

Mission Statement

Buena Vista Seventh-day Adventist School

exists to lead each of its children into a close and saving relationship with Jesus Christ. Through His grace we seek to prepare them mentally, physically, and spiritually for a place in His service. We treasure each child who enters here as a gift of God.

Principal's Message

Dear Parents and Students:

*"Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these."
(Luke 18:16 NIV)*

These words, spoken by Christ, remind us of the high regard He had for children. At Buena Vista Seventh-Day Adventist School, we also have a high regard for children, and we desire to be used by God to encourage the young people in our care to enter into a close and saving relationship with Jesus. That is why we exist!

Each child at Buena Vista is considered a treasure from our Heavenly Father. Each is seen as having a special, divinely appointed purpose. At Buena Vista, we aspire to help young people become aware of their special purpose and to prepare them spiritually, mentally, socially, and physically to live out God's plan for their lives.

The staff of Buena Vista is keenly aware of the awesome responsibility that we share with parents in preparing our young people for this life and the eternal life that is to come.

We believe that your selection of Buena Vista Seventh-day Adventist School is a wise and timely decision. We thank you for choosing us, and we welcome you to our school family.

Gregg Wahlstrom, Principal

Faculty & Staff

Administration

Principal

Gregg Wahlstrom

Office Manager

Donna Ellis, M.S.W.

Bookkeeper

Tahia Good, B.S.

Staff

Band

TBA

Choir, Handbells, Piano, Voice

Kristine Davis, B.S.

ESL

Shirley McCormick, M.A.

Food Service

Lisa Underhill

Librarian

Mindy Pen,

Maintenance

Tom Johnson

Math Specialist

Destiny Woods, B.S.

Lower Grade PE

Nancy Monterrosa

Before/After School Care

Shamis Hoffmann

Teachers

Preschool

Debbie Campos

Kindergarten

Lacey Ballard, B.S.

First Grade

Amber Nelson, B.S.

Second Grade

Stephanie Walter, M.A.

Third Grade

Brad Slavens, B.A.

Fourth Grade

Portia Loken, M.E.

Fifth Grade

Harold Richards, M.A.

Sixth Grade

Parnell Ballard, B.A.

Seventh Grade

Vicki Rutherford, B.S.

Eighth Grade

Connie Mitzelfelt, B.S.

Philosophy of Education

Our goal at Buena Vista Seventh-day Adventist School is to provide our students with an environment where they will be encouraged to make Jesus Christ the center of their lives so that their characters will reflect His excellence in every way. We encourage each child to make choices based on principles formed from a personal, saving relationship with Christ and His words found in the Bible. We help to guide these choices with opportunities for spiritual growth and expression, which are integrated into opportunities for mental achievement, physical excellence, and social maturation; all grounded in Christian values as taught by the Seventh-day Adventist Church. Our aim is to develop self-disciplined, self-motivated, and service-oriented students whose love for Jesus and learning continue throughout life.

At Buena Vista Seventh-day Adventist School we recognize that each student is a gift of God. Each person's opinions, background, and unique qualities must be respected. We challenge students to discover and reach their individual potential spiritually, academically, socially, and physically.

To attain these goals, we carefully plan our curriculum and select our textbooks. We choose our teachers based on their academic training and experience as well as for their ability to impart spiritual values, knowledge, and culture to their students. All of our teachers are required to be certified by the Seventh-day Adventist Church and the state of Washington.

"True education means more than the pursuit of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being, and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." (Ellen G. White, Education, p. 13)

We treasure each child who enters here as a gift of God.

Hours of Operation

Grades K-8

Mon.—Thurs. 8:15 a.m.—3:00 p.m.
(3:10 p.m. for grades 5-8)
Friday 8:15 a.m.—1:45 p.m.
Half Days 8:15 a.m.—12:00 p.m.

Preschool

Mon.—Fri. 8:30 a.m.—11:30 a.m.

Office

Mon.—Thurs. 8:00 a.m.—4:00 p.m.*
Friday 8:00 a.m.—2:00 p.m.
Half Days 8:00 a.m.—12:30 p.m.

*Office closes at 3:30 p.m. on Wednesdays when there is staff meeting.

Summer

Tues.—Thurs. 9:00-3:00*

*Hours subject to change due to vacation schedules. We recommend contacting the office before coming to the school.

