



Tualatin Valley Academy

A SEVENTH-DAY
ADVENTIST SCHOOL
Founded 1916

2009-2010 HANDBOOK

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TUALATIN VALLEY ACADEMY



Adventist Education

MISSION STATEMENT

Tualatin Valley Academy is committed to providing a Christ-centered education that nurtures student individuality within a climate of academic excellence.



ACCREDITATION

Tualatin Valley Academy is accredited by the Northwest Association of Accredited Schools, recognized by all Northwest schools, colleges, and universities. We are also accredited by the North Pacific Union Conference Board of Education and the North American Division Commission on Accreditation.

ABOUT TVA



Adventist Education

Tualatin Valley Academy is a private Christian school funded by parents, the Oregon Conference of Seventh-day Adventists, and seven local SDA churches. As a member of the Oregon Federation of Independent Schools, TVA has approximately 230 students in Preschool through 10th Grade. Students are nurtured in a safe environment where they are led to develop Christian character, keen intellect, practical skills, and motivation to serve humanity.

We believe the Creator's design includes an educational plan for "whole person" development - mental, physical, and spiritual. Experience has demonstrated that an Adventist school education can help your child learn to make better moral decisions and grow up to become a trustworthy community leader.

Rigorous educational research has revealed that the longer children attend Adventist schools, the higher their average academic achievement level. Along with developing strong spiritual lives, and learning to make healthy lifestyle choices, Adventist schools offer an outstanding, value based, quality education.

Tualatin Valley Academy is located in Hillsboro. The playground is surrounded by a track that is enclosed by trees. A large gymnasium and covered outdoor area provides a play opportunity for rainy days. TVA also has a spacious cafeteria, an inviting library, both elementary and grades 7-10 computer labs, junior high student lounge, and well-equipped classrooms that have an abundance of natural light.

TVA'S GUIDING SPIRITUAL PRINCIPLES

Co-operating together our students, staff, and parents fulfill the mission by:

- Discovering and applying the principles of scripture.
- Developing a personal relationship with God and sharing that relationship with others.
- Establishing and maintaining trust in all relationships.
- Instilling and demonstrating the Fruit of the Spirit.
- Investing my time and talents in the constructive pursuit of excellence.
- Recognizing that the success of the group depends upon the contribution of each individual.
- Choosing responsible actions and attitudes that result in privilege and freedom.
- Experiencing the joy of prayer and growing in God's grace.

FRUIT OF THE SPIRIT

Tualatin Valley Academy is committed to Christ-Centered Educational Excellence. Central to this commitment is the development of character based on the example of Jesus Christ and the teachings of the Bible. In Galatians 5:22, 23 is found the Fruit of the Spirit, which is the manifestation of the work of the Spirit of God through the surrendered spirit of man.

It is the expectation that students attending Tualatin Academy will be committed to allowing the Holy Spirit to show the Fruit of the Spirit in their lives. The characteristics of the Fruit are as follows:



Tualatin Valley Academy School Calendar 2009-2010

First Quarter

| | |
|-----------------|---|
| August 24 | First Day of School, Grades 1-10, ½ day |
| August 24 | Kindergarten 2 ½ hour family sessions (2) |
| August 25 | Kindergarten 2 ½ hour family sessions (1) |
| September 3 | School Picnic/Parent Orientation Night |
| September 7 | No School - Labor Day |
| September 24-27 | Fall Bible Camp grades 9-10 |
| September 27-30 | Sixth Grade Outdoor School |
| October 5-16 | ITBS Test Weeks |
| October 23 | End of First Quarter, 44 Days |

Second Quarter

| | |
|-------------------|--|
| October 26 | No School – Report Card Prep Day |
| October 27 | 2 nd Quarter Begins |
| November 2-3 | No School – Student Led Conferences (K-10) |
| November 25-27 | Thanksgiving Vacation |
| December 18 | ½ Day of School |
| December 21-Jan 1 | Christmas Vacation |
| January 4 | School Resumes |
| January 15 | End of 2 nd Quarter, 46 Days |

Third Quarter

| | |
|------------------|---|
| January 18 | No School - Martin Luther King Jr. Day |
| January 19 | 3 rd Quarter Begins |
| January 25 | ½ day – Report Card Prep Day |
| February 15 | No School – Presidents' Day |
| March 11 | Open House |
| March 19 | ½ Day - End of 3 rd Quarter, 43 days |
| March 22-April 2 | Spring Vacation |

Fourth Quarter

| | |
|----------------|--|
| April 5 | School Resumes, 4 th Quarter Begins |
| April 8 | ½ day – Optional Parent Teacher Conferences |
| May 4, 5, 6, 7 | No School - Kindergarten Only (<i>New Student Evaluations K-2</i>) |
| May 31 | No School - Memorial Day |
| June 4 | School Picnic |
| June 8 | 8 th Grade Graduation – ½ day 8 th grade |
| June 9 | ½ day end of 4 th quarter, 47 days |

TVA SCHOOL HOURS

Kindergarten

| | |
|--------------------|-------------------|
| Monday – Thursday | 8:30 am – 2:50 pm |
| Friday | 8:30 am – 1:50 pm |
| Half Day Dismissal | 8:30am – 12:00 pm |

Grades 1-2

| | |
|--------------------|-------------------|
| Monday – Thursday | 8:30 am – 3:00 pm |
| Friday | 8:30 am – 2:00 pm |
| Half Day Dismissal | 8:30am – 12:15 pm |

Grades 3-6

| | |
|--------------------|-------------------|
| Monday – Thursday | 8:30 am – 3:15 pm |
| Friday | 8:30 am – 2:15 pm |
| Half Day Dismissal | 8:30am – 12:30 pm |

For all elementary students, K-6, the doors open at 8:15am. It is important that students not arrive at school before 8:15 am. It's imperative that you understand that there is no supervision prior to the time that the doors open. Students in grades K-6 who have not been picked up within 15 minutes of school dismissal will be sent to B.A.S.E. For more information about B.A.S.E. please see the *School Organizations* section of this handbook.

Grades 7-8; *9-10

| | |
|--------------------|--------------------|
| Monday – Thursday | 8:15 am – 2:45 pm |
| *9-10 only | 8:15 am – 3:30 pm |
| Friday | 8:15 am – 2:15 pm |
| Half Day Dismissal | 8:15 am – 12:30 pm |

More information can be found about Jr. High/High School before and after school supervision in the *Additional Jr. High/High School Information and Policies* section of this handbook.

ADMISSIONS INFORMATION

Admission Policy

It is the policy of Tualatin Academy to admit students of any race, ethnic background, gender, or religious beliefs who are willing to support the principles and regulations of the school.

1. All student applications will be reviewed by the Administration before acceptance and, if necessary, by an admissions committee. An applicant's acceptance will be based on previous academic records and personal references.
2. The school reserves the right to evaluate any K-10 student before placement in grade level.
3. All new students are required to submit the following items along with registration forms:

Kindergarten – 2nd: Copy of Birth Certificate, immunization record, letter of recommendation and/or progress report from past child care provider, K-2 assessment.

