



# Parent and Student Handbook



Updated August 2023

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“This document is subject to revision, change, or elimination as needed throughout the year.”



## MISSION STATEMENT

ROOTING STUDENTS IN FAITH FOR COURAGEOUS LIVING, INNOVATIVE  
LEARNING, AND SERVANT LEADERSHIP

## VISION STATEMENT

GRADUATING CONFIDENT, INNOVATIVE WORLD CHANGERS WHO ARE  
SPIRITUALLY GROUNDED AND INTELLECTUALLY VERSATILE

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## ACCREDITATION

**Tualatin Valley Academy** is accredited by the Northwest Accrediting Council which is now part of AdvancedEd, the National Council for Private School Accreditation, and by the Adventist Accrediting Association.



## About TVA

**Tualatin Valley Academy (TVA)** is a private Christian school funded by parents, the Oregon Conference of Seventh-day Adventists, and SDA churches in the Beaverton, Forest Grove, Hillsboro, and Tualatin areas. TVA has approximately 200 students in Preschool through 10<sup>th</sup> Grade. A master planning committee is working on the accreditation requirements for adding 11th and 12th grade. A visit from our accrediting body, the North American Division, is scheduled for Fall of 2023 with the goal of K-12 accreditation by Fall of 2024.

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 more their academic achievement level increases over their predicted cognitive abilities. 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, elementary and junior high computer labs, a modern science lab, an upper grade student lounge, and well-equipped classrooms that have an abundance of natural light.



# Our Philosophy

Tualatin Valley Academy is operated by the Seventh-day Adventist Church to provide a spiritually oriented education for children. A belief in the existence of the Creator God is fundamental in the philosophy of Seventh-day Adventist schools. We respect His divine authority and recognize His intervention in human affairs. We believe that true education develops the spiritual, mental, and physical powers of each student; preparing them for the joy of service in this life and for the higher joy of service in the life to come. To achieve this goal, we encourage each student to:

- Develop a personal relationship with God and his fellow men as stated in Matthew 22:37-39: “Love the Lord your God with all your heart, with all your soul, and with all your mind . . . Love your neighbor as yourself.”
- Master the basic academic skills
- Value labor, physical and mental, as the blessing God intended

Tualatin Valley Academy is operated in harmony with the guidance and direction of the Office of Education, North American Division of the Seventh-day Adventist Church and the Oregon Conference of Seventh-day Adventists.

## Our Core Values

The mission of Tualatin Valley Academy is to “root students in faith for courageous living, innovative learning, and servant leadership.” In order to fulfill this mission, we hold these core beliefs.

- We believe every student is loved and created by God for a unique and special purpose. It is our privilege to work with families to provide a firm foundation for faith-based living.
- Our staff is committed to modeling a personal relationship with God and sharing that relationship with students. We want our students to know without a doubt that they are known and loved by God and that the staff of TVA is here to love and support them as they develop a faith that is uniquely their own.
- We will strive to provide an environment where it is safe to ask questions, make mistakes, and live courageously. Our Christ-centered culture encourages students to follow the example of Jesus and treat others with kindness and respect.
- Teachers will provide innovation instruction that promotes collaboration, communication, critical thinking, and creativity and is relevant for today’s world. We believe in our students and we are dedicated to providing the support and encouragement they need to be successful in the classroom and in life.
- Today’s students are tomorrow’s leaders. We will provide opportunities for students to develop leadership skills and use those skills to be a light in their communities.

# SCHOOL HOURS

**Office Hours** – The school office is open 8:00 a.m. to 4:00 p.m. Monday – Thursday and 8:00 a.m. to 3:00 p.m. on Fridays.

## **Preschool Half Day**

Monday – Friday 8:15 a.m. – 11:50 a.m.

## **Preschool Full Day**

Monday – Thursday 8:15 a.m. – 2:50 p.m.  
Friday 8:15 a.m. – 12:45 p.m.  
Early Release 8:15 a.m. – 12:45 p.m.

