

**SKY VALLEY
ADVENTIST SCHOOL**

**STUDENT
HANDBOOK**

2020
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Mission Statement

Our mission at Sky Valley Adventist School is to:

- Daily show the love of God in action
- Accept and support each other unconditionally
- Be a positive influence in our community
- Partner with parents to educate each child academically, socially, physically, and spiritually for a productive life in this world, and for a future life in Heaven.

Philosophy

Sky Valley Adventist School recognizes Christ as the Master Teacher and Educator. His word, the Bible, is our source for guidance in teaching children. Through the principles found in the Bible, we can educate children to grow as the master Himself grew: “in wisdom, in stature, and in favor with God and man.” Luke 2:52. We seek to teach the children how to have a personal relationship with Jesus, how to take care of their physical bodies, how to get along with the people around them, and how to achieve the highest academic level possible for each student.

Vision

We believe that a Christian environment provides a safe place to develop life-skills and decision-making abilities based on the transforming power of a personal relationship with God. Through loving God and committing our lives to Him, we are better able to love and serve our fellow human beings. God, as our creator, has a plan for each of our lives, and has redeemed each of us at great personal sacrifice. Christian education should aim to enable each student to realize and achieve all that God has planned for his or her life.

Purpose

This handbook has been written to help explain the goals, policies and regulations of Sky Valley Adventist School and to define the responsibilities of the staff, students and parents. These policies have been established to help ensure the safety and best possible education for our children. Each student’s success is further linked to a partnership between the school and the parents and child. We support your interest and involvement at the school and encourage you to assist in whatever ways you are able.

Contact Information

Principal

Melissa Hammond
melissa@skyvalleyschool.org

Address

200 Academy Way
Monroe WA 98272

Phone

(360) 794-7655

Non-Discriminatory Statement

Sky Valley Adventist School admits students of any race, religion, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. It is understood that each accepted student agrees to support the Christian philosophy of the school and abide by the rules and regulations of the school.

Accreditation

Sky Valley Adventist School is operated by the constituency of the Monroe and Startup Seventh-day Adventist Churches. The school board, elected by the churches, is charged with the school's administration. The school meets the requirements for accreditation by the Department of Education of the North Pacific Union Conference of the Seventh-day Adventists and approval by the State of Washington.

General Information

School Hours

8:15 AM to 3:15 PM Monday-Thursday

8:15 AM to 12:00 PM on Friday

Minimum Days/Half Days- School Dismissed at 12:00 PM

Students should arrive no earlier than 8:00 AM, and are to leave the school grounds promptly after dismissal (no later than 3:30 PM Monday-Thursday, 12:15 on Fridays.)

Starting 15 minutes after dismissal, students still on campus whose rides have not yet arrived, or whose parents have not made temporary emergency arrangements, **will be charged for after-hours supervision**. The charge of \$15.00 per half-hour, or fraction thereof per student, will be added to the monthly statement.

Any exceptions to this rule parents must make prior arrangements with the classroom teacher and the school administration.

Admission and Registration Procedures

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
- Handbook acknowledgment
- Copy of Individualized Education Plan (IEP) or Accommodations (if applicable)

Note: In order to maintain the vital link of communication between the school, parents, and students at all times, the administration must have up-to-date information. If a family moves during the school year, or has a change of phone number or e-mail, parents should provide the school with the new address, phone number, or e-mail address immediately.

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

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.

Medical Requirements

Washington State law requires that all students entering school for the first time have a physical examination from a doctor. Effective July 28th, 2019 Washington state law requires that all children attending school submit a completed Washington State Certificate of Immunization Status or a Medical Exemption certificate signed by a licensed medical professional to the school where they are enrolling. These documents must be submitted before the child begins to attend school. 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)

Financial Information

All parents are expected to read the school's Financial Policy at the time of registration and agree to accept responsibility for meeting the obligations stipulated in the Financial Policy as a condition of acceptance of their child.

