

# Poulsbo Adventist School



**2026-2027**

**Student Handbook**

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[www.PoulsboAdventistSchool.com](http://www.PoulsboAdventistSchool.com)

## INTRODUCTION

### Getting to Know Us

Established in 1984, Poulsbo Adventist School (PAS) is a ministry of the Poulsbo Seventh-day Adventist (SDA) Church and the Washington Conference of Seventh-day Adventists. We are dedicated to providing high-quality education to children in our church and in our community.

### Our Mission

For students to grow in a safe school community committed to Jesus, learning, relationships, and physical health.

### Our Vision

To inspire every student to develop a relationship with Christ.

### Our Core Values

**Christ-centered** – Encouraging Christian character development and a mindset of Christ-like service to others.

**Academic excellence** – Students are challenged at their level, while continuously developing skills and growing in a high-quality learning environment.

**Safety** – Emotional, moral, and physical safety

**Building community** – Working together with all members of our community and welcoming students from all walks of life.

**Preparation for the future** – Life skills, integrity, and Christian character building

### What We Believe

PAS values and upholds the truth of the Bible as understood by the Seventh-day Adventist Church. Students and parents are not required to believe any certain doctrine in order to be a part of the school. For an overview of the beliefs of the SDA church visit <https://www.adventist.org/en/beliefs/>.

### Message to Parents

We are honored that you have chosen Poulsbo Adventist School to partner with you in the education and character development of your child. We believe that “in the formation of character, no other influence counts as much as the influence of the home. The teacher’s work should supplement that of parents, but it is not to take its place. In all that concerns the well-being of the child, it should be the effort of the parents and teachers to cooperate.” (*Education*, p.283)

Your support of the school makes a genuine difference. Please show respect for the staff and students by bringing your child to school and picking them up after school on time, and by attending school programs and functions. There are two required school meetings a year for all students and parents: Back-to-School Night and Mid-year Meeting.

Volunteers are always appreciated. Ask a teacher or board member how you can be involved. You are also welcome to attend any open school board meeting.

Policies in the handbook are subject to change with approval from the school board. By signing the handbook agreement every year, students and parents agree that they have read and agree to abide by the policies outlined in the handbook.

## ADMISSION INFORMATION

### Who Should Apply

The school welcomes all those who are in harmony with the philosophy and objectives of Christian education and who will cheerfully endeavor to live according to its principles. Upon admission every student pledges to observe willingly all the regulations of the school and to uphold the principles upon which the school is based. If a student breaks this pledge, they automatically forfeit their right to membership in the school and may be allowed to remain in the school only by administrative action.

It is also a part of the student's contract that they will perform all the duties assigned to them in connection with the school to the best of their ability. Students who are willing to develop attitudes, spiritual values, and mental abilities in keeping with the stated philosophies and objectives are encouraged to apply.

PAS operates under the regulations of the Washington Conference of Seventh-day Adventists and admits students of any race, color, and national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. PAS also does not discriminate on the basis of race, color, and national or ethnic origin in the administration of our educational policies, admissions policies, scholarship and loan programs, or other school-administered programs.

### General

Students are eligible for admission subject to four prerequisites:

1. Satisfactory citizenship.
2. Satisfactory scholarship.
3. A genuine desire and interest in the development of a positive personal Christian faith.
4. Students will be admitted to transitional kindergarten, kindergarten, or first grade only if they shall have attained the age of 4, 5, or 6 respectively by August 31. A copy of the birth certificate or other proof of birth date is required for all transitional kindergarten, kindergarten, and first graders.

Students with special scholarship and physical needs should apply to schools specially prepared to deal with special needs.

### Application

An application should be made on an online form supplied by the school for this purpose. Students transferring from another school must present a copy of their standardized test results and their last report card, indicating the last grade completed. Arrangements should be made with the former school for the transfer of other school records to this school. Applications are reviewed by the admissions committee of the school board, and are subject to final approval by the board.

### Academic Placement

The school reserves the right to give entrance and qualifying tests as may be deemed advisable; the results of such tests may be used in placing the students in a study program where they may do their best work. Our goal is to place students where they can attain their highest academic achievement.

### Financial Arrangements

Before a student can enter school, the parent or guardian must accept financial responsibility for the student by signing an agreement that the account will be kept up-to-date and paid regularly each installment period. Overdue accounts must be addressed before students are allowed to return to school

at the beginning of grading periods. See the Financial Policy included under the General Policies in this handbook for more details and the last page for tuition rates and fees.

