



School Handbook 2019-2020

Meadow Glade Adventist Elementary School

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18717 NE 109th Ave.,
Vancouver, WA 98604



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Accredited by the
Seventh-day Adventist Schools Accrediting Association

A member of the
National Council for Private School Accreditation

Approved by the
Superintendent of Public Instruction,
State of Washington

Revised 8/29/2019

MGAES | 2019-2020 CALENDAR

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Notice: This calendar is subject to change by action of the local school board, and the direction of the K-12 Board of Education of the Oregon Conference of Seventh-day Adventists. *Tentative start date for winter sports may be 01/08 or 01/22. Look for more information in 2019-2020 school year. Winter sports early release days subject to change.

18717 NE 109th Ave
Battle Ground, WA 98604

info@mgaes.org

www.mgaes.org

Phone: 360-687-5121
Fax: 360-326-2357

FACULTY AND STAFF CONTACTS School Phone: 360-687-5121

Principal	Ric Peinado	ext. 2223	rpeinado@mgaes.org
Business Manager	Jessica Minden	ext. 2224	jminden@mgaes.org
Office Manager	Tina Heinrich	ext. 2221	theinrich@mgaes.org
Adm. Assistant	Bette Wheeling	ext. 2226	bwheeling@mgaes.org
Kindergarten	Brenda Bolden	ext. 2236	bbolden@mgaes.org
First/Second	Julie Jones	ext. 2234	jjones@mgaes.org
	Janet Rich	ext. 2235	jrich@mgaes.org
	Kiley Thompson	ext. 2237	kthompson@mgaes.org
Third/Fourth	Dana Hulse	ext. 2229	dhulse@mgaes.org
	Krista Patchin	ext. 2228	kpatchin@mgaes.org
	Bridget Whitehead	ext. 2230	bwhitehead@mgaes.org
Fifth/Sixth	Kaylie Ackerman	Ext. 2243	kackerman@mgaes.org
	Malaika Childers	ext. 2238	mchilders@mgaes.org
	Crystal Wallace	ext. 2239	cwallace@mgaes.org
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	Rob McNabb	ext. 2242	rmcnabb@mgaes.org
	Jan Shearer	ext. 2240	jshearer@mgaes.org
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	Priscilla Guardado	ext. 2222	pgrardado@mgaes.org
	Connie Jackson	ext. 2222	cjackson@mgaes.org
	Heidi Nelson	ext. 2222	hnelson@mgaes.org
	Daina Rogers	ext. 2222	drogers@mgaes.org
Maint/Transportation	Brad Dietrich		maintenance@caaschool.org
	Shawn Twing		maintenance@caaschool.org
	Ray Wheeling		rwheeling@mgaes.org
Transportation	Lily Dail		ldail@mgaes.org
Food Service	Gail Spreadborough		aingail6@gmail.com
Home & School	Renee Aitchison		Erwin.renee@gmail.com
Board Chair	Lisa Haberthur		haberthur@gmail.com
Kid Zone	Megan Nicholas	ext. 2231	mnicholas@mgaes.org
	Rebecca Swanston	ext. 2231	rswanston@mgaes.org

Purpose Statement

The primary purpose of Meadow Glade Adventist Elementary School is to prepare young people who:

- Function effectively as Christians by being committed to service in a secular world.
- Accept in practice and sentiment the mind and will of God as revealed in His word.
- Think creatively and not merely reflect the thoughts of others.
- Possess the knowledge and skills to succeed at the secondary level of their education.
- Are prepared for this life and for eternity.

We do this in fulfillment of our motto, mission, vision, and values.

Our Motto & Mission

We Learn, We Serve, We Love by living out our mission each day by inspiring all God’s children to walk with Jesus and equip them with skills they need for this life and eternity.

Our Vision

To renew the image of God in our children.

Our Values

In support of our purpose, vision, and mission we are committed to:

- Creating a positive, caring environment where Christian love and virtue are taught by instruction and by example.
- Integrating the Bible into all areas of the curriculum and providing regular opportunities for Christian service.
- Upholding the distinct philosophies of the Seventh-day Adventist Church.
- Respecting young people as unique individuals and challenging each student spiritually, mentally, physically, and socially.
- Assisting young people in accepting responsibility for their own learning and actions.
- Promoting a stimulating environment for the development of lifelong learners.
- Maintaining close contact with parents, the church constituency, and the community.

Welcome To Our School Family

Meadow Glade Adventist Elementary School welcomes you to our learning community. MGAES ensures that our faculty and students commit to providing a space with everyone doing their part that addresses the academic, spiritual, physical, social, and emotional needs in a safe and engaging environment for a productive and great school year.

Our promise to you is:

- We love kids-all shapes, sizes, and personalities! We want our school to be a happy place for you!
- God made you the unique person you are today and we want you to feel good about yourself.
- Our goals are to help you know God personally, recognize specific things you do well, learn to do the very best work you can, and help you grow in respect for all persons and things around you.
- We believe the foundation of a school is respect.
- MGAES faculty and staff strive to model respect by supporting each other and each of the students.
- We plan to create for you a warm and supportive climate where you can learn to make your "best" choices. We will set clear, specific limits with follow-up consequences. Our desire is for you to become a self-manager.

Our Student Code of Conduct can be summarized in the following: Our students will be respectful, responsible, safe, and honest.

- Students will be respectful of people, the learning environment, and the property of others by
 - Being prepared and having materials ready when class begins.
 - By not bringing items to school which distract from the learning process.
 - By not bringing music and/or video players, electronic games, digital cameras, or other electronic media devices to school unless specifically authorized by a teacher.
 - By not using a cell phone during school hours, including lunch time, and will keep cell phone in off mode while stored in backpack or secured in locker.
- Students will show responsibility by
 - Following school policies and procedures.
 - Coming to school each day on time.
 - Working hard to do their best in class and with homework.
 - Helping keep their school safe.
 - Asking for help when they need it.
 - Showing respect and cooperation for other students and adults.
 - Sharing concerns with staff (If you see something, say something).
- Students will support a safe school environment and
 - Will actively protect the physical, mental, emotional, and spiritual safety of others.
 - Because of safety and insurance considerations, understand that roller blades, skateboards, roller skates, or items with wheels are not to be used on school property.
 - Will not leave campus during the formal school day without getting permission and signing out and will remain within designated areas from the time they are dropped off until the time they are picked up.
 - Will not bring weapons such as, but not limited to: knives, firearms, or explosives knowing that possession of these items at school or at school-sponsored activities may result in dismissal.
- Students will demonstrate honesty through integrity and using only positive words.