3rd – 4th grade: Copy of Birth Certificate, immunization record, most recent copy of report card, and 3-4 assessment.

5th – 6th grade: Copy of Birth Certificate, immunization record, most recent copy of report card, 5-6 assessment, and formal interview with principal.

7th – 10th grade All potential new students in grades 7 – 10 will complete a formal application. This should include a short interview with staff members; 3 references; a written essay telling about themselves, their goals, and the reason they wish to attend TVA; copies of the previous 2 years' grades; skill level testing; copies of necessary documents such as birth certificate and immunization record. The references should include a recent teacher. Prior to the interview, records should be submitted to the staff for review

4. Students in Kindergarten and First Grade must meet the following age requirements:

Kindergarten 5 Years Old by Sept. 1

First Grade 6 Years Old by Sept. 1

Enrollment Priority

1. All returning families who are presently enrolled at Tualatin Valley Academy and who are current on their account will be given first priority for enrollment for the succeeding school year. Completed Re-Enrollment packets (including a registration deposit) are required to guarantee a student's placement.
2. Secondary priority will be given to families with siblings who currently are not attending Tualatin Valley Academy
3. Seventh Day Adventist families who are currently not attending Tualatin Valley Academy.
4. Open enrollment.

Foreign Students

Foreign students may be considered for enrollment if the following criteria are met:

- Must not be older than 18 at the time of enrollment.
- Must enroll for a "full course of study."
- Must be under the authority of the sponsoring family. (Full guardianship is recommended.)
- Should have a fundamental understanding of the English language that would enable basic communication with staff and student body.
- The sponsoring family must house the foreign student and be responsible to communicate and work with Tualatin Valley Academy on a regular basis.
- The sponsoring family must have the authority to make decisions for the foreign student in cases of emergency.

Home School Program

Tualatin Valley Academy honors and values home school education and wishes to provide opportunities to enrich the home schooler's education. Each student must meet entrance qualifications, enroll, and pay fees. This will be required each year for re-enrollment. The Medical Release Form and a current copy of student's immunization record must also be submitted. At the time of enrollment, families must indicate which classes the student will attend.

Elementary:

Elementary students enrolled in the Home School Program pay an enrollment fee and any additional program fees. Program enrollment must be pre-approved by each classroom or program teacher. Students may participate in field trips if their

parents serve as chaperones. Students can also participate in team sports after they obtain our Athletic Director's preauthorization. Additional charges will apply and participation is based on space available in requested grade level.

Junior High/High School:

Junior high/high school student enrollment in core or elective classes is subject to Administrative approval. Home school students are charged an enrollment fee and a tuition fee per class attended. They may attend chapel, activities, and team sports. They must pay for the activity and any sports fees applicable, as these are not included in the entrance fees. Because Tualatin Valley Academy is not their primary educator, junior high home school students do not participate in graduation ceremonies.

These are some of the activities our school offers that home school students may participate in:

- A. Achievement testing (cost of testing only)
- B. Field Trips (Preauthorized by classroom teachers) *
- C. Monthly newsletter/calendar of events
- D. Music (Band, Choir, and Hand Bells)*
- E. Art *
- F. Sports *
- G. Enrichment Programs *
- H. Conference Bible Camp *
- I. Week of Prayer
- J. Special Classroom Presentations
- K. Science Fair/Arts and Crafts Fair
- L. School Library
- M. Winter Sports *
- N. Core Classes on a limited basis (7th-10th)*

*** There will be additional charges for each of these activities**

All home schooling students who take advantage of these opportunities are to sign the student pledge at registration and uphold the Christian principles upon which the school is founded.

Immunizations

Oregon State law requires all students in grades Preschool through grade 12 to submit proof of immunization against polio, diphtheria, tetanus, measles, mumps, rubella, Hepatitis B, and varicella at the time of registration in order to be admitted to school. Certificate of Tuberculosis Status is required on all foreign-born students enrolling in an Oregon school for the first time.

Physical Examination

All students entering Kindergarten, First Grade, and Ninth Grade are required to have a physical examination. Necessary forms are available with school enrollment forms and should be presented before the start of the school year.

Probationary Period

It is our aim to see each child reach his or her maximum potential in academic achievement and to experience consistent, progressive growth in all areas of learning. A variety of methods of encouragement and challenge will be provided to students. *If a student, through lack of effort on his/her part and/or through learning difficulties, does not maintain satisfactory progress, it may be necessary to place the student on academic probation so that the parents and the school may closely evaluate and monitor his/her efforts and progress. If these efforts are unsuccessful, the student may be required to withdraw from TVJA.*

Students who receive a report card F grade in any class will be placed on academic probation. In elementary grades that do not use a letter grade system, any grade equal to a failing grade will also put them on academic probation. Academic probation is a warning that is intended to alert a student that a change in effort and/or performance is necessary. If a student remains on academic probation for two consecutive quarters, the student may be asked to leave Tualatin Valley Academy and seek additional educational resources at another school. To avoid probationary status during the fall term, students would need to successfully complete a corresponding summer course.

Elementary:

All **new** students are on probationary status for the first nine weeks following their entrance date. If there are concerns that a child is causing large amounts of classroom disruptions or concerns that a child's self-esteem is being damaged by over placement in the grade level, continuation in the school program will be reevaluated.

Jr. High/High School:

All **new** students are on probationary status for the first nine weeks following their entrance date. At the end of the probationary period, the student should have a minimum 2.0 GPA, passing grades in all classes, and a minimum of disciplinary incidents. Students who show a lack of cooperation or effort may be dismissed at any time during this probationary period. The Principal or designee will contact any student who is in jeopardy of not meeting the minimum expectations of the school.

All **returning** students who choose to remain on the D/F list through the first quarter, and fail to use the opportunities provided to them to improve, and their first quarter grades remain F's will be placed on academic probation. This means, students have until the close of the second

quarter to get all their grades up to a passing average for the semester (a passing average is 60% or better). If students choose not to take this opportunity to improve their academic standing they may be asked to withdraw from Tualatin Valley Academy.

Requesting Teachers

As much as possible, we ask that you do not request a specific teacher in a doubled elementary grade. It is our goal to balance our double classes in regard to academic achievement, the development of interpersonal relationships, and class size. Because we are dedicated to creating the best possible learning environment for each child, we reserve the right to assign any student to a particular class and/or teacher.

STUDENT EXPECTATIONS & GUIDELINES

Attendance and Punctuality

Tualatin Valley Academy believes a students' attendance in a class is imperative to achieve academic excellence. Students are encouraged to have regular and consistent attendance in order to develop punctuality and dependability.

