

STUDENT HANDBOOK

2021-2022



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Treasurer, Cristina Fonseca (treasurer@paes.com Ext. 102)

FACULTY & STAFF

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Library, Madelynn Cummings (madelynn.cummings@paes.com Ext. 104)
Athletic Dept. Director/PE, Kevin McCray Jr. (kevin.mccray@paes.com Ext. 130)
Technology Coordinator, Carl Fulton
Plant Manager, Ron Sulzle (ron.sulzle@paes.com Ext. 106)
School Nurse: The PAES school RN position is staffed in partnership with Walla Walla University School of Nursing and their clinical rotation program.

GENERAL INFORMATION

The Seventh-day Adventist church recognizes each student's individual value as a child of God and desires that each student should have the opportunity to receive a Christian education. Portland Adventist Elementary School (PAES) is committed to excellence in Christian education, while leading each student in a growing relationship with Christ. Our commitment is to a balanced experience in the areas of spiritual, intellectual, physical, emotional and social development that will enable students to face the challenges of life and to contribute to society.

PAES promises you and your children a secure, stable and high quality Christian education. Our school is located in a quiet residential neighborhood where children are safe while they learn under the guidance of qualified and caring Christian teachers.

Our school serves a diverse population and welcomes children of all faiths and ethnic backgrounds who desire an opportunity to have Christ and the teachings of the Bible as part of their education. The diversity of our school population is one of our strengths. We are committed to lift up each child as a special child of God.

SCHOOL CONTACT INFORMATION

ADDRESS:	WEBSITE:
3990 NW 1st Street Gresham, OR 97030	www.paes.com

PHONE:	FAX:
503- 665-4102	503-665-9486

SCHOOL HOURS

MONDAY – THURSDAY:

Preschool	8:00am - 11:30am
K – 8th Grade	8:00am - 3:00pm

FRIDAY:

Preschool	8:00am - 11:30am
K – 8th Grade	8:00am – 12:30pm

ARRIVAL AT SCHOOL

Children arriving at school before 8am must sign in and be registered with in the Before Care program. Children signing into the Before Care program will be charged the regular rate, based on the 1-hour minimum interval.

ORGANIZATION & GOVERNMENT

PAES is governed by a Board of Directors whose members are appointed by the following Seventh-day Adventist churches in the greater Portland area. The number of representatives from each church is dependent upon the church's total membership. Each of these churches give financial support to the school. These churches are:

Mt. Tabor SDA church	Rockwood SDA church	Lents SDA church
Sharon SDA church	Stone Tower SDA church	Romanian SDA church
Sunnyside SDA church	Your Bible Speaks SDA church	OC Korean SDA church
Portland Spanish SDA church	Vietnamese SDA church	Living Word Russian SDA church

In addition to representatives from each church, other Board members include the PAES Principal, the Oregon Conference of Seventh-day Adventists Educational Superintendent, a pastor from each constituent church, the Home & School Leader and a teacher representative elected by the teaching staff.

The Board Chairperson and Vice Chairperson, as well as members of the Executive Committee, are elected annually by the board from among these Board members. Membership on the Personnel Committee, Finance Committee and Policy Committee comes from the representatives sent by the churches to the Board or from other individuals appointed from outside the Board.

Board meetings are generally held the third Monday of each month. Board meetings are open to the general public, except during an executive session.

ACCREDITATION

PAES is accredited by:

[AdvancED](#)
[Adventist Accrediting Association](#)
[National Council for Private School Accreditation](#)
[North American Division of Seventh-day Adventists](#)

MISSION STATEMENT

PAES exists to be a light in our community and to unlock the potential of every child.

CODE OF CONDUCT

As members of a learning community, we hold high expectations for our students, not only academically, but behaviorally as well. PAES has a code of conduct modeled after the example of character that Jesus was for us on earth.

We call this code of conduct The 5C's:

1. Caring
2. Courtesy
3. Cooperation
4. Courage
5. Common Sense

We expect all students to follow The 5C's code of conduct at all times. This includes during regular class time, recess time, while on campus for Before or After Care, while on field trips, during games and other extra curricular events.

If a student has difficulty following The 5C's and causes disruptions to the learning community, he/she will receive a **warning**. At this point, the teacher will remind the student of The 5C's and the behavior that is expected at our school. **If the misbehavior continues or occurs again, the child will receive a referral. Every referral will be sent home for parents to see, sign, discuss with the student and return to school on the following school day.**

The **first referral** will be followed up with an email/phone call home so the teacher can discuss the issue with the parent(s)/guardian(s).

The **second referral** will be followed up with an email/phone call home as well as a parent/teacher conference, in which the principal or vice principal may join to help discuss the issue.

The **third referral** will be followed up with an email/phone call informing parents that the issue will, at that point, be brought to the Discipline Committee. The Discipline Committee will then decide the appropriate consequence, which may or may not include a school suspension or expulsion.

We wish to make our school a safe and loving place. It is our intention to set clear expectations and boundaries for our students in order to ensure their emotional well-being as well as the best opportunities for growth and learning.

CHARACTER EDUCATION

In partnership with the family, the church and the community, PAES believes all students have a responsibility for their own learning, for supporting the learning of others and for contributing to a positive school environment.

While PAES believes that families have the primary responsibility for the character and moral development of their children, the school plays an important role in developing strong moral character in students. Fostering good character traits and ethics training goes on continually in the home, the church and the community. PAES believes that it should support this process by providing instruction that contributes to students' character development, by teachers and staff modeling these traits in the way they interact with students and through school rules, which are fairly enforced.

HOME & SCHOOL ORGANIZATION

Home & School is a parent volunteer organization (think Parent/Teacher Association). This organization is the backbone of our school community and strengthens PAES for parents, students and teachers. Home & School plans fun school events throughout the year and organizes fundraisers benefiting a variety of school programs.

