



BOISE VALLEY
ADVENTIST SCHOOL

Student and Parent Handbook

Mission Statement

Our mission is to inspire students to:

- Reflect Christ's character,
- Achieve their highest intellectual potential,
- Serve others in Christian love, and
- Embrace healthful living in an environment where school, home and church unite to encourage a living relationship with God.

Statement of Faith

As a Seventh-day Adventist School we believe:

- The Holy Scriptures of the Old and New Testaments are the written inspiration of the word of God.
- That God is the ultimate source of existence and truth. The Bible is accepted as God's revealed will.
- There is one God: Father, Son and Holy Spirit, a unity of three co-eternal persons.
- God is the Creator of all things and has revealed in Scripture the authentic account of His creative activity.
- God provided the only means of atonement for human sin through His death on the cross so that those who, by faith, accept this atonement may have eternal life.
- By baptism we confess our faith in the death and resurrection of Jesus Christ and testify of our death to sin and of our purpose to walk in newness of life.
- The great principles of God's law are embodied in the Ten Commandments and exemplified in the life of Christ. They express God's love, will, and purposes concerning human conduct and relationships, and are binding upon all people in every age.
- God created a day of rest for His people. The 7th day Sabbath is a day of special blessing, fellowship, and communion with Him our Creator.
- We are God's stewards, entrusted by Him with time and opportunities, abilities, and possessions. We are responsible to Him for their proper use.
- The second coming of Christ is the blessed hope of God's people. The time has not been revealed and we are, therefore, exhorted to be ready at all times.

Paraphrased General Conference of Seventh-day Adventists, 28 Fundamental Beliefs 2020

Philosophy

Boise Valley Adventist School is a Christian school founded by Seventh-day Adventist church members of the Boise valley to provide a spiritually oriented education for their young people. A belief in the existence of a Creator is fundamental to the philosophy of the school.

We respect God's divine authority and recognize His intervention in human experience by endeavoring to reflect His image in our relationships. We believe that true education has to do with the complete development of the physical, mental, and spiritual powers of each student.

Ultimately, we would hope to prepare our students for the joy of service in this world and the world to come. To reach this ambitious goal we will strive toward the following objectives:

- To make fundamental Christianity relevant to our young people.
- To provide an environment conducive to the development of a Christian character.
- To inspire in students a sense of dedication and commitment to God and man.
- To establish behavioral patterns in harmony with natural laws governing physical, mental, and spiritual health.
- To encourage students to develop and apply logical reasoning processes in mental growth.

What We Stand For

Spiritually - An important objective is the spiritual guidance of our students. The administration, faculty, and staff recognize the daily pursuit of spiritual goals, using every opportunity presented during curricular and extracurricular activities to lead students.

Academically - We guide our students' intellectual gifts by promoting high academic standards, always remembering that each student is a unique creation of God. Our aim is to help our students realize their full academic potential.

Physically - Guiding the physical potential of our students is an integral part of our educational program. We realize the human body houses the Spirit and must be properly cared for to influence the world for God.

Relationally - It is our relationship with God that influences our relationship with those around us. If we are in proper relationship with God, then our relationships with others will be filled with love, patience, kindness, faithfulness, and self-control.

Student and Parent Commitment

It is our desire that the staff and parents, together, support the education of our students. BVAS is dependent upon parental support in prayer, volunteer work, finances, and encouragement. Home and school must both consciously cultivate a positive working relationship. As parents, you are the most important people in your child's life. Your influence is vital in helping your child succeed. Students need to know that we are working together for the success of their educational journey.

Students have responsibilities in the educational process that are critical to each one's success. Those responsibilities are to:

- Review and abide by the policies outlined in this Handbook.
- Accept personal responsibility for their learning, with the knowledge that they are accountable to God, self, parents, and teachers.
- Stay on task, complete all assignments, and persevere with difficult problems.
- Do their part to contribute to a positive school atmosphere, showing respect for teachers, fellow students, and their property.
- Strive to grow spiritually, applying biblical values in personal relationships, work assignments, and extracurricular activities.

In addition to students, parents also have responsibilities in the educational process that are critical to each student's success. Those responsibilities are to:

- Faithfully support the school through prayer and positive attitude.
- Commit to giving a good report by sharing any complaints or negative comments only with the people involved.
- Pledge to cooperate with BVAS to help their child have a positive experience.
- Accept responsibility for the education and training of their child.
- Review and abide by the policies in this Handbook.
- Commit to working closely with the teachers in all areas concerning training and education.

