

Buena Vista SDA School Handbook

Mission Statement

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

Principal's Message

Christian greetings!

Welcome to Buena Vista Seventh-day Adventist school (BVSDA). It is our honor to work side by side with you as your child develops and matures mentally, physically, spiritually, and socially. Since the early 1900's, BVSDA has been providing students with this holistic education that is based on principles of Biblical understanding.

We believe that working with you we will see your child thrive. As the twig is bent, so grows the tree! Our teachers are committed to providing an excellent foundation for your child so that their future will be bright as they contribute to their community in a way that brings value to everyone with whom they interact.

This handbook is a road map of sorts. It will guide you in how we strive to provide such an impactful program for your child, from the board to our building and everything in between. I want to encourage you to take a few moments to familiarize yourself with the information that is shared here. As always, if you have a question, please don't hesitate to message us, and we will assist in finding answers.

This is an important time in your child's journey, and we believe the words shared in Isaiah 43:1, "Do not fear, for I have redeemed you; I have summoned you by name; you are mine." We believe each one of us has been redeemed by God and specifically called by name! What a powerful message! As such we sacredly work to help each one of our students excel, to know God, and to serve God.

Thank you again and may God bless as we work with you to serve Him.

With Christian regards,

David Morgan, MAEd

Faculty & Staff

Administration

Principal

David Morgan, M.A.Ed.
principal@bvsda.org

Vice Principal for Student Affairs

Donna Ellis, M.S.W.
donna.ellis@bvsda.org

Office Assistant

Deasy Taylor
deasy.taylor@bvsda.org

Bookkeeper

Gladys Kerubo, B.A.
bv_bookkeeper@bvsda.org

Staff

Piano

Grace Choi, B.A.
gracehychoi@gmail.com

Grades 6-8 Language Arts

Marja Gonzalez, M.A.
marja.gonzalez@bvsda.org

Physical Education

Ivana Ogando
ivana.ogando@bvsda.org

Learning Support

Kennita Lewandowski
kennita.lewandowski@bvsda.org

Reading Support

Sandy Hawkins, M.A.
sandy.hawkins@bvsda.org

Food Service

Lisa Underhill
lisa.underhill@bvsda.org

Kitchen Support

Amy Petersen

Library

Jane Mack
jane.mack@bvsda.org

Maintenance

Cris Hoffmann

Custodial

Oleksandr Golubyev

Before/After School Care

Shamis Hoffmann
shamisakar@gmail.com

Teachers

Transitional Kindergarten

Alecia Moss, B.A.
alecia.moss@bvsda.org

Kindergarten

Molly Webb, B.A.
molly.webb@bvsda.org

First Grade

Amber Nelson, M.E.
amber.nelson@bvsda.org

Second Grade

Cassidy Patel, B.S.
cassidy.patel@bvsda.org

Third Grade

Melissa Holm, B.S.
melissa.holm@bvsda.org

Fourth Grade

Myrna Coward, M.A.
myrna.coward@bvsda.org

Fifth Grade

Ethan Lichtenwalter, B.S.
ethan.lichtenwalter@bvsda.org

Sixth Grade

Jacqueline Padilla, B.S.
jacqueline.padilla@bvsda.org

Seventh Grade

Caleb Bryan, B.S.
caleb.bryan@bvsda.org

Eighth Grade

Heaven Shin, M.Ed.
heaven.shin@bvsda.org

Teacher Aides

Mary Bermudez
Cyndi Heupel
Nive Ieremia

Philosophy of Education

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

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

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

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

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

Hours of Operation

Grades TK-8

Mon.—Thurs. 8:00 a.m.—3:00 p.m.

(2:50 p.m. for grades TK-2)

Friday 8:00 a.m.—1:30 p.m.

Half Days 8:00 a.m.—12:00 p.m.

Office

Mon.—Thurs. 7:50 a.m.—3:30 p.m.*

Friday 7:50 a.m.—2:00 p.m.

Half Days 7:50 a.m.—12:30 p.m.

*Office closes at 3:20 p.m. on days when there is staff meeting.