Home & School meetings are generally held the first Tuesday of every month and are open to the entire PAES community. Details regarding meeting time will be announced in advance each month and posted on the website calendar.

NOTE: Any change to Home & School meetings will be updated on the PAES website's calendar.

FAMILY PLEDGE

It is understood that every parent and student of PAES pledges to willingly observe all its regulations and uphold the Christian principles on which the school operates.

RESPONSIBILITIES

STUDENTS:

- To attend school and all classes regularly and punctually.
- To come to each class with proper books, materials and assignments completed.
- To respect of the rights and property of other students, staff and community.
- To make a sincere effort in their classes and to involve themselves in the school program.
- To follow the regulations of the school and respect the authority of the teachers and other staff members.
- To develop standards of acceptable personal conduct.

- To exercise conduct that is befitting to the Christian character reflected by Jesus Christ.
- To report weapons, harassment or other threatening conduct.

PARENTS:

- To read and understand the code of conduct and all parent publications provided by the school.
- To ensure upon the regular and punctual attendance of their children as required by the laws of the State of Oregon.
- To understand, and to ensure, that their children comply with the rules of the school concerning conduct and attendance and to cooperate with the school in the enforcement of these rules.
- To ensure that their children behave in an appropriate Christian manner during school hours and at school sponsored activities.
- To provide the means for their children to be prepared for school each day.
- To play an active part in seeing that the necessary time and effort are spent on homework.
- To be aware of dress and grooming requirements, and to see that their child's appearance is appropriate for school.
- All students must come to school dressed appropriately for the weather and school activities.
- To understand the importance of safety for students and staff at school, to know what students bring with them to school, and to insist that students comply with the school's expectation for safety.
- To actively partner with school staff by sharing appropriate ideas for improving student learning and by preventing or resolving student discipline problems.
- To provide supervision for the student's health, physical and emotional well-being and prompt and regular attendance.
- To attend parent-teacher conferences and maintain open communication with teachers.

SCHOOL:

- To respect the personal worth, dignity and needs of each student.
- To provide qualified and competent teachers.
- To provide a school environment conducive to learning.
- To keep parents adequately informed on the performance of each child.
- To develop and distribute reasonable rules and regulations regarding behavior and attendance to parents and students.
- To enforce behavioral standards through appropriate disciplinary action.
- To provide every reasonable safeguard for the protection of health, safety and welfare of all students.

- To work in harmony with the Seventh-day Adventist church in the implementation of educational policies and procedures.
- To cooperate with public agencies in matters involving students.
- To comply with the laws of the State of Oregon including privacy and student rights.
- To encourage high standards of personal integrity on the part of both students and staff.

CUSTODIAL & NON-CUSTODIAL PARENTS

PAES encourages parents to be involved in their children's school affairs and, unless otherwise ordered by the courts, an order of sole custody on the part of one parent shall not deprive the other parent of the following rights:

- To receive and inspect school records and consult with school staff regarding the child's welfare and education, to the same extent as provided the custodial parent.
- To authorize emergency medical, dental, psychological, psychiatric or other health care for the child if the custodial parent is, for practical reasons, unavailable.
- It is the responsibility of the parent with sole custody to provide any court order that curtails the rights of the non-custodial parent at the time of enrollment, or at any other time a court order is issued.
- Non-custodial parents will not be granted visitation or telephone access to the child during the school day. The child will not be released to the non-custodial parent without written permission of the custodial parent.
- In the case of joint custody, PAES will adhere to all conditions specified and ordered by the court.

CHILD ABUSE

Oregon law requires all public employees to report possible child abuse to the State Department of Human Services or a law enforcement agency.

Any PAES school employee having reasonable cause to believe that any student with whom he/she comes in contact in an official capacity has suffered abuse, or that any adult with whom he/she comes in contact has abused a student, shall report immediately to the State Department of Human Services or a law enforcement agency. Staff members may not inform parents of such reports.

School staff will cooperate with investigations of possible child abuse being conducted by the DHS, or by a law enforcement officer, who is questioning a student in regard to child abuse. PAES will determine if a school official may be present in an interview that occurs at school.

ASBESTOS NOTIFICATION

The Federal law requires a public announcement to be given to school patrons regarding any asbestos material in our school. Our school facility has been checked by a certified asbestos person. The report is in the school file. This document is available for those wishing to see it.

The asbestos in the school is in a non-friable condition and presents no hazard to anyone at the present time. It will be checked at stated periodic intervals to ascertain any change in the material.

GENERAL ADMISSION POLICIES

NON-DISCRIMINATION POLICY

Portland Adventist Elementary School admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at the school and make no discrimination on the basis of race, color, ethnic background, country of origin, or gender in the administration of education policies, applications for admission, scholarship or loan programs and extracurricular programs.

QUALIFICATIONS FOR ADMISSION

PAES is open to all young people who desire a Christian education. Students who apply for admission should be in sympathy with the purposes and objectives of the school and live in harmony with its principles.

APPLICATION PROCESS

Acceptance to PAES is based upon the student's ability to benefit from the school's philosophy and curriculum.

CURRENT STUDENTS:

- Complete re-enrollment through Parent'sWeb account.
- Clear financial arrangements with the business office.
- Pay tuition (due on or before):
 - August 10th for 10-month payment plan.
 - July 10th for 12-month payment plan.

NEW/TRANSFER STUDENTS:

- Complete an application form.
- Submit a copy of the previous year's report card.

- Set up appointment for interview and assessment at PAES.
- Clear a behavior check with the previous school where applicable.
- Cleared by Admissions Committee.
- Receive an acceptance letter.
- Complete final forms.
- Make financial arrangements.
- Pay tuition (due on or before):
 - August 10th for 10-month payment plan.
 - July 10th for 12-month payment plan.

UNPAID ACCOUNTS

Students having an unpaid account with PAES or another school will not receive an acceptance letter until financial clearance has been obtained.