MGAES reserves the right to search lockers, personal belongings, and students for objects or material deemed non-compliant with school's policies, or which threaten the safety of other students. Confiscated property may be returned at the discretion of the school administration or turned over to the police department. Students found to be in possession of prohibited or illegal items or substances will face school disciplinary action, arrest, and/or prosecution (see page 18).

The school also reserves the right to ask students to unlock their electronic devices or phones so it may conduct a search to determine whether the student has violated the code of conduct. This search will be performed in the student's presence. The student may request to have a parent present. If the student refuses to unlock their device, the school may choose to retain the device until such time as the student and/or their parents agree to participate in the search. If the student and/or parents refuse to agree, then the school will engage in Conflict Resolution as provided for on Page 9.

However, the school reserves the right to use its discretion to take other interim measures, consistent with school policy, regarding the student to protect the health, emotional well-being, and learning environment of the school and all of our students. As with all disciplinary actions, our mission and purpose is to engage in redemptive discipline.

Admissions & Enrollment

All Seventh-day Adventist Schools in the North Pacific Union Conference, including Meadow Glade Adventist Elementary School, admit students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at the school and make no discrimination on the basis of race, color, ethnic background, country of origin, or sex in the administration of education polices, applications for admission, scholarship programs, and extracurricular programs.

ADMISSION QUALIFICATIONS

MGAES welcomes any young person who desires a Christ-centered education. As a Seventh-day Adventist Christian school, high moral principles and respect for God and others are expected from all who attend. Students should realize that when they present themselves for admission to MGAES they, thereby, willingly pledge to observe the regulations and uphold the Christian principles upon which the school is founded. Behavior contrary to this qualification will forfeit a student's privilege to attend.

AGE OF ADMISSION

A student may enter kindergarten if he/she reaches the age of five on or before August 31 of the current school year. To enter first grade, the child must be six years of age on or before August 31.

ENROLLMENT PRIORITY

- All returning families who are presently enrolled at Meadow Glade Adventist Elementary School and who are current on their account will be given first priority for enrollment for the succeeding school year. Completed online re-enrollment (including a registration fee) are required to guarantee a student's placement.
- Secondary priority will be given to current families with siblings who are not yet attending MGAES.
- Seventh-day Adventist families who are currently not attending MGAES.
- Other community students.

GRADUATION REQUIREMENTS

Students that have not completed all of the requirements for 8th grade graduation or are

involved in major disciplinary actions may place their participation in the graduation exercise in jeopardy.

Graduation requirements include:

- Successfully completing the required courses as outlined by the Education department of the Oregon Conference of Seventh-day Adventists and its parent organization the North Pacific Union Conference.
- Families who have questions regarding graduation requirements may request a copy of the NPUC policy from school administration.

HOME SCHOOL STUDENTS

Meadow Glade Adventist Elementary School honors and values home school education. The school wishes to provide opportunities to enrich the home schooler's education through participation in various activities. In order to participate, home school students must meet entrance qualifications, notify their intent to enroll the March prior to the new school year, enroll as a student and pay fees.

PHYSICAL EXAMINATIONS

A complete medical examination for all new students and those entering grades K, 4, and 7 are required by law.

Immunizations: In order to comply with state law, each student must either be:

- Fully immunized as required, with complete Washington State Certification on file;
- In the process of receiving immunizations; or
- Exempt from immunizations. (See Health Policy Handout for all specific requirements).

PROVISIONAL ACCEPTANCE

All accepted students are under a probationary period. Records from the previous school must be received and continuous review of the student's progress will be conducted during that period. Final action on all applications for admission is subject to review by the faculty and administration.

REGISTRATION PROCEDURES

NEW STUDENTS

There is a \$50 application fee. You may apply online at www.mgaes.org. Once you have filled out the online application you will receive email communication from our office with how to proceed with enrollment.

You also need to bring/complete:

- Birth Certificate
- Immunization Record (will need to be completed on the state form) Certificate of Immunization
- Current physical with a completed Physical Exam Form
- Records request-Request for Transfer
- 5th Grade and above: placement test (completed in our office)
- Interview with the principal, Mr. Peinado

TRANSFERS

A child transferring from another school will be required to present records from the last school attended including grade placement. Students without transcripts will be tested to ascertain grade level. Transfer students need to have a satisfactory citizenship history.

Athletics Program

INTERSCHOLASTIC SPORTS PROGRAM

An after-school sports program is available during certain times of the year for students in the different grade levels. Activities include basketball, soccer and volleyball. Participation in some of these programs will require the payment of additional fees. It is important to remember that participation is a privilege and not a right. Any grade below a C- or any missing work may hinder a student's participation. Also, poor citizenship will hinder participation. The sports program at MGAES is designed to develop sportsmanship, build school spirit, and build self-confidence. It is designated for 6th-8th grade students. We offer a competitive program in the middle grades (grades 6-8) and a participatory program for grades 1-6 where possible, which accommodates any student who has the desire to participate. MGAES is a member of the Metro Christian League, which involves 30 other Christian schools as well as the Adventist Basketball League.

PHYSICAL EDUCATION DRESS CODE

Grades K-8 participate in daily PE classes. PE grades depend on participation, wearing the designated uniform, and a positive attitude which contributes to the program.

Each student in 5-8 will receive a school issued PE uniform shirt. This cost will be charged to the student's account (if they don't already have one). All students are expected to wear appropriate athletic-type shorts or sweats, socks, and athletic shoes to participate in PE class. (See page 18)

General School Information

SCHOOL HOURS

School begins at 8:30 a.m. and ends at 3:10 p.m. for bus riders and 3:15 p.m. for all others, Monday - Thursday. On Fridays, school ends at 2:00 p.m. for bus riders and for all others 2:05 p.m. Early dismissal is at 12:30 for bus students and 12:35 for all others.