## **Kindergarten**

Monday – Thursday 8:15 a.m. – 3:00 p.m.  
Friday 8:15 a.m. – 12:45 p.m.  
Early Release 8:15 a.m. – 12:45 p.m.

## **Grades 1<sup>st</sup> – 4<sup>th</sup>**

Monday – Thursday 8:15 a.m. – 3:00 p.m.  
Friday 8:15 a.m. – 12:45 p.m.  
Early Release 8:15 a.m. – 12:45 p.m.

## **Grades 5<sup>th</sup> – 10<sup>th</sup>**

Monday – Thursday 8:15 a.m. – 3:15 p.m.  
Friday 8:15 a.m. – 1:00 p.m.  
Early Release 8:15 a.m. – 1:00 p.m.

School doors open at 8:00 a.m. for students. It is important that students not arrive at school before 8:00 a.m. If you need to drop off your child before 8:00 a.m., please do so at B.A.S.E in the cafeteria. Before school care is available in the cafeteria starting at 7:00 a.m. B.A.S.E is the only area of student supervision available prior to doors opening at 8:00 a.m. Students in grades PreK-10th who have not been picked up after school 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.

# ADMISSIONS INFORMATION

## Admission Policy

It is the policy of Tualatin Valley 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. The school reserves the right to evaluate any student before placement in grade level.
2. All new students are required to submit/complete the following items along with registration forms:

**Kindergarten – 2<sup>nd</sup>:** Copy of Birth Certificate, immunization record, letter of recommendation and/or progress report from past child care provider, and a grade level assessment.

**3<sup>rd</sup> – 6<sup>th</sup> grade:** Copy of Birth Certificate, immunization record, most recent copy of report card, reference from previous teacher, a short interview with the principal, and grade level assessment.

**7<sup>th</sup> – 10<sup>th</sup> grade** All potential new students in grades 7th – 10th will schedule an interview with the principal; provide 2 references; write an essay telling about themselves, their goals, and the reason they wish to attend TVA; copies of the previous years' report card; results of achievement testing; copies of necessary documents such as birth certificate and immunization record. The references should include a recent teacher. Records should be submitted to the staff for review prior to the interview.

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

Kindergarten:	5 Years Old by the first day of school.
First Grade:	6 Years Old by the first day of school



## **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 online re-enrollment (including a registration deposit) are required to guarantee a student's placement.
2. Secondary priority will be given to current families with siblings who are not yet attending Tualatin Valley Academy.
3. Seventh-day Adventist families who are currently not attending Tualatin Valley Academy.
4. Other community students.

## **International Students**

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

- Must not be older than 16 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 will enable basic communication with staff and student body.
- The sponsoring family must house the international 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 international student in cases of emergency.

In addition, the student can have the opportunity to participate in our English Language Learners program and pay the ELL fee.

## Home School Program

Tualatin Valley Academy honors and values homeschool education and wishes to provide opportunities to enrich the home schooler's education. Each student must meet entrance qualifications, enroll, and pay fees for all activities attended. The Medical Release Form and a current copy of the student's immunization record must also be submitted. Subject to space availability and teacher approval.

### ***Elementary:***

Enrollment must be pre-approved by each classroom or program teacher. Home School Program enrollees may participate in field trips if their parent serves as a chaperone. Students can also participate in team sports after they obtain our Athletic Director's pre-authorization. Additional charges will apply and participation is based on space available in the requested grade level.

### ***Junior High School and High School:***

Junior High and 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 school, home school students do not participate in graduation ceremonies. Students will sign the student pledge at registration and uphold the Christian principles upon which the school is founded.

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

1. Achievement testing (cost of testing only)
2. Field Trips (pre authorized by classroom teachers) \*
3. Monthly newsletter/calendar of events
4. Music (Band, Choir)\*
5. Art \*
6. Sports \*
7. Enrichment Programs \*
8. Conference music festivals \*
9. Week of Prayer
10. Special Classroom Presentations
11. Science Fair/Arts and Crafts Fair
12. School Library
13. Winter Sports \*
14. Core Classes on a limited basis (7<sup>th</sup> - 10<sup>th</sup>)\*

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

## **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, Ninth Grade, and all new students 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 TVA.*

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 place a student on academic probation. A meeting will be scheduled with the parent, teacher, and principal. 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.

