

**PORTLAND ADVENTIST ELEMENTARY SCHOOL**  
**3990 N.W. 1st Street**  
**Gresham, Oregon 97030**

**(503) 665-4102**  
**FAX (503) 665-9486**  
**www.paes.com**  
**www.rocksolidschools.com**

A SEVENTH-DAY ADVENTIST SCHOOL  
Preschool through 8th grade

Accredited with

Northwest Association of Accredited Schools  
Accrediting Association of Seventh-day Adventist  
Schools, Colleges and Universities. Inc.  
North American Division Commission on Accreditation

Member of

National Council for Private School Accreditation  
Oregon Federation of Independent Schools

Portland Adventist Elementary School is registered with the  
Department of Education in the State of Oregon

2005-2006

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## FACULTY AND STAFF

Robert McDonald	Principal
Kathy Cotterman	Accountant
Deeta Stinson	Secretary
Krista Lott	Receptionist
Leanne Gainer	Kindergarten/Latchkey Director/Art
Erica Haning	Kindergarten
Jada Neely	Grade 1
Michelle Nelson	Grade 1/2
Sharon Zull	Grade 2
Gina Ross	Grade 3
Anita Shultz	Grade 4
Frances Davidson	Grade 4
Ida Parker	Grades 5
Shauna Rustad	Grade 5
Nichole Pierce	Grade 6
Barbara Plubell	Grade 6
Ray French	Grades 7 & 8
Brad Hunter	Grades 7 & 8
Tami Hunter	Grades 7 & 8
Linda Waagen	Grades 7 & 8
Jon MacLachlan	PE/Athletic Director
Anthony Neely	Music
Lynn Larsen-Hanson	Piano
Rachel Ludt	Strings
Randy Cummings	Technology Coordinator
Nancy Stinson	Library
Ron Stinson	Plant Services Director
Ron Sulzle	Plant Services
John Bilinowich	Custodian
Ann Carl	Teacher Aide
Madelynn Cummings	Teacher Aide
Shirley Jordan	Teacher Aide

## **GENERAL INFORMATION**

### **A SCHOOL OF PURPOSE**

#### Portland Adventist Elementary School Mission Statement

The Seventh-day Adventist Church recognizes each student's individual value as a child of God and desires that each student should have the opportunity to receive a Christian education. Portland Adventist Elementary School is committed to excellence in Christian education while leading each student in a growing relationship with Christ. Our commitment is to a balanced experience in the areas of spiritual, intellectual, physical, emotional and social development that will enable students to face the challenges of life and to contribute to society.

### **A SCHOOL OF PROMISE**

We are committed to lift up each child as a special child of God.

Portland Adventist Elementary School promises you and your children a secure, stable and high quality Christian education. Our school is located in a quiet residential neighborhood where children are safe while they learn under the guidance of qualified, caring Christian teachers.

PAES was founded in 1885 by the Seventh-day Adventist church and has served the Portland area continuously since that time. In 1974 it was built at the present location on twenty-three acres of pastoral land on the west side of Gresham. Our school serves a diverse population and welcomes children of all faiths and ethnic backgrounds who

desire an opportunity to have Christ and the teachings of the Bible as part of their education. The diversity of our school population is one of our strengths. We are committed to lift up each child as a special child of God.

Portland Adventist Elementary School offers many educational opportunities for children from preschool through eighth grade. These programs and other services are highlighted throughout this booklet. Many of our students continue their education at Portland Adventist Academy, a co-educational Christian High School adjacent to Adventist Medical Center.

## **ORGANIZATION AND GOVERNMENT**

Portland Adventist Elementary School is governed by a board of directors whose members are appointed by ten Seventh-day Adventist Churches in the greater Portland area. Each of these churches give financial support to the school. These churches are:

Mt. Tabor	Rockwood	Lents
Sharon	Stone Tower	Romanian
Sunnyside	Your Bible Speaks	Korean
New Life @ Glendoveer		

The number of representatives from each church is dependent upon the church's total membership.

In addition to representatives from each church, other board members include the Principal, the Oregon Conference of Seventh-day Adventists Educational Superintendent, a pastor from each constituent church, the Home & School Leader and a representative elected by the teaching staff.

The board chairperson and vice chairperson, as well as members of the Executive Committee, are elected annually by the board from among these board members. Membership on the Personnel Committee, Finance Committee and Policy Committee comes from the representatives sent by the churches to the board or from other individuals appointed from outside the board.

Board meetings are generally held the third Monday of each month except December through February when they are rescheduled to avoid school holidays. Board meetings are open to the general public except during an executive session.

### **ACCREDITATION**

Portland Adventist Elementary School is accredited by the Northwest Association of Accredited Schools, the National Council for Private School Accreditation and the North American Division of Seventh-day Adventists. The school is also registered with the State of Oregon, Department of Education.

### **HOME AND SCHOOL**

"In the formation of character no other influences count so much as the influences of the home. The teacher's work should supplement that of the parents, but it is not to take its place. In all that concerns the well-being of the child it should be the effort of parents and teachers to cooperate." (Education p. 283)

The faculty strives to conduct all school activities both in and out of the classroom in accordance with the principles and standards of the Seventh-day Adventist church and it is their desire that the home and the school cooperate in maintaining these standards.

To that end the Portland Adventist Elementary School Home and School Association has adopted as its purpose:

1. To make every possible effort to enhance the partnership of parents and teachers of the students enrolled in the school by encouraging understanding, cooperation and communication between the home and school.
2. To provide means and/or personnel to enrich the teaching and learning experience.
3. To cooperate with the school board, administration and faculty in meeting the goals and objectives of the school.

Parents are invited and encouraged to make an appointment to visit the school in order to consult with teachers regarding the progress of their children.

