



# MEADOW GLADE Adventist Elementary

CHRISTIAN EDUCATION SINCE 1899



## School Handbook 2023-2024

### Meadow Glade Adventist Elementary School

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Principal: Ric Peinado

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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

This handbook was created by Meadow Glade Adventist Elementary School Board and intended to provide information regarding school programs and policies. The school board reserves the right to make changes in course offerings, curricula, academic policies, tuition and fee schedules, and other rules and regulations affecting students in order to correct errors, omissions, inconsistencies, or changes required by regulatory, accrediting, and/or other governing bodies as necessary. Date of effectiveness and interpretation of said rules, regulations, and policies are within the sole discretion of the MGAES. These changes will apply to students who are enrolled at the time of the change, as well as those who will become enrolled in the future. Any exceptions in programs and policies are at the recommendation of school administration, and by approval of the school board.

Revised 7/12/2023

# Section1: Faculty and Staff Contacts

School Phone: 360-687-5121

Kid Zone After Hours Hotline: 360-287-4254

Principal	Ric Peinado	ext. 102	rpeinado@mgaes.org
Vice Principal	Amber Alekel	ext. 106	aalekel@mgaes.org
Business Manager	Melissa Dawson	ext. 103	mdawson@mgaes.org
Office Manager	Tina Heinrich	ext. 101	theinrich@mgaes.org
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	Kaylei Reyes	ext. 204	kreyes@mgaes.org
Third/Fourth	Brittney Anderson	ext. 212	banderson@mgaes.org
	Staci Robins	ext. 211	srobins@mgaes.org
	Brad Slavens	ext. 210	bslavens@mgaes.org
Fifth/Sixth	Malaika Childers	ext. 214	mchilders@mgaes.org
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Music	Kathryn Schaffer	ext. 120	kschaffer@mgaes.org
Algebra	Mark Westcott	ext. 209	mwestcott@mgaes.org
IT	Jeff Bolden		jeff.bolden@boldtechsolutions.com
Library	Laura Santiago	ext. 209	lsantiago@mgaes.org
Nurse	Laura Bott	ext. 110	lbott@mgaes.org
Resource Teacher	Brenda Bolden	ext. 207	bbolden@mgaes.org
Lead Aide/Athletic Director	Priscilla Guardado	ext. 130	pguardado@mgaes.org
Aides	Jill Dumaliang		jdumaliang@mgaes.org
	Megan Nicholas		mnicholas@mgaes.org
	Tasha White		twhite@mgaes.org
Maintenance/Transportation	Kaleb Browning	ext. 105	kbrowning@mgaes.org
	Ray Wheeling		rwheeling@mgaes.org
Transportation	Fred Thomas		fthomas@mgaes.org
Home & School	Jessica Lee		homeandschool@mgaes.org
Board Chair	Tyler Jessel		tyler.jessel@gmail.com
Kid Zone	Renee Mackin	ext. 140	rmackin@mgaes.org
	Direct Line	360-287-4254	
	Laura Santiago	ext. 209	lsantiago@mgaes.org

## Section 2: Mission, Vision, Values

The primary purpose of Meadow Glade Adventist Elementary School (MGAES) 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.

### 2:1 MISSION

We inspire all God's children to walk with Jesus and equip them with skills they need for this life and eternity.

### 2:2 MOTTO

Learn, Love, Serve

### 2:3 VISION

To renew the image of God in our children

### 2:4 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.

## Section 3: Welcome to Our School Family

MGAES 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 of students in a safe and engaging environment.

Our promises to you are:

- We love all children. 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.

### **3:1 INCLUSIVITY STATEMENT**

MGAES is committed to fostering an environment of diversity, equity, and inclusion. Our diversity makes us stronger. We desire to nurture an inclusive staff and student body. As followers of Christ, our greatest desire is to love like Jesus by recognizing the value of every person. We strive to treat all humanity with unconditional dignity, respect, and love while celebrating our differences. We pray to live out God's kingdom by doing all within our power to create an environment where every student experiences safety, belonging, inclusion, and love. Therefore, it is unacceptable to tolerate or propagate slurs or jokes that target others. Furthermore, we promote a culture where no one remains silent when others suffer, are victimized, or marginalized. We will not tolerate any form of racism, discrimination, bullying, harassment, hatred, or bigotry.

