



MEADOW GLADE
Adventist Elementary
CHRISTIAN EDUCATION SINCE 1899



School Handbook 2026-2027

Meadow Glade Adventist Elementary School

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Accredited by the
Seventh-day Adventist Schools Accrediting Association

A member of the
National Council for Private School Accreditation

North American Division of Seventh-day Adventists

Approved by the
Superintendent of Public Instruction,
State of Washington

Washington State Board of Education



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.

Section 1: 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
Administrative Assistant	Renee Mackin	ext. 104	rmackin@mgaes.org
Kindergarten	d'Ann Jacaban	ext. 203	diacaban@mgaes.org
	Tiffany Strubelt	ext. 201	tstrubelt@mgaes.org
First/Second	Malia Sullivan	ext. 202	msullivan@mgaes.org
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Third/Fourth	Janet Rich	ext. 206	jrich@mgaes.org
	Stacey Duffield	ext. 210	sduffield@mgaes.org
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	Staci Robins	ext. 211	srobins@mgaes.org
Fifth/Sixth	Brittney Anderson	ext. 216	banderson@mgaes.org
	Malaika Childers	ext. 214	mchilders@mgaes.org
	Holly Dovich	ext. 213	hdovich@mgaes.org
Seventh/Eighth	Kathie Keiller	ext. 219	kkeiller@mgaes.org
	Krista Patchin	ext. 217	kpatchin@mgaes.org
		ext. 218	
PE\Athletics		ext. 121	
Music	Kathryn Schaffer	ext. 120	kschaffer@mgaes.org
Algebra 1	Mark Westcott	ext. 208	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/Director	Brenda Bolden	ext. 207	bbolden@mgaes.org

Teacher Aides	Priscilla Guardado		pguardado@mgaes.org
	Tasha White		twhite@mgaes.org
Maintenance/Transportation	Kaleb Browning	ext. 105	kbrowning@mgaes.org
Transportation	Fred Thomas		fthomas@mgaes.org
Home & School	Amanda Culver		homeandschool@mgaes.org
Board Chair	Matthew Gilkey		msgilkey@gmail.com
Kid Zone	Renee Mackin	ext. 104	rmackin@mgaes.org
	Madison Chavez	ext. 140	mchavez@mgaes.org
Kid Zone	Direct Line	ext. 209	after hrs line: 360-287-4254

Section 2: Mission, Motto, 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 commitment:

- 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 SMART devices including SMART watches including fitness trackers (such as FitBits), ear buds and cell phones, etc., in airplane mode while stored in a Yondr pouch, and then stored in a backpack or secured in locker during school hours, including all pass times and breaks, 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.

The school also reserves the right to ask students to unlock their electronic devices such as smart watches, and/or phones so it may conduct a search to determine whether the student has violated the student Code of Conduct. This search may be performed in the student's presence.

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 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. 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.

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.

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

MGAES admits 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, and 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 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

At this time, MGAES is unable to accommodate a home school collaboration.

4:7 PHYSICAL EXAMINATIONS

Prior to their application for enrollment, a Student Health History form and copy of the most recent well check from a licensed health care provider are required for entry. Any changes to a student's health information must be reported with an updated Student Health History form.

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 for 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 AND RETURNING STUDENTS

Please contact our office for interest in enrollment. We will be happy to walk you through registration.

New students 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 3-8)
- 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. Students that are in grade 5-8 who participate in our athletics program are required to have a valid pre participation physical examination completed by a licensed healthcare professional. The physical is valid for two years and must be on file in the student's medical record. It is a requirement for students entering grades 5-8 and participating in our athletics program to have a valid pre-participation physical completed by a licensed health care professional on file (good for two years) and is kept in the student's medical file.

It is the responsibility of families to provide transportation to and from all away games for their student athlete. Activities include basketball, soccer, and volleyball. Participation in 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 character, sportsmanship, teamwork, and skills that build school spirit, and self-confidence.