At A Glance

Facilities

- Campus—Buena Vista is located adjacent to Auburn Adventist Academy on approximately 8.5 acres. It consists of 39,000 square feet of classroom and gymnasium space plus two asphalt play courts.
- Library—Includes complete reference section, periodicals, computers, and holdings catalogued electronically.
- Commercial Kitchen—A vegetarian hot lunch is available daily (excluding half days) for those wishing to order. Milk, juice, and bottled water are also available.
- Playgrounds—BV has two large fields and a large area with play equipment.
- Gymnasiums—Our facility includes two gymnasiums to accommodate both upper and lower grades for PE and recess. Gymnasiums are used for school functions such as chapels, assemblies, and student programs.

Programs

- Music Department—Includes choir, band, handbell choir, and private lessons. Ukulele is taught in 4th grade. String ensemble is available to Buena Vista students through Auburn Adventist Academy.
- Computer access—Students have supervised access to the internet in the library and in the classrooms. In addition, computer applications are taught in classrooms. Students in grades 5-8 are each issued a laptop computer for school use. Tablets are available for students in grades K-4.
- Before and After School Care—Before and after school care is available at Buena Vista. For more information, see page 24.
- Class sizes—They vary, but average about 20 students in the lower grades and 27 students in the upper grades. In an effort to maintain quality education, the school board has recommended limits on class sizes.
- Website—Buena Vista maintains its own web site. Visit www.bvsda.org for more information about our school.
- Sports—Buena Vista works with local park and recreation leagues and the Pacific Lutheran Schools League to provide opportunities for students to play in after-school organized sports. Options are limited to what is offered by these leagues but usually include basketball, volleyball, soccer, flag football, and cross country running. Each sport is also dependent on volunteer coaches. If no coach is available for a sport, it will not be offered. Students are required to maintain good grades and behavior while playing on a school team. Buena Vista is an academic institution first. Any student with any grade lower than a C- will lose practice and playing privileges. Repeatedly low grades will result in that player losing their spot on the team. Players are required to sign contracts in order to play. In these contracts, players agree to maintain good grades and good behavior. Playing on a team is a privilege, not a right, and the school and the coach maintain the right to revoke that privilege.
- Volunteer coaches—Anyone wishing to coach an athletic/extra-curricular team must pass a background check before they will be allowed to work with students. If you would like be a coach, volunteer forms can be obtained in the office. In addition, coaches must sign a contract agreeing to align their coaching ideals and practices with those of the school.

Non-Discrimination

Buena Vista admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to enrolled students. It does

not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic programs, and other school-administered programs.

Individuals with Disabilities Education Act

The Individuals with Disabilities Education Act (IDEA) is a law ensuring services to children with disabilities throughout the nation. According to WAC 392-172A- 04010, students who are enrolled in private schools are eligible to receive special education services via the public school system. For information about this law and the services provided, please visit <http://apps.leg.wa.gov/wac/default.aspx?cite=392-172A>.

Registration Requirements

All students are required to have the following forms on file at school:

- Registration form for current school year
- Financial contract for current school year
- Washington State Certificate of Immunization form with current immunization record
- Copy of birth certificate
- Dress code acknowledgement form

Entering Age

Washington State law requires that new kindergarten and first-grade students meet the following age requirements:

- Kindergarten—must be *five* on or before August 31
- First grade—must be *six* on or before August 31

While these are the ages and dates prescribed by the State of Washington, BV's philosophy suggests that it is unwise to push a child into school too early.

All incoming students are required to submit a copy of their birth certificate before enrollment.

Grade Placement

Within the guidelines set forth in the *North Pacific Union Conference Education Code*, the school reserves the right, after testing a child and conferencing with parents, to change the grade placement of any child.

Transfer Students

Buena Vista welcomes students who earnestly desire a Christian education. Transfer students must submit:

- Grades for the last grading period that would equal a "C" average in core subjects (math, reading, English, social studies, science)
- Results from a national standardized test of achievement, such as ITBS, CAT, etc.
- Report of attendance and school citizenship from school previously attended
- Three confidential recommendation forms mailed directly to Buena Vista from:
 1. The most recent teacher
 2. The principal of the last school attended
 3. An unrelated adult who has observed the child from a supervisory role (i.e., a Scout or

Pathfinder leader, Sabbath School teacher, coach, pastor, etc.)

