



HOOD VIEW

ADVENTIST SCHOOL

Formerly Hood View Junior Academy
Preschool through 8th Grade

26505 S.E. Kelso Road
Boring, Oregon 97009

Telephone: (503) 663-4568

Fax Number: (503) 663-5110

Before/After-School Care: (503) 663-4568, ext. 207

www.hvja.org

SCHOOL HOURS

MONDAY-THURSDAY:

Preschool & PreK	8:15 AM to 12:15 PM
K – 8 th Grade	8:15 AM to 3:15 PM

FRIDAY:

Preschool	8:15 to 12:15 PM
K – 8 th Grade	8:15 to 12:45 PM

HVAS is accredited by:

- *Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc.*
- *National Council for Private School Accreditation*
- *North American Division of Seventh-day Adventists*

Hood View Adventist School is registered with the Department of Education in the State of Oregon.

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FACULTY & STAFF

Mrs. Kim Cornette	Principal
Mr. B.J. Christensen	Grades 7/8, Physical Education
Mrs. Victoria Saliba	Grade 6
Mrs. Fae Haffner	Grade 5
Miss Kristin Pazitka	Grade 4
Miss Haley White	Grade 3
Mr. Brian Hays	Grade 2
Mrs. Debbie Sexton	Grade 1
Mrs. Tamma-lynn McGinnis	Kindergarten
Mrs. Melissa Leslie	PreKindergarten
Mrs. Rochelle Christensen	Preschool
Mrs. Georgi Schnibbe	Administrative Secretary
Mrs. Sheryl Luthi	Business Manager

GENERAL INFORMATION & PHILOSOPHY

Hood View Adventist School is a Seventh-day Adventist Christian school dedicated to providing an education that will prepare children for the “joy of service in this world, and for the joy of wider service in the world to come.”

The staff believe that effective learning can be accomplished only through the combined efforts of the home, the school, and the church. Every teacher is dedicated to the task of supporting these three institutions, which have been ordained by God. We seek the prayers and cooperation of every parent and church member in providing an education that will help each student to become an effective citizen of his or her community and a candidate for heavenly citizenship.

We also believe that Hood View Adventist School should provide an atmosphere favorable to developing Christian characters; that the students attending will learn to be thinkers, not mere reflectors of others' thoughts, and in so doing will develop into Christian men and women ready to fill the place God has for them.

We further believe that patrons of our school desire and expect those who attend to follow the rules and regulations of the school as detailed in this bulletin.

As an Adventist school operating under the jurisdiction of the Oregon Conference of Seventh-day Adventists, Hood View Adventist School administers all education and financial policies on a racially nondiscriminatory basis. Students who qualify are admitted without regard to race, color, gender, religion, national and ethnic origin and are accorded rights and privileges pertaining to facilities and general activities.

MISSION STATEMENT

CORE VALUES

- As our highest priority, we assist our students in developing a saving relationship with Jesus.
- We are committed to providing an environment of unconditional acceptance for every student; to help each student reach his or her full potential because he/she is uniquely created in the image of God.
- We recognize the Bible as the foundation for our curriculum and the standard by which we attempt to govern our decisions and activities.
- We teach Adventist beliefs that are centered on the gospel of Jesus Christ.
- We provide and nurture a safe, fun, inclusive, quality educational environment that is developed around a balanced curriculum.
- We thrive on innovation, excellence, and diversity from our staff and students.
- We intentionally foster an inclusive atmosphere that values family, community, and service to others.

MISSION STATEMENT

Devoted to Christ. Committed to Education. Called to Community.

ACCREDITATION

HVAS is accredited by the North Pacific Union Conference of Seventh-day Adventists and is an accredited member of the National Council for Private School Accreditation in Alexandria, Virginia as well as the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc.

ORGANIZATION AND GOVERNMENT

HVAS is governed by a board of directors whose members are appointed by six Seventh-day Adventist Churches in the Boring area. Each of these churches gives financial support to the school. These churches are:

Hood View, Sandy, Estacada, Pleasant Valley, Gresham Spanish, Healing Hope Fellowship

The number of representatives from each church is dependent upon the church's total membership. In addition to representatives from each church, other board members include the Principal, School Business Manager, the Oregon Conference of Seventh-day Adventists Educational Superintendent, a pastor from each constituent church and the HVAS Home & School Leader.

The board chairperson and vice chairperson are elected annually by the board from among these board members. Membership on the Personnel Committee and Finance Committee comes from the representatives sent by the churches to the board or from other individuals appointed from outside the board.

School Board meetings are held on a regular basis and general sessions may be attended by guests. Any item to be discussed at the Board meeting must first be brought to the School Board Chair's and/or Principal's attention a week before the meeting, so that it may be put on the agenda. General Board minutes and a list of current Board members are available upon request for public viewing.

RESPONSIBILITIES OF STUDENTS

Students of HVAS should be motivated by a sincere desire for an excellent academic education in a setting of high moral standards. Self-discipline and Christ-like kindness should be the goal of each individual student.

- Students are responsible to follow the student conduct guidelines of HVAS while at school, while on school field trips, and while attending school functions.
- Students are expected to attend school and all classes regularly and punctually and to come to each class with proper books and materials and with assignments completed.
- Students are to respect the rights and property of the other students, staff and community.
- Students are to make a sincere effort in their classes and to involve themselves in the school program.

RESPONSIBILITIES OF PARENTS

“In the formation of character, no other influence counts so much as the influence of the home.”
Education, page 283.

The teachers at HVAS consider parents to be critical partners in learning. Parents are the most influential people in their children’s lives and the ones most interested in their well-being. The work of HVAS’s teachers is infinitely more effective with parent cooperation and support. With parents and teachers working together, an excellent school year can be ensured for each child.

- Parents are responsible to read and understand the code of conduct and all parent publications provided by the school.
- Parents are expected to ensure the regular and punctual attendance of their children as required by HVAS and the laws of the State of Oregon.
- Parents are to understand, and to ensure that their children comply with the rules of the school concerning conduct and attendance and are to cooperate with the school in the enforcement of these rules.
- Parents are to provide supervision for the student’s health, and physical and emotional well-being and are to provide the means for their children to be prepared for school each day.
- Parents are responsible to play an active part in seeing that the necessary time and effort are spent on student homework.
- Parents are to actively partner with the school staff by sharing appropriate ideas for improving student learning and by preventing and resolving student discipline issues.
- Parents are expected to understand the importance of safety for students and staff at school, to know what the students bring with them to school, and to insist that students comply with the school’s expectations for safety.

