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MISSION STATEMENT

Spiritually focused
Academically rigorous
Service oriented
SAS. Developing the whole child.

VISION STATEMENT

The Creator's design is for "whole person" development - Spiritual, Mental, Physical, and Emotional. The longer your child attends Scappoose Adventist School, the more he or she will increasingly demonstrate:

- A Spirit-filled life that serves others
- Academic excellence and critical thinking skills
- Leadership through personal gifts and abilities
- Integrity-based decisions and healthy choices

PHILOSOPHY

We believe that with an affirming environment supported by a committed community and staff, who provide an educational experience that pursues whole child development, students will excel as scholars, community leaders, and servants of Christ.

TEACHER PLEDGE

- Communicate with each child as a unique creation designed by God
- Hold students accountable to the vision statement, with grace
- Provide balanced, relevant, rigorous, and integrated instruction
- Work as a team with parents and staff to maximize student's potential



ACCREDITATION

Scappoose Adventist School is accredited by the North Pacific Union Conference Board of Education, the North American Division Commission on Accreditation and the Board of Regents of the General Conference of Seventh-day Adventists. SAS is registered with the State of Oregon, and all teachers meet certification requirements.

ABOUT US

Scappoose Adventist School is a private Christian Pre-K-8 school funded by tuition, the Oregon Conference of Seventh-day Adventists and the local Adventist church. Our school is one of more than 30 Adventist schools in Oregon operated by the Oregon Conference of Seventh-day Adventists. These schools serve more than 2,600 students ranging from Kindergarten through high school. Beyond the Oregon Conference, there are over 1,000 K-12 Adventist schools and 15 Adventist colleges and universities in North America. The Seventh-day Adventist school system is the second largest private school system in the nation. The Seventh-day Adventist Church operates schools worldwide.

SAS SCHOOL BOARD

The School Board is comprised of representatives from the local Adventist church, the Oregon Conference Superintendent, and members with key positions at the school. The board meets monthly to determine operating guidelines and policies. Board meetings are open to parents and constituents, with the exception of executive sessions. Parents may request to address the school board by contacting the principal in advance.

PARENT CONNECTION

Parents are an integral part of a child's success at school. Scappoose Adventist School promotes parent involvement and desires clear and frequent communication between home and school. The school uses the following methods to attain that goal:

- Weekly Friday folder (event notices, graded papers, progress reports)
- Weekly newsletter, monthly calendar, SAS website & Facebook page
- Teachers available in person, by phone, email, and text message
- Online access to grades through Alma
- Quarterly grade reports
- Midterm parent teacher conferences

PARENT PLEDGE

Understanding that the school has created a community to help students excel Spiritually, Academically, Physically, and Emotionally, I agree to be a partner with the school by:

- Providing adequate sleep and nutrition for my child
- Making time as needed at home to help my child succeed
- Communicating questions or concerns directly to the teacher
- Supporting the school's vision
- Accepting financial responsibility
- Volunteering my talents or time to benefit the school as I am able

VOLUNTEERS

SAS depends on volunteer support to offer a full and complete program. Volunteers have endless opportunities to serve. Some of those ways are:

- Home and School
- Hot Lunch Program
- Marketing
- Classroom helpers and Field Trips

All volunteers must complete a Volunteer Information Form, which facilitates a background check. This screening *must* be completed before an applicant can serve as a volunteer. These forms may be obtained at the school office. Individuals who have committed physical or sexual abuse may not volunteer for any school-sponsored activity. **Volunteers must be known by the school for six months prior to service.**

SERVICE UNITS PROGRAM

For Gr. K-8 Families

SERVICE = Sharing Energy, Resources, & Vocation In Christian Education
Scappoose Adventist School is committed to educating the whole child. In order to fully accomplish this task, assistance is needed from our SAS families. Research has clearly shown that effective schools are schools in which parents are involved in the education of their children. Further, there is great value in parent engagement which has shown to contribute to student success.

SAS believes that most parents wish to be involved but may not be aware of the opportunities that are available. The SAS SERVICE program was developed in an effort to improve communication between the school and SAS parents, as well as to increase opportunities for parental involvement. Through this program, families share their time and talents with the school and, in doing so, earn SERVICE units. One hour of service is equal to one SERVICE unit, and these units can be earned in a variety of ways. Almost anything you do that shows your involvement with SAS can be applied to your SERVICE commitment.