Attendance

1. When a student is unable to attend, parents are required to call the school office by 9:00am. If we do not hear from you in writing or per phone conversation, it will be considered an unexcused absence.
2. If your child is going to be absent due to family plans, parents or students must complete, and submit to the office, a "Prearranged Absence Form" before any scheduled vacation or known absence.
3. If a student is sick 3 or more days they must bring in a doctor's note.
4. If a student misses 10 days or more of school per quarter they must make a request to the school for credit to be granted.
5. For every day excused, two days are allowed for make-up work.

Punctuality

All students arriving after the first class begins must pick up a tardy slip at the office before going to their classrooms.

Elementary Tardy Policy

1. Elementary students arriving at school after 8:30AM and students in grades 7-10 arriving after 8:15AM must report to the office to receive a Tardy slip.
2. If you wish to excuse your child's morning tardiness, the office must be contacted by a parent phone call or a note when the child arrives.

3. Morning tardies will be excused for family emergencies, car malfunctions, special traffic difficulties, or medical/health problems only.

Junior High/High School Tardy Policy

It is the student's and parent's responsibility to arrive at school so that the student may be in class each day on time. Arriving late distracts from the quality of education that our students deserve. Students must be in the class at the appropriate time, not at their locker or in the hall, or the office purchasing lunch tickets.

1. Teachers will not admit students to their 1st period class without an admit slip after 8:15am. Students must report to the office to receive a Tardy Slip.
2. The only valid excuse for a tardy is a signed note or phone call from a parent explaining a family emergency. Morning tardies will be excused based on family emergencies, car malfunctions, special traffic difficulties, or medical/health problems only.

If consistent morning tardiness persists, it will be reviewed by the principal.

- A record of tardies is maintained on a daily basis, for all classes.
- Tardies accrue throughout each day and day by day until the end of the grading period. Each new grading period begins a new tardy record for every student.
- A tardy to any class after 1st period can be excused only by a note to the receiving teacher from another school staff person knowledgeable about that student's late arrival to a given class.
- 3 unexcused tardies; student will conference with homeroom teacher.
- 6 unexcused tardies; student will conference with principal. Parents will be informed.
- 9 unexcused tardies; student will conference with principal, parent and Jr. High/High School Staff to find a solution to the problem.

Closed Campus

TVA is a closed campus; once students are dropped off on the campus by parent/guardian or carpool, they become the responsibility of TVA and therefore cannot leave campus until picked up by parent/guardian or carpool at the close of the school day.

1. Students may not leave campus during the school day without written permission from their parents. School day departures and classroom absences generally detract from individual student progress and cause additional work for teachers of the student. Parents should strive to minimize school day departures and use them only for vital needs such as illness, medical care or family emergencies.

2. Parents need to sign out students in the school office when leaving the campus. Students leaving campus without permission during the regular school day are in violation of the closed campus policy. Permission to leave campus must be granted by the parent, the supervising teacher, or the school administration.
 - **For High School students only:** An exception to this policy for lunch time can be obtained for our 9th & 10th grade students, by school board approval at the start of each new school year.
3. Students may not leave with another student or another student's parent without advanced written permission from both sets of parents.
4. If you would like your K-6th grade student to walk or ride their bike home you must first complete a "Permission to Walk/Ride" form at the front office.

Student Conduct

1. I will be courteous and responsible for my actions therefore:

- a) I will use appropriate language
- b) I will demonstrate personal integrity
- c) I will be respectful of all adults and peers.
- d) I will be prepared and have materials ready when class begins.
- e) I will not leave campus during the formal school day without getting permission and signing out. I will remain within my designated areas from the time I am dropped off until the time I am picked up.

2. I will respect the learning environment therefore:

- a) I will not bring things to school which will distract from the learning process.
- b) Music and/or video players, electronic games, digital cameras, etc..., are not to be brought to school unless specifically authorized by a teacher.
- c) Cell phones may not be used during school hours, including lunch time, and must be kept in off mode in the student's locker.

If school expectations regarding these items are not respected they may be taken and kept in the office until a parent picks the item up. TVA is not responsible for damaged, stolen or lost items.

3. I will be responsible:

Students show responsibility by:

- a) Following school policies and procedures.
- b) Coming to school each day on time.
- c) Working hard to do their best in class and with homework.
- d) Helping keep their school safe.
- e) Asking for help when they need it.

- f) Showing respect for and cooperating with other students and adults.
- g) Reporting infractions of school policies to staff.

Parents help students learn to take responsibility by:

- a) Having high expectations for their children.
- b) Ensuring their children attend school regularly and on time.
- c) Finding a quiet place at home for school work.
- d) Making sure all homework is completed.
- e) Maintaining a constructive relationship with school staff.
- f) Communicating with teachers to support and challenge their children.
- g) Resolving conflicts in a timely and positive way.
- h) Providing their student with good nutrition and adequate sleep.

Teachers and School Staff help parents and students by:

- a) Believing that all students can achieve.
- b) Showing that they care for all students.
- c) Providing a positive and safe learning environment.
- d) Creating an atmosphere of open communication for students seeking help.
- e) Having high academic and behavioral expectations.

4. I will support a safe school environment therefore:

- a) I will wear adequate weather-appropriate clothing.
- b) I will wear appropriate footwear at school, at PE, in the science lab, and on the playground. No slippers, flip flops, or water shoes may be worn unless designated by your teacher.
- c) Because of safety considerations, roller blades, skateboards or roller skates are not to be used on school property. Teachers, at their discretion, may allow certain items at school or on certain school sponsored activities.
- d) I will not bring weapons such as but not limited to: knives, firearms, or explosives. Possession of these items at school or at school-sponsored activities may result in my dismissal.



- *TVA reserves the right to search lockers, personal belongings, and students for objects or material deemed non-compliant with school's policies, or which threaten the safety of other students. Confiscated property may be returned at the discretion of the school administration or turned over to the police department. Offending students may be subject to arrest and prosecution.*

5. I will support TVA's dress code: The dress and grooming of TVA students should reflect principles that demonstrate our Christian school community therefore:

My clothing will be clean, modest, functional, and appropriate for each school-sponsored activity.

- a) I will be dressed appropriately and modestly.
 - Shoes must be worn at all times.
 - No hats/caps or hoods may be worn at school.
 - Dresses and skirts should be no shorter than the top of the knee when standing.
 - Shorts may be worn if they are mid-thigh length or longer
 - Shirts and tops should be long enough to keep the midriff covered at all times.
 - Athletic & bed time attire is not appropriate for classroom wear.
 - Tank tops and spaghetti straps are not appropriate.
 - Low cut or revealing necklines are not acceptable.
 - Only modestly-cut bathing suits are acceptable.
 - Jewelry may not be worn to school or at school sponsored activities.
 - Accessories, hairstyles, clothing or color combinations that are associated with gangs, hate groups or other inappropriate groups are not allowed.
- b) I will always to my best to look well groomed.
 - All clothing should be neat, clean, well-fitted and in good repair.
 - All clothes should fit correctly, not too tight or too baggy. Sheer, tight, or revealing clothing is not permitted.
 - Undergarments should remain covered at all times.
 - Body stickers, tattoos and excessive makeup are not allowed.
 - Hair should be neat, clean and out of the eyes. Extreme styles are not acceptable for girls or boys. A multi-colored, un-natural, or extreme color of hair is not acceptable.
 - Facial hair must be well groomed.