### **SYLVAN LEARNING CENTER**

Portland Adventist Elementary School is pleased to have a Sylvan Learning Center on campus. The Sylvan Learning Center's program consists of complete diagnostic testing and individually written prescriptions for each student involved in remediation or enrichment. Testing and evaluation services may be used by teachers at any time to aid in developing academic programs for individual students.

A separate fee is charged for Sylvan Learning Center services. (See page 23)

### **MUSIC PROGRAM**

Students in grades 1-4 receive music instruction twice a week. In addition, students in grades 3-6 are required to join at least

one performing group (3/4 choir, 5/6 choir, beginning band or intermediate band) each academic year. These groups have performances outside school hours. Since the success of each group depends on all members, each performance is required. If family plans prevent participation in a scheduled performance (including weekend church performances) advance arrangements must be made. The school will announce the dates as far in advance as possible, usually giving four weeks notice. **A student may not drop band or choir except at the end of a semester.**

#### 3-4 Choir & 5/6 Choir

Open to all in grades 3-6. In addition to the Christmas and Spring concerts, the 3-4 choir will perform at least one weekend church performance. The 5-6 choir will have at least two church performances. Student grades are based upon concert attendance, participation in rehearsals, and maintaining a positive attitude.

#### Beginning Band

Open to all in 5th grade. Students will need to rent or purchase an instrument. Some school instruments are available for individuals whose finances prevent them from purchasing an instrument. Everyone is encouraged to use this opportunity to learn to play an instrument. There is a minimum charge for the method book used and this will be put on the student's account. Student grades are based upon classroom behavior, bringing their instruments to class, concert attendance, and practicing a minimum of 1.5 hours per week.

#### Intermediate Band

Open to all in 6th grade. This is a continuation of beginning band. There is a charge to the account for the method book. Student grades are based upon classroom behavior, bringing

their instruments to class, concert attendance, and playing proficiency of concert selections.

#### Advanced Band

See Junior High section - page 39

#### Instrumental Lessons

Private and group music lessons are available at the school for all band instruments. The charge for the lessons will be put on the student's account along with any miscellaneous charges such as books and reeds. The student must be willing to put in a minimum of thirty minutes of practice per day in order to warrant music lessons. (Refer to page 23 for costs.)

Make-up lessons will be given when possible and only when absence is due to illness or pre-excused reasons. Make-up lessons or credit will not be given if the student is at school and skips a lesson or misses because an instrument or music was forgotten.

#### String lessons

String lessons, string instruments, music and accessories are available through the My Smilin Violin Program. Ask office for details.

### **PE PROGRAM**

PE grades depend on participation, wearing the designated uniform and a positive attitude which contributes to the program.

Each student in grades 7 & 8 will receive a school issued PE uniform. This cost will be billed to the student's account.

**STANDARD GRADING EQUIVALENT GRADES 3-8**

PERCENT	GRADE
100-93	A
92-90	A-
89-88	B+
87-83	B
82-80	B-
79-78	C+
77-73	C
72-70	C-
69-68	D+
67-63	D
62-60	D-
59-0	F

**SCHOOL HOURS**

Preschool	8:15 A.M. - 11:00 A.M. Mon -Thur
Kindergarten	8:15 A.M. - 11:00 A.M. Mon -Thur
Grades 1 - 8	8:15 A.M. - 3:00 P.M. Mon -Thur

**Friday**

Preschool	8:15 A.M. - 11:00 A.M.
Kindergarten	8:15 A.M. - 11:00 A.M.
Grades 1 - 8	8:15 A.M. - 2:00 P.M.

**INCLEMENT WEATHER**

In the event of inclement weather (snow, storm, etc.) it may be necessary to close school entirely for the day. Attempts will be made to follow the decision made by the Centennial School District, but this will not always be possible. Parents should listen to the public media for information:

## **LOST AND FOUND**

Unclaimed items left in the school will be placed in the lost and found until the end of each quarter. At that time, those items will be dispersed to charitable organizations.

## **LOST AND STOLEN ARTICLES**

PAES is not responsible for lost or stolen personal possessions of staff, students or visitors.

## **ASBESTOS NOTIFICATION**

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

## **HOME SCHOOL STUDENTS**

PAES wishes to accommodate requests from parents of home school children whenever possible. Their program may be enriched by limited participation in school activities such as P.E., music, field trips as appropriate, testing, winter sports, etc. Charges for participation in such activities will be assessed accordingly.

## **CHARACTER EDUCATION**

In partnership with the family, the church and the community, PAES believes all students have a responsibility for their own learning, for supporting the learning of others, and for contributing to a positive school environment. One way PAES fosters students taking responsibility for a positive and safe school environment is through teaching Christian character traits such as honesty, responsibility, respect, integrity, courage, compassion and civic participation.

While PAES believes that families have the primary responsibility for the character and moral development of their children, the school plays an important role in developing strong moral character in students. Fostering good character traits and ethics training goes on continually in the home, the church and the community. PAES believes that it should support this process by providing instruction that contributes to students' character development, by staff modeling these traits in the way they interact with students and through school rules which are fairly enforced.

Conscientious efforts must be made to instruct young people in the virtues necessary for good habits and conduct. One of the important ways the school strives to do this is through its rules and expectations for student behavior. The school's philosophy of discipline supports and amplifies ethical behavior and helps develop positive character traits.

## **PHILOSOPHY OF DISCIPLINE**

Rules and guidelines in connection with the behavior of students are essential to maintaining a proper learning atmosphere in school. In any community certain standards of behavior are mandatory upon its members. Conformity to

commonly accepted norms of behavior, particularly with respect to the rights of others, is basic to the preservation of a positive school environment.

The most effective discipline is self-discipline. Adults discipline themselves. One of the primary aims of PAES is to develop in each student a level of self-discipline in preparation for a successful, self-directed life.

