

Milton-Stateline Adventist School

A Seventh-day Adventist Educational Facility



"Kids Growing With Jesus"

School Handbook

53565 West Crockett Road
Milton-Freewater, Oregon 97862
541-938-7131
info@ miltonstateline.org
www.miltonstateline.org



Milton-Stateline Adventist School

ACCREDITED BY

The State of Oregon
National Council for Private Schools
Accrediting Association of Seventh-day Adventist Schools,
Colleges, and Universities, Inc., which is recognized by the
Northwest Association of Accredited Schools

OWNED BY

The Upper Columbia Conference of Seventh-day Adventists
and is operated by the area constituent Adventist Churches
under the guidelines and policies of the Conference.

OPERATED FOR

Seventh-day Adventist youth and others who
wish to obtain an Adventist Christian education.
Milton-Stateline Adventist School does not discriminate on the
basis of race, color, national or ethnic origin in administration
of its educational policies, scholarship programs, and other programs.

OPERATED BY

The School Board, which is comprised of representatives from the
constituent churches. This board meets regularly to review the operation
and to formulate plans for the continued pursuit of excellence in Adventist
Christian education. The faculty, administration, and staff have a responsibility
to operate the school in harmony with the working policies and guidelines of
the local constituency, its operating board, and the church.

For additional information, contact
Milton-Stateline Adventist School
53565 West Crockett Road
Milton-Freewater, Oregon 97862
541-938-7131
Email: info@miltonstateline.org
Web site: www.miltonstateline.org





From the Principal



Jeanne Goodhew
Principal

Milton-Stateline Adventist School is a Christian school located on ten acres in the country and offers a safe, secure, and caring environment where students from preschool through eighth grade can get a quality education.

We challenge our students academically, spiritually, socially, and physically to be the best that they can be. Along with core subjects, we offer PE classes and a variety of music classes, including choir, band, and private music lessons. We also offer some elective classes for students in grades 5-8. Available options may include woodshop, cooking, sign language, music appreciation, guitar lessons, puppetry, art, yearbook, and multimedia.

We encourage parents to get involved in their student's education. This is best achieved by staying in contact with your student's teacher, attending conferences, and participating in your child's school programs. If there are any questions or concerns, the staff are always willing to address them.

Our vision is to be a school where children are loved and nurtured through quality education and equipped for unselfish ministry for others. Students are encouraged to foster a life-long commitment to learning and a growing relationship with Jesus Christ and others.

I pray God's blessing on each person who walks through our doors.

Table of Contents

School Information.....	2
Principal’s Message.....	3
Table of Contents	4
Introduction.....	5
Admissions and Enrollment	6
<i>Vaccine Requirements, Transfer Students, Special Education Needs, Entry Age, Grade Placement</i>	
Financial Information and Policies	8
<i>Entrance and Tuition Fees, Additional Fees, Overdue Accounts, Financial Assistance</i>	
Conduct and Behavior Expectations.....	10
Harassment Policy.....	13
Computer and Technology Use.....	14
Attendance Policy	15
Academic Information.....	16
School Life.....	19
<i>Accident Insurance, Electronic Devices, Cell Phones, Skateboards/Bicycles, Standardized Testing, Field Trips, School Visitors, Dress Guidelines, Home and School, Library, Student-Parent-Teacher Conferences, Medication, PE Classes, Behavior Guidelines, After-School Policy</i>	
Bus Information	23
<i>Rules, Regulations, Discipline Procedure</i>	

INTRODUCTION

Mission oriented. "To make fully devoted followers of Christ who help others to understand the Bible and who share the Gospel of Jesus Christ."

Scripture guided. "We desire to teach our students to be seekers of biblical truths and to enter into a relationship with Jesus Christ."

Achievement focused. "Setting high standards of academic achievement and holding the students, parents, and teachers accountable for reaching those goals."

Service defined. Teaching students the "joy of service in this world and the higher joy of service in the world to come" through outreach opportunities in the churches and practical assistance in the community.

Mission Statement

The Milton-Stateline Adventist School family exists to *show* children Jesus, *nurture* their love for Him and others, *teach* them to think, and *empower* them to serve.

Attributes of MSAS

Milton-Stateline Adventist School offers a peaceful location conveniently located centrally in the Walla Walla Valley. A ten-acre campus furnishes ample space for outdoor use for school and community during most times of the year, while the gymnasium provides space for activities in inclement weather. We have parent orientation night, an all-school swim day, a trip to the Pendleton Parade, field trips, 7th & 8th Leadership camp, 5th & 6th Outdoor school, and Week of Prayer in fall and winter. Other fun activities include a Christmas concert, a spring concert, a talent show, and a school fair. Our main fund raiser for the year is the annual Walk-a-thon, sponsored by the Home and School organization.

Milton-Stateline Adventist School offers a varied and rich program of classes and activities. Music education is offered at each grade level along with private piano or violin lessons and a winter sports program, at an additional charge. We offer a beginning band and an advanced band class.

Enrichment programs may include classes such as computer technology, woodshop, guitar class, phonics instruction in the primary grades, and Accelerated Reader program.



