

# Handbook for Parents and Students 2024 - 2025



## FOREST PARK ADVENTIST CHRISTIAN SCHOOL

4120 Federal Avenue  
Everett, WA 98203-2117

Telephone: (425) 258-6911

Email: [fpacs@outlook.com](mailto:fpacs@outlook.com)

Fax: (425) 339-8896

Website: [fpacs.org](http://fpacs.org)

**Education for Life,  
Now, and for Eternity**

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# **THE PURPOSE OF FOREST PARK ADVENTIST CHRISTIAN SCHOOL (FPACS)**

It has always been a part of God's plan for parents to be ultimately responsible for the education and development of their children (Deuteronomy 6:6-9, Ephesians 6:4). The general purpose of Forest Park Adventist Christian School is to serve as an extension of the home by assisting parents with the education of children and to provide technical assistance to the parents and child in mastering academic skills and concepts. Ellen G. White, one of the founders of the Seventh-day Adventist Church, stated it best in the book *Education*, page 13:

True education means more than the pursuit of a certain course of study. It means more than the preparation for the life that now is. It has to do with the whole being and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy and service in this world and for the higher joy of wider service in the world to come.

Forest Park Adventist Christian School will guide and establish learning experiences that will assist each student in becoming a mature Christian person, as well as a responsible and productive member of society.

## **MOTTO**

**Education for Life,  
Now, and for Eternity**

## **MISSION STATEMENT**

Forest Park Adventist Christian School is committed to providing an educational experience which seeks to inspire and nurture the physical, emotional, intellectual and spiritual aspects of each student.

## OUR PHILOSOPHY

In our students we seek to nurture:

- **Intellect** – by teaching critical thinking, problem solving, multiple intelligences and personal responsibility.
- **Spirit** – by encouraging and modeling a personal relationship with God and by teaching positive life skills and values which model God’s character, and by providing opportunities for students to help and serve others.
- **Health** – by creating a safe learning environment which promotes physical, social, and emotional well-being, with an emphasis on love, respect, and community.

## OUR STATEMENT OF FAITH

We believe that both the Old and New Testaments are the inspired Word of God, revealing the three Persons of the Godhead: Father, Son, and Holy Spirit.

We believe in the incarnation and virgin birth of our Lord and Savior Jesus Christ as truly God and truly man.

We believe that humans are created in the image of God, but became separated from God by sin.

We believe that everyone is redeemed by grace through faith in Jesus Christ’s vicarious atonement for sins, by the shedding of His blood on the cross.

We believe that the gift of eternal life is available to all people, that those who receive Christ by faith are regenerated by the Holy Spirit and thereby become children of God.

We believe in the bodily resurrection of Christ, His imminent and literal return, and the resurrection of His people.

We believe that the Law of God, the Ten Commandments, is still binding upon mankind, and that it can be kept in its fullness only through faith and with the power of God working in our lives.

## **CURRICULUM**

We define curriculum “as learning opportunities, both formal and informal, planned and guided cooperatively by the home, school, and church... The goals of (this) curriculum are identified as:

1. Spiritual growth
2. Intellectual and practical competence
3. Physical and mental health
4. Social sensitivity
5. Aesthetic responsiveness

These are deemed to be the ‘basics’ which contribute to a balanced Christian education.” (NAD Code 2002:88) Field trips, school programs, and outreach activities are considered part of the curriculum. Absences from these activities will be recorded and grades may be jeopardized.

Curriculum is developed and updated on a continuing basis by the North American Division of Seventh-day Adventists Curriculum Committee and is directed and guided by the North Pacific Union Conference Curriculum Committee (NAD Code 2004:00 and NPUC Code 2010:93) The NPUC Curriculum Committee also recommends books for textbook adoption. Teachers use the curriculum guides created by these committees when planning and teaching.

All students will be tested two-three times per school year using the Measures of Academic Progress® (MAP®) suite of online assessments. MAP delivers data needed to make a difference in student progress, identifies gaps and helps students to master specific skills within a hierarchy of foundational skills.

## **OVERVIEW OF ADMISSION TO FPACS**

Forest Park Adventist Christian School is committed to academic excellence and the building of strong moral character. The students that come to FPACS need to embrace the values that this school stands for and to willingly accept the standards and rules that govern the school. Admission to the school is based on the understanding that this school expects conduct based on Christian values. Our school is not equipped with the staff to counsel troubled youth, neither are we able to provide services for students with special needs.