PAES believes that, when disciplining students, it is important for them to learn:

- To take control of their lives.
- To think for themselves.
- To have to make decisions and live with consequences.
- To experience logical cause/effect connections.
- To develop strong self concepts.
- To own and solve their own problems.
- That problems are opportunities for growth.
- That adults are concerned, caring, warm and helpful.

Self concept can be enhanced even in situations in which students are being disciplined or required to meet firm expectations. Children who have firm limits and learn to be responsible have higher self concepts and achieve at a higher academic level than others.

Life's most important lessons are learned when we experience the natural consequences of our decisions. The best lessons are learned when the consequence is experienced with an equal balance of understanding and empathy on the part of the adult.

Students will find that they will be required to make many decisions and to live with the consequences of those decisions. They will also find that they are expected to own and solve their own problems with teacher guidance.

In dealing with minor infractions of school discipline the teachers will counsel with students and assist them in assessing problem situations. The teacher will guide the student to help him in working out a satisfactory resolution to the situation at hand. Parents will be notified as deemed necessary. In more serious disciplinary situations the teacher may seek assistance from the Administration, and the resolution to the problem may include such actions as parental notification, recommendations for counseling, a written behavioral contract or written reports. In most serious offenses (such as theft, vandalism, possession or use of controlled substances, fighting, insubordination, use of outlawed materials that are dangerous to the health and safety of those in school, or other unsafe behaviors that endanger the health, safety or welfare of others) strong disciplinary action may be taken, including probation, suspension or expulsion, recommendation to counseling, or referral to law enforcement.

## **RESPONSIBILITIES**

### **STUDENTS:**

- To attend school and all classes regularly and punctually.
- To come to each class with proper books, materials and assignments completed.
- To be considerate of the rights/property of other students, staff and community.
- To make a sincere effort in their classes and to involve themselves in the school program.
- To follow the regulations of the school and respect the authority of the teacher and other staff members.
- To develop standards of acceptable personal conduct.
- To be willing to exercise conduct that is befitting to the Christian character reflected by Jesus Christ.
- To report weapons, harassment or other threatening

conduct.

- Higher expectations may be required for participants in school activities.

**PARENTS:**

- To read and understand this code of conduct and other parent publications provided by the school.
- To insist upon the regular and punctual attendance of their children as required by the laws of the State of Oregon.
- To understand, and to insist, that the children comply with the rules of the school concerning conduct and attendance and to cooperate with the school in the enforcement of these rules.
- To insist that their children behave in an appropriate Christian manner during school hours and at school-sponsored activities.
- To provide the means for their children to be prepared for school each day with lunch or lunch money, books and necessary materials.
- To play an active part in seeing that the necessary time and effort are spent on homework.
- To be aware of dress and grooming requirements, and to see that their child's appearance is appropriate for school.
- To understand the importance of safety for students and staff at school, to know what students bring with them to school, and to insist that students comply with the school's expectation for safety.

**SCHOOL:**

- To respect the personal worth, dignity and needs of each student.
- To provide qualified and competent teachers.
- To provide a school environment conducive to learning.
- To keep parents adequately informed on the performance

- of each child.
- To develop and distribute to parents and students reasonable rules and regulations governing student behavior and attendance.
  - To provide fair and reasonable standards of conduct and to enforce those standards through appropriate disciplinary action.
  - To provide every reasonable safeguard for the protection of health, safety, and welfare of all students.
  - To work in harmony with the Seventh-day Adventist Church in the implementation of educational policies and procedures.
  - To cooperate with public agencies in matters involving students.
  - To comply with the laws of the State of Oregon.
  - To encourage high standards of personal integrity on the part of both students and staff.

### **STUDENT SEXUAL HARASSMENT POLICY**

Portland Adventist Elementary School is committed to providing a school environment free from sexual harassment for all students.

Sexual harassment is defined as any type of offensive behavior with a sexual overtone that is unwelcome and makes a student feel uncomfortable. That behavior may be verbal, written or physical, including such things as sexually suggestive remarks, jokes of sexual nature, offensive pictures, gestures, offensive notes or inappropriate touching.

Incidents of sexual harassment should be reported to school authorities as soon as possible so appropriate action may be taken. This may be reported to any teacher, or the principal.

## **RESPECT POLICY**

Respect is the cornerstone of all of our interactions and behaviors. We acknowledge the dignity and worth of each person, and strive never to diminish another by our conduct or our attitudes.

It is part of our mission to prepare students to live and work in a complex and interdependent society. We want to acknowledge diversity and build community by practicing hospitality, civility and respect.

Misconduct may be defined as any physical, spoken or written act of abuse, violence, harassment, intimidation, extortion, the use of cursing, making remarks of a personally destructive nature toward any person, and any restriction or prevention of free movement of individual. Prohibition of such misconduct applies, whether or not the misconduct is intentional or unintentional, or is directed towards an individual or group regarding race, color, creed, national origin, sex, physical or mental disability, or religious ideology. Federal law and Oregon state rules and regulations will apply.

Corrective action may include parent notification, counseling, in-school suspension, home suspension, expulsion, or referral to legal authorities

## **GENERAL ADMISSION POLICIES**

### **NON-DISCRIMINATION POLICY**

The Seventh-day Adventist Church, in all of its church operated schools, makes no discrimination on the basis of race in admission or education policies, applications for admission and extracurricular programs.

## **QUALIFICATIONS FOR ADMISSION**

Portland Adventist Elementary School is open to all young people who desire a Christian education. Students who apply for admission should be in sympathy with the purposes and objectives of the school and live in harmony with its principles.

## **FAMILY PLEDGE**

It is understood that every parent and student applying for admission to Portland Adventist Elementary School pledges to willingly observe all its regulations and uphold the Christian principles on which the school operates.

## **THE APPLICATION PROCESS**

Acceptance to Portland Adventist Elementary School is based upon the student's ability to benefit from the school's philosophy and curriculum.

