# Northwoods Elementary School

**95 Academy Lane NW**
**Hutchinson, MN 55350**

## The mission of Northwoods SDA Elementary School is to provide a Christ-centered Christian Education based on mutual respect and high academic standards.

Northwoods Elementary School is part of the Educational Ministry of the:

Hutchinson Seventh-day Adventist Church
820 Main Street North
Hutchinson, MN 55350
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## I. Goals and Objectives

The Hutchinson SDA Church, parents/guardians, students, and staff pledge to promote an ongoing, cooperative learning environment that maximizes academic achievement and the growth of Christian character. Our objectives are:

1. Lead students to a knowledge of God.
2. Assist students in the development of a Christian character.
3. Develop student's thinking and doing skills in the areas of accuracy, decision making, and sound judgment.
4. Promote a sense of responsibility and social awareness in each student.
5. Develop positive attitudes toward the use of talents, interests and leisure time.
6. Learn the skills necessary for good management of money, property and resources.
7. Maintain a desire for learning, now and in the future.

## II. Admissions

Northwoods Elementary School (NWE) is an educational institution of the Seventh-day Adventist Church, which operates the largest Protestant school system in the world. Students who come from non-SDA backgrounds regardless of race, color, or creed, will be accepted if space is available, and they pledge to respect the standards of the SDA Church while enrolled in the school. Admission is based on the following criteria:

1. Any student applying for admission to Kindergarten must be five years old by September 1. Students applying for Pre-K must be four years old by September 1. A birth certificate, which is needed for school records, should be presented at registration.
2. The State of Minnesota requires students to have all immunizations up to date with a physician-signed document certifying that this is so. This record must be presented at registration or no later than the first day of

school. Any student not having immunization records and school cumulative records on file by the first day of school may be dismissed until the records are received.

3. All new students must submit a medical report from a family physician. Any special conditions, which would exclude a student from normal activities, should be stated.
4. Final action on all applications for admission will be taken by the School Board following a recommendation by the faculty.
5. All students enrolled must have their school records from a previous school on file.
6. New students entering NWE will be placed in a grade level based on standardized test results, physical and mental maturity, as well as age. The faculty will do this evaluation.
7. No child will be accepted as a student in this school unless his/her account of the previous school year is paid in full at the time of registration, or a satisfactory arrangement has been made with the school board.

Northwoods Elementary School strives to be inclusive in its admissions decisions; however, it is limited by the equipment and staff size to meet the needs of every student. Therefore, students who have serious academic, physical, social, or emotional needs may not be accepted at NWE.

There will be a thirty-day probationary period for all new students in order to ensure that:

1. The staff is able to meet the needs of the student.
2. The student has been properly placed academically.
3. Student and parental participation are in accord with the goals and objectives of the school.

## III. Curriculum

### *A. Instructional*

Northwoods Elementary School is fully accredited by National Accreditation for Private Schools and the North America Division of Seventh-day Adventists. To insure a Bible based curriculum, reflecting Christian morals and values, textbooks for subjects such as Bible, Reading, and Science, are produced by the Seventh-day Adventist Office of Education. A Christian produced handwriting and Science series is also used. Textbooks for subjects such as English, Math, and Social Studies are produced by industry textbook publishers and are similar to many used by other area schools.

### *B. Music*

Music will be offered on a weekly basis for students in grades K-8. A music teacher leads each separate session. Private music lessons are also available.

## IV. Operating Authority

The School Board is responsible for interpreting and enforcing school regulations. All regulations adopted by the faculty or School Board and announced to the students shall have the same validity as those printed in this handbook.

## V. Discipline

Since no list of rules can be all-inclusive, students are expected to understand the governing principles of acceptable behavior.

### *A. Guidelines for Student Conduct*

1. Respect God and His Word.
2. Respect and obey those in authority.
3. Respect the rights of others.
4. Practice the Golden Rule.

