

Hood View Junior Academy

A SEVENTH-DAY ADVENTIST SCHOOL
Preschool through 8th Grade

26505 S.E. Kelso Road
Boring, Oregon

CORRESPONDENCE INFORMATION:

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Boring, Oregon 97009

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

www.hvja.org

Accredited with

*Accrediting Association of Seventh-day Adventist
Schools, College and Universities. Inc.*

National Council for Private School Accreditation

*Hood View Junior Academy is registered with the Department of
Education in the State of Oregon*

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STAFF

Mrs. Holley Bryant	Principal
Mr. B.J. Christensen	Grades 7/8, Physical Education
Mr. Brian Hays	Grades
7 /	8
Mrs. Fae Haffner	Grades 5/6
Mrs. Cecelia Twing	Grades 3/4
Mrs. Fran McVicker	Grade 2
Mrs. Heather Fowler	Grade 1
Mrs. Tamma-Lynn McGinnis	Kindergarten
Mrs. Sarah Emery	Preschool
Mrs. Kathryn Schaffer	Music
Mr. David Huckaby	Technology
Mrs. Mary Cooper	Art
Mrs. Glenda Jones	Secretary
Mrs. Kari Olson	Treasurer
Mr. Bruce Twing	Maintenance Director
Ms. Rosemary Loum	Librarian
Mrs. Tylene Metzker	Before and After Care Director
Mrs. Lisa Reardon	Aide
Mrs .	Victoria Saliba

A i d e

HVJA—SCHOOL CALENDAR—2011-2012

AUGUST

Back to School Night PreK-2 nd 6:30-7:30	22
First Day of School (12:15 p.m. dismissal)	24
Preschool starts	25

SEPTEMBER

Half Day (12:15 dismissal)	2
Labor Day (No School)	5
Open House 7:00-8:00	6
Magazine Sale Starts	8
School Pictures	20
Breakfast Bonanza Field Day	23
Pastor Appreciation Day	23
Golf Tournament	25
6 th Grade Outdoor School	25-28

OCTOBER

ITBS Testing	3-14
End of First Quarter	14
Second Quarter begins	17
<i>Parent/Teacher/Student</i> Conferences (No School)	17
20	
In-service Day (No School)	21
Fall Festival	30

NOVEMBER

Veteran's Day Chapel/Parade	11
Thanksgiving Vacation (No School)	23-28

DECEMBER

Music Program 7:00 pm	13
Christmas Sing Along	12-17
Skate Party (12:15 dismissal)	16
End of Second Quarter	16
Christmas Vacation (No School)	19-Jan 2

	JANUARY	
Classes Resume/Third Quarter begins		3
Ski/Snowboard Program Begins		11
<i>Martin Luther King Jr. Holiday (No School)</i>		16
Ski/Snowboard Day		18
Ski/Snowboard Day		25
	FEBRUARY	
Ski/Snowboard Day		1
Auction		4
Ski/Snowboard Day		8
<i>President's Day (No School)</i>		20
Special Person's Day		24
	MARCH	
Friendship Basketball Tournament		4-5
Tour through the Bible Curriculum Fair (6:30-8 pm)		15
End of Third Quarter (12:15 p.m. Dismissal)		16
<i>Spring Break (No School)</i>		19-23
4 th Quarter Begins		26
	APRIL	
<i>Parent/Teacher/Student Conferences (No School)</i>		5
<i>Teacher Inservice (No School)</i>		6
Round-Up		12
Jr. High 50's Banquet		18
Band Festival Grades 7-8		19
HVJA Constituency Meeting		22
Washington D.C. Trip (grades 6-8)		25-30
Career Day, Grades 3-8		26
	MAY	
Teacher Appreciation Week		2-4
Palette to Palate		8
Spring Music Program (7:00 pm)		24
<i>12:15 Dismissal</i>		25
<i>Memorial Day Holiday (No School)</i>		28
	JUNE	
8th Grade Graduation		5
Last Day of School/End of Fourth Quarter (12:15 p.m. Dismissal)		5

PHILOSOPHY

Hood View Junior Academy is a Seventh-day Adventist Christian institution dedicated to providing the children of the churches in this area with an education that will prepare them for the “joy of service in this world, and for 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 church, home, and the school. 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 this country and a candidate for heavenly citizenship.