ADMISSION AND ENROLLMENT PROCEDURE

Milton-Stateline Adventist School is operated primarily for education of the youth of the Seventh-day Adventist church. However, the school welcomes applications from all youth who are in harmony with the philosophy and objectives of Christian education and who will cheerfully and sincerely endeavor to live according to Milton-Stateline Adventist School's principles. On admission, every student pledges to willingly observe all the regulations of the school and to uphold the principles upon which the school is based. If a student breaks this pledge, he/she automatically forfeits his/her privilege and may be allowed to remain in school only by administrative action.

It is also a part of the student's contract that he/she will perform all the duties assigned to him/her in connection with the school to the best of his/her ability. Students who are willing to develop positive attitudes, spiritual values, and mental abilities in keeping with the philosophy and objectives are encouraged to apply. The necessary forms for application may be obtained from the school office.

The Admissions Committee acts on all applicants for admission. Action of the committee will take place only after the administration or administratively designated teacher has secured sufficient information to take to the committee. We may choose to recommend testing. Students may not be admitted to the classroom until positive action has been taken by the committee and all necessary forms and arrangements have been made. Typical admittance procedures are as follows:

New Students Applying (Complete these items before continuing to register)

- Complete Entrance Information Form
- Parent and student interview with principal and/or teacher
- Receive any necessary testing and evaluation

New Students Registering

- Address the request form to transfer educational records
- Verify date of birth (i.e. Copy of Birth Certificate)
- Copy of Immunization Record on file

Returning AND New Students Registering

- Re-sign (for returning) and/or complete (for new) Registration Forms (Entrance Information Form, Emergency Medical Consent Form, signed Transfer of Educational Records Form)
- Sign Financial Agreement
- Pay Registration Fee (First tuition payment due prior to first day of school)

Waiting List Policy

When a classroom is full, a prospective student's name will be placed on a waiting list. Priority will be given in the following order:

1. MSAS families who have a student currently enrolled who wish to enroll another sibling. (*Please note: the family must have been at MSAS for a minimum of one semester and have an account which is in good standing.*) Space may be forfeited if pre-registration deadlines are missed.
2. Member and regular attendees of a constituent Adventist Church
3. Other families.

In each of the aforementioned categories, completed applications will be prioritized by the date they are received. Placement on the waiting list does not guarantee a position when one becomes available. Acceptance into the MSAS program is also contingent upon meeting the previously described admission requirements.

Required Immunizations

Preschool	Kindergarten-6	Grade 7-8
<ul style="list-style-type: none"> * 4 DTaP * 3 Polio * 1 Varicella (chickenpox) * 1 MMR * 3 Hepatitis B * 2 Hepatitis A * 3 or 4 Hib 	<ul style="list-style-type: none"> * 5 DTaP * 4 Polio * 1 Varicella (chickenpox) * 2 MMR or 2 Measles, 1 Mumps, & 1 Rubella * 3 Hepatitis B * 2 Hepatitis A 	<ul style="list-style-type: none"> * 5 DTaP * 1 Tdap * 4 Polio * 1 Varicella (chickenpox) * 2 MMR or 2 Measles, 1 Mumps, & 1 Rubella * 3 Hepatitis B * 2 Hepatitis A

Transfer Students

All new and/or transfer students will be welcomed on a 30 day probationary basis. During the probationary period the student will demonstrate a desire and willingness to abide by the expected rules of conduct and a determination to pursue a quality education. Those coming from other Seventh-day Adventist schools and preschools must present verification of having cleared all financial responsibility with their previous school. New and/or transfer students may not be accepted to Milton-Stateline Adventist School after the fourth quarter has begun.

Special Educational Needs

Milton-Stateline Adventist School has a part-time Special Ed teacher available on campus to assist students and parents in testing, evaluating and obtaining appropriate professional help for students with special needs. The school may deny admission when it is clear that the need is beyond the resources of the school.

Age for Admission to Kindergarten and First Grade

Students entering Kindergarten and First Grade **must** meet the age qualification with no exception. Age must be verified by birth certificate or other legal document normally accepted for the verification of age. A copy of such verification must be presented for student records. Kindergarten students must be five (5) by September 15th of the school year. First grade students must be six (6) by September 15th.



FINANCIAL INFORMATION

It is our wish that every student desiring a Christian education has the opportunity, however, it is the parents' responsibility to keep the account balanced. If parents need financial assistance, it is the responsibility of the parents to find financial sponsors or inform the school of financial needs. Financial arrangements must be made prior to registration or at the time assistance is needed, and before the account becomes delinquent.

Requirements to Enter and Register

A student transferring from another school should have his/her previous account fully paid before enrolling or notifying MSAS of outstanding balance at the time of registration. To register for school, the parent or guardian must accept financial responsibility for the student's account and that the account will be paid regularly in accordance with stated policies. Students with outstanding balances will not be accepted for a new school year until the account is made current or a plan to reduce the outstanding account has been submitted for approval.

Tuition Rates

It is the purpose of the Milton-Stateline Adventist School administration to keep the charges of the school as low as is consistent with good business practices. The rates are based on service costs and commodity prices prevailing at the time of this publication and are subject to change in the event of a marked increase in the cost of operating the school. The school is partially maintained through substantial subsidies from the Upper Columbia Conference of Seventh-day Adventists and the members of constituent churches.