SERVICE UNITS FACTS & FAQ

Purpose:

To inspire involvement and service and thus enrich our school community. Secondly, to help conserve money through our own efforts. This helps keep the tuition costs low and builds school spirit.

Requirements:

4 hours per quarter (16 hours per school year) per two-parent family;
2 hours per quarter (8 hours per school year) per single-parent family

Rules:

Teachers and the Home & School organization will share opportunities in newsletters and at Home & School meetings. At-school, in-the-community, and at-home volunteer activities will be available. It is the parent/guardian responsibility to become informed of opportunities to earn SERVICE units.

All on-campus SERVICE hours are to be pre-arranged with the appropriate SAS teacher, staff member, or Home & School representative.

Each family is responsible for recording SERVICE hours on the SERVICE form which is then submitted to the teacher, principal, or Home & School leader for a verification signature. SERVICE units will then be tracked on a computer spreadsheet, and, at the end of each quarter, families will each receive a SERVICE statement with SERVICE unit totals.

At the end of each quarter, non-completed service hours will be billed at a rate of \$10 per hour and added to the school bill. All on-campus volunteers must complete a volunteer information form for a background check.

Thank you for your willingness to participate in the SAS SERVICE program. It is our sincerest hope that you will be richly blessed by the experience of serving at SAS. Your help is not only helpful and appreciated, it is vital to SAS's success.

MANY activities will count for SERVICE hours, such as driving for field trips, serving hot lunch, grading papers for a teacher, etc. The following activities will NOT count toward SERVICE hours:

Parent/teacher conferences

Attending parent night, chapels, programs, science fair, etc.

Helping your child with homework

SCHOOL HOURS

Monday through Thursday

8:00 am to 3:00 PM

Fridays and Half Days

8:00 am to Noon for Preschool

8:00 am to Noon

VISITORS

Parents are always welcome. Parents and other visitors are asked to pre-arrange your visit with the classroom teacher.

DROP-OFF PROCEDURES

Classroom doors open at 7:45 AM, and supervision is not available in the classrooms prior to that time. At or after 7:45 AM, students are to report directly to their classrooms. No child shall be left unattended.

SAFE DRIVING PROCEDURES

Anyone driving on school grounds is to drive safely, at or below the posted 10mph speed limit, and watch for children. The driveway is to be followed in a counter-clockwise circle, as marked. Do not pull directly in to the lower lot against the one-way traffic. Park in the spaces provided and not on the grass. For safety precautions, we ask that you back your car into the spaces in the lower parking lot. Students are to use the stairs and sidewalks at all times.

PICK-UP PROCEDURE

SAS will only allow students to leave the school with persons who are designated on their applications, unless written authorization (text, email or note) is provided from their parents or legal guardians. Please notify

your child's teacher in writing each time your child will leave campus with someone who is not listed on the application.

After school, students are brought outside to the lower parking lot and are dismissed to their vehicle once their teacher has made eye contact with a student's designated ride and has given him/her the OK to go. Students and vehicles are to abide by the direction of the safety officer. Kindergarten and first grade dismisses from the upper building patio.

If a child is not picked up by 3:15 p.m., SAS Before & After Club will assume responsibility for him/her until their ride arrives. If not enrolled in Before & After Club, the emergency rate will apply and will be added to your school bill.

CURRICULUM AND ACTIVITIES

The curriculum is designed to develop the whole child and will include the following areas: Art, Bible, Language Arts, Mathematics, Science, Social Studies, Physical Education, Service, and Technology.

BIBLE CLASSES

The Christian curriculum taught in Bible classes has been developed by the Seventh-day Adventist church and is Bible-focused and Christ-centered. Students learn character building lessons from the stories of the Bible. Scripture memorization is required. Students are invited to know Jesus as a loving friend and an important part of their daily lives.

ART

Art instruction teaches not only skills, but also styles, famous artists, and an appreciation for the spatial and emotional quality of art.

MUSIC

K-8 students receive music instruction. Grades K-3 learn rhythm and patterns and are exposed to a wide variety of musical experiences. Grades 4-8 learn music notation and rhythm skills. As proficiency increases, they may be moved to traditional band instruments. Attendance is expected at all music performances, including weekend performances at other locations.

PHYSICAL EDUCATION

Physical Education is taught in grades K-8. In grades 2-8 students begin a PE program that will teach individualized and team sports skills. Students participate in PE four days per week. Students in grades 5-8 must dress down for P.E.