Summer

Tues.—Thurs. 9:00-3:00*

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

School Board

Buena Vista is governed by an on-campus principal, as well as a school board made up of representatives from the constituent churches and the Washington Conference Education Department. Board meetings are typically held on the third Tuesday of the month. Meetings, other than executive sessions, are open to the public for observation. Only items on the agenda will be discussed during the meeting. Anyone interested in having an item placed on the agenda must contact the school board chair at least one week before the scheduled meeting for possible consideration.

Glossary

- Fast Pass Days—A required two-day event prior to the first official day of school where parents complete registration, finalize finances, and receive important information from the office and classroom teachers. Parents attend one of the two days and can choose which day fits their schedule. Students must attend as well. Attendance will be taken, and it counts as a school day. Passes are given at the completion of the event that allow students to attend class on the first day of school.
- Jupiter—the student information system used by Buena Vista for registration, grading, and attendance.
- Admissions Committee—A sub-committee made up of school board members and Buena Vista Principal who determine acceptance to Buena Vista and monitor student academic and behavioral concerns.
- Student Behavior Code—Document detailing Buena Vista's expectations regarding student behavior, dress, etc.

Facilities

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

Programs

- Music Department—The music program at Buena Vista currently consists of choir and group piano lessons for lower grades, and choir, band, and handbells for upper grades. Ukulele is taught in 6th grade. Private piano lessons are also available. As Buena Vista rebuilds the music program following Covid, additional music options may become available to our students.
- Computer access—Students have supervised access to the internet while at school. See section on Technology Policy on page 15 for information on the internet and computer use policies.

- Before and After School Care—Before and after school care is available at Buena Vista. For more information, see page 14.
- Robotics—Buena Vista participates with the Adventist Robotics First Lego League. FIRST LEGO League introduces science, technology, engineering, and math (STEM) to students in grades 5-6 through fun, exciting hands-on learning. Participants gain real-world problem-solving experiences through a guided, global robotics program, helping today's students and teachers build a better future together. The Robotics program depends on volunteer leadership. If there is no one to lead the program, it will be cancelled.
- Sports—Buena Vista works with local park and recreation leagues and other private schools to provide opportunities for students to play in after-school organized sports. Options are limited to what is offered by these leagues but usually include basketball, soccer, and flag football. Each sport is also dependent on volunteer coaches. If no coach is available for a sport, it will not be offered. Anyone wishing to coach an athletic/extra-curricular team must pass a background check before they are allowed to work with students. Students are expected to maintain good grades and citizenship to play on a school team. Players are required to sign contracts to play. Playing on a team is a privilege, not a right, and the school, coach, or family maintain the right to revoke that privilege.

Non-Discrimination

The Seventh-day Adventist Church in all its church schools, admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools, and makes no discrimination based on race, color, ethnic background, country of origin, or sex in administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

Individuals with Disabilities Education Act

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

Online Application & Registration

Buena Vista uses Jupiter for online application and registration, the link for which can be found on the school's website. Paper applications are not available. Anyone who needs assistance with the online process can contact the school office.

- All prospective students applying to Buena Vista for the first time will start by filling out the online application. Once accepted, they will be given instructions to continue the online registration process.
- All current students will re-enroll through their current Jupiter account.
- All students are required to attend Fast Pass Days before the first day of school to finalize registration and be allowed to start class.

Online Application Requirements (New Students Only)

The following items are needed to complete the Online Application process:

- Student demographic information
- Copy of birth certificate

- Washington State Certificate of Immunization form with current immunization record
- Grades for the last grading period that would equal a “C” average in core subjects (math, reading, English, social studies, science; Grades 1-8 only)
- Results from a national standardized test of achievement, such as IOWA, CAT, MAPS, etc. (Grades 3-8 only)
- Report of attendance and school citizenship from school previously attended (Grades 1-8 only)
- Three confidential recommendation forms (Grades 2-8 only). Applicants must provide the names and email addresses to Buena Vista when applying to the school. Emails will automatically be sent to the references when the application is submitted. These recommendations must come from the following:
 1. The most recent teacher
 2. The principal of the last school attended or a second recent teacher.
 3. An unrelated adult who has observed the child from a supervisory role (i.e., a Scout or Pathfinder leader, Sabbath School teacher, coach, pastor, etc.)
- Acknowledgement of the receipt of the school handbook (link to handbook found during the application process and on the school website) and agreement to abide by all policies.
- Acknowledgement of the receipt of the Student Behavior Code (link is found during the application process and on the school website) and agreement to abide by all policies.
- Placement testing and a personal interview will be scheduled by the administration prior to acceptance (Grades 1-8 only).