Additional Fees

Milton-Stateline Adventist School offers additional, optional programs and services at an additional cost. The programs and costs below are approximate costs and may be subject to change:

- *Ski program:* Fees for lift, rental and lessons are determined by Bluewood Ski Area. Students who are not picked up by 5:30 pm on ski days will be charged a \$5 per 15 minutes.
- *After-School Charge:* Students who are not picked up by 3:35 pm Monday-Thursday or by 12:15 pm on Friday will be charged a fee of \$5 per 15 minutes. The fee may be paid at the time or charged to the student's account.

Overdue Accounts

The MSAS board has taken the action that the school will not carry over unpaid accounts. In other words, all accounts must be paid before starting a new school year, unless an arrangement that details a plan to reduce past due accounts can be made with the approval of the Finance Committee Chair, Principal, Treasurer and constituent Pastor. Accounts will be considered delinquent after 30 days and a letter will be sent notifying of the delinquency. After 60 days, if the amount due on your statement is greater than two months of your family's agreed monthly payment, your student(s) will be asked to remain home until the bill is brought current. Overdue accounts may be sent to collections at the discretion of the finance committee.

Entrance Fees & Tuition Payment Policy

Entrance Fee—This fee is non-refundable and helps to cover the cost of books and supplies, library and technology use and expenses, yearbook and insurance. This fee must be paid by registration before a student can enter school.

Tuition—Tuition will be billed in ten (10) monthly payments, August—May. The first payment is due on or before Registration in August. Each additional payment will be due on the 25th of each month. If the 25th falls on a weekend or holiday, payment will be due on the next business day. A \$10 late fee will be assessed if the payment is not received by the 30th. A \$20 fee will be charged on all returned checks. *If a student enters late or exits early, he/she will be charged a prorated rate for the number of days of actual attendance for the month of entrance or withdrawal.*

Financial Assistance Policy

Milton-Stateline Adventist School has scholarship funds available only when donations are received. All monies granted are based on what generous donors have contributed. It is the responsibility of the parent to fund all tuition and fees; however, when parents do not have sufficient money, the first step is to contact their home church and then MSAS. MSAS cannot award any funds without the parent/guardian first having applied for assistance and receiving an answer from their home church.

Process and Criteria for Financial Assistance

- The parents/guardians must *first contact their home church* and receive an answer regarding the amount of assistance the church is able to give.
- The parent/guardian must keep their portion of the account current.
- The student(s) must have good citizenship and maintain a C or better grade average (2.0).
- Assistance is granted for one year at a time. The parents/guardians must re-apply every year.
- Parents/guardians must provide documentation of their financial situation.
- Parents/guardians receiving education benefits from a Seventh-day Adventist institution may be awarded less.
- Exceptions to the above process will be considered only on a case-by-case basis.
- The student(s) and parents/guardians must be supportive of MSAS in every way.
- Application deadline for MSAS financial assistance is the last Thursday in July. Check with your church for their deadlines.

Failure to comply with any of these criteria will result in the suspension of financial aid until criteria is met.



CONDUCT AND BEHAVIOR EXPECTATIONS

Goal to Train Citizens

This school exists not only to train students for life in heaven, but for productive lives on earth, as well. One of the philosophies that drives citizen training is the viewpoint that school is a student's occupation. As educators, we are apprenticing students to be successful in the work force. With every job comes expectations and requirements of punctuality, dress codes, efficiency, etiquette, appropriate behavior, obedience to authority. The same is true here at MSAS. To be successful at their job (whether at school, on the bus, on an educational trip, or at an off-campus activity), students are to take responsibility for meeting these expectations through their words and actions. As “employers”, our goal is to use constructive guidance and reinforcement (praise, awards, recognition) to help each student develop a God-centered self-esteem, achieve maximum productivity. To willingly observe all school policies and to exemplify the fruits of the Spirit in their daily lives is the equivalent of signing a job contract.

Principle of Conduct and Behavior is Love and Respect

God is LOVE; this is the main principle of truth—and is encouraged to be exemplified in all behavior. Love can also be described as respect—for oneself, for each other and for property. We realize that students, as well as adults, are not perfect. We are, however, all in the process of realizing our holy calling as sons and daughters of God. Christ's life evidenced the fruits of the Spirit, which outline core principles in the development of Christian character and in working together as a family. All members of this family are encouraged to pursue a relationship with Jesus that inspires each one—in word and action—to live by the fruits of the Holy Spirit—love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

Expectations of Students

A student of Milton-Stateline Adventist School is expected to support the administration's efforts to provide a positive, safe, and orderly environment by promising to read, become familiar with, and follow the policies outlined in the school handbook. MSAS students are expected to be students who (both on and off campus):

- Seek to develop physical, mental, and spiritual energies to serve and honor God.
- Show respect for God, themselves, others, & things (school & personal property).
- Practice honesty, integrity, and morality and ask for help when they need it.
- Refuse to use or support the use of tobacco, alcohol, or drugs. **We have a zero tolerance policy: no drugs on campus or school sponsored trips. The student will be turned into the local authorities to be dealt with and may result in being dismissed.**
- Come to class prepared with homework completed, books, writing utensils, etc.
- Endeavor to influence and assist fellow students in supporting school ideals.
- Deliver school communications to their parents (notes, reports, etc.).
- Get adequate rest, eat a good breakfast, nutritious snacks, and a healthy lunch.
- Do not bring toys or electronic equipment to school and school sponsored events (unless given specific permission) such as CDs, video games/Game Boys, iPods.
- Chew gum with permission only.
- Associate in groups and refrain from dating behaviors (hanging out as couples).