- Placement testing and a personal interview will be scheduled by the administration prior to acceptance.

The completed application, grades, test results, and references are then submitted to the Admissions Committee for review. Buena Vista does not employ certified special education personnel to teach and assist students with severe learning or behavioral disabilities.

Admissions Committee

The Admissions Committee is authorized to admit new students or review current students' status. The Admissions Committee is here to encourage and support students and families toward personal responsibility in academics, positive behavior, and attendance.

All new students admitted to Buena Vista are enrolled on probationary status for at least one full quarter. All students returning to Buena Vista are enrolled in one of the following categories:

- Accepted
- Accepted with academic and/or behavioral concern
- Accepted on academic and/or behavioral probation

Students who have the status of “concern” or “probation” will have their performance reviewed quarterly or as needed by the Admissions Committee. If their status changes, a written report will be made to the parents.

Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

The principal or teachers may refer students to the Admissions Committee at any time during the school year for academics, behavior, or attendance. The Admissions Committee may then choose to change the student's enrollment status.

A parent whose child is being monitored may request a hearing before the Admissions Committee.

Medical Requirements

Washington State law requires that all students entering school for the first time have a physical examination from a doctor. The law also requires that all children submit a completed Washington State Certificate of Immunization Status to the school where they are enrolling. The required immunizations are as follows:

DTaP/DT/Tdap/Td

Grades K-8—5 doses (4 depending on when vaccine was given);

Grades 6-8—5th dose must be Tdap if it has been 5 years since the last tetanus-containing vaccine.

OPV/IPV Grades K-8—4 doses (or 3 depending on when vaccine was given)

MMR Grades K-8—2 doses

Hep B Grades K-8—3 doses

Varicella Grades K-8—2 doses (parent's report of disease **not** accepted)

Registration Fee

A yearly registration fee is required for each student applying to Buena Vista regardless of time of enrollment. It is non-refundable unless admission is denied by the Admission Committee. The registration fee covers items such as student insurance, school shirt, classroom supplies,

textbooks, library fees, activity fees, testing fees, and the yearbook. Current returning students who have a zero account balance and all fees and forms submitted by June 15th will receive a \$50.00 discount on their registration fee.

Tuition

Buena Vista's operating funds are derived from tuition and fees, subsidies from the local constituent Adventist churches, and an annual subsidy from the Washington Conference of Seventh-day Adventists.

Members of local constituent churches are already supporting Buena Vista through their church offerings and their support of the Washington Conference; therefore, they pay a discounted tuition rate.

See Financial Contract for current tuition rates.

Buena Vista's current constituent churches are:

- All Nations SDA Church
- Auburn Adventist Academy Church
- Auburn City SDA Church
- Enumclaw SDA Church
- Federal Way Hispanic Church
- Kent SDA Church
- Kent Spanish SDA Church
- North Hill Adventist Fellowship
- Russian-Ukrainian SDA Church
- Seattle Central Korean SDA Church
- Tacoma Hispanic SDA Church
- White Center Hispanic Church

Payment Schedule

Tuition is based on 10 monthly payments beginning in August and ending in May. Payments are due on the 10th of each month. If payments are not received by the 20th, a \$25 late fee will be charged. Checks returned due to non-sufficient funds must be paid immediately, including all NSF fees.

Discounts

The following tuition discounts are available:

- 5% if full tuition is paid in advance by the first day of school. (Miscellaneous monthly charges must be paid each month to avoid late fees.)
- 5% if two children are enrolled at Buena Vista and/or Auburn Adventist Academy.
- 10% if three or more children are enrolled at Buena Vista and/or Auburn Adventist Academy.
- 3% discount if entire statement is paid by cash or check and received by the 20th of the month.

Discount rates are not available for the international student program.

If a need is anticipated, church members need to apply for financial assistance through their local church.

Delinquent Accounts

If you are unable to meet your financial responsibilities, please make an appointment with the bookkeeper so alternative arrangements can be made.

If your account is:

- 30 days outstanding—Contact with parents will be made.
- 60 days outstanding—Student may be asked to stay home until the account is current.