- Parents, or parent-designated adults, are expected to effectively supervise their children when on campus for activities and events, such as when watching a sports game, attending a Home & School meeting, participating in the Fall Festival, etc.
- Parents can aid their educational investment by participating actively in the HVAS Home and School Association and/or volunteering at school when possible.
- Parent financial obligations are to be met promptly which enables HVAS to operate on a sound financial basis.

RESPONSIBILITIES OF TEACHERS & STAFF

The teachers and staff of HVAS are responsible for carrying out the mission of the school by providing opportunities for students to develop within a safe, Christian environment.

- Teachers and staff will respect the worth, dignity and needs of each student.
- Teachers will work for the development of Christian character in their students.
- Teachers will encourage high academic achievement, motivating students through quality instruction, gentle guidance, and appropriate feedback.
- Teachers will expect all homework/class work assignments to be completed neatly, accurately, and on time, thus enabling teachers to evaluate the quality of student's work in a timely manner.
- Teachers will keep parents adequately informed on the performance of each child.
- It is a teacher's duty to notify students and parents of all school and classroom rules, and to enforce such rules fairly and firmly.
- At all times, teachers are to conduct themselves in a professional Christian manner. When a problem arises, teachers will first seek a resolution with the student. If the problem continues, the teacher shall work with both student and parent. At times, the administration will be invited to assist in problem solving as well.
- Teachers and staff will provide every reasonable safeguard for the protection of health, safety, and welfare of all students.

SCHEDULE OF FEES 2021-2022

REGISTRATION FEE: The 2021-22 registration fee for grades K-8 is \$150 for all new and current students.

Additionally, a **\$50 FACTS Payment Plan Enrollment Fee** (Per Family) is charged in the fall.

TUITION:

Grade	2021-2022 Yearly Tuition Rate	2021-2022 Yearly Tuition Rate Adventist Church Member
K-5	\$5620 (\$562/mo x 10 mo)	\$4620 (\$462/mo x 10 mo)
6	\$5860 (\$586/mo x 10 mo)	\$4860 (\$486/mo x 10 mo)
7-8	\$6080 (\$608/mo x 10 mo)	\$5080 (\$508/mo x 10 mo)

NOTE: Payee to accept all credit card fees (2.85%)

MUSIC: Band and/or Choir Included in tuition
Piano/Instrument Lessons Prices set by teachers
Instrument Rental \$15 to \$30 per month (varies by instrument)

FOOD: Milk \$0.70 per serving
Hot Lunch \$4.50 per lunch

8TH GRADE GRADUATION: \$70.00 (billed in spring)
ASB MEMBERSHIP: \$30.00 per semester (grades 7&8)
OUTDOOR SCHOOL: \$50.00 per student & parent attending
PHYSICAL EDUCATION (GRADES 7-8): Cost of T-shirt
SKI PROGRAM: \$10 per student per season for insurance

(All fees subject to change)

*A multi-student discount of 10% will be given to the 3rd and 4th+ child of a family (gr.K-8).

HOOD VIEW ADVENTIST SCHOOL PRESCHOOL & PreK

8:15 AM to 12:15 PM, Monday through Friday

	2021-2022 Yearly Tuition Rate
Preschool & PreK Registration Fee	\$100 (\$50 registration + \$50 curriculum)
PreKINDERGARTEN (Age 4 by Sept.1)	
5 days a week, 8:15 AM-12:15 PM	\$3350 (\$335/mo x 10 monthly payments)
4 days a week, 8:15 AM-12:15 PM	\$3200 (\$320/mo x 10 monthly payments)
PRESCHOOL (Age 3 by Sept.1)	
5 days a week, 8:15 AM-12:15 PM	\$3250 (\$325/mo x 10 monthly payments)
4 days a week, 8:15 AM-12:15 PM	\$3100 (\$310/mo x 10 monthly payments)
3 days a week, 8:15 AM-12:15 PM	\$3000 (\$300/mo x 10 monthly payments)
2 days a week, 8:15 AM-12:15 PM	\$2750 (\$273/mo x 10 monthly payments)

NOTE: Payee to accept all credit card fees (2.85%)

(All fees subject to change.)

HOOD VIEW ADVENTIST SCHOOL FINANCIAL POLICY

HVAS strives to provide a high-quality education which includes small class sizes and unique educational opportunities. This is made possible by sound financial management and policies of the school including timely tuition payments from families.

By enrolling a student at HVAS, the parent(s) or guardian accepts full financial responsibility for the student's tuition and fees. HVAS is committed to working with families to ensure all students wishing to attend HVAS are provided with the opportunity to receive a Christian education.

- Tuition is based on a 10-month billing cycle. A financial agreement/payment plan must be in place via FACTS/Renweb for auto payment of monthly tuition. Families may select either the 5th or 20th of the month for auto withdrawal payments. A credit card, bank card, or bank routing number may be used for FACTS/Renweb payments. **A 2.85% charged will be assessed by FACTS for payments made by credit card.** (See "Schedule of Fees," pg.8.)
- The registration fee must be paid in full before a child may begin school. This payment is also made through the FACTS/Renweb Parent Portal at the time of re-enrollment (current students) or at the time of acceptance (new students).
- Invoices for BASC charges and other incidental charges will be sent separately through FACTS/Renweb and may be paid via auto payment or by parent/guardian initiation. Incidental charges are billed on the 5th of each month with payment due by the 20th.
- Students who enter or leave school mid-year will receive a pro-rated bill which is calculated using a daily tuition rate. The daily tuition is determined by dividing the total tuition by 175.
- If a scheduled payment is unable to be completed due to insufficient funds, a \$30 FACTS fee will be added to the payment amount. If the second attempt to process the same payment is refused due to insufficient funds, a \$25 HVAS fee will be added.
- 60 Days Past Due: If an account is 60 days past due, the family must contact the treasurer or principal to explain the situation and make appropriate arrangements.
- 90 Days Past Due: Accounts 90 days past due will be taken to the finance committee. The family must meet with the treasurer to sign a written payment plan for bringing the account up-to-date.
- 120 Days Past Due: Accounts 120+ days past due will be taken to the school board. HVAS reserves the right to ask these students to withdraw from school.
- All past due accounts are required to be paid in full before a student will be considered as enrolled for the upcoming school year.
- For families who leave the school, any outstanding account that is not paid within 6 months and for which payment arrangements have not been made, will be turned over to a collection agency. All related fees will be added to the account.

Financial Assistance

HVAS works hard to make a Christian education available to as many students and families as possible. There are a variety of resources available for families seeking financial aid. If financial aid is needed, please contact your local Adventist church to see what assistance they may be able to provide. Additionally, HVAS provides needs-based financial assistance. Families must apply online through Facts Tuition and Grant Assessment which can be found in the FACTS Parent Portal. Please be prepared to pay the FACTS service fee of \$40, which can be paid with credit/debit card or bank routing number. More information on the FACTS application process may be obtained through the school office.