Acceptance for admission to FPACS is based on the review of all school records from other schools, and an interview with our Principal and the teacher who will be teaching your child. Your child will be placed at a grade level based on their current academic status determined by placement testing. Since we have multi-grade classes, students will be taught at an academic level that will be challenging, but not overwhelming. We want your child to be academically successful and not become too easily frustrated by a program above his or her ability.

**It is very important that your child want to be at this school.** Many children do very well in this school and excel in an environment that gives them an optimal opportunity to learn and progress at their own speed. This school program only works when we do not have to spend undue amounts of time disciplining children who do not want to be here. We encourage you to take time with your child educating them about what they can expect at this school. We will work with you to help you understand what you can expect and to make this an optimal match for both you and the school.

## **ADMISSION PROCEDURE**

Application for admission is encouraged in advance of school opening to allow sufficient time for the transfer and analysis of records by the Administrator and/or Board. Children applying for Kindergarten should be at least five (5) years old by midnight August 31 (WAC 180-39-010), and first grade must be six (6) years old by midnight August 31 (WAC 180-39-015).

A physical examination is required of students entering formal education for the first time, and all students must meet the legal requirement for immunization in accordance with Washington State Immunization Law (RCW 28A.31.118). Proof of immunization must be presented as part of school enrollment procedures.

By June 15, \$200.00 of the Entrance Fee must be submitted to the school, to pre-register your child for admission in August. **The Entrance Fee is not refundable.** Financial obligations from the prior year must be paid in full as a prerequisite for enrollment and continued attendance.

## **ENROLLMENT PROCEDURES**

1. Carefully read the Handbook.
2. Submit a transcript (New Students).
3. Submit Application for Admissions with 3 references (New Students).
4. Schedule a date for testing (New Students).
5. Complete/update enrollment forms.
6. Provide Birth Certificate and Immunization record.

7. Inform the school of any special needs your child may have at the time of enrollment.
8. Pay in full previous year's financial obligations (alternative arrangements to be made with Finance Committee of the School Board).
9. An administrator will schedule a family interview (New Students).
10. An administrator will notify of acceptance or rejection.

## **INTERVIEW**

The child's teacher, the principal, the parent(s)/guardian(s), and the student, make up the interview group. The goal is to become better acquainted, explore parent's expectations, and determine how FPACS can work with the family to fulfill these expectations.

## **FINANCIAL INFORMATION**

Forest Park Adventist Christian School is a tuition-based school that operates on the premise that tuition payments are the responsibility of the parents.

### **ENTRANCE FEE**

The Entrance Fee (\$200, due by June 15) covers textbooks, workbooks, student insurance, school shirt, yearbook, tech fee, activity fee, library fund, Art/Music, and testing emergency kits.

**Entrance Fee is non-refundable.**

### **TUITION**

Approximately half the cost of educating your child is covered by tuition. The balance is donated by sponsoring churches and the Washington Conference of Seventh-day Adventists. ***Tuition is to be paid in 10 equal payments. The first payment is due on registration day in August.*** The remainder of the payment schedule is listed below.

August 15 (Registration Day), September 15, October 15, November 15, December 15, January 15, February 15, March 15, April 15, May 15

Statements will be updated monthly on Jupiter. Upon request, parents may obtain a complete and detailed history of their child's account.

Tuition paid in advance for the full year (10 months) will receive a 5% discount.



## **TUITION RATE**

Tuition is paid on a 10 month basis, **August** through **May**, payable the 15<sup>th</sup>.

<b>Grades K-8</b>	<b>Entrance Fee***</b>	<b>Constituent Tuition**</b>	<b>Non Constituent Tuition</b>	<b>Yearly* Constituent</b>	<b>Yearly* Non Constituent</b>
<b>First Child</b>	\$375.00	\$400/month	\$525/month	\$3800.00	\$4987.50
<b>Second Child</b>	\$375.00	\$385/month	\$510/month	\$3657.50	\$4845.00
<b>Third Child</b>	\$375.00	\$360/month	\$485/month	\$3420.00	\$4607.50

\* Yearly includes 5% discount - does not apply to Entrance Fee.

\*\* *Forest Park SDA Church member fee*

\*\*\* Early registration-If paid by Last day of school there will be a \$50.00 discount.