The following behaviors (citizenship irregularities) may result in restitution, detentions, suspension or expulsion: unsatisfactory academic progress or conduct, having a spirit that is manifestly out of harmony with the standards and principles of the school, exuding an influence that is detrimental to others, being involved in any action that undermines or ridicules school ideals, bringing weapons/dangerous instruments to school (such as firearms, fireworks, knives, toy weapons, slingshots, matches and/or lighters), constantly disrupting school, habitually violating

the dress code, participating in gang activity, leaving campus during school hours without permission, lewd conduct, fighting, theft, using obscene/profane language, tampering with the school fire alarms or fire extinguishers, having inappropriate literature, pictures, games or fighting.

Expectations of Parents

Parents and guardians should encourage their students to uphold school standards at all times. A time for study should be provided for each student outside of regular school hours. Time is provided at school for study, but additional time may be needed to complete assignments. Every effort is made to work closely with the parent for the success of each student's program. Occasionally questions or problems arise between the student and the school of which the school may be unaware. If such reports are brought home, please call or visit the school so that a cooperative effort may be made to resolve any problem. Items that pertain to classroom discipline, subject grades, individual class attendance, classroom instruction, teacher methods, or other teacher-related matters should first be discussed with the teacher. More responsibilities include, but are not limited to, the following:

- Bring their students to school on time each morning.
- Read the News Notes to keep up-to-date with happenings at school.
- Purchase the needed class supplies.
- Check student's weekly progress report (online or get copy from student).
- Make sure student has a consistent time and place for homework.
- Provide the student with a good breakfast, nutritious snacks, and a healthy lunch.
- Encourage students to do their best and to ask for help when they need it.
- Communicate ideas and concerns to the teacher and volunteer to help in any way.



Expectations of Teachers

In our desire to provide a Christ-like atmosphere, the faculty and staff of Milton-Stateline Adventist School, partnered with parents, regard the personal growth of each student as a part of our responsibility. As faculty members, we become involved in each student's life through our everyday contact in a variety of activities, recreation and work. This opportunity for a close relationship with each member of the faculty is a special aspect of education here at MSAS. The administration and faculty of Milton-Stateline Adventist School accept the responsibility to develop and implement in a classroom setting a curriculum and/or classes within that curriculum that emphasize content which will foster independent thinking, the development of a Bible-based personal value system and problem solving skills.

The Teachers' Role

- To reflect Christ's love and give the best effort possible.
- To come prepared to teach interesting lessons that accommodate individual learning styles
- To enforce class guidelines and to answer questions.
- To model what it means to respect and honor each other and to show respect to students.
- To communicate current academic status to student and parent.

(Note: The teacher's job is not to make the student learn, babysit, or chase down the student to turn in missing work).

Zero Tolerance Policy

MSAS exercises a zero tolerance policy when dealing with any student using, handling, possessing or furnishing to others tobacco, alcoholic beverages, unauthorized or illegal drugs and/or drug paraphernalia, and weapons of any kind. A student involved in any of these behaviors while on campus or on a school activity may be expelled.

Student Discipline Procedure

Step I: Handled by the teacher in the classroom (verbal reminders, verbal reprimands, change of seating, contact parents if needed, isolation, loss of privileges, temporary removal from class or lunch detention, referral to principal with parents contacted if needed).

Step II: Principal and teacher meet with the student to discuss incident (verbal reminder, reprimand and/or possible in-school consequence, contact parents, in-school suspension)

Step III: Principal, teacher and parent meeting (behavior contract, possible suspension, recommendation to withdraw)

Step IV: Referral to School Board (consider any other options, expulsion).

Hebrews 12:11 ESV

"For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it."

Grievance and Problem-Solving Procedure

Milton-Stateline Adventist School recognizes that parents and other school patrons have a right to discuss grievances against the school. However, the school also recognizes that an orderly procedure for resolution of a grievance is essential. In all aspects of grievance procedures, the student is the prime concern. The following steps, based on the Bible and school board-voted policy, will be used for resolving any differences. A full copy can be picked up at the office.

1. Schedule a conference with the person at issue and seek resolution there.
2. *If not resolved*, there are two more options, both of which can be used:
 - ⇒ Schedule another conference with the person at issue and bring two or three others who have themselves experienced the issue or witnessed it.
 - ⇒ Schedule another conference with the person at issue and include someone from school leadership who can act as an arbitrator: the principal, the school board chairperson, a local pastor, or a representative from the UCC Office of Education.
3. *If still unresolved*, contact the personnel committee chairperson to schedule a personnel-committee review where both verbal and written records of all preceding conferences will be presented by both parties to the issue. The personnel committee will either arbitrate an agreement, or, in executive session, recommend a judgment or a solution to the school board. *NOTE: The person at issue, or any family members, must leave the room whenever the personnel committee or the board goes into executive session to address the issue.*
4. *A final resolution*, or ratification of the personnel committee's solution, will be made at the school board level. All such issues shall be reviewed in executive session. All parties will be officially notified in writing of the Board's decision.