We also believe that Hood View Junior Academy 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 a junior academy operating under the jurisdiction of the Oregon Conference of Seventh-day Adventists, Hood View Junior Academy 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 God.
- We are committed to provide 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 Seventh-day 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.

CORE PURPOSE

“To prepare people for a Christ-centered life.”

VISION STATEMENT

“Hood View Junior Academy will provide a spiritually vital and superior learning environment where students encounter Jesus Christ and develop foundational life skills.”

ACCREDITATION

HVJA is an 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

HVJA is governed by a board of directors whose members are appointed by seven 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 English, Gresham Spanish, Columbia Gorge

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 Accountant, the Oregon Conference of Seventh-day Adventists Educational Superintendent, a pastor from each constituent church and the 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 in the office for public viewing.

RESPONSIBILITIES OF STUDENTS

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

Field trips are an integral part of the learning experience of HVJA. Students should consider this a regular school day and uphold school rules and behavior guidelines when on trips.

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 HVJA consider parents to be important *"partners in learning."* You are the most influential people in your child's life and the ones most interested in his/her well-being. Our work as teachers is infinitely more effective when we have your cooperation and support. By working together, we can ensure an excellent school year for your child.

Parents can aid their educational investment by participating actively in the HVJA Home and School Association.

A child who is running a fever or whose condition is contagious should be kept 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 will require a doctor’s note for re-admittance.

Meeting your financial obligations promptly enables HVJA to operate on a sound financial basis.
ALL RETURNED CHECKS WILL BE SUBJECT TO A \$10 SERVICE CHARGE

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

Any one 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.

RESPONSIBILITIES OF TEACHERS

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

Teachers will work for the development of Christian character in their students. They will encourage high academic achievement, motivating students through quality instruction, incentives and positive reinforcements.

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.

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.

SCHEDULE OF FEES 2011-2012

APPLICATION FEE: Each *new student* seeking enrollment at HVJA will be charged a \$100 one-time, non-refundable application processing fee. Enrollment for returning students is January-March. Open enrollment for all students starts April 1.

ENTRANCE FEES: (Includes workbooks, use of textbooks, insurance, yearbook, art/science supplies, registration fees, IRIS fees, library fees, etc. Non-refundable once a child has attended class.)

If entrance fees are paid in full by June 1, a \$50 discount per student will be given.

		<u>2011-2012 Entrance Fees</u>	<u>Entrance fee with SDA Subsidized Rate</u>
1 / 2	D a y	K i n d e r g a r t e n	\$ 3 2 0 . 0 0
		\$255.00	
	Full Day Kindergarten	\$475.00	\$385.00
	Grades 1-5	\$475.00	\$385.00
	Grade 6	\$495.00	\$405.00
	Grades 7-8	\$520.00	\$425.00

TUITION:

		<u>2011-2012 Tuition</u>	<u>Tuition with SDA Subsidized Rate</u>
1 / 2	D a y	K i n d e r g a r t e n	\$ 3 2 0 . 0 0
		\$255.00	
	Full Day Kindergarten	\$475.00	\$385.00
	Grades 1-5	\$475.00	\$385.00
	Grade 6	\$495.00	\$405.00
	Grades 7-8	\$520.00	\$425.00

MUSIC: Band and/or Choir Included in Tuition
Piano/Instrument Lessons Prices set by teachers
Instrument Rental \$12.00 to 28.00 per month (varies by instrument)

FOOD: Soup Ticket \$18.00 (20 servings)
Milk Ticket \$8.00 (20 servings)

8TH GRADE GRADUATION: \$60.00 (billed in spring)
ASB MEMBERSHIP: \$25.00 per semester (Grades 7-8)
OUTDOOR SCHOOL: \$40.00 per student & parent attending
PHYSICAL EDUCATION (GRADES 7-8): \$10.00 t-shirt
\$2.00 heart rate monitor chest strap
SWIMMING (GRADES 1-4): Cost
SMART MUSIC (GRADE 5) \$36.00 per year