In grades 1-4 we offer an athletic program, which whenever possible, aims to accommodate any student who has the desire to participate. If full inclusion is not possible, based on factors such as coaching availability, team size, participation will be based on the order that sign-ups were received. For clarity, while the Adventist Basketball League included 5th grade, it is considered a participatory athletic program.

- In grades 5-6 we offer an athletic program, which whenever possible aims to accommodate any student that has a desire to participate. However, it is a transitional period into the competitive program so if full inclusion is not possible, based on factors such as coaching availability or team size, tryouts may be utilized for team selection to evaluate attributes like skill and sportsmanship for team selection. In grades 6-8 we offer a competitive athletic program in which the athletic director and coaches will utilize try-outs to evaluate attributes like skill and sportsmanship for team selection.

Section 6: General School Information

6:1 SCHOOL HOURS

School Doors open at 8:05 AM. School begins at 8:15 AM and ends at 3:10 PM for bus riders and 3:15 PM for all others, Monday -Thursday. On Fridays, school ends at 12:40 PM for bus riders and for all others 12:45 PM. Early dismissal is at 12:40 PM for bus students and 12:45 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 8:15 AM, please send them to the office for a tardy slip before they go to class.

EXTENDED CARE

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

If a student arrives at MGAES before 8:00 AM, they need to go to Kid Zone located in the library. **Please**

use the north entrance by the gym to access library door. Kid Zone begins at 7:00 AM and ends at 8:05 AM, but there are no charges after 7:55 AM. If a student is still on the school grounds after 3:25

PM (12:55 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 (or noon on Fridays or days with early dismissal). 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 \$9.00 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 \$20.00 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 AND OFFICE

We encourage parents to communicate directly with the office and teachers by utilizing 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 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 student in this school, please inform the office and provide copies of legal documentation.

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 7:30 to 7:45 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 have a cleared background check by the Oregon Conference.
- 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).
- 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 prior to the overnight trip.

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-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.

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 FACILITIES USAGE

Due to liability rules, students may not use the facilities/school campus during non-school hours, unless supervised by an adult/guardian. The school is not responsible for any injury or accident that takes place during non-school hours.

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 (www.mgaes.org)
- 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” AND other calendar days reserved for teacher in-services 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.

6:20 VISITORS ON CAMPUS

Visitors are required to report to the office and secure permission to be on campus after school has begun. 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. Exceptions to the check-in policy include events where an invitation has been extended to encourage family attendance (e.g. chapel, track and field day, jog-a-thon).

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 (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, 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 1st grade students).

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.

7:4 PAYMENT METHODS

Families have three payment options:

- Pay in full by the first day of school (see discounts)
- 10-month payment plan (billed August-May)
- 12-month payment plan (billed 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 eleven 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	\$960.80	\$800.67	\$9,608

6-8 \$980.80 \$817.33 \$9,808

7:5 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.

7:6 WITHDRAWAL POLICY

- A withdrawal form must be completed and turned in to 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 15th will not be eligible for any refunds or tuition credit.
- If paid in full, then the remaining year will be refunded.

7:7 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
 - Paid in full \$990
 - Paid Monthly: \$99.00
- Kid Zone Fees
 - The charge for Kid Zone is \$9.00 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 \$20.00 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

7:8 FEES FOR OTHER PROGRAMS

Fees for other programs may be assessed by MGAES.

Other programs include but are not limited to:

- Bible Camp
- 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.

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. Students are not permitted to leave the school grounds during school hours. 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, for example, fireworks, lighters, or any types of pyrotechnic items are not allowed on campus (RCW 9.41.280 and 9.41.250; see Section 9.4).

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

Pursuant to WA state law, Minor Medications, any over-the-counter items such as cough drops, ChapStick, etc. are required to have a non-prescription form signed by guardian and health care provider.