SWIMMING

Scappoose Adventist School arranges for swimming lessons for students in kindergarten through 4th grade. Parents will receive specific information prior to the start of the lessons, including date, times, and costs.

WINTER SPORTS PROGRAM

Each year the students participate in a Winter Sports Program. For five weeks students will receive lessons in skiing, snowboarding or indoor sports. In addition to weekly lessons, students will have time to practice and enjoy their developing skills. Parents will receive specific information prior to the start of the Winter Sports Program, including date, times, and costs.

FIELD TRIPS

Off campus trips that relate to the curriculum or season are an important part of our curriculum. Parents are welcome to participate by providing transportation and chaperoning. Parent drivers must provide proof of insurance and a copy of driver's license prior to trip. Drivers and chaperones must also complete the volunteer form.

Per Oregon state law, children must be restrained in approved child safety seats until they weigh 40 lbs. Children over 40 lbs. must use boosters until they are 4'9" tall or reach age 8. Parents with children meeting these criteria will be required to provide approved boosters or safety seats for any off-campus activity.

SIXTH GRADE OUTDOOR SCHOOL

Sixth grade students have a four-day Outdoor School. Outdoor school is a science-focused academic segment of the student's year. At Outdoor School, students also have an opportunity to enhance their love and appreciation for nature, develop personal skills and bond more closely as a class. The cost for Outdoor School is approximately \$200.00 and is subject to change.

EIGHTH GRADE CLASS TRIP & GRADUATION

The eighth grade students have the opportunity to participate in a class trip event near the end of the school year. There will also be a special school-wide ceremony in June to honor their graduation from elementary school. The eighth grade class raises funds throughout the year for graduation and class trip expenses. Fundraisers must be approved by the principal. The classroom teacher is the designated sponsor and will organize all aspects of the class trip and gain approval from the school board prior to the class trip.

HOMESCHOOLED STUDENTS

Scappoose Adventist School provides opportunities to enrich homeschooled students' education. In order to participate, homeschool students must meet entrance qualifications, enroll, and pay fees. After completing an enrollment packet and receiving approval from the admissions committee, homeschooled students will be permitted to attend specified classes, programs, and field trips. Enrollment must be pre-approved by each teacher involved. Admission is subject to class size limits. All policies outlined in the handbook apply to homeschooled students who take advantage of these opportunities.

ADMISSIONS POLICIES

Scappoose Adventist School admits students of any race, gender, ethnic background and religious belief who are willing to support all of the principles and policies of the school.

CRITERIA FOR ADMISSION

Families must:

- be in agreement with the vision and policies of the school as outlined in this handbook.
- desire to be part of a Christian community.
- make satisfactory financial arrangements.
- complete all admissions forms and supply all necessary documents.
- be in compliance with Oregon law regarding age attendance and immunizations.

ENTRANCE AGE

Preschool/prekindergarten students must be three years old by September 1. Kindergarten students must be at least five years old by September 1. First grade students must be at least six years old by September 1.

PROCESS FOR ADMISSION

Once the registration fee and completed application have been accepted, an enrollment or re-enrollment package will be sent to you.

Re-enrollment is considered complete when:

1. current immunization records are turned in to the school.
2. financial arrangements have been made with the school.

Enrollment for **new or transferring** students is complete when:

3. Items 1 and 2 are completed
4. a copy of the student's birth certificate is filed with the school.
5. parents and student have met with the prospective teacher.
6. the school receives a copy of a recent report card.
7. the student's record request form for their prior school is completed.
8. current immunization records are turned in to the school.
9. financial arrangements have been made with the school.

When enrollment is complete and the student has been accepted by the admissions committee, the applicant will receive an acceptance letter from Scappoose Adventist School. Students are accepted on a nine-week trial basis. The admissions committee will review all student applications, and the school board has the final decision regarding acceptance. The school reserves the right to evaluate any student before placement in the appropriate grade level.

Students will not be accepted with a past debt or without an approved payment plan.

ENROLLMENT PRIORITY

- All families who are presently enrolled at Scappoose Adventist School and who are current in their account will be given first priority for enrollment for the following school year.
- Priority will also be given to siblings of current students.
- Families who are members of the constituent Seventh-day Adventist church have priority.

FINANCIAL POLICIES

All rates quoted in this handbook are subject to change by action of the School Board.

ANNUAL REGISTRATION FEE

For grades K-8, a non-refundable registration fee of \$395 is due prior to the first day of school for each student, regardless of entrance date. Entrance fees are due sooner if using an 11- or 12-month payment plan. The preschool registration fee is \$150 (curriculum/registration fee), also due prior to the first day of school.