### **3:2 STUDENT CODE OF CONDUCT**

The MGAES 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.
  - Leaving items at home which distract from the learning process.
  - Leaving music and/or video players, electronic games, digital cameras, or other electronic media devices at home unless specifically authorized by a teacher.
  - Keeping any cell phones in off mode while stored in backpack or secured in locker during school hours, including lunch, without specific teacher permission.
- 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 checking into the office and will remain within designated areas of school property from the time they are dropped off until the time they are picked up. Students who are within walking distance of MGAES may walk home with parental/guardian permission. This permission must be on file with the school office.
  - 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 by:
  - Doing their best work, and putting forth their own efforts
  - Being truthful
  - Taking ownership and responsibility for their behavior

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 law enforcement. 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, smart watches, and/or phones so it may conduct a search to determine whether the student has violated the code of conduct. This search may 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.

### **3:3 PERSONAL PROPERTY**

Administration may search a person and/or their personal property. Searches may be conducted at any time on our property or when the student is under the supervision of a school-sponsored activity. Administration may seize any item which is suspected not be or is not in accordance with school or state policy, or has potential to interfere with the safety of others. Such items may include lockers, backpacks, purses, desks, or any other personal belongings. The administration reserves the right to ask for electronic devices to be unlocked. Any confiscated property may be returned at the discretion of the school administration or turned over to the law enforcement as needed. Administration may perform random searches. Administration will use the right for individual search and seizure to the best of their ability when there is reasonable suspicion to believe there is evidence of a violation of school policy or state law. (Oregon Conference recommends)

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



# Section 4: Admissions & Enrollment

## 4:1 NON-DISCRIMINATORY STATEMENT

All Seventh-day Adventist Schools in the North Pacific Union Conference (NPUC), including MGAES, admit students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at the school and does not discriminate on the basis of race, color, ethnic background, country of origin, or sex in the administration of education policies, applications for admission, scholarship programs, or extracurricular programs.

## 4:2 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 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.

## 4:3 AGE OF ADMISSION

A student may enter kindergarten if they reach 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.

## 4:4 ENROLLMENT PRIORITY

- All returning families who are presently enrolled at MGAES 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) is required to guarantee a student's placement.
- Families who are on a waitlist and have not been able to enroll due to limited seating availability will be given second priority.
- Third priority will be given to current families with siblings who are not yet attending.

- Open enrollment following the priority enrollments are first come, first served

## 4:5 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 (The Oregon Conference) and its parent organization the NPUC.
- A certificate of completion, per NPUC code 2114:02, may be awarded at graduation in place of a standard diploma. This certificate signifies that a student has completed eighth grade, did not meet some of the requirements for graduation, and will not receive a traditional diploma.
- Families who have questions regarding graduation requirements or receiving a certificate of completion, may request a copy of the NPUC policies from school administration.

## 4:6 HOME SCHOOL STUDENTS

MGAES honors and values homeschool 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 in March prior to the new school year, enroll as a student, and pay fees.

## 4:7 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).

#### **4:8 PROVISIONAL ACCEPTANCE**

All accepted new students are accepted 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 are subject to review by the Academic Standards Committee, faculty, and administration. A student interview may be required before admission is approved.

#### **4:9 REGISTRATION PROCEDURES**

##### **NEW STUDENTS**

There is a \$100 application fee. You may apply online at [www.mgaes.org](http://www.mgaes.org). Once you have filled out the online application you will receive email communication from the front office with how to proceed with enrollment.

You also need to provide:

- Birth Certificate
- Immunization Records (completed on the state form)
- Current Physical with a Completed Physical Exam
- Request for Transfer of Records
- Placement Test (Grades 5-8)
- Interview with Principal and/or Teaching Team

#### **4:10 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.

## **Section 5: Athletics Program**

### **5:1 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. 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.

### **5:2 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 (if they don't already have one). This cost will be charged to the student's account. All students are expected to wear appropriate athletic-type shorts or sweats, socks, and athletic shoes to participate in PE class.

## **Section 6: General School Information**

### **6:1 SCHOOL HOURS**

School begins at 8:30 AM and ends at 3:10 PM for bus riders and 3:15 PM for all others, Monday - Thursday. On Fridays, school ends at 2:00 PM for bus

riders and for all others 2:05 PM. Early dismissal is at 12:30 PM for bus students and 12:35 PM for all others.