Once the online application is complete, the student’s file will be submitted to the Admissions Committee for acceptance. Students are unable to start school until acceptance and enrollment are complete, which may take several days. Buena Vista does not employ certified special education personnel to teach and assist students with severe learning or behavioral disabilities. If a student has a current Individual Education Plan (IEP), that information must be received prior to a student’s name being taken to Admissions Committee.

Online Registration Requirements (New and Returning Students)

For returning students and new students who have received acceptance by the Admissions Committee, the following items are needed to complete the Online Registration process:

- Financial contract for current school year.
- Registration fee paid in full.
- Acknowledgement of the receipt of the school handbook (link found in the online enrollment process and on the school website) and agreement to abide by all policies.
- Acknowledgement of the receipt of the Student Behavior Code (link found in the online enrollment process and on the school website) and agreement to abide by all policies.
- Student Medical Record (needed only for students starting school for the first time, i.e., Kindergarten or transferring from a homeschool program).

Entering Age

Buena Vista follows Washington State law that requires new transitional kindergarten, kindergarten, and first-grade students meet the following age requirements:

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

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

Grade Placement

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

Admissions Committee

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

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

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

Students who have the status of "concern" or "probation" will have their performance reviewed quarterly or as needed by the Admissions Committee. If their status changes, a letter will be given to the parents.

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

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

A parent whose child's enrollment status has changed may contact the office to request a hearing before the Admissions Committee.

Medical Requirements

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

DTaP/DT/Tdap/Td

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

Grades 7-8—5th dose must be Tdap if it has been 5 years since the last tetanus-containing vaccine.

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

MMR Grades K-8—2 doses (personal or philosophical exemption not allowed)

Hep B Grades K-8—3 doses

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

Registration Fee

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

yearbook, library fees, activity fees, and testing fees.

Current returning students who have a zero-account balance at the end of the school year and have submitted all registration fees and forms for the new school year by June 15th will receive a \$50.00 credit at the start of the new school year.

Tuition

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

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

See Financial Contract for current tuition rates.

Buena Vista's current constituent churches are:

- Auburn Adventist Academy Church
- Auburn City SDA Church
- Federal Way Hispanic Church
- Kent SDA Church
- Kent Spanish SDA Church
- Steps to Christ SDA Church
- Seattle Central Korean SDA Church
- White Center Hispanic Church

Payment Schedule

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

Any questions pertaining to your school bill, such as financial corrections or modifications, need to be brought to the attention of the bookkeeper within two months of the disputed invoice.

Discounts

The following tuition discounts are available for students in grades TK-8:

- 3% if full tuition is paid by the first day of school.
- 5% if two children are enrolled at Buena Vista.
- 10% if three or more children are enrolled at Buena Vista.
- 3% discount on monthly tuition if the entire statement is paid by cash, check, or Zelle and received by the 20th of the month.

Discount rates are not available for the international student program.

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

Delinquent Accounts

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

If your account is:

- 30 days outstanding—Parents are notified of their past-due account.
- 60 days outstanding—The following actions will take place:
 1. Parents are notified of their past due account.
 2. Parents should immediately contact the bookkeeper to make payment arrangements.
 3. Students are required to remain home and not attend class until acceptable payment arrangements are made.
 4. Parents can withdraw their students immediately; however, they are still responsible for their outstanding balance.