ARRIVING BEFORE AND AFTER SCHOOL BEGINS

Students need to be at school on time; however, if a student arrives at school after 8:30, please send them to the office for a tardy slip before going to class.

EXTENDED CARE

Extended care is available for MGAES students. Kid Zone opens at 7:00 a.m. and closes at 6:00 p.m. (4:00 p.m. on Fridays).

If a student arrives at MGAES before 8:20 a.m. they need to go to Kid Zone in the old gymnasium. Kid Zone begins at 7:00 a.m. and ends at 8:20 a.m., but there are no charges after 8:10 a.m. If a student is still on the school grounds after 3:25 p.m. (2:15 p.m. on Fridays) they must be in Kid Zone. Only people that are on a student's Pick-up List will be allowed to pick them up from Kid Zone. Exceptions to this rule must be arranged with the office and communicated to Kid Zone prior to the end of the school day, no later than 2:30 p.m. For emergencies after school hours, please contact Kid Zone at the number listed in the directory.

BILLING INFORMATION: The charge for Kid Zone is \$4.00 per hour and will be billed a minimum of one hour and in hourly increments. Students picked up after closing time will be charged a \$10.00 fee per half hour and billed in 30-minute increments.

Parents will be billed once per month with regular tuition billing.

ACADEMIC DISHONESTY

Because optimum learning occurs only when each student does his/her own work, MGAES places a strong emphasis upon academic honesty and integrity. Plagiarism is a form of academic dishonesty in which a person intentionally or unintentionally claims another person's words and ideas without giving credit to the original source. Plagiarism includes: Using, borrowing, lending, or copying anyone else's words, ideas, or information in an assignment, without giving proper credit to the original author or turning in work that has been submitted for credit in any other class without prior approval from both teachers. To avoid plagiarism, give proper credit for the use of any words, ideas, or information not directly your own.

Cheating includes engaging in behavior whereby a student fails to do his/her own work. This includes both the giving and receiving of unauthorized assistance or the use of sources that violate established principles of academic integrity.

Parents will be notified for students who cheat or plagiarize. Students may be referred for disciplinary action and may fail the assignment, test, or project at teachers' discretion (see page 16).

CONFLICT RESOLUTION

Because communication sometimes breaks down and can result in misunderstandings, we hope that the following steps, based on Matthew 18, will help resolve any problems between students, families, and the staff at our school. As we work together, it is hoped that all of the individuals involved will approach the conflict resolution process with Christian courtesy and a focus on resolving the problem.

Level One:

The student and the teacher should discuss the issues that appear to be causing a conflict. The parent or teacher should encourage discussion at this level. The parent and teacher should schedule a time to talk about the issue that is concerning them. Parents should not approach teachers during the

school day unless prior arrangements have been made.

Level Two:

If the concern remains unresolved, then a conference with the parent, teacher, and principal should be scheduled. In certain extreme situations, Levels One and Two may be bypassed.

Level Three:

When there is evidence that the problem has still not been resolved, then another parent/teacher/principal conference will be held with the problem area stated in written form. Only first-hand information, which affects the current year and affects the individuals involved should be considered. The student may or may not be present at this level. If the problem has still not been resolved to the satisfaction of all the parties, an individual may request that the principal schedule a meeting with the Chair of the School Board and an ad hoc Conflict Resolution Committee. The request to meet with this committee needs to be in writing and should outline the problem along with the previous steps taken.

The intent of this policy is to assist parents, teachers, and students in resolving redemptive discipline problems and concerns quickly in order to avoid the negative consequences of poor communication (see page 16).

CUSTODY ISSUES

If there are any custody orders or restrictions regarding your family that impacts your student in this school please inform us and provide copies of appropriate legal documentation.

FACULTY WORSHIP

Because the faculty worship period is a vital part of our school's program, we encourage all patrons to please refrain from calling or interrupting during this time period from 7:45 to 8:00am.

SCHOOL PROGRAMS

We encourage parents to attend school programs that are held outside regular school hours. Students who attend school programs must be accompanied by their parents or an adult who is responsible for them. If your child is participating in the program, they are required to attend, unless prior arrangements are made with the teacher.

FIELD TRIPS

Field trips at MGAES are designed to enhance the quality of education offered here at MGAES. They are authorized by the school board and/or the Oregon Conference as an extension of the classroom to contribute to the achievement of the educational goals of the school. The goal of MGAES is the safety of our students while enriching the curriculum set forth by the North American Division of Seventh-day Adventists.

- While on field trips, students are guests and considered ambassadors and representatives of the school. Students must treat employees, chaperones, and guides with respect and courtesy. Parents are notified before the trip concerning the destination, times, and lunch arrangements (if applicable). Board approval is necessary prior to day excursions. Conference approval is necessary for overnight and/or out-of-conference field trips prior to departure.
- Parents accompanying students on a field trip must fill out a "Volunteer Clearance" form. Parents must also sign and adhere to the "Ministry Volunteer Code of Conduct" as part of the volunteer process. Parents who are driving students (other than their own) on a field trip must have on file with the office a copy of their current driver's license, insurance policy, and proof of damage coverage (may request a copy of this policy regarding specific dollar amounts).
- By school policy, siblings of students will not be allowed to go on any field trips.
- To be eligible for day trips at MGAES, a student must be enrolled and in regular attendance as a full-time student at MGAES. To be eligible for overnight field trips, such as Outdoor School or Eighth Grade Class trip, a student must be enrolled and in regular attendance as a full-time student at MGAES no less than four weeks.