AGE OF ADMISSION

Students seeking admission to the school for the first time must meet all academic, age, immunization and any other pre- requisites for admission as set forth by Board policy and administrative regulations.

PRESCHOOL:

- Three to five years of age, fully potty trained.

KINDERGARTEN:

- Five years of age by September first or he/she is transferring from a public school or private school kindergarten program and would be continuing his/her formal education. Birth certificate will be required.

1st GRADE:

- Six years of age by September first or he/she has successfully completed a year of public or private Kindergarten and would be continuing his/her formal education. Birth certificate will be required.

ACCELERATION

PAES discourages any acceleration of a student ahead of his/her age grouping. If consideration is being given to acceleration the following criteria, as established by the North Pacific Union Conference of Seventh-day Adventists, must be followed:

- The student is expected to have a score which places him/her at the ninetieth percentile (or above) in each area of a standardized achievement test and to have satisfactorily met the objectives in the curriculum guide in the basic areas (reading, mathematics and language skills) at the grade preceding the one to which the student

is to advance. This evaluation is to be made by the teacher in consultation with the Oregon Conference Office of Education.

- The student must demonstrate satisfactory evidence of emotional and social readiness for acceleration.
- A teacher may not initiate a program for student acceleration before submitting a request to the Oregon Conference Office of Education.
- Ordinarily, students at the elementary level should be limited to one acceleration experience.

CLASSROOM PLACEMENT

Every effort is made to obtain a balance in each classroom. Each child is looked at individually and we endeavor to place each child in the best possible learning environment.

Many factors must be considered and evaluated and the school must make the final placement decision for all students.

FINANCIAL INFORMATION

It is the intention of the operating Board of PAES to keep the school charges as low as is consistent with good business principles. The school reserves the right to change the rates charged at any time in order to meet changing economic conditions.

It is our privilege to provide and exceptional Christian education at PAES. Our operating budget is based on the support of three primary sources: the Oregon Conference of Seventh-day Adventists, constituent (local) churches and annual tuition. Subsidies keep tuition as low as possible. We are a non-profit organization.

TUITION 2021-2022

Preschool - 5 days/week (1/2 Day)	\$3,600.00	Full Day Transitional Kinder: \$5600.00
Kindergarten	\$5,600.00	
Elementary (Grades 1-5)	\$7,600.00	
Middle School (Grades 6-8)	\$7,750.00	
Before & After Care	\$4.50/hour	(billable per hour)

PAYMENT PLANS

Families choose from payment plans:

- 10-month (August-May) August payment due prior to first school day
- 12-month (July-June) July and August due prior to first school day
- Prepay full tuition (prior to the first day of school and receive a 5% discount)

TUITION DISCOUNTS

- Prepay Discount (5% off when full year's tuition is paid in full)
- 3 Student Family Discount (three or more siblings enrolled)
- SDA Member Discount
- Oregon Conference Employee Benefit

NOTE: The prepay discount is not available to families requesting financial assistance.

TUITION ASSISTANCE

PAES may be able to provide tuition assistance. Assistance is need-based and available from the below listed resources. All assistance is considered using the **Facts Grant & Aid Assessment** application process (below). Contact the school office if you need help completing the online application.

FACTS GRANT & ASSESSMENT

(Apply online at: <https://online.factsmgt.com/signin/4BSOG>)

We request FACTS Assessments be completed no later than June 1st, prior to the next school year. We encourage early submission as we can only apply the funds to the needs we know. The later the submission, the less assistance we will have available.

EVERY CHILD DESERVES TO KNOW CHRIST GRANT

This grant is available to qualifying incoming Kindergarten and 1st grade students as an introduction to Seventh-day Adventist education. If previously enrolled, the grant can be re-applied for as part of the student's continuing education. Grant requirements include: FACTS submission, SDA church participation, school participation and family commitment.

CHURCH STUDENT ASSISTANCE

Seventh-day Adventist churches are faithful supporters of our schools. At each church's discretion, attendance, grades and current school payments may be requirements of assistance. Contact your church pastor or educational representative for details. Churches other than SDA may also offer financial aid opportunities, we encourage you to inquire.

PAES STUDENT ASSISTANCE

PAES Student Assistance is supported by alumni, friends of PAES and our School Board who feel strongly about our school, it's mission and the children we serve. Based on your family's FACTS Assessment, you may be eligible for PAES Assistance.

PAYMENT METHODS

PAES accepts cash, check, money orders or electronic transfers (ACH). Sign up for ACH payments before the end of September and receive a one-time \$25 credit. Does not reset per school year.)

Payable to:

Portland Adventist Elementary School or PAES

Deliver or mail payment to:

Portland Adventist Elementary School
3990 NW 1st Street
Gresham, OR 97030

ACH payment:

Electronic transfers are processed on the 10th, or nearest business day thereof, of each month.

BUSINESS OFFICE HOURS

MONDAY - THURSDAY:

7:50am - 3:30pm

FRIDAY:

7:50am - 12:30pm

FINANCIAL POLICIES

- Unpaid accounts with PAES or another school must be settled prior to enrollment of a student each year. Pre-registration becomes invalid after August 10th in the event of an outstanding balance.
- Statements are rendered on or before the 25th day of each month and are due in full on the 1st or before the 10th day of the following month in order to avoid being delinquent and subject to a past due service charge of 1.5% per month (18% per annum) on the unpaid balance.
- A reminder notice will be sent to accounts that are past due. If the account becomes 45 days past due and PAES has not received payment or the responsible party has not agreed to a written payment plan that pays the account in full together with

current tuition charges, PAES will send a letter outlining the consequences of delinquent accounts. PAES will ask the responsible party to:

- Agree to have PAES contact the pastor of either the responsible party, the student or both (as appropriate) to see if there might be financial support available from their church.
 - Immediately work out a written payment plan with the PAES accountant to bring the account up to date.
 - If PAES has not received payment, or if the responsible party has not agreed to a written acceptable payment plan by the time the account is 60 days past due, PAES will ask the parents to withdraw the student.
 - If the responsible party fails to follow a written agreed upon payment plan on more than one occasion without contacting PAES, the finance committee may send a termination letter and skip any intervening steps.
- The parent or guardian is responsible for any scholarship, grant or student aid that is terminated by its donor.
 - Recipients of PAES tuition assistance must meet attendance, grade and personal financial commitments to maintain assistance.
 - Returned checks could be subject to a \$25 fee. A history of returned checks may result in a request that payments be made by cash or money order.
 - Additional expenses during the school year include school pictures, music uniform, PE uniform, field trips, graduation, etc.