## **OTHER FEES**

Outdoor Education (upper grades) \$200 per student

Field trips are part of the FPACS curriculum, and students are expected to participate as they would for any day of instruction.

The cost includes:

- Transportation
- Event cost, if any

## **FINANCIAL POLICY - OVERDUE ACCOUNTS - NSF FEES**

- It is the financial policy of the school to limit past due accounts of a student or family to a maximum of two months tuition. No student may remain enrolled if continued enrollment will cause the students bill to be more than two months past due.
- The only exception to the above policy would be an emergency situation where the parent or responsible party submits for approval to the Finance Committee an acceptable payment plan, in writing, of the past due amount. Any further delinquency on the regular account, or on the approved plan, would mean removal of the student from school.
- NSF checks - a check fee equal to the going bank rate will be payable in cash immediately upon notification of an NSF check. In the case of multiple NSF checks, we may request future payments by cash or money order.

## **UNPAID TUITION**

If tuition payments are not paid in full by the beginning of the following school year, the student will not be allowed to re-enroll without alternative arrangements.

If the child is transferring to another school, only immunization records will be forwarded. When the remaining tuition and/or outstanding fees are paid, and books returned, the remaining records will be forwarded.

## **WITHDRAWAL OR EXPULSION OF A STUDENT**

The withdrawal or expulsion of a student will be verified in writing, stating specifically the last date of attendance, and the terms or conditions for the child's return to school. Parents are responsible for the full week's tuition during which the student last attended class.

Parents must advise the teacher, or staff member of the school or study program to which the child will be transferring. PLEASE NOTE: Without notification of the new program the child is transferring to, Forest Park Adventist Christian School is required by law to report a student as being truant to the local school authority.

All school property, including textbooks, library books, and equipment are property of Forest Park Adventist Christian School and must be returned.

## **TUITION REFUNDS**

In the event a child needs to be withdrawn from school, please give the school office one week prior written notice. If one week prior notice has been given, tuition will be charged only for the days the child was enrolled that month. If one week notice is not given, full tuition will be due for the month in progress. Any refunds will be paid ten business days after notification.

## **DONATIONS/GIFTS**

Monetary and physical gifts made to Forest Park Adventist Christian School will be acknowledged with a letter. The donor must verify the value of physical gifts. We recommend the donor consult with an accountant for tax purposes. Direct and anonymous gifts are greatly appreciated. Some examples are listed here:

- Contributions made **directly to Forest Park Adventist Christian School** by individuals for a specific student's tuition account, or for special needs of the school.
- Donations made through the **work place**. Please consult your accounting department for instructions.
- **Boeing and T-Mobile** have matching funds available for a minimum of \$25. Forms are available through Boeing and T-Mobile

- Forest Park Adventist Christian School is registered with **United Way** and donations may be earmarked for Forest Park Adventist Christian School when you make your contribution.

## **STUDENT RECORDS**

Forest Park Adventist Christian School presumes the parent and/or guardian has the right to inspect student records upon request.

- A student who has attained the age of 18 is permitted to review his/her records upon request.
- A parent or eligible student may inspect the student's records by presenting a written request to the administrator. Access will be granted within a reasonable period of time.

## **RELEASE OF REPORT CARDS**

Final student progress report cards, eighth grade diplomas, and student cumulative records will not be released until all financial obligations are paid in full.

## **SCHOOL DAY**

Promptness and regularity of school attendance are a vital part of education and preparation for work, personal, and social life. A poor attendance record might well be an indicator of deficiencies in such areas as attitude, motivation, goal structure, and commitment.

## **SCHOOL HOURS**

School hours are: Monday-Thursday 8:00 a.m.-3:00 p.m.

Friday 8:00 a.m.-1:00 p.m.

Early Release Days: 8:00 a.m.-12:00 p.m.

## **ARRIVAL AND DEPARTURE TIMES**

It is the responsibility of the student and parent to create punctual habits and regular attendance.

1. Beginning at 7:30 a.m., a staff member will supervise students in the gym until teachers open the classroom at 7:50 a.m. Please do not arrive before 7:30 a.m.

2. Parents must ensure students are picked up by 15 minutes after the closing time.

## **ATTENDANCE POLICY**

A student who misses 8 days during an academic semester will not receive credit for that grade, unless unusual circumstances warrant permission to make up the work missed. It is the responsibility of the student and parent to create the habit of punctuality and regular attendance necessary for maximum benefits.

