

**SUMMIT VIEW
ADVENTIST SCHOOL**



HANDBOOK

*12503 S. State Route 7
Lee's Summit, MO 64086
(816) 550-5867*

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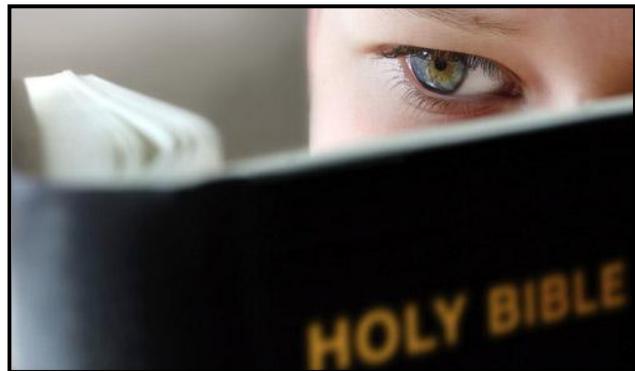
Introduction

The Summit View Adventist School Board has prepared this handbook to provide information about the school and its policies. It is recommended that the parent study this handbook carefully with the child so there will be no misunderstandings regarding school policy. Any regulation voted by the School Board and reported to the parents by letter will have the same effect as those appearing in this bulletin.

Mission and Philosophy

The unique philosophy of the Seventh-day Adventist Church for Christian education is based on the Scriptures and the writings of Ellen G. White. Accordingly, the mission of this school shall be to develop each student in academic and Biblical wholeness.

“May the God of peace Himself sanctify you wholly; and may your spirit and soul and body be kept sound and blameless at the coming of our Lord Jesus Christ.” 1 Thess. 5:23, RSV



1. To provide for the spiritual development of each student through an attractive setting, motivated Christian teachers, and a Christ-centered mission.
2. To provide for the mental development of each student through a certified full-time teaching staff and the highest quality academic curriculum available.
3. To provide for the social development of each student by reinforcing our shared common values of faith through friendships and associations in our growing Christian community.
4. To provide for the physical development of each student through activities and recreation that complements our faith practices.

The Bible will serve as the infallible frame of reference by which truth is measured. As a means of intellectual training, God's Word has no equal. Knowledge of God and a desire to become like Him is a vital part of the educational program. The minds of the students are to be directed to a revelation of the Creator, and they are encouraged to accept Christ as their Savior, to allow the Holy Spirit to transform their lives and to fulfill the commission of preaching the gospel to all the world.

The life of Jesus will be studied as the perfect model for both teachers and students. Love will be the basis of all educational activity, and unselfishness the goal of all teachings and actions. Faith and prayer are a vital part of the curriculum, and cooperation will be the spirit of the

classroom. Simplicity, self-discipline, enthusiasm, courtesy, reverence, and obedience to the laws of God will permeate the teaching program.

The educational program is founded on the importance of the whole person, and the belief that each student is unique and of such value that Christ died for each one. To that end students are educated to accept service as a way of life, to be sensitive to the needs of the people in the home and society, and to become active members in the church.

Parental Support

It is the parent's responsibility to read the school handbook carefully, to be aware of all regulations, and to cooperate with the school in upholding its policies. A great responsibility rests upon the parents to carry out the Christian principles upon which our school operates.

In the formulation of character, no influence counts so much as the influence of the home. The teacher's work should supplement that of the parents, but it is not to take its place. Let us prayerfully support one another in Christian love following the admonition found in the Scriptures.

Parents should provide a Christian home where worship, reverence, respect, and love are experienced. Care should be given that children get nutritious meals, adequate rest, materials to work with, a regular place and time to study, and lots of encouragement.

The school expects parents to support it with time, talents, attendance at school functions, and to be supportive of all school policies.

Non-Discrimination

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

Asbestos Declaration

This is to inform the parents that no asbestos materials were used in the construction of the school building. The building is asbestos free.

Sexual and Racial Harassment

Students who engage in sexual and/or racial harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, up to and including dismissal.

Sexual Harassment

Summit View Adventist 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 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 termination.

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

If submission to sexual conduct is made a condition of academic status, progress, benefits, honors or activities, it is considered 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 in grades K-8. The student may also report to the principal. If the harassment comes from an adult, the student should report directly to the principal or another responsible adult.

Racial Harassment

Summit View Adventist School is committed to providing a school environment free from racial harassment for all students. Incidents of harassment should be reported in accordance with these procedures so school authorities may take appropriate action. Students who racially harass others are subject to discipline up to and including dismissal. Employees who engage in racial harassment are subject to termination.

Definition: Racial harassment includes, but is not limited to, the following: subjecting students to derogatory remarks, insults, slurs, jokes, or tricks based on race or ethnicity.

The school's normal disciplinary procedures will be followed in determining the appropriate consequences for the sexual or racial 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.

Admission Information

SVAS has been established primarily for the youth of the Seventh-day Adventist Church. However, membership in the church is not a requirement for admission. Students who come from other than a Seventh-day Adventist background will be accepted if space is available and if they pledge to abide by the standards of the school during all school activities. All student applications will be reviewed by the admissions committee for recommendation to the School Board. If any clarifications concerning the applications are required, it may be necessary for the parents and students to meet with the admissions committee.



Regrettably, SVAS does not have the equipment or professional staff necessary to provide programs of special education. This may limit our ability to admit students who have serious mental, physical, or social handicaps, or who demonstrate serious academic and/or behavioral problems, or are not proficient in English.

The admission committee may provisionally accept all new students for thirty (30) days, after completion of initial interview. The main focus during this period will be an assessment of the students' academic progress, overall school performance, and general conduct.