Accreditation

Boise Valley Adventist School is accredited through the Adventist Accrediting Association (AAA) as well as the Middle States Association (MSA).

Registration Requirements

Boise Valley Adventist School is operated by the Seventh-day Adventist Church for its youth. However, if room is available, other students of good reputation, desiring a character-building Christian education, and willing to abide by school standards, will be considered regardless of religious affiliation.

An application for enrollment must be completed and returned to the school office with the registration fee of \$300. Applications will not be processed without the registration fee. Parents should plan and budget for the cost of Christian education and request financial assistance if necessary. Students may be tested to aid in selecting the proper grade for their success, if needed.

All Students:

- Must be 3 or 4 years old by September 1st to enroll in Preschool or Pre-Kindergarten. Must be 5 years old by September 1st to enroll in Kindergarten. Must be 6 years old by September 1st to enroll in 1st grade.
- Must provide a physical examination or health certificate from the family doctor.
- Must submit a report card and request for records transfer sheet if transferring from another school.
- Must submit a completed Application for Admission with \$300.00 registration fee.

Pre-Enrollment Process (for new students only)

- Grades 1-8: Complete the screening packet (on site) for their grade level.
- Provide 3 references (name and contact number) for the student.
- Student may shadow the class for a designated length of time if desired.
- Student applications will be reviewed before admission is granted.
- Students subject to a minimum probationary period of 1 month. (see below).

Application Process (for new and returning students)

- Complete the General and Medical information.
- Complete the Permissions: Internet/Website, Handbook, Consent, Pick-Up, Fieldtrip Driver, Motor Vehicle, and Vehicle Insurance.
- Complete the Parent Questionnaire.
- Provide updated immunization records, if applicable.

Additional Application Process (for new students only)

- Provide immunization records or exemption form.
- Provide a copy of a state certified birth certificate.
- Provide a copy of the applicant's latest report card.

BVAS is a private school. Therefore, the school board and administration reserve the right to deny admission or adjust grade level to anyone if that decision is in the best interest of BVAS and its students. Probationary periods are a minimum of 1 month and subject to school board and administration review.

Attendance

Because attendance is an indicator of success in school and is necessary for maximum student learning, Idaho law requires any person between the ages of seven and sixteen to regularly attend school.

Our attendance/tardy policy is as follows:

- All students are expected to be in class and on time every school day.
- Parents must communicate when a child is absent. A lack of communication will be recorded as truancy.
- Excessive tardiness and/or absences may result in a denial of promotion.
- In habitual cases, parents will be contacted to resolve the problem.
- Students may not be allowed to participate in extra-curricular activities, field trips, or class rewards until the assigned work is caught up.
- Any child who accrues 10% of unexcused absences and/or truantries may be referred to the School Board.
- Students who accrue fifteen (15) consecutive absences can be dropped from school.

Absence - It is the parents' responsibility to contact the teacher and/or the school office within the first hour of the school day when a student will be absent. According to state law, the only valid excuses for absence from school are sickness or death in the family. An excused absence may also be granted if a parent notifies the teacher or administration in advance of a medical appointment that cannot be scheduled outside of school hours. In the case of illness-related absences, a student may be excused for up to three (3) consecutive days without a doctor's note. If a student is absent for more than three (3) consecutive days due to illness, a doctor's note is required in order for the additional days to be excused.

All other absences will be considered *unexcused* unless otherwise approved by school administration.

Truancy - Any student who repeatedly violates the attendance regulations established in this handbook or any child whose parents or guardians fail to ensure their child is at school to receive instruction is considered truant. Therefore, a lack of communication regarding tardiness and absences will be considered truancy. Per Idaho Code 33-206, a student that is habitually truant may be referred to the state truancy office.

Tardiness - Students will be considered tardy if they are not in their assigned seats when classes begin. Excessive tardiness can result in poor academic performance and a child missing valuable instruction time. Late arriving students must obtain a tardy slip from the office before entering the classroom. See guidelines above for policies regarding accumulated absences.

Leaving of School Grounds by Students – Students are to remain on the school grounds during school hours unless permission to leave has been arranged with the teacher. Those leaving without permission may face disciplinary action.

Curriculum

Grades 1-8 will be taught the following classes:

- Bible
- Reading
- English
- Spelling
- Handwriting
- Mathematics
- PE
- Technology
- Music
- Art
- Science
- Social Studies

It is important that our students experience academic success, therefore, our program is designed for maximum student learning. The coursework in our curriculum is designed to prepare students to continue their education beyond their time at BVAS. Lessons include well-developed reading, writing, verbal, conceptual, mathematical, and study abilities.