### ***PreK – Grade 6:***

All **new** students are on probationary status for the first nine weeks following their entrance date. Students will be evaluated based on the standards for the enrolled grade level. If there are concerns that a child is causing ongoing 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 re-evaluated.

### ***Jr. High School and 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 no serious 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 throughout the first quarter, and consistently fail to use the opportunities provided to them to improve, will be placed on academic probation. This means, students have until the close of the second quarter to raise their grades 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 regular 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 9:00 a.m. If we do not hear from you in writing or via phone conversation, the absence will be recorded as 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 three or more days in a row they must bring in a doctor's note.
4. If a student misses ten or more days of school per quarter they must make a request to the school for credit to be granted.
5. For every day excused, at least two days are allowed for make-up work.

### **Prearranged Absences**

Student attendance is very important and absences can impact a student's learning. If an extended absence is necessary, a "Prearranged Absence Form" must be submitted to the office prior to the scheduled absence. Requests for student work must be made no later than one week prior to the absence. The student work provided will correlate to the standards that are being taught during that time and might not be a direct copy of what students are working on in the classroom. Requests for student work not made at least one week in advance may not be fulfilled. Work will be available upon the student's return. \*Please note: tuition will not be prorated for extended absences.

### **Punctuality**

All students arriving after the first class begins must report directly to the office to obtain a tardy slip before going to their classrooms.

#### ***Elementary Tardy Policy***

1. All students arriving at school after 8:15 a.m. are considered tardy and must report to the school 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 only be excused for family emergencies, car malfunctions, special traffic difficulties, or medical/health problems.

## ***Junior High and 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.

1. Students need a tardy slip to enter their 1<sup>st</sup> period class if arriving after 8:15 a.m. Students will need to 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.
- 3 A record of tardies is maintained on a daily basis, for all classes.
- 4 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.
- 5 A tardy to any class after 1<sup>st</sup> 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.
- 6 After three unexcused tardies: the student must have a conference with their homeroom teacher.
- 7 After six unexcused tardies: student must have a conference with the principal. Parents will be informed.
- 8 After nine unexcused tardies: student will conference with the principal, parent and junior high 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. Student safety is a major school concern for students being off campus. School day departures and classroom absences also 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 must sign students out at the school office when leaving the campus during school hours. 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 and the supervising teacher, or the school administration.
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 student to walk or ride their bike home you must first complete a "Permission to Walk/Ride" form at the front office.

## **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.

## **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.



## **Computer and 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 including any type of digital bullying.
- 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.

Any on or off campus use of digital devices by students that inadvertently or intentionally has negative effects on the TVA learning environment will result in remedial or disciplinary action for those involved.

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.

Students 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 and may only be used with teacher permission.
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. All student cell phones are to be turned off and stored in their lockers. Student cell phones will be confiscated by staff members if used at school during school hours. If a cell phone has been taken away by a staff member, please contact the principal.

## **Plagiarism**

Plagiarism is a problem that we take very seriously. Students must acquaint themselves with the expectations associated with using information sources and give appropriate credit for information used in their own work. Students who plagiarize information will be disciplined.

## **Student Conduct**

### **1. I will be courteous, **kind**, and responsible for my actions:**

- 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 helpful to everyone who needs help.

### **2. I will be **respectful** of the learning environment:**

- a) I will be prepared and have materials ready when class begins.
- b) I will not bring items to school which distract from the learning process.
- c) I will not bring music and/or video players, electronic games, digital cameras, or other electronic media devices to school unless specifically authorized by a teacher.
- d) I will not use a cell phone during school hours, including lunch time, and I will keep my cell phone in off mode in my locker.