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. For students with known asthma or allergies requiring epinephrine, inhalers, or other emergency medications, written authorization and medication MUST be given by the child's parent or guardian and the child's physician or dentist, prior to the student attending school.

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 12:45 PM on Fridays, and 12:45 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, administering medication, and calling EMS, if necessary. Parents are to supply the school office and homeroom teacher with physician letters for

restrictions due to illness or injury for physical activities.

8:11 STANDARD PICK UP

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

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 (before noon on Fridays or early release days) 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 SMART devices, SMART watches, and cell phones for pickup is not permitted.

teachers, athletic director, and the athlete to determine eligibility.

- For additional requirements, refer to the current athletic/varsity policy for after school sports.

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 submits work that is not 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. Tools such as generative AI (artificial intelligence) or problem-solving software may only be used if explicitly permitted by the teacher for a particular assignment or class and must always be properly acknowledged.

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 ARTIFICIAL INTELLIGENCE POLICY

Generative AI tools—including language models, image generators, and audio/video synthesizers—can enhance the educational experience by providing assistance in research and communication. However, in alignment with our mission to prepare students to think for themselves rather than merely reflecting the

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.
- Students with a grade below a C- in any course, will have a meeting with parents, teachers, ASB or Class Advisor, and the student to determine eligibility.

FOR PARTICIPATION IN AFTER-SCHOOL SPORTS

- Students with a grade below a C- in any course, will have a meeting with parents,

thoughts of others, MGAES emphasizes the responsible and ethical use of these tools.

Academic Use and Teacher Discretion

- **Teacher Authorization:** Teachers have the sole discretion to allow AI use for specific academic purposes.
- **Standard Assumption:** Students must assume that AI is prohibited for any assignment unless the teacher explicitly specifies otherwise.
- **Approved Resources:** When AI use is permitted, students must use only the specific resources and tools authorized by their teacher.

General Principles

- **Integrity and Accuracy:** Students must ensure all AI-generated information is accurate and aligns with MGAES core values. Facts and references provided by AI must be verified against reliable sources before use.
- **Critical Thinking:** AI should be used to complement or enhance a student's independent thinking, not replace it.
- **Transparency:** Students must follow teacher directions for citing AI use. It must be clearly indicated when content has been generated or significantly assisted by AI tools to maintain trust and accountability.
- **Ethical Use:** Use of AI to create misleading, deceptive, or false information is strictly prohibited. All generated content must respect copyrights and the values of the Seventh-day Adventist Church.

Academic Integrity and Conduct

- **Plagiarism:** Submitting work generated by an AI program as one's own is considered a violation of academic integrity. Any form of cheating involving AI will be handled according to the school's disciplinary policies.
- **Citations:** Material generated by AI must be cited as a reference, with due consideration for the varying quality of AI-generated sources.
- **Likeness and Consent:** Generative AI may not be used to reproduce the likeness (image, video, voice, or text) of any student or staff member without documented consent.

Privacy and Fairness

Data Protection: Use of AI must comply with school privacy policies and FERPA standards.

- **Sensitive Information:** Students and staff must not input confidential or personally identifiable information (PII) into AI tools, including passwords or protected data.
- **Bias Awareness:** Users should remain aware of potential biases in AI-generated content and strive to provide balanced information that avoids stereotypes or discriminatory language.

9.4 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 emergencies including, but not limited to, a death or illness in the immediate family.
- Religious or cultural purposes include 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 further 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 school days prior to an absence of three days or less, and five school days prior to an absence of greater than three days. **Please note, pre-arranged absences for vacations are not excused.** Pre-arranged forms are found on the school website under "documents".

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 prior to leaving (see Pre-Arranged Absence)..

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

- After five unexcused absences in a quarter, 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 quarter, 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 in a quarter, the school will take data-informed steps to eliminate or reduce the student's absences. This 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.
- When a student exceeds 15% of unexcused absences during the current school year and 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 8:15 AM (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 for any absence will be required to be made up. Students will have three days or arranged with the classroom teacher to complete that work for full credit.