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

Accounts must remain current:

- To register for the following year
- To receive an eighth-grade diploma
- To participate in any fee-based extra-curricular activity
- To charge for hot lunch and other non-tuition items

Additional Charges

- Technology Fee—Covers the cost of devices and infrastructure. Prices differ between grades TK-4 and grades 5-8.
- Property damage or loss—Actual replacement/repair cost will be charged to the account.
- School Pictures—Each student will have his/her picture taken for the school yearbook at no charge. Optional picture packages are available for a fee.
- Field Trips—Charges vary per trip and will be added to your account.
- 8th Grade Class Trip—\$300 billed over 10 months
- Graduation—\$80 charge per student to cover graduation costs, billed over 10 months.
- Kindergarten Graduation—\$50 charge per student to cover graduation costs., billed over 10 months.
- 6th-8th Grade Music—\$70 charge per student to cover cost of music, billed over 10 months.
- Instrument Rental—Monthly rental fee varies based on the type of instrument chosen.
- 6th Grade Ukulele—TBD
- 5th Grade WA Conference Outdoor School—\$50 billed over 5 months.
- Kindergarten Supplies—\$25 billed at the beginning of the school year.
- 2nd Grade Supplies—billed at the beginning of the school year.
- 6th-8th Grade Supplies—\$30 billed at the beginning of the school year.
- Hot Lunch/Beverages—Hot lunch and beverage cards can be purchased or charged to your account (if the account is current).

Extra-Curricular Activities

- Sports—Buena Vista may offer extra-curricular sports programs such as baseball, basketball, volleyball, soccer, flag football. The fees for these activities vary.
- Lego Robotics—The fees for these extra classes vary and will be charged to your account.

Family Service Hours

To keep tuition costs down and bring about a spirit of community, cooperation, and service, each school family is expected to give service time and participate in school activities. Required service time will be a total of ten (10) hours for each family per school year, and five (5) hours for single-parent families and TK families. With prior approval, family members aged 12 years and older can assist with providing volunteer hours for their family, if parents are unable to arrange time. Family accounts will be billed \$15 for each hour not completed by the end of the school year.

Student Insurance

Each student who is currently enrolled at Buena Vista is covered by a basic accident policy. This insurance is a secondary policy if parents have insurance. If parents carry no other insurance, then this policy becomes the primary insurance.

School District Services

According to the Washington Office of Superintendent of Public Instruction website, “The students, parent/guardians, and educators of non-profit, private schools—approved by the Washington State Board of Education—may be eligible for services provided through some Elementary Secondary Education Act (ESEA) federal education programs. These services can provide a valuable supplement to the core programming and professional development of participating private schools.” Parents who feel their child may potentially benefit from education assistance through the public school system can contact the Buena Vista school office for information on beginning the evaluation process. Students with significant learning needs may be best served by the public school system.

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

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

Things to Leave at Home

Students should not bring:

- Laser pointers
- Playing and trading cards
- Electronic games or toys
- Printed material that is inappropriate for a Christian and learning environment.
- Chewing gum.
- Energy drinks
- Roller skates/blades, skateboards, hoverboards, and wheeled shoes
- Backpacks, lunch boxes, and all other school supplies that display writing or images which are not in harmony with Christian standards.

Students should not bring anything **distracting or potentially dangerous** to anyone. Teachers may make exceptions for some items.

Electronic Devices

Cell phones, iPods, iPads, and tablets must be turned off and kept in backpacks until school has been dismissed. Communication through smart watches is not allowed during school hours. Exceptions can be made with teacher permission.

- 1st offense—The device is taken away, and a parent must come to the office to pick it up.
- Subsequent offenses —Parents must come pick up device and pay a \$25 fine.

Weapons Policy

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

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

Imitation or toy weapons are not permitted.

At-Risk Behaviors

Buena Vista is a drug-free, tobacco-free, and alcohol-free zone. We educate our students on the perils of harmful behaviors and make certain that our own campus is free from these negative influences. Students who engage in these activities may forfeit their enrollment at Buena Vista. At-risk Behaviors include:

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

Students engaging in any of the above at-risk behaviors at any time may be referred to Admissions Committee and subject to serious discipline up to and including expulsion on a case-by-case basis. To see the Student Behavior Code, click [here](#).

Hands Off Policy

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

Harassment

Buena Vista does not tolerate harassment in any form: racial, ethnic, religious, age, sexual, or any other type of verbal, non-verbal, and/or physical harassment, including that which is done via electronic media. Slurs, jokes, put-downs, verbal or physical intimidation (bullying), or excessive teasing will be dealt with in a serious manner. Students should report any infraction to their teacher or principal.