### Tuition Assistance

If financial assistance is needed, a request should be made to the financial aid committee. Please contact the school treasurer for more information regarding our financial aid policy.

### Physical Examination

Physical exams are required for all students entering PAS for the first time. A form available from the school office should be filled out and signed by a doctor doing the examination.

A physical examination includes the following: a complete health and development history, a complete head to toe physical examination (including nutritional and dental assessment) a visual and hearing screening, general health screening (including urine, blood and tuberculosis tests), and immunizations as needed.

### Immunization

Washington State Law RCW 28A31.118 requires each student to have an up-to-date immunization form completed and filed in the school office by the first day of school. Specific immunization schedules and printed record forms or *WAISS Consent for Online Access Form* are included in the information packet which is available from the school office.

It is the responsibility of parents to provide the immunization information. Records must be complete and include the month, day and year of all vaccines (WAC 248-100-166). Records need to be updated every two years, and each time students receive new immunizations. Immunization shall not be required of the parent or guardian having custody of the child if they file with the school the *Certificate of Exemption* form signed by their physician, unless otherwise required by law.

### Letter of Acceptance

A letter of acceptance from the School Board is required before the student is permitted to attend classes.

### Probation Period

New students will be on probation for the first grading period (nine weeks).

### IDEA Statement

Under federal law, the local public school district is responsible for evaluating students and providing eligible services according to the Individuals with Disabilities Education Act (IDEA). Families who believe their child may qualify for services under IDEA are encouraged to contact their local public school district to request an evaluation.

Although private schools are not required to provide special education services, our school will work collaboratively with families, when possible, to support students within the scope of our program and available resources.



## GENERAL POLICIES

### Accident Insurance

The school carries a student accident insurance plan. Details about the plan are available upon request for parents who want more information.

### Attendance Policy

Habits of attendance and regularity are as important to the school program as are learning and student habits. Regular attendance, promptness, and dependability are characteristics of successful students.

The only valid excuses for absence from public or private schools, according to Washington State Law, are sickness of the student or death in the immediate family. Regular attendance is expected of every student.

Medical appointments should be scheduled outside of school hours and lengthy vacations during school breaks. To be excused for scheduled medical appointments or other pre-arranged absences, parents must notify the teacher ahead of time. If students are to be taken out of school for an extended period of time, permission should be arranged before commitments are made and plane tickets are purchased.

Teachers are not required to permit students to make up work due to unexpected absences. Students and parents are responsible for contacting the teacher immediately upon return from absences to arrange to complete all makeup work assigned and to establish a date to turn in completed work.

Should a student arrive at school ill or become ill during school hours, parents will be contacted to pick up their child.

The school recognizes two kinds of absences:

1. Excused – work may be made up.
2. Unexcused – work missed may not usually be made up.

A parent may be asked to meet with staff if absences become excessive.

### Tardies

Because instruction begins immediately at the appointed time, every effort should be made to avoid tardiness. Students are marked as tardy if they arrive after 8:05 am. Three tardies equal an absence. Seven absences can result in failure for the quarter.

Students with an unexcused tardy might not be permitted to make up any missed morning exercises given in class that day which could impact grades.

### Care of School Property

The student should take pride in their school and protect its property as well as the rights of others. Unauthorized possession of school keys, tampering with locks, or illegal entry of any part of the premises will be considered a serious offense and will be dealt with accordingly. Students will be expected to pay for damage done to school property or property belonging to other students.

## Campus Safety

The schools in the Washington Conference have closed campuses. This means that students do not leave the campus for any reason without specific permission from the office and parents. The classrooms are monitored with security cameras, for the safety of students and staff. Video footage is only accessible by authorized persons and will not be released to the general public.

