

*Peninsula Adventist  
Elementary School*  
**Student Handbook**



**Our Mission:**

To educate spiritually, mentally, physically in a Biblical worldview about the hope of salvation in Christ and the joy of useful service.

# **School Safety and Security**

Our goals are to promote and foster safe and secure play areas as well as teaching and learning environments for students and staff. Peninsula Adventist Elementary School has professionally trained educators with assistants present throughout the day. Video surveillance is in all classrooms, the gymnasium, and around the school campus.

## **Admission**

**Non-discrimination:** Students are admitted to all rights, privileges, programs and activities made available at Peninsula Adventist Elementary School without regard to race, religion, or ethnic origin.

**Entering Age:** Students entering first grade must be six on or before August 31st. Although each child is unique, we don't recommend starting a child in school too early. If a child's birthday is near the cut-off date, we suggest you wait a year to ensure a more positive educational experience for your child.

*Washington State law requires all kindergarten and first grade students submit a copy of their birth certificate before enrolling.*

**Transfer Students:** We encourage students who desire a Christian education and who wish to develop their character as well as academic and social skills. Please feel free to visit our school and request an interview. Our enrollment package will explain more about our school program.

**Transferring students from established schools:** Must provide adequate/acceptable academic records for grade level placement along with attendance records. A student cumulative file along with recommendations may be mailed directly to P.A.E.S. MAP (standardized testing) achievement are required.

**Students with limited formal education:** Students who do not have a previous formal education portfolio will be tested to determine grade level and placement.

Due to limited resources and staffing P.A.E.S. is not able to provide a learning environment for those who have special needs, behavior problems or significant learning disabilities.

**New and returning students:** Students admitted to Peninsula Adventist Elementary School are enrolled in one of the following categories:

- Accepted. The school board is pleased to welcome your child.
- Accepted with academic and/or behavioral concern. Parental involvement is required.
- Accepted with academic and/or behavioral probation. Parental involvement is required. (Student and parental expectations to be provided by the School Board)

At any time during the year, the principal may refer a student's name to the School Board for a change in enrollment status.

Students with a status of "concern" or "probation" will have their performance reviewed monthly by the School Board and a written report will be provided for the parents. If the student does not make a continued, sustained improvement, he/she may be asked to leave. Decisions regarding a student's enrollment or expulsion may be appealed to the School Board.



# IMMUNIZATION REQUIREMENTS

**Medical Requirements:** Documentation of the following immunizations, including the month, day and year given is required for each student. State Immunization Forms are available in your school packet. Washington State law requires students entering school for the first time have a physical examination by a medical doctor.

## State Requirements

### Documentation for these immunizations:

<b>DPT</b>	4 doses – last done on or after 4th birthday
<b>POLIO</b>	3 doses of OPV or 4 doses of IPV-last dose on or after 4th birthday
<b>MMR</b>	2 doses – the first on or after 1st birthday and at least 30 days apart
<b>HEPATITIS B</b>	3 doses prior to entering school for children born after 1992

# Finances

**Tuition:** Peninsula Adventist Elementary School's income is derived from tuition and fees from parents, an operating subsidy from the Sequim Seventh-day Adventist Church and the Washington Conference of Seventh-day Adventists. See the "Tuition" flyer in your school packet for current costs and payment due schedule.

**Financial Assistance:** Assistance is available to students attending Peninsula Adventist Elementary School, based on need and availability of funds. To apply, fill out the "Student Scholarship Assistance Application Form" in your school packet.

# Personal Conduct

Students are to show support in word and action for the Christian values and morals to which Peninsula Adventist Elementary School subscribes. The following behaviors are not acceptable at our school:

- Profane, rude or vulgar language or gestures
  - Displaying obscene literature or pictures
- Bullying or harassment of another student or teacher
- Intentionally damaging school, student, or staff property
  - Dishonesty, willful deception, cheating, or stealing
  - Showing disrespect or defiance to a staff member
- Causing any disruption that hinders the learning process

**Corrective Discipline:** For recurring, more serious, problems requiring the involvement of parent and administration, we have a Personal Responsibility Plan. In the Personal Responsibility Plan, the student, teacher, and parent will create an outline of what the student did wrong, choices he/she could have made, and how he/she will handle the problem in the future. In addition to the Personal Responsibility Plan, other consequences may be considered and administered.