### **EXCUSED ABSENCES**

- Personal illness, injury, or doctor appointments that cannot be scheduled after school hours.
- Illness in the immediate family, which requires the student's presence.
- Death in the family
- Pre-planned absences must have prior approval from the teacher.
- An absence may be excused as follows:
  1. By a note or phone call of explanation from an authorized person on the day of the absence.
  2. Arrangements must be made with the teacher in advance of pre-planned absences to complete the work to be missed. As much as possible, assigned work should be completed before the absence occurs.

### **UNEXCUSED ABSENCES**

- Absences for shopping, haircuts, baby-sitting, "needed-at-home," etc. will be considered unexcused.
- Parents should note that if a student accumulates four unexcused absences the situation will be considered by the administrator, in counsel with the teacher.
- If unexcused absences exceed five (5) per quarter, the student's academic standing and/or continued enrollment may be in jeopardy.

### **REPORTING ABSENCES**

- When a student is going to be absent, the parents should notify the school within 15 minutes after the start of the school day.
- If parents have not notified the school by phone, students must bring a written excuse to the teacher upon returning to school after an absence.

## **TRUANCY**

Truancy is defined as an absence without the knowledge and consent of the parents and/or the school staff. This would include leaving school without permission before the end of the day. Truancy is a serious infraction and will be reported to the appropriate civil authority.

## **TARDINESS**

It is important that students always be on time to school. By being prompt, the student is demonstrating self-discipline and responsibility. Self-discipline in this area is not only important for proper academic achievement, it is essential for the development of personal habits that are characteristic of success and good citizenship in every walk of life. Each student is expected to be in the classroom ready to begin the day at 8 a.m.

- Students arriving at 8:05 a.m. or later will be marked tardy for that day.
- At 10:00 a.m. the child is marked absent for the morning, and must follow the procedure for absences.

## **EARLY DISMISSAL**

Leaving school early is strongly discouraged. Parents should try to schedule all medical appointments after school hours. However, if it is necessary for a child to leave school before dismissal the following items must be met:

- A request must be made in writing, or by telephone, to the school.
- No child will have permission to leave unless accompanied by a parent or by a specifically designated escort, and the school has been duly informed.

## **COMMUNICATION**

Change of address/phone/email: In order to maintain the vital link of communication between the school, parents, and students at all times, the administration must have **up to date** information. If a family moves during the school year, has a change of phone number, home or cell, or their email changes, please notify the school immediately.

## **EMERGENCY SCHOOL CLOSURE**

In case of extreme weather conditions, refer to Everett School District listing of closure or late start (<https://www.everettsd.org/>). Please listen to local radio or TV stations. In other emergencies, you will be contacted.

## **TELEPHONE**

The office is staffed on a volunteer basis. Students may not receive incoming calls unless prior arrangements have been made or in the event of an emergency. Students must obtain permission from the teacher before using the telephone. Permission will be given to use the telephone in case of illness or other emergency. Whenever possible, changes in transportation should be made before the student comes to school.

## **ELECTRONIC DEVICES**

Electronic Devices: Cell phones must be turned off and given to the teacher as students enter the classroom until dismissed. Games, i-pads and tablets should be left at home. If students are caught with one of these devices during school hours they will be taken away, the parent must come pick them up, and a \$10.00 fine will need to be paid.

## **TRANSPORTATION**

Transportation of students is the responsibility of parents and/or guardians.

## **VISITATION**

Parent and family involvement is the backbone of Forest Park Adventist Christian School. We encourage all family members, including grandparents, and younger siblings, to visit and/or help in the classroom. You are always welcome! However, we ask that you please make arrangements through the office in planning your visits to ensure a positive experience with your student and his or her teacher. Classroom visits may begin after the first two weeks of school.

## **VOLUNTEER PROGRAMS**

### **PARENT PARTICIPATION**

We believe that participation in your student's day to day experience is essential to building value for and success in their education. Your daily support, asking about

their day, providing homework help, practicing times tables or music with your child, and participating in class activities are a few of the ways you can help ensure the success of your child. Please do not hesitate to set up an appointment with your student's teacher if you feel this will help you support your child in his/her learning experience.

Your presence at school is also important, as it sets an example of active participation for your children. There are many ways for you to participate in the classroom. You are also welcome and needed for field trips and parties.

Extended family members or friends are also important in setting the tone for your child's educational experience. Please invite them to help with and attend the functions your student participates in. They are also welcome in the classroom.

