equipped to accommodate students with extreme needs, and in some cases may recommend that a student be placed in another program where proper resources,

training and specialized personnel are available. Parents of children with special needs, IEP, ISP, or 504 Plans must disclose such information prior to the student being accepted to Intermountain Adventist Academy.

### **Student Conduct**

Students will be disciplined, suspended, or expelled for misconduct including, but not limited to:

- Theft
- Cheating
- Vandalism of school property, including defacing, destroying, wasting or misusing school property or equipment. Restitution may be required.
- Setting off fire alarms without just cause
- Assault, fighting, or threats of harm
- Sexual harassment or misconduct
- Possession, purchase, sale, use, delivery or distribution of drugs, alcohol, or tobacco, or any controlled substance
- Open defiance of school policy
- Use of profane or obscene language or materials
- Inappropriate displays of affection
- Inappropriate internet usage

### **Social Restrictions**

As a co-educational facility, IAA encourages appropriate friendships among the student body. However, IAA students should follow a “hands-off” policy. A teacher may place the student on social restriction if they engage in inappropriate public displays of affection. This restriction continues until removed by the administration. The purpose of social restriction is to separate students so that they can pursue their studies without distraction. This includes all school functions.



# **Behavioral Expectations and Consequences**

## **Harassment Policy**

Students who engage in sexual and/or racial harassment on campus or school-sponsored activities will be subject to appropriate discipline, including suspension or expulsion. The school's normal disciplinary procedures will be followed in determining the appropriate consequences for the harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the school's suspension/expulsion procedures.

## **Sexual Harassment**

Any activity of a sexual nature that is unwanted or unwelcome, including (but not limited to) unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact.

## **Racial Harassment**

This includes, but is not limited to: subjecting a person to derogatory remarks, insults, slurs, jokes or tricks based on race or ethnicity.

## **Philosophy of Discipline**

*"Even a child is known by his deeds, whether what he does is pure and right."*

*~ Proverbs 20:11*

The purpose of IAA first and foremost is for our students to know their Savior. With that in mind, we will discipline using

biblical principles, paired with parental support when needed. Parents discipline their children out of love and guidance, and IAA's goal in discipline is no different. The following conduct is expected from all students to foster an organized, safe and happy environment, where all who enter will witness kindness, respect and Christian love.

- Treat teachers, fellow students and others with respect.
- Respect the school property and personal property.
- Work and play safely, following school and classroom rules.
- Walk throughout the building, using running for outside activities.
- Things not needed for school (e.g. toys or junk food) are to be left home so learning is not disrupted.

In dealing with minor disciplinary issues, the teacher will speak with the student to guide and assist in the situation, given the student cannot properly solve the issue alone. Parents will be notified as deemed necessary. In more serious situations, the teacher may seek assistance from the school administration or board chair. Resolution to the problem may include such actions as parental notification, recommendations for counseling, written behavior contracts or written reports. For severe offenses (such as theft, vandalism, possession or use of controlled substances, fighting, insubordination, inappropriate use of media/technology, use of outlawed materials or other unsafe behaviors that endanger the health, safety or welfare of others) stronger disciplinary action may be taken, including probation, suspension, expulsion, or referral to law enforcement.

## **Dress Policy**

The basic principle that regulates all student dress at IAA is that the clothing should be neat, modest, in good condition, and suitable for school activities. This applies to all school programs.

- Uniform khaki pants, shorts, jumper, skirts or skorts for girls. Please note that all skirts and skorts must be 2" below the finger tips when arms are at sides.
- Uniform short sleeve and long sleeve, navy blue Polo shirts with IAA logo. Midriffs must be covered. **Any shirt worn under uniforms needs to be navy blue or white.** These need to be tucked in and uniform shirts must cover such shirts. Navy Polo shirts with logo may be purchased on-line through frenchtoast.com with the school code: QS5SAEX.
- Navy, white, or black tights.
- Shoes must be close-toed and suitable for play/physical activities.
- Hair should be neat and clean.