The School Board will take final action of all applications for admission.

Beginning Age

Preschool students must be three (3) years of age and potty trained by August 15. Pre-K students must be four (4) years of age by August 15. Kindergarten students must be five (5) years of age by August 15. All Kindergarten applicants must pass the Kindergarten screening test. Children being considered for entrance into first grade must be six (6) years of age by August 15 of the year they are entering school. A birth certificate or other documentation of age must be presented at the time of registration.

Definition of Terms

New Students: any student who has not previously attended school; this includes Kindergarten and home-schooled students

Transfer Students: any student who has attended a school other than SVAS for the previous school year

Returning Students: any student who attended SVAS the previous year

Admission Requirements

Returning Students

Returning students **MUST** complete the registration process before being admitted. Their acceptance is based upon the recommendation of the administration and faculty, and the approval of the School Board's admissions committee. Any decision to not accept a student will be based on the school's understanding of the best interest of the child, the needs of the class, and the overall requirements of the school program.

New and Transfer Students

New and transfer students **MUST** complete the registration process and be assessed for placement before being admitted. They may be admitted on a probationary status for the first thirty (30) days. The student will be observed in the areas of social conduct and academic performance. All new and transfer students will be tested prior to admission and placement will be based on the test results.

Registration Procedures

Returning Students

Students must fulfill each of the following requirements for registration:

1. Submit all applicable registration forms.
2. Obtain any necessary immunizations and notify the school office of immunization dates.
3. Submit a physical examination form within first 30 days of the school year if entering Grades 1, 4, or 7.
4. Clear any remaining account balance.
5. Pay the registration fees and first month's tuition. See "Payments" on page 24.
6. Submit a signed Family Financial form.
7. Submit a signed Parent/Student Contract form.

New Students

Students must fulfill each of the following requirements for registration:

1. Submit all applicable registration forms.
2. Obtain any necessary immunizations and notify the school office of immunization dates.
3. Submit a physical examination form within first 30 days of the school year if entering Grades K, 1, 4 or 7.
4. Present a birth certificate. A copy must be on file in the school office.
5. Pay the registration fees and first month's tuition. See "Payments" on page 24.

6. Submit a signed Family Financial form.
7. Submit a signed Parent/Student Contract form.
8. Complete “Request for Records” for prior academic records.
9. Submit copy of last report card.

Transfer Students

Students must fulfill each of the following requirements for registration:

1. Submit all applicable registration forms.
2. Obtain any necessary immunizations and notify the school office of immunization dates.
3. Submit a physical examination form within the first 30 days of the school year if entering Grades K, 1, 4, or 7.
4. Complete “Request for Records” form.
5. Pay the registration fees and first month’s tuition. See “Payments” on page 24.
6. Submit a signed Family Financial form.
7. Submit a signed Parent/Student Contract form.
8. Submit copy of last report card.

Should a student request a transfer from SVAS to another school, their education records will be forwarded to the new school upon written request under the rules and regulations of the Family Educational Rights and Privacy Act (FERPA).



*Immunization Requirements**

It is unlawful for any child to attend school unless the child has been immunized according to state law or unless the parent or guardian has signed and placed on file a statement of medical or religious exemption with the school administrator.

GRADES	DTaP/DTP/ DT/TD**	POLIO	MEASLES	MUMPS/ RUBELLA	VARICELLA	HEPATITIS B***
	4 DOSES	3 DOSES	2 DOSES	2 DOSES	1 DOSE	3 DOSES
K thru 4	Last dose on or after fourth (4 th) birthday and last dose of pertussis before seventh (7 th) birthday. Pertussis is required for all students six (6) years of age and younger. Maximum needed: six (6) doses.	Last dose on or after fourth (4 th) birthday. If a combination of IPV/OPV is received, four (4) doses are required. Maximum needed: four (4) doses.	On or after first (1 st) birthday. Twenty-eight (28) days between the two doses.	On or after first (1 st) birthday.	Chickenpox vaccine or proof of disease (a statement signed by parent, guardian or physician with month and year of chickenpox).	Required for all students entering 1 st through 5 th grades and 7 th & 8 th grades. First dose must be completed before the first day of school, second dose one month after Dose 1, and the third dose five months after Dose 2.
	3 DOSES	3 DOSES	2 DOSES	1 DOSE		3 DOSES
5 thru 8	TD booster required ten (10) years after last dose of DTaP, DTP, DT, or TD.	Last dose on or after fourth (4 th) birthday. If a combination of IPV/OPV is received, four (4) doses are required. Maximum needed: four (4) doses.	On or after first (1 st) birthday. Twenty-eight (28) days between the two doses.	On or after first (1 st) birthday.		See above.

* The Advisory Committee on Immunization Practices allows a 4-day grace period, so students may receive immunizations up to four days before they are due.

** Td booster may be given five (5) years after last DTaP/DTP.

*** Students who are 11-15 years of age may use the following as a guide for the 2-dose Merck Recombivax Hepatitis B vaccine schedule: Dose 1, Initial visit; Dose 2, 4-6 months after Dose 1

- **All students must present documentation of month, day, and year of each immunization.**
- **Students must present immunization record to school, and all immunizations must be up-to-date before being permitted to attend classes.**
- **To remain in school, students “in progress” must receive immunizations as soon as they become due.**
- **Religious and medical exemptions will be allowed.**

Attendance Information

Students of the school come under the state compulsory education laws. This means regular attendance is required for all students. Parents are held accountable to see that their child meets attendance requirements.