HOOD VIEW JUNIOR ACADEMY PRESCHOOL

A.M. (3 and 4 year olds) 8:15 – 11:15 a.m. Mon.-Thurs.
8:15-10:15 a.m. Friday
P.M. (4 and 5 year olds) 12:15-3:15 p.m. Mon.-Thurs.
12:15-2:15 p.m. Friday

Preschool	Rate
Preschool Application Fee (non refundable)	\$50.00
Preschool Entrance Fee	\$230.00
5 days a week	\$245.00
4 days a week	\$240.00
3 days a week	\$230.00

(All fees subject to change)

BEFORE/AFTER SCHOOL PROGRAM

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. HVJA 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 HVJA'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 HVJA's After-School Care program and billed accordingly. Students will be located in the after school care room. Children should be picked up prior to closing to avoid a late fee. A parent *must* sign children out each afternoon/evening.

Hours of Operation

7:00 a.m.-6:00 p.m. Monday through Thursday and
7:00 a.m.-5:00 p.m. on Friday

“Pre-scheduled hours” means making arrangements with the Before/After School Care Director (Tyrene Metzker) a minimum of 48 hours in advance. This allows her time to staff accordingly. If the Before/After School care Director is not available, contact the HVJA secretary.

Rates: Prescheduled rates: \$3.50 per hour per student
Unscheduled rates: \$5.25 per hour per student

Late Fees: Monday through Thursday: 6:00-6:15 pm: \$5.00 per student.
After 6:15 pm: An additional \$2.00 per minute per student
Friday: 5:00-5:15pm: \$5.00 per student.
After 5:15 pm: An additional \$2.00 per minute per student

Note: No HVJA student can remain on campus without supervision from authorized adult supervisor.

AFTER SCHOOL ARRANGEMENTS

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.

ADMISSION POLICIES

Seventh-day Adventist schools are operated primarily for the education and training of the youth of the Seventh-day Adventist Church, however, membership in the Seventh-day Adventist church is not a requirement for admission. Students who come from a non-Seventh-day Adventist background will be welcome if they pledge to live by the standards and principles of the school while enrolled. If a student breaks this pledge, he/she automatically forfeits his right to membership in the school, and may be allowed to remain in school only by administrative action.

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, whether from a Seventh-day Adventist family or from the community, who are willing to develop attitudes, spiritual values, and mental abilities in keeping with the stated philosophy and objectives 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 they are enrolling. Kindergarten students must be five (5) years of age and first graders six (6) years of age by September 1st of the school year they are enrolling. Birth certificates *must* be shown upon registration.

Previous Accounts

Previous accounts with Hood View Junior Academy or other schools must be taken care of before enrollment.

Medical Examinations

All new students are required to have a medical examination. Proper forms are available at the school as well as in most physicians' offices. These should be presented to the school upon registration.

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	-	1-4 doses (with certain stipulations)
HEP. B	-	3 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.

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 the school, on the bus, and while engaged in school-sponsored activities. There is no coverage from loss of personal property. Accidents must be reported immediately to the office to qualify for coverage.

ADMISSION PROCEDURE

An Admissions Committee must approve all student applications prior to acceptance. This process will help determine if HVJA has the necessary resources to meet the academic, physical, and social needs of the 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 form and the recommendation of the current teacher(s). Prospective students will be approved after completion of the following steps:

1. Submission of completed application and processing fee.
2. Receipt of three (3) favorable reference forms.
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.

Applications for the new school year may be submitted anytime after January 1st. Completed applications of currently enrolled 1st thru 7th grade students and prospective Seventh-day Adventist students will be processed in the order in which they were received. After April 1st, all other applications will be processed in the order they are received, based on classroom availability and other terms of this policy.

A non-refundable \$100 application-processing fee is charged for all prospective students and is payable at the time that the application is turned in. This fee covers the costs associated with testing and processing, and it *must* be paid in order to secure placement should a prospective student be on a classroom waiting list. The application-processing fee will be refunded only in the event that the application is *not* processed.

