

Student & Parent Handbook 2013—2014



BOISE VALLEY
Adventist
SCHOOL

God is Our Friend

Mission Statement

Our mission is to inspire students to:

Reflect Christ's character,
Achieve their highest intellectual potential,
Serve others in Christian love,
Embrace healthful living

in an environment where school, home and church unite
to encourage a living relationship with God.

Philosophy

Boise Valley Adventist School is a Christian school founded by Seventh-day Adventist church members of the Boise valley to provide a spiritually oriented education for their young people.

A belief in the existence of a Creator is fundamental to the philosophy of the school. We respect God's divine authority and recognize His intervention in human experience by endeavoring to reflect His image in our relationships. We believe that true education has to do with the complete development of the physical, mental and spiritual powers of each student. Ultimately, we would hope to prepare the student for the joy of service in this world and for the higher joy of service in the world to come. To reach this ambitious goal we will strive toward the following objectives:

- To make fundamental Christianity relevant to 21st century young people.
- To provide an environment conducive to the development of a Christian character.
- To inspire in students a sense of dedication and commitment to God and man.
- To establish behavioral patterns in harmony with natural laws governing physical, mental and spiritual health.
- To encourage students to develop and apply logical reasoning processes in mental growth.

Statement Of Faith

As a Seventh-day Adventist School we believe:

- The Holy Scriptures of the Old and New Testaments are the written inspiration of the word of God.
- That God is the ultimate source of existence and truth. The Bible is accepted as God's revealed will.
- There is one God: Father, Son and Holy Spirit, a unity of three co-eternal persons.
- God is the Creator of all things, and has revealed in Scripture the authentic account of His creative activity.
- God provided the only means of atonement for human sin through his death on the cross so that those who, by faith, accept this atonement may have eternal life.
- By baptism we confess our faith in the death and resurrection of Jesus Christ and testify of our death to sin and of our purpose to walk in newness of life.
- The great principles of God's law are embodied in the Ten Commandments and exemplified in the life of Christ. They express God's love, will, and purposes concerning human conduct and relationships, and are binding upon all people in every age.
- God created a day of rest for his people. The 7th day Sabbath is a day of special blessing, fellowship and communion with Him our Creator.
- We are God's stewards, entrusted by Him with time and opportunities, abilities and possessions. We are responsible to Him for their proper use.
- The second coming of Christ is the blessed hope of God's people. The time has not been revealed and we are, therefore, exhorted to be ready at all times.

Paraphrased Seventh-day Adventists Believe....A Biblical Exposition of 27 Fundamental Doctrines (1988)

School Hours

- Monday - Thursday 8:15AM - 3:25 PM
- Friday 8:15 AM - 12:00 PM
- Minimum Day (Early Release) 8:15 AM - 12:00 PM

Students should not be on school grounds before 8:00 AM unless arrangements have been made. Please be prompt in picking up children after school. The teachers need this time to prepare for the next day. Children not picked up within 10 minutes of the close of school will be placed in **After School Care** and the parents will be billed accordingly.

Registration Requirements

Boise Valley Adventist School is operated by the Seventh-day Adventist Church for its youth. However, if room is available, other students of good reputation, desiring a character-building Christian education and willing to abide by school standards, will be considered regardless of religious affiliation.

An application for enrollment must be completed and returned to the school office with the registration fee. Applications will not be processed without the registration fee. Parents should plan and budget for the cost of Christian education and request financial assistance if necessary. Students may be tested to aid in selecting the proper grade for their success, if needed.

All Students:

- Must be five years old by September 1.
- Must show a **state certified** birth certificate when submitting the application.
- Must submit proof that immunizations are current (or an exemption form).
- Must provide a physical examination or health certificate from the family doctor.
- Must submit a report card and request for records transfer sheet if transferring from another school.
- NEW applicants must interview with principal and teacher.

BVAS is a private school. Therefore, the school board and administration reserve the right to deny admission to anyone if it deems denial to be in the best interest of BVAS and its students. All registrations are tentative until voted on and passed by the BVAS school board.

Student Dress Code

Boise Valley is committed to reflecting Christ's character instead of drawing attention to ourselves. For this reason, our dress code reflects simplicity and modesty.