It is our desire to honor the Lord Jesus Christ and to see Him reflected in the lives of our students. Our dress code emphasizes modesty, neatness and safety. Each child should meet the dress code standards before they arrive at school. If they do not, they will be asked to contact parents and correct the problem.

Relationships

Conflict: If you or your child has a problem with another student or a teacher/staff member, we ask that you first talk with that person. Please use the *Matthew 18:15 – 17* principle of going to that person as the first step of

dealing with the problem or concern. If circumstances of the situation would make it inappropriate for you to resolve the situation person-to-person, then please include the teacher or principal in addressing the situation. Remember gossiping and the sowing of discord damages relationships.

Friends: The development of friendships is an important part of each child's personal growth. We encourage boys and girls to learn how to be good friends. We promote healthy conduct both verbally and in activities between boys and girls. We discourage the development of exclusive relationships such as cliques and boy/girl relationships. Physical contact or displays of affection are not permitted at school or during school-sponsored activities. Students are not allowed to be alone in unsupervised areas. Inappropriate behavior will result in a meeting with the staff and parents.

Computer & Internet Use

The Internet provides our students and staff with access to the world through links with media, colleges and universities, and other sites throughout the world. Because of its enormous size, the Internet's potential is boundless. However, with the great potential for education also comes the potential for abuse. Because access to the internet provides connections to other computer systems located all over the world, users must understand that neither TVA nor any staff member controls the content of the information available on these other systems. Through filtering devices, TVA will do all in its power to limit the availability of controversial and offensive materials through our systems. We do not condone the use of such material by any student or staff member.



The use of TVA computer network and internet access is a privilege and not a right. Inappropriate use will result in restriction or cancellation of access privileges. Behaviors that can result in suspension/revocation of access privileges include but are not limited to:

- Involvement in any activity prohibited by law.
- Using profanity, vulgarities, obscenities, or other language which is offensive to or degrades others.
- Intentional use of invasive software such as "viruses", "worms," and other detrimental activities.
- Attempts to log on as a system administrator.
- Viewing, storing, transferring, or transmitting obscene, sexually explicit, or pornographic materials.
- Using or transmitting any type of chain letter, hate mail, threatening messages, harassment, or racial, sexist, or discriminatory remarks.
- Sharing your own or another's password or using another's password.

- Transferring, utilizing, or storing materials in violation of copyright laws or license agreements.
- Trespassing in another's folders, work, or files.
- Intentionally altering the contents, organization, or structure of any school computer.
- Checking email without teacher approval.
- Instant messaging.
- Internet access without teacher approval.
- Being in the Computer lab without supervision or permission.

All users of the TVA school network and internet will be held fully responsible for the use of their account to transfer or store materials. Any inappropriate activities carried out will be considered to be the actions of the account holder.

Student may not reveal their personal name, home address, home phone number, or phone numbers of other individuals while on-line. Students must notify a parent/guardian and a teacher immediately if any individual is trying to contact them for illicit or suspicious activities. Students may not use chat rooms or any social networking sites while on school computers.

Phone Use

1. Students may use the phone in the front office if they have permission from their teacher. Classroom phones are for faculty and staff use only.
2. Students may bring cell phones on campus but they **may not** be used during the school day without the specific permission of a teacher. If this privilege is violated their cell phone may be taken away and kept in the office until a parent picks it up.

Plagiarism

Plagiarism has become a large problem as a result of the ease of access to information on the internet. Students must acquaint themselves with the expectations associated with using this information and give appropriate credit for information taken from other sources. Students who plagiarize information will be disciplined.

REDEMPITIVE DISCIPLINE PROCESS

At TVA our discipline process is founded on the fundamental principle of trust and endeavors to demonstrate the Biblical process of accountability, repentance, reconciliation and restoration. We expect students to accept responsibility for wrong choices and follow the process for redeeming the damage caused by those choices. Problem solving, observation-response forms, face-to-face

meetings and suspension are components of this process. It is the goal of discipline to restore trust which is central to meaningful relationships.

Disciplinary Policies:

Christian Conduct: Students are expected to conduct themselves in an appropriate manner by refraining from profanity, obscene gestures, taking God's name in vain, and other disrespectful behavior. Harassment, threats, or abuse of any kind (as defined in NPUC code 3050:94) will not be tolerated. Any offense will be reported immediately and will be investigated by the school administration. A written record of the offense will be kept and depending on the severity; may be reported to the police department for further action.

Violent acts or threats of violence: Any violent acts or perceived threats of violence will be treated as serious offenses. (Any weapons, such as firearms, knives, etc., other violent acts, verbal or written threats of violence.) The parents of the offending student will be notified and the offender will be suspended and sent home pending investigation. If the school chooses to allow the student to return, they may be required to undergo psychological evaluation and clearance before returning to school. The student must also complete the discipline process of the school.

Suspension or Expulsion: Students involved in the following (whether on or off campus) will be suspended and may be expelled from school: bringing to campus any knives, firearms (guns), or fireworks, or any illegal incident involving these items; use of alcohol, drugs, or tobacco; any serious incidence of theft or property damage or any other illegal activity. Student activities that violate the law will be reported to the police department for further action.

Students may also be suspended or expelled for lack of academic effort, insubordination, repeated infractions (more than 3 observation forms in a quarter), or other serious misconduct.

Note: If action by the faculty or School Board is needed as a result of a suspension, it will be arranged at the earliest opportunity convenient to the members.

STUDENT HEALTH INFORMATION

Illness

The Public Health Department informs us of conditions for which children are to be excluded from school until either recovered or diagnosed and cleared for inclusion by a physician. Unless otherwise indicated, students are excluded from attendance until they have been free of symptoms for 24 hrs. The conditions for exclusion are:

- Chicken pox – excluded until at least 6 days after first vesicles appear or Dr.'s orders, or all vesicles are dry (which ever occurs last).
- Common cold – excessive coughing and nasal discharge.
- Fever of 100 degrees or greater.
- Fifth's Disease – excluded with fever.
- Flu - excluded with acute symptoms, fever chills.
- Head lice – excluded until free of nits.
- Impetigo – excluded until 48 hrs. of antibiotic therapy, and as long as sores drain.
- Jaundice
- Measles – return with doctor/health dept. permission.
- Meningitis – return with doctor/health dept. permission.
- Mumps – excluded until swelling disappears.
- New onset of rash with concurrent or preceding fever.
- Pink eye – excluded until eyes are clear with no discharge.
- Ringworm – excluded until therapy is initiated.
- Rubella – return with doctor/health dept. permission.
- Scabies – excluded until treated.
- Stiff neck or headache with fever
- Strep throat – excluded until 48 hrs. after antibiotic therapy is started.
- Vomiting.