### **6:2 ARRIVING BEFORE AND AFTER SCHOOL BEGINS**

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

#### EXTENDED CARE

Extended care is available for MGAES students. Kid Zone opens at 7:30 AM and closes at 5:00 PM (4:00 PM on Fridays).

If a student arrives at MGAES before 8:15 AM, they need to go to Kid Zone in the library. **Please use the north entrance by the gym to access library door.** Kid Zone begins at 7:30 AM and ends at 8:15 AM, but there are no charges after 8:10 AM. If a student is still on the school grounds after 3:25 PM. (2:15 PM 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 PM. For emergencies during 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.

### **6:3 COMMUNICATION WITH TEACHERS**

We encourage parents to communicate directly with teachers by utilizing teacher contact information as printed in the handbook. To protect teacher/student relationships, we ask that students contact their teachers only through approved classroom application, and not through texting on personal devices. MGAES school policy requires teachers to also avoid contacting students privately on any social media sites.

### **6:4 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. **If necessary, the teacher will arrange to speak to the parent if the issue isn't resolved.** 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.

#### **6:5 CUSTODIAL GUARDIANSHIP**

As a school, we do our best to follow legal documentation for custodial requests. We cannot make custody accommodations for your child without appropriate court orders. If there are any custody orders or restrictions regarding your family that impact your child, please inform the office and provide copies of legal documentation which will be reviewed by the Administrative Committee.

#### **6:6 FACULTY WORSHIP**

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

#### **6:7 INCIDENT REPORTING**

Parents and students are encouraged to speak with administration or a trusted staff member when they have a safety concern. If this is not possible, a parent or student who wishes to remain anonymous, may contact the Office of Education at 503-850-3550.

#### **6:8 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/program director.

#### **6:9 STUDENT RECORDS**

Our school operates in compliance with the *Family Educational Rights and Privacy Act* (FERPA). It is the goal of MGAES to maintain confidentiality regarding student information and records. Student information and records will not be disseminated

without parental or legal guardian permission. A parent, legal guardian, or eligible student may inspect and review education records upon request. We will comply with a request for access to records by a parent, legal guardian, court order, or eligible student within a reasonable period of time.

#### **6:10 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 be cleared by the Oregon Conference. ~~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 (the school 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.

#### **6:11 INSURANCE**

Should your child get hurt during school activities, the 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.**

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.

#### **6:12 MEETING WITH TEACHERS**

If you need to schedule a conference with a teacher, please contact the teacher to set an appointment time. The time just before classes begin and at the end of the day are not appropriate times to hold a conference with the teacher. At that time, teachers are greeting the students, or have supervision duties.

#### **6:13 PARENT/TEACHER CONFERENCES**

At the first and third quarters, parent/teacher conference days are set aside for students in K-8<sup>th</sup> 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.

#### **6:14 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.

#### **6:15 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 the campus, but also for the safety of the students. This also includes after-school sports and the playground.

#### **6:16 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.

#### **6:17 PRIVATE MUSIC LESSONS**

Private music lessons are available at an additional cost. Please contact the office for more information. Payments are arranged through the school financial office.

#### **6:18 SCHOOL CLOSURES**

Whenever it is necessary to close or call a delay because of weather or emergency conditions, we will follow our own school delay and closure schedule. There are three ways to retrieve information regarding school closures and delays.

- School Website
- Email Communication
- Push Notification System(s)/Student Information System (SIS)

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 a remote learning school day.

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

#### **6:19 TELEPHONE USE**

The school telephones are for the use of school personnel. Students must receive permission from their teacher or another staff member to use the phone. Parents may contact their student during the school day by leaving a message with the office.

Students are to refrain from using personal devices without permission of their teacher(s).

### **6:20 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.

### **6:21 VOLUNTEERS**

We encourage all parents to volunteer. Please contact the office or your child's teacher to let us know when you are available.

- **Background Check:** It is required by MGAES that all volunteers have a current background check on file. This must be resubmitted every three years as required by The Oregon Conference (the parent corporation of MGAES). **These background checks must be done before you may volunteer at the school or attend any school trips.** In addition, all volunteers must complete safety training provided by the school before they can volunteer in the classroom.