5. Dress modestly, neatly and appropriately.
6. Keep a clean mind and body.
7. Be prompt in attending classes and appointments.
8. Be friendly and considerate.
9. Be consistent and use common sense in daily decisions.

### *B. Undesirable behavior requiring disciplinary measures*

Students will be disciplined by their classroom teacher when any of the following infractions occur:

- Tripping, shoving, or any act that injures, degrades, or disgraces a staff member or student
- Disruptive noises or talking without permission
- Defacing or destruction of school property
- Using school property without staff approval
- Unacceptable language (verbal abuse, name-calling)
- Being out of assigned area
- Gambling or betting
- Lying

Students will be disciplined by the faculty or School Board, and may be immediately suspended from school for the following reasons:

- Possession or use of alcohol
- Possession or use of tobacco products
- Possession of weapons
- Possessing, handling, or furnishing illegal drugs
- Use of profane or sexually explicit language
- Destruction or defacing of property
- Disrespect to staff
- Physical fighting
- Cheating
- Stealing
- Persistent or chronic violation of school rules
- Inappropriate social sexual behavior
- Possession of pornographic material
- Willful deception

- Any act deemed major and agreed to by faculty and school board.

Parents/guardians will be notified immediately with a phone call and/or a letter by mail when the faculty or School Board has disciplined their student. A written report will be placed in the student's file.

The suspension policy is that a student serves a one-day in-school suspension for undesirable behavior. This will be followed by a one-day out-of-school suspension for undesirable behavior that occurs within sixty school days of the first offense. If a third undesirable behavior occurs within sixty school days of the first offense, a recommendation from the faculty will be made to the School Board regarding expulsion.

### *C. Dress Code*

Appropriate clothing for students at NWE is based on simplicity, modesty, cleanliness, neatness and safety. (1 Peter 3:3-4; 1 Timothy 2:9; Romans 12:1,2) These guidelines have been developed to reduce the competition between students in what they wear. Different school activities will at times require different levels of dress. School staff will have the authority to decide whether a student is appropriately dressed and require the student to make the necessary changes.

Clothing considered inappropriate at all times includes:

- Shoes other than gym shoes, in the school gym.
- Tight fitting clothing.
- See through clothing.
- Sleeveless shirts, spaghetti strap shirts and blouses.
- Skirts or dresses not of a modest length.
- Revealing shirt tops
- Clothing with slogans/pictures contrary to school principles.
- Clothing which reveals midriff or back, undergarments.

- Shorts of an inappropriate length.
- Grubby, ragged or torn clothing.
- Yoga pants or similar tight-fitting pants are allowed only with a shirt or dress that covers the hips.

Students who wear inappropriate clothing will be required to change their clothes.
Parents will be responsible for bringing the appropriate clothing to school following notification.

Jewelry of any kind (rings, earrings, necklaces, bracelets, etc.) is not permitted to be worn at school. Makeup must be natural-looking.

### *D. Cell Phone Policy/Electronics/Toys*

Northwoods Elementary has adopted the Minnesota Conference of Education's policy on cell phone use.
The Minnesota Conference Education Department affirms that schools are called to nurture students in an environment that supports learning, healthy relationships, spiritual growth, personal responsibility, and respect for community. To advance these goals and to reduce distraction, social disruption, bullying, and negative effects on student well-being, the Board of Education establishes the following minimum standards regarding student cell phones and personal electronic devices. This approach is informed by 2026 Minnesota law requiring public and charter schools to adopt a policy on student cell-phone possession and use, as well as broader education trends toward stronger and more focused student learning during the school day.
Students shall not have access to personal electronic devices while on campus during the school day.
For purposes of this policy, "personal electronic devices" or "devices" include but are not limited to cell phones, smartphones, smartwatches, earbuds, tablets, and other personally owned internet-connected or communication-enabled devices not issued by the school. This policy is directed at students. Employees are expected to follow applicable Minnesota Conference employee policies. Cell

phone use is permitted on an emergency basis. Cell phones will be off and placed in the teachers' possession during school hours. Penalties for not following this policy are as follows: For a first offense, the cell phone remains in the parents' possession for one month and may not be brought to school. For a second offense, the cell phone is confiscated and remains in the school's possession for 3 months. For a third offense, the cell phone remains in the school's possession for the remainder of the school year.