- All students are required to wear a polo shirt with a collar. Long or short sleeve polos can be striped, solid or patterned. Logos or emblems must be confined to a 1" square area. No text or graphics.
- Plain (no graphics or text), solid colored, long or short sleeved shirts may be worn underneath polo shirts for warmth when needed.
- Jeans, pants or slacks must be neat, clean and well fitted. (No sweat pants, lounge wear or athletic pants/shorts in the classroom.) "Skinny jeans" or jeans that appear to be skin tight, pants with holes, or pants that fall below the waist line will not be allowed. Leggings are not to be worn as pants only, but are allowed under dresses, skirts or shorts.
- Jewelry and conspicuous facial cosmetics are not acceptable.
- Hair should be neat, clean, and well-kept without extremes in hairstyles. Boys' hair must be above the eyebrows, no longer than to the earlobes, and no longer than collar length in the back.
- Dress, shorts, and skirt length is to be no shorter than 2" above the knee.
- Midriffs and undergarments are to be covered at all times.
- All hats (baseball, beanies, sport head bands, hoodies, etc.) are not to be worn inside the classroom.
- Closed toe shoes are required for outdoor play to help prevent injuries. Flip-flops and skate shoes (shoes with wheels in the heel) are not acceptable footwear for school, inside or outside.

- Outerwear including coats, jackets, sweater, and hoodies should be free of graphics, words, or logos. Logos must be confined to a 3” square area.
- Final interpretation of the dress code will be left to the discretion of the faculty. The dress code is in effect at all school functions.

Dress code violations will be addressed in the following ways:

- The parent will be contacted to pick up their child or provide appropriate clothing.
- If a student arrives at school not wearing a polo shirt, one will be provided and a \$5.00 charge will be added to the parents’ bill.

Other Information

Visits & Conferences

Teachers welcome conferences with parents. All conferences should be arranged ahead of time.

Student Insurance

The premium for student insurance is included in the entrance fee. Limited coverage is provided for accidents while the student is traveling to and from school in their parents’ care, while in any school sponsored activity, and while on field trips. Any accident and its outcome must be reported to the school office immediately to qualify for coverage.

School Sponsored Field Trips

Many educational benefits are derived from regular field trips taken throughout the school year. Your child will be well supervised and care will be taken for his or her safety.

After School Care

After school care will be available for children whose parents cannot pick them up at the close of regular school hours. Qualified supervision, activities, and snacks are provided. Charges will be mailed to you at the end of each month. Prompt payment is required for your child to remain in After School Care.

Financial Policy

Stewardship is an essential Biblical concept for individual Christians and Christian organizations. Boise Valley Adventist School strongly encourages families to budget for the prompt payment of their school account. The financial responsibility incurred by the school in the course of providing for students requires that tuition and fees be paid on time. Policies to ensure prompt payment are as follows:

Registration Fee

\$275.00 Must be paid in full at the time of registration. All registration fees are non-refundable. For K-8 the registration fee is made up of the following charges: \$15 testing,

\$170 textbooks, \$30 student insurance, \$30 library, \$15 yearbook, \$15 processing. For Pre-K the registration fee is made up of the following charges: \$185 copies and educational supplies, \$30 student insurance, \$30 library, \$15 yearbook, \$15 processing.

Tuition

Tuition is the operation income for our school. Consistent and prompt payment is essential for the smooth operation of the school. Tuition is paid over 10 months with the first payment due at registration and the last due in May. Monthly statements will be issued by the 1st of each month with payment due by the 15th. On the 16th of the month each account will be assessed a late fee of 1.5% of the past due amount not to exceed \$10.

There is a \$25 fee for all checks returned for insufficient funds.

If payment is made by the 10th of the billing month, a \$5.00 prompt payment discount will be applied to the account.

A 5% discount will apply when tuition, for the year, is paid in full at registration.

A 2% discount will apply when tuition, for the semester, is paid in full.

Past Due Accounts

If payment is 60 days past due, it will be the **responsibility of the parent to keep students out of school until the past due amount is paid**. All days missed will count as part of the total days missed for attendance requirements.

All past due accounts will be taken to the school board for action that includes but is not limited to expulsion and collections.

Students with unpaid accounts from previous years will not be able to enroll for the upcoming school year until past due accounts are paid in full.

No school grades or records will be issued from the school office until all unpaid accounts are paid in full (ref: ID SB 1186).

Accounts outstanding in other schools must be settled or arranged for before the student can be accepted unconditionally at BVAS.