Harassment Policies

Milton-Stateline Adventist School is committed to providing an environment that is free from discrimination. In keeping with this commitment, MSAS maintains strict standards prohibiting unlawful harassment, including sexual harassment, bullying, and cyber bullying. These standards prohibit harassment in any form, including verbal, physical, and visual harassment.

Sexual Harassment

Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature, which is offensive and/or inappropriate. It can be words spoken or written, or physical behavior. It includes offensive pictures, graffiti, jokes and stares. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

Reporting Procedures

Students who have experienced sexual harassment need to report the incident to school authorities as soon as possible. If the harassment is between students, the student reports the incident to the classroom teacher or to the principal. If the harassment comes from an adult, the student reports directly to the principal or another responsible adult.

Bullying

We are proactive in dealing with bullying. A student involved in any of these behaviors while on campus or on a school activity may be expelled.

Resolving Sexual Harassment Complaints

Any employee of the school, upon receiving a complaint or otherwise learning of alleged sexual harassment, shall notify the principal, or if the principal is allegedly involved in the harassment, the Upper Columbia Conference Superintendent of Schools. The school will investigate the matter promptly, thoroughly and confidentially. If harassment is found to have taken place, such appropriate corrective action will be taken as reasonably necessary to end the harassment. After the investigation and response, the alleged victim will be informed that appropriate action has been taken. The school will also make appropriate follow-up inquiries to ensure that harassment has not resumed and that the alleged victim has not suffered retaliation.

Child Abuse Reporting Obligations

In accord with Conference policy and Oregon law, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation.

In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such report to the proper authorities for their investigation and review.

COMPUTER , CELL PHONE AND TECHNOLOGY USE POLICY

We are pleased to offer students of Milton-Stateline Adventist School access to the computer network resources and the Internet. We allow students to use their own phones only with teacher permission. Parents/guardians, please read the acceptable Use form with your student then sign the permission portion of the form and return it to the school.

Student Cell Phone Use and Computer Use

The network is provided for students to conduct research, complete assignments, and save their work in an electronic portfolio. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on student phones and on computers just as they are in a classroom or a school hallway. **Access is a privilege – not a right.** Therefore, general school rules for behavior and communications apply and all phone and computer users must comply with Milton-Stateline Adventist School standards.

Internet Use

The Internet provides a wealth of information at our fingertips. Our intent is to use the Internet for educational goals and objectives. At Milton-Stateline Adventist School, computer use is monitored in the classrooms and lab. **Students use the Internet and cell phones only when permitted by a teacher.** Many websites are bookmarked for the younger children to avoid surfing on the web. Milton-Stateline Adventist School has filtering software in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. If a student accidentally accesses a site that is inappropriate, he or she must inform the teacher immediately and close the program.

The activities below are not permitted at Milton-Stateline Adventist School.

- Using student cell phone without a teacher's permission
- Sending or displaying offensive messages or pictures
- Using obscene language
- Giving personal information, such as a complete name, phone number, address or identifiable photo without permission from teacher and parent or guardian.
- Harassing, insulting or attacking others
- Damaging or modifying computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work, or files

Employing the network for commercial purposes, financial gain, or fraud

The following steps will be taken for any student using their cell phone without permission by a teacher:

First offence-The phone will be taken to the office and the student must come and retrieve it.

Second offence-phone will be dropped off in the morning at the office and then retrieved by student at the end of school for one week.

Third offence- The student will not be allowed to bring their phone to school for the remainder of the school year.

Violations in computer or internet use may result in a loss of access as well as other disciplinary or legal action. Parents/guardians will be contacted regarding any significant incidents.

ATTENDANCE POLICY

To develop personal responsibility, every student is expected to attend school regularly and punctually; it is assumed every parent will help his/her student accomplish this. The school day begins at 8:15 am and ends at 3:20 pm. Friday dismissal is at 12:00 pm for everyone.

Absence Policy

Students are required to be in school 90% of scheduled days. This allows for no more than 5 unexcused absences per quarter. Reasons for excused absences include: sickness, funeral attendance, doctor/dental appointments, and emergency family situations. Unexcused absences over 5 days per quarter are considered excessive and a letter of notification will be sent to the parent/guardian of the student and a conference may be requested. Any child whose unexcused absences reach 21 days will be considered for retention and/or legal action. Unexcused absences that exceed these guidelines violate the Oregon State Compulsory School Attendance Law and require the School Board to file a truancy petition with the magistrate court of Umatilla County.

When a student is going to be absent that day, the parent is expected to call the school by 8:30 am.