**If school expectations regarding these items are not respected the items 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 and cooperation for 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 children 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 actively protect the physical, mental, emotional, and spiritual safety of others.
- b) I will wear adequate, weather-appropriate clothing.
- c) 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 a teacher.
- d) Because of safety and insurance considerations, roller blades, skateboards or roller skates are not to be used on school property.
- 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.
- f) 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.*

## **Dress Code**

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

- Appropriate shoes must be worn at all times.
- No hats/caps or hoods may be worn indoors.
- Dresses and skirt length should be at the top of the knee when standing.
- Shorts should be mid-thigh or longer.
- Shirts should be long enough to keep the midriff covered at all times, no spaghetti straps, neckline must be modestly cut.
- Bedtime attire is not appropriate for school.
- Low-cut or revealing necklines are not appropriate school attire.
- Pants with rips or holes below mid-thigh are acceptable.
- One-piece modestly-cut bathing suits are acceptable. Speedos are not acceptable. A two-piece modest tankini is acceptable where the top covers the midriff. (For swimming activities.)
- Jewelry should be simple and modest in appearance.
- Hair should be neat and clean: extreme hair color is not appropriate for school.

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. Students, who arrive at school dressed inappropriately, may be asked to contact their parents to request appropriate clothes be brought to school to correct the problem. School administration will have the final say on any questions regarding student dress code.

# 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 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: \_\_\_\_\_**

# RESTORATIVE PRACTICES PROCESS

## Student Expectations

It is our desire to create a school community where students feel safe and supported as they learn and grow. We have high expectations for all of our students and are committed to helping our students develop and practice the four core practices listed below. As our school mascot is the eagle, we have chosen to use the word "SOAR" to help our students remember these practices.

### **Core Practice #1** **S**hare kindness.

Help and encourage others.

Speak in a way that builds others up and is not hurtful or offensive.

Be friendly and inclusive of everyone.

### **Core Practice #2** **O**wn your actions.

Commit to following all school policies and procedures.

Choose to solve problems in a way that doesn't hurt others.

Recognize when you make a mistake and work to make things right.

### **Core Practice #3** **A**ct responsibly.

Come to school on time and ready to learn.

Do your best on your school work and ask for help when needed.

Take care of school property.

### **Core Practice #4** **R**espect others.

Work cooperatively with all students and school staff.

Behave in a way that doesn't interfere with someone else's learning.

Listen to others and use good manners.

The teachers and staff at TVA love to recognize our students when we see them putting our core practices into action. One way we do this is through "Eagle Feathers." A student who earns an "Eagle Feather" will be recognized during our all-school weekly chapels and will get to take the "Eagle Feather" home and share the good news with his or her family.

Because we believe in holding our students to a high standard of behavior while at the same time desiring to help them to learn and grow, there are times when correction is necessary. Our school practices a method of discipline called restorative practices. At the heart of restorative practices is a desire to help children recognize that the choices they make affect their relationships with others. When students make poor choices, relationships can be damaged. **When discipline is necessary, teachers and staff will work with students to help them accept responsibility for wrong choices, offer support and encouragement as they seek to restore the relationship, and if necessary, make a plan to prevent issues in the future.**

We also believe students learn best in an environment where the expectations are clear and teachers, parents and students all work together to ensure a positive experience for everyone. Below is an example of common student behaviors and how they will be addressed at school.

<b>Type 1 Behaviors</b>	<b>Type 2 Behaviors</b>	<b>Type 3 Behaviors</b>
<i>Student will work with the classroom teacher to address the behavior.</i>	<i>Student will continue to work with the classroom teacher to address the behavior, but a reflection form* will also be sent home. This form needs to be completed at home and returned to school the next school day.</i>	<i>The student and his or her parents will need to meet with the principal before the student can return to class.</i>
Mild classroom disruptions	Consistent and/or deliberate classroom disruptions	Severe classroom disruption
Not using class time wisely to complete assignments	Cheating or plagiarizing	Consistent failure to complete and turn in assignments
Failure to follow class rules and procedures	Repeated failure to follow class rules and procedures	Refusing to comply with an adult directive
Failure to follow school wide rules and procedures	Area violation- not following directions of where to be at a specific time	Skipping class or leaving campus
Arguing with another student	Persistent or heated conflict with another student	Conflict which leads to the injury of another student
Mild horseplay	Persistent horseplay or horseplay that results in an injury to another student	Serious violations of safety rules including possession of a weapon or illegal substance
Name calling	Inappropriate or offensive language	Racial, sexual or cultural harassment
Taking or touching someone else's belongings	Accidentally damaging someone else's belonging	Intentionally damaging someone else's belongings
Using unkind words	Intentionally excluding or being unkind to another student	Bullying
Failure to use good manners	Speaking disrespectfully to an adult	Severe disrespect toward an adult
Being careless with school property	Persistent or careless behavior that results in school property being damaged	Intentional damage or destruction of school property
Failure to follow school dress code	Repeated failure to follow school dress code	Persistent failure to follow school dress code