INSURANCE

A policy covering student accidents is included in the school fees. Students are covered for injury during school and all school sponsored events. *Limited* secondary coverage for accidents while the student is traveling to and from school and while engaged in a school-sponsored activity is provided. All accidents must be reported to the teacher and the school immediately to qualify for coverage. Should your

child get hurt during school activities, our school provides insurance to help with the cost of medical treatment not covered by insurance you may have. It does not cover items including, but not limited to: glasses, musical instruments, watches, bicycles, clothing, and money. **Parent insurance is always primary.**

MEETING WITH TEACHERS

If you need to schedule a conference with a teacher, please contact the teacher to set a meeting time. The time just before classes begin is not an appropriate time to hold an unscheduled conference. At that time, teachers are greeting the students and preparing for the day's lessons.

PARENT/TEACHER CONFERENCES

At the first and third quarters, parent/teacher conference days are set aside for students in K-8th grades. Parents are expected to keep these appointments in order to receive updated information on the progress of their children. Conferences outside these days may be arranged, as necessary, by contacting the individual teacher and making arrangements.

PERSONAL PROPERTY

Students are discouraged from bringing and leaving valuable personal property on school premises other than normal school supplies. MGAES does not assume liability for personal property loss due to accidents, vandalism, theft, or any other cause. Personal property brought onto school grounds is done so at the owner(s) risk.

PETS ON CAMPUS

With the exception of service animals, animals (including dogs) are not allowed on school grounds. This includes the front waiting areas of campus and all interior and exterior surrounding areas. This policy is not only for the cleanliness of our campus, but also for the safety of our students. This also includes after-school sports and the playground.

PLAYGROUND USAGE

Due to school liability rules, students may not use the playground during non-school hours unless

supervised by a staff member or by an approved volunteer for school sponsored activities.

PRIVATE MUSIC LESSONS

Please refer to policy handouts located in the school office for more information. Payments are arranged through the school financial office.

- Piano lessons during and after the school day at MGAES
- Band (small group and mini private lessons) provided by Kathryn Schaffer
- Violin lessons provided by Chelsey Appel during and after the school day at MGAES

SCHOOL CLOSURES

If it is necessary to close or call a delay for the school day because of weather or emergency condition. We will follow our own school delay and closing times. There are four ways to retrieve information regarding school closures and delays.

- School website
- Email communication with current parent email on file
- Push Notification System(s): ParentAlert via Renweb
- Local area television stations

MGAES will implement an eLearning day for school closure(s) when built-in “snow days” have been used. MGAES will follow Oregon Conference policy regarding implementation for an off- campus school day.

More information about subscribing to our parent notification systems is sent out towards the end of the first and the beginning of the second grading period.

TELEPHONE USE

The school telephone is for the use of school personnel. Students must receive permission from their teacher to use the phone. If a student becomes ill or injured, parents will be notified by the office. Parents may contact their student during the school day by leaving a message with the office.

VISITORS ON CAMPUS

Visitors are required by Board policy to report to the office and secure permission to be on campus. Visitors must wear an identification badge, which allows staff and students to know the office has

approved the visitor’s presence on campus. Visitors are required to check out at the school office upon departure.

VOLUNTEERS

We encourage all parents to volunteer. Please contact the office or your child's teacher to let us know when you are available. It is required by MGAES that all volunteers have a current background check on file. This must be resubmitted two years as required by the Oregon Conference of SDA (our parent corporation). **These background checks must be done before you may volunteer at the school or attend any school trips.**

WITHDRAW POLICY

- A withdraw form must be completed and turned into the office, complete with signatures from teacher, business office and principal.
- If a student withdraws, monies will be refunded as a percentage of the monthly tuition as follows: number of school days that have accumulated within the last month in school divided by the total number of school days within the last month.
- If paid in full then the remaining year will be refunded. If current on account, then the remainder of the month will be refunded.

Finances

Purpose: MGAES must operate on a sound financial basis. The school is dependent upon its patrons and constituent churches for its financial operation. It is imperative that fees are paid on time so that the financial obligations of MGAES may be met. As part of an international private school system, Meadow Glade Adventist Elementary, works with its parent organization and other non-profit partners to provide access to additional subsidies for families who meet the respective organization's criteria for student aid and/or scholarships (see Student Aid below).

PAYMENTS

No student will be readmitted until previous accounts have been paid or prior financial arrangements have been made with the business office.

Eighth grade students are expected to have their accounts settled in full prior to graduation. School records will not be released for any student whose account is in arrears.

STUDENT AID

A variety of sources of financial aid are available for families who qualify. To receive financial aid, families must apply through the FACTS program, a third-party tool used for financial evaluation to determine eligibility. Members of constituent churches may also apply for church subsidies. These subsidies are awarded at each church's discretion, and may be based on factors such as attendance, grades, or timely tuition payments. Contact your church pastor or educational representative for details. Non-constituent churches, including those other than SDA, may also offer financial aid opportunities. We encourage you to inquire.

The link for the school is on its website (<http://www.mgaes.org>). All constituent church members will have their information shared with their local church finance committee, so they may help first, before MGAES will award any financial aid. The parent or guardian is responsible for any scholarship, grant, or student aid that is terminated by its donor.

Financial aid for non-constituent church families will be made directly through the business office at MGAES. Applications should be submitted by June 1 to ensure aid is made available to begin the school year. In addition to church and school aid available, there are additional scholarships/grants available. Please contact the business manager to learn if you are eligible for some of the following: New Member Subsidy, Hispanic Student Scholarship, and Every Child Deserves to Know Christ Grant.

TUITION AND FEES

Each new student who applies will be charged a \$50 non-refundable application fee. All returning students will be charged a reapplication fee of \$40 if they turn all re-application information to the office before the deadline sent out in school communications. Late registration after the established deadline increases to \$50.

Student Aid given by MGAES will be in the form of a scholarship. To maintain his/her scholarship the student agrees to adhere to the requirements of the financial aid contract given. Maintain passing grades, be in regular attendance and follow the student code of conduct including all classroom school rules.

PAYMENT METHODS

Families have two payment options:

- 10-month payment plan. (Ten-month plans are billed from August – May.)
- 12-month payment plan (Twelve month plans are billed from July – June)

Payments may be made by Electronic Fund Transfer (EFT) or credit card unless special arrangements are made with the business office. Those granted financial aid are required to be on the 12-month plan. The total expense for the school year is reflected in 10/12 monthly tuition payments shown below:

MGAES receives a portion of its funding through subsidy received from nine constituent churches. Members of these constituent churches receive a \$1000 yearly scholarship for each enrolled student.