Medication

Students requiring medication at school, including non-aspirin pain relievers, must have a form from the parent or doctor stating which medication is required and give a brief description of the medication and how it is to be administered. Forms are available at the office. The medication must be left at the school office where the student may request it when necessary. Medication must be provided by the parents and must be in its original container.

Homemade Foods

Due to concern about Hepatitis in Washington County, any food items brought to school for birthday or special occasions must be commercially prepared.

Insurance

Student insurance premiums are part of the entrance fee. Limited coverage for accidents while the student is traveling to and from school and while engaged in a school-sponsored activity is provided. All accidents must be reported to the teacher and the school immediately to qualify for coverage. Should your child get hurt during school activities, our school provides insurance to help with the cost of medical treatment not covered by other insurance you may have. It does not cover items including, but not limited to, glasses, musical instruments, watches, bicycles, clothing, and money.

GENERAL SCHOOL INFORMATION

Custody Issues

If there are any custody or restrictions regarding your family that impacts your student in this school please inform us and provide copies of appropriate documentation such as but not limited to a Temporary Restraining Order.

Driving on Campus

We appreciate the number of families that carpool and assist one another in order to transport their children. We ask that everyone please respect the NO PARKING areas of our school. PLEASE DRIVE SLOWLY AND WATCH CAREFULLY AS YOU NAVIGATE THE PARKING LOT. See the last page of this handbook for a driving map of our parking lot. Following this map will help us all as we work together to drop off and pick up our children in a safe, efficient manner.

Gum chewing is not acceptable on campus at any time.

Lost & Found

Lost and Found is kept in a container/clothes rack in both the Elementary and Jr. High/High School buildings where it is easily accessible to students and parents. We ask that you check it on a regular basis. At the end of each month, all items not claimed will be donated to a charitable organization.

Money

We seek to discourage students from carrying large sums of money on campus. Since we do not want to unduly tempt our students and also want students to protect their valuables, we strongly suggest that you do not allow them to bring large sums of money to school. If there is some important reason to do so, please deposit the money in the school office for safekeeping.

Student Supplies

A student supply list will be available in the school office and on the school's website prior to school starting. If the school supply list puts undue financial burden on your family please contact our office as soon as possible.

Visitors

- All visitors must report to the school office. Visitors are asked to use the front doors, sign in at the office and wear a visitor/volunteer badge at all times.
- Parents are encouraged to visit their student's classroom. To do so, please make arrangements ahead of time with your student's teacher.

- Students wishing to visit the TVA campus must first obtain approval from the office and staff at least 48 hours before each visit.

STUDENT ACTIVITIES

Ski Program**

Students in grades 7 – 10 have the option of participating in a ski program at Mt. Hood Meadows for an additional fee.

6th Grade Outdoor School **

Students in grade 6 have a 4-day Outdoor School. ODS runs from Sunday-Wednesday in October.

9/10 Marine Biology Trip **

Students in grades 9 and 10 will experience a three day camping trip to Newport to explore the Oregon coast during the second week of September. More information regarding this fascinating learning experience will be given out at the beginning of the school year.

TVA Athletics **

At TVA, we are proud to offer the opportunity for your child to participate in a variety of athletic endeavors. We offer different activities for all grades K-10th. For more information please stop by the office and pick up a copy of our athletics brochure.

****Academic grades and citizenship will affect participation.**

FINANCIAL INFORMATION

(All rates quoted in this handbook are subject to change by action of the School Board.)

Tuition: (Entrance Fees are included in tuition)

| | |
|-----------------------|------------|
| K (all day) – grade 6 | \$5,100.00 |
| Grades 7 and 8 | \$6,060.00 |
| Grades 9 and 10 | \$6,900.00 |

Seventh-day Adventist members of the Greater Portland area will receive a \$1,380.00 credit towards their yearly tuition.

Registration Fee:

A non-refundable registration fee of \$100 is required at the time of registration or re-enrollment. The registration fee will be discounted \$50 for applications received prior to April 15th.

S.E.R.V.I.C.E. Program Charge

Each TVA family is responsible for completing a minimum amount of SERVICE units a year. Parents with students in grades K-10 need to complete twenty (20) SERVICE units a year. Parents with students in Preschool and single parent families are responsible for ten (10) SERVICE units per year. All host families of foreign exchange students that do not have children enrolled at TVA will be exempt of this program. These hours will be billed at the rate of \$10 per hour for any non-completed hours on your June statement.

(See pgs. 26 & 27 of this handbook for more information.)

Discounts:

2 Students 2% 3 Students 8% 4 or More Students 12%

(In order to receive the discount, your payment must be received by the 10th of each month.)

International Students:

An additional charge of \$1100.00 per student is due at the time of enrollment. This fee covers ESL classes.

Home School Student Program Fees

- Yearly enrollment fee of \$50.00 per child to participate.
- A monthly fee of \$50.00 for the first non-academic class (Band, Choir, Art, etc.) and \$25.00 for each additional non-academic class will be charged.
- Monthly fees for core classes may vary. Please see Treasurer for more information.

Program Rates

After school sports – Rates will vary according to the sport program.

Forms of Payment

We accept cash, checks or credit card payments. Any credit card payment must be for \$100 or greater. Please make checks payable to Tualatin Valley Academy or TVA. There will be a charge of \$35.00 for any check returned due to insufficient funds.

We can set accounts up on an automatic withdrawal for tuition using a major credit card or check card. A form may be picked up at the office and must be filled out and returned in order to be eligible for this payment option.

Collection Policy

1. Bills are sent on the 1st of the month and payment is due by the 10th of the month.
2. If payment has not been received by the 10th of the month, a letter will be sent requesting immediate payment or for other arrangements to be made.
3. If satisfactory arrangements are not made by the 30th of the month, a follow-up letter will be sent and-or personal contact will be made.
4. If payment is still not made after 45 days, the child will not be allowed to attend school until satisfactory financial arrangements are made either with Administration or the Accounts Receivable Committee.

Additional Policies

Financial Assistance

All requests for financial assistance are to be made to the local pastor and/or church educational committee. Financial assistance is available from TVA for Seventh-Day Adventist families. Assistance is based upon individual financial needs. Applications are available at the front office.

Previous Accounts at TVA

No one will be admitted to TVA with a previous delinquent school account.

Current Accounts at TVA

Parents with an unpaid school bill may be asked to withdraw their child (children) from school.

Transferring

Parents of transfer students from other Adventist schools must provide proof that their previous school accounts are paid in full.

8th Grade Diplomas

Diplomas will be issued at graduation when the account is paid in full.

Withdrawal

If you find you must withdraw from TVA, please notify the school office. All accounts must be settled before records can be transferred. Registration fees are not refundable. Tuition charges will be pro-rate from day of withdrawal.

SCHOOL ORGANIZATIONS

Home and School

The Home and School Association is TVA's parent organization. It serves to draw the Home, Church and School closer together into a positive working relationship. Your Home and School is involved in many aspects of school life: Fundraising, Auction, Teacher Appreciation, Art-Smart program, the School Picnic/Open House and it coordinates all the room parents.