### **Current Students**

1. Complete application, or update information.
2. Clear financial arrangements with the business office.
3. Cleared by the Admissions Committee.
4. Receive acceptance letter.
5. Pay tuition - due on or before:
  - August 10 -- 10 month payment plan
  - July 10 and August 10 -- 12 month payment plan

### **New/Transfer Students**

1. Complete an application form.
2. Submit a copy of the previous year's report card.
3. Attend the Sylvan Learning Center for testing.
4. Cleared by Admissions Committee.

5. Receive an acceptance letter.
6. Arrange transfer of records from former school.
7. Make financial arrangements. Pay tuition due on or before:
  - August 10 - 10 month payment plan
  - July 10 and August 10 - 12 month payment plan

### **UNPAID ACCOUNTS**

Students having an unpaid account with Portland Adventist Elementary School or another school will not receive an acceptance letter until financial clearance has been obtained.

### **AGE OF ADMISSION**

- Kindergarten            5 years by September 1
- First Grade                6 years by September 1

### **SYLVAN TESTING**

All new students grades 1 through 8 making application for admission must be tested by the Sylvan Learning Center (503-254-2009) in order to assess academic level of functioning and preparedness for the grade to be entered.

### **GRADE PLACEMENT**

The school, through the Sylvan Learning Center, will administer grade placement tests to any student. The results will help to determine the grade in which a student is placed. The final decision of grade placement will be left to the school staff in consultation with the parents.

## **ACCELERATION**

Portland Adventist Elementary School discourages acceleration of a student ahead of his age grouping. If consideration is being given to acceleration the following criteria, as established by the North Pacific Union Conference of Seventh-day Adventists, must be followed:

1. The student is expected to have a score which places him at the ninetieth percentile or above in each area of a standardized achievement test and to have satisfactorily met the objectives in the curriculum guide in the basic areas — reading, mathematics and language skills — at the grade preceding the one to which the student is to advance. This evaluation is to be made by the teacher in consultation with the Oregon Conference Office of Education.
2. The student must demonstrate satisfactory evidence of emotional and social readiness for acceleration.
3. A teacher may not initiate a program for acceleration of a student before submitting a request to the Oregon Conference Office of Education.
4. Ordinarily students at the elementary level should be limited to one acceleration experience.

## **TEACHER PREFERENCE REQUEST**

Every effort is made to obtain a balance in each classroom, ethnically, racially, academically, socially, psychologically and behaviorally. Each child is looked at individually and we endeavor to place each child in the best possible learning environment.

The placement process is greatly complicated by parents requesting specific teachers and is therefore discouraged. Your cooperation in allowing us to make the placement decision will be greatly appreciated. If you feel that there are extenuating circumstances that we should be aware of regarding your child's placement please obtain a form from the office on which you may state those circumstances. Please keep in mind that many factors must be considered and evaluated and the school must make the final placement decision for all students.

### **IMMUNIZATION**

To attend an Oregon school, daycare or preschool, proof of immunization must be provided or a properly documented religious or medical exemption signed. The vaccination history must include the month and year in which each dose was received. This record must be filed in the school office at the time of enrollment.

### **STUDENT ACCIDENT INSURANCE**

A policy covering student accidents is included in the school fees. A summary of this coverage is available to parents from the school office throughout the school year. Students are covered for injury during school and all school sponsored activities. There is no coverage for loss of personal property.

### **TUITION AND FINANCIAL INFORMATION**

It is the intention of the operating board of PAES to keep the school charges as low as is consistent with good business principles. The school reserves the right to change the rates charged at any time in order to meet changing economic conditions.

## **FINANCIAL POLICIES**

1. Unpaid accounts with PAES or another school must be settled prior to enrollment of a student each year. Pre-registration becomes invalid after August 10 in the event of an outstanding balance.
2. Statements are rendered on or before the 25th day of each month and are due in full on the first or before the tenth day of the following month in order to avoid being delinquent and subject to a past due service charge.
3. There is no allowance for music lessons that are missed since the monthly charge for music lessons is based on a minimum annual number of lessons rather than the number of lessons in any given month.
4. The parent or guardian may be asked to withdraw the student if payment of the account is more than 30 days past due unless satisfactory and timely arrangements have been made with the PAES Finance Committee. Should a student voluntarily withdraw, monetary adjustments are limited to a pro rata reimbursement of tuition and fees that have already been paid for during the current billing period.
5. The parent or guardian is responsible for any scholarship, grant or student aid that is terminated by its donor.
6. Delinquent accounts will be subject to a past due service charge of 1.5 percent per month (18 percent per annum) on the unpaid balance.
7. Returned checks will be subject to a \$25 fee. A history of returned checks may result in a request that payments be

made by cash or money order.

STANDARD\* ENTRANCE FEE\*\* & TUITION 2005-2006

	<u>Annual Cost</u>	<u>Monthly Chg</u>
Kindergarten	\$2546.00	
10 month payment plan		\$254.60
12 month payment plan		\$212.16
Grades 1-5	\$5142.00	
10 month payment plan		\$514.20
12 month payment plan		\$428.50
Grades 6-8	\$5227.00	
10 month payment plan		\$522.70
12 month payment plan		\$435.58

MEMBERSHIP\* ENTRANCE FEE\*\*& TUITION 2002/2003

	<u>Annual Cost</u>	<u>Monthly Chg</u>
Kindergarten	\$2546.00	
10 month payment plan		\$254.60
12 month payment plan		\$212.16
Grades 1-5	\$3391.00	
10 month payment plan		\$339.10
12 month payment plan		\$282.58
Grades 6-8	\$3476.00	
10 month payment plan		\$347.60
12 month payment plan		\$289.66

Tuition payments cover approximately fifty percent of the operating costs of Portland Adventist Elementary School.