Students who need to leave school during the day must also provide a note. In addition, when a student is absent more than one day, assignments can be obtained by calling the office by 8:30 am and can then be picked up between 3:15 and 4 pm the same day. If a student is absent four consecutive days, a doctor's note is required. When students return from being absent, they are responsible for checking with their teachers for any missing work that needs to be completed and will have the same number of days missed to turn in their assignments.

When a student knows ahead of time that they are going to be absent, it is strongly recommended to inform the teacher at least a week prior to the known absence. Teachers are not required to give more than one week's worth of work.

Tardy Policy

Tardies are considered unexcused except for unavoidable circumstances (i.e. automotive/traffic emergencies, sudden illness).

Attendance

Perfect attendance is no absences and no unexcused tardies. Excellent attendance is one excused absence and 1-3 unexcused tardies. Students will be rewarded at the end of each quarter for perfect and excellent attendance.

ACADEMIC INFORMATION

Academic Placement

The following factors are to be considered in grade placement: 1) Chronological age, 2) emotional, physical, and social development and 3) scholastic achievement as determined by: standardized test score, the student's ability to reason and to express ideas logically, and prior school performance as evidenced by cumulative records, report cards, and the recommendation of the previous teacher/s.

A Partnership Approach to Progress

It is the goal of Milton-Stateline Adventist School administration and staff to have every student working at his/her full academic potential. In order for this to happen, the school must have the cooperation and combined efforts of students and parents. The parents will need to help their student by providing directions and encouragement in good study habits. It is helpful to have a set time and place to complete homework. .

The following process is used in helping students become "progressively responsible":

- P/K: Student's are taking responsibility for their actions; completed work is sent home.
- 1st & 2nd grade: teachers send parents' info folders home for review and return on a weekly basis.
- 3-8 grade teachers update online grades at least once a week. Parents/students will be issued a password to access weekly progress reports that can be accessed through the school website www.miltonstateline.org. In homes where web access is not available, parents need to ask the teacher for a weekly printout.
- In addition, 5th-8th are encouraged to utilize a daily planner to help them keep track of the assignments and activities for which they are responsible. These students are also expected to take more responsibility for being prepared for class and to work neatly, thoroughly, and to get work done in a timely manner. It is helpful if parents would also encourage their students to utilize a daily planner and to check their progress reports and planners weekly.

Report Cards

First and second quarter report cards will be given out at Student-Parent-Teacher conferences. Mid-term reports are mailed home approximately the 5th week of each quarter. The third and fourth quarter report cards will be sent home at the end of the quarter.

Curriculum

Kinderschool

Curriculum includes Bible lessons, a comprehensive, individualized reading program, in addition to an individualized numbers program. Woven throughout the core curriculum is PE, art, science, social studies and music.

1st-8th Bible Classes

Bible curriculum has been developed by the Adventist Church and is Bible-focused and Christ-centered. Younger students learn character-building lessons from the stories of the Bible, while the middle and upper grades are more focused on issues and topics. Service and outreach opportunities are an integral part of learning, as well as scripture memorization and shared leadership in worship experiences. It is our hope that each student will accept Jesus as their personal Friend and Savior. Parents are invited to study this curriculum with their students.

1st-8th Mathematics

Each class uses nationally recognized, denominationally recommended curriculum. In the young grades, a formulation of the basics are developed in math computation (+, -, x, ÷), with mastery of concepts a top priority. Algebraic form is introduced early and is frequently revisited, providing an excellent base for transition into higher math. Pre-algebra is taught in 8th, with Algebra I also being an option for those who are more advanced.

1st-8th Reading

Teacher-directed instruction is implemented with the Pathways reading series and is supplemented with phonetic materials. In addition, students participate in Accelerated Reader, which is an individualized student-selected literature program monitored by computer and teacher. Many teachers also engage students in literature sets and use discussion and reading comprehension activities. Students spend time weekly in each venue.

1st-8th Language Arts

The language arts curriculum focuses on two main aspects: writing and grammar. Students spend time learning grammatical concepts by completing exercises and applying those concepts through writing and editing projects.

1st-8th Science

Students are introduced to a broad survey of all science topics, with special emphasis on a Creator Scientist. An inquiry-based model is used to solve problems observed in this world. Hands-on labs play an integral part of the weekly curriculum.

1st-8th History

Nationally recognized denominationally recommended textbooks are used in each grade. The lower grade curriculum covers community economics and resources.

1st-8th Physical Education

All students are required to participate in P.E. unless a written excuse from a doctor is presented. Students in grades 5-8 may wear T-shirts and shorts that meet the school dress code and must wear closed-toe shoes.

Curriculum (cont.)

1st-8th Music

As participants in the music program, students are introduced to a variety of musical experiences. All grades are involved in a music class twice a week that integrates basic music theory with performance opportunities in a choir setting. Because of changing voices, 7th & 8th are given the option to join music class or art class. Students are required to attend all choir performances. Private instruction is available for piano. 5th grade students will have beginning band classes 2 days a week and 6th-8th will have advanced band classes 2 days a week.