There are steps that we take to ensure that each person volunteering at FPACS will be an asset to the program and provide a safe environment for our students. Your time in a classroom should be arranged in advance with the teacher in charge. In some instances they may contact you directly to help with a specific project. You will also need to complete the Background Screening process provided by the Washington Conference. Please prayerfully consider the ways you can assist with your child's education.

### **Volunteer Requirements**

1. Complete a Background Screen Form on line, required by Washington Conference
2. Meet the Dress Code Standards while on duty

## **HEALTH SERVICES**

### **SICK POLICY**

If your child has any of the following symptoms, please keep him/her at home until the symptoms have been gone for 24 hours.

- Green/yellow runny nose
- Excessive Coughing/sneezing
- Discharge from eyes
- Temperature over 100 degrees
- Diarrhea
- Vomiting
- Lice

## **ADMINISTERING MEDICATIONS**

Teachers may not diagnose a health condition or give any internal medications, including aspirin, except as indicated in the following statements:

A student who is required to take medication prescribed for him by a physician during the school day may be assisted by designated school personnel if the school receives:

- A written statement from the physician detailing the time schedules, amount, and method of administration.
  - A written statement from the parent or guardian of the student indicating their desire for the school to assist the student as set forth in the physician's statement.
1. Such medication must be delivered to the Forest Park Adventist Christian School in the original container bearing the pharmacy label including the student's name.
  2. Medication is to be in a secure area, such as a locked drawer or the school office. (NPUC Handbook for Teachers – code 3026:88) (RCW 28A.210.260)

## **IMMUNIZATIONS**

No student will be allowed to attend Forest Park Adventist Christian School without meeting the current legal requirements for immunization against disease; unless the student has exemption for health, religious, or personal reasons as provided by law. Students who do not submit a certificate of immunization or present a valid exemption shall be denied admittance and/or continued attendance until such a certificate or exemption is received.

## **CODE OF BEHAVIOR**

In order to ensure spiritual and educational benefits for all students, each student must agree to conform to and obey all rules and regulations of the Forest Park Adventist Christian School. Our primary objective will be to develop respect for authority and self-discipline on the part of the student. All students are subject to the authority of the teacher, and staff, at any time on the school grounds, during the school day, or during school functions. Students will be courteous and respectful to teachers, teacher aides, secretaries, visitors, and other students at all times.



## **HANDS-OFF POLICY**

Because we want all of our students to feel safe at school, Forest Park Adventist Christian School maintains a “hands-off” policy between students. Fighting, wrestling, kicking, shoving, hitting, and spitting, even in a playful manner, are not acceptable behaviors. Public display of romantic affection is also not acceptable. Students are expected to keep their hands, feet and objects to themselves at all times.

## **MINOR INFRACTIONS**

The following infractions constitute examples of unacceptable conduct:

- Chewing gum
- Running in the building
- Disruptive talking
- Tardiness
- Littering in the building or on school grounds
- Minor dress-code violations
- Minor property damage
- Unexcused absences from school
- Possession of unauthorized items, such as radios, toys, CD players, cell phones, MP3 player/iPods, unapproved reading material, etc.
- Consumption of food or beverages at times other than the lunch period, without permission

## **MAJOR INFRACTIONS**

Major infractions will be handled in a firm and earnest manner:

- Improper behavior during school-sponsored activities
- Truancy
- Profanity, obscene or suggestive language or gestures
- Willful destruction of property
- Possession of obscene or pornographic material
- Fighting
- Major dress code violations
- Disrespect for staff members, other adults, or other students (bullying, teasing, name-calling, etc.)
- Willful defiance of authority
- Major property damage
- Rebellious or irreligious attitudes
- Sexual misconduct
- Sexual harassment

- Theft or vandalism
- Possession or drinking of alcoholic beverages
- Possession or use of tobacco
- Possession or use of drugs
- Leaving school without permission
- Possession of firearms, fireworks or other dangerous objects
- Cheating and lying

Should the parent or guardian have a disagreement with the school staff regarding a Code of Behavior issue, the School Board Members would like you to refer to the Conflict Resolution portion of this Handbook.

## **SEXUAL HARASSMENT POLICY**

It is the policy of Forest Park Adventist Christian School to assure that all employees and students will have an environment free from harassment. We will always seek this type of an environment by education of our staff and students; reminding them that harassment is a violation of our civil laws and the laws of love demonstrated to us by Christ.