KINDERGARTEN-8TH GRADE TUITION

A.) \$4,970/year, 3% discount (\$149.10) if paid in full by Sept 1st

B.) \$497/mo. for 10 mo., Sept through June

*C.) \$452/mo. for 11 mo., Aug through June; entrance fee due Aug 1st

*D.) \$415/mo. for 12 mos., July through June; entrance fee due July 1st

*To use the 11 or 12-month payment options, arrangements must be made with the treasurer prior to June 15, 2018.

PRESCHOOL/PRE-KINDERGARTEN TUITION

A.) Full week—\$3,600 (\$380/mo. for 9 months & 1 mo. @ \$180)

B.) 3 days/week—\$2,160 (\$228/mo. for 9 months & 1 mo. @ \$108)

C.) 2 days/week—\$1,440 (\$152/mo. For 9 months & 1 mo. @ \$72)

First monthly payment due September 1st.

DISCOUNTS

Pre-payment Discount: K-8 Families who pay the entire year's tuition by September 1 may deduct 3% from their payment, excluding the registration fee.

Family Discount: When three or more children from the same family are enrolled, registration fees must be paid for each child. The first two students will be billed at regular tuition rates. Additional students (excluding preschool) are billed at 50% of the tuition rate.

New Member Subsidy: The North Pacific Union Conference of Seventh-day Adventists offers a substantial discount to students whose parents have recently joined the Seventh-day Adventist church and who have not previously been enrolled in an Adventist school.

PAYMENT

Statements are sent on the 25th of the month. Payment is due on the 1st. If tuition is not received by the 10th of the month, a \$20 late payment fee will be added, unless prior arrangements are made with the treasurer.

Checks should be made payable to “Scappoose Adventist School” or “SAS”. The bank will not accept variations of the school’s name. Payments can be mailed to the school at 54287 Columbia River Highway, Scappoose OR, 97056 or delivered to the secure payment drop box beside the school office door. An electronic payment option is available on the school’s website. For a service fee, credit cards are accepted at sas.plastiq.com.

Checks returned due to insufficient funds will be subject to a \$25 charge.

Payment plans make tuition easier to manage. Early withdrawal does not cancel your financial obligation. Pro-rated tuition will be computed by the treasurer.

DEFAULT

Families experiencing temporary difficulty in making payments should contact the school immediately. The school will make every effort to work with the family in an understanding manner. Families are required to keep their tuition accounts current or do one of the following by the 20th of each month:

1. Notify the treasurer in writing (e-mail or letter) of your plan to bring the account current; or
2. Request to meet with the finance committee to develop a payment plan.

TUITION ASSISTANCE

Limited needs-based tuition assistance funds are available to help those who qualify. To apply for a grant or tuition assistance, you will find the FACTS tuition assistance application at <https://online.factsmgmt.com/signin/4K657>. The finance committee will review the applications received and determine the distribution of these funds. Needs-based grants are also available to kindergarten and first-grade students who are new to SAS. The same FACTS application is required.

ATTENDANCE

Student attendance in class is important. Instruction and participation are essential to academic excellence. SAS expects regular daily attendance. Absences are excused for illness, death in the family, emergency, or when previously and satisfactorily arranged with the teacher.

A K-8 student who is excessively tardy, or absent (both excused and unexcused absences) more than 20% of the school days in any grading period will be reported to the school board and/or state attendance authorities, and the student's grade, and/or credit may be affected.

For the safety and security of our students, we request that a parent call the school or text the teacher by 9 AM the day of your child's absence. If we do not hear from you, we will attempt to contact you to confirm your child's absence.

Students are not permitted to leave the school grounds while school is in session without a written request (note, email, text) from a parent or legal guardian.

ILLNESS & HEALTH CONCERNS

In order to help prevent exposure and spread of illness, please follow these guidelines for keeping your child at home:

- Fever of 100 degrees or higher
- Signs or symptoms of eye infection (pain, redness, or eye drainage)
- Excessive coughing or wheezing
- Signs or symptoms of vomiting or diarrhea
- Any sign of a skin rash

LICE

Students are periodically checked during the school year for head lice. If they are infected, they will be sent home. Students must be lice- and nit-free before returning to school. In order to re-admit the student, a parent/guardian must come to the school with their child and wait while their child is re-checked by a staff member.