## Computer Use Policy

PAS has invested in computer technology to better serve students. Computers are integrated into the curriculum to provide instruction and enrichment. We realize that the internet may offer access to inappropriate material. Therefore, we ask that students and parents read carefully and agree to abide by the following guidelines:

- Student access to the internet from PAS is a privilege, not a right, and any inappropriate use may result in the loss of that privilege.
- Students will not use email, internet chat rooms or social networking sites, e.g. Facebook, during school hours unless specifically authorized by the teacher to do so.
- Teachers, staff and board members have the right to view any student email or internet access records.
- Students are not to view, create or send any material that is offensive, obscene, harassing, sexist, pornographic, racist, malicious or slanderous.
- Use of another individual's account is prohibited.
- Downloading material is allowed only by specific permission of a school staff member.
- Deliberate attempts to harm or destroy the data of another user is considered vandalism and is prohibited.
- Computers are to be used for educational purposes only.
- Personal information, such as addresses and phone numbers, is not to be given out on the computer.
- Students are encouraged to use AI tools for brainstorming, creative stimulations, or preliminary research. Using AI tools to generate answers, stories, essays, or other publications, and/or complete assignments without proper citation is not permitted.
- Plagiarism, the use of someone else's material and claiming it as your own, is theft and will not be tolerated.

## Code of Conduct

Proper order and discipline are necessary for good work in school. On or away from the campus students are expected to show the same respect for duty, order, morality, personal honor, and the rights of others as is expected of any good citizen.

Special privileges are contrary to good school spirit and good sportsmanship. An act performed by a single student or group of students may seem insignificant but unless that act can be performed by every student in school without injury to the school, it is not acceptable.

Any practice or attitude which tends to nullify a Christian atmosphere or defeat the purpose of the school will not be permitted. Whenever, in the judgment of the faculty, a student's connection with the school is no longer profitable to the student, or should their influence become detrimental to others, they may be dismissed from the school though no overt act has been committed.

School staff reserve the right to search the personal property of students including lockers, backpacks, and personal electronic devices, if there is probable cause for misconduct. This includes repercussions of off-campus behavior if the actions interfere with the learning environment or activities at school. If school staff suspect the use of an inappropriate substance, they reserve the right to conduct drug testing.

Any student engaging in any of the following activities makes them liable for dismissal from the school:

- Using, handling, possessing or furnishing to others tobacco, alcoholic beverages, narcotics or drug paraphernalia.
- Gambling or the possession of gambling devices.
- Using or possessing dangerous weapons or explosives of any kind. Students who bring firearms, dangerous weapons or explosives to school will be reported to their parents and local authorities, as required by law.
- Using profane or indecent language, possessing or displaying obscene literature, pictures or articles.
- Dishonesty in any form.
- Willful destruction of school property or the property of others.
- Tampering with school fire equipment or fire alarm system.
- Undermining the religious ideas and faith held by the Seventh-day Adventist Church.
- Improper conduct of a sexual nature.
- Inappropriate physical contact of any kind whether a display of affection or an act of aggression.
- Conspiracy to perform or participate in initiations (hazing) or any other act that may injure degrade, or disgrace a fellow student.
- Defiance or insubordination to any faculty or staff member.
- Fighting.
- Bullying of any kind.\*

\*PAS has adopted the Olweus Bullying Prevention Program to aid students and staff in this area.

Regulations adopted and announced by the faculty or the PAS school board during the school year are as binding as those printed in this bulletin.

For the benefit of all, PAS rules will be:

- Known to everyone and clearly understood.
- Consistently enforced by all staff, and
- Supported by parents.

## Discipline Policy

Discipline is designed to be redemptive rather than punitive in nature and assist the student in developing a positive Christian character and building self-esteem.

**STEP ONE:** Teacher will discuss the situation with the student. The appropriate discipline will be applied.

\*See Severe Clause following.

**STEP TWO:** Teacher will discuss the situation with parent & student. The principal will be notified. As a result of the conference the student may be subject to any of the following:

- Loss of privileges
- In-house suspension
- Notification of the Board Chair

\*See Severe Clause following.

**STEP THREE:** Teacher, parent, student, and principal will discuss the situation. The School Board will be notified. The following will happen:

- Up to a one week suspension, or

- Recommendation to the School Board for expulsion. Parents will have the right to appeal to the School Board.

**STEP FOUR:** This will result in the student's expulsion from school. At this point there is no appeal to the School Board. The student may reapply for admission after two (2) consecutive quarters at another school. The student will have to show proof of satisfactory grades and conduct while attending the other school.

**\*Severe Clause**

It should be noted that due to the severity of the offense or the age of the student, a disciplinary situation might be dealt with at step three, bypassing steps one and two. The student may be removed from the classroom as necessary.