Honor Roll (for grades 5-8)

MSAS promotes and recognizes academic excellence. At the end of each quarter students are recognized for their academic achievement in making the honor roll. (3.5 GPA or higher)

Standardized Testing/Achievement Tests

Grades 3 – 8 are required to take the Iowa Test of Basic Skills (ITBS) and the Cog AT (Cognitive Abilities Test) each fall. These tests are valuable tools for the teacher in determining a student's strengths and weaknesses. It is strongly urged that parents take special care to provide proper sleep and nutrition during this time. It is to the student's benefit to be in the best possible physical condition during this time. Parents should also make every effort to not take students away from school during this period. The Iowa Test of Basic Skills (ITBS) and the CogAT (Cognitive Abilities Test) are given to students during the second week of October.

Graduation Requirements

To be eligible to receive a regular diploma and participate in graduation exercises, 8th grade students must successfully complete all of their course work. In most cases, student who fail course work will be required to complete a summer school program before receiving their diploma. Unsuccessful completion of elementary course work may result in a student being ineligible to be promoted to the 9th grade. In this case, a "certificate of attendance" may be issued rather than a regular diploma. All financial obligations to the school must be paid or satisfactory financial arrangements must be made at least one week prior to graduation. Any student failing more than 3 core classes is in jeopardy of not receiving a diploma.

Student-Parent-Teacher Conferences

Twice each year, following the first and second quarter periods, Student-Parent-Teacher Conferences are scheduled. These conferences are deemed very valuable to the parent and the teacher and are for the ultimate benefit of the student. Parents should make every effort to meet these appointments for the report by the teacher on the academic progress of the student

and for the parent to receive answers to their questions concerning the same topic. Teachers may request a Student-Parent-Teacher conference on a case-by-case basis at any time.

SCHOOL LIFE

Accident Insurance The student accident insurance policy provides coverage for students while at school and on school sponsored functions. The school is not liable for loss or damage to personal property, including electronic devices, toys, musical instruments, etc., brought on the school premises. For details on the student accident insurance policy , inquire at the office.

Skateboards, Bicycles, Etc. Skateboards and skates are not to be used while on the campus. Student bicycles are to be pushed rather than ridden on all school sidewalks and drive-ways. Abuse of this policy may result in confiscation.

Field Trips Field trips are designed to enrich and enhance the classroom curriculum. In addition, there are times when field trips are organized as a special classroom reward. Keep in mind that the trips are organized for specific classes and age groups. (Siblings in other grades are not to join.)

School Visitors

Milton-Stateline Adventist School is proud of our graduates and former students. While we enjoy seeing them and any visitor, our policy is that we ask for a twenty-four hour notice for any request for an on-campus visit. This request needs to be made to the school administration. We appreciate your cooperation.

Lost and Found

Lost and found items may be claimed at the school office, or from the classroom teacher. The office will hold items for 60 days.

Dress Guidelines

- School wear should be of appropriate size and length. Shirts, sweatshirts or jackets may display graphics of an appropriate nature. However, ***no graphics may be worn that go against the Christian values of MSAS.*** This would include rock bands of any kind, video games, anything depicting violence either in picture or words. Patterns are acceptable. As always the MSAS administration and staff will have the final determination in what is considered to be inappropriate or appropriate. A student who chooses to wear inappropriate attire as determined by the staff or administration will be asked to change into an appropriate shirt to be provided by the parent or school.
- Baggy pants, pants that are too long, or excessively tight or short are not acceptable. Pants with rips must have leggings underneath.
- Leggings, jeggings and tight pants must be worn with a top whose length is no shorter than the tips of the child's finger tips when their arms are held at their sides.
- Ball caps may not be worn in the school building except during PE.
- Glasses, other than prescription eyewear, may not be worn inside school buildings.
- Jewelry is not to be worn on campus or at any school function. Only medical bracelets are allowed.
- Undergarments are not to be visible. This includes bra straps, boxers, and underwear. All swimsuits worn at school-sponsored events are to be modest (girls, no midriffs exposed).
- No open-toed or "heely" type shoes are allowed.
- Hair must be clean and well groomed. Extreme hairstyles are not acceptable.
- Tank tops are not to be worn. Girls may wear sleeveless shirts if the shoulder area covers at least a 4-finger width.
- Any make-up worn should appear clean and natural. Nail polish must be clear.
- The length of dresses, skirts and shorts must be no shorter than the tips of the child's finger tips when their arms are held at their sides.

Exceptions to the regular school attire will be announced prior to a school event that requires or allows special clothing.

Physical Education Classes

Participation in recess and Physical Education activities is required. Only those who have physical deficiencies will be exempt and in those cases every effort will be made to devise a program that will allow the student to participate to a degree in keeping with the student's ability. Instructions from the student's physician or other medical arts personnel will be used as a guideline to the development of such a program. Short-term illness that necessitates temporary non-participation must be verified by a physician's note. Minor illness may be excused if a note is sent from the parent to prevent abuse of this type of excuse.

Home and School

The Home and School Association is for the purpose of uniting the home, school, and church in positive ways and providing parent education, social activities, and fund-raising for appropriate school needs. The Home and School Association is comprised of parents and staff. The officers are elected from church representatives provided by each constituent church's nominating committee, and the Home and School leader serves on the school board. Meetings are regularly scheduled and are open to all parents.