9:5 DISCIPLINE

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

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.

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 of such a nature to cause gross disruption of the school program where readmittance would make maintenance of continued learning 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

Possession of any dangerous items at school will result in disciplinary action, including expulsion, if necessary (please see section 8:5 Dangerous Items).

9:6 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.

BULLYING

Bullying is defined as unwanted, aggressive behavior towards a student that is intentional, repeated and involves a real or perceived power imbalance. For resources on bullying, see www.stopbullying.gov and www.anti-bullyingalliance.org.uk. 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.

9:7 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. WA statute RCW 9.68A.001

9:8 OREGON CONFERENCE SEXUAL HARASSMENT POLICY

The Oregon Conference of Seventh-day Adventist Office of Education policy (The Oregon Conference) prohibits unlawful discrimination and harassment of any kind. This policy defines these terms and provides a complaint procedure for all Persons described in subsection (5)(b) of Senate Bill 197 (SB197) 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 a person described in subsection (5) (b) of SB197 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 1) unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature, explicit or implicit; 2) 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 1) conduct of a sexual nature directed toward a person younger than the age of consent or a person who is unable to give consent; 2) 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/Washington who share nude or sexual images of minors may be prosecuted under the state's child pornography laws.)
- The school administrator/principal shall contact his/her superintendent to report any information or incident he/she becomes aware of regarding discrimination, harassment, or sexual assault.
- 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.
- 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:
 - providing resources for support measures to the student/staff
 - taking any action necessary to remove future impact on the student/staff
 - investigating and documenting all complaints
 - communicating with involved students/staff and parents. The individual who initiated the complaint and, if applicable, the students' parents shall be notified:
 - when an investigation is initiated
 - of the protected rights of the student reporting
 - when an investigation is concluded and whether a violation of this policy was found to have occurred
 - documenting action(s) taken.
- Local law enforcement may be involved if required by the facts of the incident.

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.

REPORTING PROCEDURE

- 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.

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 (specifically prohibited by ORS 659A.030,

659A.082 or 659A.112) commence **no later than five years** after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

9:9 DRESS CODE

Since parents largely control the clothing worn by the students, their responsibility and cooperation in guiding their children in this is greatly appreciated. A good general policy regarding the dress code is: If there is ANY QUESTION about an item being appropriate or not, DO NOT WEAR IT.

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. Simple is defined as free from vanity or anything that distracts. The administration and faculty reserve the right to make the final determination regarding whether attire is appropriate and complies with dress code. To help set this learning environment the following principles apply to all school functions as well.

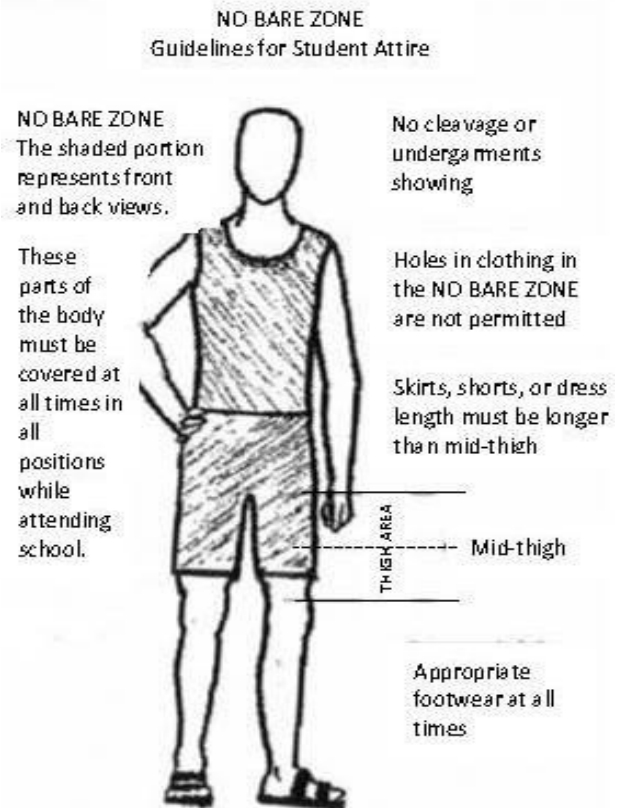
Simple is defined as free from vanity or anything that distracts.