We have adopted the policy of the North Pacific Union Conference as set forth in the “Education Code” Handbook, as it relates to the employees and the students. These policies can be found in the NPUC Code, Section 3050:94 Harassment of Students and Other Persons, and NPUC Code, section 4306:01 Harassment. These policies contain a written definition of harassment, a code of expected behavior, and procedures for reporting and dealing with the involved parties should an incident occur.

In the event an incident of harassment occurs, the incident should be reported to the school administrator, or education superintendent, as set forth in code 4306:01 section 5. When dealing with a student, the incident should be reported to the principal or head teacher as set forth in NPUC code 3050:94 section 4. The rules for conflict resolution as set forth in the Student Handbook should be followed as much as possible. All such complaints will be kept in confidence to the greatest extent possible.

Each employee will receive a copy of this policy and the policy NPUC Code 4306:01, and will acknowledge receipt of the policy by their signature and date. This will be kept in the employee file. Each student and their parent or guardian will receive a copy of the Student Handbook at their enrollment and are asked to read it carefully and completely.

# **TECHNOLOGY ACCEPTABLE USE POLICY**

Forest Park Adventist Christian School (FPACS) is pleased to offer access to computer networks, including the internet, provided students honor the Acceptable Use policy. All students will be required to read and sign the agreement as part of the registration process to indicate a commitment to keeping the letter and spirit of this policy.

## **RESPONSIBILITIES**

1. The student assumes responsibility for any FPACS user account to which he/she is given access.
2. The student agrees:
  - a. Not to interfere with the function of any computer, network, or the internet, or cause disruption in any services
  - b. Not to attempt unauthorized access to systems, networks, data, resources, or programs
  - c. To respect the usage guidelines and acceptable use policies of all networks
  - d. To follow all generally accepted rules of network etiquette
3. The student agrees to respect:
  - a. All intellectual property rights of the owners and licensors of all systems which are part of or are accessed through internet and local networks
  - b. All laws of the United States, both federal and state
  - c. Copyright laws
  - d. The secrecy of any confidential, restricted, sensitive, or personal data discovered in using the internet and local networks and the confidentiality of any information regarding the files and accounts of other users
4. Some material available on the internet or local networks is racist, sexist, obscene, pornographic, or violent in nature and is, therefore, inappropriate for FPACS students. Students agree not to look for and not to access this inappropriate material. Students further agree to cooperate with school staff in any precautionary steps they may take to ensure appropriate use.
5. The student agrees not to use the internet and local networks for:
  - a. The acquisition, creation, and distribution of any material which is offensive, obscene, harassing, sexist, pornographic, racist, malicious, or slanderous, nor for any activity which may be considered unethical, immoral, or illegal.
  - b. Any activity the purpose of which is to obtain private commercial gain. (This would be appropriate at home)

6. Without specific permission of a teacher, the student will not subscribe to mailing lists, news groups, online computer games, or any other internet or local network services.
7. Unless authorized by a teacher, the student will not correspond, through the internet, with an unknown person.
8. The student acknowledges that information which is obtained through accessing any system on the internet and local networks may not be accurate.
9. The student understands the use of the internet and local networks at FPACS is a privilege, not a right, and inappropriate use may result in cancellation of those privileges.
10. The student understands that violation of these use policies could result in loss of access, personal payment of any fees incurred, and possible prosecution.

### **RANGE OF CONSEQUENCES**

The consequences will range from an interview with the classroom teacher to a formal interview with the administration as outlined in the student handbook dealing with discipline. The student's privilege to access the computer network will be suspended. The parents would be contacted/informed at each step.

## **DISCIPLINE**

An Application for Admission indicates that both student and parents have read the Code of Behavior and will comply with the written rules. Students should expect to be corrected by the teacher or staff members for acts that are not in the best interest of the child and/or Forest Park Adventist Christian School.

### **MINOR OFFENSES**

For minor infractions, parents will not be contacted directly, unless the teacher's action has proven unsuccessful.

1. When the teacher's action is unsuccessful, a **Yellow slip** will be sent home with the student. This **Yellow Slip** informs the parent of the child's behavior. If there are questions or concerns, the parent should contact the teacher directly.
2. The parent or guardian must sign the **Yellow Slip** and return it the next school day.
3. Students returning to school without a signed **Yellow Slip** will forfeit school privileges as determined by the teacher.