Field Trips

Field trips requiring additional fees will be billed through your FACTS/Renweb financial account. Appropriate financial planning and decisions should be made by parents when choosing to have students participate in such activities as the ski program to ensure that tuition obligations can first be met.

ADMISSION POLICIES

Though Seventh-day Adventist schools are operated for the education and training of the youth of the Seventh-day Adventist Church, Hood View serves a diverse population and welcomes children of all faiths who desire a Christian education. Membership in the Seventh-day Adventist church is not a requirement for admission. All students are welcome if they pledge to live by the standards and principles of the school while enrolled.

It is the policy of the Oregon Conference of Seventh-Day Adventist Schools to admit students of any race, color, religion, gender, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Final action of all applications for admission will be taken by the Admissions Committee.

Students who are willing to develop attitudes, spiritual values, and mental abilities in keeping with the stated philosophy and objectives of Hood View Adventist School are encouraged to apply.

Age

Preschool students must be three (3) years of age and fully potty trained by Sept. 1st of the school year to which they are enrolling. PreKindergarten students must be four (4) years of age, Kindergarten students must be five (5) years of age, and first graders six (6) years of age by September 1st of the school year to which they are enrolling. Birth certificates *must* be shown upon registration.

Previous Accounts

Previous accounts with Hood View Adventist School or other Adventist schools must be paid before enrollment will be considered complete.

Medical Examinations

All new students are required to have a medical examination. Proper forms are available at the school office. These should be presented to the school upon registration or before the first day of school.

Immunizations

The State of Oregon requires that students have the following immunizations before entering school:

DPT	-	5 doses (with certain stipulations)
ORAL POLIO	-	4 doses (with certain stipulations)
MMR	-	2 doses (with certain stipulations)
HIB	-	3-4 doses (with certain stipulations)
HEP. B	-	3 doses (with certain stipulations)
HEP. A	-	2 doses (with certain stipulations)
VARICELLA	-	1 dose

Parents will be required to submit a form at the time of registration indicating that the above requirements have been met. This record will be filed in the school office and updated as necessary.

ADMISSION PROCEDURE

An Admissions Committee must approve all student applications prior to acceptance. This process will help determine if HVAS has the necessary resources to meet the academic, physical, and social needs of each prospective student and verifies that the student agrees to uphold the standards of the school. Returning students will be approved for re-admission based upon a completed re-application, payment of the registration fee, and the recommendation of the current teacher(s). Prospective students will be approved after completion of the following steps:

1. Submission of completed application.
2. Receipt of three (3) favorable reference forms for students entering grades 1-8 and one (1) favorable reference form for students entering Preschool, PreK, or Kindergarten.
3. Submission of academic records (i.e., most recent copy of standardized test results and grade report) for review.
4. Acceptable entrance test results.
5. Appropriate attitude and cooperation level at time of interview.
6. Proof of financial clearance from former school, if applicable.

Re-enrollment dates will be announced by the school office. Completed applications of currently enrolled PreKindergarten through 7th-grade students will be processed in the order in which they are received. After March 12, all other new student applications will be processed in the order they are received, based on classroom availability and enrollment priority, as indicated below (#1-4).

To maintain a quality education environment, the school board has determined capacity limits for each classroom. In the event that a classroom reaches capacity, a waiting list for that classroom will be maintained. Applicants placed on a waiting list for a classroom will be processed in the following order:

1. Prospective Adventist applicants with siblings already enrolled.
2. Prospective Adventist applicants.
3. Prospective non-Adventist applicants with siblings already enrolled.
4. Prospective non-Adventist applicants.

Special Education

Hood View Adventist School does not claim to provide a specialized educational program for those who have been identified or are suspected to have learning disabilities, nor does it claim that its teachers have any training in identifying or addressing learning disabilities.

Should a student have an existing Individualized Education Plan (IEP) or 504 Plan from another school or district, or if a parent suspects that his/her child has a learning disability or the possibility has been suggested to the parent by an educational professional at any time in the past, it is the responsibility of the parent to: a) inform the HVAS principal, and b) work with the teachers and administration at HVAS to provide the support the child might need to successfully complete his/her grade level.

HVAS may request, at any time, that a student withdraw due to a lack of specialized resources and personnel available to ensure the success of a student with special education needs.

ATTENDANCE

Absences

Regular daily attendance is required by the state as well as by the school. According to the state law, the only excused absences are for illness or death in the immediate family. Please notify the school office if your child will be absent for any reason.

The school urges parents to avoid planning vacations and/or other activities at times that will require a student to miss school. However, should an absence be anticipated, the parent must make notify the office and teacher(s) one week in advance. For students in grades 6-8, the proper form for pre-arranged absences must be completed and then signed by all teachers. Please note that the classroom teacher(s) is/are not obligated to provide a student with the work that will be missed prior to the anticipated absence. Make-up work is due within one week of the absence. The teachers reserve the right to counsel with the parent if an anticipated absence will adversely affect the student's grade. Students who do not complete the make-up work assigned jeopardize their grades.

Absences Due to Illness

A child who is running a fever or whose condition is contagious should remain at home. **We ask that children be 24 hours “fever free,” “nit free” (concerning lice), or “vomit free” with no medication before they return to school.** Children with pink eye may return to school 24 hours after starting antibiotics as long as there is no crusting or oozing of the eye(s).

Tardiness

Students who arrive in the classroom after the 8:15 A.M. start time are tardy. Those who enter the school building after 8:15 A.M. are required to obtain a tardy slip from the office before going to class. Parents are encouraged to arrive at school by at least 8:10 A.M. to allow time for students to travel from the drop-off area to their classrooms. Tardiness can only be excused by a *written notice* from the parent or guardian with a reasonable explanation for the tardiness. HVAS reserves the right to judge whether tardiness will be excused or unexcused.

Excessive Tardiness or Absenteeism

A student who is excessively tardy or absent more than 20% of the school days in any quarter will be reported to the school board and/or state attendance authorities. Any student absent more than 20% of the school days in any grading period must petition the school board in order to receive credit in the classes being taken.

Student Release during School Hours

Dismissal during school hours must be authorized by the teacher. If for some reason a child needs to leave school, a written note, email, or text from the parent must be presented to the teacher prior to student departure. Parents are asked to sign children in and out at the office if taking them before the regular dismissal time.

Excuses from Physical Education and Recess

Parents who wish their children to be excused from recess and physical education periods must send a signed note indicating the reason and period of time for which the request is to remain in effect. In order to excuse a student from P.E. for more than three consecutive days, a doctor note is requested.