Sexual Harassment

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

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

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

Off-Campus Behavior

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

Students engaging in harassment, bullying, or at-risk behaviors at school or off campus, whether in person, online, social media, apps, texting, or any other means may be referred to Admissions Committee and subject to serious discipline up to and including expulsion on a case-by-case basis.

Dress Code

Please refer to the Dress Code Policy given at registration and during Fast Pass Days. The Dress Code can also be found on the school website under the Registration tab.

Student Behavior Code

Buena Vista adheres to a student behavior code which is available on the school website. A link to the code can be found [here](#). A copy of the code will also be given to each student during Fast Pass Days.

Cheating Policy

Cheating is a form of dishonesty and is not acceptable behavior. Cheating includes, but is not limited to:

- Copying another student's homework
- Using notes of any kind during quizzes, tests, or exams except by permission of the teacher
- Communicating with another student through any means during quizzes, tests, or exams
- Copying from another student's test paper
- Claiming work from another student as your own
- Plagiarizing any printed material: i.e., using printed material without proper documentation
- Sharing homework, etc.

First Offense

- The student will receive a zero on that assignment.
- The teacher will fill out a behavior report and notify administration/parents

Second Offense (in the same class)

- The student may receive a grade of F (59%) for the class for that quarter.
- A teacher will fill out a behavior report and notify administration/parents.
- Administration will review the incident for disciplinary action.

Second Offense (in a different class)

- The student will receive a zero on that assignment.
- A teacher will fill out a behavior report and notify Administration/parents.
- Administration will review the incident for disciplinary action.

Third Offense

- The student may be asked to withdraw from school.

Attendance

Buena Vista is bound by Washington State law to maintain regular attendance and punctuality records. Reasonable allowances will be made for absences and tardies, but the only state-recognized excuse for missing school is illness of the student or death in the immediate family. Buena Vista requests that parents call or email the office by 8:15 a.m. if a child will be absent that day. It is the student's responsibility to work with the teacher regarding missed work.

If a student is running a fever, or is suspected of being contagious by school personnel, the student must stay home until 24 hours after the fever has gone down without the aid of medication and symptoms are gone.

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

The first activity of the day in all our classrooms is worship. To protect the sacredness of this time together and to avoid disruptions, we ask families to make every effort to be on time. Students who arrive late need to check in with the office to receive a tardy pass.

Attendance is a critical building block for student learning. If students are not present, they cannot engage in learning. Chronic absenteeism is defined as missing 10% (around 18 days) of the entire school year or 10 days during one month for any reason, including excused and unexcused absences and suspensions. The same standard is used for being late for school (tardies). Your child can be excused from school for a good reason, such as an illness. If your child misses ten or more days of school due to illness, you will need to give the school a written note from a doctor.

If a student is chronically tardy or absent from school, parents will receive a letter at the end of the quarter documenting the number of tardies and absences for that quarter, as well as attendance year-to-date. Parents may be asked to meet with administration if excessive tardies and absences have an obvious effect on the student's learning.

Students who are dismissed from Buena Vista may be reported to their local school district as withdrawn.

Before- and After-School Care

Before-school care is available by appointment only and must be scheduled no later than 9:00 p.m. the night before it is needed. Students who are left unsupervised on campus before 7:35 a.m. may be checked into before-school care.

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

- 3:05 Monday-Thursday (TK-2)
- 3:15 Monday-Thursday (3-8)
- 1:45 Friday (TK-8)
- 12:20 Noon dismissal (half days; TK-8)

After-school care closes at 6:00 p.m. Monday-Thursday and 4:00 p.m. on Friday. Late charges will be assessed for students picked up after closing.

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

Parents who schedule before-school care appointments but do not show up when scheduled or arrive much later than anticipated without giving proper notice will lose the privilege of using before-school care after the third missed appointment. Parents must meet with the Admissions Committee to have the opportunity to have before-school care reinstated.

Parents who do not pick up their child from after-school care by closing time will lose the privilege of using after-school care after the third late pickup. This can affect the child's enrollment at Buena Vista if the child continues to be left at school after dismissal has ended. Parents must meet with the Admissions Committee to have the opportunity to have after-school care reinstated.