4. After the student receives five (5) **Yellow Slips** for the same offense, the student will be issued a **Pink Slip**. (See directions under Major Offenses.)

**NOTE:** **Yellow Slips** will not be recorded in student's permanent records.

## **MAJOR OFFENSES**

Parents/Guardian will be notified by a **Pink Slip** concerning a major offense.

1. The **Pink Slip** is issued to the student.
2. The office notifies the parent or the guardian that a **Pink Slip** has been issued.
3. The parent needs to pick up the student or make other arrangements for the student to leave the school campus.
4. The parent or guardian must sign the **Pink Slip** and make an appointment with the teacher.
5. At the appointment, a plan will be made to solve the problem.
6. If a solution cannot be reached, or if this is a second **Pink Slip** for the same offense, the parent must arrange a meeting with the administrator, the teacher, and the student to work out a solution.
7. If a solution cannot be reached, or this is the third **Pink Slip** for the same offense, the parent must make arrangements to meet with PAC and the teacher.
8. If a solution is not reached in Step 7, the problem is referred to the school board for consideration of the PAC's recommendations regarding further action.
9. With any **Pink Slip**, the student will remain suspended until a solution is reached.

**NOTE:** All **Pink Slips** are placed in the student file for the current school year. (They will not be recorded in the student's permanent file.)

## **DISCIPLINARY ACTION ALTERNATIVES**

Corporal punishment is not used. Disciplinary alternatives may be, but are not limited to, the following:

1. conferences with parents
2. loss of recess
3. after-school detention
4. work detail
5. non-participation in extra-curricular activities
6. suspension
7. expulsion

## **DETENTION OF STUDENTS**

Students may be detained in school for disciplinary or other reasons for not more than one hour after the close of the regular school day. Parents are to be notified of this action prior to the detention.

Should the parent or guardian have a disagreement with the school staff, the School Board Members would like you to refer to the Conflict Resolution portion of this Handbook.

## **SCHOOL PROPERTY**

Students are responsible for careful use of Forest Park Adventist Christian School property. Costs for damage to school furniture, building, or school-owned books must be promptly paid for by the child causing the damage or by their parents.

## **DRESS CODE**

A student's appearance should reflect the impression that formal learning is important enough to call for precision and neatness in dress. Style of clothing should indicate a serious academic purpose on the part of the student. Our standards for dress and grooming are in keeping with the high Christian ideals that we seek to establish in those who attend Forest Park Adventist Christian School.

## **PRINCIPLES**

The following guidelines do not attempt to embrace every conceivable situation in the realm of dress. Direct any questions about the intent or provisions of the dress code to the school administrator.

Scriptural support for a dress code may be found in I Timothy 4:12, I Timothy 2:9, Deuteronomy 22:5, and I Corinthians 6:19-20. The administrator will have the final word on all matters concerning the dress code.

Fresh air is important and as often as possible some part of the daily recreation will be done outside. Therefore, please be sure your child has appropriate clothing for the weather.

## **GUIDELINES**

Noncompliance with the guideline listed would be categorized as a minor offense, unless otherwise stated. Repeat violations of the Dress Code may result in suspension from school until the offense is corrected.

1. Hair must be clean and neatly combed, and not be representative of non-Christian or extremist themes. For males the length will be no longer than the top of the back shirt collar. All students must keep hair styled in a manner to allow full eye contact.
2. Appropriate footwear for indoors and outdoors must be worn at all times – no flip-flops
3. No jewelry
4. Clear or natural makeup only
5. Clothing must be modest, neat and clean, fit properly, and be in good repair

## **REQUIRED DRESS CODE ATTIRE (REVISION AS OF 11/2020)**

**Polo Shirts:** Either short sleeve or long sleeve, all solid colors. Polo shirts need to cover the midriff and have sleeves.

- Button up collar shirts of the same solid colors is acceptable.
- Shirt sleeves must be a minimum of short sleeve length, and shirts must be long enough to cover the waistband when arms are raised (No belly shirts, sleeveless, spaghetti strapped, halter or tube, sheer or see-through tops)

**Sweatshirts:** All solid colors are acceptable. **Sweaters** may have a pattern, strips or plaid.

**Pants:** khaki, blue or black - jeans are ok. Shorts and skirts ok as long as they comply with the current dress code.

- No solid white pants, skirts, or dresses.
- No sweatpants, stretch pants, or leggings
- Shorts and skirts must be knee-length or longer

**Logo Polo to be worn on Wednesday**  
**School t-shirts are acceptable on Fridays**

# CONFLICT RESOLUTION PROCEDURE

It is the responsibility of the School Board to provide a procedure which parent(s) and student(s) can use to resolve conflicts. The aim of providing this procedure is to create and maintain a quality program of continuous improvement in communication, caring, and teaching processes using the principles found in Matthew 18.