BEFORE/AFTER SCHOOL PROGRAM (If Allowed Per COVID-19 Childcare Guidance)

Before-School Care

Students will *not* be permitted to enter the school building before 8 A.M. each school day. However, we recognize that parents' work schedules may require that children arrive before that time. HVAS operates a Before-School Care program beginning at 7:00 A.M. All parents *must* escort and sign-in their child/children each morning. Leaving your children outside of the school doors is not permitted. If students are left unsupervised outside before 8:00 A.M., they will be automatically checked into HVAS's Before School Care program and billed accordingly.

After-School Care

All students who remain on campus at 3:30 P.M. are automatically checked into HVAS's After-School Care program and billed accordingly. **Please note that siblings of students who are participating in a sports practice or similar after-school activity shall also check in to after care unless parents have made arrangements for a designated adult supervisor (not a coach).** After Care students will be supervised in the After-School Care room. Supervised play time is also provided on the playground or in the gym. To avoid a late fee, children should be picked up prior to closing. A parent or designated adult/guardian *must* "check out" children each afternoon/evening.

BASC Hours of Operation (School Days Only), if Allowed Per COVID-19 Childcare Guidance

7:00 to 8:00 A.M. and 12:30 to 6:00 P.M., M-Th

7:00 to 8:00 A.M. and 12:30 to 5:00 P.M., F

Preschool Afternoon Care (12:30 to 3:30 P.M.) must be scheduled in advance for the upcoming month. Sign-up forms are distributed at least two weeks before they are due.

All Before- and After-School Care billing will be done in 15-minute increments.

Rate: \$5.00 per hour per student

Late Fees: Monday-Thursday after 6:00 P.M.: \$10.75 per hour billed in half hour increments
Friday after 5:00 P.M.: \$10.75 per hour billed in half hour increments

In addition, the following extra fee is due to the staff member on duty at the time of pick up:

Monday through Thursday: 6:00-6:15 P.M.: \$5.00 per student

After 6:15 P.M.: An additional \$2.00 per minute per student

Friday: 5:00-5:15 P.M.: \$5.00 per student

After 5:15 P.M.: An additional \$2.00 per minute per student

Late fees not paid to the staff member on duty on the day of occurrence will be added to your monthly before/after school care statement and a service charge of \$10 per family will be added.

Note:

No HVAS student can remain on campus without supervision from an authorized adult supervisor.

All school rules and conduct guidelines apply in BASC.

BUS REGULATIONS

Students riding the bus must abide by the posted Oregon State rules and by HVAS bus regulations. These will be explained to the students riding buses for field trips. Copies are also available upon request at the school office.

CUMULATIVE RECORDS

Information contained in the student's cumulative record is confidential and is not released without written permission of a parent or guardian. Oregon State laws regarding protection of and access to the records are observed.

Parents or guardians have the right to review and propose amendments to records if so desired. Please make an appointment with the office if you choose to make any changes in your student's records.

Parents or guardians of students transferring from other schools must sign a request for release of records to HVAS at the time of registration.

When a student transfers to another school, grades will be forwarded upon request within ten days. However, student cumulative folders will be forwarded only upon written parental authorization.

DIRECTORY, YEARBOOK and GRADING PAPERS

By submitting an application for enrollment, parents understand that student's names and addresses and parent email addresses may be published in a school directory and student's pictures will be produced in the yearbook. Parents wishing an exemption to the policy must notify the office upon registration. Students will be allowed, under teacher supervision, to grade other student's work.

DISCIPLINE & STUDENT CONDUCT

Guiding Principles

Hood View Adventist School has established and maintained discipline policies with the intent to “train up each student in the way they should go” (Proverbs 22:6). HVAS desires to be just, firm, loving, and caring in its disciplinary approach. HVAS believes discipline should be redemptive in nature, seeking to restore in each child the image and character of God. Discipline is training that corrects, shapes, and strengthens a student. The goals of disciplinary actions are threefold: 1) to help each student develop a biblical life view, 2) to create a safe and secure climate that facilitates maximum learning for each student, and 3) to help each student move from external control to self-control. *The cooperation of parents is highly valued regarding student conduct at school and allows for the optimal effectiveness of disciplinary actions.*

Campus Conduct

Love and concern characterize our interaction with each other. Courtesy and politeness are keys to good interpersonal relationships. Communication between the home and school is essential to a well-disciplined school. Our four basic expectations are that each student:

1. Follow the standard operating procedures of the school.
2. Recognize the authority in any situation.
3. Be constructive, not destructive.
4. Respect the rights of others.

Student Attitude

Hood view Adventist School is a special school, not only spiritually and academically, but also because of the many activities provided for the students. We have a special group of students. A student’s poor behavior or attitude can threaten the positive spirit of the school and may jeopardize his/her participation in various school activities or his/her enrollment.

Hood View also promotes the **HORNETS** character traits and encourages Hood View students to be:

Honest
Open-hearted
Respectful
Neighborly
Engaged
Trustworthy
Self-controlled

Quarterly, one student from each classroom (K-8) will receive the HORNETS Award. Award recipients are selected by teachers, based on student demonstration of HORNETS traits.

Disciplinary Guidelines

Every situation that arises at school is unique. School officials assess a variety of factors in determining the best disciplinary action to take for each individual situation. The following are general guidelines that will be used. The following tables are not meant to be an exhaustive list of infractions or consequences but are to serve as a general guide.

Level 1 Infraction

Infraction:	<ul style="list-style-type: none"> • Minor disrespect and non-compliance • Disrupting the teaching environment • Minor physical contact and aggression • Dress code violation
Examples:	<ul style="list-style-type: none"> • Not responding to instruction • Repeatedly being reminded about the same minor offense. • "Talking out" in class • Minor pushing/shoving
Potential Consequences:	<ul style="list-style-type: none"> • Counsel with teacher • Note/email sent home to parents • Missed recess time • Removal from class • Loss of other privileges • Restitution of wrong

Level 2 Infraction

Infraction:	<ul style="list-style-type: none"> • Defiance and repeated disrespect • Fighting or Cheating • Inappropriate language or gestures • Bullying/harassment • Theft/vandalism • Inappropriate internet use • Public displays of affection • Possession of weapon • Repeated level 1 infraction
Examples:	<ul style="list-style-type: none"> • Disobedience which is rebellious, and could result in an unsafe environment for students/staff or undermines authority of school staff • Kicking, hitting, wrestling, choking, spitting or biting • Cursing, using discriminatory language, or offensive speech • Physical or verbal bullying based on race, age, gender, disabilities, ethnicity, or personal matters • Stealing or destroying someone else's or school property, graffiti • Accessing inappropriate websites, pictures or other material • Possession of a knife, lighter etc.
Potential Consequences:	<ul style="list-style-type: none"> • Parent-Staff-Student Conference • 1-3 day in-school or out-of-school suspension • Behavioral Probation • In-school supervision by parent • Lose use of BASC • Restitution of wrong • Counseling with school official or trained professional