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

HVJA FINANCIAL POLICY

Because HVJA must meet its financial obligations to its creditors, and protect its Christian Witness in the community, individual financial responsibilities need to be current. By enrolling a student at HVJA, the parent or guardian accepts full financial responsibility for the student's tuition.

The appropriate entrance fee must be paid for all students prior to the beginning of each school year (see SCHEDULE OF FEES, page 7). Full entrance fees will be required for applicants' applying after the school year has started. The entrance fee is non-refundable once a student has attended class at HVJA.

Tuition is based on a 9-month billing cycle. Statements are issued on the 25th day of the month and are due in full on or before the 10th day of the following month. There will be a 1% charge per month for any late accounts (90 days and over).

Students who are not picked up from school by 3:30 p.m. (2:30 p.m. on Fridays, 12:30 p.m. on days with early dismissal) will be checked into the after-school care program and billed at the published rate. (Payments received will be applied to before/after-school care charges first and then to the student account if there is a balance due on both accounts.)

The person(s) responsible for the family's account must meet with the school treasurer and/or principal to make appropriate arrangements, in writing, if *even* one monthly payment cannot be made. Otherwise, HVJA reserves the right to dismiss any student whose account is more than 90 calendar days past due. All past accounts are required to be paid in full before a student can register for the upcoming school year. It should be noted that HVJA reserves the right not to transfer student records, final grades or give diplomas if there is a balance owed on the account. The Finance Committee will review all accounts before starting collection procedures. Past due accounts, which cannot be collected, will be turned over to a collection agency.

Collection Policy

All attempts will be made to collect on an account before being sent to collections. Statements are mailed or handed out on the 25th of each month with payment due on the 10th of the next month. If an account is 30 days past due, a note is made on the next statement. If an account is 60 days past due, an additional "reminder" statement is sent out. Once an account is 90+ days past due, the principal is notified and further attempts are made to contact the family and a certified letter is sent. Once the account is 120+ days past due, the account will be presented to the Finance Committee for action. Please note that in the event that you fail to make payment when due, the account will be referred to a collection agency for collection. In that event, the contingency fee assessed by the collection agency will be added to the principle and interest due. You will be additionally liable for attorney fees. Both collection agency fees and attorney fees will increase the balance you owe.

Financial assistance may be available for members of constituent churches. Forms are available from the local church and should be returned to the local church. Financial assistance arrangements are to be made prior to school registration.

SCHOLASTIC STANDARDS

Hood View Junior School emphasizes high scholastic standards. Students consistently score high on standardized achievement tests.

Testing

As part of the North Pacific Union elementary school system, HVJA administers the *Iowa Tests of Basic Skills* to each student. The Cognitive Abilities Test is administered to grades three through eight. The results of these tests will be shared with the parents, but are confidential and will be placed in the student's Cumulative Record, becoming a part of his/her total scholastic record.

Reporting Student Progress

Students will receive a progress report four times a 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 problems.

Parent-Teacher Conferences

Parents (or guardians) and teachers will meet to review a student's progress at the end of the first and third grading periods. Conferences outside these days may be arranged as necessary by contacting the individual teacher and making arrangements.

DRESS CODE

In our dress, as in all things, it is our privilege to honor our Creator. Students are encouraged to choose clothing using guidelines of neatness, modesty, cleanliness, healthfulness and appropriateness. It is expected that clothing that is ragged or torn will not be acceptable.

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 staff at HVJA to determine whether styles of dress and grooming are consistent with the

standards of the school. These standards apply for school attendance and related school functions.