## **Section 7: Finances**

### **7:1 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. MGAES 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.

### **7:2 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.

### **7:3 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 to apply for financial aid is on the school 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 (only for new incoming Kindergarten and 1<sup>st</sup> grade students).

### **7:4 TUITION AND FEES**

Each new student who applies will be charged a \$100 non-refundable application fee. Fifty dollars of your \$100 application fee will be applied to your first month's tuition. 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 \$100.

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.

**7:5 PAYMENT METHODS**

Families have three payment options:

- Pay in full by the first day of school (see discounts)
- 10-month payment plan (Ten-month plans are billed from August–May.)
- 12-month payment plan (Twelve-month plans are billed from August–July.)

Payments may be made by Electronic Fund Transfer (EFT) or credit card unless special arrangements are made with the business office. If paying by credit card, families will be required to pay an additional 3% to cover the cost of merchant fees. 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	\$746.60	\$622.17	\$7,466
6-8	\$766.60	\$638.83	\$7,666

**7:6 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 full before the first day of school using a check or EFT payment will give a total discount of 3% after all other discounts are calculated. Paying in full using a credit card will not be eligible for the 3% discount, but will also not be required to pay the 3% additional credit card fee.

**7:7 WITHDRAWAL POLICY**

- A withdrawal form must be completed and turned into the office, complete with signatures from teacher, business office, and principal.
- Any student who withdraws mid-year will have the tuition prorated 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 15<sup>th</sup> will not be eligible for any refunds or tuition credit.
- If paid in full, then the remaining year will be refunded.

**7:8 OTHER CHARGES**

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
  - 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.
- Damaged or Lost Textbook fee: \$50.00 or replacement cost, whichever is greater
- Loss of Library Books: \$10.00 per book or replacement cost of book(s), whichever is greater
- Insufficient/Chargeback Fees: \$25 for checks returned. Cash or money order will be required after two NSF checks.
- Replacement of Damaged Property
- Vandalism: cost of damaged property to repair/replacement

**7:9 PROJECTED FEES FOR OTHER PROGRAMS**

- Hot Lunch
- Instrument Rentals
- Private Music Lessons

- Athletic Programs
- Clubs
- Winter Sports: Ski/Snowboard Program (fee paid directly to Mt. Hood Meadows Ski Resort)
- After-School Sports

## Section 8: School Health & Safety

MGAES 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.

### 8:1 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 presenting no hazard to

anyone at the present time. It will be checked at stated periodic intervals to ascertain any change in the material.

Lead testing is conducted by school personnel following federal and state guidelines. Samples from various locations, including the Alf Birch Memorial Gymnasium, are sent to a state-certified laboratory for analysis. **Any tap that is tested at or above Environmental Protection Agency guidance of 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). MGAES 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](mailto:info@mgaes.org).

### 8:2 CAMPUS 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, 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 the front office staff will assist you. Meadow Glade is a secured campus. A secured 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.

### 8:3 CLASSROOM DELIVERIES

Unless prearranged with the teacher, classroom deliveries will be made by the office staff following check-in procedures.



#### **8:4 CROSSING THE STREET**

If a student must cross 189th Street, they must use the crosswalk directly in front of the church. School personnel from Meadow Glade or from Columbia Adventist Academy are present at the crosswalk for 10-15 minutes before school starts and at the end of the school day. All other times where there is not a designated monitor at the crosswalk, families take responsibility to educate their children about safety and using the crosswalk.

#### **8:5 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.

#### **8:6 HEALTH POLICIES**

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

#### **8:7 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 the child's physician or dentist. Copies of Authorization for Non-Prescription and Prescription Medication Administration forms may be obtained at the school office, or on the school's website

#### **8:8 SAFETY DRILLS**

Each month the school conducts safety emergency drills including evacuation, shelter-in-place, lock-downs, etc. 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.

#### **8:9 SCHOOL DISMISSAL**

**Our dismissal time is 3:15 PM, Monday-Thursday and 2:05 PM on Fridays, 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.

#### **8:10 STUDENT INJURY/ILLNESS**

Students will report to the office when they have an injury/illness. Should a serious injury/illness occur during school hours, families will be notified by the school office. 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.

#### **8:11 STANDARD PICK UP**

Students will only be released to listed authorized individual(s) on a parent's designated pick up list in the office. Without express permission of the parent, we reserve the right to verify and request identification be shown at the office.