If arrangements are not made, delinquent accounts may be turned over to our collection agency.

Accounts must remain current:

- To register for the following year
- To receive an eighth-grade diploma
- To participate in any fee-based extra-curricular activity, such as the Snowsport program.
- To charge for hot lunch, private lessons, and other non-tuition items
- To participate in the 7th & 8th grade Washington, D.C. tour.

Additional Charges

- Property damage or loss—Actual replacement/repair cost will be charged to the account.
- Laptop Deposit—\$50 charge to the student's account that is refundable at the end of the school year so long as there is no damage or cost due to misuse.
- Laptop purchase
- School Pictures—Each student will have his/her picture taken for the school yearbook at no charge. Optional picture packages are available for a fee.
- Field Trips—Charges vary per trip and will be added to your account.
- Graduation—\$65 charge per student is added to the registration fee of eighth-grade students to cover graduation costs.
- Instrument Rental—\$15 per month if student rents a band instrument from school.
- 4th Grade Ukulele—TBA
- 6th Grade Outdoor School—TBA
- 5th-8th Grade Supplies—\$30 First Semester and \$10 Second Semester. Fee may change based upon current market prices. Upper grade students will not need to provide most supplies from home.
- Hot Lunch/Beverages—Hot lunch and beverage cards can be purchased or charged to your account (if the account is current).
- Car Seats—A yearly fee of \$3 will be charged to the accounts of K-2 parents to cover the cost of school car seats.

Extra Curricular Activities

- Sports—Buena Vista may offer extra sports programs such as baseball, basketball, volleyball, soccer, flag football, skiing and snow boarding. The fees for these activities vary. See “Sports” on page 8 for further information.
- Private Music Lessons, Handbells, Lego Robotics—The fees for these extra classes vary and will be charged to your account.

Student Insurance

Each student who is currently enrolled at Buena Vista is covered by a basic accident policy. A pamphlet with information will be sent to each family soon after school starts.

This insurance is a secondary policy if parents have insurance. If parents carry no other insurance, then this policy becomes the primary insurance. Special activities such as skiing require an additional rider to the basic policy.

The privilege of attending Buena Vista is dependent upon the willing cooperation of the student to maintain high standards of conduct and attitude. Therefore, we expect:

- Language and actions to show respect for ourselves and others
- The careful treatment of all school, student, or staff property
- Honesty in all words and actions
- Respect for those in authority
- Attitudes and actions that enhance the learning process and eliminate classroom disruption

Things to Leave at Home

Students should not bring:

- Laser pointers
- Playing and trading cards
- Electronic games, tablets, or toys
- Printed material that is inappropriate for a Christian and learning environment
- Chewing gum. Students found chewing gum will receive a citation that must be signed by parents and returned to school. A \$5 fine per incident must be paid before being admitted back in class.
- Energy drinks

Students should not bring anything **distracting, annoying, or potentially dangerous** to anyone. Lower grade teachers may make exceptions to some items for Show and Tell days.

Electronic Devices

Cell phones, iPods, iPads, and tablets must be turned off and kept in backpacks until school has been dismissed. Exceptions can be made with teacher permission.

- 1st offense—Parents must come pick up device.
- 2nd offense—Parents must come pick up device and pay \$25 fine. Buena Vista suggests that the student rather than the parent pays the fine.

Weapons Policy

Possession and/or threatening the use of weapons, dangerous objects, or explosive devices are not permitted and will result in immediate suspension and possible expulsion. Students in violation of our weapons policy shall be promptly reported to their parents and local authorities, as required by law.

Weapons include all types of firearms, guns, crossbows, explosive devices (including fireworks), slingshots, sand clubs, knives, pepper spray, Tasers, or any device manufactured or constructed as an instrument of destruction against persons or property.

Imitation or toy weapons are not permitted.

At Risk Behaviors

Because of the deep concern and love we have for our students, we wish to do everything we can to protect them from potentially life-threatening behaviors. Therefore, Buena Vista is a drug-free, tobacco-free, and alcohol-free zone. We educate our students on the perils of harmful behaviors and make certain that our own campus is free from these negative influences. Students that engage in these activities may forfeit their enrollment at Buena Vista.