1. Knee length shorts are allowed.
2. Shirts and/or blouses must modestly cover the wearer's and should not reveal any midriff.
3. Adornments such as rings, bracelets, earrings, and necklaces are not to be worn by students while participating in *any* school function. Students who do will be asked to remove any item(s) of jewelry while part of a school function.
4. Gym clothes are not to be worn outside of PE classes. Pajama wear is not appropriate for daily school attire.
5. Extreme hair colors and styles are inappropriate and distracting to the school environment. Hoods and caps should not be worn.
6. Tank top straps should be a *minimum* of 2 inches wide (no spaghetti straps) and fit well under the arm.
7. Clothing must be neat and clean. Clothing and all school related materials, (notebooks, book bags, pencil boxes, etc.) should not display or promote non-Christian messages or graphics (i.e. alcoholic beverages, anti-Christian products, offensive language, illicit drugs, professional wrestling, rock groups, tobacco products, etc.).
8. For health and safety reasons, students are required to wear shoes at all times while at school. Students *must* wear supportive, closed toe and heel athletic shoes in order to participate in Physical Education (PE), recesses, and intramurals. Cleated shoes or deep grooved shoes are harmful to the floors and are not permitted in the school building. Bedroom slippers should not be worn.

Students who do not dress according to the above guidelines will not be allowed to attend classes until appropriate attire is worn.

STUDENT SEXUAL HARASSMENT POLICY

HVJA is committed to maintaining a learning environment that is free of harassment. The school prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school related activity.

Sexual harassment 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.

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.

The school board prohibits retaliatory behavior against any complaint or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation shall not discuss related information outside of the investigation process.

BULLYING POLICY

Harassment, intimidation or bullying means any gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that is motivated by any actual, or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, or a mental, physical or sensory disability or by any other distinguishing characteristic. This behavior will be considered harassment if a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming an individual or damaging the individual's property, or placing an individual in a reasonable fear of harm to his person or damage to his property or has the effect of insulting or demeaning any individual or group of individuals in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

The principal and/or the principal's designee are responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee 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.

ASBESTOS

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 HVJA 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 floor tiles in the office area. Those floor tiles are

under carpet and 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.

ATTENDANCE

Absence: 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.

The school strongly discourages parents from planning vacations and/or other activities which will take children out of school. However, should an absence be anticipated, the parent must make arrangements with the office and teacher(s) a week in advance using the proper form. The classroom teacher(s) is 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 the anticipated absences will adversely affect the student's grade. Students, who do not complete the make-up work assigned, jeopardize their grade in that class.

Tardiness: Students who do not arrive in the classroom prior to the start of school at 8:15 a.m. are tardy and are required to get a tardy slip from the office before going to class. Parents should work to help students arrive at school by at least 8:10 a.m. Tardiness can only be excused by a *written note* from the parent or guardian with a reasonable explanation for the tardiness. Teachers reserve the right to judge whether tardiness will be excused or unexcused.

Late (unexcused absences) students will:

Wait in a designated area in their classroom until an appropriate break in the day's schedule to join their class.

Receive their missed work at the end of the school day.

Return work the next day (or forfeit "credit" for the work) with a parent's signature.

Be given a grace card to use in lieu of above penalties (for one tardy).

Have his/her name submitted to the board after he/she has been tardy 10 or more days per quarter (per excessive absenteeism policy – see below).

Excessive Absenteeism

A student who is excessively tardy, or absent more than 20% of the school days in any nine week period 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, the student must have a written note to that effect given to the teacher prior to leaving.

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.

ATTITUDE

Hood View Junior Academy 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 enrollment.

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.

BUS REGULATIONS

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

CELL PHONES

As parent and student schedules become increasingly busier, the need for student cell phones is growing in many families. **If cell phones must be brought to school, they must be turned off and put away during school hours.** If a cell phone is used during school hours and becomes a distraction, the phone will be confiscated and returned to the *parent*.

CONDUCT OUTSIDE OF SCHOOL HOURS

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

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 in from other schools must sign a request for release of records to HVJA at the time of registration.

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

DIRECTORY, YEARBOOK and GRADING PAPERS

By submitting an application for enrollment, parents understand that student's names and addresses will be published in the 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.

DRIVERS

Most of the transportation for field trips will be provided for by one or more of HVJA's buses. 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.