Students are expected to maintain a minimum GPA of 2.0. If a student's GPA falls below the required minimum, students will be expected to re-do assignments to ensure understanding of concepts and bring up their grade. Students who end the year with an accumulated GPA below 2.0 may result in a denial of promotion or admittance the following year. Those in 8th grade may result in a denial to graduate.

Students may not be allowed to participate in extra-curricular activities, field trips, or class rewards until their GPA is raised to an acceptable level. In continuing cases, parents will be contacted to resolve the problem.

If an e-Learning Day is implemented, assignments will be posted on the school website and/or the teachers specific online learning environment at the beginning of each school day with adequate instructions for completion. In addition, teachers will be available to students via email, an online learning environment, and/or telephone for questions or support until 4 p.m., if power and internet connectivity permit. Assignments must then be completed and submitted by the timeline specified to receive both academic and attendance credit for an e-Learning Day.

Students with Disabilities – Under the American Disabilities Act (ADA), any student with a disability has the right to receive services. On site, BVAS is equipped to aid students with speech and learning issues only. If a disability is detected in these areas, the teacher will work with the parents and public-school district to have the student assessed and target necessary resources for aiding the student in the learning process.

Medical Information and Emergencies

Emergencies – Please inform the school office of any change in contact information for your family. If your child is hurt or has an emergency, the following will be done:

1. If the injury is not serious, simple first aid will be given.
2. If the injury is serious or may require a doctor's attention, a parent will be contacted to pick up their child.
3. If necessary, 911 will be called and the child transported by ambulance to the nearest hospital.

Illness - For the health of all our staff and students, children who are ill should not be sent to school and should be kept separate from other students. Observable illnesses would include, but are not limited to, fever (100° forehead, 101° oral and 100° armpit), diarrhea, and/or vomiting. In addition, students should not be sent to school if these symptoms were existent within the 12-hour period prior to the start of the school day. Should a serious health outbreak occur, safety measures will be taken, and parents or guardians will be informed.

If a child should become ill while in school, the child will be placed in the sick room for observation and care. If the student does not appear to improve, or their condition worsens, the parents or guardian will be notified.

The school should be notified if a child is diagnosed with or exposed to an infectious disease or becomes contagious (pink eye, chicken pox, etc.)

Immunizations - All students must submit proof that immunizations are current (or an exemption form).

Exemptions - Idaho law allows a parent/guardian to claim an exemption from immunization requirements for their child for medical, religious, or personal reasons. All exemptions must be documented on the official State of Idaho form provided by the Idaho Dept. of Health and Welfare, Immunization Program.

Lice - Head lice are the second most common childhood ailment and can quickly spread from child to child. Therefore, BVAS has a "No live lice" policy which means that children are not allowed in school with live lice in their hair. If live lice are discovered, parents will be contacted and the child will be sent home for treatment. Once thoroughly treated, the child may return to school. This process may continue for up to 3 weeks to ensure there is no re-infestation. If lice eggs, called nits, are discovered in school, parents will be informed and the school will recommend that the student be taken home for proper treatment.

In return, the school should be notified if a child is found with lice or nits so parents can be informed, and preventative measures can be taken. The child will then need to be treated before attending school.

Prescriptions and Over the Counter Medications - All medications or drugs, whether prescribed or over the counter, must be given to the office (by the parent) upon arrival in the morning. Medications will be kept in a secure area.

If a child requires medication, it may be given at school if:

1. The medicine is in its original container, and
2. The child's name, dosage, and times of administration is clearly labeled.

Any medication or drugs not turned in to the office will result in a phone call to the parents and possible suspension.

A student who engages in the use or possession of alcoholic beverages, tobacco, non-prescribed narcotics, or harmful drugs will result in immediate disciplinary action.

Conduct and Discipline

At BVAS, we strive to create a positive, welcoming environment that recognizes the God given worth of each child and the desire to serve others in Christian love. We are committed to making the safety of our students the top priority and instilling morals and values that will aid students in their decision making. As part of this policy, BVAS will endeavor to minimize situations where mistreatment can occur, reinforce concepts of personal boundaries, emphasize personal value, and show that each student has a choice regarding how they treat others.