Library

The library is provided for use by the students and staff of Milton-Stateline Adventist School. The primary functions are to provide resources for reference and research, and to meet the

educational and recreational needs of the students. Books, USB sticks, and other materials may be checked out from the library, usually for a two-week period. Students will be charged the full replacement value for materials that are not returned, are lost, or are damaged.

Before School and After School Policy

Students should not arrive at school until at least 7:30 in the morning. Students are expected to leave the school grounds promptly after dismissal. Any student that does not promptly leave the school grounds after dismissal, remains at his/her own risk and waives any claim he/she may have against the school or any of its related entities. The children should go directly home or to other places arranged by the parents. There should be no loitering along the way.

An after-school charge will be assessed for students who are not picked up by 3:40 p.m.(20 minutes) Monday through Thursday or by 12:15 p.m. on Friday at a rate of \$5.00/15 min. We do not have after-school supervision and cannot have students here after school hours unless they have pre-arranged to be in after-school study hall, which meets from 3:25-4:25, Monday, Wednesday or Thursday. This study hall is for students in grades 5-8. The only other reason a student would be here on campus after school is for the after-school sports program for grades 5-8. Students from this activity should be picked up promptly after practice has ended.

Health at School

Your child will not be able to stay at school and must be picked up immediately and/or must not be brought to school if they exhibit any of the follow symptoms: Diarrhea, vomiting, a fever of 100* or higher, sore throat, severe upper respiratory infection with coughing, head lice, skin infections, (boils, ringworm, impetigo, etc.), rash of unexplained origin or any eye infection. Students must stay home 24 hours after a bout of vomiting, diarrhea, fever, sever coughing to prevent the spread of disease to the other students and MSAS staff.

Health Guidelines for Parents

- Encourage students to get adequate sleep during the school week.
- Help students start their day with a good breakfast.
- Send healthy snacks/lunches: avoid excessive sugar, no caffeinated beverages, no glass containers.
- After sickness, student must be fever-free for 24hrs. before returning to school.

Birthdays and Other Private Parties

When planning birthdays and private parties, please include everyone in the class, or discuss and plan these events outside of school time.

School and Office Hours

Normal daily school hours for our K-8 students are Monday through Thursday from 8:15 a.m. to 3:20 pm. Every Friday school dismisses at 12:00 noon. The hours for The Learning Tree Christian Preschool (located within MSAS) are 8:15 a.m. to 12:00 noon Mon. through Fri. Office hours usually coincide with school hours. Summer office hours are generally Monday through Thursday, 9:00 a.m. to 1:00 pm, unless posted otherwise.

Classroom Teacher Availability

Teachers are scheduled to be available for at least 20 minutes before and after school for parent consultation and/questions. If parents have alternate times that would be more convenient they should make an appointment with the teacher.

Adverse Weather and School Closures

We do follow the Milton Freewater school District on delays and closures and we also take in to consideration what the College Place and Walla Walla School Districts are doing during inclement weather conditions.

The bus will run on a two-hour delay **as needed** due to inclement weather, otherwise school will begin at the regular time, 8:15 a.m. On days with a two-hour delay, the bus will run a modified route. It will make stops in College Place and Walla Walla. Students in outlying areas will need to use one of the following stops for pick-up and drop-off: **Andy's Market** and at the empty lot on the **corner of College Avenue and Whitman** in College Place and **Loney's Market** off of 2nd Street in Walla Walla. Check with the bus driver for any changes in these stops.

On a day when a delay or closure is necessary, information will be posted on the MSAS website (www.miltonstateline.org) and MSAS Facebook by 6:30 a.m. if possible. When there are days of inclement weather, use your best judgment and come as you feel safe. Students who are tardy on adverse weather days will be excused. As always, the safety of you and your student is most important to us.

BUS INFORMATION

School Bus Regulations

- The driver is in charge of the bus. All students are expected to obey his/her requests.
- Fighting, wrestling, or boisterous activity is prohibited on the bus.
- Students shall use the emergency door only in case of emergency.
- Students who ride during the morning or afternoon bus route must be on time.
- Students shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus. This includes skateboards and scooters.
- Students shall remain seated while bus is in motion.
- Students may be assigned seats by the bus driver.
- When necessary to cross the road, students shall cross in front of the bus or as instructed by the driver.
- Students shall not extend their hands, arms or heads out the bus windows.
- Students shall have written permission to leave the bus other than at home or school.
- Students shall converse in normal tones; loud or vulgar language is prohibited.
- Students shall not open or close windows without permission of the driver.
- Students shall keep the bus clean, and must refrain from damaging it. There is no eating food and candy or gum chewing on the bus.
- Students shall be courteous to the driver, to fellow pupils, and passers-by.
- Students who refuse to obey the regulations may forfeit their privilege to ride on the buses.

Bus Discipline Procedure

For the students riding the bus to and from school, safety demands a certain amount of discipline. Any student who behaves in an unsafe manner or who disobeys the driver or who disobeys any of the above listed rules will be given a ticket by the driver. If a student receives three tickets, he/she will not be allowed to ride for one week. When allowed back, if behavior still is not satisfactory, s/he will be brought before the school board for further action. The school bus is equipped with two cameras for safety reasons. If a problem occurs the videos will be reviewed.