## Dress Policy

Because our school is committed to being a nurturing environment for learning and activity, our dress code does not require a specific uniform or style of clothing. We want our students to be comfortable and focused on growing with Jesus. As much as we want to follow His lead to look beyond the outer appearance and focus on the heart, we do encourage our students to dress in a neat and appropriate manner (holly hearts are encouraged at school, holey jeans are not).

Please review your student's appearance each morning and use the following as a guide to see that:

- All clothing fits properly, is not excessively loose or tight, and allows the student to move and be active (walk, run, do cartwheels, raise arms, sit, bend over, etc.) with ease while modestly covering from shoulders to mid-thigh at all times.
- When participating in school activities, shorts or tights are to be worn under dresses and skirts.
- All clothing is modest and absent of inappropriate and offensive words and/or images. We want to focus on our growth with Jesus.
- Tops have sleeves that cover the shoulders and modest necklines that are narrow enough to stay on shoulders and cover undergarments during all types of activity. Sleeveless tops may be worn only under or over another top that has sleeves (sleeved shirt must remain on the entire school day).
- Bottoms are an appropriate fit and not excessively loose or tight. No leggings, yoga pants, or sweatpants unless they are used as an undergarment.
- Shoes are closed-toed and appropriate for physical activity. We recommend athletic shoes.
- Hair and body are clean and groomed. If worn, makeup and nail polish should be natural looking.
- Jewelry is not to be worn on campus. Wedding rings, watches, and medical alert insignia are acceptable as long as they are modest in nature.
- Outerwear appropriate to the weather is brought to school. We suggest your student keep rain gear (boots & jacket) at school for the duration of the rainy season. Please label all outerwear.
- School logo wear is worn for all field trips and as announced by the teacher for special occasions or performances. Logo wear is ordered at the start of each school year for each student.

Parents, if your student arrives at school dressed inappropriately you will be asked to return to school with appropriate garments. If this is not possible, clothing may be provided at school for the student to wear. School-provided clothing should be washed and returned to school promptly.

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## Financial Policy

The parent or guardian must accept financial responsibility for each student by signing an agreement that the account will be paid regularly. Overdue accounts must be addressed before students are allowed to return to school at the beginning of grading periods. Unpaid accounts may be turned over to collection. It is the policy of schools within the North Pacific Union Conference to withhold transcripts of academic credit (where not in violation of state law) until student accounts are paid or until satisfactory financial arrangements have been made; but when a student transfers to another school, the cumulative folder should be forwarded to the new school on request.

### Registration Fee

The registration fee is a yearly charge for books, supplies, standardized testing, insurance and subject area fees. It is due at registration and is non-refundable. (See last page for rates).

### Monthly Tuition

Tuition for the school year is divided into 10 equal monthly payments, August through May. The first monthly payment must be paid before your child begins attending school. Nine additional tuition payments will be due on the fifteenth day of each month beginning September 15 and the last payment due on May 15. A statement will be sent approximately the first week of each month showing payments received and the next monthly charge. (See last page for tuition rates).

### Discounts

Discounts are available for families with multiple students and for advanced payments. Poulsbo SDA Church members are also eligible for a discount. (See last page for discount rates).

### Tuition Assistance

If financial assistance is needed, a request should be made to the financial aid committee. Please contact the school treasurer for more information regarding our financial aid policy.

### Referral Program

A PAS student who refers a new student will receive a one-month's tuition rebate after the referred student has completed a full year. The referring student must be identified by the new student when the new student applies.

## Grade Reports

The school year is divided into four periods of nine weeks. At the end of each period a progress report is given to the parents. Interim progress reports may also be sent.

Pupil's progress reports are given in conjunction with parent-teacher conferences at the close of the first and third marking period. Quarter grades are permanent grades and are recorded on the official transcript. Official transcripts are kept in the Washington Conference Office of Education.

Parents may schedule an appointment to discuss their child's progress at any time.

## Inclement Weather Policy

In case of inclement weather, we follow the decisions of the North Kitsap School District. Please check their website, Facebook page, or FlashAlert.net for updates. Decisions are posted by 6 AM at the latest.

## Lost and Found

The school cannot assume responsibility for lost articles or for personal property left by anyone on the school grounds or in the school buildings either during or after school hours.

## Medical Policy

To protect the health of our student body, PAS has adopted the Washington State infections control policies (WAC 110-301-0205).