- Clothes should be weather-appropriate and follow the requirements listed below as needed for the classroom setting, field trips, P.E., or music.
- Jewelry, such as earrings, necklaces, rings, or bracelets made from jewels and metals should remain at home. Only clear plastic retainer earrings are allowed.

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.
- 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 (mid-thigh area, 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 two 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

- Grades K-8 participate in PE classes. PE grades depend on participation, wearing the designated uniform (grades 5-8 only), and a positive attitude which contributes to the program.
- All students should wear clothing which allows oneself to be active.
- All students are expected to wear appropriate socks, and athletic shoes (non-marking, non-skid, non-black soled).
- All students 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 in grades 5-8 must also wear athletic-type shorts or sweats that abide by our school dress code, to participate in PE class.

9:10 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, smart watches, and smart devices are not allowed at school. If a student brings a cell phone or smart device to school, it will be secured as designated by the school administration. A member of the administrative team will contact parents of any student who is not in compliance.

Upon request, cell phones and/or smart devices 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. MGAES is not responsible for any damaged, stolen or lost items (see section 3.2).

9:11 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.

9:12 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.

9:13 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 cannot 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.

9:14 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.

9:15 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 Evan Davies at 360-907-7927.

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 formative and summative assessments and a nationally norm referenced standardized test, (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 local mental health provider to assist with student wellness services for students and families. They aim to facilitate growth, promote wellness, and enhance students' social, emotional, and academic development. Services are provided on a referral basis. Please contact the school for support and information.

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. To pay in full please sign up for bus service at the beginning of the school year. To sign up later in the year, contact the business office.