Walking to the Academy

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

Leaving Campus

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

Supervision

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

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

Security Cameras

The school board supports the use of video cameras throughout the school campus for the purpose of enhancing school safety and security. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property and diminish the potential for personal

and school loss or destruction of property. Security camera recordings will be viewable by authorized designees only. The full security camera policy can be found on the school website and in the office.

Communication

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

- Jupiter emails.
- BrightArrow text and email service.
- Website: www.bvsda.org. Our website contains our school-year calendars, lunch menus, weekly newsletters, and registration information.
- Grades will be available online for grades 5-8. Buena Vista uses Jupiter as our Student Information System.
- Weekly Newsletter
- Fast Pass Days and Parent/Teacher Conferences
- Each teacher will explain his/her method of communication to the parents at the beginning of the school year. This may include text messages, emails, and newsletters.
- Find us on Facebook at fb.com/bvsdaschool.

School Closure

When school must close due to weather, power outages, or other emergency situations, parents will be contacted through Buena Vista's student information system, Jupiter. This includes texts and emails to families regarding emergency and non-urgent announcements. Buena Vista will follow the Auburn School District regarding school closures or late starts for weather and emergency conditions. There will be no before-school care on late-start days.

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

Technology Policy

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

Music Programs

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

Phone Calls to Staff and Students

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

Vegetarian Hot Lunch

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

Home and School

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

Library

The Buena Vista library contains a variety of fiction and non-fiction books for a wide range of reading levels. The volunteer librarian coordinates with staff and teachers to provide library time for each grade to allow students to borrow books. Fees for late, missing, or damaged books will be charged two times a year. Missing books will be charged to the student's account.

Field Trips

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

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

Transportation for most field trips will be by school bus; however, if the need arises for students to be transported by car or school van, the school will follow state law. Buena Vista abides by the Washington State Child Restraint Law that states children aged 4 and older must ride in a car or booster seat until they are 4'9" tall. Children over 4'9" tall must be secured by a properly fitted seat belt. Children under thirteen years old must be transported in rear seats where it is practical to do so.

International Student Program

Buena Vista is authorized under Federal law to enroll nonimmigrant students. Students may apply directly to Buena Vista, or they may apply through an international student recruiting agency.

Home School Program

Home school students can register to participate in BV activities for a fee if space is available.

Background Screening

We value and depend on our parents for classroom assistance and occasional field trip supervision. We want to be certain we have taken every precaution for the safety and well-being of each child. For this reason, the Washington Conference requires all volunteers to complete the

background screening process. The screening is valid for three years. If you want to volunteer, you are encouraged to start the application process right away. Application instructions are available in the school office. Please note that adults cannot participate on a class field trip without an approved background check, even if they are not supervising any children other than their own.

Mandated Reporting

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

Problem-Solving Conferences

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

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

Administering Medications

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

1. Written instructions from the doctor or dentist.
2. Written permission from the parent.
3. Medication in the original container.
4. The permission and instructions are good for only one school year.
5. Medications that need to be carried by the student, such as an inhaler or EpiPen, must be specifically ordered by the physician (i.e., “student is to carry inhaler at all times”).

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

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

Medical Emergency Procedures

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

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

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

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

Parents/Visitors

We welcome all parents and visitors to our school and classrooms. For the safety of our students and staff, the front door will be locked at 8:10am, and visitors will need to ring the doorbell for admittance. Doors will be unlocked at the beginning of dismissal. During this school day, the doors are only to be opened by office staff. We ask for the following procedures to be upheld for the safety of the students.

- A visitor's pass is required. All visitors must sign in at the office before entering the halls or classrooms.
- Messages and items to be delivered can be left in the office for teachers and students. They will be delivered during classroom breaks.
- Appointments to visit a classroom should be made in advance with the teacher involved. Conferences and discussions with teachers should take place at arranged times.
- Parents are expected to treat staff, students, other parents, and volunteers with respect. They must refrain from physical or verbal harassment, both on and off campus. This includes, but is not limited to, social media, emails, texts, and phone calls. Parents who are in violation of this will be removed from the school until the issue is addressed by the Admissions Committee.

Asbestos

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

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

Non-Published Regulations

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