The school is financially supported by several sources of income:

- A subsidy from the Washington Conference of Seventh-day Adventists.
- A subsidy from each church belonging to Sky Valley Seventh-day Adventist School Constituency-Monroe and Startup.
- Tuition paid by parents or guardians and/or friends of the students.
- Gifts and endowments given to the school.
- Worthy student funds provided by the churches.

Because members of local constituent churches are already supporting Sky Valley Adventist School through their church offerings and their support of the Washington Conference, they pay a discounted rate. Members of the community at large pay the full tuition rates.

All students must pay the non-refundable registration fee of \$200. This fee is due by August 1. The registration fee helps to cover the cost of textbooks, student insurance, yearbook, and other supplies.

2020-2021 Yearly Tuition Rates			
	One Student	Two Student	Three Students
Constituent Family	\$ 3,500	\$ 6,750	\$ 9,750
Full Tuition	\$ 4,000	\$ 7,750	\$ 11,250

Payment Plan Options

1. 10 month option – The registration fee is paid by August 1st with tuition payments spread out in 10 equal payments, August through May. Payment is due by the 10th of each month. The first of the 10 monthly payments are due on August 10. The first month's tuition for students that register on the designated August registration date must be paid in full at the time of registration.
2. Payment in full – Registration fee and full tuition are paid by September 1.

Discounts

Tuition and previous account balances paid in full prior to the start of school will receive a 3% discount.

A Family Discount rate of \$25 a month (for 10 months) per child is available for each student who has a sibling enrolled.

An early registration discount of \$50 per child will apply for applications completed prior to June 1st.

Unpaid Accounts

All outstanding accounts with Sky Valley Adventist School must be paid in full, or satisfactory arrangements made with the Finance Committee before registration will be considered complete and acceptance can be approved. Final grade reports and transcripts of the student's work may not be released until all financial obligations are paid in full. Diplomas are awarded to eighth grade students only when their family account is paid in full.

Withdrawal

We are currently exploring credit card payment options. If and when they become available an additional service fee will apply.

Financial Assistance

Parents needing to apply for financial assistance should direct their requests to the principal or school board. All applications should be made in June in order for the requests to be considered for the following school year.

School Policies

All policies found in the school handbook, or any additional regulations adopted by the school board or the staff and announced during the school year, are to be considered binding on all students at this school with equal effects as the policies listed in this handbook. Any policy changes will be printed and communicated to all school families.

Attendance Policy

Promptness and regularity of school attendance are a vital part of education and preparation for work, personal, and social life. A poor attendance record might well be an indicator of deficiencies in such areas as attitude, motivation, goal structure, and commitment.

A student who misses 8 days or more per semester may not receive credit for that grade. Each case beyond the 8-day limit will be reviewed for the particular circumstances. Below are lists of suggested (but not exhaustive) guidelines for review criteria:

Excused Absences

Personal illness or injury

Verified and unavoidable medical or dental appointments during school hours (The student must bring a signed note from the doctors.)

Illness in the immediate family, which requires the student's presence

4. Death in the family

Pre-planned absences must have prior approval from the teacher

A. Arrangements must be made with the teacher in advance of pre-planned absence to complete the work to be missed
An absence may be excused by a note or phone call of explanation from an authorized person on the day of the absence.

Unexcused Absences

Absences for anything other than previously stated reasons will be considered unexcused.

Parents should note that if a student accumulates four (4) unexcused absences the situation will be considered by the administration, in counsel with the teacher.

Reporting Absences

When a student is going to be absent, the parents should notify the school within 15 minutes after the start of the school day. If parents have not notified the school by phone, students must bring a written excuse to the teacher upon returning to school after an absence.

Tardiness

It is important that students always be on time to school. By being prompt, the student is demonstrating self-discipline and responsibility. Self-discipline in this area is not only important for proper academic achievement, it is essential for the development of personal habits that are characteristic of success and good citizenship in every walk of life. Each student is expected to be in the classroom ready to begin the day at 8:15 a.m. Students arriving at 8:20 a.m. or later will be marked tardy for that day.