\*Three reflection forms in a quarter will result in a meeting with the principal.

**Parents: Here are some ways you can help.**

- Have high expectations for your student and reinforce our four core practices at home.
- Ensure your student attends school regularly and on time.
- Find a quiet place at home for school work and make sure homework is completed.
- Communicate with teachers about the needs of your student.
- Resolve any conflicts with school personnel in a timely and positive way.
- Provide your student with good nutrition and adequate sleep.



# SB197

*SB197 Extends applicability of education policies related to teen dating violence, domestic violence and sexual harassment to private schools. SB197 authorizes a person to bring action for injunction compelling private schools to comply with certain laws related to sexual conduct or related to abuse of children. Due to this new law, the Oregon Conference has created a conference-wide policy to address our process and policies for SB 197. The following is required to be published as part of your school handbook:*

## **Oregon Conference Sexual Harassment Policy**

The Oregon Conference of Seventh-day Adventist Office of Education (The Oregon Conference) prohibits unlawful discrimination and harassment of any kind. This policy defines these terms and provides a complaint procedure for all persons described in subsection (5)(b) of Senate Bill 197 (SB197) who believe they have been victims of prohibited conduct.

This policy includes sexual harassment of students by students or staff members; sexual harassment of staff members by students or other staff members; and sexual harassment of persons described in subsection (5)(b) of SB197 by students or staff members. It may also encompass any conduct that a reasonable person in the individual's circumstances would consider unwelcome, hostile, intimidating, threatening, humiliating, abusive, offensive, or violent behavior that is not necessarily illegal, but is still prohibited by this policy.

### Discrimination and Harassment

It is the Oregon Conference policy to provide a learning environment free from discrimination or harassment on the basis of race, color, religion, sex, national origin, marital status, age, or physical or mental disability, or any other characteristic protected by federal or state law. Beyond the legal requirements, it is the expectation for all members of our school community that we follow Biblical counsel and Jesus' example to respect and affirm every person as made in the image of God and loved deeply by Him.

### Sexual Harassment

Sexual harassment is a form of harassment and includes, but is not limited to 1) unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature, explicit or implicit; 2) unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with performance or creating a hostile, intimidating or offensive environment.

### Sexual Abuse or Assault

Sexual Abuse or Assault is 1) conduct of a sexual nature directed toward a person younger than the age of consent or a person who is unable to give consent; 2) unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, psychological or emotional manipulation, threat, or intimidation.

### Prohibited Conduct

This policy prohibits conduct based on an individual's protected status. The following examples, while not comprehensive, represent prohibited behavior:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding or blocking movement, or any physical interference;
- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting and derogatory insults;
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling;
- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings or cartoons that reflect disparagingly upon a class of persons or a particular person;
- Sexual harassment, as described above, including but not limited to unwelcome sexual advances or requests for favors in exchange for conduct of a sexual nature;
- Sharing, requesting, or having possession of inappropriate photos of a sexual nature. (Sexting is the sending of nude or sexually explicit images by cell phone, smartphone, or other electronic devices. Teenagers in Oregon who share nude or sexual images of minors may be prosecuted under the state's child pornography laws.)

### Disciplinary Action

The Oregon Conference will not tolerate discriminatory conduct, harassment, or sexual assault. Any individual found to have engaged in such conduct may face disciplinary action, up to and including expulsion.