Level 3 Infraction

Infraction:	<ul style="list-style-type: none"> • Fighting • Inappropriate language or gestures • Bullying/harassment • Theft/vandalism • Sexual misconduct • Possession of a weapon • Repeated level 2 infraction
Examples:	<ul style="list-style-type: none"> • Kicking, hitting, wrestling, choking, spitting, biting which requires medical attention, or repeated fighting • Recurring cursing or offensive speech • Continued, documented, and targeted bullying of another individual based on race, age, gender, disabilities, ethnicity, or personal matters • Inappropriate touching, inappropriate use of cell phones or social media, assault • Possession with malicious intent any knife, gun, or other weapon
Potential Consequences:	<ul style="list-style-type: none"> • 3-5+ day suspension • Expulsion • Involvement of law enforcement • Counseling by trained professional • Behavioral Probation • In-school supervision by parent • Lose use of BASC

In the event of insubordination, rebellion, or repeated severe misbehavior, *a teacher may suspend a student immediately from the classroom.* The principal may issue an out-of-school suspension.

Expulsion of a student from school rests solely with the School Board. Every reasonable effort shall be made, in unity with the parents, to regain a disciplined student's cooperation.

Behavioral Probation

A student is placed on behavioral probation due to repeated behavioral problems at school. These may include but are not limited to repeated disrespectful behavior, repeated classroom disruptions, repeated fighting or bullying another student. Probation will include an individualized behavior contract which will indicate the desired behavior, the problematic behavior, and the consequences as well as any specific requirements of the student/family.

Discipline Committee

The school has a standing discipline committee made up of teachers, school staff, and the principal. Students with chronic discipline issues or level 2 or 3 infractions will be referred to the discipline committee to determine the most appropriate course of action. Appropriate time will be given for the discipline committee to investigate and meet to discuss the situation.

Conduct Outside School Hours

Students' conduct outside of school hours that is not in harmony with the basic standards of the school may jeopardize their standing at the school.

Prohibited & Restricted Items

Bicycles

Bicycles may not be ridden on the school grounds during school hours for reasons of safety. They should be locked when parked on campus. Safe bicycle operation and observation of traffic laws is required at all times and places. The school assumes no responsibility for bicycles left on the premises.

Cell Phones & Smart Watches

If a cell phone or smart watch is brought to school, it must be turned off and stored in the student's backpack or locker. Cell phones are not to be used during school hours, at BASC, or on field trips. Teachers reserve the right to collect cell phones during the school day. Cell phones used inappropriately during school hours will be confiscated and returned to the *parent*.

Electronic Devices

Electronic games (Nintendo Switch, Playstation Portable, etc.), iPads, tablets and other such devices are not to be brought to school or on field trips without the explicit permission of the teacher. Any of this equipment found will be taken and returned at the discretion of the teacher or principal.

Gum

Due to the damage gum does to the school's equipment and floors, gum chewing is not permitted at school. Students who habitually chew gum at school may be fined.

Possession of Firearms or Weapons

The possession of firearms, knives, weapons, fireworks, and matches is prohibited. Toys of these descriptions are also prohibited. In addition to other disciplinary actions, these items will be confiscated.

Skateboards/Rollerblades/Scooters

Skateboards, scooters, or roller blades are not permitted on the school grounds for reasons of safety.

Other Student Conduct Items

HVAS is a drug free, tobacco free, and weapon free campus. *Abuse will result in immediate suspension.*

A student is considered subject to school discipline from the time he/she arrives at school until the time he/she leaves school, as well as at all school functions.

Bullying and Harassment Policy

INTRODUCTION

The Hood View Adventist School Board believes that all students and staff have the right to a safe, positive, caring, and healthy school environment. As such, the school and the community have an obligation to promote mutual respect, tolerance, and the acceptance of individual and other differences.

Hood View Adventist School further believes that all students attending HVAS have the right to a school environment where intimidation, bullying, harassment, and hazing do not exist. Recognizing that these interactions negatively impact the school and classroom environment and students' ability to take full advantage of the educational or extracurricular opportunities offered, the School Board strictly prohibits, by all students and personnel, all acts of intimidation, bullying (including, without limitation, electronic intimidation or cyberbullying), harassment (including sexual harassment), and hazing on school property, in school buildings, on school buses, or at school-sponsored events or activities whether occurring on or off campus. Relative to electronic intimidation or cyberbullying, these acts are prohibited in any form and in any place if they create or negatively impact the school environment or a student's ability to take full advantage of the educational extracurricular opportunities offered by the school.

Hood View Adventist School also strictly prohibits, by all students and personnel, any acts of retaliation directed to any person who reports an incident of intimidation, bullying, harassment, or hazing; who provides information during an investigation of an act; or who has witnessed or has reliable information about an act that has occurred.

Any act of intimidation, bullying, harassment, and hazing will not be tolerated and shall be just cause for disciplinary action. This policy shall be interpreted and applied in a manner consistent with all applicable state, and federal statutes, laws, or regulations.

BULLYING/CYBERBULLYING

Bullying is an intentional act or series of acts whose goal is to inflict physical hurt, emotional distress, or psychological harm to one or more students or employees. It may involve any purposeful unwanted written, verbal, nonverbal, or physical behavior or interaction by an adult or student that includes, but is not limited to, a threat, insult, or dehumanizing gesture that has the potential (a) to create an intimidating, hostile, or offensive educational environment; (b) to cause long-term discomfort, damage, or humiliation; (c) to unreasonably interfere with the individual's school performance or participation; or (d) to substantially disrupt the orderly operation of the school.

Bullying is often characterized by an imbalance of power, and such acts may involve, but are not limited to:

1. Unwanted teasing, ridicule, taunting, harassment, or public humiliation
2. Intimidation, threats, extortion, or creating a fear of physical harm
3. Stalking, cyberstalking, or cyberbullying
4. Hazing and physical violence (e.g., hitting, kicking, spitting, pushing, invading one's personal space in an aggressive manner)
5. Theft, hiding, or the destruction of school or personal property

6. Spreading malicious or other rumors or falsehoods, negatively manipulating social relationships or environments, engaging in social exclusion
7. Those motivated by or calling attention to differences due to gender, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background

HARASSMENT/SEXUAL HARASSMENT

Harassment involves a pattern of unwelcome verbal, physical, written, or electronic/digital threats, insults, or dehumanizing gestures directed against a student or school employee that violates that individual's constitutionally or statutorily protected rights and status, and that:

1. Places the student or school employee in reasonable fear of harm to his or her person, or damage to his or her property;
2. Has the effect of substantially interfering with the student's educational performance, the employee's work performance, or either's opportunities or benefits;
3. Has the effect of substantially negatively impacting the student's or employee's emotional or mental well-being; or
4. Has the effect of substantially disrupting the orderly operation of the school or creating a hostile school climate or work environment.