#### **8:12 STUDENT MESSAGES/CHANGING PICK UP**

Anytime you need to make different arrangements for picking up your child it is vital that you communicate with the front office before 2:30 PM if possible. We encourage you to communicate with the classroom teacher or a support staff member in addition to the front office, but it does not take the place of contacting the front office. Students contacting their parents via personal cell phone for pick up is not permitted.

## **Section 9: Student Life**

### **9:1 ACADEMICS**

#### ACADEMIC EXCELLENCE

We applaud those who achieve academic excellence. For students in grades 5-8: Honor Roll = a GPA of 3.5-3.75 with no grade lower than a C. High Honors = a GPA 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 or higher. A student's grades and/or work habits may affect their eligibility. If this is the case, families will be informed after the teacher(s), athletic director, and student have met to discuss eligibility.

### 9:2 ACADEMIC INTEGRITY

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/or 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, students are expected to give proper credit for the use of any words, ideas, or information not directly their 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 if their child is suspected and/or found to have cheated or plagiarized. Students may be referred for disciplinary action and may fail the assignment, test, and/or project at the teachers' discretion.

### 9:3 ATTENDANCE

MGAES is bound by state law to maintain regular attendance and punctuality records. Reasonable allowances will be made for absences.

#### EXCUSED ABSENCES

The following are valid excuses for absences:

- Illness, health condition, or medical appointment for the student including, but not limited to, medical, counseling, dental,

optometry, and in-patient or out-patient treatment for chemical dependency or mental health

- Family emergency including, but not limited to, a death or illness in the immediate family
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction
- Court, judicial proceeding, or court-ordered activity
- Absences directly related to the student's homeless or foster care/dependency status
- Absences related to deployment activities of a parent or legal guardian who is an active duty member
- Absences due to suspensions, expulsions, or emergency expulsions
- Absences due to student safety concerns, including absences related to threats, assaults, or bullying
- Absences due to a student's migrant status
- An approved activity that is consistent with school policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth

All other absences will be considered unexcused and can affect a student's grades and enrollment. Excessive absences may result in disciplinary action. Parents may be asked to provide documentation for an absence to be excused.

#### PRE-ARRANGED ABSENCES

Families should contact their child's homeroom teacher to create an academic plan for pre-arranged absences (for vacation, extended leave due to health, or family matters).

A "pre-arranged absence form" must be completed and submitted to the office at least three days prior to leaving. Please note, pre-arranged absences for vacations are not excused.

#### 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.

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 absence will be marked as unexcused. If an illness extends beyond three days, it is recommended that the student is seen by their primary care provider and brings a written note when they return to school.
- Any student who is excessively tardy or absent more than 15% of the school days in any quarter may be put on probation and/or classified as special needs. 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 prior to leaving.

The school will take the following action(s) related to unexcused absences:

- After five unexcused absences, a letter will be sent. If a regularly scheduled parent-teacher conference is scheduled to take place within 30 days of the fifth unexcused absence, the school may schedule the attendance conference on the same day. If the parent/guardian does not attend the scheduled conference, the conference may be conducted with the student and principal and/or school discipline committee made up of the homeroom teacher, vice-principal, and principal. However, the parent will be notified of the steps to be taken to eliminate or reduce the student’s absences.
- Not later than the student’s seventh unexcused absence in a month, a conference will be held between the parent, student, and principal to analyze causes of the student’s absenteeism.
- At some point after the fifth and before the seventh unexcused absence, the school will take data-informed steps to eliminate or

reduce the student’s absences which may include scheduling a conference with the parent to identify barriers, supports, and resources, and enter into an agreement with the student and parents/guardians that establishes school attendance requirements.

- Not later than a student’s 10<sup>th</sup> unexcused absence within any month during the current school year, or a 10<sup>th</sup> unexcused absence during the current school year, if the school’s attempts to substantially reduce a student’s absences have not been successful, the school will file a petition and supporting documentation for a school board action for the student(s) to be withdrawn from the school.

#### 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 AM ([info@mgaes.org](mailto:info@mgaes.org)) if your child will be absent. If you have not communicated with the office and your child’s homeroom teacher, we will contact you.