MEDICATION

State regulations do not allow any prescription or over-the-counter medications to be given to students without written permission. The medication must be sent from home with the student's name on it and with a completed **Medication Permission and Administration form**. No treatment can be given for major injuries, infections or illness. All medications are to be kept with the teacher.

POLICY FOR VACCINE-PREVENTABLE ILLNESSES

If a child at SAS is diagnosed with a vaccine-preventable disease, all SAS students **who are not complete in their immunizations for that disease will be excluded from school during the incubation period of that disease.** For example, if an SAS student is found to have pertussis (whooping cough), all children who are incomplete in their vaccinations for pertussis will be exempt from school for 14 days. The number of days exempt from school for a particular illness will be determined by the principal, in consultation with medical professionals.

SCREENINGS

Vision and hearing screenings are provided annually for certain grade levels by the Scappoose School District and by Walla Walla University Nursing School, when available.

STUDENT INJURY

Minor injuries will be treated with first-aid supplies under the care of the teacher on duty. In cases of injury or sudden illness that prevents the student from participating fully in normal school activities, the parent or other parent-designated contact will be contacted to take the student home. In the case of serious injury or illness which requires immediate medical attention, emergency services will be requested and the student's parent will be contacted.

STUDENT ACCIDENT INSURANCE

For student injuries occurring at school or during school-sponsored activities, any medical costs that are not paid by personal insurance will be covered by school accident insurance. There is no coverage for loss of personal property. Accidents must be reported to the administration immediately to qualify for insurance coverage.

INCLEMENT WEATHER

Scappoose Adventist School, in most cases follows the Scappoose School District for school closure, late start and early dismissal due to extreme weather. To verify delays or closures:

- Always check the SAS Facebook page and check email for weather-related closures and delays.
- Sign up to receive automatic emails or text messages at www.scappoose.k12.or.us or www.flashalert.net.
- Call Scappoose School District information at 503-543-4444.

STUDENT PLEDGE

As a student of Scappoose Adventist School, I will:

- show respect to all.
- demonstrate a positive and caring attitude.
- do my best in school.
- use my strengths and abilities to serve others.
- take responsibility for my actions.
- care for school property.
- complete my work and prepare for tests.
- seek help when I encounter problems.
- uphold the principles and guidelines of Scappoose Adventist School.

DRESS & APPEARANCE POLICY

Because it is imperative to keep our focus on education, we ask that students keep their clothing **simple, modest, and neat**. To build and maintain this learning environment, we also ask that all items be purchased from school uniform clothing lines according to the specifications listed below. The following principles apply to all school functions and events as well.

Simple is defined as free from vanity or anything that distracts. Clothes should be weather-appropriate and follow the requirements listed below as needed for the classroom setting, field trips, P.E., or music. Jewelry, including earrings, necklaces, bracelets, or rings, is not considered simple and can be a safety issue; therefore we request that it remain at home. If a student plans on having ears pierced, please do so during summer months so that studs are not worn at school.

Modest is defined as dressing in a manner that does not draw attention to your body. Please make sure that clothes fit properly for all school activities. Low necks, low riding pants, tight-fitting tops or bottoms, and short skirts are not appropriate attire. Any showing of midriff, cleavage, backside, or any undergarments is not considered modest. Any type of body art, or pronounced cosmetic or hair color would be considered drawing attention to yourself. For example, nail polish must be clear or a natural color such as pale pink.

Neat is defined as well-groomed and in good repair. Clothing should not contain any logos, unless it is a Scappoose Adventist School logo. Hair and clothing should look like the student is ready for a day of learning. Showing respect in the classroom means making your eyes visible at all times.

UNIFORM GUIDELINES

Classroom

- Navy blue or Khaki cotton twill uniform pants, knee-length shorts, or knee-length or longer skirts and polo dresses from a uniform clothing line (no cargo-style, denim, or tight-fitting styles or leggings)
- Any solid color in uniform line polo shirts, blouses with collars, or turtlenecks, logo-free except for optional SAS logo
- Any solid color, logo-free sweater or jacket or SAS jacket
- Shoes must be worn at all times and be appropriate for school and classroom (no slippers, flip-flops, or snow/rain boots).
- Hats and sunglasses may be worn outside only.

E for Grades 5-8

- Grades 5-8 must dress down to participate in PE class.
- One SAS PE shirt is provided to each student. Students may purchase additional PE shirts or may wear solid color t-shirts when the SAS PE shirt is in need of washing.
- Gym shorts or sweats free of graphics or logos
- Supportive athletic shoes and socks

Field Trips

- Scappoose Adventist School logo shirts will be worn on field trips with appropriate uniform pants or shorts, unless otherwise directed by the classroom teacher.