**The Personal Responsibility Plan:** This plan will be created by the teacher, parent, and student. It will be signed by all three and a specific date will be decided on for a follow-up.

**Conflict Management:** P.A.E.S. applies Kelso's Wheel for conflict management. Students will learn to: Walk away, Apologize, Wait and cool off, Go to another game, Talk it over, Share and take turns, Ignore it, Make a deal, and Tell them to stop.

**Color Codes:** Students have a behavior chart and they get on different colors each day. (They start on blue, and can go down to green, yellow, orange, or red.) If they get down to yellow they have to fill out an incident worksheet and will be given logical consequences. If they get to orange a parent will be notified and the school will ask the parents to discuss this with the student. If a student gets to red, the student will receive an in-school suspension where they are supervised but not engaged with the classroom. They will also have to complete a Personal Responsibility Plan. Home suspension will be for one day after a repeated series of corrections and warnings have been to no avail.

If the incident is serious, it may warrant further discussion with the parents/guardians, student, teacher and/or principal. If a student completes a Personal Responsibility Plan for a third offense, there is an automatic conference with the School Board regarding the student and his/her continued enrollment in Peninsula Adventist Elementary School.

### **Things to leave at home:**

MP3 players, laser pointers, electronic games, toys, skateboards/scooters  
Cell phones and pagers will be turned off and kept in backpacks until the student has left the campus.

**Weapons Policy:** A student is subject to ***immediate expulsion*** for bringing any dangerous - or potentially dangerous - weapon to school, school-sponsored activity or school-sponsored transportation.

This **includes toy versions** of any weapons (guns, knives, etc).

In addition to expulsion, students in violation of the weapons policy will be reported to their parents and local authorities. Reporting is required by law.

As in all matters involving expulsion, the final decision rests with the School Board. All appeals should be addressed to the School Board.

**Hands Off Policy:** Peninsula Adventist Elementary School wants its students to feel safe while at school. We maintain a “Hands Off” policy between and among students; fighting, kicking, and shoving are not allowed. Students are to keep their hands and feet to themselves at all times.

**At Risk Behaviors:** Peninsula Adventist Elementary School is a drug-free, tobacco-free, alcohol-free zone. Students engaging in “at risk” behaviors are choosing to forfeit their enrollment at Peninsula Adventist Elementary School. These activities do not represent a Christian lifestyle regardless of when or where they occur. What a student does outside of school will eventually have an effect on what the student does in school and who they influence.

#### **“At risk” behaviors are defined as:**

- Possessing or using tobacco in any form
- Possessing or drinking any alcoholic beverage
- Possessing or abusing an illegal drug or substance
  - Engaging in inappropriate sexual activity
- Engaging in any illegal activity for which the student could be formally charged, other than minor traffic offenses

Students engaging in any of these “at risk” behaviors, at any time, will automatically be subject to serious discipline, including expulsion.

**Bullying:** Peninsula Adventist Elementary School does not tolerate bullying. Students should not participate in bullying behavior which includes verbal abuse, inflicting physical harm, social alienation, intimidation, fighting, or hazing (willfully attaching, disturbing, tormenting, or forcing another student to do something he/she does not want to.)

Bullying is defined as...

- 1) the act of targeting another person for repetitive negative actions,
- 2) where an imbalance of power exists such that the victim cannot defend him or herself,
- 3) including physical aggression (destruction of property, threatening violence,) social alienation (spreading rumors, racial slurs, excluding from group,) verbal aggression (name calling, teasing,) and intimidation (graffiti, coercion, taking possessions,) including over social media, the internet, phone, or in person.

Students should report any bullying to the aide, teacher, or principal immediately. Bullying will be dealt with as a serious matter as stated above.

**Harassment:** Peninsula Adventist Elementary School does not tolerate racial, ethnic, religious, age-related, sexual, or any other form of harassment. Slurs, jokes, verbal/physical intimidation (bullying), or excessive teasing will be dealt with as a serious matter. Students should report any infraction to their aide, teacher, or principal immediately. (Sexual harassment is defined as any unwelcome advance, request, or other conduct of a sexual nature that is offensive-- be it spoken, written, or physical. It includes offensive pictures, graffiti, jokes, and gestures. False accusations of sexual harassment are in themselves a form of sexual harassment and may have legal consequences.)