#### MISSING WORK

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

#### **9:4 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, MGAES 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 Integrity under the Student Life 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 composed 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, if the student will be readmitted 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.
- Removal or use of 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 readmittance 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.

## **9:5 DISCRIMINATION/HARASSMENT**

MGAES is committed to providing a safe and supportive environment that is free from unlawful discrimination. As a subsidiary of The Oregon Conference, MGAES follows all policies and protocols associated with discrimination and harassment set forth by the governing body.

## **9:6 SEXTING**

Under Washington's law, it's a crime to possess sexually explicit images of minors, create or share sexually explicit images of minors, or use a minor in a display of sexually explicit conduct. Both adults and minors can be prosecuted under these laws. And because the law doesn't require images to be of *another* minor, taking or sexting sexually explicit selfies count as crimes.

Or. Rev. Stat. §§ 163.665 to 163.689 (2020) (WA R9.68A.001) (Oregon Conference recommends)

## **9:7 OREGON CONFERENCE SEXUAL HARASSMENT POLICY**

The Oregon Conference Office of Education prohibits unlawful discrimination and harassment of any kind. This policy defines these terms and provides a complaint procedure for all persons who believe they have been victims of prohibited conduct.

This policy includes sexual harassment of students by students or staff members; sexual harassment of staff members by students or other staff members; and sexual harassment of persons described in this policy by students or staff members. It may also encompass any conduct that a reasonable person in the individual's circumstances would consider

unwelcome, hostile, intimidating, threatening, humiliating, abusive, offensive, or violent behavior that is not necessarily illegal, but is still prohibited by this policy.

#### DISCRIMINATION AND HARASSMENT

It is The Oregon Conference Policy to provide a learning environment free from discrimination or harassment on the basis of race, color, religion, sex, national origin, marital status, age, or physical or mental disability, or any other characteristic protected by federal or state law. Beyond the legal requirements, it is the expectation for all members of our school community that we follow Biblical counsel and Jesus' example to respect and affirm every person as made in the image of God and loved deeply by Him.

It is The Oregon Conference policy that all students, staff members, volunteers, and visitors to the school are entitled to a respectful and productive learning environment free from behavior, action, or language that constitutes harassment or discrimination. The "school" includes when any individual is on school premises, at a school-sponsored off-site event, traveling on behalf of the school, or conducting school business, regardless of location.

#### SEXUAL HARASSMENT

Sexual harassment is a form of harassment and includes, but is not limited to unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature, explicit or implicit; unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with performance or creating a hostile, intimidating or offensive environment.

#### SEXUAL ABUSE OR ASSAULT

Sexual Abuse or Assault is conduct of a sexual nature directed toward a person younger than the age of consent or a person who is unable to give consent; unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, psychological or emotional manipulation, threat, or intimidation.

#### PROHIBITED CONDUCT

This policy prohibits conduct based on an individual's protected status. The following examples, while not comprehensive, represent prohibited behavior:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding or blocking movement, or any physical interference;
- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting and derogatory insults;
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling;
- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings or cartoons that reflect disparagingly upon a class of persons or a particular person;
- Sexual harassment, as described above, including but not limited to unwelcome sexual advances or requests for favors in exchange for conduct of a sexual nature;
- Sharing, requesting, or having possession of inappropriate photos of a sexual nature. (Sexting is the sending of nude or sexually explicit images by cell phone, smartphone, or other electronic devices. Teenagers in Oregon who share nude or sexual images of minors may be prosecuted under the state's child pornography laws.)

#### DISCIPLINARY ACTION

The Oregon Conference will not tolerate discriminatory conduct, harassment, or sexual assault. Any individual found to have engaged in such conduct may face disciplinary action, up to and including expulsion.

#### PROTECTION AGAINST RETALIATION

The Oregon Conference prohibits retaliation against any individual for filing a complaint regarding conduct in violation of this policy. The Oregon Conference will not tolerate retaliation against any

student or staff member for raising a good faith concern, for providing information related to a concern, or for otherwise cooperating in an investigation of a reported violation of this policy.

violation of this policy was found to have occurred

- e. documenting action(s) taken.
5. Local law enforcement may be involved if required by the facts of the incident.