Attendance

Every pupil is expected to attend school regularly and punctually. Worship, instructions for the day, and any necessary announcements take place at the beginning of the day. Therefore, it is important to bring your child to school on time. ***School begins promptly at 8:00 a.m. Any student arriving after 8:05 a.m. will be considered tardy.***

Excused absences include: sickness, attendance at a funeral, doctor appointments, and unique family situations for which prior arrangements have been made. An excused tardy include transportation or weather-related issues.

- **Second Tardy: parent will be contacted**
- **Fourth Tardy: meeting with parents to make an action plan**

Excuses for being absent or tardy are to be in written form stating the reason for the absence or tardiness, the date of the occurrence, and signed by the parent/guardian, or doctor, if the student was absent for a doctor's appointment. **Excuses should be given to the teacher not more than three days from the absence/tardy, or the absence/tardy will automatically be considered unexcused.**

The student will be given two days per day(s) of excused absences to complete any missed assignments. Make-up privileges are not extended for unexcused absences.

Please try to make doctor/dentist appointments after school hours. If it is necessary to be excused early, please send a note the day before so the teacher may have the assignments ready. Parents/guardians must contact the principal prior to taking their children off the premises during school hours.

No student should leave school for vacation or other purposes without making arrangements with the teacher. **When parents take children out of school for vacation or other purposes, the parents are responsible for making sure their children complete their school work.**

A total number of unexcused absences equaling 15 percent of the school days in a semester (11 days) may result in a failing grade for the student for that semester.

Mid-America Union Education Code Book, p.50

School Activities

Pupils will be expected to participate in all class activities including community services and special programs for constituent churches unless an emergency occurs, or unless a statement from home or doctor excuses them from a particular activity for a specific time. Requests from parents or others for children to be absent from these school activities should be handled in advance through the principal or teacher.



School Hours

Regular school hours will be from 8:00 a.m. to 4:00 p.m. Monday through Thursday. School doors will be opened 15 minutes before and 15 minutes after established school hours. Teacher supervision begins and ends at these hours. Any exceptions to the above must be made in advance with the principal or teacher in charge. Students are subject to school rules and regulations while on school property before, during, and after school hours. **Children should arrive and leave within 15 minutes of school hours. Children will only be allowed to leave with their authorized person. If someone else will be picking up the children, then written permission will need to be given to the teacher by the parent/guardian and proper I.D. will need to be shown by the individual(s) before picking up the child. If parent/guardian will be taking their child out of school early, then they will need to notify the principal.**

★ Please Note ★

1. Any student remaining 15 minutes after dismissal will be automatically placed in After School Care. See “After School Care” on page 18.
2. If you need to speak with a teacher, please make an appointment for after school hours.
3. If you need to be at the school after regular hours, you are responsible for the supervision of your own children.

Inclement Weather

SVAS does not automatically follow public school closings. School will normally be dismissed for inclement weather. When it is determined that school will be closed, parents will be contacted via phone call by 6:30 a.m. the day of dismissal. School closings will be announced on KCTV Ch. 5, KSHB Ch. 41, and KMBS Ch. 9.

Prevention and Control of Communicable Diseases

It is very important that we attempt to control the spread of communicable disease to protect your child and other children. We would appreciate your consideration in following these guidelines:

1. Students should be kept at home for any fever of 99.8 degrees or greater until he/she is fever-free (without the influence of fever-reducing medication) for 24 hours before returning to school.
2. Students should be free of continuous coughing.
3. Students should remain at home for 24 hours after the last episode of vomiting or diarrhea.
4. Students should remain at home for 24 hours after taking the first dose of an antibiotic for an infection.
5. If a student is found to have lice, then student should not return to school until cleared by a physician with a physician's written note.

Academic Information

Grading System Grades K-2

P	Progressing
I	Improving
NT	Needs More Time

Grading System Grades 3-8

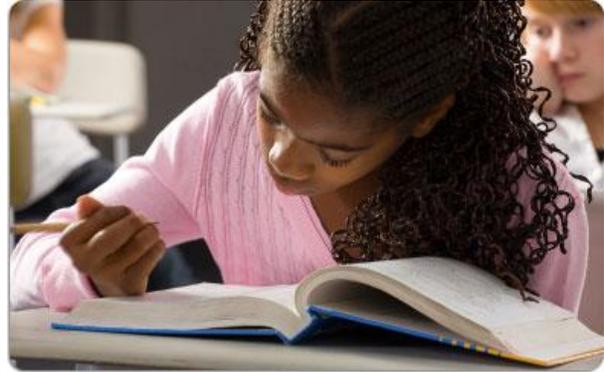
A	94-100 %	Superior
A-	90-93 %	
B+	87-89 %	
B	84-86 %	Above Average
B-	80-83 %	
C+	77-79 %	
C	74-76 %	Average
C-	70-73 %	
D+	67-69 %	
D	64-66 %	Below Average
D-	60-63 %	
F	0-59 %	Failure
I		Incomplete

Grade Reports

Grade reports are prepared approximately one week following the end of each quarter. Interim grade reports are sent during the middle of the quarter.

An Incomplete entered on the student's record at the end of a quarter allows the student two weeks in the next quarter to make up the work missed. The grades for incomplete work will become a zero if the work is not made up. Finishing incomplete work is the responsibility of the student.

Parents will have access to their child's grades online. Passwords will be assigned to the parents or guardians. The parents or guardians are responsible for the securing of their password.



Testing

As part of the Mid-American Union elementary school system, this school annually administers the *Iowa Assessments* to each pupil in grades 3-8. The results of these tests are confidential and will be placed in the student's Cumulative Record, becoming a part of the total scholastic record.

Parent-Teacher Conferences

Regularly scheduled parent conferences are held twice each year. (*See the School Calendar for exact dates.*) Parents and teachers are encouraged to arrange for other conferences during the year should the need arise.