Personal Conduct - Behaviors such as harassment, intimidation, and bullying are not acceptable. Therefore, it is our responsibility to help our students learn to respect others and to respect property, as outlined in our school policies within this handbook. A student who engages in any of the following jeopardizes their enrollment:

- Undermining religious ideals or displaying a detrimental influence out of harmony with the standards and philosophy of BVAS.
 - Uncooperative or disrespectful attitude displayed by the student or parents regarding school rules.
 - Using profane language, possessing or displaying obscene pictures, or indulging in lewd or suggestive conduct.
 - Participating or committing any act that injures, degrades, disrespects, or disgraces a staff member or fellow student.
 - Bullying through direct behavior including but not limited to hitting, taunting, name calling, and/or indirect behavior including looks, exclusion, gossip, and cyber-bullying.
 - Stealing, cheating, willful deception, or dishonesty.
 - Possessing or using knives, firearms, explosives, or weapons of any kind.
 - Using any object in a potentially harmful manner.
 - Using alcoholic beverages, tobacco, non-prescribed narcotics, or harmful drugs, in any form or having them in one's possession.
 - Violation of the student agreement signed on his/her application to attend BVAS.
 - Additional misconduct not mentioned above may also be addressed at the discretion of the faculty.
- Proper conduct is expected at all school functions.

Reporting Procedures - Students who experience mistreatment from another student should report the incident to a staff member.

Social Standards - We recognize that while the Scriptures do not provide specific teachings regarding all social practices, they do advocate self-restraint. A friendly, wholesome association between all students is expected. Students will maintain Christian standards of morality in their relationships and non-physical relationships between students are emphasized. Associations between students of the opposite sex should be in public areas at designated times. In addition, the behavioral and lifestyle standards of our students, teachers, and staff shall be in harmony with Christian values and the [beliefs of the Seventh-Day Adventist Church](#).

Disciplinary Procedures - In the event that the behavioral expectations outlined in this handbook are not followed, the following disciplinary steps will be implemented:

- 1) **Verbal Warning** - A verbal warning may be given by any member of the faculty or by a parent volunteer during school hours and field trips.
- 2) **Parent-Teacher Conference** – If verbal warnings do not result in behavior improvement, a conference may be scheduled in-person or over the phone with the parents or guardians and teacher, to include the student if necessary.
- 3) **Parent-Teacher-Principal Conference** – If the issue persists following the Parent-Teacher conference, a formal meeting in-person will be held with the parents or guardians, teacher, and principal (with or without the student present as deemed appropriate).
- 4) **Dismissal** – Student behavioral issues that continue will be referred to the School Board for evaluation and possible dismissal. If a student is dismissed, parents or guardians may have the option to reapply for the following school year. Serious offenses – such as drug use or possession, assault, sexual harassment, bullying, possession of a weapon, continual disruption and/or behaviors that undermine the religious ideals of our school – may forego the disciplinary process and warrant immediate dismissal.

Disciplinary Notices - A Disciplinary Notice may be issued at any stage in the discipline process. Notices are sent home with the student following the incident and may require a parent or guardian's signature before the student is permitted to return to class. If a signature is required and the student returns without a signed notice, parents or guardians will be contacted and the student will be placed in in-school suspension until the notice is returned with the appropriate signature.

Suspension - A student may be suspended for a minimum of one day, either as an in-school suspension or off-campus suspension, and will be determined by the staff and administration.

- **In-school suspension** allows the student to remain on campus, separated from the classroom, while completing assigned work.
- **Off-campus suspension** requires the student to stay home for the duration of the suspension.

In both cases, the time away from the class is intended to promote reflection and accountability. If financial restitution is required, it is the responsibility of the student and parents or guardians and must be fulfilled before the student may return to class.

Acceptable Use Policy

Cell Phones – BVAS is a Christian school that values honesty and integrity. To avoid temptations toward cheating and possible disruptions in the classroom, all cell phones and electronic devices (e.g., iPods, gaming systems and laser pointers) must be put away at the beginning of the school day. Students will not be allowed to use these devices without prior permission from the teacher. Use of these devices, during the school day, may result in disciplinary action at the discretion of the teacher. A good rule to remember is ‘if a teacher can see it or hear it, they will take it.’

Software – Computer software is an integral part of the school curriculum. Its purpose is either as a primary or reinforcing learning tool. Users are expected to leave all setups, configurations, class rosters or user statistics as they are. If any changes are necessary, they must be made in the presence of the classroom teacher or the principal. It is important to maintain appropriate copyright standards as well as to avoid possible virus contamination. No software is to be brought from home or downloaded for use within the school setting unless explicit permission is given. Users are responsible for their actions while using school computers.