#### REPORTING PROCEDURE

1. Any student or staff member aware of or experiencing discrimination, harassment, or sexual assault at school or participating in school-related activities should report that information immediately and may make the report verbally or in writing to an immediate supervisor or school administration.
2. The school administrator/principal shall contact his/her superintendent to report any information or incident they become aware of regarding discrimination, harassment, or sexual assault.
3. If the report is of sexual abuse or assault and involves a student, the staff member shall also immediately fulfill his or her duties as a mandatory reporter by contacting either local law enforcement or the Child Abuse Hotline for their state.
4. The Oregon Conference will work in cooperation with the principal to coordinate efforts to ensure the student/staff is protected and to promote a non hostile learning environment by:
  - a. providing resources for support measures to the student/staff
  - b. taking any action necessary to remove future impact on the student/staff
  - c. investigating and document all complaints
  - d. communicating with involved students/staff and parents. The individual who initiated the complaint and, if applicable, the student's parents shall be notified:
    - i. when an investigation is initiated
    - ii. of the protected rights of the student reporting
    - iii. when an investigation is concluded and whether a

#### TIME LIMITATIONS

Nothing in this policy precludes any person from filing a formal grievance to the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon Conference Policy requires that any legal action taken on alleged discriminatory conduct commence **no later than five years** after the occurrence of the violation. Note, any associated state statutes, local ordinances, or applicable laws may have a shorter time limitation on filing.

#### **9:8 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.

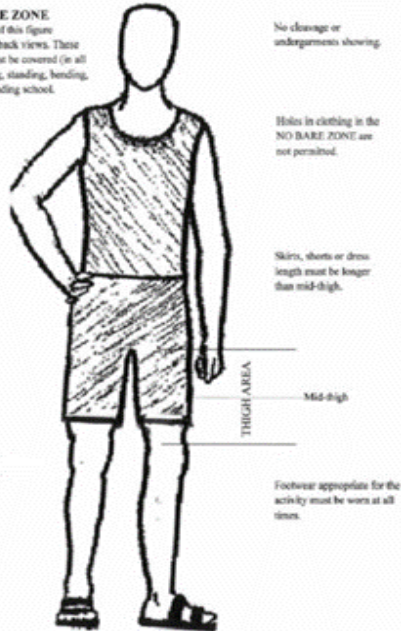
Simple is defined as free from vanity or anything that distracts.

- 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.
- Clothing should not contain any offensive pictures or wording.
- Any showing of midriff, cleavage, backside, or any undergarments is not considered modest.
- Any type of clothing, inordinate accessory, body art, pronounced cosmetic, or hair color, that would be considered drawing attention to oneself in a way that disrupts the educational process.

## 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.



- Hair and clothing should look like the student is ready for a day of learning.
- Neat is defined as well groomed, respectful, and in good repair.

### 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 three 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

General guidelines for physical education:

- Wear clothing which allows oneself to be active.
- Wear athletic (non-marking, non-skid, non-black soled) shoes.
- Students in grades 5-8 will be required to "dress down" for most P.E. periods. Failure to "dress down" will affect a student's P.E. grade as well as their ability to participate in the class. A P.E. t-shirt must be purchased for \$10 from the P.E. department as part of the P.E. uniform.

### **9:9 ELECTRONIC DEVICES/CELL PHONES/SMART DEVICES**

No personal music, video players, electronic gaming devices, wireless earbuds, 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.

Upon request, cell phones may be searched by administration and/or law enforcement officials if policy violations are suspected.

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 and/or stored in the school office. Repeated violations will be referred to school administration and may result in the device being held by the office when the student arrives on campus and phone privileges being suspended. MGEAS is not responsible for any damaged, stolen or lost items.

### **9:10 TECHNOLOGY AND STUDENT INTERNET USAGE**

The curriculum goals of MGAES calls for integrating technology into our instructional programs and classroom practice. Students' access to and use of electronic resources, including the Internet, is age and grade appropriate and increases gradually from year to year. Use of the Internet by students at any grade is required to be related directly to specific curriculum objectives and only under the supervision of an adult. Curriculum objectives include such things as doing classwork, conducting research, creating classroom products and appropriately communicating with others.

With this opportunity to make use of electronic and digital resources comes the need for personal responsibility on the part of users. To ensure responsible use we have an Acceptable Use Policy (AUP) that parents and students must both sign at the start of the school year. We have installed filtering software on all school devices and related hardware. While we do not consider it a substitute for teacher supervision or for our responsibility to provide students with clear and precise direction for use of the device or the Internet, the software bars access to inappropriate sites at a high degree of certainty (not 100% foolproof as no filtering software can be).