Pro-rated Tuition

When enrolling a student in the middle of a billing cycle, the tuition will be pro-rated based on the number of school days left in the month.

Payments

Payments can be made in the form of cash, check made payable to BVAS, or on-line through our website <http://www.bvas.org> Paypal link.

Gifts

Tuition and fees do not cover the total cost of education for students. Boise Valley Adventist School depends on gift income from parents, alumni, and friends to make up the difference. By making a tax-deductible contribution (which qualifies you for an additional tax credit with the state of Idaho), you can help BVAS bridge the gap between tuition and operating expenses. These dollars make a great difference in our program. For more information contact the BVAS school board treasurer.

Financial Aid

The local Seventh-day Adventist Church may provide financial aid. Students requesting financial aid must fill out an application that will be submitted to the local church board finance committee for approval. Priority will be given to students whose parents are members of a local Seventh-day Adventist Church. Students will be admitted only after approval and other appropriate financial arrangements have been made. Please inquire with the church pastor or the school office about an application.

Fundraising

As a private non-profit organization, BVAS does not receive any federal or state funds for its operations. Rather, it funds its programs through student tuition, fundraising events, and charitable contributions from those who support its mission. We rely on various school fundraisers to meet our budgeted expenses and provide for additional activities and events for the students and families.

Conduct and Discipline

At BVAS, we strive to create an environment that recognizes the God-given worth of each child and the desire to serve others in Christian love. Therefore, it is our responsibility to help our students learn to respect others and to respect property, as outlined in our school policies. In the unfortunate occurrence that these policies are not followed, the following disciplinary actions will result for the infractions stated.

LEVEL 1 ~ Verbal Warning, may include a demerit slip

A verbal warning may be given by any member of the faculty or parents who are volunteering during school hours. Warnings may include, but are not limited to, the following:

- Showing disrespect to faculty or other students
- Name-calling
- Using profanity
- Dishonesty
- Breaking the dress code
- Breaking any school policies

LEVEL 2 ~ Conference, after 4 demerit slips

A conference will be called with the parent, student, principal and teacher. In addition, a formal apology letter will be written by the student, to be read aloud, to the offended party. Conferences may include, but are not limited to:

- Any **level 1** offense that received two prior verbal warnings.
- Harassment
Definition ~ Harassment is any racial, ethnic or religious related slurs, jokes or verbal and/or physical intimidation, or excessive teasing.
- Sexual Harassment
Definition ~ Sexual Harassment is any unwelcome sexual advances, requests or other conduct of a sexual nature which is offensive; whether written, physical behavior, offensive pictures, graffiti, jokes and/or gestures.
- Possession of matches or lighters
- Cheating

LEVEL 3 ~ Suspension, after 6 demerit slips

A suspension from the classroom will be given to allow the student time to make compensation for the offense. The student will be involved in giving back to the BVAS community through service. Additionally, if financial restitution is required, it is the responsibility of the student and the parents, and must be paid before the child returns to the classroom. Suspension may include, but is not limited to:

- Any repeat **level 2** offense.
- Any unauthorized entrance into the school building, rooms or teachers' supplies.
- Theft
- Vandalism
- Possession of pornographic materials
- Possession of fireworks
- Possession of guns, imitation or real
- Possession of pocket knives
- Possession of tobacco
- Possession of alcoholic beverages

LEVEL 4 ~ Off campus suspension, after 8 demerit slips

The student will be suspended from BVAS at a minimum of one day. Off campus suspension may include, but is not limited to:

- Any combination of two (2) **level 3** offenses.
- Possession of any weapons (e.g., firearms or sharp knives with blades longer than 2 inches).
- Any illegal use of drugs
- Improper use of inhalants (e.g., huffing hairspray, canned air and spray paint)

Level 5 ~ Dismissal, after 10 demerit slips

The student will be dismissed from BVAS for the remainder of the school year with the option to reapply the following year.

Demerit slips are sent home with the student on the day of the incident. A parent or guardian signature is required before the student is allowed to return to the classroom. If the demerit slip is not returned signed, the student shall be placed in in-school suspension until the demerit slip is signed.

Policies

Cell Phones and Electronic devices

BVAS is a Christian school that values honesty and integrity. To avoid temptations toward cheating and possible disruptions in the classroom, all cell phones and electronic devices (e.g., iPods, gaming systems and laser pointers) must be turned in to the teacher at the beginning of the school day. If these items are not volunteered and must be confiscated, the parent will be responsible for picking them up.