Toys, games (electronic and otherwise) are not allowed at school without permission from the classroom teacher. All toys and games should reflect Christian principles.

### *E. Weapons*

Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, handle, transmit, or use any weapon or any instrument which has the appearance of a weapon in school, on school property, or during any school activity. NWE takes a position of "Zero Tolerance" on the following objects:

- All firearms, whether loaded or unloaded
- Other guns of all types
- Knives, switchblades, daggers, swords, razors, etc.
- Artificial knuckles or other objects designed to be worn over the fist or knuckles
- Blackjacks, clubs, numchucks, throwing stars, etc.
- Explosives
- Poisons, chemicals, or substances capable of causing bodily harm
- Bow and arrows, sling shots, etc.
- Any other device or instrument used to intimidate, threaten, or inflict harm.

**In the event of any offense, the faculty will**:

1. Confiscate the weapon (if it can be done safely), or call 911 and request assistance if needed;
2. Notify parents/guardians;

3. Initially suspend for two days and bring a recommendation to the School Board regarding expulsion;
4. Consider police involvement with recommendation to charge;
5. Repeat offenses will result in a recommendation to the School Board regarding permanent expulsion;
6. Depending on the severity of the act, discipline may range from a two day suspension to permanent expulsion.

### *F. Sexual, Religious and Racial Harassment*

Faculty and students of Northwoods Elementary School are to exemplify a Christ-like life and should avoid any appearance of wrongdoing. They must never place another person in a position of embarrassment or disrespect due to sexual, racial or religious overtones. Doing so would violate God's law and the law of the land, which protects human rights. Everyone at our school has the right to feel respected and safe.

Harassment includes but is not limited to:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature affecting an individual's academic standing.
- Unwelcome sex-oriented comments or gestures (kidding, teasing, jokes, etc.)
- Subtle pressure or requests for sexual activity.
- Unnecessary and/or unwelcome touching of an individual (patting, pinching, hugging, etc.)
- Demand for sexual favors.
- Threatening notes or cartoons.
- Offensive or graphic printed material.

Religious or Sexual harassment consists of conduct that ridicules or otherwise intimidates an individual based on religious beliefs/practice or race. The conduct may be physical or verbal in nature.

Complaints of harassment shall be investigated promptly. On determining whether alleged conduct constitutes harassment, the administration or appropriate official shall look at the record as a whole and the totality of the circumstance.

Students or employees who engage in harassment or violent acts on school premises or off school premises at a school sponsored activity will be subject to appropriate discipline, including suspension/expulsion, or in the case of an employee, job termination.

Violence towards others, as well as, harassment whether it be religious, racial, disability, age, sexual, ethnic, or gender related is against the law.

If harassment is found to exist, faculty shall take prompt corrective action. Depending on the severity of the act, the discipline may range from a written warning to immediate dismissal.

If anyone uses words or actions that make you feel uncomfortable or fearful, you need to tell a teacher, the principal or another responsible adult. Your right to privacy will be respected as much as possible.

### *G. Statement on Human Sexuality and Identity*

Northwoods Elementary is a PreK-8$^{th}$ Grade educational institution that is owned and operated by the Minnesota Conference of Seventh-day Adventists, which is a part of the worldwide Seventh-day Adventist Church. As such, we adhere to the teachings of the Seventh-day Adventist Church and its interpretation and understanding of the

Scriptures. Therefore, we strive to conduct educational ministry worldwide, maintaining our commitment to God as our Creator and Savior and fulfilling the gospel commission of sharing Jesus Christ and His love with the world. With this foundation, we offer the following:

First, as a Seventh-day Adventist educational institution, we neither condone nor promote any behavior outside of the Adventist biblical beliefs. Northwood Elementary's policy on human sexuality and identity is based on the *North American Division Statement on Human Sexuality*. This statement is based on Seventh-day Adventist understanding of scripture.