ADDITIONAL FEES

Additional fees are listed on the PAES website with tuition information: www.paes.com

HOME SCHOOLED STUDENT FEES

PAES wishes to accommodate requests from parents of home schooled children whenever possible. These students may be enriched by limited participation in PAES activities. Fees for participation in such activities will be assessed accordingly.

ATTENDANCE POLICY

Oregon law requires that all children between the ages of seven and eighteen years of age be in attendance at school (with certain exemptions). Efforts will be made by school officials to enforce the compulsory attendance laws of the state. However, compliance with those laws is the mutual responsibility of legal guardians and PAES.

Students are expected to be punctual in reporting to classes and to attend regularly. The following guidelines will direct the enforcement of this policy:

- The student's parents or guardians should send an email or a written note to the school office (cc homeroom teacher) or call the school office to explain why their student was absent or tardy.
- Students who are late for school are required to report to the office and be signed in by an adult to obtain a late entry pass.
- Middle School students are responsible to his/her next class teacher. If a student is late to class, he/she must ask the front office staff for a tardy pass before arriving at the next class.
- Students are not to leave school early unless they are ill, have an unavoidable medical or dental appointment or have had a death in their family.
- If students are to leave school early their parent or guardian must come into the school office and sign them out for the remainder of the day.
- Students who have been absent or tardy may (at the homeroom teacher's discretion) be required to complete work that they have missed.

Regular daily attendance is required by State law, as well as by the school. The only excused absences are for illness or death in the immediate family. PAES strongly discourages parents from planning vacations and/or other activities which will take children out of school. Such absences can be disruptive to the educational process of the student and cause the student to miss classroom activities which cannot be made up. However, should such an absence be anticipated the parent must make arrangements with the office and the teacher at least a week in advance. Teachers reserve the right to counsel with parents if the anticipated absences will adversely affect the student's grade. The classroom teacher may provide assignments where appropriate for students absent for no more than five consecutive days. Students who miss more time will be required to show mastery of material missed through regular classroom testing procedures.

Students who are late to a class for any reason other than a school sponsored activity will be marked tardy. If a student is habitually tardy to class, the homeroom teacher may require the parents to meet together with the principal to develop a plan for improvement.

RATIONALE

Students must attend class regularly to meet the academic and social criteria established for them by the State of Oregon Department of Education, the North Pacific Union Conference of Seventh-day Adventists and PAES.

Even though a student may be required to complete work in lieu of assignments he or she missed while absent, they may still miss significant steps in the educational program provided for them in their home classroom. These steps might include such things as class lectures, direct professional instruction, viewing films/videos, participating in class discussions, viewing and/or conducting hands on experiments, participating with their peers in various interactive activities, attending assemblies, meeting visiting guests, etc.

For these reasons students should never miss class unless they are ill, have an unavoidable medical or dental appointment or have had a death in the immediate family. Absences resulting from any other reason are considered unexcused.

RECORDING

At the end of each school quarter students will receive a report card. Marked on this report card will be a number indicating how many absences and how many tardies the student has received. This number will reflect the actual number of school days the student was absent and thus unable to benefit from instruction. No distinction will be made between so called excused and unexcused absences or tardies.

CHILD CARE PROGRAM

BEFORE & AFTER CARE

Before and after care is available for PAES students. Child care opens at 6:30am and closes at 6:00pm. The fee is \$4.30/hour (billable per hour).

Students who have not been picked up by 3:20pm each afternoon (2:20pm on Fridays) or who arrive on campus before 8:00am will be signed into the child care room and parents will assume the charges accrued.

Child care will be available on school days with a half day. Child care will not be available on non-school days.

Child care closes at 6pm daily. This is what our State license allows. An additional \$10 will be charged for each 15 minutes or portion thereof that you are late. You may be asked to withdraw from the child care program if you have more than five late pick-ups.

Once students are clocked out of child care, they are no longer eligible to receive services given to students who are still under our care.

HEALTH SERVICES

HEALTH NEEDS

To provide for your child's health needs it is important to tell the school about new and changing health problems that can cause learning or safety problems at school. If your child is undergoing special medical treatments, or experiences life threatening allergic reactions, asthma attacks, diabetic reactions, seizures or any other serious problems, it is important that the school staff be aware of these conditions and recommended emergency reactions to such symptoms.

IMMUNIZATIONS

To protect all children, every student must have a current school immunization record or a medical or religious exemption at school. Students not in compliance with State mandated immunization requirements may not attend school and will be excluded by the third Wednesday in February.