Care of School Property

Any student involved directly or indirectly in damaging, destroying, or mutilating school property or the property of any individual will be liable for the cost of replacement, or necessary repairs and/or disciplinary action. This includes (except in emergency) entering or leaving the building by means other than a doorway. This also includes marking in or damaging textbooks or library books.

Electronic Devices

All electronic devices (i.e. Cell phones, iPods, iPads, laptops 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. Sky Valley Adventist School suggests that the student rather than the parent pays the fine.

Computer, E-mail, and Internet Access

Sky Valley Adventist School offers students an opportunity to use the computers and Internet at school. Students are expected to use them only for educational purposes approved by Sky Valley Adventist School. This use is a privilege, not a right, and students may be subject to discipline for misuse. Each student is asked to sign a "Acceptable Use Policy" contract regarding computer care and use. Parents are also asked to sign the form to give permission for Internet use.

Emergency School Closure/Delayed Start Information

In the event of extreme weather conditions or other emergencies, information concerning possible school closure or delayed start may be obtained by listening to the radio or watching television. We do not put our specific school on the radio or television. We follow the Monroe School District (sometimes Sultan as well depending on the number of students from Sultan/Gold Bar). In the event of a natural disaster, the parents will be requested to pick up their children at school as conditions allow.

Things to Leave at Home

Students should not bring the following:

- Playing and trading cards
- Electronic games, tablets, or toys
- Energy Drinks
- Roller skates/blades, skateboards, hoverboards, and wheeled shoes
- 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.
- Students should not bring anything **distracting, annoying, or potentially dangerous** to anyone.

Teachers may make exceptions to some items for Show and Tell days.

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. Sky Valley Adventist School 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, therefore, the goal of Sky Valley Adventist School'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.

General Standards

Monday-Thursday follows a Unified Dress code. (See Appendix A for Examples)

Unified Dress Code Requirements:

- Tops - Collared shirts with no picture or words
- Bottoms - Long pants, capris, jumpers, shorts, skirts (with leggings or shorts underneath)
- Students will keep their hair neat and clean.
- Jeans and Sweats are not allowed
- Only closed toed shoes – no flip flops or sandals are allowed

Shoes

- All shoes must be tied at all times so they do not fall off when running or kicking
- All shoes must have a back strap

The following are not allowed:

- 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.
Note: These guidelines also apply to graphics on backpacks, lunch boxes, water bottles and all other school supplies.
- Cosmetics that go beyond the natural appearance should not be worn.
- Jewelry is not permitted.
- Hats, caps, and hoods are not to be worn in the school building.

Lunch Policy

Students provide their own lunches, unless there is a day when hot lunch is provided for a fee. Eating is allowed only at specified periods.

Telephone Use

A student must have the teacher's permission to call out on a school telephone. Teachers and students may be contacted after school hours. During school hours, a message will be taken and relayed to the recipient.

Transportation

Parents are responsible for arranging travel for their children to and from school. If arrangements have been made with another parent, or adult, please make sure your child and the teacher know who they are to ride with, and a note has been given to your child's teacher.

Visitors

Parents and interested constituents are encouraged to visit the school. Prior arrangements for such visits would be appreciated. All visitors should check in with their child's teacher or the principal upon arrival. Also, all visitors must abide by all school rules.

Parent-Teacher Conferences

Parent-teacher conferences will be held at the end of the first quarter, and at the end of the third quarter by appointment. Parents are required to attend the conference at the end of the first quarter. Teachers are also available by appointment for conferences with parents as the need arises throughout the year.

P.E., Recesses, and Outside Activities

Students are required to participate in regular recess and/or P.E. activities each day. If a student is injured and cannot participate, a doctor's note is required for a student to be completely excused from PE. Students with minor injuries can participate as their injury allows.

Field Trips

Written permission, signed by the parent/guardian must be on file with the teacher before the student will be permitted to participate in field trips. Attendance on field trips is required as these count as official days of school.