Harassment may focus on the following areas: gender, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background. Harassment may occur as an aggressive/initiated act, or as a retaliatory act.

Harassment also includes sexual harassment which is defined as any type of offensive behavior with a sexual overtone that is unwelcome and makes a student feel uncomfortable. That behavior may be verbal, written or physical. It includes such things as sexually suggestive remarks, jokes of a sexual nature, offensive pictures, gestures, offensive notes or inappropriate touching.

Incidents of sexual harassment should be reported to school authorities as soon as possible so appropriate action may be taken. This may be reported to any teacher, or the principal.

The principal and/or the discipline committee are responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the discipline committee shall conduct a prompt, thorough and complete investigation of the alleged incident.

In determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying, school administrators will consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. It is only after meaningful consideration of these factors that an appropriate consequence will be determined and may include suspension and/or expulsion.

DRESS CODE

In our dress, as in all things, it is our privilege to honor our Creator. Student clothing shall reflect the Christian principles of our school community and shall be neat, modest, clean, and appropriate.

Since parents largely control the clothing worn by the students, their responsibility and cooperation in guiding their children in these areas is greatly appreciated. It is the prerogative of the HVAS staff and administration to determine whether styles of dress and grooming are consistent with the standards of the school. These standards apply for school attendance and all school functions.

1. Appropriate shoes must be worn at all times while at school. Flip-flops, slippers, and *high-heels should not be worn, and closed-toed shoes must be worn for recess. For PE and sports activities, students *must* wear supportive athletic shoes in order to participate. Cleated shoes are not permitted in the school building. (*High-heeled dress shoes may be appropriate for school programs.)
2. Clothing must be neat, clean, well-fitted, and in good repair (not ragged or torn). P.E. uniforms and sleepwear/ loungewear are not appropriate for daily school attire. Sheer, revealing, and tight clothing is not permitted, and undergarments should remain covered at all times.
3. No hoods, caps, or hats are to be worn indoors.
4. Clothing and all school related materials (notebooks, backpacks, pencil boxes, etc.) should not display non-Christian graphics or promote non-Christian messages (i.e. alcoholic beverages, drugs, tobacco products; skulls; anti-Christian products; offensive language; rock groups, etc.).
5. Shorts that are mid-thigh length or longer may be worn. Skirts and dresses must be no shorter than the top of the knee when standing.
6. Shirts and tops must be long enough to completely cover the midriff at all times. Tank tops and shirts with low-cut or revealing necklines are not to be worn. Sleeveless tops with fitted armholes are acceptable.
7. Necklaces, rings, hoop or dangling earrings, bracelets, and facial jewelry are not to be worn at school, nor at any school function. Simple stud earrings are allowed.
8. Hair should be neat, clean and out of the eyes. Unnatural or extreme colors of hair are not acceptable. Excessive makeup is not allowed.

Students who arrive at school dressed inappropriately will not be allowed to attend classes until appropriate attire is worn.

DROP-OFF AND PICK-UP

Anyone driving on school grounds is to drive safely, keeping a reasonable speed and watching for children. Do not leave children unattended in a running car.

Morning Drop-Off Procedure (8:00-8:15 A.M.)

You should enter the parking lot from the east (or first) driveway and exit from the west (second) driveway. As you come in, you'll notice that there are yellow lines that divide the driveway in front of the school into four lanes and that a crosswalk crosses those lanes at the entrance to the school. Select any lane and pull forward, as close to the crosswalk as traffic in your lane will permit. Your child(ren) should immediately exit the vehicle and *walk* forward on the yellow lines toward the crosswalk and then *walk* over to the school entrance in the crosswalk. **BEFORE** you pull forward to leave, make certain that you look to your **LEFT** and to your **RIGHT** as well as in your rearview mirrors for any children that may be walking on the lines or in the crosswalk. **PLEASE** do not pull forward until all children are out of the crosswalk and safely away from your car. Tall trucks and SUVs often hide smaller children, so always pull out **SLOWLY** and **CAUTIOUSLY**. Please go over this procedure with your child(ren) so that they can be safe. Caution them to **NEVER** *run* or *zigzag* through the cars. If you need to come into the school building yourself or your child(ren) are not ready to exit the vehicle immediately, please park in a parking space, and if you must cross traffic, do so only in the crosswalk, modeling the appropriate behavior to students. **DO NOT** leave your car parked in one of the drop-off lanes. Please share this procedure with anyone who might be dropping off your children.

After-School Pick-Up Procedure (3:15-3:30 P.M.)

In the afternoon, parents may start arriving for pick-up between 2:45-3:15 P.M. (The classes on the driveway side of the school can see the parking lot and can become distracted when cars begin lining up early. Please support the teachers by arriving close to 3:15 P.M.) Again, enter from the first driveway, pick a lane, pull up to the car ahead of you and **turn off your engine**. If you are the first vehicle in a lane, pull forward to the single yellow line beyond the crosswalk, near the playground. Please leave the crosswalk open. Place your pick-up number on your dashboard or the backside of your sun visor, so that it can easily be seen from the front of your vehicle. At 3:15 P.M., a faculty member will come out to the front of the parking lot with a walkie-talkie and relay car's numbers into the classrooms. When the children hear their numbers, they will come out of the school's front doors, walk across the crosswalk, and walk up the yellow lines to their cars. Pull up slowly in your lane as traffic moves ahead of you, but please, always leave the crosswalk area open. After your children are loaded, please look **LEFT** and **RIGHT** and in your rearview mirrors before slowly exiting the parking lot to the west as cars in your lane permit you to move ahead. **DO NOT** cross lanes of traffic. The line of waiting cars often extends out of the parking lot and down Kelso Road. Please stay tightly to the right when waiting and leaving, as the road is narrow.

If your child is not picked up by 3:30 P.M., he/she will automatically be checked into the HVAS After Care Program. To pick your child up, please "sign out" the student with the childcare supervisors. Your account will be charged for the time they are supervised. Your child will not be left unattended or allowed to leave with another student without your written permission. If you're running late, please call the office (503-663-4568) or the after-school supervisor as soon as possible so your child(ren) and the childcare supervisor know your plans. (Your child(ren) will be less stressed and fearful if they know what to expect.)