DROP-OFF AND PICK-UP

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 to 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 SUV's 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. 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 usually start arriving for pick-up between 2:30-3:15 p.m. (The classes on the driveway side of the school can see the parking lot and can become distracted when cars start lining up early. Support the teachers and don't come too early.) 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 towards 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 number, 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., they will automatically be checked into the HVJA After Care Program. To pick them up, you will need to sign them out 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 2:15 p.m. using the same Pick-Up Procedures outlined above. Children not picked up by 2:30 p.m. will automatically be checked into the after-school care and your account will be charged for the time they are supervised._

ELECTRONICS

CD Players, MP3 players, iPods, Radios, tape players, walkmans, electronic games, pagers, gameboys and other such devices are not to be brought to school or on field trips. Any of this equipment found will be taken and returned at the discretion of the teacher or principal.

FACULTY WORSHIP

Please note that we will have our answering machine on during this period from 7:45-8:00 a.m. daily as the faculty and staff participate in morning worship together.

FIELD TRIPS

Signed permission slips will be required for all off campus activities. Some field trips may require the help of parent volunteers to supervise HVJA students. Parent volunteers should not bring siblings along who are not in the class involved with the field trip and should avoid activities (i.e. conducting non-school related private business via cell phone) which could detract them from the role of supervising students.

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.

HOME AND SCHOOL ASSOCIATION

The Home and School Association is made up of parents and school staff who may want participate in its function. Every parent and staff is encouraged to actively participate in the Association.

The Home and School is a volunteer group of parents and faculty/staff that functions like many other schools' Parent-Teacher Association (PTA) which 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 HVJA parents and school staff are members of the Home & School and are encouraged to actively participate! The group meets one evening a month at the school. It's an opportunity for parents to hear current educational information from faculty members, ask questions, voice general concerns, and most importantly, a place where parents can bring ideas and get help putting them into action.

INTERNET ACCEPTABLE USE POLICY

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

IMMEDIATE RESPONSE INFORMATION SYSTEM (IRIS)

In an effort to keep parents updated and informed on Hood View information (anything from snow days to spelling tests), HVJA is teaming up with ADT Security Services with the IRIS program.

IRIS provides rapid communication of alerts to users via multiple devices, e.g., land lines, cell phones, digital pagers, fax, wireless PDA devices, email, etc. Alerts can be delivered to multiple devices simultaneously. Additionally, IRIS allows for real-time text-to-speech and voice recording message creation as well as real-time multilingual translation.

Parents choose which form(s) of communication they wish to use. Multiple forms can be used. From there, they can be alerted to whole school news, or news from their child's specific classroom. The charge for this service is included in your entrance fees.

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 taken to the Community Service Center 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 lunch out of respect for others dietary preferences and possible food allergy problems.

Hot Lunch is available for purchase on Mondays, Wednesdays and Fridays. Tuesday and Thursdays students can purchase pizza from the 8th grade. The menu for each month will be attached to the newsletter at the beginning of the month, can be obtained from the office or is available on the website. **Lunches are \$3.75 a piece. Pizza is \$1.75 a piece.**

A beverage is not included. There are no seconds. Hot lunch will start on August 29, 2011. Pizza will start on August 30, 2011.

Hot lunch or pizza must be ordered first thing in the morning. If your child forgets to order, or forgets their lunch and does not wish to purchase hot lunch, the office keeps pre-warmed self-serving cans of Tomato and Mushroom Soup that can be charged to their monthly bill. Milk is also available and can easily be purchased from the office in advance.

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

Before you bring or send foods 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 the parent will be notified. Teachers will render simple first aid only. If emergency medical attention is necessary, the student's family doctor will be called and/or the student will be taken to this doctor or to the emergency room at the hospital. The incident will be documented and filed in the school office. Remember, it is important to your child's well being that the teachers know the name, address, and telephone number of your family doctor, as well as where to reach you. Teachers may not diagnose a health condition or give any internal medications, including aspirin.

MEDICATION AT SCHOOL

If a student needs to take medication during school hours a form needs to be filled out by the physician and parent. These forms can be obtained from the school office.

MUSIC

Professional and experienced music instructors are on the school staff. Instrumental lessons are offered in private and group sessions. These lessons will be billed at the end of each month.