Student Attire and Appearance

SVAS is a Christian school dedicated to reflecting Christian values in dress and grooming. Factors such as the occasion, modesty, and health should be considered when choosing appropriate attire. We hope to encourage each student to develop a personal, lasting philosophy of attire and grooming that reflects the guidelines listed below and that will be gender appropriate. Since many people develop their initial perception of our school by observing the students, it is important the dress code be followed not only at school but for all school functions.

The principal and parents are responsible for seeing that clothing and appearance meets the guidelines. ***If a student arrives at school in violation of the dress code, the parents will be notified.*** Any and all clothing fashions not covered by this code will be at the discretion of the principal.

General Guidelines

1. Modesty, neatness, and cleanliness are the primary criteria for student dress.
2. No crop tops, bare midriffs, tight fitting, low-cut, or see-through clothing are permitted.
3. Underclothing must be worn.
4. All clothing should be free of excessive showiness or ornamentation. Clothing that is frayed, sloppy, or unkempt is not appropriate.
5. Any writing or printing on clothing must not undermine or violate the conservative principles for which SVAS stands, neither should it represent organizations or products that violate these Christian principles.
6. All students will be expected to be uniform in dress. They will wear collared polo shirts with khaki or denim pants/shorts/skirts.
7. Acceptable pants/shorts include khakis, cargo pants, slacks or denim. This does not include stretch or yoga pants. Capri pants must be at mid-calf. Shorts must touch the knee. No athletic shorts and no graphics. Full length pants are not to be rolled up. Pants must not ride low on the hips. If a belt is needed to keep the pants up, one is expected to be worn.
8. Dresses/skirts should be of modest length -- hemlines must touch the knee while standing.
9. Acceptable shoes are non-skid closed shoes. This does not include house shoes.
10. Jewelry, such as rings, earrings, bracelets (including friendship bracelets), necklaces, or anklets may not be worn.
11. No body piercing or tattoos, permanent or temporary, are allowed.
12. No faddish hairstyles or accessories that have been made popular by rock groups, gangs, or non-Christian sub-cultures are allowed. Hair must be clean, neatly groomed, and male hair must not touch the top of the shoulders.
13. Students will not be allowed to wear sunglasses, bandanas, hats or any style of head covering in the building. All headgear will be confiscated.
14. Any hair coloring should only complement your existing color; thus the *“natural”* color remains consistent throughout the entire school year. Hair dyeing (unnatural colors), bleaching, or styles that draw undue attention are not permitted.
15. Cosmetics, including nail treatments, when worn, should look *“natural”* and not attract extra attention to the person. Any student violating this principle will be asked to wash off the cosmetics.
16. P.E. uniforms will be worn for P.E. classes. In the event of cold weather, the sweatpants may be worn instead of the shorts. Tennis shoes must be worn for all P.E. classes.

The dress code will be observed at all school activities, such as the Education Fair and performances. A student not following the dress code at these activities will be asked to go home and change, or will have to be pulled out of the activity and their grade will reflect that accordingly. Notes will be sent home as to the proper dress for school activities, including game night, school picnics, etc.

Computer and Internet Use

SVAS is pleased to provide students the ability to use computers and the internet as a way to increase communication and learning skills. With this capability come responsibilities that the student, staff, and constituents are to act in a responsible, ethical and legal manner in accordance with SVAS policies and beliefs, accepted rules of network etiquette, and Federal and State Law. Summit View retains the right to monitor and regulate any and all computer use.

Students, staff and constituents have the responsibility to respect and protect the rights of every other user in the school and on the internet.

Rules of Network Use

The following guidelines must be followed by all students while using the network:

1. Students will not share their password or give out personal identifying information about themselves, others, or the school. This includes name, phone number, address, or other identifying information.
2. Students are not to use the network for non-work or non-school related activities.
3. Students will not use the network for illegal activity such as:
 - Hacking or trying to log onto another person's account or accessing another person's files, either locally or on a distant network.
 - Destroying computer data by willfully infecting with viruses or other disruptive/destructive programs.
 - Acquiring illegal substances or copying system files.
4. Students will not view, send, or display any offensive messages or pictures; use the network to access material that is profane or obscene, that advocates illegal acts or that advocates violence or discrimination toward other people; steal, vandalize, or damage the computer or its peripherals in any way.
5. Students will not send "hate mail", harassment, discriminatory remarks, or other anti-social behavior.
6. Students shall not access chat rooms online.
7. Students shall not use the network to access personal e-mail accounts or any social media.
8. Students shall not modify settings, passwords, files, data, software or hardware in any way unless directed to do so by a teacher.
9. Students shall not use the network to play fantasy, occult, violent, or other games not in keeping with the beliefs of the Seventh-day Adventist Church.
10. Students shall not use the network facilities for fraudulent copying, plagiarism, communications, or modification of materials in violation of copyright laws or Christian ethical principles.
11. Students shall not use the network for political or commercial activities.
12. Students shall not interfere with the operation of the network by installing software, shareware, or freeware.



13. Students should notify a staff member immediately if they encounter materials that violate the rules of appropriate use.
14. The illegal use of copyrighted software by students, staff, and constituents is strictly forbidden. Any data uploaded to, or downloaded from, the network shall be subject to “fair use” guidelines.

Network Safety and Security

To the greatest extent possible users of the network will be protected from harassment or unwanted or unsolicited communication. Anyone using the network who receives threatening or unwelcome communications should immediately bring them to the attention of a teacher or administrator.