\***Members** of the Seventh-day Adventist Church support

Christian education with additional subsidies through their church. Therefore, a **standard** rate of tuition is charged for students of families who are not members of a Seventh-day Adventist Church.

\*\*The entrance fees are applicable each year prior to a student(s) attending class. This fee is considered the first payment due (1/10 of the yearly cost).

Payments due on the 10 month plan begin August 1.  
Payments due on the 12 month plan begin July 1.

Additional expenses during the school year include school pictures, music uniform, PE uniform, graduation, field trips, etc.

A discount of 15% of fees is available for families with 3 or more children in the K-8 program.

### **SYLVAN LEARNING CENTER**

\$198.00 per semester

### **BEFORE SCHOOL/AFTER SCHOOL LATCH-KEY PROGRAM**

The Latch-key program opens at 6:30 a.m. and closes at 6:00 p.m. The Latch-key fee is \$3.20 per hour.

Before and after school child care is provided for all students. Students who have not been picked up by 3:20 p.m. each afternoon (2:20 p.m. on Friday) or who arrive on campus before 7:45 a.m. will be signed in to the latch-key room. Parents will assume the charges accrued in latch-key. On school days with a half-day or on days off, latchkey will be on

a sign-up basis. Latchkey services are available on a reservation basis only. Parents will be charged for days reserved unless cancellation notice is received in advance.

King's Kids closing time is 6 p.m. daily. This is what our state license allows. An additional \$5 will be charged for each 15 minutes, or portion thereof, that you are late for the first three times. For the next three late occasions there will be a charge of \$10 for each 15 minutes or portion thereof. Any additional tardies in picking up your children will make it necessary for PAES to terminate latchkey services for your family in that school year.

#### **MUSIC LESSONS**

	<u>Yearly</u>	<u>Monthly</u>
Group	\$280.00	\$35.00
Private	\$568.00	\$71.00

Music lessons are not included in the basic tuition charge. Music lessons are billed as 8 payments (October-May). Individual arrangements may be made for music instruction on the piano or band instruments. (see financial policy #3, page 20)

#### **TUITION AID**

PAES School Board may be able to provide minimal tuition assistance. However, tuition aid may also be available through other sources listed below.

1. Church tuition assistance: Constituent Adventist Churches may have a fund for scholarship assistance. Families who are members of those churches may be eligible to receive scholarship assistance. Please see your church pastor or education representative for further information and

application forms.

2. New convert subsidy: Families that are newly baptized into the Seventh-day Adventist Church may be eligible for new convert subsidy if that baptism has occurred within the past 18 months and the child/children are enrolled in a SDA school for the first time. Please consult your pastor or the school office for further information.
3. Educational subsidy: A subsidy provided by employing organizations may be deducted from your monthly tuition charges. Please consult with your employer and the school business office to make arrangements for this assistance.

### **REMITTANCES**

Remittances should be made payable to Portland Adventist Elementary School and delivered or sent to:

**Portland Adventist Elementary School  
3990 N.W. 1st  
Gresham, Oregon 97030**

### **BUSINESS OFFICE HOURS**

8:00 a.m. - 4:00 p.m. Monday - Thursday  
8:00 a.m. - 3:00 p.m. Friday

### **GENERAL REGULATIONS**

The ultimate objective of education is the development of character. It is expected that students will observe the regulations of Portland Adventist Elementary School. Realizing that these regulations are necessary to the successful guidance and education of young people, every effort is made to help the student see the importance of cooperating with the

school rules as a means of character development and good citizenship.

### **AFTER SCHOOL ARRANGEMENTS**

Monday to Thursday school dismisses at 3:00 p.m. and all children should be picked up between the hours of 3:00 - 3:20 p.m. On Friday school is dismissed at 2:00 p.m. and pick-up time is from 2:00 - 2:20 p.m. Students remaining on campus after 3:20 p.m. or 2:20 p.m. on Friday, must be signed into the latch-key program and an hourly charge will be made for this care.

All students waiting for their pick-up rides after school should wait in the designated areas along the lower grade wing or the gym adjacent to the parking lot. This is the only area where teacher supervision is provided.

Students may not leave the campus with anyone other than the parent or guardian without written permission from the parent or guardian or verified permission by telephone.

Students are required to make any arrangements for going home with another student before coming to school. The school telephone is not to be used for this purpose.

### **ARRIVAL AT SCHOOL**

Children arriving at school before 8 a.m. may sign in and be registered with the latch-key care program. Children signing into the latch-key school program will be charged the regular latch-key rate.

## **BICYCLES**

Bicycles may not be ridden on the school grounds during school hours for reasons of safety. They should be locked when parked on campus. Safe bicycle operation and observation of traffic laws is required at all times and places. The school assumes no responsibility for bicycles left on the premises.

## **BUS REGULATIONS**

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

## **CUMULATIVE RECORDS**

Information contained in the student's cumulative record is confidential and is not released without written permission of a parent or guardian. Oregon state laws regarding protection of and access to the records are observed.

Parents or guardians have the right to review and propose amendments to records if so desired. Please make an appointment with the office if you choose to make any changes in your student's records.

Parents or guardians of students transferring in from other schools must sign a request for release of records to PAES at the time of registration.

When a student transfers to another school his records will not be released to that school without a written request signed by a parent or legal guardian.

## **DIRECTORY, YEARBOOK**

By submitting an application for enrollment, parents understand that student's names and addresses will be published in the school directory and student's pictures will be produced in the yearbook. Parents wishing an exemption to the policy must notify the office upon registration.

## **GRADING PAPERS**

Students will be allowed, under teacher supervision, to grade other student's work.

## **FUND RAISING ACTIVITIES**

PAES sponsors two or three major fund raising activities every year to support various activities within the school. Parents are encouraged to help their children in support of these activities. Parental support is essential to the success of these endeavors.