IMMUNIZATION REQUIREMENTS

Required doses vary by a child's age and how long ago they were vaccinated:

PRESCHOOL

4 doses – DTaP
3 doses – Polio
1 dose - Varicella (chickenpox)
1 dose – MMR
3 doses - Hepatitis B
2 doses - Hepatitis A
3 or 4 doses – Hib

GRADES K- 6th

5 doses - DTaP
4 doses - Polio
1 dose - Varicella (chickenpox)
2 doses - Measles
1 dose - Mumps
1 dose - Rubella
2 doses - Hepatitis A
3 doses - Hepatitis B

GRADES 7th-8th

5 doses – DTaP
1 dose – Tdap
4 doses - Polio
1 dose - Varicella (chickenpox)
2 doses - Measles
1 dose - Mumps
1 dose – Rubella
2 doses - Hepatitis A
3 doses - Hepatitis B

NOTE:

DTaP = Diphtheria/Tetanus/Pertussis
MMR = Measles/Mumps/Rubella

SCHOOL NURSE

PAES has a working partnership with the Walla Walla University School of Nursing whereby student nurses are assigned a rotation at our campus. Typically, these student nurses spend one day per week assisting our staff and students with special needs that arise and teaching about good health practices. These student nurses oversee hearing, vision and scoliosis screenings held during the school year. Parents will be notified of any important issues identified.

NOTE: If you do not want your child included in these screenings, you must submit a written request to the school each school year.

MEDICATIONS AT SCHOOL

Please check with your doctor to see if your child's medication can be administered outside school hours. This would be preferable. However, if your child must take medication at school, by law the below details must be followed:

- Provide written permission (forms available at school).
- Make sure all medication (prescription or over-the-counter) is in the original container and marked with the student's name.
- All medication must be delivered to the school office by the parent or responsible adult designated by the parent.
- Students may not keep medications with them unless they have been identified as a self-manager, need immediate access to medication, have written parent and physician permission and are cleared by the principal. Such students may only possess that amount needed for that school day.
- Sharing or borrowing is strictly prohibited and may result in loss of the privilege and serious discipline.
- Make sure the school has an adequate supply of all required medications.
- Pick up medication that is no longer needed.
- A separate supply of medication must be provided if needed during Before or After Care hours.

NOTE: Medication left at the end of the year will be destroyed.

CONTAGIOUS CONDITIONS

Do not send your child to school if your child has a contagious condition, a rash or a fever. Students must be fever free 24 hours before returning to school. Students must present a doctor's note to return to school with a rash. Your child will be excluded and sent home.

Do not send your child to school with head lice. Such students will be sent home for treatment. The student will be re-examined upon return and will be re-admitted when there is no further evidence of live lice or nits.

STUDENT ACCIDENT INSURANCE

A policy covering student accidents is included in the school fees. A summary of this coverage is available to parents from the school office throughout the school year. Students are covered for injury during school and all school sponsored events.

EMERGENCY INFORMATION

The school must have a way to reach parents or guardians in an emergency. Make sure the office and teachers have your emergency contact information and be certain to notify them in case of changes in that contact information.

MUSIC PROGRAM

Students in K-4th grades receive music instruction twice a week. Students in 5th-8th grades are required to join at least one performing group each academic year (3rd-5th choir, beginning band, middle school band or middle school choir).

All the school music organizations have performances outside school hours. The success of each group depends on all members being present. Therefore, all performances are required. If family plans prevent participation in a scheduled performance (including weekend church performances) written notification must be given to the group's director at least three days prior. The school will announce the dates as far in advance as possible, usually giving one month's notice.

A student may not drop band or choir except at the end of the semester.

3rd-5th CHOIR

This choir is open to all in 3rd-5th grades. In addition to the Christmas and Spring concerts, the 3rd-5th grade choir will perform at one or more weekend church performance. Student grades are based on concert attendance, participation in rehearsals and maintaining a positive attitude.

BEGINNING BAND

Open to all students in the 5th grade. Students will need to rent or purchase an instrument. Some school instruments are available for individuals whose family finances prevent them from purchasing an instrument. Everyone is encouraged to use this opportunity to learn to play an instrument. There is a minimum charge for the method book used and this will be charged to the student's account. Student grades are based upon classroom behavior, bringing their instruments to class, concert attendance and practicing a minimum of 1.5 hours per week.

MIDDLE SCHOOL CHOIR

Open to all students in 6th-8th grades. Auditions will be held the first week of school. Student grades are based upon concert attendance, performance proficiency of concert selections, and willingness to make a positive contribution for a dynamic choir.

MIDDLE SCHOOL BAND

Open to all students in 6th-8th grades with previous music experience. Approval of the instructor and/or an audition is required. Students grades are based upon classroom behavior, bringing their instruments to class, concert attendance, and playing proficiency of concert selections.

INSTRUMENTAL LESSONS

Private and group music lessons are available at the school for all band instruments. The charge for the lessons will be put on the student's account along with any miscellaneous charges such as books and reeds. The student must be willing to put in a minimum of thirty minutes of practice per day in order to warrant music lessons.

Make up lessons will be given when possible and only when absence is due to illness or pre-excused reasons. Make up lessons or credit will not be given if the student is at school and skips a lesson or misses because an instrument or music was forgotten.

ATHLETICS PROGRAM

PHYSICAL EDUCATION

Grades K-8th participate in daily PE classes. PE grades depend on participation, wearing the designated uniform and a positive attitude—which contributes to the program.

Each student in 6th-8th grade will receive a school issued PE uniform. This cost will be charged to the student's account. All students are expected to wear socks and athletic shoes to participate in PE class.

SPORTS PROGRAM

The sports program at PAES is designed to develop sportsmanship, build school spirit and build self-confidence. It is designated for 6th-8th grade students. We run a no cut program, where possible, which accommodates any student who has the desire to participate. PAES is a member of the Metro Christian League which involves 30 other Christian schools as well as the Adventist Basketball League.

PAES involved in the following league sports:

- Basketball
- Volleyball
- Soccer

Requirements for athlete participants are as follows:

- Prior to turning out for a sport, athletes must have a physical examination.
- Athletes must be academically eligible for the season by maintaining at least a 2.0 GPA with no failing grades.
- Athletes must maintain conduct in line with the The 5C's.
- Prior to participating in a sport, athletes must have parent consent form on file.
- Athletes must be present at school the day of a contest in order to participate in that contest. Emergencies will be handled by the Athletic Director.
- An athlete is responsible for all equipment issued to him/her. Athletes must clear all fines or return equipment before being allowed to participate in the next sport's season.