## Contagious Conditions

The following should not come to school: students or staff who have a fever over 100.5° (having taken no medication the past 24 hours), severe ear pain or sore throat, vomiting or diarrhea during past 24 hours, or unexplained shortness of breath. If the student or staff has a scratchy throat or headache, they may come to school but should avoid taking part in group activities or sports. If they feel too sick to fully participate, they will be asked to separate from other students. Masks are optional.

Any student or staff member who has the above symptoms will be asked to self-isolate. Parents will be notified if the student needs to be taken home before the end of the day. Staff will be asked to leave the school as soon as a substitute comes in to cover their class.

## Medication

Poulsbo Adventist School is authorized to administer medication to students during school hours only after parents and physician have signed the medical permission forms. It is our policy that such medications are stored securely and will be administered when the failure to receive the medication may result in the students being unable to attend school and/or be well enough to participate in learning activities. Please ask your child's physician to prescribe a schedule for medications to be administered before and after school hours as far as possible. We define medication to mean all drugs, whether prescription or over-the-counter.

## Non-School Items

Only school items are to be brought to school. Leave toys, personal electronic devices, games and playing cards at home. Bicycles, skateboards, wheelies, and inline skates are not to be used on campus.

## Religious Services & Curriculum

Students are expected to attend all religious services, including chapels and worships conducted by the school. Required attendance is not an infringement of personal liberty, since the student, by registering, voluntarily places himself under this requirement. Religion is an integral part of the curriculum, and the study of the Bible is a daily experience. Cooperation with the Youth Activities Department of the church or work in progressive classes may be done in connection with the Bible classes.

## School Board Meetings

The school board meetings are open to members of the church, parents, and students except when an executive session of the board has been called. Executive sessions are called for the purpose of discussing personnel or other items of a confidential nature.

## Telephone

School telephones are for school business only. Student cell phones must be approved by both parents/guardians and teachers, and phones must be kept in student lockers or kept on vibrate mode. They are to be used for emergency purposes only, and always with permission from a teacher. Abuse of cell phone use will cause privileges to be revoked.

## Time of Arrival and Departure

School hours are 8:00 a.m. to 3:00 p.m. Monday through Thursday, and 8:00 a.m. to 12:00 p.m. on Fridays. Students are not encouraged to be on the campus more than 15 minutes before or after school

and supervision is not guaranteed outside of school hours. Students are to remain at the school during school hours unless arrangements are made by parents for them to leave with an adult.

### **Transportation for School Activities**

Transportation for field trips or other activities will be arranged by the school and must be by bus or automobile with proper insurance and approved adult drivers who have completed background screening, even if only transporting their own child(ren).

### **Visitors and Volunteers**

Parents and school board members are welcome to visit the school at any time. Other guests are expected to register with the principal upon arrival. In general, the presence of student-age visitors is discouraged to avoid disruptions in the school program. No student should bring relatives, friends, etc., to school without the permission of the teacher and permission from the visitor's parent or guardian. Students are to inform their guests of school regulations and dress policies to avoid embarrassment. Volunteers are required to complete background screening and orientation.

### **Student Release**

Students being picked up from school by anyone other than a custodial parent/guardian must be listed as approved on the registration form with signatures from all custodial parties. Supportive documentation may be required.

## FINANCIAL INFORMATION 2026-27

### Monthly Tuition

Though the school year is just over nine months, we are on a 10-month payment schedule to help spread the cost of tuition through the year for PAS families. The **monthly** tuition is:

One student	\$550.00
Two students	\$1,035.00
Three students	\$1,500.00

The first monthly payment must be paid before your child begins attending school. 9 additional payments will be due on the fifteenth day of each month, beginning September 15 and the last payment on May 15.

### Additional One-time Fees

Registration Fee (non-refundable – covers books, supplies, standardized testing, insurance and subject area fees. Due at registration.)	\$375.00
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Other special curricular projects and field trips may also require extra fees.

### Tuition Discounts

Full Year's payment in advance	\$225.00
Half Year's payment in advance	\$100.00

Poulsbo SDA Church members are also eligible for a discount. The Poulsbo Seventh-day Adventist Church makes sizeable monthly contributions to help subsidize the school.

### Tuition Assistance

If financial assistance is needed, a financial aid application can be submitted and will be reviewed by the financial aid committee.

Please contact the school treasurer for more information.