Why should you get involved with Home and School?

1. Studies show students who have parents that are involved in their education do better in school.
2. You help decide where the fundraising money is used.
3. You will meet other parents and get tips for dealing with parenting issues and staff.
4. The main reason for getting involved is to help TVA be the best it can be, plus you will have fun and meet quality people in the process.

S.E.R.V.I.C.E. Program

(Sharing Energy, Resources and Vocation in Christian Education)

Tualatin Valley Academy is committed to providing your child with a quality Christ centered education in an environment that nurtures their individuality within a climate of academic excellence. We need your help to accomplish this task. Research has clearly shown that effective schools are schools in which parents are involved in the education of their children. We believe most parents want to be involved, but may not be aware of the many opportunities that are available. Our SERVICE program was created in an effort to improve communication between our school and our parents, as well as to increase opportunities for parental involvement.

Your help is not only needed and appreciated, but is vital to our success as a school. Through this program families share their time and talents with the school and in doing so earn "SERVICE units." One hour of service is equal to one SERVICE unit and these units can be earned in a variety of ways. Almost anything you do that shows your involvement with TVA can be applied to your SERVICE commitment.

Each TVJA family is responsible for completing a minimum amount of SERVICE units a year. Parents with students in grades K-6 need to complete twenty (20) SERVICE units a year. Parents with students in Preschool and single parent families are responsible for ten (10) SERVICE units per year. All host families of foreign exchange students that do not have children enrolled at TVJA will be exempt from this program. The SERVICE year extends from July 2009 through June 30, 2010. We realize that many families work and do other extra circular

activities elsewhere, so we attempt to make every effort to have opportunities for you to fulfill your time commitment.

It is the responsibility of the parent to enter the units he or she earns on the SERVICE program log. This clipboard is located at the visitor/volunteer table outside the office. On a monthly basis you will receive a SERVICE statement with your billing invoice. This statement will show what hours are required, how many have been completed, and how many hours are still needed to be completed. On your statement it will also show the amount owed, this amount is only billed on your June statement. For example, as you complete your hours throughout the year you will see your amount owed be discounted as your time gets recorded. Only if you have hours not completed will the amount shown be billed to your account. These hours will be billed at the rate of \$10 per hour for any non-completed hours.

SERVICE statements are sent home with your billing statements on an every other month (bi-monthly) status. Data entry is usually up to date, but sometimes it may be missing a few days, so we ask for your patience as some statements may be missing a day or two of SERVICE time.

When serving at TVJA it is important for the school staff to know who you are and who is working in the building at any given time. Therefore, it is required for all those who are serving to sign in when entering the building and wear an identification badge while volunteering or visiting. Parents with a desire to help in the classroom should contact the child's teacher to find out the needs of the teacher. We encourage classroom help from parents and do so with the understanding that the teacher is responsible for the classroom and will therefore set the parameters for classroom help.

It is suggested that student's family members attend the parent orientation (Back to School Night) where you will get an overview of the SERVICE program, Policies and Procedures, Sports programs, Music program, and other important information. This Parent Orientation evening is a great night to return your signed copy of the pledge, found in the back of the TVA Parent/Student Handbook.

As a volunteer, you are a representative of the school and we ask that you be familiar with the policies and procedures that give our school direction.

Thank you for your willingness to participate in our SERVICE program. It is our sincerest hope you will be richly blessed by the experience of serving at TVA.

The basically most activities you do for TVA not only helps the school, but it will also count towards your SERVICE hours. Please refer to the SERVICE information sheet to find ways to help fulfill your SERVICE hours.

Unfortunately there are some things that don't count toward your hours, listed below are those activities that **DO NOT** count toward your SERVICE hours:

Parent/Teacher conferences
Attending open house
Attending the school picnic
Attending school chapels or programs
Attending back to school night
Helping child with homework at home



Hot Lunch

Alicia Bucio, our Hot Lunch Program Director, strives to provide a well balanced, nutritional, tasty, vegetarian meal. Each meal includes milk or juice. Lunches must be paid for in advance or at the time of picking up their meal. Students can pay for one lunch at a time or they have the option of purchasing multiple lunches. Each student must sign in at the cafeteria each time they eat a hot lunch in order to confirm that the student received a meal on that particular day. We accept cash or checks as forms of payment. Checks must be made out to **Alicia Bucio**. We do not accept credit card or check cards as a form of payment unless it is included in your monthly tuition payment. Lunches can **NOT** be charged. Hot lunches are not served on half days.

Pricing:

| | |
|---|---------|
| Daily Lunch (includes drink)-Kindergarten | \$ 3.50 |
| Daily Lunch (includes drink)-Grades 1-6 | \$ 4.00 |
| Daily Lunch (includes drink)-Grades 7-10 | \$ 4.50 |
| Lunch "seconds" | \$ 1.00 |
| Milk or Juice | \$ 0.75 |

Music Lessons (fees set by instructor)

Piano lessons are taught by:

- Gayle Armstrong 503-579-0750

Violin lessons are taught by:

-



B.A.S.E. (Before & After School Experience)

B.A.S.E. is a before and after school child care program that our school offers as a service to our working parents. The program is available only for students in grades K-6 whose parent's work schedules do not make it possible for them to bring or pick up their children at regular school time or in emergency situations.

Regular Monthly Use: \$4.00 per hour
A minimum use of 10 times per month either in the morning or afternoon qualifies for regular status.

Non-Regular Use: \$5.00 per hour



Any portion of an hour, for the first hour, is billed as an hour. After the first hour you are billed by the quarter hour. Parents who are not able to pick up their students within 15 minutes after school dismissal can call to arrange for their child to go to B.A.S.E. Students who are not picked up within 15 minutes after school dismissal will be sent to B.A.S.E.

| | | |
|-----------------|-------------------|-----------------|
| B.A.S.E. Hours: | Monday – Thursday | 6:30am – 6:00pm |
| | Friday | 6:30am – 5:00pm |

COMMUNICATIONS

Home/School Communication

It is our greatest desire to have quality communication between the school and the home. We do this in a variety of ways:

- **Thursday Note** – A weekly newsletter that keeps our TVA family members informed on weekly and upcoming events, fieldtrips, programs, parent/teacher conferences, community and constituent church events, and much more.
- **Connections** – A monthly parent newsletter mailed home with billing statements that informs parents of any events coming up for that current month.
- **Flyers** – Occasionally flyers with special announcements will be sent home with students.
- **Office Hours** – The school office will be open and available for business or phone calls between the hours of 8:00 AM and approximately 4:00 PM.