At-risk Behaviors include:

- Possessing or using tobacco in any form.
- Possessing or drinking any alcoholic beverage.
- Possessing any illegal substance or abusing any drug or substance.
- Engaging in sexual activity, including through electronic media.
- Engaging in behaviors destructive to self and others.
- Engaging in any illegal activity for which the student could be formally charged.

What a student does outside of school affects what he/she does in school. Thus, the school's role in disciplining and guiding students regarding at-risk behaviors is not limited solely to school hours.

Students engaging in any of the above at-risk behaviors at any time :

- May be referred to Admissions Committee and subject to serious discipline up to and including expulsion on a case-by-case basis.
- May be required to undergo testing .

Hands Off Policy

Because we want all our students to feel safe at school, Buena Vista maintains a “hands off” policy between students. Fighting, tussling, kicking, shoving, hitting, and spitting, even in a playful manner, are not acceptable behaviors. Public display of romantic affection is also not acceptable. Students are expected to keep their hands, feet, and objects to themselves at all times.

Harassment

Because we treat others as we ourselves wish to be treated, racial, ethnic, religious, age, sexual, or any other type of verbal, non-verbal, and/or physical harassment, including that which is done via electronic media, will not be tolerated. Slurs, jokes, put-downs, verbal or physical intimidation (bullying), or excessive teasing will be dealt with in a serious manner. Students should report any infraction to their teacher or principal.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances or requests, or other conduct of a sexual nature which is offensive. It can be spoken, written, or physical in nature, including by electronic media. It includes offensive pictures, graffiti, jokes, and gestures.

Sexual harassment includes sexual behavior that is made a condition of academic status, progress, benefits, honors, or activities. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment. False accusations of sexual misconduct are themselves a form of sexual harassment and may have legal liabilities.

Incidents of sexual harassment should immediately be reported to school authorities for appropriate action. If the harassment is between students, the student should report the incident to a teacher or the principal. Students who sexually harass others are subject to discipline up to and including expulsion. If the harassment comes from an adult, the student should report directly to the principal or another responsible adult. Employees who engage in sexual harassment are subject to discipline up to and including termination.

Dress Code

Students' dress affects the atmosphere of the school, academic achievement, and student attitudes and behavior. The Bible does not say precisely what kind of clothes a Christian student should wear, but it does say that their appearance must be modest. 1 Timothy 4:12 says that all

young people are to be an example for the believers. Buena Vista's dress policy is intended to reflect Godly standards and promote an atmosphere conducive to academic excellence.

How we dress is a testimony to others as well as a reflection on our school. The goal of Buena Vista's dress policy is to help students dress with modesty, neatness, and cleanliness. Since school life prepares students to take their place in adult life, we expect parents to help their children hold high standards of personal appearance.

- **Pants**—All pants should be modestly fitted and should not have any tears or holes. Tight pants, “sagging” pants, or writing/images on the seat of garments should not be worn. Underwear should not be seen.
- **Tops**—All tops must have sleeves, a modest neckline, and must cover shoulders and midriff at all times. Underwear should not be on display with any attire.
- **Shorts and skirts** should be nearly knee-length. Leggings or stretch pants worn underneath do not change the length requirements. Tunic tops or similar tops may be worn with leggings as long as the tops are nearly knee-length. Athletic shorts should only be worn at P.E. and recess.
- **Clothes that display writing or images** which are not in harmony with Christian standards are not permitted. This would include, but is not limited to, rock-group emblems, images of skulls and other such pictures, gang symbols, display or glorification of alcoholic beverages, tobacco products, illegal drugs, and/or slogans with political, suggestive, or derogatory meanings. These guidelines also apply to graphics on backpacks, lunch boxes, and all other school supplies.
- **Cosmetics** that go beyond the natural appearance should not be worn.
- **Jewelry** is not permitted.
- **Hair** should be neat and clean.
- **Hats, caps, and hoods** are not to be worn in the school building.
- **No flip flops**—All students will be expected to participate in active play and physical education and must have shoes appropriate for exercise.

These dress guidelines are in effect during school hours and at all school activities. When the dress code has been violated, the office will provide students with alternative clothing for the day, or the student will be asked to call home for a change of clothes.

Personal Responsibility Plan

For serious recurring issues, students must fill out the “Personal Responsibility Plan.”