<u>Tuition</u>	<u>10 Month</u>	<u>12 Month</u>	<u>Cost/Year</u>
K-5	\$632.80	\$527.33	\$6,328
6	\$658.80	\$549.00	\$6,588
7-8	\$648.80	\$539.00	\$6,468

DISCOUNTS

Family discount: A 5% discount will be given for each additional child enrolled in MGAES for the school year. This 5% is allocated to the child (ren) that is/are in the lowest grade(s). Payment of the entire year's tuition in advance will give a total discount of 3% after all other discounts are calculated.

WITHDRAW POLICY

- A withdraw form must be completed and turned into the office, complete with signatures from teacher, business office and principal.
- If a student withdraws on or after September 15th, the tuition owed will be pro-rated by dividing the number of weeks the student has attended (rounded up) by the total number of weeks in the school year. Weeks including official breaks (Thanksgiving, Christmas, Spring) are not included. Withdrawals on or after May 15th will not be eligible for any refunds or tuition credit.
- If paid in full then the remaining year will be refunded. If current on account, then the remainder of the month will be refunded.

OTHER CHARGES (shown on statement)

A list of the items in addition to tuition that can show up on a family's statement are listed as follows:

- Bus Ride Fees
- Kid Zone Fees
- Damaged or loss of textbook charges
- Loss of library books
- Insufficient/Chargeback fees

In order for MGAES to maintain adequate financial support for the services it provides, some additional charges are not billed on the family's statement and money is to be sent in before the service is provided. These additional charges include but are not limited to:

- Instrument Rentals
- Private Music Lessons
- Athletic Programs

- Clubs

PROJECTED FEES FOR OTHER PROGRAMS

- Winter Sports: Ski/Snowboard Program (Fee paid directly to Mt. Hood Meadows Ski Resort)
- Kindergarten winter sports
- After- school Sports
- These fees are approximate and are subject to change.

OTHER CHARGES

1. Damage or loss of textbooks: \$50.00 or replacement cost, whichever is greater.
2. Replacement of damaged property that is reported immediately: cost of damaged property.
3. Vandalism: cost of damaged property to repair/replacement.
4. Loss of library books: min. \$10.00 per book or replacement cost of book(s), whichever is greater.
5. A \$25 fee will be charged for checks returned for non-sufficient funds. Cash or money order will be required after two N.S.F. checks.
6. The charge for Kid Zone is \$4.00 per hour, per child and will be billed a minimum of one hour and in hourly increments or part thereof. Students picked up after closing time will be charged a \$10.00 fee per half hour and billed in 30-minute increments. Parents will be billed once per month with regular tuition billing.

School Health & Safety

Meadow Glade Adventist Elementary School takes a proactive approach to ensure a safe learning environment for our students. We have clear expectations for student behavior, and strategies for stopping conflicts or preventing trouble before it occurs. Crisis management plans are in place and teams are trained to respond. We partner with our faculty, the Oregon Conference Office of Education, local law enforcement, and emergency response agencies to implement common-sense safety measures and responses. Most significantly, we are in good stead because our School Board, parents, and community expect our schools to be safe and

work with us to ensure they are. To provide for your child's well-being it is important to tell the school staff about new and changing health problems that can cause learning or safety problems at school. If your child is undergoing special medical treatments, or experiences life-threatening events such as allergic reactions, asthma attacks, diabetic reactions, seizures, or any other serious problems, it is important that the school staff be aware of these conditions and recommended emergency reactions to such symptoms.

ASBESTOS/LEAD

Federal law requires a public announcement to be given to school patrons regarding any asbestos material or lead found in the school. MGAES facilities are inspected annually for asbestos and bi-annually for lead testing. The reports are on file and these documents are available for viewing after a formal request.

The asbestos in the school is checked by a certified Asbestos Inspector on staff and the asbestos 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.

In 2016 lead testing was conducted by school personnel following federal and state guidelines. Samples from various locations, including the Alf Birch Memorial Gymnasium were sent to a state-certified laboratory for analysis. School personnel sampled 43 taps that are commonly used for drinking. All 43 of the taps sampled had results below the recommended level from the Environmental Protection Agency's guidance value for lead in school drinking water of 20 parts per billion (ppb). Any tap that is tested at or above 20 ppb will be immediately taken out of service.

Information about lead testing, including lab results and the asbestos management plan is available for inspection. If you desire to have a personal copy, please notify the main office and it will be supplied to you (a copying fee will be assessed). Our school is committed to protecting student, teacher, and staff

health. If you have questions or concerns please contact 360-687-5121 or email info@mgaes.org.

BUILDING SECURITY

To ensure a safe school environment for our children, access into the school building is limited and restricted before, during and after school. The following door policy is strictly enforced. The Main Office door located at the main entrance, where all visitors and parents must check in during school hours, is the first stop for all visitors onto campus. All doors will be locked during school hours. To enter, all visitors must be buzzed in the main entrance and sign in and wear a visitor's badge while on campus. If access to the building is required during the school day when doors are locked, use the buzzer and our front office staff will assist you.

CLASSROOM DELIVERIES

Parents should not make deliveries to a classroom or consult with the teacher when school is in session, without checking with the office staff and following check-in procedures. This will minimize interruptions in the classroom. If parents need to contact a teacher, they should leave a message in the office and the teacher will respond as soon as possible. Parents may communicate with the teacher using e-mail or leave a voice message at their phone extension. All faculty members are listed in the phone directory and have e-mail addresses in the school's network. There is a list of staff e-mail addresses in the school directory and webpage. It is advisable to check with each teacher how regularly he/she checks e-mail and voice messages.

CROSSING THE STREET

If a student must cross 189th Street, they must use the crosswalk directly in front of the church. Please note, there is no crossing guard before or after school.

DANGEROUS ITEMS

Firearms and weapons of any kind cannot be brought onto campus. It is against the law to bring these items onto the school grounds. Fireworks, lighters, or any types of pyrotechnic items are not allowed on campus. (See Dangerous Weapons in Student Life section.)