Second, our teachings on human sexuality and identity throughout the curriculum are aligned with Seventh-day Adventist biblical beliefs.

As a part of our commitment to Seventh-day Adventist education, we have adopted the following guidelines to assist our students, parents, staff, and all other stakeholders:

1. Physical contact between students that would normally be viewed as overly affectionate in nature is not allowed. This includes, but is not limited to, hand-holding, prolonged hugging, sitting on each other, hair stroking, etc.
2. Students will neither promote nor advocate a lifestyle while enrolled in Northwoods Elementary that is not in accordance with the following: *a.* "Adventist educational institutions do not condone gay, lesbian, or bisexual sexual practice or the promotion of sexual behavior outside of our biblical beliefs." *(NAD Statements on Human Sexuality*, p 3*)*

3. Students must state their birth sex on an application for school: a. The sex stated on the application should match the birth sex identified on the student's birth certificate at the time of birth.
b. The birth sex determines restroom use, sports team choices, uniform choices, pronouns used, and any other issue as stated in the student handbook concerning sex.
c. Transitioning transgender students, or those who have fully transitioned, will not be admitted.

4. Students and visitors to the campus must use the bathroom corresponding to their birth sex.

5. Students of LGBTQ parents may be admitted with full knowledge that SDA theology based on biblical teaching does not support this lifestyle. There may be restrictions placed on parent leadership involvement.

Northwoods Elementary is called to love all people. In this sin-filled world, our goal is to create an environment where all people love and respect each other.

***"Therefore, as God's chosen people, holy and dearly loved, clothe yourself with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Colossians 3:12-14***

### *H. Bullying*

Northwoods Elementary administrators, staff, and students have adopted the OLWEUS Bullying Prevention Program in order to make our school a safer place for all. Thus, a student or group of students must not participate in, or allow, any act of physical, verbal, cyber, social exclusion, or subtle forms of bullying.

For the purpose of this policy "bullying" is defined as:

"…**when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself."**

Northwoods has established the following anti-bullying rules:

1. We will not bully others
2. We will try to help students who are bullied
3. We will try to include students who are left out
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Behavior consequences are determined by consideration of the following factors:

1) Age/development/maturity
2) Degree of harm/Nature of incident/Circumstances
3) Number of incidences
4) Relationships between parties
5) Severity of incident

Incidents requiring lowest response will be immediately acted on by teacher or staff and may result in loss of privileges.

Incidents that are identified as bullying and repeated bullying will be responded to in the following ways: Educator intervention, parental involvement, documentation, conversations, consequences, referrals for help as needed, behavior plans, safety plans, possible suspension or expulsion.

*Northwoods bullying policy is based on the Olweus Prevention Program.

## VI. Attendance and Health

### *A. Length of School Day*

The school day for students is from 8:30 a.m. to 3:00 p.m., Monday-Thursday. Pre-K/Preschool will meet Monday, Wednesday, and Friday, dismissing at 11:15 a.m. (Students in the Fresh Five program meet MWF full days. **Friday dismissal is at 2:00 P.M.** Parents/guardians are asked to

honor the teacher's time by arriving no earlier than 15 minutes before school begins. Please contact the school immediately if your pick up time is delayed.

### *B. Northwoods Pick-up and Drop off Policy*

To expedite the pick-up and drop-off of our students, we would ask that parents follow these guidelines:

1) Drop-off procedure:
    a. Stay in line drop-off: Parents should form a single-file line in the roundabout to drop students off (No double parking will be allowed). Please be patient and wait your turn in line. Do not leave your car if you are in the roundabout. Use the parking lot if you need to enter the school building for any reason.