## **GRIEVANCE PROCEDURE**

Because communication sometimes breaks down and can result in misunderstandings, a grievance procedure has been established by the board in harmony with the counsel of Jesus in Matthew 18. Please follow the procedure listed below in case of a problem.

1. If you have a concern about a specific classroom problem, talk to the teacher first in order to discuss the concern and resolve the stated problem.
2. If satisfactory results are not obtained, contact the principal to request a conference.

3. If further action is required, a complainant may make a written request to the PAES Executive Committee. (See the principal for procedural details.)
4. If the complainant wishes the PAES board to review the problem, a written request may then be made to the board chairman. (See the principal for procedural details.)
5. If the complainant wishes, he may appeal the decision of the local board to the Conference Office of Education. (For certified K-8 teachers only.)

#### **LEAVING SCHOOL EARLY**

Students are not permitted to leave the school grounds while school is in session without a request from the parent or guardian in person or in writing. Students will not be permitted to leave the school premises with anyone other than those known to the staff, to be a bonafide guardian, parent or other authorized individual. When leaving early all students must be signed out in the office by the adult taking them.

#### **MEDICATION AT SCHOOL**

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

#### **PARENT/TEACHER CONFERENCES**

At the conclusion of the first and third quarters parent/teacher conference days are set aside for students in grades K-8. Parents are encouraged to keep these appointments in order to receive updated information on the progress of their children. Conferences outside these days may be arranged as necessary

by contacting the individual teacher and making arrangements.

### **PERSONAL APPEARANCE REQUIREMENTS**

Modesty, simplicity, appropriateness for the activity, neatness and cleanliness are important in choosing school clothing.

The following guidelines will assist in accomplishing this objective:

1. Clothing that is dirty, torn, frayed, grubby or unbecoming is not acceptable.
2. Messages on clothing with inappropriate meanings or advertising is unacceptable.
3. Jewelry such as earrings, rings, ankle or wrist bracelets and necklaces are unacceptable. If you plan on having your ears pierced please do so during the summer months so studs are not worn at school.
4. Shorts may be worn if modest, appropriate in length and design.
5. Hairstyles should be modest and appropriate in length and design. Hair coloring should be natural in appearance.
6. Make-up must not appear unnatural or draw attention.
7. Sleeveless shirts or tops are not acceptable.
8. Tight pants, cutoffs or ripped/frayed or torn pants are not acceptable.
9. Clothing must be modest in fit, length and appearance.

10. Tops with shoulder straps are not permitted unless worn with a shirt or blouse underneath or with a jacket over the top.
11. All items associated with “gangs” as identified by school administrators in conjunction with local law enforcement agencies are prohibited from being on campus. These items would include but not limited to:
  - a. Apparel that identifies a student as being part of a gang, including the sagging of pants.
  - b. Specific gang symbols such as do-rags, bandanas and caps with street or nicknames on them.
  - c. School supplies marked with gang or cult graffiti.
  - d. Publications, periodicals and attire which promote gangs, cults, hate groups and/or similar associations.

### **ELECTRONIC DEVICES**

Radios, recorders and other electronic devices are not to be used by students except as permission is given by instructors for particular settings. This applies also to school sponsored activities off campus.

### **SCHOOL TELEPHONES**

Telephones serve as a useful means of 2-way communication. Children have access to classroom telephones in case of need or emergency. Parents are requested to limit calls to your children in the classroom except in the case of an emergency. Wherever possible, please use voice mail, or leave a message with the office. Calls directed into the classroom are very disruptive to the ongoing educational process.

### **CELL PHONES**

PAES is well-equipped with telephones in all classrooms and

offices. These are available to students as needed, by request of the teacher or the office. There is no need for students to have cell phones available to them during the school day. Therefore, all cell phones brought to school should be turned off and secured in back packs or lockers for the hours students are in attendance on campus.

### **SKATEBOARDS/ROLLERBLADES**

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

### **STORAGE OF PERSONAL ITEMS**

The school will not accept a student's personal items for storage during the school day, whether it be skis, snowboards, overnight bags, etc. If your student must bring personal items to school, they must maintain possession of, and provide storage for them.

### **VISITORS**

All individuals wishing to visit on campus or in the building must register in the office and receive a visitor's identification badge. Students bringing a guest to the classroom must give 24 hours notice and have a signed guest pass from the office.

### **WEAPONS**

PAES has an obligation to protect the health, welfare and safety of students. Students shall not bring, possess, conceal or use a weapon on school property or at school sponsored activities.

Students should not even "pretend" to play with or be in possession of weapons.

A dangerous weapon means any weapon, device, instrument, material, or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury. (ORS 161.005)

Dangerous weapons shall include, but not be limited to: firearms; certain knives; metal knuckles; straight razors; explosives; noxious, irritating, or poisonous gasses; poisons; drugs; or other items possessed with the intent to injure, threaten, or harass students, staff members, parents, or patrons.

A firearm is any weapon (including a starter gun) which will, is designed to, or may readily be converted to, expel a projectile by the action of an explosive. Any student who gives evidence of possession, or use of a "dangerous weapon" on or about the school premises or at any school-sponsored activity shall be suspended immediately from school and recommended for expulsion for not less than one year.

### **THREAT OF VIOLENCE**

Threats of violence involving firearms or weapons made by students to other students or to school employees are to be taken seriously and must be dealt with in a determined manner. Parents are to be notified and there may be a need for possible police involvement. Appropriate discipline might include assignment to detention, suspension, or expulsion depending on the nature and severity of the threats.