# Dress Code

Peninsula Adventist Elementary School has not identified one precise clothing style or an exact rule to guide student dress. P.A.E.S strives to have all students attire be Neat, Clean and Modest.

**Since clothes are not changed for PE, clothing should be suitable for the classroom, as well as vigorous physical activity.**

## Clothing not permitted at Peninsula Adventist Elementary School:

Clothes that are tight and/or revealing e.g. low-cut necklines, bare midriffs

Cosmetics that give an unnatural appearance

Wild styles or unnatural hair colors

Hats and caps in the classroom

Peninsula Adventist Elementary School does not recommend jewelry. If jewelry is worn, it should be tasteful, modest, safe, and not draw undue attention to the wearer.

As a Christian school, our focus is developing inner beauty.

The true adornment of a Christian should be love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (Galatians 5:22-23).

These are the adornments we encourage your child to display at Peninsula Adventist Elementary School.

# Attendance

Peninsula Adventist Elementary School is bound by Washington State law to maintain attendance and punctuality records. The only state-recognized excuse is illness of the student or death in the immediate family.

**Pre-arranged Absences:** Peninsula Adventist Elementary School will grant reasonable allowances for absences when requests are made in writing by a parent or guardian. When possible, medical appointments should be scheduled for after school if possible.

**Homework During Absences:** See your teacher for specific guidelines.

**Leaving campus:** Students are not permitted to leave the school premises during school hours without written permission from a parent or guardian. The school does not have the authority to release the student to any individual not listed by a parent or guardian on the "Transportation Permission Form" included in your school packet. If a parent will be taking a child out of school early, they must provide a written note addressed to the student's teacher.

**Supervision:** Students should not play on campus, or in the classrooms, unless a staff member, parent, or teacher is present. Students should not disturb locks, locked doors, or equipment without permission by their teacher or the principal. Parents are requested to supervise their children at school functions and programs, unless the students are under the supervision of a teacher.

**Damage to Textbooks or Library Materials:** If a textbook or library materials are lost, damaged, or destroyed by a student, the actual replacement costs will be charged to their account.

**Programs:** Throughout the year, students may be performing in various programs. We encourage our students to attend these programs to ensure a quality performance, as well as provide an opportunity to learn social etiquette, such as when to enter and exit, when to applaud, when to talk, and when being quiet is required.

# Parent and School Communication

Parents will receive a quarterly survey to return to the school regarding their experience with the school, which include the following topics; curriculum, program and personnel.

Parents will also be provided a 'Concern Form' to be returned to the school at any time. It is the practice of P.A.E.S. to deal with difficulties before they become a disciplinary problem. Mathew 18:15 is a Bible principle embraced by P.A.E.S. to help solve difficulties.

To provide more efficient and effective communication a locked mail box is located next to the end door of the school building to deposit returning communication to the school. All survey's and 'concern forms' may be left in the mailbox.

Communication will be sent from the school to parents on a timely basis to provide updates and ongoing announcements regarding school plans and programs.



## **Notice**

The Federal law regarding asbestos requires a public announcement to be given regarding this material in your school. Your school facility has been checked by a certified asbestos inspector. The report is in the school file. This document is available to those wishing to see it. Allow five working days for your request. The asbestos in the school is in a non-friable condition and presents no hazard to anyone. It will be checked at stated periodic intervals to ascertain any change in the material.

## **Grievances**

Problems and difficulties are not anticipated. However, if a situation arises that requires extra care please prayerfully follow these steps.

- Apply the principle found in Matthew 18:15-17
- Submit the 'Parent concern form'
- Contact the School Board Chairperson
- Meet with the school board.

Thank you for choosing Peninsula Adventist Elementary School for your child's education. We recognize you have other options and do not take lightly the trust, support and confidence you have given to the school. Through our dedication, hard work and prayer for the children and families it is our desire to continue to enrich your child's as well as your own experience through Christian education.

# **P.A.E.S. Contact Information**

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Sequim, WA 98382

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Peninsula Adventist Elementary School is owned and operated by the Washington Conference of Seventh-day Adventists.

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Telephone: 253-681-6008

Superintendent: Craig Mattson

Associate Superintendent: Michelle Wachter