GENERAL REGULATIONS

RESPECT POLICY

Respect is the cornerstone of all of our interactions and behaviors. We acknowledge the dignity and worth of each person, and strive never to diminish another by our conduct or our attitudes.

It is part of our mission to prepare students to live and work in a complex and interdependent society. We want to acknowledge diversity and build community by practicing hospitality, civility and respect.

Misconduct may be defined as any physical, spoken or written act of abuse, violence, harassment, intimidation, extortion, the use of cursing, and making remarks of a personally destructive nature toward any person and any restriction or prevention of free movement of individual. Prohibition of such misconduct applies, whether or not the misconduct is intentional or unintentional, or is directed towards an individual or group regarding race, color, creed, national origin, sex, physical or mental disability, or religious ideology. Federal law and Oregon state rules and regulations will apply.

Corrective action may include parent notification, counseling, in-school suspension, home suspension, expulsion or referral to legal authorities.

GRIEVANCE PROCEDURE

Because communication sometimes breaks down and can result in misunderstandings, a grievance procedure has been established by the Board in harmony with the counsel of Jesus:

“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses. If they still refuse to listen, tell it to the church...” Matthew 18:15-17

The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to a concern or complaint.

Please follow the procedure listed below in case of a problem:

- If you have a concern about a specific classroom problem, talk to the teacher first in order to discuss the concern and resolve the stated problem.
- If satisfactory results are not obtained, contact the principal to request a conference.
- If further action is required, a complainant may make a written request to the PAES Executive Committee (see the principal for procedural details).
- If the complainant wishes the PAES Board to review the problem, a written request may then be made to the Board Chairperson (see the principal for procedural details).
- Appeals of the school Board’s decision may be made to the Oregon Conference Education Department.

FUNDRAISING ACTIVITIES

PAES conducts fundraising activities every year to support various programs within the school. Parents are encouraged to help their children in support of these activities. Parental support is essential to the success of these endeavors.

PAES may engage in fundraising activities to raise funds for supplementary supplies, purchases or services not provided for in the annual budget. Fundraising activities may be through the Home & School Organization, school activity organizations, classrooms or other groups wishing to meet the needs of students.

All such activities must be approved in advance by the school principal.

Any non-school fundraising activities will not interfere with the education process and must be approved by the principal.

As much as possible fundraising activities will be conducted by adults and student involvement during class time should be minimal. Door-to-door solicitation is discouraged.

COMMERCIAL ACTIVITIES

The administration of surveys, questionnaires and requests for information by non-school connected organizations are generally disallowed.

Commercial intrusions by announcements, posters, bulletins and communications from individuals and organizations outside the school must be approved by the principal.

CLOSED CAMPUS

PAES is a closed campus. A closed campus means that students do not leave the school grounds after they arrive. Permission is needed from the office to leave the school grounds any time during the school day.

When it is necessary for a student to leave school, parents must provide written notification and the student must be signed out through the school office by the adult taking them off campus.

VISITORS ON CAMPUS

Visitors are required by Board policy to report to the office and secure permission to be on campus. Visitors must wear an identification badge, which allows staff and students to know the office has approved the visitor's presence on campus. Visitors are required to check out at the school office upon departure.

Students bringing a guest to the classroom must make arrangements at least 24 hours in advance and check in at the school office.

LEAVING SCHOOL EARLY

Students are not permitted to leave the school grounds while school is in session without a request from the parent or guardian in person or in writing. Students will not be permitted to leave the school premises with anyone other than a parent, guardian or other authorized individual. When leaving early, all students must be signed out in the office by the adult taking them.

AFTER SCHOOL ARRANGEMENTS

PAES dismisses school Monday through Thursday at 3pm and all students must be picked up between the hours of 3pm-3:20pm.

PAES dismisses school on Friday at 12:30pm and all students must be picked up between the hours of 12:30pm-12:50pm.

All students will wait in their designated classroom until their pick up ride is announced.

Students remaining on campus after 3:20pm (Monday-Thursday) or 12:50pm (Friday) will be signed into the After Care program. An hourly charge will be made for this care, based on one hour increments.

Students may not leave the campus with anyone other than the parent or guardian without written permission from the parent or guardian or verified permission by telephone.

Students are required to make any arrangements for going home with another student before coming to school. The school telephone is not to be used for this purpose.

PLAYGROUND USAGE

Students may not use the playground during the school day unless supervised by a staff member or by a parent who has first checked in with the school office and obtained permission to use it.

BUS REGULATIONS

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

INCLEMENT WEATHER

In the event of inclement weather (snow, storm, etc.) it may be necessary to close school entirely for the day. In the case of an emergency school closure, the entire school program—including Before & After-Care services, will be closed for the entire day. Such closures will be announced via phone through RenWeb(FACTS) Alert as soon as possible. PAES tries to make that determination by 6am, on a day-by-day basis.

PARENT/TEACHER CONFERENCES

At the conclusion of the first and third quarters, parent/teacher conference days are set aside for students in K-8th grades. **Parents are expected to keep these appointments in order to receive updated information on the progress of their children.** Conferences outside these days may be arranged, as necessary, by contacting the individual teacher and making arrangements.

STUDENT RECORDS

Federal and State laws require the school to maintain certain academic and behavioral records on students. These records allow the staff to share progress reports with parents or other educational institutions.

EXTRA-CURRICULAR ACTIVITY ELIGIBILITY

The following standards will be required of all students participating in extra-curricular activities, including student body officers, student council representatives, eighth grade officers, yearbook staff, skiing and after school sports program athletes:

- All students are expected to maintain a 2.0 GPA (C average) or above in every subject.
- Any student receiving less than a 2.0 GPA will be suspended from the activity until his/her GPA is raised or arrangements have been made with the teacher(s).
- All students are expected to maintain conduct in line with The 5C's.