Music Programs

- All students participate in music performances held at SAS. For programs, students are expected to dress up (church clothes or nicer). Clothing for performances must be simple (no jewelry), neat and modest, and fit appropriately. The specific attire for music programs will be announced several weeks prior to each program.

Suggested places to purchase uniforms: The Children's Place, www.frenchtoast.com, JC Penney, Target, Burlington, Sears, Lands End, Dennis Uniforms, The Gap, Old Navy, www.walmart.com, Fred Meyer

A courtesy reminder, with a copy of the dress and appearance policy, will be sent home with students who are out of compliance. Repeated violations may necessitate a behavior agreement and/or a call to parents.

CONFLICT RESOLUTION

Parents wanting to discuss a concern, misunderstanding, or difficulty should schedule an appointment with the appropriate staff member to resolve a concern while applying the principles of Matthew 18. The following steps can be taken for best results:

- Strive for harmony through a spirit of Christian love using the fruits of the Spirit (Galatians 5:22, 23).
- Talk privately to the staff member.
- Be a good neighbor by not endorsing a bad report about another. Kindly advise the complainant to go directly to the individual or people involved.
- If the problem should persist, then it is appropriate to consult the principal. If the situation is still unresolved, the principal will share the matter with the chairman of the school board and the associate superintendent. The chairman may decide to pursue the problem with the school board if no resolution has been found. The decision of the school board is final.

DISCIPLINE

Scappoose Adventist School's discipline process is grounded in the fundamental principle of trust and endeavors to demonstrate the Biblical process of accountability, repentance, reconciliation, and restoration. Students are expected to accept responsibility for choices and follow a process for redeeming the damage caused by those choices.

Each teacher is equipped with a grade-appropriate Behavior Agreement form that may be used when a student needs correction. This form will guide the teacher and student through the redemptive discipline process.

Depending on the behavior in need of correction, various consequences may result. The following chart identifies general categories for determining consequences of misbehavior.

	Behavior Agreement Form	Meeting with Parents	Suspension/ Expulsion
Category One (Includes minor disturbances that prevent classroom order and instruction or lack of academic effort)	As needed when problem is repetitive	As needed when problem is repetitive	
Category Two (Includes activity and attitudes that show a lack of respect, including harassment)	Yes	As needed	May be considered depending on severity and number of occurrences
Category Three (Includes activities that threaten others' safety, are in violation of Biblical moral code, or are in violation of federal, state, or city laws.)	Yes	Yes	Yes

ACADEMIC PROBATION

When lack of academic effort becomes excessive, the student may be put on academic probation, which results in a loss of extra-curricular activities and social interactions. A plan of action may also be set up through a meeting with the teacher(s) and parent(s).

SUSPENSION OR EXPULSION

Before the reinstatement of a suspended student, the staff may request to meet with the student for the following reasons: To plan the best course of support after reinstatement and to guide the student through the final steps of reconciliation and restoration.

HARASSMENT

Any form of bullying, through any means, will not be tolerated and will be treated as a category two or three offense. Examples include but are not limited to:

- Teasing
- Name-calling
- Unwanted physical contact
- Spreading rumors or lies (gossip, notes)
- Nasty, mean or obscene comments
- Threatening gestures or statements
- Unkind remarks about a person's family, ethnicity, or gender
- Unkind remarks about a person's physical appearance or intelligence
- Actions or comments that make others feel unwelcome
- Forming a group to be used against another person for the purpose of intimidating or excluding that person

VIOLENT ACTS

Any violent acts or perceived threats of violence, including property damage, will be treated as serious offenses. The parents of the offending student will be notified and the offender will be suspended and sent home pending investigation of the offense. After investigating the situation, if the school chooses to allow the student to return, the student will then be able to complete the discipline process of the school.

Students' conduct outside of school hours not in harmony with the basic standards of the school may jeopardize their enrollment at the school.

SAFETY

Because of safety considerations, rollerblades, wave boards, skateboards, scooters and shoes with wheels are not to be used on school property.

GENERAL INFORMATION

ASBESTOS

Federal law requires a public announcement to be given to school patrons regarding any asbestos material in the school.

The Scappoose Adventist School facilities have been checked by a certified asbestos inspector. The report is in the school file. This document is available for those wishing to view it.