### Protection Against Retaliation

The Oregon Conference prohibits retaliation against any individual for filing a complaint regarding conduct in violation of this policy. The Oregon Conference will not tolerate retaliation against any student or staff member for raising a good faith concern, for providing information

related to a concern, or for otherwise cooperating in an investigation of a reported violation of this policy.

### Reporting Procedure

1. Any student or staff member aware of or experiencing discrimination, harassment, or sexual assault at school or participating in school-related activities should report that information immediately and may make the report verbally or in writing to an immediate supervisor or school administration.

2. The school administrator/principal shall contact his/her superintendent to report any information or incident he/she becomes aware of regarding discrimination, harassment, or sexual assault.
3. If the report is of sexual abuse or assault and involves a student, the staff member shall also immediately fulfill his or her duties as a mandatory reporter by contacting either local law enforcement or the Child Abuse Hotline for their state.
4. The Oregon Conference will work in cooperation with the principal to coordinate efforts to ensure the student/staff is protected and to promote a nonhostile learning environment by:
  - a. providing resources for support measures to the student/staff
  - b. taking any action necessary to remove future impact on the student/staff
  - c. investigating and document all complaints
  - d. communicating with involved students/staff and parents. The individual who initiated the complaint and, if applicable, the student's parents shall be notified:
    - i. when an investigation is initiated
    - ii. of the protected rights of the student reporting
    - iii. when an investigation is concluded and whether a violation of this policy was found to have occurred
  - e. documenting action(s) taken.
5. Local law enforcement may be involved if required by the facts of the incident.

#### Time Limitations

Nothing in this policy precludes any person from filing a formal grievance to the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence **no later than five years** after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing."

# STUDENT HEALTH INFORMATION

## Illness

The Public Health Department informs TVA 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 hours. The conditions for exclusion are:

- Chicken pox – excluded until at least six days after first vesicles appear or a doctor's order, or all vesicles are dry (whichever 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, or chills.
- Head lice – excluded until free of nits.
- Impetigo – excluded until 48 hours 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 hours after antibiotic therapy is started.
- Vomiting

## Medication

Students requiring medication at school, including common 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. Any misuse of medication such as giving it to another student will result in disciplinary action.

## Managing Food Allergies

Food allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the school setting if students, parents, and physicians work together to minimize risks of exposure to allergens and provide a safe educational environment for food-allergic students.

### **Family's Role**

- Notify the school of the student's allergies.
- Work with the school team to develop a plan that accommodates the student's needs throughout the school, including the classroom, the cafeteria, after-care programs, during school-sponsored activities, and on the school bus.
- Provide written medical documentation, instructions, and medications as directed by a physician
- Provide properly labeled medications and promptly replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
  - a. safe and unsafe foods
  - b. strategies for avoiding exposure to unsafe foods;
  - c. symptoms of allergic reactions;
  - d. how and when to tell an adult they may be having an allergy-related problem; and
  - e. how to read food labels (when age appropriate).
- Review policies and procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide current emergency contact information and update regularly.

## Homemade Foods

Due to concern about foodborne illnesses, any food items brought to school for birthday or special occasions must be commercially prepared.

## Insurance

Student insurance premiums are part of the tuition fee. *Limited* secondary 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. **Parent insurance is always primary.**

# GENERAL SCHOOL INFORMATION

**Custody Issues** - If there are any custody orders 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 to work together to drop off and pick up our children in a safe, efficient manner.

**Gum** - Gum chewing is not acceptable on campus at any time.

**Lost & Found** - Lost and Found is kept in a container/clothes rack in the elementary stair entrance where it is easily accessible to students and parents. We ask that you check it on a regular basis. At the end of each semester, all items not claimed will be donated to a charitable organization.

**Money** - We 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.

## **Visitors**

- All visitors must report to the school office. Visitors must enter through the front doors of the elementary building, 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.
- Student guests wishing to visit the TVA campus must first obtain approval from the office and staff at least 48 hours before each visit.