Internet – Students at BVAS will be accessing the internet for various curricular purposes. The school's internet provider will filter out most objectionable material. Still, the following uses of the internet by BVAS Students are not permitted: Accessing, uploading, downloading, distributing, or transmitting pornographic, obscene, sexually explicit, or violent materials. Vandalizing, damaging, or disabling the property of another person or organization. Accessing another person's material, information, or files. Revealing the address, personal phone number or other personal information of yourself or another student. Communicating a credit card, bankcard, or any other financial information. Downloading any file without permission from the teacher. Any violation of the internet policy will result in the loss of computer privileges during the school year.

Student Dress Code

We believe there is a relationship between good dress habits, good work habits, and proper school behavior. A student's dress and appearance should be characterized by cleanliness, neatness, modesty, appropriateness and safety. Any type of attire or grooming which attracts undue attention and distracts from the educational process is not acceptable. Extremes in dress, style, or makeup are to be avoided as well as anything that is purposely suggestive.

Although the appearance of any student is primarily the responsibility of that individual and parents, we expect students to maintain the type of appearance that is not distracting or detrimental to the educational process. Our major concern is the salvation of students and not the policing of apparel.

Students who come to school without proper attention to personal grooming or appropriate dress may be asked to call their parents for a change of clothing, may be sent home to correct these concerns, or may wear a school-provided outfit. The staff and administration reserve the right to make final decisions regarding the dress code.

Boise Valley is committed to reflecting Christ's character instead of drawing attention to ourselves. For this reason, our dress code reflects simplicity and modesty.

- Clothing should be clean, modest, and in good repair.
- Shirts must have a collar. Shirts may be long or short sleeved and can be striped, solid, or patterned. Logos or emblems must be confined to a small area, no large logo text or inappropriate graphics. A plain long or short sleeved shirt may be worn underneath the collared shirt for warmth when needed. Tank tops and/or sleeveless shirts are not allowed.
- Hoodies, jackets, and sweatshirts may be worn over a collared shirt for warmth. Logos or emblems must be confined to a small area, no large logo text or inappropriate graphics
- Pants must be neat, clean, and well fitted. Skintight pants, sweats, flannel/pajama pants, or pants that fall below the waistline will not be allowed. Leggings/jeggings are not to be worn as pants only, but are allowed under dresses, skirts, or shorts.
- Shorts are permitted for school wear but must have a finished edge and must not be shorter than 2 inches above the knee, measuring from the top of the kneecap.
- Dresses or skirts are permitted for girls and must not be shorter than 2 inches above the knee, measuring from the top of the kneecap and shorts must be worn underneath. Dresses must have a collar or have a collared shirt underneath.
- Hats are not to be worn inside the school building.
- Jewelry and conspicuous facial cosmetics are not acceptable. Earrings/studs are to be removed during school hours, at all school functions, and while on school premises. Clear spacers are allowed.
- Hairstyles that are of unnatural style and colorization are not allowed.
- Shoes must be worn at all times. Sandals must have an ankle strap. Flip-flops, ballerina spinners, and slippers are not allowed.

Financial Policy

Stewardship is an essential Biblical concept for individual Christians and Christian organizations. Boise Valley Adventist School strongly encourages families to budget for the prompt payment of their school account. The financial responsibility incurred by the school while providing for students requires that tuition and fees be paid on time. Policies to ensure prompt payment are as follows:

Registration Fee - \$300 must be paid in full at the time of registration. All registration fees are nonrefundable. Registration fee consists of the following: \$200 towards educational expenses, \$50 field trip, and \$50 administrative fees.

Tuition - Tuition is the operating income for our school. Consistent and prompt payment is essential for the smooth operation of the school. Tuition is paid over 10 months with the first payment due at registration and the last due in May. Monthly statements will be issued by the first business day of each month.

A 4% discount will apply when tuition, for the year, is paid in full at registration. A 2% discount will apply when tuition, for the semester, is paid in full. If payment is made by the 15th of the billing month, a \$5.00 prompt payment discount will be applied to the account.

Past Due Accounts - If a tuition account becomes more than 60 days past due, the administration will contact the parent(s) to discuss the balance and request that a payment plan be arranged.

Seriously delinquent accounts (over 90 days) may be reviewed by the school board for further action, which may include—but is not limited to—referral to collections, or in rare cases, withdrawal from enrollment. Students with unpaid balances from previous school years may not be permitted to enroll for the upcoming year until those balances are resolved.