GUM & SNACKS

Gum is not allowed at PAES. Gum chewing presents special problems to the custodian(s), to the building, to litter disposal and to health. Snack foods may be eaten in the classroom during lunch or snack break.

BICYCLES

Bicycles may not be ridden on the school grounds during school hours. Bicycles ridden to school must be locked and kept in the designated bicycle parking. Safe bicycle operation and observation of traffic laws is required at all times and places on campus. Students must wear a helmet as required by law. The school assumes no responsibility for bicycles left on the premises.

SKATEBOARDS & ROLLERBLADES

Skateboards and rollerblades are not permitted on the school grounds.

PERSONAL PROPERTY

Students are discouraged from bringing and leaving valuable personal property on school premises other than normal school supplies. PAES does not assume liability for personal property loss due to accidents, vandalism, theft or any other cause. Personal property brought onto school grounds is done so at the owner(s) risk.

LOST & FOUND

Unclaimed items left around PAES will be placed in the lost and found until the end of each quarter. At that time, all unclaimed items will be donated to Portland Adventist Community Services.

LOST & STOLEN BELONGINGS

PAES is not responsible for lost or stolen personal possessions of staff, students or visitors.

THEFT & STOLEN PROPERTY

No student shall steal or attempt to steal school property or private property on school property or during a school activity on or off campus. No student shall have stolen property in his/ her possession.

DRESS CODE

(Adopted from Portland Adventist Academy)

It is an establish fact that the attire of students has an important influence on the attitude toward learning within any school. Although matters of taste should be left up to students and their parents; we feel a strong responsibility as a school to provide guidelines for parents and students to use in determining what is and is not appropriate. The key guideline is that dress should never relate to intimidating behavior, or interfere with anyone's right to learn or teach or endanger health or safety.

Due to current fashion trends we believe it is important to emphasize the following guidelines for our students:

- Hat, visors or hoods (including any with ear buds/headphones) are not allowed during class time, assembly or chapel.
- An adequate coverage of the body is required.
- Bare midriff, halter tops, strapless tops, tank tops, sleeveless tops, spaghetti straps, low necklines, backless tops or otherwise revealing tops, exposed underwear or skin, excessive sagging, holes or tears above the knee in pants or shorts are not allowed.
- Dresses, skirts and shirts must fall mid-thigh or longer (worn with or without leggings). Tops worn with leggings must cover to mid-thigh. Leggings worn without mid-thigh coverage are not allowed.
- Shorts are allowed for classroom wear provided they are mid-thigh length and not excessively tight.
- Pajama tops or bottoms are not allowed.
- Footwear must be worn at all times. Athletic shoes are required for PE and are generally recommended for daily school attire.
- Clothing rated or marked with illustrations, words or phrases that have sexual innuendos, are vulgar, obscene, ridicule a particular person or group, or promote behavior violating school conduct standards are not allowed.
- Certain clothing and adornments worn for the purposes of identifying gang membership or gang support are not allowed.
- Clothing and any adornments (e.g. buttons, necklaces, etc.) displaying drug, alcohol, or tobacco symbols or paraphernalia, weapons or bullets, etc. are not allowed.
- Earring studs in the ears are allowed (no hoop or dangle-style earrings).
- Clothing, words/graphics on clothing, which interferes with the learning process or school climate or unclean clothing, grooming that may threaten the health or safety of students or others is not allowed.

NOTE: Due to changing fads and fashions, there may be changes during the year.

DRESS & GROOMING

(Adopted from Portland Adventist Academy)

- In the event that a school staff member prescribes modification in dress or appearance in the interest of health, sanitation, and/or safety practices, the student will not be allowed to attend class until these requirements are met (e.g. shoes must be worn at all times).
- In classrooms where, because of the nature of the class activity, certain grooming or dress may be hazardous to the student and/or to other students, that student will be required to make modifications.
- Hair will not be dyed with unnatural color or product (ether permanent or temporary).
- Make up must not appear un-natural or draw attention.
- Anytime a student is representing the school (e.g. athletics, activities and programs) they are required dress appropriately. If the student does not meet the dress or grooming requirements of the activity, he/she will be removed from the program.
- If a student's appearance disrupts or distracts from the teaching/learning process, that student will be required to make modifications for the disruption or distraction to cease.

COMPUTERS, ELECTRONIC DEVICES & INTERNET

Instructional technology is provided at PAES to enhance the educational opportunities for our students. Therefore, use of the technology systems is limited to educational purposes only. Internet access is a privilege, which may be taken away if misused. All students are expected to abide by PAES Acceptable Use Policy, procedures and code of conduct while using computers and the Internet.

TECHNOLOGY & INTERNET: STUDENT USE

Students are allowed to use the school's technology for educational purposes only—such as doing classwork, conducting research, creating classroom products and appropriately communicating with others.

Students will be utilizing the Internet while at school and held to a high standard of conduct. Parents and students must both sign the PAES Acceptable Use Policy.

Students are responsible at all times for the legal, ethical and appropriate use of computers. When in doubt, students should consult with a teacher for clarification.

PAES may deny students use of the school's technology in cases of violation of the PAES Acceptable Use Policy.

ELECTRONIC DEVICES

To maintain an orderly school environment, personal listening devices are not to be used by students unless specifically authorized by a teacher or staff member. This also applies to school sponsored activities on or off campus. Such devices are brought to school at the owner's risk.

Devices improperly used can be taken by the teacher or staff member and delivered to the principal. They may be retrieved by the student at the end of the day. The second time a device is taken from the student, it will be delivered to the principal and may be retrieved by the parent.

SCHOOL TELEPHONES & CELL PHONES

PAES is well equipped with telephones in all classrooms and offices; children have access to classroom telephones in case of need or emergency. Parents are required to contact the school office if they need to reach their student. Please do not call classrooms directly. Calls placed to the classrooms are very disruptive to the ongoing educational process.