The asbestos in the school is in a non-friable condition and presents no hazard to anyone at the present time. It will be checked at stated periodic intervals to ascertain any change in the material.

LOST AND FOUND

Lost and found items are kept in a container in the school office. Efforts will be made to reunite lost items with their owners. Unclaimed items will be donated to a charitable organization monthly.

DRILLS

Each month the students will have a safety drill. Drills include: fire, earthquake, or unwelcome visitor. Children are taught appropriate procedures and locations for safety.

HOME AND SCHOOL

The Home and School Association is Scappoose Adventist School's parent organization. It serves to draw the home, church and school closer together into a positive working relationship. Your Home and School Association is involved in many aspects of school life: fundraising, volunteer coordination, teacher appreciation, book fairs, school picnic, open house, hot lunch, and more.

The Home and School Association will meet monthly throughout the school year to plan events. Important decisions that affect students' experiences at school are made at these meetings. Please plan to attend regularly.

HOT LUNCH

Parent volunteers prepare and serve hot lunches at least two days per week in the school cafeteria. Pricing and menus will be communicated via the weekly school newsletter and the monthly calendar. Volunteers strive to provide well balanced, nutritional, tasty, vegetarian meals at an affordable price.

On days when hot lunch is not served, emergency lunch is available for students who do not have a lunch from home. For emergency lunch, a student will generally receive instant macaroni, fruit, a granola bar, and milk.

Hot lunches and emergency lunches are billed to your tuition account and will show on your monthly statement. Payment in full is due by the 10th of each month.

BEFORE & AFTER-SCHOOL CLUB

As an extension of SAS, care for your child is available from 6:30-7:45 a.m. before school and 3:15-6:00 p.m. after school. For morning care, arrangements must be made with the club director in advance. A yearly registration fee of \$25, as well as the registration form and agreement form are required prior to your child's first visit. The charge is \$4.50 per hour, billed in 30 minute increments with a minimum 1-hour charge per session/per use, and is included in your monthly statement.

Emergency after school care is available at a higher rate of \$6.50 per hour, also billed in 30 minute increments, for those who are not registered for Before & After School Club. Those utilizing emergency care will not be required to pay the Before & After School Club registration fee as long as emergency care is used no more than three times in the school year. Emergency care is billed with your monthly statement.

AFTERNOON CARE FOR PRESCHOOL STUDENTS

Childcare will be provided from Noon until 3:00 PM at the rate of **\$15/day**.

TECHNOLOGY

COMPUTER AND INTERNET USE

Those who utilize SAS's wifi to connect to the internet must understand that neither Scappoose Adventist School, nor any staff member, controls the content of the information available on the internet. Through filtering devices, Scappoose Adventist School will do all in its power to limit the availability of controversial and offensive materials on our system. We do not condone the use of such material by any student or staff member. The use of Scappoose Adventist School computer network and internet access is a privilege and not a right. Inappropriate use will result in restriction or cancellation of access privileges. Behaviors that can result in suspension/revocation of access privileges include but are not limited to:

- Involvement in any activity prohibited by law
- Using profanity, vulgarities, obscenities or other language which is offensive or degrades others
- Intentional use of invasive software such as "viruses", "worms," and other detrimental activities
- Attempts to log on as a system administrator
- Viewing, storing, transferring or transmitting obscene, sexually explicit or pornographic materials
- Using, or transmitting, any type of chain letter, hate mail, threatening messages, harassment or racial, sexist or discriminatory remarks
- Sharing your own or another's password or using another's password
- Transferring, utilizing or storing materials in violation of copyright laws or license agreements
- Trespassing in another's folders, work or files
- Intentionally altering the contents, organization or structure of any school computer
- Checking email without teacher approval
- Instant messaging, chatting, and texting
- Internet access without teacher approval
- Accessing social networking sites