## PRINCIPLES

Each person is asked to keep these principles in mind as they seek resolutions to the conflict:

- Maintain strong partnerships between the home, teacher and school
- Maintain the self-confidence and self-esteem of others
- Focus on the issue, or behavior, not the person
- Respect confidentiality
- Personally take the initiative to improve the work process and partnerships
- Treat others the way we want to be treated

## PROCEDURES

First            The person with a concern should go directly to the appropriate party or teacher (in private) and discuss the issue according to the principles above. It is highly recommended that the issue be put in writing for the sake of clarity, and possible solutions suggested. Responses to the issues should also be put in writing.

Second        Should the issue be unresolved, take another person with you and go back to the appropriate party, or teacher, to discuss (in private) the issue according to the principles above. The issue **must** be put in writing at this point. Responses and resolution are also to be written down.

Third            If the issue is still unresolved, the School Administrator, i.e. the Principal, should then be brought into the loop. The responses and recommendations from this meeting shall be put in writing.

Fourth         If the issue remains unresolved, the Personnel Committee of the Forest Park Adventist Christian School Board may be asked to review the concern. The responses and recommendations from this committee will also be put in writing.



- Fifth            The next step for an unresolved issue is for it to be addressed by the School Board. Recommendations from this meeting will be put in writing.
  
- Finally        **After all these steps have been taken**, and the issue has not been resolved, it should be brought, in writing, to the Education Department of the Washington Conference.

## OUTDOOR EDUCATION

Our students in grades 6-8 are required to participate each year in outdoor education, a planned curriculum focusing on a chosen topic, taking place off campus. It will be conducted as designated by the staff and school board in the school calendar. There is a separate fee required for this program, and this fee is to be paid in full along with registration.

## STUDENT INSURANCE

Student Accident Insurance is provided as *secondary insurance* for each student. The family’s insurance is considered primary. The nominal premium assessed for the secondary insurance is included in the Entrance Fee.

No insurance is provided for the use of roller blades or skateboards, therefore they are banned from the school and church property.

## SCHOOL STAFF

Principal	Cynthia Heyman	425-258-6911	cheyman@fpacs.org
Administrative Assistant	Alma Venden	425-258-6911	fpacs@outlook.com

Teacher	Diana Yashyna	425-258-6911	ms.y@fpacs.org
Teacher	Holly Hernandez	425-258-6911	mrshernandez@fpacs.org
Teacher	Stacey Kemmerer	425-258-6911	mrsk34@gmail.com
Teacher's Aide	Stephanie Loing	425-258-6911	loingsc@gmail.com

## **SCHOOL BOARD MEMBERS**

Chairman (FP)	Ryan Haning	425-387-7537	rhaning@msn.com
Vice-Chair (FP)	Nadiya Yashyna	425-346-8261	arkadiy309@gmail.com
Principal	Cynthia Heyman	425-286-7335	cynthia_heyman@msn.com
Treasurer (FP)	Ryan Haning	425-387-7537	rhaning@msn.com
Pastor (FP)			
Home & School	Alma Venden	509-221-8709	ajvo411@gmail.com
Member (FP)	Tim Moroca	425-418-2790	timmoroca@gmail.com
Member(FP)	Kris Venden	206-387-0423	kris.venden@gmail.com
Member(FP)	Sheryl Friend	425-626-5465	alangsgrandma@gmail.com
Member(FP)	Henrietta Naivunivuni	425-931-6924	hnaivunivuni@gmail.com
Member(FP)	Marucha Omwenga	603-867-5345	maruchao@yahoo.com

## **FINANCE COMMITTEE**

Chairman (FP)	Nadia Yashyna	425-246-8261	arkadiy309@gmail.com
Principal	Cynthia Heyman	425-328-1020	cynthia_heyman@msn.com
Pastor (FP Church)			
Treasure	Ryan Haning		
Vice-Chair	Cynthia Heyman	425-328-1020	cynthia_heyman@msn.com

## **NOTES**