Home and School Association

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.

Bicycle Policy

Bicycles should be locked immediately upon arriving at school and should remain locked until it is time to go home. Snohomish County law requires all bicycle riders to wear helmets. The school cannot assume the responsibility for bicycles stolen or taken without permission.

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 guns, crossbows, explosive devices (including fireworks), slingshots, 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.

Harassment Policy

Sky Valley Adventist School does not tolerate any form of harassment and will take appropriate corrective action to terminate the harassment and prevent its recurrence. Harassment of others will result in appropriate disciplinary action, expulsion from the school or referrals to law enforcement for further investigation. This policy also prohibits retaliation of any kind against any employee or student bringing a complaint or assisting in the investigation of a complaint.

Supervision

Students should not be on campus unless attended by staff members or other supervisory personnel. Students and guests 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.

Security Cameras

The school board supports the use of video cameras throughout the school campus for the purpose of enhancing school situational awareness 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.

Administration of Medication

All medication regardless of prescription or non-prescription must be pre-coordinated with the classroom teacher or principal. Students may not store or carry medications, including cough drops.

Medications must:

- Be in original packaging
- Be accompanied by a medication permission slip and release form (These can be obtained by talking with your child's teacher)
- Be stored in a locked medication storage box when at school

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 Sky Valley Adventist School are mandated reporters and will file a report if abuse of a student is observed or suspected.

Basic Standards

Seventh-day Adventists operate their schools in a distinctive manner. Cooperation between students, parents, teachers, and administration is expected. Some basic standards are essential in order to have an effective Christian educational program.

Students are expected to observe these regulations and standards at any time they are on the school premises, under school supervision, or at a school program.

Serious discipline, or immediate suspension, or expulsion from school could result from even the first offense of any of the rules and policies.

Other inappropriate activities, actions, or behaviors, whether written in the Student Handbook or not may be deemed cause for serious disciplinary action by a consensus of the faculty and staff.

Disciplinary Authority

All teachers, administrators, and adults acting in a supervisory capacity have authority over all students and must be obeyed (unless they asked the student to do something against the law). A teacher (or other supervisor) who notes a disciplinary violation by a student in his or her class, or in another class, will intervene to stop the incorrect behavior.

When a teacher or supervisor sees a student violating the school rules, he or she may document the incident. A record of the incident may be kept as a permanent record in the office.

If the behavior problems continue, involvement may include the parents, principal, and/or the School Board.

Privacy and Parent Interaction Policy

Parents are viewed as ultimately being responsible for the education and spiritual development of their children. By placing their children in Sky Valley, they agree to accept and abide by the policies and procedures established by the school. If you have any questions regarding any aspect of the school that pertains to your child, please contact your child's teacher or principal. Unanswered ambiguities or questions can lead to misunderstandings, rumors, or erroneous conclusions. It is in everyone's best interest not to leave questions or issues unanswered. It is important to create an atmosphere of trust and individual accountability.

Parents and students are responsible for using common sense, ethical standards, and good manners in conversations, parent/teacher conferences, online, and texting. It is expected that these forms of communication should only focus on your child.

Permission is given to only post pictures from school functions on the school's website and Facebook. Please post pictures of your own children on your personal Facebook page. Feel free to give your school photos to the teachers if you want them shared.

We treasure the family atmosphere and need to be aware of complications that can arise. By virtue of identifying yourself as a Sky Valley employee, student, or parent, you are now connected to the school community. Use these connections wisely and well.

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:

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

Asbestos

Sky Valley Adventist School has some floor tiles (most are covered by carpet) that contain non-friable asbestos, which represents no health hazard to anyone in the building. There are semi-annual inspections of these areas to keep Sky Valley Adventist School in compliance with the Federal asbestos requirements.

Appendix A: Examples of Dress Code

Walmart, Target, Old Navy, and Fred Meyer carry good school clothes at great prices.