2) Pick up procedure:
    a) Stay in line pick-up: Parents should form a single file line (No double parking). Please be patient and wait your turn in line. Students will be dismissed by families. Teachers will communicate via walkie talkie to expedite the process. PreK students will be dismissed by the teacher or teacher's assistant at the front door when parents arrive.

Before and after school is always a busy time for teachers. We would strongly encourage parents who have things to discuss with their child's teacher to set up an appointment after school. **Please remember the roundabout is only for loading and unloading – not for parking.**

### *C. Attendance & Punctuality*

Students are expected to attend school every day, arrive on time in the morning, and leave at dismissal time. When students are punctual, a better learning and instructional atmosphere exists. Collected data indicate a significant correlation between student absences and achievement.

When a student will be absent for any reason, the parents/guardians are expected to notify the school. Parents/guardians are requested to call the school prior to the start time on the day of absence to give the reason for the absence. If your child is absent from school and you have not phoned, you must send a written excuse with your child when he or she returns to school. In the case of a planned absence such as a vacation, doctor appointment, etc., you must notify the school in advance so that the necessary arrangements can be made for makeup work. Children will not be able to leave with anyone other than a parent/guardian or grandparent, without prior written notification or arrangements.

Reasonable excuses for absences include sickness, attendance at a funeral, doctor appointments, and unique family situations for which prior arrangements are made. Anything not pre-arranged is unexcused.

- All students enrolled in the school are expected to be punctual and regular in attendance. A student who is tardy more than twenty percent of a grading period will have his/her attendance records reviewed by the school board. Written excuses for all absences and tardies are required the first day back to school.
- A pupil who is absent as many as seven days out of a grading period, for whatever cause, may forfeit his/her grades unless it is evident to the teacher that his/her work has been satisfactorily made-up.

- A student must have parental consent to leave school during school hours. Students who leave the school grounds during school hours without proper permission will be considered truant and subject to immediate disciplinary action, including suspension.
- The attendance, along with citizenship and scholastic grades, become a part of the student's permanent record and will be listed on his/her transcripts with his/her grades.
- Any function or activity in which the school participates in at Maplewood Academy will be considered a regular school day and students are expected to be in attendance.
- Two days are allowed for make-up work for each day of excused absence. No make-up work is allowed unless a signed excuse has been turned in on time.

### *D. Family Vacation During School*

Teachers at Northwoods realize that some of the best learning experiences that occur in life come from traveling to new places**. Ideally, we ask parents to try to schedule vacation around school breaks and vacations.** When parents do schedule vacations outside of normal school breaks that will affect normal attendance, we ask that you follow the following guidelines:

1) The more advance notice the better. We ask that teachers be given at minimum a 2 week notice of any major vacation plans.

2) Realize that preparation of lessons in advance require extra time from classroom teachers. It also may require extra time in make-up tests and assignments, teaching concepts that have been missed or

reteaching concepts that students were not able to do independently. Work in collaboration with your child's teacher in the preparation and make-up process to minimize as much as possible any extra work required. You are responsible for making sure that missed assignments are completed and turned in.

3) Consider volunteering to supervise a recess or lunch break, helping copy materials that may be needed for the trip, etc.

4) Realize that there are some things that will simply be missed which potentially may have an effect on your child's grades.

### *E. Illness*

To protect your child and others, students should not be sent to school with fever or any symptoms of illness. Students who become ill at school will be allowed to rest until their parents/guardians can be notified and arrangements made for their timely release.

### *F. Medication for Students*

For the student's protection as mandated by the State of Minnesota, Section 34 {126.201} regarding administration of medications, the policy is as follows:

1. A written note must accompany all medications from parents/guardians with specific administration instructions.
2. All prescription medications must be in the pharmacy container labeled by the pharmacist.
3. All medications that are kept at school must be kept in the school office in a locked container.
   Whenever possible, arrange medication schedules to eliminate the need to administer medication during school hours.

### *G. Bad Weather Arrangements*

In the event of extremely bad weather, the following policy will govern school closure.