While the administration reserves the right to withhold report cards, transcripts, or other official records due to unpaid accounts, we are committed to working with families to find a solution. Additionally, accounts outstanding at other schools must be settled or have payment arrangements in place before a student can be fully accepted at BVAS.

Transfer Requirements – Parents of students transferring to another school must report to the school office to settle their account. The administration reserves the right to withhold student transcripts until all outstanding balances are paid in full.

Pro-rated Tuition - When enrolling a student in the middle of a billing cycle, the tuition will be pro-rated based on the number of school days left in the month.

Payments - Payments can be made in the form of cash, check made payable to BVAS, debit/credit card, or on-line through our website <http://www.bvas.org> under the *Make a Payment* tab. A 2.5% fee will be charged for payment used with a debit or credit card.

Additional Fieldtrip/Activity Fees – Winter sports days, Outdoor school (for grades 5-8), Middle school sports (for grades 5-8), and some fieldtrips may require an additional fee, in addition to registration fees. Exact fees will be communicated by the teachers and staff.

Donations - Tuition and fees do not cover the total cost of education for all students. Boise Valley Adventist School depends on donations from parents, alumni, and friends to make up the difference. By making a tax-deductible contribution (which qualifies you for an additional tax credit with the state of Idaho), you can help BVAS bridge the gap between tuition and operating expenses. These dollars make a significant difference in our program. For more information, contact the school office.

Student Insurance – The premium for student insurance is included in the registration fee. Limited coverage is provided for any school sponsored activity, and while on field trips. This coverage is **secondary** to any primary insurance held by the student’s parent or guardian. Any incident and its outcome must be reported to the school office immediately to qualify for coverage. Injuries occurring after a school-sponsored event has officially ended are not covered under the school’s insurance policy.

Worthy Student Program - The Boise Valley Adventist School Worthy Student Program is an essential component of the support services offered at BVAS. Its purpose is to encourage and assist families who may require financial assistance to provide their children with a Christ-centered education. This program is overseen by the Cloverdale SDA Church Finance Committee and the BVAS administration.

- **Eligibility:** Priority is given to Cloverdale SDA Church members. Students must be enrolled at BVAS and maintain academic and behavioral standards. Families must demonstrate financial need and submit a completed application with required tax documentation.
- **Ineligibility:** Families with unpaid tuition balances may forfeit their eligibility to receive aid. Families receiving Idaho’s Education Tax Credit (HB 93) for the same academic year will also be ineligible for the Worthy Student Program.

Fundraising - As a private non-profit organization, all BVAS programs are funded primarily through student tuition, fundraising events, and charitable contributions from those who support the school’s mission. We rely on various school fundraisers to meet our budgeted expenses and provide additional activities and events for the students and families.

Miscellaneous

Visits & Conferences - Teachers welcome classroom visits and conferences with parents. All visits and conferences should be arranged ahead of time. Drop-ins are discouraged as they can distract and impede the learning process.

Volunteers - At Boise Valley Adventist School, student safety is a top priority. In accordance with Idaho Conference policy, all volunteers who work directly and regularly with students are required to complete the

Verified Volunteers online training and background check. This screening includes, but is not limited to, a criminal history check, sexual misconduct screening, and a review of the individual’s driving record. The cost of this process is covered by BVAS and the Idaho Conference.

The term “volunteer” is defined as any person not employed by the Idaho Conference of Seventh-day Adventists or by BVAS, who is in direct and regular contact with students currently enrolled at BVAS.

Gum Chewing - Chewing gum is not allowed on campus unless specified by an individual teacher for a specific purpose.

Home/School Connection – BVAS partners with the Home/School community to create a friendly environment where school age children can enrich their learning through participation at Boise Valley Adventist School. Participation in school sponsored activities will include a \$75/yearly fee which will cover the cost of insurance. Activities include but are not limited to field trips, achievement testing, and participation in programs. In addition, there may be additional opportunities to participate so parents should sign up to receive e-mails for future fun activities.

School Hours

- Monday - Thursday 8:15AM - 3:25 PM
- Friday 8:15 AM - 12:00 PM
- Half Day/Early Release 8:15 AM - 12:00 PM

For the safety of your child, students should not be on school grounds before 8:00 AM as there is no student supervision at that time. Please be prompt in picking up children after school. Parents will be contacted for children not picked up within 10 minutes of the close of school day. Repeated violation may result in a conference with the parents.