System security is protected through the use of passwords. The staff will access all systems via passwords that will remain the sole knowledge of the staff. When necessary, the passwords will be changed at the staff’s discretion. To protect the integrity of the system, the staff will not reveal passwords to students. Any user identified as a security risk or having a history of problems (3 or more) with SVAS may have access to the internet and/or use of the network permanently denied at the staff’s discretion.

Consequences for Inappropriate Use

The internet user who deliberately or willfully damages the equipment, systems, or software will be responsible for all repairs or replacement costs.

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the internet. In addition to the provisions of this policy, inappropriate use will result in loss of access and other disciplinary actions.



Vandalism will result in cancellation of access privileges, as well as other possible more severe actions (suspension and dismissal). Vandalism is defined as any intentional malicious attempt to harm or destroy data of another user, internet or other networks, hardware and/or software. This includes, but is not limited to, the uploading or downloading or creation of computer viruses.

After School Care

After school care can be provided for all students as a service to the parents until 4:00 p.m. (See office for monthly and daily rates). Fees will be assessed and payments due on or before the 10th of the month. This is separate from the tuition payment and is to be paid to the one in charge of after school care. Any child remaining 15 minutes after dismissal will automatically be placed in after school care and charges will be applied.

Student Conduct

Each student is expected to comply with all student conduct regulations. Students who attend the Seventh-day Adventist school system can impact the community in a positive way. Additionally, high standards are important for a student's personal growth. SVAS expects students to maintain high standards of behavior as outlined in this section. Some practices are, of course, simply not permissible at a Christian school, and the first violation of any of the prohibited behaviors makes a student subject to immediate discipline.

All of the student conduct guidelines explained in this section apply not only during regular school hours, but also at school-sponsored activities such as church performances, field trips, athletic events, etc. Regulations adopted by the school administration and publicly announced will have the same force as if printed in the school handbook. The following regulations are representative, not exhaustive.

Respect for Authority

Students must show respect to the principal, teachers, and all other school personnel. Students are expected to respond promptly and respectfully to the directions of all staff, whether or not the directions come from the student's particular classroom teacher. Willful disobedience and disrespect to staff and other adults will be dealt with according to the discipline procedures.

Respect for Other Students

Relationships should demonstrate common courtesy, openness, friendliness, and a positive attitude. The school expects students to have pleasant social relationships consistent with Christian principles. Students are to be completely honest in their relationship with others. All kinds of forgery, cheating, lying, stealing, bullying, fighting or inappropriate physical contact will result in disciplinary action. Students who continually disregard Christian virtues and who demonstrate a negative attitude and influence toward the school, faculty, other students, and toward spiritual things may forfeit their privilege of attending this school.

Language

Swearing, vulgar language, and the use of euphemisms for God's name, (gee, gosh, or other slang expressions) will not be permitted and can/will result in disciplinary action.

Reading Materials

Students are not to have pornographic books or magazines, fictional material or other materials that are not conducive to learning in a Christian atmosphere. All outside reading materials should be approved by the teacher before they are brought into the classroom. Inappropriate material will be confiscated and disciplinary action will result.



Personal Items

Students must have permission from the teacher to bring any personal items to school. Personal listening or viewing equipment, electronic games, or other toys are not to be brought to school. In addition, videotapes, CDs, DVDs, cell phones, or other media items are not allowed without the specific approval of the principal. These items will be confiscated and parents will be required to retrieve the items. Guns, explosives, knives, or any other item used for violence is not permitted. The items will be confiscated if this rule is violated, parents will be contacted, and the authorities notified.

Temperance

Since our bodies are the temples of the Holy Spirit, we will choose to be strong and healthy by not taking into our bodies that which would harm or weaken us.

Lunches

Considering the health emphasis of the Seventh-day Adventist Church, it is important that parents provide a nourishing breakfast and a healthful lunch for the student. Unclean foods and caffeinated beverages are not to be included in the student's lunch. Candies and non-nutritional foods are not recommended for school lunches. Sugary desserts and sugar-sweetened drinks bring on drowsiness in the afternoon and are better omitted. Microwaves are provided but should be used for heating foods and not for cooking.

Substance Abuse

Students are expected to abstain from the use or possession of alcohol, tobacco, or illegal drugs, or any substances detrimental to the health of the student. This includes any paraphernalia promoting the use of such products.

Discipline

As a Christian school, we endeavor to follow Christ's example in the way we deal with others. When the school disciplines a student, our goal is to help the student develop the ability to self-govern their actions and attitudes. We continue to look for ways to direct this type of growth in the student without hindering them by undue control.

If school discipline is to be effective, parents and teachers must cooperate with each other in teaching a child how to exercise self-control. If students report to their parents about a discipline issue, parents should withhold judgment and contact the teacher immediately. This will keep the lines of communication between parent and teacher open.

Administration of Discipline

There are times when the administration of discipline is necessary. Most discipline problems are handled directly between the teacher and student. Below are listed the steps of assertive discipline that is followed at this school:

1. Written warning and parent notification.
2. Loss of privilege (such as loss of recess time).
3. Phone call to parents - Parents and teacher work together to provide a solution to the problem.
4. Suspension - The principal, working with the parents, will temporarily suspend, either in-school or at home, any pupil guilty of gross misconduct or continued willful disobedience and disrespect to the teachers, school organization, and/or regulations. The principal has the authority to suspend a student from school for a maximum of two days. (The School Board chairperson will be notified of such decisions.) A conference with the parents, student, teacher, principal and School Board Chairperson or designated representative will be required before the student is readmitted to the school program.
5. Expulsion - In case of irresolvable disciplinary problems, expulsion will be at the sole discretion of the SVAS Board.