All cell phones brought to school must be turned off and secured in backpacks or lockers while students are in attendance on campus, unless directed otherwise by a teacher for use in classwork.

HARASSMENT

Harassment *in any form* is not tolerated at PAES:

- All incidents will be reported to Administration.
- A suspension will be assessed.
- Additional consequences up to, and including, expulsion may apply.

STUDENT SEXUAL HARASSMENT POLICY

(Adopted from Portland Adventist Academy)

Sexual harassment is not tolerated at any level at PAES and will be dealt with accordingly. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and/or verbal, visual, or physical conduct of a sexual nature when the conduct has the purpose or effect of creating intimidating, hostile or offensive educational environment.

Sexual harassment does not need to occur on campus to warrant the school's involvement. Comments, pictures, and/or material transmitted electronically between two or more students, and fitting the following description, are just as harmful as if they were delivered in person.

Types of conduct which are prohibited and which may constitute sexual harassment include, but are not limited to:

- Unwelcome flirtations or propositions.
- Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Graphic comments about an individual's body, or overly personal conversation.
- Inappropriate jokes, notes, stories, drawings, pictures, or gestures.
- Spreading sexual rumors.
- Touching an individual's body or clothes in a perceived sexual way.
- Displaying sexually suggestive objects and/or imagery.

RACIAL & ETHNIC HARASSMENT POLICY

(Adopted from Lane Community College)

Harassment based on race, ethnicity or national origin is defined as unwelcome verbal, written or physical conduct based on a person's actual or perceived race, color or national origin that substantially or unreasonably interferes with an individual's work or academic performance, adversely affects the targeted individual's or others' work or learning opportunities, or creates an intimidating, hostile or offensive environment. Examples of harassing conduct include, but are not limited to:

- Derogatory remarks of a racial nature or relating to national origin.
- Demeaning racial jokes or comments.
- Racial slurs or name calling.
- Physical contact or acts of aggression that are motivated by the individual's race, ethnicity, or national origin.
- Intimidating and threatening behavior motivated by race, ethnicity or national origin.
- Graffiti and other display of written materials or pictures depicting racial/ethnic slurs or derogatory sentiments.

BULLYING

Bullying, hazing, harassment, menacing, intimidation or any act that injures, degrades, disgraces or renders a student fearful will not be tolerated at PAES.

CYBER BULLYING

(Adopted from www.stopbullying.gov)

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites or fake profiles.

WEAPONS

PAES has an obligation to protect the health, welfare and safety of students. Students shall not bring, possess, conceal or use a weapon on school property or at school sponsored activities. Students should not even pretend to play with or be in possession of weapons.

A dangerous weapon means any weapon, device, instrument, material, or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury (ORS 161.005). Any student who gives evidence of possession, or use of a weapon on or about the school premises or at any school sponsored activity will be suspended immediately from school and recommended for expulsion for no less than one year.

Replicas of weapons, fireworks, bullets or pocket knives are also prohibited by policy. Exceptions to this prohibition may be granted only with the principal's prior approval for certain curriculum or school related activities.

Prohibited weapons, replicas of weapons, fireworks, bullets and pocket knives are subject to seizure or forfeiture.

THREAT OF VIOLENCE

Threats of violence involving firearms or weapons made by students to other students or to school employees are to be taken seriously and will be dealt with in a determined manner. Parents will be notified and there may be a need for possible police involvement. Appropriate discipline might include suspension, expulsion or possible reference to law enforcement, depending on the nature and severity of the threats.

ALCOHOL & DRUGS

No student or parent shall possess, use, distribute or be under the influence of any controlled substance or intoxicant of any kind on school grounds or at any school sponsored activity or event. A report to law enforcement may occur. The use of tobacco of any kind is forbidden and will result in disciplinary action or possible referral to law enforcement.

ASSAULT & FIGHTING

No student or parent will assault or threaten to harm another person, including staff, or use coercion by threats or force to obtain money or other property, or force any person to do any act against the will of that person. Assault means intentionally, knowingly or recklessly causing injury to another. Assault and fighting falls under the category of harassment and will be dealt with accordingly

CHEATING & PLAGIARISM

Students who cheat or plagiarize may be referred for disciplinary action and may fail the assignment, test or project at teachers' discretion. Parents will be notified.

DISRUPTION & INSUBORDINATION

Any conduct that substantially disrupts classroom, school activity or events is forbidden. Willful disobedience, open defiance of a teacher, staff member or adult volunteer, threats of harm to persons or property, harassment, discrimination, or language that creates immediate danger of disruption to the orderly operation of the school are expressly prohibited.

LANGUAGE

The use of profane and obscene language in any form (e.g. written, verbal, electronic or gestures) is prohibited.

VANDALISM

No student will vandalize or attempt to destroy school property. Students and parents will be held financially responsible for the actual cost of repair or replacement of school property vandalized.

SCHOOL ACTIVITIES

Students may face disciplinary consequences for conduct that occurs while at school, or off school premises or at school related or supervised functions.

PAES MIDDLE SCHOOL

STUDENT GOVERNMENT

Middle School students are members of the Associated Student Body, which consists of elected student body officers and representatives from each homeroom. The ASB provides an opportunity for students to have a voice in the activities at PAES. The elected officers and representatives promote pride in our school and sponsor activities for student participation.

LOCKERS

All Middle School students must sign and adhere to the PAES Acceptable Use Policy.

SIXTH GRADE OUTDOOR SCHOOL

Outdoor School takes place in the fall. The cost of this trip varies.

EIGHTH GRADE CLASS TRIP

The eighth grade class trip takes place near the end of the school year. The cost of this trip varies. A portion of this is raised by the students through fund raisers.

EIGHTH GRADE GRADUATION

Eighth grade graduation is conducted in the PAES gymnasium. Caps and gowns are provided by the school. PAES does not sponsor or facilitate funding for parties after the service.