HEALTH POLICIES

MGAES follows Washington State Law health policies, which include immunizations, physical examinations, health screening, head lice, medications at school and illnesses.

MEDICATION AT SCHOOL

Occasionally children must take prescribed and non-prescribed medications at school. Written authorization must be given by the child's parent or legal guardian and/or the child's physician or dentist. Copies of Authorization for Administration of Oral Medication at School or Authorization for Self-Medication at School may be obtained at the school office. All student medications, whether prescribed or Over the Counter, (with the exception of inhalers) are required by law to be stored in a locked cabinet in the school health office.

SAFETY DRILLS

Each month the school conducts safety emergency drills including evacuation, shelter-in-place, lock-downs and the like to educate and prepare staff and students in dealing with emergent scenarios like fires, natural disasters and unwelcome visitors. Children are taught appropriate procedures and places to go for safety.

SCHOOL DISMISSAL

Our dismissal time is 3:15 PM, Monday-Thursday and 2:05 PM on Friday's, and 12:35 PM on early release days. Our bus students are dismissed five minutes prior to dismissal so that bus transportation may depart campus at dismissal time. Please remember that anytime you pick up your child before dismissal that you must sign them out at the front office.

STUDENT INJURY

Students will report to the office when they have an injury. Should a serious injury occur during school hours, families will be notified. Our protocol is for students to be seen by the school nurse or designee, and will follow standard protocols for assessing, treating, and administering medication, if necessary.

STUDENT MESSAGES/CHANGING PICK UP

We want to remind families that anytime you need to make different arrangements for picking up your

children that it is vital that you communicate with the office. Contact the office before 2:30 PM. Remember that if your child is changing to a different mode of transportation for getting home that you need to contact the office first, before communicating with the bus drivers. We encourage you communicating with a classroom teacher or a support staff member, but it does not take the place of contacting the front office. Our priority is to keep children safe and supervised!

Student Life

ACADEMICS

Academic Excellence

We applaud those who achieve academic excellence. For 5-8 grade students: Honor Roll = G.P.A. 3.5 -3.75 with no grade lower than a C. High Honors = G.P.A. of 3.76 – 4.0 with no grade lower than a B-. The awards program at MGAES takes place at the annual awards assembly and eighth grade graduation.

Participation In Extracurricular Activities

To hold a class or ASB office one must:

- Be viewed by the faculty as a positive role model.
- Maintain at least C-

For participation in after-school sports, a student must maintain a C- average. A student's grades or work habits may affect their eligibility. If this is the case, families will be informed after teacher, athletic director and student have met to discuss eligibility.

Study Hall

MGAES maintains a study hall after school for those in grades 5-8 who need extra help. This study hall meets once a week from 3:30 p.m.- 5:00 p.m. (12:30 p.m. – 2:00 p.m. on half days.) in one of the six 5th-8th grade classrooms. If a student has missing assignments and/or needs extra tutoring as designated by the teacher, then this study hall will be for them.

ATTENDANCE

MGAES is bound by state law to maintain regular attendance and punctuality records. Reasonable allowances will be made for absences. Excused absences allowed by the state are illness of the

student or death in the immediate family, medical appointments or absences due to counseling (in-patient, out-patient for mental health or chemical dependency), court-ordered activities, foster care or dependency status, migrant status, and safety concerns including bullying.

The following guidelines will be followed carefully:

- For an absence that is excused due to illness, a phone call or email to the office from the parent/guardian must be made within 48 hours of the missed day. If contact is not made with the office within that time frame, the student will be marked with an unexcused absence. If an illness goes beyond 3 days, it is recommended that the student is seen by their primary care provider and bring a written note when they return to school.
- Any student who is excessively tardy or absent more than 15% of school days (7 days) in any quarter may be classified as a probationary status student.
- Any type of vacation which will cause a child to be absent from school is discouraged. If a one-time family vacation must be taken during the school year, then a “pre-arranged absence form” must be completed and submitted to the office at least three days in advance of leaving. Please note, prearranged absences for vacations are not excused.

Illness

Please do not send your child to school if they are ill. Students who have had a fever, vomiting, or diarrhea in the past 24 hours should not be at school.

Please call or email the office by 8:30 a.m. (info@mgaes.org) if your child will be absent. We will attempt to call parents by 10:00 a.m. if your student has not arrived at school by 9:00 a.m.

Missing Work

Work missed during an absence will be required to be made up. If the absence was unexcused, you may receive partial or no credit.

Pre-Arranged Absences

If you know that your student will be absent for certain days, please obtain a “prearranged absence form” from the office and have your teachers sign it. All school work arrangements will be made directly with the teachers. A prearranged absence is not excused, but allows the office to know why your child is not at school that day.

Unexcused Absences

Unexcused absences that total more than 15% of the days during a school quarter may result in a failing grade for the class (es) missed. If a student is absent more than seven days in any quarter, they may be placed on academic probation.

CAMPUS VISITS

Parents are always welcome at school. Please sign in at the office and obtain a visitor's pass before going to your child's classroom. Other visitors may make arrangements through the office.

CLOSED CAMPUS

MGAES is a closed campus. A closed campus means that students do not leave the school grounds after they arrive. Permission is needed from the office to leave the school grounds any time during the school day. When it is necessary for a student to leave school, parents must provide written notification and the student must be signed out through the school office by the adult taking them off campus.

DISCIPLINE

While keeping the safety of our students and faculty in mind, our vision for discipline is to take a redemptive approach.

Bullying

MGAES does not tolerate bullying of any type. When bullying is **confirmed**, the Administration uses a variety of options, up to and including suspension or expulsion to deal with the situation. MGAES strives to work with each situation on an individual basis, and takes into consideration the lessons taught to us by Christ that each person has a chance to make amends and start anew.

Cheating and Plagiarism

Please refer to Academic Dishonesty under the General School Information section.