Early Dismissal on Fridays

All students in grades K-8 will be dismissed at 12:45 P.M. using the same Pick-Up Procedures outlined above. Children not picked up by 1:00 P.M. will automatically be checked into the After-school Care Program, and your account will be charged for the time they are supervised.

After School Arrangements

Students may not leave the campus with anyone other than the parent or guardian without written permission (email or text is acceptable) from the parent or guardian or verified permission by telephone. Students are expected to make any arrangements for going home with another student *before* coming to school. The school telephone is not to be used by students for this purpose.

FACULTY WORSHIP

Please note that the school answering machine will be on during the period from 7:45-8:00 A.M. daily as the faculty and staff participate in morning worship together.

FIELD TRIPS & FIELD TRIP TRANSPORTATION

Permission slips will be required for all off campus activities. Permission slips must be turned in by the date indicated on each specific form. Late forms will not be accepted. Students who do not have proper permission will be checked into Before/After School Care and their accounts will be charged accordingly.

Some field trips may require the help of parent volunteers to supervise HVAS students. Parent volunteers should not bring siblings along who are not in the class and are to be involved with the field trip, avoiding activities which could detract them from the role of supervising students (i.e. conducting non-school related private business via cell phone).

Any child between the ages of 4 and 8 and between 40 and 60 lbs. is required by Oregon State Law to use a booster seat while riding in passenger vehicles. Parents with children meeting these criteria will be required to provide approved booster seats for any off-campus activities.

Field Trip Drivers

Transportation for field trips may be provided by the HVAS bus. However, there are times when the buses may not be available and parent drivers are needed to provide transportation. Parents who are asked by a teacher to help provide transportation for a field trip will need to have completed and submitted a School Volunteer Information form and a Private Vehicle Transportation form prior to being authorized to drive for a school function.

GRIEVANCE POLICY

If misunderstandings, disagreements, or problems do arise, the following conciliation procedure, based on Matthew 18 and 1 Corinthians 6, is followed for resolving these issues.

Step One - Teacher: The parent should first talk with the teacher involved and attempt to resolve the problem on an informal basis.

Step Two - Principal: If the problem is not resolved, the parent then asks the school principal to help resolve the problem on an informal basis. (This step would be skipped if the teacher is also the principal.)

Step Three - School Board Chairperson: If the problem is not resolved on the school level, the parent then contacts the school board chairperson who will attempt to resolve the problem on an informal basis.

Step Four – Grievance Committee: If no resolution is attained, the matter can be presented to a Grievance Committee comprised of the School Board Chair, the constituent church pastors, and the principal.

Step Five - School Board: If the problem is still not resolved, the school board chairperson will convene a formal meeting of the full school board to attempt to resolve the problem. The parent will explain the problem in writing and attend this meeting. When such a meeting takes place, the Superintendent of Education must be notified.

Step Six - Superintendent of Education: If the problem is not resolved by the school board, the parent then contacts the Superintendent of Education and explains the problem in writing. The Superintendent of Education attempts to resolve the problem by meeting with the parents, teacher, principal, and school board chairperson.

Step Seven - K-12 Board: If the parent is not satisfied with the results of the preceding step, the matter shall be referred to the Oregon Conference K-12 Administrative Body and its duly appointed committee which deals with such matters. Their decisions shall be considered to be final.

Don't Let Each Other Talk About Each Other!

HOME AND SCHOOL ASSOCIATION

The Home & School Association is a volunteer group of parents and faculty/staff that functions like many other schools' Parent-Teacher Associations (PTA). The Home & School serves to draw the home, church, and school closer together into a positive working relationship that fosters a cooperative and understanding spirit of the school's program. All HVAS parents and school staff are considered to be members of Home & School and are encouraged to actively participate! The group meets one evening each month at the school. The Home & School Association provides opportunity for parents to ask questions, voice general concerns, and most importantly, bring ideas for enriching HVAS for the students, staff, and families.

INTERNET ACCEPTABLE USE POLICY

Students and parents will be required to sign the HVAS *Acceptable Use Policy* form before a student is allowed to access the internet at school. Further details outlining this policy are included on the form.

LOST ARTICLES

The school will not be responsible for personal property left in the school building or anywhere on the school premises, including student lockers. Check with the office “Lost and Found” if any article is misplaced. All unmarked items left at school will be donated if not claimed in thirty days.

LUNCH

Students are asked to bring wholesome lunches. **Any drinks containing caffeine are not allowed.** Children should not share their lunches out of respect for others’ dietary preferences and possible food allergies.

Hot lunch is available for purchase four or five days per week. The menu for each month will be attached to the newsletter at the beginning of the month, is available on the school website (www.hvja.org), and is shown on Renweb/FACTS parent portal. **Lunches are \$4.50 each.** A beverage is not included.

Hot lunch must be ordered online in advance through FACTS/Renweb OR first thing in the morning in the classroom. Milk is also available for purchase.

There are microwaves in each classroom. **Please include any napkins, plates, bowls, or eating utensils that may be necessary.**

Before you bring or send food or treats, etc. in for classroom parties, birthdays or other occasions, please check with your child’s classroom teacher.

MEDICAL EMERGENCY PROCEDURE

If a student is injured or becomes ill at school, he/she will be cared for temporarily by the teacher and/or school secretary, and the parent will be notified. School staff will render simple first aid only. If emergency medical attention is necessary, efforts will first be made to contact a parent. If immediate emergency treatment is deemed necessary, an ambulance may be called. Injuries will be documented in FACTS/Renweb.

MEDICAL ILLNESS & SCHOOL ATTENDANCE

A child who is running a fever or whose condition is contagious should remain at home. **We ask that children be 24 hours “fever free,” “nit free” (concerning lice), or “vomit free” with no medication before they return to school.** Children with pink eye may return to school 24 hours after starting antibiotics as long as there is no crusting or oozing of the eye(s).

MEDICATION AT SCHOOL

If a student must take medication during school hours, please complete the medication form that can be obtained at the school office. All medication, including over-the-counter medications and herbal supplements, must be administered through the office. Students may not self-administer medications at school.

MUSIC

Music classes offered include Gr. 5-8 Choir, Elementary/Beginning Band, Advanced Band, and Classroom Music in grades preschool through four.

Gr. 7&8 students are required to participate in at least one of the school's music class offerings (band or choir) in order to meet the Junior High music requirement. **All students are expected to attend the scheduled music performances.** As Band and Choir are performance classes, a child's participation in scheduled concerts makes up a portion of the student's grade.