## **ATTENDANCE**

### **POLICY**

1. The student's parents or guardians should send a written note or call the school office to explain why their student was absent or tardy.
2. Students who are late for school should report to the office first to obtain a late entry pass.
3. Students are not to leave school early unless they are ill, have an unavoidable medical or dental appointment or have had a death in their family.
4. If students are to leave school early their parent or guardian must come in to the office and sign them out for the balance of the day.
5. Students who have been absent or tardy may (at the home room teachers discretion) be required to complete work that they have missed.
6. Regular daily attendance is required by state law, as well as by the school. The only excused absences are for illness or death in the immediate family. PAES strongly discourages parents from planning vacations and/or other activities which will take children out of school. Such absences can be disruptive to the educational process of the student and cause the student to miss classroom activities which cannot be made up. However, should such an absence be anticipated the parent must make arrangements with the office and the teacher at least a week in advance. Teachers reserve the right to counsel with parents if the anticipated absences will adversely affect the student's grade. The

classroom teacher *may* provide assignments where appropriate for students absent for no more than 5 consecutive days. Students who miss more time will be required to show mastery of material missed through regular classroom testing procedures.

7. Students who are late to a class for any reason other than a school sponsored activity will be marked tardy. If a student is habitually tardy to class the home room teacher may require the parents to meet together with the principal to develop a plan for improvement.

## **RATIONALE**

Students must attend class regularly to meet the academic and social criteria established for them by the State of Oregon Department of Education, the North Pacific Union Conference of Seventh-day Adventists and Portland Adventist Elementary School.

Even though a child may be required to complete work in view of assignments he or she missed while absent, they may still miss significant steps in the educational program provided for them in their home classroom. These steps might include such things as class lectures, direct professional instruction, viewing films/videos, participating in class discussions, viewing and/or conducting hands on experiments, participating with their peers in various interactive activities, attending assemblies, meeting visiting guests, etc.

For these reasons students should never miss class unless they are ill, have an unavoidable medical or dental appointment or have had a death in the immediate family. Absences resulting from any other reason are considered unexcused.

## **RECORDING**

At the end of each school quarter students will receive a report card. Marked on this report card will be a number indicating how many absences and how many tardies the student has received. This number will reflect the actual number of school days the student was absent and thus unable to benefit from instruction. No distinction will be made between so called "excused" and "unexcused" absences or tardies.

## **PORTLAND ADVENTIST JUNIOR HIGH**

### **ACADEMIC EXPECTATIONS**

One of the goals at PAES is to motivate students to develop good study habits. This includes using an assignment book that has been provided to them for the recording of all their assignments.

Students will be expected to complete all assignments and have them turned in on time. Backwork will not be accepted for reasons other than excused absences or family emergencies. This program has been successful and we anticipate continued success in teaching students to recognize the importance of doing a good job and being responsible to turn their work in on time.

### **CLOSED CAMPUS**

PAES is a closed campus. A closed campus means that students do not leave the school grounds after they arrive. Permission is needed from the office to leave the school grounds any time during the school day.

When it is necessary for a student to leave school, parents

must provide written notification and the student must be signed out through the school office by the adult taking them off campus.

### **EXTRA-CURRICULAR ACTIVITIES: ELIGIBILITY**

The following standards will be required of all students participating in extra-curricular activities, including student body officers, student council representatives, eighth grade officers, yearbook staff, skiing and after school sports program athletes.

1. All students will be expected to maintain a 2.0 GPA (C) average or above.
2. Any student receiving less than a 2.0 GPA will be suspended from the activity until his GPA is raised to the above standard.

### **EIGHTH GRADE CLASS TRIP**

The eighth grade class trip is near the end of the school year. The cost of this trip varies, but estimate \$150 per student. A portion of this is raised by the students through fund raisers.

### **EIGHTH GRADE GRADUATION**

Eighth grade graduation will be conducted in the PAES gymnasium. Graduates wear a cap and gown provided by the school. PAES does not sponsor or facilitate funding for parties after the service is completed.

## **GUM/SNACKS**

Gum is not allowed at PAES. Gum chewing presents special problems to the custodian, to the building, to litter disposal and to health. Snack foods may be eaten in the classroom during lunch or snack break.

## **HALL PASSES**

Students must have an authorized hall pass to be in the halls during class periods, unless accompanied by a staff member.

## **LOCKERS**

As a convenience to students in the Junior High, the school provides book and physical education lockers. Locks are provided by the school. No locks from home may be used. The school reserves the right to inspect these lockers at any time.

The student is responsible for the condition of his locker, for keeping it locked at all times and for keeping the combination to himself. Please do not use tape on any locker. A student may not share a locker with another student unless the partner is assigned by a teacher.

The student is responsible for the condition of his locker. Portland Adventist Elementary School is not responsible for the security of any locker or its contents.

## **MUSIC**

All the school music organizations have performances outside school hours. The success of each group depends on all members. Therefore, all performances are required. If family

plans prevent participation in a scheduled performance (including weekend church performances) advance arrangements must be made. The school will announce the dates as far in advance as possible, hopefully giving six weeks notice. **A student may not drop band or choir except at the end of the semester.**

#### Advanced Band

Open to all students in grades 7-8 with previous music experience. Approval of the instructor and/or an audition is required. Students grades are based upon classroom behavior, bringing their instruments to class, concert attendance, and playing proficiency of concert selections.

#### Advanced Choir

Open to all students in grades 7-8 who have completed an audition. Auditions will be held the first week of school. Students must be willing to make a positive contribution to make a dynamic choir. Student grades are based upon concert attendance, and performance proficiency of concert selections.

### **PERSONAL PROPERTY**

Personal property that is used in a manner that interferes with the educational process or conflicts with the school standards will be taken from the student and held until a parent comes to claim the property. This includes radios, toys, skateboards, squirt guns, tape recorders, jewelry and dangerous objects.

### **SPORTS PROGRAM**

The athletic program at PAES is designed to develop sportsmanship, build school spirit, build self-confidence and for the enjoyment of the student. It is designated for 6h

through 8th grade students. Our school is involved in the following sports:

- Volleyball (girls)
- Soccer (boys)
- Basketball (girls and boys)

We run a "no cut" program, where possible, which accommodates any student who has the desire to participate. PAES is a member of the Metro Christian League which involves 30 other Christian schools.