- In most situations, Northwoods Elementary School follows the Hutchinson Public School's bad weather closing procedures. Parents are asked to check local TV listings for school closings or delays.
- If parents cannot bring their child to school because they feel conditions make travel too dangerous, they must notify their child's teacher. The student will be given an excused absence if this procedure is followed.
- If the buses are running late, school will begin when they arrive, as listed on local TV channels.
- Northwoods Administration has the authority to make a decision different than the public school district. In these situations, parents will be contacted personally.

### *H. Visitors*

Parents/guardians are invited to visit our classrooms, but must call ahead to make arrangements with the teacher. Relatives or friends wishing to visit while school is in session must make prior arrangements with the faculty. Students are to obtain the consent of their teacher before bringing non-adult visitors to school.

### *I. Volunteers*

All classroom volunteers need board approval and board knowledge of their time commitment and duties. Volunteers will also need Minnesota Conference background check approval before volunteering.

## VII. Communications

### *A. Report Cards*

Report cards inform you of your child's progress four times each year. The Mid America Union Conference of Seventh-day Adventists sets the format. The teacher will evaluate each child's progress through observation, informal and

formal testing, and classroom performance. The progress report addresses three basic areas: academic skills; personal and social growth; and work and study skills.

### *B. Parent/Teacher Conferences*

Scheduled Parent Teacher Conferences are to be held, once after the first grading period and again after the third grading period. The purpose of these conferences is to review the student's progress. It is also an excellent time for the free exchange of ideas between parent, teacher and student regarding the student's education. A parent or teacher may wish additional conferences during the year. These conferences are to be scheduled at a time that is mutually agreeable to the parent and teacher.

### *C. Home and School Association*

Cooperation and informal activities between parents/guardians, students and faculty are promoted through the Home and School Association. Parents/guardians are encouraged to become involved.

### *D. Parent-Teacher Relation/Grievance Policy*

On occasion, problems can arise between parents and teachers. The following conciliation procedure based on Matthew 18 and I Corinthians 6 will be used for resolving these problems:

- Step One: The parent should first speak to the teacher to try to resolve the problem. This is to be done by appointment only.
- Step Two: If the problem is not resolved between the parent and teacher, the parent then asks the head teacher to help resolve it. This meeting is to be set up by the head teacher and by appointment only.
- Step Three: If the problem is not resolved, the parent contacts the head teacher and requests a meeting with the school board chair. Once again, this is done by appointment only and with all parties present.

- Step Four: If the problem is not resolved, the parent will contact the head teacher and request a meeting with the school board at which time the Conference Superintendent of Education will be invited to attend. The parent must provide documentation to the board chair previous to the meeting that clearly states the grievance to be discussed. Once again, this is done by appointment only and with all parties present.

## IIX. Miscellaneous items

### *A. Books*

Students are urged to take good care of books and will be charged for books that are lost or damaged beyond normal wear and tear.

### *B. Lunches*

Parents/guardians are responsible for providing a nutritious lunch for their own student(s) each day. Some fundraising lunches may be provided throughout the school year to support the eighth grade class or the school.

### *C. Field Trips*

We plan a few field trips each year. Field trips give students a practical glimpse into classroom studies.
Parents/guardians will be notified about field trips in writing prior to the trip. Specific information will include transportation arrangements, costs associated with the trip, meal arrangements, and departure and arrival times. Permission slips will be required from a parent or guardian for each student to participate. Students under the age of 8 and shorter than four feet nine inches are required to use a booster seat on any school outing without bus transportation.

### *D. Telephone Use*

The school telephone is for school business only. Teachers and students should not be called during class time except in an emergency. Students may use the phone only with the

permission of a teacher. ** PLEASE NOTE that the school's voicemail will be checked at the end of the school day.

### *E. Bicycle/Skateboard/Scooters/Rollerblades*

Bicycles are to be parked in the bicycle rack while students arrive at school and not be used during the school day. Students are required to use bicycle helmets when on school property. Skateboards, scooters, rip sticks, rollerblades, roller shoes (and similar devices) are not allowed on school property.