To begin or drop Band or Choir after the semester has begun, a gr. 7&8 student must present to the office and/or the music teacher a signed permission slip from his/her parent.

Professional and experienced music instructors are on the school staff. Instrumental lessons may be offered, depending on availability. These lessons will be billed at the end of each month.

PARENT ALERT

In an effort to keep parents updated and informed on Hood View information, including inclement weather days and other events, HVAS will utilize the Parent Alert system through FACTS/Renweb.

Parent Alert provides a rapid communication of alerts via text message, land lines, cell phones and/or email. Text messages are the most widely utilized Parent Alert method. These Parent Alert text messages will come from 22383 and will indicate "Parent_Alert" before the message. To ensure that Parent Alert texts are received, please be certain that the proper cell phone number is entered in your family's FACTS/Renweb account.

PERSONAL BELONGINGS

HVAS is not responsible for personal belongings brought to school. If a student chooses to bring personal play equipment, he/she will be expected to share it with other students. All items should be marked with the student's name.

PETS & ANIMALS

Due to health and safety regulations and possible student allergies, any animals brought into the school building must first be cleared by the classroom teacher and/or principal prior to the animal being brought on the premises. Poisonous animals, wild animals, and aggressive animals are prohibited from campus, except in the event of a professional presentation. Pets brought onto the school campus must be properly restrained (e.g., an appropriate collar and/or leash); must be clean and healthy and properly vaccinated; and must be free from fleas, ticks, and mites. No pet shall be allowed to roam unrestrained in the school.

SCHOLASTIC STANDARDS

Hood View Adventist School emphasizes high scholastic standards. HVAS's scores are consistently above the national average on standardized achievement tests.

Testing

As part of the Oregon Conference of Seventh-day Adventists, Hood View Adventist School administers MAP (Measures of Academic Proficiency) tests to each student, grades K-8, three times per school year. The results of these tests will be shared with the parents and are also placed in the student's Cumulative Record, becoming a part of his/her total scholastic record. MAP tests provide data to demonstrate achievement as well as to guide instruction in the areas of Reading, Math, and Language.

Reporting Student Progress

A report card will be issued for each student, grades K-8, four times per year. A student's progress is evaluated by his/her daily participation, test scores, attitude, and success with school assignments in light of his/her ability and effort. Teachers will inform parents of potential academic concerns.

Parent-Teacher Conferences

Parents (or guardians) and teachers will meet twice per year to review a student's progress. These scheduled conferences take place at the midterm or end of the first and third quarters. Conferences outside of these scheduled days may be arranged as needed by contacting the individual teacher.

SCHOOL CLOSURES

If it is necessary to close school due to inclement weather or emergency conditions, the principal will notify parents through the Parent Alert communication system. (See Parent Alert, pg. 26, for more information.)

The principal will use the Oregon Trail School District and the Gresham-Barlow School District to *guide* in school closure decisions. If HVAS has school on an inclement weather day, and you feel that it is unsafe to bring your child to school, please use your judgment.

Before/After Care (BASC) will observe the HVAS school closures. If HVAS has a late start, BASC will not be available for morning care. If HVAS is closed, BASC will be closed.

SCHOOL HOURS

MONDAY-THURSDAY:

Preschool & PreK	8:15 AM to 12:15 PM
K – 8 th Grade	8:15 AM to 3:15 PM

FRIDAY:

Preschool	8:15 to 12:15 PM
K – 8 th Grade	8:15 to 12:45 PM

Students should not arrive before 8 A.M. Before-school care is available, beginning at 7:00 A.M., for students needing to be dropped off before 8 A.M. After-school care is available for students who are not picked up by 3:30 P.M. (1:00 P.M. on Fridays and on early dismissal days).

SCHOOL PHONE

The telephone in the school office is intended for school business. Neither students nor teachers will be called from class except in an emergency. If needed, messages may be left with the secretary. Whenever possible, changes in transportation should be made before the student comes to school.

STUDENT INSURANCE

The premium for basic student insurance is included in the student tuition. Limited coverage is provided for accidents while the student is traveling to and from the school, on the bus, and while engaged in school-sponsored activities. This coverage works in conjunction with your family health/accident insurance. Note that there is no coverage for loss of personal property. Accidents must be reported immediately to the office to qualify for coverage.

VISITORS & PARENT VISITS

Parents and other appropriate adults are welcome to visit the school. All visitors, including parents, *must* register at the office and receive a "Visitor Pass." As a parent, you are encouraged to visit your child's classroom and to attend the various meetings arranged by the teacher, principal and Home and School Association. Teachers wish to keep lines of communication open and will gladly welcome parent visitors. However, if you would like to spend an extended amount of time in the classroom, please call and inform the teacher at least a day in advance. If you feel the need for a conference, please call ahead and arrange an appointment after school hours. Students are *not* permitted to bring friends from out of town or other schools to visit classes without clearance from the classroom teacher and the principal.

VOLUNTEERS

All volunteers who will interact with HVAS students must complete a Volunteer Information Form, which facilitates a background check. This screening *must* be completed and final clearance received before an applicant can serve as a volunteer, including driving/chaperoning for a field trip. These forms may be obtained at the school office. Individuals who have committed physical or sexual abuse may not volunteer for any school-sponsored activity.

WHAT'S HAPPENING (HVAS NEWSLETTER)

In an effort to keep parents and students up-to-date on school events and information, the office publishes a weekly newsletter called the "*What's Happening*." It is emailed to each family, usually on Thursdays. You can also pick up the most recent copy in the office at any time or go online to HVAS's website (<http://www.hvja.org>) for the current issue.

INTERPRETATION AND ENFORCEMENT OF HANDBOOK REGULATIONS

The School Board has designated the principal responsible for the interpretation and enforcement of all school standards, policies, procedures, and regulations. All regulations adopted by the faculty and/or School Board and announced to the students have the same force as the published handbook.

CHANGES TO STUDENT HANDBOOK

Hood View Adventist School reserves the right to make changes and additions to the rules, regulations, and policies contained in the handbook to serve the best interests of the school, its students, and its standards; these changes apply to all students.

Hood View Adventist School reserves the right to withdraw curriculum and specific courses, alter the course content, change the calendar, and to impose or increase fees.

ASBESTOS NOTIFICATION

The federal law requires a public announcement to be given to school patrons regarding any asbestos containing material (ACM) in your school. A certified asbestos inspector has checked HVAS for ACM. The report is in the school file. This document is available for those wishing to see it. The ACM in the school is located in older floor tiles in the office area and in the small rooms on either side of the stage. The office floor tiles are under carpet. All tiles are in a non-friable condition so that they present no hazard to anyone at the current time. This area is checked at periodic intervals to ascertain any change in the material.