# STUDENT ACTIVITIES

**6<sup>th</sup> Grade Outdoor School** – Students in grade 6 have a four day Outdoor School in Oct.

**Grade 7 & 8** – 7/8 Bible Camp, and other activities.

**Grades 9 & 10** – High School Bible Camp, Marine Biology Trip, and others as arranged.

**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-10. 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.)

### **Registration Fee:**

A non-refundable registration fee of \$150.00 is required at the time of registration or re-enrollment.

### **Tuition: (Entrance Fees are included in tuition)**

K – grade 6	\$6,830.00
Grades 7 and 8	\$8,070.00
Grades 9 and 10	\$9,470.00

Ten month and twelve month payment plans are available. Please see the school treasurer for details. Because of the substantial subsidy to TVA by local Seventh-day Adventist churches, Seventh-day Adventist members of the Portland Metro area will receive a church scholarship credit towards their yearly tuition.

### **Discounts:**

Two Students: 2%	(In order to receive the discount, your payment must be received by the 10 <sup>th</sup> of each month.)
Three Students: 8%	
Four or More Students: 12%	



## **Preschool:**

TVA's preschool accepts 3 & 4 year olds that are completely potty trained. Full-time and half-time plans are available, as well as, and 2 or 3 day plans. Please call the school office for details.

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

*(Sharing Energy, Resources, and Vocation in Christian Education)*

Parents with students in grades K – 9<sup>th</sup> need to complete twenty (20) SERVICE hours a year. Parents with students in Preschool and single parent families are responsible for ten (10) SERVICE hours per year. Uncompleted hours will be billed at the rate of \$10 per hour on your June statement. All host families of foreign exchange students that do not have children enrolled at TVA will be exempt of this program. (See pgs. 32 & 33 of this handbook for details)

## **International Students:**

The registration fee for international students is \$1000.00. An additional charge of \$824.00 (K-6<sup>th</sup>) or \$930.00 (7<sup>th</sup> & 8<sup>th</sup>) per student is due at the time of enrollment. Payment for the 1<sup>st</sup> Semester must be made prior to the start of 1<sup>st</sup> Semester. Payment for the 2<sup>nd</sup> Semester must be made prior to the start of 2<sup>nd</sup> Semester.

## **Home School Student Program Fees**

- Yearly enrollment fee of \$100.00 per child to participate.
- A monthly fee of \$50.00 for non-academic class (Band, Choir, Art, etc.)
- Monthly fees for core classes may vary.
- If participating only in after school sports the enrollment fee will be \$50 and the same sport and uniform charges as TVA students.

## **Program Rates**

After School Sports – rates will vary according to the sport program.

## **Forms of Payment**

TVA accepts checks, money orders, and auto ACH debit payments. Credit card payments may be made through PlastiQ at [tvaschool.plastiq.com](http://tvaschool.plastiq.com) PlastiQ charges a user fee for this service. 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.

## **Billing and Collection Policy**

1. Bills are sent on the 1<sup>st</sup> of the month and payment is due by the 10<sup>th</sup> of the month. If payment has not been received by the 20<sup>th</sup> of the month, a \$20.00 late fee will be charged.
2. If satisfactory arrangements are not made by the 30<sup>th</sup> of the month, a follow-up letter will be sent, or personal contact will be made.
3. If satisfactory financial arrangements are not made either with the School Administration or the Accounts Receivable Committee the student may be asked not to attend school.
4. We accept checks, money orders, and Auto ACH Debit payments only. No cash payments are accepted.
5. The Yearly Tuition amount can be divided over 12 months (July - June) or 10 months (August - May). To qualify for the 12 month plan you must have your registration paperwork completed prior to June 18.

## **Additional Policies**

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

**Previous Accounts at TVA** - No student 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. All outstanding accounts must be paid before a student may begin classes in a new school year.

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

**8<sup>th</sup> 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 prorated from the day of withdrawal. Please complete the exit survey form and return it to the office.