Suspension

Suspensions five days or less are at the discretion of the principal. All full suspensions greater than five days shall be reviewed by a committee comprised of the principal and two or more staff members chosen by the principal. The Committee will conference with

the parents about the length of the suspension, what additional correctional measures need to be implemented, and, if the student will be re-admitted to school and the term of any probationary requirements. Suspensions longer than seven days may be appealed to the school board. Whether a student is suspended for possession of a weapon will be based on a student's intent.

Immediate suspension from the classroom/school will result from:

- Possession, use, transfer, or sale of drugs, alcohol, tobacco or drug-related substances on campus, on school buses, or at any school-related activities.
- Possession or use of dangerous weapons of any sort on campus or in connection with any school activity.
- Any removing or using property belonging to the school, a teacher, or a student without the permission of its owner.
- Any behavior, which indicates a serious physical danger to a student or staff member.
- Any vandalism of school property.
- Any threats against persons and/or property.

Expulsion

Recommendation for expulsion shall result when:

- Consistent or recurring attitude or behavior is shown by resisting the work of the school staff to effect a change.
- Any behavior is of such a nature to cause gross disruption of the school program under circumstances in which re-admittance would make maintenance of continued discipline in the school very difficult.
- A recurrent behavior that indicates a serious threat to students or staff members. Any expulsion may be appealed to the school board.

Dangerous Weapons

It is a crime in the state of Washington for students to possess a dangerous weapon on school premises. If a weapon is found, the proper authorities will be notified. Possession of any dangerous weapon at school will result in disciplinary action, including expulsion, if necessary.

DISCRIMINATION/HARASSMENT

Meadow Glade Adventist Elementary School (MGAES) is committed to providing a safe and supportive environment that is free from unlawful

discrimination on the basis of sex in all of its activities, educational programs, and services. Any form of sex discrimination and sexual misconduct, including harassment, coercion, intimidation, or sexual violence, is reprehensible, runs counter to MGAES's teachings and guiding beliefs, and will not be tolerated. In keeping with this commitment, MGAES maintains a strict policy prohibiting unlawful discrimination or harassment. Also prohibited is retaliation of any kind against individuals who report alleged incidents of sexual misconduct or harassment, or who assist in an MGAES investigation of such allegations.

Harassment in any form is not tolerated at MGAES.

- All incidents will be reported to Administration.
- A suspension will be assessed
- Additional consequences up to, and including, expulsion may apply.

DRESS CODE

Because it is imperative to keep our focus on education, Christian modesty is expected in all areas of dress and we ask that students keep their clothing simple, modest and neat. To help set this learning environment the following principles apply to all school functions as well.

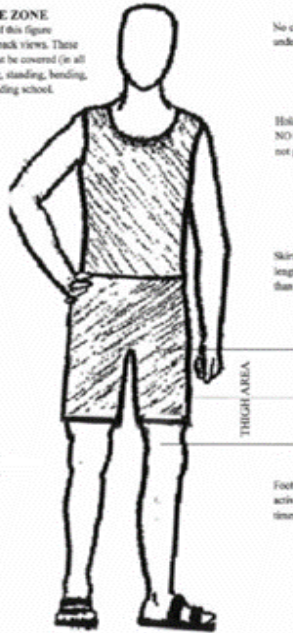
Simple is defined as free from vanity or anything that distracts. Clothes should be weather-appropriate and follow the requirements listed below as needed for the classroom setting, field trips, P.E., or music. Jewelry is not considered simple and can be a safety issue; therefore, we request that it remain at home. 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. Any showing of midriff, cleavage, backside, or any undergarments is not considered modest. Any type of inordinate accessory, body art, pronounced cosmetic or hair color would be considered drawing attention to yourself in a way that disrupts the educational process. Neat is defined as well groomed, respectful and in good repair. Clothing should not contain any offensive pictures or working. Hair and clothing should look like the student is ready for a day of learning.

NO BARE ZONE

Guidelines for Student Attire

NO BARE ZONE

The shaded portion of this figure represents front and back views. These parts of the body must be covered (in all positions, e.g., sitting, standing, bending, reaching) while attending school.



No cleavage or undergarments showing.

Holes in clothing in the NO BARE ZONE are not permitted.

Skirts, shorts or dress length must be longer than mid-thigh.

Mid-thigh

Footwear appropriate for the activity must be worn at all times.

Dressing for School

Below is a list of the specific guidelines for the school year. Other guidelines could be called to the attention of parents and students throughout the year and will be just as binding as these.

- Appropriate footwear is to be worn at all times. No bare feet! "Heelys" or other shoes with wheels are not to be worn at school or on school activities.
- Shorts that are modest (finger-tip length, neither too loose nor too tight) are generally permissible for class. Tights may be worn under clothing, but they do not affect the acceptable length.
- Clothes that have see-through material, low necklines, bare midriffs, short skirts, clothes that are form fitting, tank tops, or muscle shirts are not suitable school attire. Sleeveless tops should fit closely under the arm and come to the edge of the shoulder with a guideline of 3 fingers in width.
- Sunglasses and hoods are not to be worn by students while in the school building.
- Please check your students' appearance before leaving home

Dressing for Physical Education

For your safety and enjoyment here are a few dress guidelines:

- Wear clothing which allows one to be active.

- Athletic (non-marking, non-skid, non-black soled) shoes are required.
- 5-8 grade students will be required to "dress down" for most P.E. periods. Failure to "dress down" will affect your P.E. grade as well as your ability to participate in the class. A P.E. t-shirt must be purchased for \$10 from the P.E. department as part of your P.E. uniform.

ELECTRONIC DEVICES & CELL PHONES

No personal music, video players, electronic gaming devices, wireless ear buds, 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 kept out of sight in a backpack or secured in a locker during school hours.

Special permission by the teacher/class trip sponsor or designee must be obtained before bringing electronic devices on field trips or watching movies, DVDs, or videos in vehicles during field trips.

If school expectations regarding electronic devices and cell phones are not respected, the items may be taken and kept with the teacher. Repeated violations will be referred to school administration and may result in the device being held by the office and phone privileges being suspended. Meadow Glade Adventist Elementary is not responsible for any damaged, stolen or lost items (see page 6).