Classes offered include: Junior High Choir, Junior High Band, Elementary Choir, Elementary Band, and Classroom Music in Grades Preschool through Four.

Seventh and Eighth grade students are required to participate in at least one of the school's music programs (band or choir) in order to meet their music requirement. Students are required to attend the scheduled music performances. As Band and Choir are performance classes, a child's participation in the performances is a portion of what make up the student's grade.

To begin or drop a music lesson, Band or Choir, students must present a signed permission slip from their parent to the office or teacher. Registration is not a guarantee of a lesson time. Priority is given to returning students who have registered and then order of registration by date.

PERSONAL BELONGINGS

HVJA 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

Due to health regulations and possible student allergies, any animals brought into the school must first be cleared by the classroom teacher and/or Principal prior to the animal being brought on the premises.

POSSESSION OF FIREARMS OR WEAPONS

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

SCHOOL PHONE

The telephone in the office is for school business only. 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.

SCHOOL HOURS

Preschool-Grade 8 8:15 a.m. – 3:15 p.m. Mon – Thurs

Preschool-Grade 8 8:15 a.m. - 2:15 p.m. Friday

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 before 3:30 p.m. (2:30 p.m. on Fridays, 12:30 p.m. on days with early dismissal).

SCHOOL CLOSURES

If it is necessary to close school because of weather or emergency conditions, the principal will notify parents through the IRIS communication system. (See IRIS, page 22, for more information).

The principal will use the Oregon Trail School District and the Gresham-Barlow School District as a *guide* in the decision. If HVJA 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 follow the same guidelines for hours. If HVJA has a late start, BASC will have a late start. If HVJA is closed, BASC will be closed.

SKATEBOARDS/ROLLERBLADES

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

VISITORS

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 attend the various meetings arranged by the teacher, principal and Home and School Association. Your child's teacher is always willing to see you. However, if you would like to spend an extended amount of time in the class room, please call and inform the teacher at least a day in advance. If you feel the need for an extended 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.

VOLUNTEERS

All volunteers who will be supervising children, must complete a Volunteer Information Form, which facilitates a background check. . This screening *must* be completed before an applicant can serve as a volunteer. 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

In an effort to keep parents and students up to date on the school’s happenings and information, the office puts out a weekly newsletter called the “*What’s Happening*”. It is sent home with each student, usually on Thursdays. You can also pick up the most recent copy in the office at anytime or go online to HVJA’s website (<http://www.hvja.org>) for the current issue.

GUIDING PRINCIPLES

Parents should consider the school's disciplinary policy as an extension of the parents' own efforts to form their children into self-disciplined and well-balanced individuals. Students should consider the school's disciplinary policy as protection of their individual rights and as an aid to becoming a self-disciplined person. The more self-discipline a student practices, the less external discipline will be applied by the school.

Behavior incompatible with the mission of HVJA is not permitted. This includes, but is not limited to: roughhousing in school building or on the playground (pushing, kicking, hitting, or jumping on one another); excessive noise in the classroom or running inside the building;

disrespect for people, materials, equipment, or buildings; abusive or foul language or behavior; and the failure to respond to teacher correction in the classroom or on the playground.

Severe misbehavior such as: fighting, endangering the safety of another student or staff, willful destruction of property, defiance of authority, or engaging in obscene words or gestures will result in an in-school detention and/or suspension or dismissal from school.

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

Other principles include reading good, wholesome literature, having a positive attitude toward self and others, integrity (doing what is right even if no else is watching), being responsible for one's own actions, prompt and regular attendance and striving to live the principles of good health, which include not possessing or using tobacco, narcotics, or alcoholic beverages.

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.

Dismissal 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.

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.

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 duty appointed committee which deals with such matters. Their decisions shall be considered to be final.

Don't Let Each Other Talk About Each Other!

INTERPRETATION AND ENFORCEMENT OF 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 Junior Academy 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 Junior Academy reserves the right to withdraw curriculum and specific courses, alter the course content, change the calendar, and to impose or increase fees.