***The following are not acceptable at any time:***

- Patches, words or pictures on clothing that are suggestive of sex, immorality, or any kind of rebellion against God or authority
- Necklaces, bracelets, earrings, rings and other jewelry
- Noticeable or unnatural make-up
- Nail polish (clear polish is OK)
- Unnatural hair color
- Ill-fitting clothes such as baggy pants and shirts with low necklines or showing midriff
- Torn or ragged clothing
- Sweatpants or pajamas
- Spaghetti straps or tank tops

- Head coverings worn inside the building
- Flip-flop shoes or slippers

We realize that some students have lower tolerance for classroom temperature and need to wear something warm over their uniform shirt. Warm uniform sweaters with the school logo can be ordered through the school office if needed. Other sweaters and non-uniformed attire are not to be worn in the classroom.

### **Grievances**

If a parent or guardian has unresolved issues concerning their child, it is important that they first address the matter with the teacher or individual directly involved, and work to settle the situation. If not resolved, please share your concerns with the principal. If the issue remains unresolved at that point, you may contact the school board chairperson. If all of the above steps do not resolve the issue, you may contact the Rocky Mountain Conference Office of Education.

### **Home and School Association**

*“In the formation of character, no other influence counts so much as the influence of the home. The teacher’s work should supplement that of the parents, but is not to take its place. In all that concerns the well-being of the child, it should be the effort of parents and teachers to co-operate.” (Education P. 283)*

The Home and School Association is a parent-led organization to help unite the home, the school and church in providing a Christian education for our children. It is open to parents, guardians, and church members. This is a great opportunity to support the school and provide opportunities to share your talents. Anyone is encouraged to attend the Home and School meetings. Contact our Home and School leader or the school office for more information.

The importance of parent commitment to our school is realized through your willing volunteerism. Your commitment is vital to our success. We have witnessed at IAA that when the partnership between our families and the school is strong, students' achievement is also strengthened. Volunteers help to establish support for our teachers and a lasting God-first relationship with our school community. One of its major goals is to raise money for school improvements that would be difficult to obtain otherwise.

### **Parent/Guardian Service Hours**

IAA recognizes that the parents/guardians are the single most important component of school success. Parents/guardians are expected to show their support and commitment to the school by documenting 40 hours per year, working on jobs around the school that need to be done.

These jobs will be many and varied and can be done during school hours or outside of school hours. Please check with staff for a list of current projects. It is expected that you will be careful to complete every task for which you sign up.

Each time you work on these jobs you will be expected to make a written record of the work completed and the time you spent on the task. A binder will be kept in the school office to keep a running tally on reaching your goal of 40 hours. Each family should set a goal of completing 10 hours per quarter.

If the 40 hours are not met a **\$10 per hour** charge for your hours shy of 40 will be applied to your account.

## **Finances**



2 <sup>nd</sup> child	5% discount
3 or more children	10% discount

**NOTE:** Families who refer a student to IAA will receive a \$250 credit.

### **Delinquent Financial Accounts**

If an account becomes delinquent, application of the school board policy will, as follows:

- If an account becomes delinquent after the 30<sup>th</sup> of the current month, a 5% monthly interest charge will be assessed on all past due balances after the 30<sup>th</sup> of the month.
- If an account remains delinquent after 45 days, the parents/guardians must make financial arrangements or appear at the IAA finance committee meeting to negotiate plans for delinquent payments.
- If the parents/guardians fail to comply with the above policy, and the account becomes more than 60 days past due, IAA will suspend the student(s). Student(s) will not be allowed back in school until the full amount is paid and up to date.

The school administration and school board encourage immediate communication to help solve financial difficulties.

### **Student Transfers or Termination**

When a student transfers or terminates, all accounts must be paid before report cards, permanent records or transcripts will be forwarded. Entrance fees cannot be prorated for late entrance or early withdrawals. However, tuition fees will be prorated based on the annual tuition cost and the number of days attended by the student before withdrawal.



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