The administration will document and notify parents of any disciplinary action needed. In certain instances, it may become necessary for staff members to use physical restraint to provide a safe environment for students. The School Board reserves the right of final determination in any school-related discipline matter. Any work a student misses due to disciplinary action may be made up at the teacher's discretion.

Grievance Policy

“Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou has gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established.” Matthew 18:15-16

***“If criticism or suggestion in regard to the teacher’s work becomes necessary, it should be made to him/her in private. If this proves ineffective, let the matter be referred to those who are responsible for the management of the school. Nothing should be said or done to weaken the children’s respect for the one upon whom their well-being in so great a degree depends.”
Education, p. 188***

If there is a problem concerning your child, please use the following procedure to effectively achieve a resolution. These guidelines are based on the principles outlined in the above text. If they are followed and if all parties involved express their views in a reasonable and Christian manner, solutions will be found and relationships will be strengthened rather than weakened.

Step One:

The parent should first talk with the teacher involved outside of school hours and attempt to resolve the problem on an informal basis. Discussing the matter with others is not productive and can be damaging.

Step Two:

If the problem is not resolved, the parent then asks the school principal to help resolve the problem on an informal basis. *(This step would be skipped if the teacher is also the principal.)* Steps one and two should be completed within one week’s time of the incident.

Step Three:

If by week two the problem is not resolved on the school level, the parent may then contact the School Board Chairperson who will attempt to resolve the problem on an informal basis. If a parent refuses to meet with the School Board Chairperson, their child will be suspended.

Step Four:

If the problem is still not resolved, the School Board Chairperson will convene a formal meeting of the full School Board. When such a meeting takes place, the Iowa-Missouri Conference Superintendent of Education will be informed of a potential problem.

Step Five:

If the problem is not resolved by the School Board, the parent may then contact the Iowa-Missouri Conference Superintendent of Education and explain the problem in writing. The Superintendent of Education attempts to resolve the problem by meeting with the parent, teacher, principal, and School Board Chairperson.

Step Six:

If the parent is not satisfied with the results of the preceding step, the matter may be referred to the Iowa-Missouri Conference K-12 Administrative Body, or it's duly appointed committee, which deals with such matters. Their decision will be considered final.

Should parents become concerned about the behavior of a student other than their own, they are encouraged to report this concern to the respective classroom teacher. Parents must not correct nor reprimand another family's child. This is the responsibility of the faculty during school functions.

In the event that an adult should lose self-control and resort to shouting, threats, and/or the use of profanity, he/she will be asked to leave the school grounds immediately. If they do not comply, the local law enforcement authority will be contacted.

The School Board is the final authority in cases dealing with financial or non-academic issues. Grievances relating to the educational program of the school come under the ultimate jurisdiction of the Superintendent of Education.



Financial Information

SVAS is funded in part by the tuition paid by our students. **It is vital that each student's account be kept current and that the tuition is paid when due, so the school can meet its financial obligations and run as efficiently as possible.** The following statements outline general financial policies that are important to both students and parents/financial sponsors. It has been found that strict adherence to these policies is in the best interest of both students and the school.

Parental Responsibility

The parent or legal guardian is responsible for the legal aspects of students accepted at SVAS, regardless of the student's age. Such parental responsibilities include, but are not limited to, payment of the account, damage (careless or intentional) to property, liability through altercations, etc. Any action or inaction of the school in the receivable process does not lessen financial responsibility.

Outstanding Account Balances

The account for the previous semester's schooling or previous school year must be settled before the student is permitted to enter for another semester or for a new school year. Since parents/legal guardians are the responsible party for students' accounts, any delinquent accounts remaining from siblings who attended SVAS must be settled before another child from the family will be admitted as a student.

Transfer Students

Before a student transferring from another school is accepted at SVAS, SVAS must receive verification that the student's account at the previous school is paid in full.

Diploma/Transcript Release

By contractual agreement and in harmony with the policy established by the General Conference of Seventh-day Adventists and the Operating Committee, no transcript or diploma will be issued until the student's account is paid in full.

Activity Participation

Participation in school trips, class trip, and sponsored Iowa-Missouri Conference events is contingent on the student's account being current. Refunds for trip or activities not taken will be applied to the student account, not given to the individual.

Permission to attend classes, sit for examinations, participate in overnight trips, graduation exercises for 8th graders and received student evaluation reports is based on meeting the financial requirements.

Parents/Guardians are encouraged to budget each month for additional fees that may be needed by the student for activities, field trips or miscellaneous activities. Parents will be notified and permission/payment must be made prior to the excursion or activity.

Tuition and Fees

Grades 1-8	
Tuition	\$365.00/mo
Registration Fee (non-refundable)	\$350.00
Pre-K and Kindergarten	
Kindergarten (Mon-Thurs)	\$265.00/mo
Pre-K (Mon-Thurs)	\$265.00/mo
Pre-K (Mon, Wed, or Tue, Thurs)	\$165.00/mo
Registration Fee (non-refundable)	\$100.00



Tuition - These charges cover instruction in all student classes and the use of facilities and equipment.

Registration Fee – This fee covers textbooks, music fee, library fund, and student accident insurance.

Payments

- SVAS uses a ten-month payment plan (August – May). The first of the ten billings is due at registration.
- A monthly statement outlining tuition charges, credits, miscellaneous charges, and payments will be sent to each family by the 1st of each month.
- Payments are due by the 10th of each month.
- A late fee of \$25.00 will be applied to student accounts not paid by the 10th.
- All payments must be made payable to Summit View Adventist School (SVAS).
- A secured black box in the school entry is available to leave payments.
- Payment Address: If mailing payment, it must be postmarked by the 10th to avoid late fees.