The student must:

- Outline the behavior that must be corrected;
- State what choices he/she could make to change the behavior;
- Make a corrective behavior plan with the parents and the teacher.
- Sign the Responsibility Plan

The parents and teacher must sign and return the Responsibility Plan to the administration before the student can be readmitted to class.

If a student receives three Personal Responsibility Plans for issues or behavior, there will be an automatic conference with the principal, teacher, parent, and student regarding the student's continued enrollment at Buena Vista. In addition to the Responsibility Plan, there may be other consequences administered.

Attendance

Buena Vista is bound by Washington State law to maintain regular attendance and punctuality records. Reasonable allowances will be made for absences and tardies, but the only state-recognized excuse is illness of the student or death in the immediate family. If a student is

running a fever, or is otherwise contagious, the student must stay home until 24 hours after the fever has gone down and symptoms are gone.

Pre-arranged absence forms are available at the office and on the website and must be filled prior to any planned absences. It is the student's responsibility to make up all missed work. Whenever possible, please schedule medical appointments after school hours.

The first activity of the day in all our classrooms is worship. To protect the sacredness of this time together and to avoid disruptions, we ask families to make every effort to be on time.

Students who arrive late need to check in with the office to receive a tardy pass. We request that parents call or email the office by 8:30 a.m. if a child will be absent that day.

Habitual tardiness or frequent absences from class will require a review by the Admissions Committee regarding a student's status.

Before and After School Care

Before school care is available by appointment only and must be scheduled no later than 9:00pm the night before it is needed. Students who are left unsupervised on campus before 7:45am may be checked into before school care.

Students not picked up by the following times will be taken to after school care.

- 3:20 Monday-Thursday
- 2:05 Friday
- 12:20 Noon dismissal (half days)

After school care closes at 6:00pm. Friday closures will fluctuate depending on the sunset calendar. Late charges will be assessed for students picked up after closing.

Charges for before and after school care will be added to your account.

Walking to the Academy

Buena Vista students are not allowed to be on the academy campus without parent supervision; therefore, Buena Vista will not dismiss students to walk to the academy. Exceptions to this will be given to students who have music or swimming lessons immediately after school (or who have parents who work at the academy).

Leaving Campus

Students are not permitted to leave the school premises during school hours without permission from a parent or guardian. The school does not have the authority to release a student to any individual not designated by a parent or guardian. Parents should notify the school, preferably in writing, if someone else will be picking up their child. Parents need to come to the office and sign their child out if picking them up during the school day.

Supervision

Students should not be on campus unless attended by a staff member, after school care personnel, or other supervisory personnel. Students should not use school equipment unless given permission by their supervisor.

It is the parents' responsibility to supervise their children at school functions and programs, unless students are under the direct supervision of a teacher. We appreciate parental help at our school events.

Security Cameras

The school board supports the use of video cameras throughout the school campus for the purpose of enhancing school safety and security. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for

community members who visit or use our school property, and diminish the potential for personal and school loss or destruction of property. Security camera recordings will be viewable by authorized designees only. The full security camera policy is available in the office or can be viewed online at www.bvsda.org.

Communication

Buena Vista communicates with families and students using the following methods:

- The BrightArrow web-based notification system that sends voicemails, texts, and emails to families regarding emergency and non-urgent announcements.
- Website: www.bvsda.org. Our website contains our school-year calendars, lunch menus, weekly newsletters, and registration information.
- Grades will be available online for grades 5-8. Buena Vista uses RenWeb as our Student Information System. Contact the office for information on how to set up your family's account.
- Weekly Newsletter
- Open House and Parent/Teacher Conferences
- Each teacher will explain his/her method of communication to the parents at the beginning of the school year. This may include emails and newsletters.
- Find us on Facebook at Buena Vista Elementary SDA School.

School Closure

When school must close due to weather, power outages, or other emergency situations, parents will be contacted through Buena Vista's web-based notification system. This includes voicemails, texts, and emails to families regarding emergency and non-urgent announcements. If the Auburn School District has closed for weather or emergency conditions, Buena Vista will also close. If Auburn School District is on a late start, families will be notified regarding Buena Vista's start time for the day.