Arrival and Pick Up – For the safety of our students, only individuals listed on the student's application will be permitted to pick up that student, unless prior written or verbal notification has been provided to the school office. It is also important to inform the school of anyone who does not have permission to pick up your child. Staff may request identification before releasing a student.

Before & After School Care – Before & After School Care (BASC) is available to BVAS students on regular school days, Early Release Days, and select school event days. There is a \$50 non-refundable registration fee and space is limited. Students must pre-register as this is not a drop-in service. However, BASC is available to all students on Early Release Days and select school event days with advance notice. See the BASC Handbook for additional information regarding policies and registration. BASC fees and hours are as follows:

- Before Care: 7:00-8:00 am M-F (one-hour minimum charge)
- After Care: 3:30-5:30 pm M-Th; 12:00-5:30 pm F (one-hour minimum charge)
- Fees: \$50.00 – registration fee
\$7.00 per child/hour – for registered students
\$15.00 per 15 minutes after 5:45 pm pickup

Bikes, Scooters, or Skateboards - These items may be used only to travel to and from school. They are not to be ridden during school hours or on school grounds.

Personal Property – Students are encouraged to leave personal property (not pertaining to the educational process) at home. However, the school is not responsible for lost or broken items that are brought onto the school premises.

Unwritten Regulations - All regulations considered and adopted for the smooth running of the school by the school board or faculty and announced to the students and/or parents have the same application as those published in this handbook.

Solicitation - Boise Valley Adventist School does not allow any person and/or business to use school, student, or staff information for the purpose of solicitation. No person may be contacted for advertising events, products and/or services. Direct funding from businesses will be approved on an individual basis.

Lunch - Students have the option of purchasing lunch from a variety of vendors one month in advance. Menus will be emailed and distributed to students and are also available in the school office. Lunch must be ordered and paid for ahead of time. The cost of lunch is dependent on the vendor price. For the safety of our staff and students, food is not to be delivered by vendors, DoorDash, UberEats, etc. Emergency lunches are available in the office for a small fee. If a student repeatedly arrives at school without a lunch, parents will be contacted to ensure a consistent lunch plan is in place.

Lost and Found - Properly labeled items will be returned to the owner. A “lost and found” box is in the Commons area for misplaced items. Smaller or more valuable items will be handed in to the office manager. Items that have not been retrieved by the end of each month will be donated to charity.

Library Books - Library books should be respected and handled with care. Upon loss or damage of books, a fee will be charged. The fee will be the replacement cost of the same book. The student is not allowed to check out another book until the lost book is returned or replaced.

School Sponsored Field Trips - Field trips are a valuable extension of classroom instruction, providing meaningful experiences for BVAS students. Each trip is thoughtfully planned, and students will be closely supervised to ensure a safe and enriching experience.

School field trips are intended for current BVAS students and their parents/guardians, as well as families participating in the BVAS Home/School Connection. To maintain a focused and safe environment, we ask that school-age siblings who are not enrolled at BVAS do not attend school-sponsored trips.

Applicable fees will be communicated in advance, and parent transportation will be required for most field trips, both to and from the location.

Van Use Policy - Boise Valley Adventist School maintains a 12-passenger van to support transportation needs for select school-sponsored field trips and activities. Use of the van is determined based on availability, destination, and group size. For safety and liability reasons, only authorized BVAS staff members may operate the school van. Use of the van is coordinated through the school office, and all trips must be approved in advance by administration.

Grievance Policy - At Boise Valley Adventist School, we are committed to resolving concerns in a respectful, constructive, and Christ-centered manner. If a parent or guardian has a concern related to school matters, we ask that the following steps be followed in sequence:

1. Direct Communication - Begin by addressing the concern directly with the individual involved. Many misunderstandings can be resolved quickly and respectfully through open, honest conversation.
2. Administrative Involvement - If the issue remains unresolved, the concern must be brought to the attention of the principal. The principal will then meet with all parties involved in an effort to reach a mutual resolution.
3. School Board Review - If a resolution cannot be reached through the principal's involvement, any party may request that the matter be brought before the school board. The board will review the situation, meet with those involved, and make a final decision on the matter.
4. Conference-Level Appeal - If a party remains dissatisfied with the school board's decision, they may contact the Idaho Conference Superintendent of Education to seek further guidance or resolution.

Throughout this process, it is expected that all parties approach each step with a spirit of cooperation, humility, and grace, seeking understanding and unity in Christ.