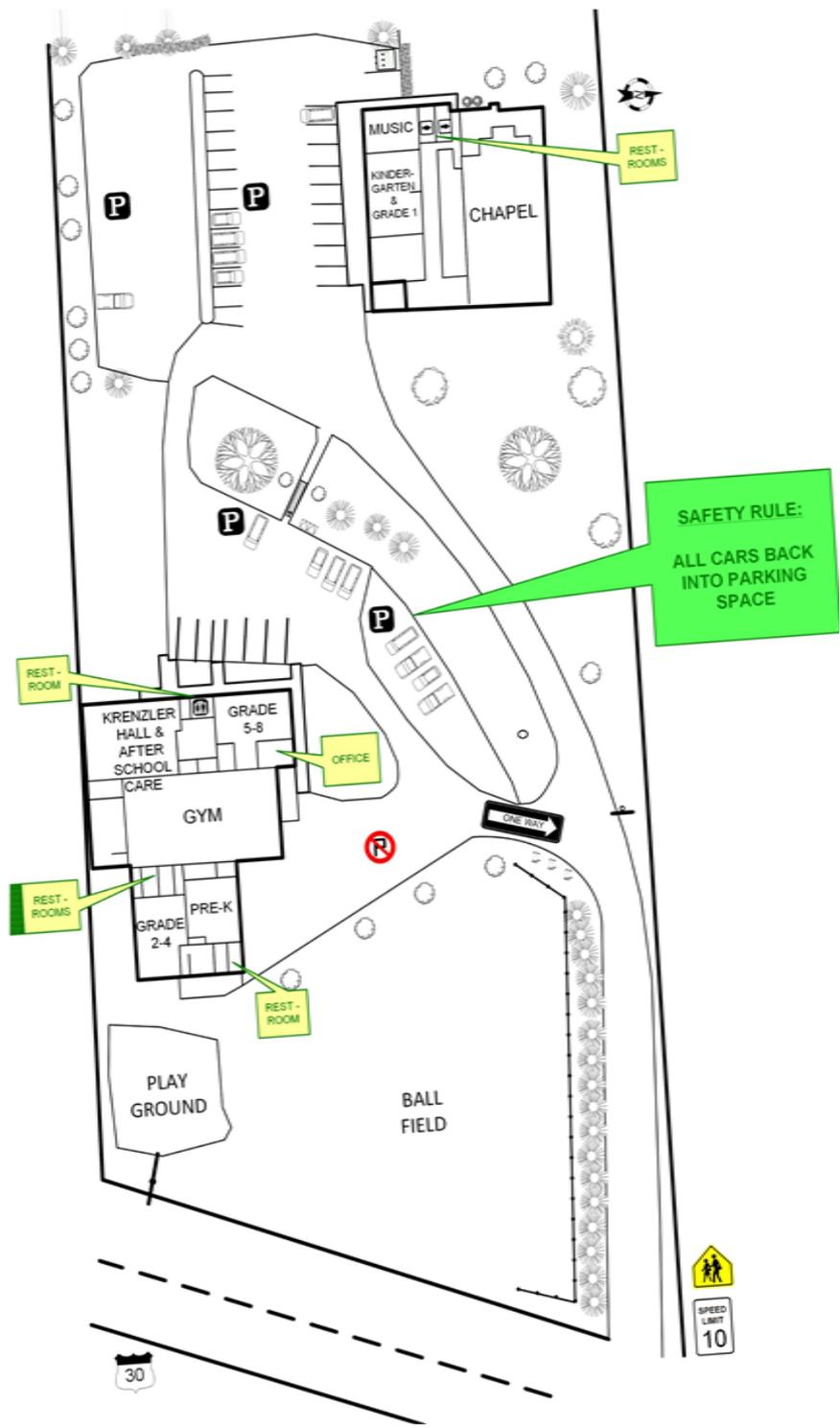
All users of the Scappoose Adventist School network and internet will be held fully responsible for the use of their account to transfer or store materials. Any inappropriate activities carried out will be considered to be the actions of the account holder. Students may not reveal their personal name, home address, home phone number or phone numbers of other individuals while online. Students must notify a parent or guardian and a teacher immediately if any individual is trying to contact them for illicit or suspicious activities.

ELECTRONIC DEVICES

No personal music, video players, electronic gaming devices, etc. are to be brought to school unless specifically authorized by the teacher. Cell phones are discouraged at school. If a student brings a cell phone to school, it must be turned off and remain in backpack during school hours.

Special permission by the teacher must be obtained before bringing electronic devices on field trips or showing movies, DVDs or videos in vehicles during field trips.

If school expectations regarding electronic devices are not respected, the items may be taken and kept with the teacher until a parent picks up the item. Scappoose Adventist School is not responsible for any damaged, stolen or lost items.



REST-ROOMS

SAFETY RULE:
ALL CARS BACK
INTO PARKING
SPACE

REST-ROOM

OFFICE

REST-ROOMS

REST-ROOM

30

PEDESTRIAN
SPEED
LIMIT
10