Students are responsible at all times for the legal, ethical and appropriate use of computer and mobile devices and in use of the Internet. When in doubt, students should consult with a teacher for clarification when on campus. For your child's safety we strongly recommend that you monitor your children's at-home access to the Internet. We also request that you guide them not to use their home computers or other electronic devices to transmit material that is inappropriate or offensive to schoolmates and/or faculty. The school and its faculty may deny students use of the school's technology in cases of violation of the MGAES AUP.

### **9.11 PROHIBITED/ILLEGAL SUBSTANCES**

Administration has the right to test for prohibited/illegal substances. Students under the influence of prohibited/illegal substances or found

to be in possession of these substances will face school disciplinary action, arrest, and/or prosecution. (Oregon Conference recommends)

### **9:12 LOCKERS**

Students in grades 5-8 are provided with lockers in the hall. Students must supply their own locks for their lockers. If for any reason a lock must be removed and the teacher or administration can not remove the student lock, replacement of the lock will be at the expense of the student's parents. Lockers may be inspected at any time by a teacher or the administration.

### **9:13 LOST AND FOUND**

There is a lost and found area located in front of the gymnasium during school hours. 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.

### **9:14 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.

## **Section 10: Support Services**

### **10:1 CHAPLAINCY SUPPORT**

The MGAES Volunteer Chaplaincy Team is available to meet with any student or their family. Services range from support during a family crisis to a listening ear during a student's rough day. Chaplains are available 24 hours a day, seven days a week. Contact info for individual chaplains is available in section 11 or by contacting Chaplain Ryan Whitehead at 423-827-9559.



### **10:2 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 supplemental instruction. Students who receive supplementary instruction work with instructors either one-on-one or in small groups. Progress is measured with a nationally norm referenced standardized test, and Measures for Academic Progress (MAP).

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.

### **10:3 STUDENT WELLNESS/COUNSELING**

MGAES partners with the Vancouver Children's Center (VCC) 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 for 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.

### **10:4 TRANSPORTATION**

MGAES currently provides bus service to selected 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.

Bus Fees:

- Paid in Full - \$400
- Paid Monthly: \$450 divided by number of months paying
- Per Ride Fee: \$5.00 with pre-approval of administration

It is important to know that the bus driver is in charge. Things for MGAES bus riders to understand:

- 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 disembark at a stop that is not the 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 inside the bus at all times.
- Open or close windows only with permission from the 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.

## Section 11: Chaplaincy Support Contacts:

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

### **Brackett, Michael**

(828) 552-0153  
pastormichael@meadowglade.com  
Meadow Glade

### **Davies, Evan**

(360) 907-7927  
pastorevan@meadowglade.com  
Meadow Glade

### **Jackson, Marty**

(360) 798-6960  
mc2b28@gmail.com  
Cedar Creek/Woodland

### **Whitehead, Ryan**

(423) 827-9559  
ryan@adventistcommunity.church  
Adventist Community

### **Portillo, Alex**

(301) 665-0332  
potillo.alex@gmail.com  
Hockinson

### **Wittenburg, Andy**

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

### **Saint Phard, José**

720-320-8804  
pastorjose@oasislive.org  
Oasis Christian Center

### **Martling, Rachelle**

509-842-7678  
rachelle@adventistcommunity.church  
Adventist Community

## Section 12: Constituent Churches

Adventist Community Church	Pastor Roger Walter	360-696-2511
Cedar Creek Church	Pastor Marty Jackson	360-225-7718
Hockinson Church	Pastor Alex Portillo	301-665-0332
Meadow Glade Church	Pastor Michael Brackett	828-552-0153
Oasis Church	Pastor José Saint Phard	720-320-8804
Orchards & Yacolt Churches	Pastor Andy Wittenburg	360-892-2925
Vancouver Spanish Church	Pastor Enoc Marquez	602-312-3214
Whipple Creek Church	Pastor Jared Miller	360-355-4270
Woodland Church	Pastor Marty Jackson	360-225-9551
Woodland Spanish Church	Pastor Enoc Marquez	602-312-3214