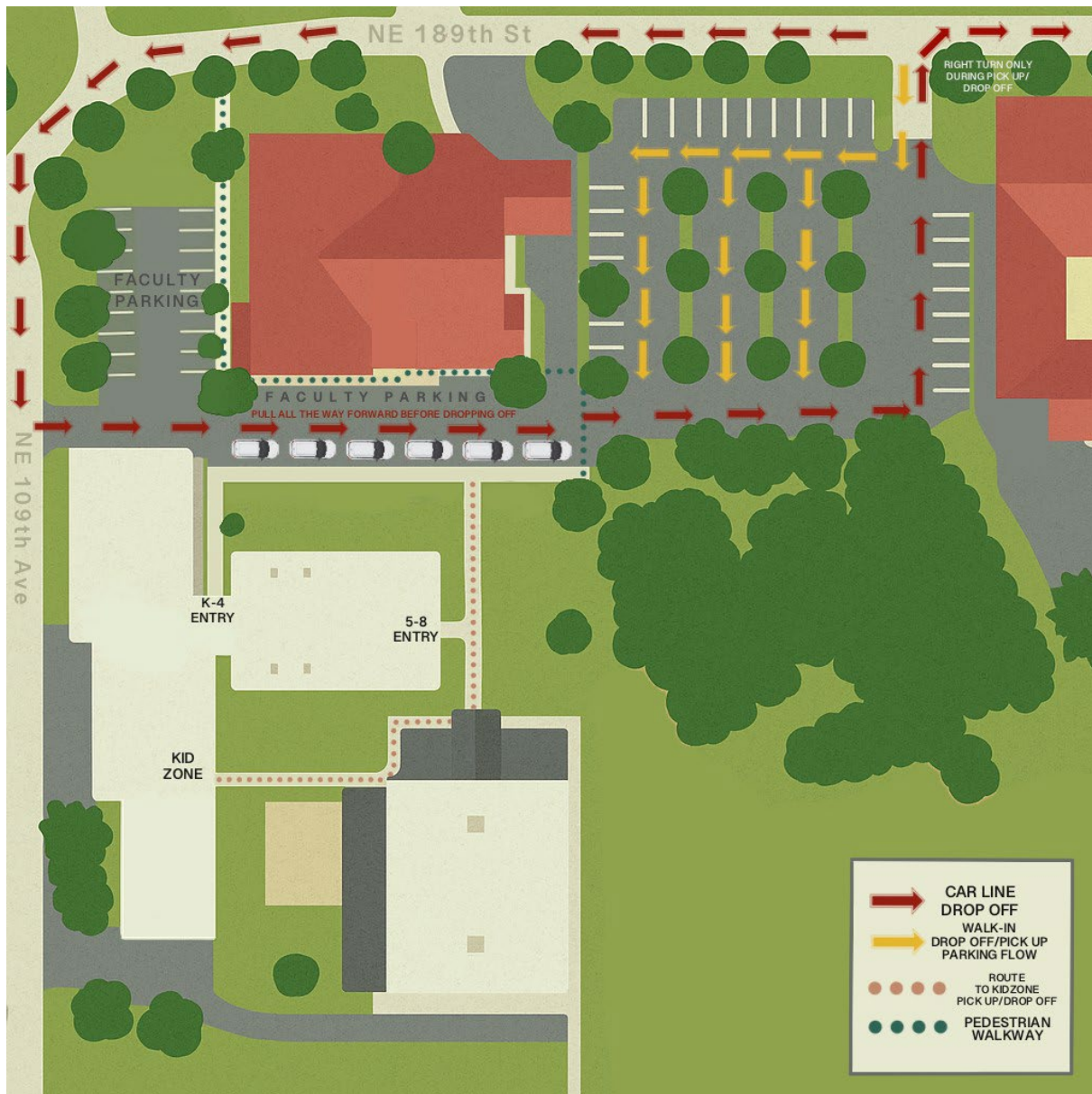
Bus Fees:

- Paid in Full: \$990
- Paid Monthly: \$99
- 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.

10:5 Carline/Parking



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 Church

Davies, Evan

(360) 907-7927

pastorevan@meadowglade.com

Meadow Glade Church

Bollin, Jim

208-936-8344

pastorjim@meadowglade.com

Meadow Glade Church

Portillo, Alex

(301) 665-0332

potillo.alex@gmail.com

Orchards Church

Saint Phard, José

720-320-8804

pastorjose@oasislive.org

Oasis Christian Center

Taylor, Barry

541-220-1157

bltaylor61@gmail.com

Whipple Creek Church

Walter, Roger

(360) 690-6593

roger@adventistcommunity.church

Adventist Community Church, Vancouver

Alavarez, Jonathan

360-696-2511

jonathan@adventistcommunity.church

Adventist Community Church, Vancouver

Morouske, Mike

360-696-2511

mike@adventistcommunity.church

Adventist Community Church, Vancouver

Section 12: Constituent Churches

Adventist Community Church	Pastor Roger Walter	360-690-6593
Cedar Creek Church	Pastor	360-225-7718
Hockinson Heights Church	Pastor	360-254-3822
Meadow Glade Church	Pastor Michael Brackett	828-552-0153
Oasis Church	Pastor José Saint Phard	720-320-8804
Orchards Church	Pastor Alex Portillo	301-665-0332
Vancouver/Woodland Spanish Churches	Pastor Enoc Marquez	602-312-3214
Whipple Creek Church	Pastor Barry Taylor	541-220-1157
Woodland Church	Pastor	360-225-9551
Yacolt Church	Pastor Dan George	503-866-2341