Medications, Drugs, and Nutrition

We, at BVAS, believe our bodies are the temple of God and we are committed to caring for them in a responsible manner. Therefore, all medication or drugs, whether prescribed or over-the-counter, must be turned in to the office in the original packaging. A parent permission slip must accompany medication with specific instructions for distribution during school hours.

Any medication or drugs not turned in to the office will result in a phone call to the parents and possible suspension.

Bikes, Scooters, or Skateboards

These items may be used only to travel to and from school. They are not to be ridden during school hours or on school grounds.

Birthday Parties

Birthday parties planned by the parent need to be arranged, ahead of time, with the classroom teacher.

Leaving of School Grounds by Students

Students are to remain on the school grounds during school hours unless permission to leave has been arranged with the teacher.

Transfer Requirements

Parents of students transferring to a different school should report to the school office to clear their account. No transcript will be issued until payment has been made in full.

Attendance

Prompt and regular attendance at appointments is essential to success in life.

Absence: It is the parents' responsibility to contact the teacher or the school office within the first hour of school. The only valid excuse for absence from public or private school, according to state law, is sickness or death in the family. An excused absence may be granted by a teacher if a parent notifies the teacher, in advance, of a genuine medical appointment that cannot be made outside of school hours. All other absences must be considered unexcused.

Tardiness: Students will be considered tardy if they are not in their assigned seats when classes begin. The front doors are locked at 8:30 a.m. Late arriving students must obtain a tardy slip from the office before entering the classroom. **Note:** Three (3) unexcused tardies equal one (1) unexcused absence. Also, for every three (3) tardies, the students will receive one (1) of two (2) consequences chosen by their teacher:
1. walk laps during recess 2. do school community service

Clearing Absences & Tardies: For each case of absence or tardiness the student must bring, to the teacher, a note signed by a parent or guardian stating the date and reason for the absence or tardiness.

Unwritten Regulations

All regulations considered and adopted for the smooth running of the school by the school board or faculty and announced to the students have the same application as those published in this bulletin.

Solicitation

Boise Valley Adventist School does not allow any person and/or business to use school, student, or staff information for the purpose of solicitation if that person and/or business will receive compensation from the profits. No person may be contacted for advertising products and/or services even though the intent may be to compensate the school with a percentage of the profits. Direct funding from businesses (such as Albertson's Community Partner Cards) will be approved on an individual basis.

Illness at School

Students who appear ill or complain of illness will be placed in the sick room for observation and care. If the student does not appear to improve, or their condition worsens, the parents or guardian will be notified. The parents and a school official will determine whether the student should go home or continue to rest at school.

Hot Lunch

Students have the option of purchasing lunch from a variety of vendors one month in advance. Menus will be emailed and distributed to students and are also available in the school office. Lunch must be ordered and paid for in advance. The cost of lunch is dependent on the vendor price. Parent volunteers, who are willing to pick up and deliver from the vendor, will be awarded a free lunch on the day of service.

Lost and Found

Properly labeled items will be returned to the owner. A “lost and found” box is located in the office for misplaced items. Smaller or more valuable items will be turned in to the school secretary. Items that have not been retrieved by the end of each month will be donated to charity.

Library Books

Library books should be respected and handled with care. Upon loss or damage of books, a fee will be charged. The fee will be \$5.00 or the replacement cost of the same book (via Amazon, when possible). The student is not allowed to check out another book until the lost book is returned or replaced.

Volunteering

It is our desire that the staff and parents, together, support the education of our students. BVAS is dependent upon parental support in prayer, volunteer work, finances and encouragement. The home and school must both consciously cultivate a positive working relationship. As parents, you are the most important people in your child’s life. Your influence is vital in helping your child succeed. Students need to know that we are working together for the success of our school.

We, at BVAS, are continually striving to maintain a safe environment for our students. Therefore, it is the policy of the Boise Valley Adventist School, in accordance with the Idaho Conference of Seventh-day Adventists, that all volunteers, (before working with students in a direct and regular manner) will complete a background check that will include, but not be limited to, a criminal and sexual misconduct background and driving record check, to be paid for by BVAS and the Idaho Conference.