Emergency Plan and Reunification Procedure

In the event of a school emergency, please understand that Boise Valley Adventist School has an Emergency Response Plan that has been carefully developed and addresses a multitude of emergency situations. If there is an emergency at our school, your cooperation is necessary to help us respond effectively. In the event of an emergency, please help us by doing the following:

- **Please do not call and do not go to school.**
 - In an emergency, onsite staff are focused solely on getting everyone to a safe location. Showing up to the site can create unnecessary traffic, preventing emergency vehicles from responding quickly. You could also put yourself or others in danger.
 - If you get a call or text from your student, help him or her remain calm. Remind your students that school staff know what to do in an emergency and will work to keep everyone safe.
 - Please know we will communicate with parents/guardians about reunifying you with your child and that this reunification site may not be at the school.
- **Check the Boise Valley Adventist School website at bvas@bvas.org, or our [Facebook page](#) for relevant information.**
 - We will provide credible, accurate and useful information to the public as soon as possible. *Please be aware that Information received from sources other than the school administrator or BVAS may be inaccurate.*
 - Expect to see our posts updated as necessary.
 - Please make sure your emergency contact information is always up to date with the school office.
- **Familiarize yourself with the terms used during any emergency situations:**
 - **Evacuation:** When students and staff are moved out of the building to a pre-designated safe location.
 - **Reverse Evacuation:** Used to secure students when they are outside and brought into the building if there is a potential threat from outside.
 - **Shelter-in-place:** Used to secure the building from a potential threat outside the building, such as when an unauthorized person is loitering on school grounds or when there is criminal activity in the neighborhood. Exterior doors are locked, but normal activities continue inside the building. Used during severe weather or other environmental threats (e.g., air contamination due to a local fire) to keep people safe while remaining indoors.
 - **Hall Check:** Used to return students quickly to their classrooms. All interior doors are locked, and students continue with classroom activities.
 - **Lockdown:** Used when there is a perceived danger inside the building. Doors are locked, windows are closed and locked, blinds are closed. People are directed to move away from windows and doors. The hallways are cleared of students and school staff.
 - **Reunification Site:** A site where teachers/school administrators will check-out students to the child's parent/guardian. Students will only be released to authorized parents/guardians with proper identification.

All BVAS staff members, parents, students, and community members are encouraged to report anything they see, hear or are made aware of that may impact BVAS. If you see or hear something, call 911.

Please discuss these matters with your immediate family. Planning will help alleviate concern during emergencies.

- Students' responsibilities include:
 - Cooperate during emergency drills and exercises, and during an incident.
 - Learn to be responsible for themselves and others in an incident.
 - Understand the importance of not being a bystander by reporting situations of concern.
 - Develop an awareness of natural, technological, and human-caused hazards and associated prevention, preparedness, and mitigation measures.
 - Take an active part in school incident response/recovery activities, as age appropriate.
- Parents/Guardians responsibilities include:
 - Encourage and support school safety, violence prevention, and incident preparedness programs within the school.
 - Participate in volunteer service projects for promoting school incident preparedness.
 - Provide the school with requested information concerning the incident, early and late dismissals, and other related release information.
 - Practice incident management preparedness in the home to reinforce school training and ensure family safety.
 - Understanding their roles during a school emergency.

Reunification Procedure - Parents will be contacted regarding early dismissals and reunification. Students will be dismissed to parents or approved individuals as soon as possible. Identification will be required.

- **Ice and Snow Road Hazard** - Our school closes whenever the West Ada School District closes due to inclement weather. School closures will be called in to 89.5 KTSY and posted on Facebook.
- **Sudden Onset of Severe Weather** - Parents will be alerted of the situation and reunification procedures.
- **Heat System Failure** - In an extreme contingency, the reunification procedure (listed above) will be followed.
- **Water/Sewer Failure** - Classes will be held in the Church Fellowship Hall if it is functional. If water/sewer is unavailable and will not be restored within a reasonable length of time, the early dismissal procedure will be followed.
- **Fire** - Occupants will be evacuated and parents will be notified of an early dismissal. The Fire Department will be notified of any incident regardless of its size.
- **Toxic Chemical Accident** – The approved personnel will be called for evacuation assistance. Parents will be notified of our reunification procedure if advisable. Occupants will remain in the building for safety or elsewhere, if so directed by the sheriff.
- **Earthquake** - Occupants will remain in the building and take cover under desks or other suitable objects as appropriate. The building will be evacuated when intensity subsides and will not be re-entered until the structure has been checked to verify that it is stable. The reunification procedure will be followed, if necessary.
- **Apparent Serious Injury** - An ambulance service will be called, and the parents or guardian will be notified.