### *F. School Insurance*

All students should be covered by their parents/guardians' insurance. Students are covered by the school's insurance, but it is SECONDARY CARRIER type insurance. Parents/guardians should request the necessary forms when an accident occurs.

### *G. On Campus Transportation*

Students are not allowed to be transported by a private vehicle on Maplewood Academy Campus with the exception of parents transporting their own children!

### *H. Asbestos Notification*

Northwoods Elementary School is in compliance with all applicable state and federal laws regarding asbestos-containing building materials. Our school has an Asbestos Management Plan in our school office, which is available for you to inspect by appointment.

## IX. Financial Information

Northwoods Elementary School utilizes FACTS Tuition Management for streamlining tuition payments. FACTS gives families expanded payment options and simplifies payment tracking and management for our school and families. Northwoods operates on a ten-month payment plan, August through May. A registration fee equal to one

month's tuition is due on the day of registration. Registration fees are not refundable. Northwoods families may also choose to spread tuition payments over a 12-month period. Families choosing a 12-month plan must begin payments in July.

Enrollment in FACTS is a requirement for all Northwoods families. Payments can be directly withdrawn from a bank account or charged to a credit card. We offer a variety of payment scheduling options, including weekly, bi-monthly, and monthly. Fees will be incurred for late payments. If for any reason your family is having difficulty making your agreed-upon payments, please contact our treasurer immediately. Our school wants to work with families who encounter unexpected financial challenges. Withdrawing from FACTS tuition management is not permitted and indicates that a family has decided to withdraw their children from enrollment at Northwoods. Families may opt out of FACTS if they choose to pay the entire year's tuition before the start of the school year.

Worthy Student Scholarships are available for families in need of financial assistance. In order to qualify for assistance, a financial application (available on request) must be completed, and a copy of the family's most recent 1040 tax return must be submitted. In order to qualify for financial aid these forms should be submitted by August 1 of the upcoming school year. All applications are reviewed by the Northwoods Finance Committee, and recommendations are presented confidentially to the School Board.

1) Students receiving scholarships are expected to maintain a minimum GPA of 2.0

2) Northwoods requires all scholarship recipients to contribute to their child's tuition. The percentage of contribution will be determined by the finance

committee after evaluating the families ability to contribute.

3) The Northwoods Finance Committee considers extenuating financial circumstances in considering scholarship eligibility. Ex. – Loss of job, students at Maplewood Academy

4) Special consideration is given to families that submit their application and tax information early

The previous school year's bill balance must be paid in full prior to the start of the next school year. Accounts outstanding in other schools must be paid in full before the student can be admitted to Northwoods Elementary.

Tuition covers only about one third of the school's operating cost. The remaining costs are made up of the local church subsidy, a portion of our church members' tithe, subsidy from the Minnesota Conference of Seventh-day Adventists, and special funding projects throughout the year.
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**B.** ***Policy for part-time student tuition:***
The tuition rate will be calculated based on the number of days per week that will be attended by the student as agreed upon between the parent(s) and the teacher at the time of enrollment. Prior to enrolling in part-time attendance, each student will be required to submit an application for enrollment. An application fee of 50% of the current year's application fee for full-time students will be charged at the time of application submission. If the student's attendance reaches 4 days per week, then the tuition rate will change to that of a full-time student. Multiple student discounts will apply for families with multiple part-time students. If the student will be casually attending for selected portions of the school program such as art, physical education class, or

other specific events, then a $50 per month tuition will be charged for that student. Part-time students who extend their involvement in school participation beyond the regularly scheduled school days agreed upon at the time of enrollment will also be subject to the additional $50 per month tuition in addition to their per day of attendance calculated tuition. Part-time attendance should be determined by establishing the number of days per week a student will regularly attend school and determined at the time of enrollment. Changes in enrollment status will need board approval if changes are requested during the school year.