LEAVING SCHOOL EARLY

Students are not permitted to leave the school grounds while school is in session without a request from the parent or guardian in person or in writing. Students will not be permitted to leave the school premises with anyone other than a parent, guardian, or other authorized individual. When leaving early, all students must be signed out in the office by the adult taking them. When students return a parent/guardian must sign them back in.

LOCKERS

Students in grades 5-8 are provided with lockers in the hall. Students must supply their own locks for their lockers. Either a spare key or the combination for the lock must be provided to their home-room teacher. The locker may be inspected at any time by a teacher or the administration.

LOST AND FOUND

There is a lost and found area located near the entrance to the K-2 wing outside of the main entrance. If an item is lost, check regularly at the Lost and Found. Unclaimed items will be taken to the Community Service Center at the end of each quarter. Items such as money, wallets, and watches may be turned into the office.

WINTER SPORTS

The Winter Sports Program is for students in grades K - 8. For five weeks in January and February, various sports activities will be available. For students participating in the ski/snowboard program there are associated fees that are paid directly to the mountain. Scholarship funds may be available upon request. Families should contact the homeroom teacher as soon as a need is identified.

Support Services

CHAPLAINCY SUPPORT

The MGAES Volunteer Chaplaincy Team is available to meet with any student or their family who would like chaplaincy services. Services range from support during a family crisis to a listening ear during a student's rough day. Chaplains are available to be contacted 24/7. Contact info for individual chaplains is available on page 21 or by contacting Chaplain Jana Lee at 360.931.6949.

HOT LUNCH PROGRAM

MGAES has a daily hot lunch program through an independent service provider. Lunches are served in the Columbia Adventist Academy cafeteria. The cost will be published at the beginning of the school year.

LEARNING SUPPORT PROGRAM

The goal of the learning support program is to assist students at all grade levels to develop as successful and independent learners with positive views of their strengths and abilities. The learning support program utilizes a variety of methods.

Title I tutors, learning support teachers, and/or Individual Student Plan teachers provide instruction. Students who receive supplementary instruction

work with instructors either one-on-one or in small groups. Progress is measured in several ways including standardized testing such as: i-Ready, IOWA Achievement Tests, and Fountas and Pinnell.

Learning support is a referral program and a student must qualify for services through testing. Referrals may be made by a teacher or parent. Students exit the program when they near grade level expectations.

STUDENT WELLNESS/COUNSELING

MGAES partners with the Vancouver Children's Center to provide student wellness services for students and families. They aim to facilitate growth, promote wellness, and enhance students' social, emotional, and academic development. VCC is a multidisciplinary team of clinicians working together to address the wellness needs on our campus. Services are provided on a referral basis.

Referral for additional assistance by other social services agencies outside the school may also be recommended outside of Vancouver Children's Center. Please note the school will not conduct a psychological examination, test, or treatment without first obtaining the parent's/guardian's written consent.

The MGAES Board has set aside limited funds to assist students and families in need of support, that do not qualify or have health insurance. Please submit an email to the principal who will then send the screened request to the scholarship committee that reviews and approves all requests for financial assistance.

TRANSPORTATION

MGAES currently provides bus service to selected hub locations. Students will still need transportation to and from these bus stops. Please note you must sign up for bus service at the beginning of the school year. There is a \$230.00 fee per year/rider or \$30/month for the bus use. For the occasional bus rider there is a fee of \$5.00 per ride.

It is important to know that the bus driver is in charge! Following is a list of things to understand while riding an MGAES school bus.

- Be on time for the bus both morning and afternoon.
- Use the emergency door only in case of emergency.
- Loud, boisterous activity is not allowed.
- Remain seated during the bus ride.
- Written parental permission is required to get off at a place other than their regular drop off point, or to be picked up by a different person. Any change must be communicated to the office 30 minutes prior to bus departure.
- Keep hands, arms, and head in the bus at all times.
- Open or close window only with permission from driver.
- Keep the bus clean and free from damage.
- Be courteous to the driver, fellow students, and passersby.
- It is hazardous to chase after the bus once it begins to leave a stop, because of state laws we cannot stop on the road to allow students to board the bus.

This handbook was created by Meadow Glade Adventist Elementary School Board of Directors and intended to provide information regarding school programs and policies. Any exceptions in programs and policies are at the recommendation of school administration and by approval of the school board.

Chaplaincy Support Contacts:

We are happy to serve the students and families of MGAES. Please call or text any of us to help you.

Castro, Belinda
(360)773-0912
brcastrejon@gmail.com
Vancouver Spanish

Castro, Samuel
(360)773-1255
ptrcastro@hotmail.com
Vancouver Spanish

Jackson, Marty
(360)-798-6960
mc2b28@gmail.com
Cedar Creek/Hockinson

James, Jackie
(423)505-3623
pastorjackiejames@gmail.com
Meadow Glade

Lee, Jana
(360)931-6949
janaleechurchoffice@gmail.com
Meadow Glade

Moor, Ben
(360)430-4785
Pkmoor3@comcast.net
Castle Rock

Nelson, Edward
(541)4418107
ednelson@centurylink.net
Whipple Creek

Smith, David
(503)840-7851
davidsmith07@gmail.com
Meadow Glade

Stiles, Moe
(971)940-0590
moestiles@gmail.com
Oasis

Whitehead, Ryan
(423)827-9559
ryan@adventistcommunity.church
Vancouver Community

Wittenburg, Andy
(541)999-0892
sdaandy@yahoo.com
Orchards/Yacolt

Constituent Churches

Adventist Community Church	Pastor Roger Walter	360-696-2511
Cedar Creek & Hockinson Churches	Pastor Marty Jackson	360-225-7718
Meadow Glade Church	Pastor Rick Bowes	360-687-2265
Oasis Church	Pastor Moe Stiles	360-882-1842
Orchards & Yacolt Churches	Pastor Andy Wittenburg	360-892-2925
Vancouver Spanish Church	Pastor Samuel Castro	360-773-1255
Whipple Creek Church	Pastor Ed Nelson	360-574-2540
Woodland Church	Pastor Ben Moor	360-225-9551
Woodland Spanish Church	Pastor Belinda Rodriguez	360-773-0912