Summit View Adventist School
12503 S. State Route 7
Lee's Summit, MO 64086

Payment Options:

- Personal Check
- Cash – Always receive receipt from principal/teacher
- Money Order
- Cashier's Check
- Automatic bill payment through your bank
- Paypal accessed through the school's website

Discounts

- If a semester is paid in advance, a 2½% discount will apply.
- If a full year is paid in advance, a 5% discount will apply.
- Multi-child discounts will be given. The first child will be considered at full tuition, the 2nd and each succeeding child will receive a 5% discount. Discount will be applied to the lesser tuition rate.
- In the event there is a multi-child and semester or annual discounts to be applied, the multi-child discount will be applied first and the semester or annual discounts will be applied second.

Outstanding Accounts Receivable Policy

Due Date - Account balances are due by the 10th of each month. Accounts not paid in full by the 10th of the month will be considered delinquent. The parent will be contacted reminding them that their account is past due and immediate payment is required. Parents/guardians will be given to the end of the month to bring the account current. Accounts that are not brought current by the end of the month will result in the student's dismissal. The student may be reinstated when the account is paid in full.

End of Semester - Account balances for first semester charges must be paid in full by December 31 in order for a student to be eligible to return for the second semester. Account balances for the second semester charges must be paid in full by May 10 in order for a student to be eligible to sit for the final examinations and participate in graduation, if applicable. Returning students will not be permitted to register with a delinquent account.

Student Account

Late Entrance – Students who enroll late or who are absent for a period of time, but are allowed to make up back work and/or receive full credit, will be required to pay full tuition. Students transferring from other schools who enroll late will be charged from the beginning of the month in which they enroll. A full registration fee will be charged regardless of when a student enters school.

Returned Checks - A \$25.00 service fee will be charged to the student's account if a check or electronic payment is returned for any reason. Checks returned for insufficient funds will be resubmitted without notifying the payor. Occasionally, it may be necessary for future payments to be made by certified check, money order or cash.

Textbooks - A textbook rental fee for all students is included in the registration fee. Loss of, or damage to, textbooks will incur an additional charge.

Refunds - If a student withdraws from school before the end of the semester for any reason, refunds are made on a pro-rated basis. A student withdrawing from school will be charged through the close of the week in which he/she withdraws. No refunds are given for vacations, emergency closings, or time away from SVAS due to discipline (i.e., suspension).

Handling of Past Due Accounts - In the event an account becomes past due, it is the responsibility of the parent whose account has become past due to initiate discussions with the Treasurer or Principal in an effort to develop a catch-up plan for consideration by the school Finance Committee Chair. If the plan is approved, the parent should confirm it in writing. If the terms and deadlines of the catch-up plan are not fulfilled, a notice of suspension will be sent after the first default, effective in 10 days.

Financial Assistance

Worthy student funding should be requested from students' local churches. Applications for such funds are available from church treasurers. If a student is receiving Worthy Student Funds from a local church, SVAS requires such written confirmation from the church of Worthy Student funds to be provided from the church.

Worthy Student funds may also be available from the school. Please see the School Treasurer or Principal for an application.

Change of Financial Policies

The School Board may make any adjustments deemed necessary during the school year concerning the financial policies published in this handbook.

Home and School Association

The purpose of the SVAS Home and School Association is to provide parent education, and to unite home, school, and church in their endeavors to provide Seventh-day Adventist Christian education for the children.

The objectives of the Home and School Association are:

1. To educate parents in cooperation with the church and school in their work of fostering the development of the whole child through "the harmonious development of the physical, the mental and the spiritual powers." *Education*, p. 13.
2. To promote cooperation between parents and teachers in the educational process.



3. To give guidance for establishing in the home an atmosphere of love and discipline in which Seventh-day Adventist Christian values can be instilled in children through Bible study, prayer, family worship, and the example of the parents.
4. To provide an opportunity for parents and teachers to develop a positive relationship in their work for the children.
5. To support the church school in its effort to more fully harmonize the principles of Christian education in philosophy, content, and methodology.
6. To work toward the goal of enrolling every child of the church in the church school.
7. To strengthen the relationship between home and school by promoting such activities as:
 - Encouraging frequent communication between home and school.
 - Encouraging parents to visit the school.
 - Encouraging teachers to visit the homes of students.
 - Providing volunteer services as requested by the school.
 - Assisting in providing the school with additional equipment and facilities not provided by the church or conference.

Parent Volunteer Time

SVAS would like to see a close relationship between the home and the school, one in which parents and teachers and students may work together in harmony. For this reason, the school has set up a volunteer plan in which parents may choose when and where they would like to help out, using their talents and expertise to further the school program.



You will find a list of volunteer opportunities below. It is expected that families would be able to put in at least twenty (20) hours during this school year, this being an average of only two (2) hours for each month. At registration, each family will be assigned a volunteer opportunity on a first-come first-served basis.

Volunteers are needed and very much appreciated at the school in a variety of areas. For the safety of our students, **all** volunteers must complete an on-line course, including the background check.

Any volunteers driving students for field trips must have a valid driver's license and proof of current automobile insurance on file at the school.

1. Aiding the teacher in the classroom

9. Snow removal

- | | |
|---|---|
| 2. Office help | 10. Library duty |
| 3. Recess supervision | 11. Helping at school functions |
| 4. Fund-raising activities | 12. Helping with safety at dismissal time |
| 5. Field trip supervision and/or transportation | 13. Grading papers |
| 6. Room parent | 14. Lunch Room |
| 7. School cleaning | 15. Other _____ |
| 8. Lawn and shrub care | |



General Information

Visitors

Parents are always welcome at the school, and they are encouraged to observe their child's classroom. In order not to interfere with instruction, such visits should be arranged in advance with the teacher. If parents have a problem or concern, they should schedule an appointment with the student's teacher outside of classroom hours. For the security of the students, all visitors to the school are expected to sign the visitor's log at the main office before going to a classroom or other activity.