Buena Vista draws families from a wide-ranging area, and weather can be very different from one area to another. Your family's safety is paramount and so we would encourage you to exercise your best judgment regarding a decision to drive. If you deem it unsafe to travel in your locality, we would expect you to stay off the roads or come in later when conditions have improved.

To avoid adding additional days to the school year when school unexpectedly closes, teachers have created E-Day packets for each student. These packets contain schoolwork that can be done at home when school is closed. Students can complete the packet and turn in the assignments the next day they are at school. This will prevent adding additional make-up days to the end of the school year. E-Day packets are distributed during Open House at the beginning of the school year.

Internet Policy

Buena Vista offers students an opportunity to use the computers and Internet at school. Students are expected to use them only for educational purposes approved by Buena Vista. This use is a privilege, not a right, and students may be subject to discipline for misuse. Each student is asked to sign a "Student Technology Use Agreement" contract regarding computer care and use. Parents are also asked to sign the form to give permission for Internet use. The full Student Technology Use Agreement is available in the office or can be viewed online at www.bvsda.org.

Computer Policy

Students will be responsible for the costs of any damages they cause to computers or other technology equipment. They may lose computer privileges for misuse of the school computers.

Students in grades 5-8 are issued laptop computers for individual use. They must sign a Computer Use Agreement form that details appropriate use of their laptops, as well as consequences for misuse.

The full Computer Use Agreement is available in the office or can be viewed online at www.bvsda.org.

Music Programs

Students are required to participate in music programs throughout the year. An unexcused absence for a performance will result in a lowered grade and possibly loss of membership in the group. School policies for dress, personal conduct, and supervision apply at all programs.

Phone Calls

In order to keep class interruptions to a minimum, phone calls to teachers during the school day will be transferred to voicemail. Calls may be returned during free time or after school. For phone calls to students, a message will be taken to the student.

Vegetarian Hot Lunch

Daily lunches are available from our commercial kitchen. You may purchase a 3-meal ticket or a 10-meal ticket and charge it to your account. Single meal tickets are not available. Menus are published on the website. Milk, juice, and water are also available for purchase.

Home and School

We have an active Home and School organization (similar to parent/teacher organizations in other schools), and parents are encouraged to be involved. There are optional fundraisers throughout the school year that help support teachers in their classrooms, purchase equipment that benefits students and teachers, and improve the facilities.

Library

Our library is staffed by a part-time librarian. All library holdings are catalogued online. In addition to a complete reference section, students are welcome to browse a wide selection of current periodicals. Younger students have a story time in the library. Fees for late, missing, or damaged books will be charged two times a year. Missing books will be charged to the student's account. Thirty days will be given post-billing to allow for credit to be given to a student account if the book is found and returned within the 30-day period. After the 30-day post billing period, books will not be able to be returned for credit.

Field Trips

Each class is encouraged to take field trips throughout the year. These trips provide enriched experiences for each student and are planned as part of the regular school curriculum.

Permission slips and information regarding the field trip will be sent home with the student. The permission slip needs to be signed and returned to the teacher before the field trip takes place or the child will not be able to attend.

Buena Vista abides by the Washington State Child Restraint Law that states children less than eight years old must be restrained in child restraint systems, unless the child is four feet nine inches or taller. A child who is eight years old or older, or four feet nine inches or taller, must be properly restrained with the motor vehicle's safety belt or an appropriately fitting child restraint system. Children under thirteen years old must be transported in rear seats where it is practical to do so.

Students are required to wear the approved field trip attire.

International Student Program

This school is authorized under Federal law to enroll nonimmigrant students. Currently, Buena Vista works with the Washington International Student Exchange program to facilitate student acceptance and placement at Buena Vista.

Home School Program

Home school students can register to participate in BV activities for a fee. The fee is determined by the activities parents choose for their child, i.e. ITBS testing, music class, P.E., field trips, assemblies, etc.

Background Screening

We value and depend on our parents for classroom assistance and field trip transportation. We want to be certain we have taken every precaution for the safety and well-being of each child. For this reason, the Washington Conference requires all volunteers to submit a background screening. If you choose to drive any students other than your own for school functions, you must carry proper insurance, have a safe driving record, and have no criminal record. The screening is valid for three years. If you want to volunteer, you are encouraged to start the application process right away. Thank you for your cooperation.