## **Hot Lunch**

Our hot lunch cook strives to provide a well balanced, nutritional, tasty, vegetarian meal. Each meal includes milk or juice. Lunches will be charged to the student's account. 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 **TVA**. We do not accept credit cards or check cards as a form of payment. Hot lunches are not served on half days.

<b>Pricing per day:</b>	Lunch (includes drink)-PreK & Kindergarten	\$ 3.75
	Lunch (includes drink)-Grades 1 <sup>st</sup> - 6 <sup>th</sup>	\$ 4.25
	Lunch (includes drink)-Grades 7 <sup>th</sup> - 9 <sup>th</sup>	\$ 4.75
	Lunch "seconds"	\$ 1.00
	Extra Milk or Juice	\$ 0.75

## **Music Lessons (fees set by instructor)**

Piano lessons are taught by:

- Gayle Armstrong:  
armstrongpianostudio@gmail.com

## **B.A.S.E. (Before and 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 for students in grades Pre-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.

B.A.S.E hourly rate:           \$5.25 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	7:00 a.m. – 6:00 p.m.
	Friday	7:00 a.m. – 5:00 p.m.

Students 13 and older who are at school after 3:30 p.m. will be placed in a supervised study hall and charged \$5.25 per hour.

# SCHOOL ORGANIZATIONS

## Home and School

The Home and School Association is TVA's parent-teacher 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, Teacher Appreciation, Art-Smart program, the School Picnic/Open House, Walk-a-thon, as well as coordinating 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.
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. 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.

Parents with students in grades K-10<sup>th</sup> 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 from this program. The SERVICE year extends from July through June each school year. We realize that many families work and do other extra-curricular 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 bi-monthly basis you will receive a SERVICE statement. This statement will show

what hours are required, how many have been completed, and how many hours still need to be completed. On your statement it will also show the amount owed. This amount is only billed on your June statement. 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.

When serving at TVA, 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 Picnic/Parent Orientation Night) where you will get an overview of the SERVICE program, school policies and procedures, sports programs, music program, and other important information. This Parent Orientation evening is a great night to turn in 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. Please refer to the SERVICE information sheet to find ways to help fulfill your SERVICE hours. Your help is not only needed and appreciated, but is vital to our success as a school.

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
- Helping child with homework at school

# 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** – Emailed weekly, a newsletter that keeps our TVA family members informed on weekly and upcoming events, fieldtrips, programs, parent/teacher conferences, community and constituent church events.
- **Flyers** – Special announcements that are sent home with students.
- **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, the school will send a notification through Teacher Ease. Please setup your Teacher Ease account to receive text message alerts. Tualatin Valley Academy generally follows closures/delays of the Hillsboro School District. In the case of a two-hour delay, school will begin at 10:15 a.m.
- **Parent/Student Communication** – If you wish to contact your child you may call the school office, and a 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.
- **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.tualatinvalleyacademy.org](http://www.tualatinvalleyacademy.org) – We have a very informative website which you can assess at your convenience. You'll be able to access the lunch menu, newsletters, current events, classroom links, and much more.



# **ADDITIONAL JUNIOR HIGH AND HIGH SCHOOL INFORMATION AND POLICIES**

## **ASB Participation**

The **A**ssociated **S**tudent **B**ody is a chance for students to take leadership in activities both social and spiritual for the 7<sup>th</sup> through 10<sup>th</sup> grade. It is expected that students who are nominated will be a responsible and positive influence in our TVA 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<sup>th</sup> – 10<sup>th</sup> 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.

## **Graduation**

In order for students to participate in 8<sup>th</sup> 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.

## **Gymnasium**

Students must have adult supervision at all times when in the gymnasium. Food or drink are not 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 provided 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 two days (not two class periods) to make up work for an excused absence (parent note required).
- After three consecutive days of absences a doctor's note is required for excusing absences. Students will receive three "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 5<sup>th</sup> 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.



## School Trips, Music Tour and 8<sup>th</sup> 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 and 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 that will be 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.

## **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: \_\_\_\_\_ Date: \_\_\_\_\_

## **STATEMENT OF NOTIFICATION**

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.