Telephone Usage

The school telephone is a business phone. It is not to be used to make or receive personal calls. Please make arrangements for after-school plans and other needs outside of school hours.

Students will be called to the phone only to receive emergency calls. Otherwise, a message will be taken.

A student must have the permission of his/her classroom teacher or another staff member to use the phone. This permission will be given only in cases of absolute necessity. Students will not be allowed to use the phone to get special permission for after-school activities. Students may not be in possession of digital/cell phones or other two-way communication devices on school property.

For non-emergency phone calls parents may call/text the school cell phone at (816) 550-5867 between the hours of 7 a.m. and 6 p.m. Monday - Thursday and 7 a.m. to 4 p.m. on Fridays.

Lost and Found

It is advisable that parents mark their children's clothing and P.E. uniforms. There are many mittens, gloves, caps, scarves, sweaters, and even boots and jackets that go unclaimed. All unclaimed articles will be given to Community Services at the end of the year.

Administering Medication

Teachers are not allowed to diagnose a health condition nor dispense any internal medications except as indicated in the following statements:

For Prescription Medication:

School personnel may administer prescription medication to students if the school receives all of the following:

1. Proper permission/information form completed by the parent/guardian.
2. The medication is in its original prescription container bearing the pharmacy label with the following information:
 - The child's name
 - The name of the medication
 - Date of the prescription
 - Name of the medical professional who prescribed the drug
 - The proper dosage, method and time to be given

If a child is on medication that must remain refrigerated, the medication will be kept in the school refrigerator.

Students should not bring over-the-counter (OTC) medications to school. These include headache, cold, allergy, pain relief, and any other medication that is not by prescription. If the parents wish for their child to take medication, they will need to give confirmation by phone to the staff or by signing a medication release form.

Emergencies

Emergency telephone numbers of parents, emergency contacts, and family doctors are obtained at registration. If a serious emergency situation involving a child arises and parents cannot be reached, the child will be transported by ambulance to the nearest hospital emergency room. If the situation is less serious, the child will be transported to the hospital designated by the parents on the *Consent to Treatment* form on file in the student's record folder.

*Fun &
Educational*

Students will receive a permission slip prior to any school sponsored field trip. Permission slips must be signed prior to the field trip departure by the parent/legal guardian for the student to participate in the field trip.

In order for students to participate in field trips, parents must provide a booster seat for those students required by Missouri State Law to be in a passenger restraint system.

Any volunteers driving for field trips must have a valid driver's license and proof of current automobile insurance on file at the school. They must also have completed the online course, including the background check.

Transportation

Parents are responsible for making arrangements for their own student's transportation to and from school. Students will not be allowed to ride with anyone other than their authorized person(s). If your student is leaving the school grounds with someone other than the authorized person(s), please send written permission. (See "School Hours", page 12, and "After School Care", page 18.)

Insurance

Each child is covered by a school accident insurance policy. The premium is paid out of the registration fee. The policy offers coverage for your child while he/she is participating in all supervised school activities, and while traveling to and from school. The insurance is provided as a service; neither the school nor anyone connected with the school profits in any way from this insurance.

Fire Alarm

Any student who trips the **fire alarm** in fun when there is no fire will be charged the fee the fire department assesses the school for answering these calls. The fee must be paid within **10 school days**. Should the fee not be paid within 10 days, your child will be **suspended** until the fine is paid.

Should the teacher determine that more than one individual pulled the alarm or was put up to pulling the alarm, the fee will be divided among all involved in this activity.

Please talk with your child and explain the importance of not playing with this emergency/protection system.

School Property

Parents should encourage their children to take care of the school property as though it belonged to them and their parents, remembering that it has been dedicated to God. In the event of damaged property, the situation will be handled on an individual basis.

It is important that parents remind their children to stay on school grounds when at school. SVAS is located next to the Lee's Summit Adventist Church, and children are not to play or wander around on church property while at school. Teachers will not be able to properly supervise students who do not remain on school grounds.

School Board

The School Board of SVAS is appointed by the nominating committees of the constituent churches. The board is advised by the Superintendent of Education of the Iowa/Missouri Conference.

The School Board reserves the right to make changes to policies, or to adopt new policies, within a school year. Such changes, once communicated to students and parents, will have the same force as any other policy written in the handbook.

School Board meetings are held at the school every month. Please check the school website for meeting dates and times. If any parent has an item they wish to be presented to the School Board, this item must be presented in writing to the school principal one week prior to the meeting.

School Board meetings, unless in executive session, are open to everyone.



SUMMIT VIEW ADVENTIST SCHOOL

*12503 S. State Route 7
Lee's Summit, MO 64086
(816) 550-5867*

DIRECTORY

Principal: Matt Daarud
Teachers: Matt Daarud
 Heather Daarud
 Marilyn Suarez

Phone:816-550-5867
E-mail:mdaarud@mysvas.education
E-mail:hdaarud@mysvas.education
E-mail:msuarez@mysvas.education

School Board Members

Chair, Matt Rhodus.....816-550-8962
Vice Chair, Josh Cook
Treasurer, Brian Maxwell
Secretary, Matt Daarud
Home and School Leader, Lindsey Wendte

Other School Board Members

Becky Bolejack
Marise Gerhart
Margaret Hamlett
Nancy LaRocque
Jeff Terry
Randy Wegener

Pastor (also serves on the School Board)

Pastor Alan Harvey
816-616-3575