Mandated Reporting

Mandated reporters are people who have regular contact with vulnerable people, such as children, disabled persons, and senior citizens. They are, therefore, legally required to ensure a report is made when abuse is observed or suspected. The abuse that must be reported may include neglect, physical, sexual, or other types of abuse. The staff at Buena Vista are mandated reporters and will file a report if abuse of a student is observed or suspected.

Problem-Solving Conferences

Events may take place that causes a parent concern. It may involve a student or a teacher. Parents are urged to follow Biblical principles of Matthew 18:15-19 for resolution:

1. Discuss the issue with the teacher.
2. Make an appointment with the principal and the teacher (and possibly another family if the issue involves another student).
3. Discuss with the School Board Chairperson.
4. Contact the Superintendent of Education of the Washington Conference of Seventh-day Adventists.

Administering Medications

In order to administer medication at school, whether prescription or over-the-counter drugs (including Tylenol or cough drops), state law and school policy requires:

1. Written instructions from the doctor or dentist.
2. Written permission from the parent.
3. Medication in the original container.
4. The permission and instructions are good for only one school year.
5. Medications that need to be carried by the student, such as an inhaler or EpiPen, must be

specifically ordered by the physician (i.e. “student is to carry inhaler at all times”).

The doctor or dentist must include the name of the medication, the dosage, the possible risks, and the reason the medication needs to be given at school. Often the provider can adjust dosage times so medications need not be given during school hours. This requirement applies to all forms of medications, including over-the-counter preparations.

The parent must include a note requesting that the medication be given at school. There are forms in the school office, or a simple note will be accepted. If you are unable to obtain a note signed by the doctor, you must come to the school office and personally administer the medication to your student. Any medication *must* come in the original container with the child’s name clearly printed on it. All medication must be kept in the office unless the doctor gives specific instructions that it be with the student. Students are not allowed to self-medicate unless a doctor gives specific instructions (ie EpiPen, inhaler).

Medical Emergency Procedures

If the student has a history of a severe allergic reaction, it is highly recommended that the student have an EpiPen at school with the necessary paperwork from your health care provider in place.

In the event your student experiences an allergic reaction (i.e. bee sting, insect bit, food, medication) at school or on a field trip, school personnel will respond in the following manner:

1. The student’s condition will immediately be evaluated and first aid care given as needed.
2. If indicated, 911 will be called.
3. Parents will be notified.
4. If the parent/guardian or emergency contacts are not available for consultation and if immediate observation or treatment is urgent (in the judgment of school authorities or emergency personnel), your student will be transported by ambulance to the nearest hospital emergency room.

Please contact the Buena Vista office if you have questions regarding this or any other health concern.

Parents/Visitors

We welcome all parents and visitors to our school and classrooms. For the safety of our students and staff, the front door will be locked at 8:30am, and visitors will need to ring the doorbell for admittance. Doors will be unlocked 15 minutes prior to dismissal. During this time, the doors are only to be opened by office staff. We ask the following procedures to be upheld for the safety of the students:

- A visitor’s pass is required. All visitors must sign in to the office before entering the halls or classrooms.
- Messages and items to be delivered can be left in the office for teachers and students. They will be delivered during classroom breaks.
- Appointments to visit a classroom should be made in advance with the teacher involved. Conferences and discussions with teachers should take place at arranged times.

Bicycles

Bicycles should be locked immediately upon arriving at school and should remain locked until it is time to go home. King County law requires all bicycle riders to wear helmets.

Roller Blades/Skateboards/Wheeled Shoes

Roller skates/blades, skateboards, hoverboards, and wheeled shoes are not to be used at school.

Asbestos

Federal law requires a public announcement be given to school patrons regarding any asbestos material in the school. Buena Vista Seventh-day Adventist School has been checked by a certified asbestos technician. The report is in the school office and is available to those wishing to see it.

The asbestos in Buena Vista is non-friable or has been properly sealed to eliminate a hazard to anyone. Conditions are checked at periodic intervals to ascertain any changes.

Non-Published Regulations

All regulations adopted during the year and announced to the students are incorporated into this handbook. This handbook does not contractually bind Buena Vista and is subject to change without notice by decision of Buena Vista's governing body.