The term “volunteer” is defined as any person not employed by the Idaho Conference of Seventh-day Adventists or by BVAS, who is in direct and regular contact with students currently enrolled at BVAS.

Hot lunch volunteers will not need to complete a background check since they do not spend time alone with students.

Emergency Plan—Procedures & Early Dismissal

Early Dismissal Procedure: Parents will be alerted by phone about early dismissals. Students will be dismissed to parents as soon as possible. If parents are not available, the emergency contact listed on the student’s admission form will be contacted and arrangements made. Parents will be notified as soon as possible.

1. ICE AND SNOW ROAD HAZARD

Our school closes whenever the Boise School District closes due to weather.

2. SUDDEN ONSET OF SEVERE WEATHER

Parents will be alerted by phone

3. HEAT SYSTEM FAILURE

In an extreme contingency, the early dismissal procedure (listed above) will be followed.

4. WATER/SEWER FAILURE

Classes will be held in the Church Fellowship Hall if it is functional. If water/sewer is unavailable and will not be restored within a reasonable length of time, the early dismissal procedure will be followed.

5. FIRE IN BUILDING

Occupants will be evacuated and parents will be notified of an early dismissal. The Fire Department will be notified of any incident regardless of its size.

6. TOXIC CHEMICAL ACCIDENT

The Ada County Sheriff will be called for evacuation assistance. Parents will be notified of an early dismissal if advisable. Occupants will remain in the building for safety or elsewhere, if so directed by the sheriff.

7. EARTHQUAKE

Occupants will remain in the building and take cover under desks or other suitable objects as appropriate. The building will be evacuated when intensity subsides and will not be re-entered until the structure has been checked to verify that it is stable. The early dismissal procedure will be followed, if necessary.

8. APPARENT SERIOUS INJURY

An ambulance service will be called and the parents or guardian will be notified.

9. RECORDS

In case of an emergency evacuation from the property site, the school staff will record the destinations and temporary guardians of all students and post the information at the school entrance, if possible.

Grievance Resolution

If there is a complaint involving school matters, parents are requested to follow the steps outlined below. Appointments with teachers should be made for after school hours. It is expected that all parties in a disagreement try to resolve their problems in every step of the resolution process, and that a spirit of cooperation be exercised in order to come to an understanding. Trusting in each others’ honesty and good will is the biggest aid in solving problems so that both parties win. Distrust creates a bitter and hostile environment where everyone suffers. It is the goal of BVAS to work together in Christ-like love to solve problems.

1. Speak directly to the person in question. Most misunderstandings can be resolved by this simple step. Please speak to the person in question rather than to friends and neighbors to avoid any possible rumors. If the problem continues, then:
2. Within 30 days of the meeting in Step 1, an unresolved personal grievance must be put into writing which will include 1) the perceived problem, 2) possible solutions, and 3) only those areas which have been previously discussed between parties involved. The written grievance is to be given to the principal (or acting vice principal, if the principal is the teacher involved). He/she will share that letter with the 2nd party and request a response in writing as soon as possible (but no longer than 2 weeks unless a specific extension of time is arranged with the person handling the grievance). After receiving a written report from both parties involved, the principal (or vice principal), will meet with both parties, either together or separately, to work toward resolution. The principal (or vice principal) will write a report including 1) the perceived problem, and 2) possible solutions, or 3) resolution.
3. If the problem continues, the party (or parties) involved will request, through the chair of the school board, to meet with the Grievance Committee. The Grievance Committee consists of the chair of the school board, the principal (or vice principal) and pastors which sit on the school board. Before it meets, the Grievance Committee must have all written information pertaining to the initial complaint. The Grievance Committee will meet with each party involved, either together or separately. At this time they will interview the parties and review all previous reports. The chair of the school board (or other designated member of the committee, if the chair cannot be present) will be responsible for writing a report including 1) an overview of the perceived problem and 2) possible solutions arrived at by the committee. The Grievance Committee will meet with the parties again at an agreed time to present their report and to work toward resolution.
4. If the problem is not resolved by any of the above steps, any party may request, through the chair of the school board, that the issue be included on the school board agenda. The regular school board will then meet with the parties involved (together or separately). The school board will make a decision concerning the grievance.
5. If any party is not content with the School Board's decision, they may contact the Idaho Conference Superintendent of Education at (208) 375-7524 ext. 123 or ext. 122.