- **Parent/Teacher Communication** – We believe strongly in communication between parents and teachers. It is our goal to serve our students and families to the best of our ability. Phone calls to teacher/staff are best made during school hours. Messages may be left at the school office or in the teacher/staff voice mail if the teacher is not available when you call.
- **Parent Orientation** – Early in the first quarter, we schedule a Parent Orientation evening for parents of enrolled students. During this evening, parents will have the opportunity to visit the classrooms, meet with teachers, and hear about class guidelines, content, and grading.
- **School Closures** - Whenever unusual weather creates hazardous road conditions, Tualatin Valley Academy follows closures/delays of the Hillsboro School District. In case of a two-hour delay, school will begin at 10:00 am. You can also go to our website and click on current events for the latest in school closures or delays.
- **Parent/Student Communication** – If you wish to contact your child you may call the school office, and the message will be forwarded to the classroom. If an emergency exists, we will send for the child immediately. Students must ask for teacher permission before they are able to call home.
- **Home and School Organization** – This organization strives to create a bridge between the home, school, and constituent churches. Their goal is to improve the quality of your child's education.
- **Parent/Teacher/Student Conferences** – We schedule two parent-teacher conferences throughout the school year. This does not limit you from being able to schedule a conference with your child's teacher as needed.
- **School Website** www.tvja.org – We have a very informative website which you can access at your convenience. You'll be able to access the lunch menu, weekly & monthly newsletters, current events, and much more. The website also has individual links to your student's classroom, their teachers' websites.

School-Related Misunderstandings

Any parent wanting to discuss a concern, misunderstanding, or difficulty should do the following:

1. Make arrangements to meet with the teacher to resolve the problem. Please make an appointment either directly with the teacher or through the School Office.

2. If discussion with the teacher does not adequately resolve the issue, a meeting with the Principal and teacher should be arranged.



3. If a meeting with the Principal and the teacher does not reconcile the issue, you may request the matter to be considered by the School Board.

It is our desire to reconcile all difficulties. In order to do this, we ask that you counsel with us on a timely basis.

ADDITIONAL JR. HIGH/HIGH SCHOOL INFORMATION AND POLICIES

ASB Participation

The **Associated Student Body** is a chance for students to take leadership in activities both social and spiritual for the 7th to 10th grade. It is expected that students who are nominated will be responsible, positive influences in our TJA community. The following are the guidelines for ASB participation:

- Elected by classmates.
- Must maintain a "C" in all classes.
- Must be approved by the 7 – 10 staff.
- Demonstrate exemplary behavior.
- An ASB officer who does not exercise responsibility and demonstrate respect for their leadership position, may be asked to step down from their position.

Extracurricular Activities Policy

Student's need to have a C- or better, in each class, to participate in extracurricular activities at TVA. Extracurricular activities include; sports, music tours, class trips, graduation and more.

Upon receiving progress reports if a student has a D or F in any class, they are responsible for filling out an Academic Participation Form. This form will require the teacher to list the student's missing assignments and/or project in detail.

The student will then need to make sure all assignments/projects are turned in and completed before returning to active



participation the extracurricular activity. The teacher will, at their own discretion; pending quality and quantity of work turned in; sign the "Academic Participation Form". The form must be completed, signed and submitted to the director of appropriate activity. They will have until Friday of the progress report week to turn in missing work for that class or classes.**

Once a student has completed the above procedures, they will be permitted to participate in the activity. However, upon grading the assignments that have been turned in, if the student did not meet the requirement of the assignment or standards of the teacher, the student's privilege to participate will be withdrawn until the next progress report. Also, if students do not complete the work by the Friday of the progress report they will be unable to participate until after the next progress report.

*** The no late policy still applies; please discuss specifics with the teacher.*

Graduation

In order for students to participate in 8th grade graduation they must have a minimum of a D average in each of their classes over the four quarter school year. If students do not meet this minimum requirement they will not be able to participate in graduation and they will not be able to return to TVA as a 9th grader unless they make up coursework in the classes that are below a D average before the beginning of the scholastic year.

Gymnasium

Students must have adult supervision at all times when in the gymnasium. There is no food or drink allowed in the gym.

Hallways

Students are responsible to keep all books, backpacks, coats, duffle bags and lunch boxes out of the hallways. They may be kept in the classrooms or lockers. There are trash cans posted in the halls to put trash in. Items left out are at risk of being taken by staff to lost and found. All students are expected to help keep hallways clean and presentable.

Late Paper Policy

- **No late work is accepted.** Students have 2 days (not 2 class periods) to make up work for an excused absence (parent note required).
- After 3 consecutive days of absences a doctor's note is required for excusing absences. Students will receive 3 "grace papers" per quarter in each class.
- Teachers have the option of not allowing make-up work if the absence was not pre-arranged or excused. Teachers may adjust this policy for family emergencies or special situations.

Lockers

- Lockers will be issued to students in 5th grade through high school. It is the student's responsibility to keep their locker combinations confidential. We do not allow students to open other students' lockers.
- Do not write on the inside or outside of the lockers. Do not use tape on the inside of the lockers; only magnets are acceptable.
- When the student is not present, the locker should be closed and locked.
- The administration reserves the right to open lockers at any time and check the contents of the locker. Damage to lockers caused by carelessness will result in cost of repairs being passed on to the student.



Music Tour & 8th Grade Class Trip Policy

In order for students to participate in these activities they must have a minimum of a C average in each of their classes.

Science Lab Safety Rules

1. No Gum, Candy or Food.
2. We ask that students not bring their backpacks into the science lab. They are a tripping hazard. Please be sure to put your backpacks in your lockers before entering the science lab.
3. Parents must sign a lab safety contract each year.
4. Students must pass a safety exam before participating in science lab activities. Failure to do so will prevent the student from participating in labs and the student will not be able to make up the missed work.
5. Failure to follow established lab safety rules & guidelines may prevent the student from completing lab activities. No lab make-up will be provided for students engaged in lab safety violations.



Sports and Academics

Student-athletes are encouraged to obtain work missed due to competitions before the day of the competition, and to give any assignments due to teachers before leaving campus. Still, absences due to athletic competitions are considered excused, and students are allowed **one day** to make up any work missed if necessary.

Student Drivers

Students driving to school must report their driver's license, vehicle license number, and proof of insurance to the office. Student drivers are expected to park in the West parking lot and not return to their vehicle until the end of the academic school day. No student (other than siblings) may ride with another student driving unless the administration has advance written permission from the parents of both students. Student drivers are expected to drive in a safe and respectful manner. Failure to do so will result in loss of driving and parking privileges on campus.

STATEMENT OF NOTIFICATION

The Federal law requires a public announcement to be given to school patrons regarding any asbestos material in our school. TVA has been checked by a certified asbestos person. This 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.



STUDENT PLEDGE

I accept that my participation at Tualatin Valley Academy is a privilege. I have read and understand the Mission Statement, Guiding Principles, and the Fruit of the Spirit. I pledge myself to apply the Guiding Principles in my life and conduct. It is my desire to actively develop the character traits found in the Fruit of the Spirit. I choose to uphold school policies at all school functions and live by the guidelines of the handbook and any other regulations, which may be deemed necessary by the administration or school board.

I understand that my attendance at Tualatin Valley Academy is conditional upon keeping of my commitment. If I make choices contrary to this commitment, I will actively cooperate with the redemptive discipline process of this school.