Requirements for participants in Athletics:

1. Prior to turning out for a sport, participants are encouraged to have a physical examination.
2. Participants must be academically eligible for the season by maintaining at least a 2.0 GPA with no failing grades.
3. Prior to participating in a sport, participants must have a parent consent form on file.
4. Athletes must be present in school the day of a contest in order to participate in that contest. Emergencies will be handled by the Athletic Director.
5. An athlete is responsible for all equipment issued to him. The athlete must clear all fines or return the equipment before being allowed to participate in the next sport season.

## **STUDENT GOVERNMENT**

Jr. High students are members of the Associated Student Body which consists of elected student body officers and elected representatives from each homeroom.

The ASB provides an opportunity for students to have a voice in the activities at PAES. The elected officers and representatives promote pride in our school and sponsor activities for student participation. Each student will receive an ASB identification card.

## **TARDINESS**

If a student is late to school, he will need to do these things:

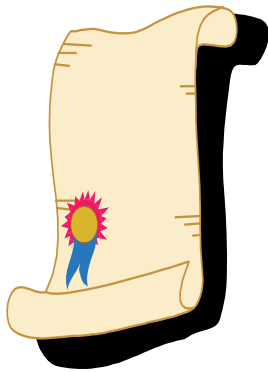
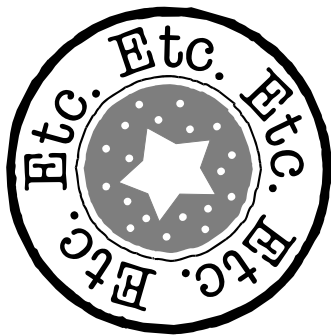
1. Get a tardy slip from the office.
2. Go to the homeroom teacher first then go to the next class with the slip.

If a student is late to class he will need to do the following:

1. A student is responsible to his next class teacher. If detained by a teacher, or at the office, ask the staff person involved for a hall pass before arriving at the next class.

# SCHOOL CALENDAR 2005-2006

All dates are subject to change



# August 2005

**Sun   Mon   Tue   Wed   Thu   Fri   Sat**

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 School Starts	30	31			

# September 2005

Sun      Mon      Tue      Wed      Thu      Fri      Sat

				1 3:30 New par- ent mtg	2 Chapel	3
4	5  NO SCHOOL Labor Day	6	7	8 12:30 dis- missal  7-Open House	9 Chapel  Mag sale begins	10
11	12	13	14	15	16 Chapel	17
18	19	20	21  School pictures	22	23 Chapel	24
25  Outdoor School	26	27	28	29  Bible camp	30 Chapel	

# October 2005

**Sun      Mon      Tue      Wed      Thu      Fri      Sat**

						<b>1</b>
<b>2</b>	<b>3</b> ITBS testing begins	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> No School State/Conf In-service	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> Chapel	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> Chapel  1st qtr ends	<b>22</b>
<b>23</b>	<b>24</b> 2nd qtr begins	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b> Chapel	<b>29</b>
<b>30</b>	<b>31</b>					

# November 2005

Sun      Mon      Tue      Wed      Thu      Fri      Sat

		1	2	3	4 Chapel	5
6	7	8	9	10	11 No School Veterans Day	12
13	14	15	16	17	18 Chapel	19
20	21	22	23 12:30 dis- missal Thankgiv- ing Break	24	25	26
27	28	29	30			

# December 2005

Sun    Mon    Tue    Wed    Thu    Fri    Sat

				1	2 Chapel	3
4	5	6	7	8	9 Chapel	10
11	12 Christmas chapels	13	14	15 12:30 dis- missal	16	17
18	19 Christmas Vacation	20	21	22 7 Christ- mas Con- cert	23	24
25	26	27	28	29	30	31

# January 2006

**Sun      Mon      Tue      Wed      Thu      Fri      Sat**

1 →	2	3 Classes resume	4	5	6 Chapel	7
8	9 Ski day	10	11	12	13 Chapel 2nd qtr ends	14
15	16 No school MLK Day	17 3rd qtr begins	18	19	20 Chapel	21
22	23 Ski day	24	25	26	27 Chapel	28
29	30 Ski day	31				

# February 2006

**Sun      Mon      Tue      Wed      Thu      Fri      Sat**

			1	2	3 Chapel	4
5	6 Ski day	7	8	9	10 Chapel Special Persons Day	11
12	13 Ski day	14	15	16	17 Chapel	18
19	20 No School President's Day	21	22	23	24 Chapel	25
26	27	28				

# March 2006

**Sun      Mon      Tue      Wed      Thu      Fri      Sat**

			1	2	3 Chapel	4
5	6	7	8	9	10 Chapel	11
12	13	14	15	16 12:30 dis- missal  5-8 Open House	17 Chapel	18
19	20 Spring Break	21	22	23	24	25
26	27 4th qtr be- gins	28	29	30 No School P/T confer- ence	31 Chapel	

# April 2006

**Sun    Mon    Tue    Wed    Thu    Fri    Sat**

						1
2	3	4	5	6	7 Chapel	8
9	10	11	12	13	14 Chapel	15
16	17	18	19	20	21 Chapel	22
23	24	25	26	27	28 Chapel	29
30						

# May 2006

**Sun      Mon      Tue      Wed      Thu      Fri      Sat**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> Chapel	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> Chapel	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> Chapel	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b> Chapel	<b>27</b>
<b>28</b>	<b>29</b> No School Memorial Day	<b>30</b>	<b>31</b>			

# June 2006

**Sun      Mon      Tue      Wed      Thu      Fri      Sat**

				1	2 Chapel	3
4	5	6	7	8	9 4th qtr ends	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	