Student Name/Signature _____

Date _____

PARENT PLEDGE

I have read the Handbook and am in agreement with the Mission Statement, Guiding Principles and Fruit of the Spirit. I will actively support these and the regulations in the handbook or any other regulations deemed necessary by the administration or school board.

I pledge myself to work with the school not only to meet these goals, but also to maximize my child's educational experience. My financial obligation is clearly understood and I agree to pay my child's account each month unless I arrange otherwise with the school administration or finance committee in advance.

Parent Signature _____

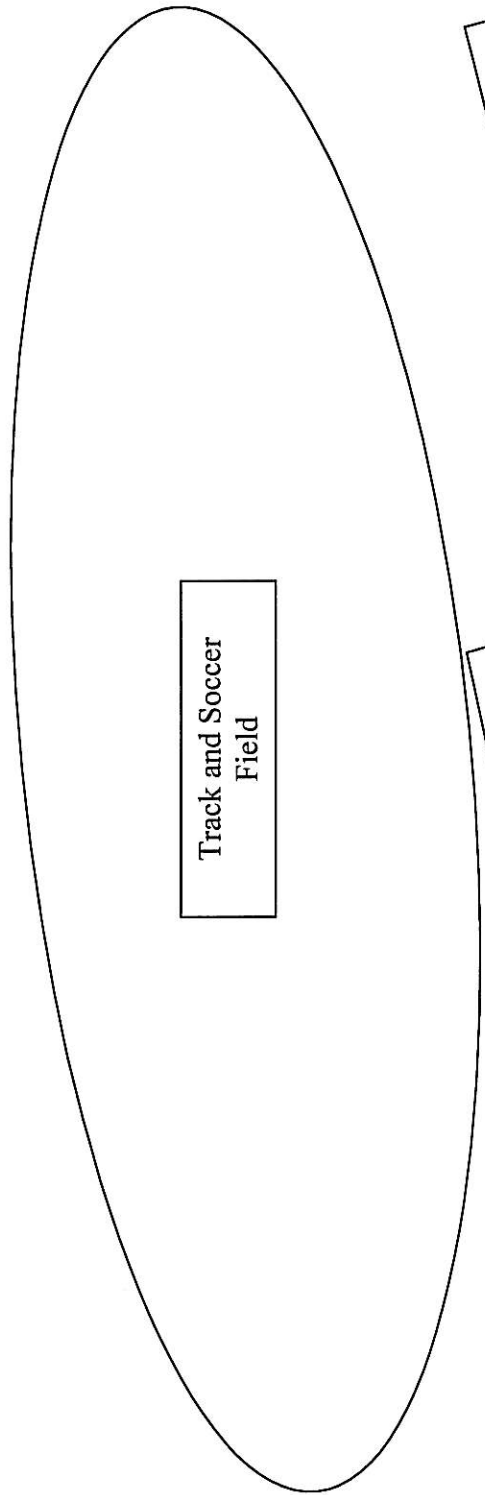
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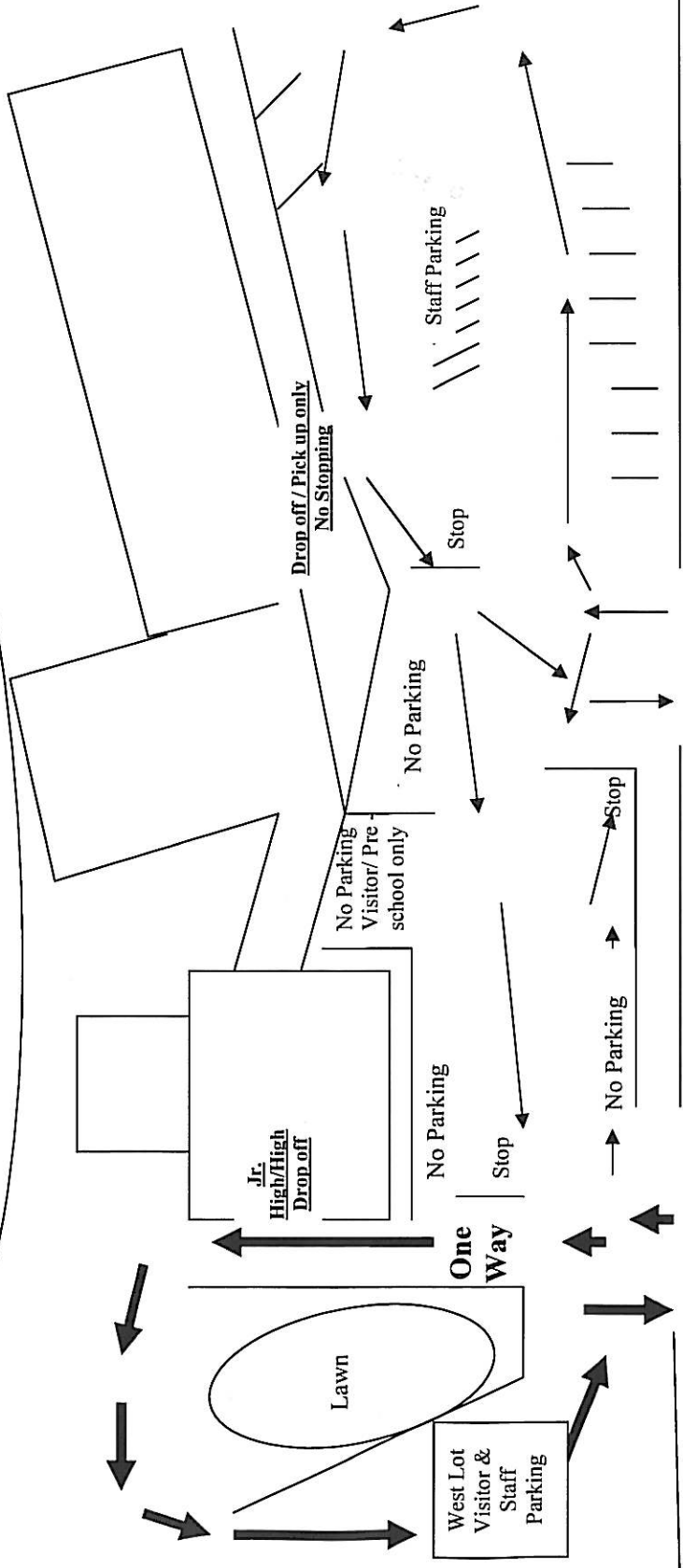
Bold Arrows = Jr. High/High Directions

All other arrows = Elementary Directions

Please drop off or pick up, Jr. High/High students before elementary student pick up.



Track and Soccer Field



West Lot Visitor & Staff Parking

Lawn

Jr. High/High Drop off

No Parking Visitor/ Pre school only

No Parking

Stop

Drop off / Pick up only No Stopping

Staff Parking

Baseline Rd.

East Entrance

West Entrance Jr. High/High Drop Off