

M.A.C.S. Handbook



McMinnville Adventist Christian School
1349 NW Elm Street
McMinnville, OR 97128
Phone: 503-472-3336

During the online registration, you will be asked to sign your and your student's awareness and support of the policies and procedures listed herein.

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This is a living document that will be open to revision by the McMinnville Adventist Christian School which reserves the right to amend policies listed herein as voted by faculty and school board. McMinnville Adventist Christian School also reserves the right to interpret rules and policies as individual situations and needs arise.

ADMINISTRATION, FACULTY & STAFF

ADMINISTRATION:

Principal: Elizabeth Fish (efish@mac-school.org)

Secretary: Vicki Clevenger (office@mac-school.org)

Treasurer/Events Coordinator: Christie Van Steenberge (info@mac-school.org)

Home & School Director: Kylie John

ESP: Preschool Director/Before & After Care, Erin Geringer (explorationstation@mac-school.org)

FACULTY & STAFF:

Teachers are contacted through the school's communication management system "ParentSquare".

Kindergarten, Samantha Mehlhoff

1st/2nd Grade, Tracy Weakly

3rd/4th Grade, Verlaine Linrud

5th/6th Grade, Matt Weber

7th/8th Grade, Elizabeth Fish

Aide, Rosa Garcia

Aide, Karen Westlund

Tutor, Beverly Joubert

Tutor, Glen Westlund

Library, LaRai Oster

Tech Support, Admin. Asst, ESP, Morgan Sierra

ESP, Alexis Preston

BOARD & PASTORAL STAFF:

Board Chair, Brian John

Board Vice Chair, Kelvin Johnson

McMinnville/Newberg Spanish SDS, Pastor Belinda Rodriguez

River's Edge/McMinnville SDA, Pastor Nick Jones

Newberg SDA, Pastor

GENERAL INFORMATION

MCMINNVILLE ADVENTIST CHRISTIAN SCHOOL

A Private PK-8 School Operated by the Seventh-day Adventist Church

REGISTRATION WITH:

The State of Oregon, Department of Education

ACCREDITED BY:

Board of Regents of the General Conference of Seventh-day Adventist

SCHOOL CONTACT INFORMATION:

Address: 1349 SW ELM ST. McMinnville, OR 97128

Phone: 503-472-3336

Email: office@mac-school.org

COMMUNICATIONS:

To protect teacher/student relationships, we ask that students contact their teachers only through the approved applications [examples: ParentSquare app, Google Classroom, or school email], and not through texting on personal devices. Our school policy requires teachers to also avoid contacting students privately on any social media sites.

ParentSquare: We encourage parents to communicate directly with teachers by utilizing the ParentSquare app. This is the communication management system used by MACS. At least one parent/guardian must be registered with ParentSquare. All notifications and alerts are sent directly to the parent's app/text/email.

ParentSquare is used for:

- All communications between parents/guardians, school office, and teachers. Parents are encouraged to communicate directly with teachers using ParentSquare.
- Classroom newsletters
- Monthly School Calendar & Newsletter
- Posts/Announcements of school events and activities.
- All emergency notices and alerts for school closures, delays, emergency early dismissals, natural disasters, etc.

TeacherEase: The custodial parent/guardian registers their student using TeacherEase.

TeacherEase is used for:

- Registration
- Attendance
- Grades
- Hot Lunch Accounts
- Upper grades may use for missing and completed assignments.

Google Classroom

- Used by upper grades for class assignments and materials.

SOCIAL MEDIA:

- School Website: www.mac-school.org
- Facebook:
 - Public page: McMinnville Adventist Christian School – Official
 - Private page: McMinnville Adventist Christian School – For Staff, Immediate Family & Current Students only. (Approval by administrator)

SCHOOL HOURS:

Monday - Thursday

MACS K-8th Grade: 8:00 am – 3:00 pm

Exploration Station Preschool & After Care: 7:30 – 5:30 pm

Friday

MACS K-8th Grade: 8:00 am – 12:15 pm

Exploration Station Preschool & After Care: 7:30– 5:30 pm

ORGANIZATION & GOVERNMENT:

McMinnville Adventist Christian School is governed by a Board of Directors whose members are appointed by the constituent Seventh-day Adventist churches that give financial support to the school.

Board meetings are held monthly at the school. The Board is available for inquiries from their fellow church members. A list of Board Members is available in the school office. Non-members may feel free to contact the Board Chairman or Vice-Chair with any concerns or questions.

Parents and constituent church members may attend board meetings. A constituent member or parent who wishes to add an item to the agenda must submit a written request to the administration. Must return request no later than two weeks before a scheduled board meeting.

SPIRITUAL LIFE:

In addition to daily classroom worship programs, bible classes, and Christian values emphasized across the curriculum, MACS provides two weeks of spiritual emphasis, weekly chapel periods, and Christian community outreach activities.

OUR CHURCH PARTNERS: TOGETHER AS ONE (TAO)

Hopewell Seventh-day Adventist Church	McMinnville Spanish Seventh-day Adventist Church
Newberg Seventh-day Adventist Church	River's Edge Seventh-day Adventist Church
Newberg Spanish Seventh-day Adventist Church	Sheridan Seventh-day Adventist Church
McMinnville Seventh-day Adventist Church	

TAO: a collaborative ministry between the school and their constituent churches

- Pastoral Connection: pastors commit to being classroom pastors and visit at least once a week, share at our weekly Friday chapels, and lead out in Board worship.
- Church Connection: provide volunteers, offer prayer support, give monthly financial support and student aid.
- School Connection: work with the class pastor and their church to participate in church services, volunteer at the churches, and connect with the congregation.

MISSION/VISION:

The mission of McMinnville Adventist Christian School (MACS) is to fulfill our goal of growing Service-minded, Active Christian Students who **SHINES** their **LIGHT**, while cherishing each student's worth as a child of God.

We are committed to providing children with a quality Christian education preparing young minds to SHINE with balanced curricular experiences in Science, Technology, Engineering, Art, Mathematics (STEAM); Hands-On Experiential Learning; Inquiry-based Mindset; New Technology; Empowered for the Real World; enhancing the spiritual, intellectual, physical, emotional, and social development of the whole child.

MACS is committed to scholastic excellence while leading each student in a growing relationship with God. We pledge to view each student as a special child of God with talents and gifts given by Him to be developed in preparation for a life of service and success.

Science. **T**echnology. **E**ngineering. **A**rt. **M**ath

Hands-on Learning & Impactful Experiences

Inquiry-Based Learning

New Technology Integration

Empowered For Life Beyond the Classroom

Scripture Based

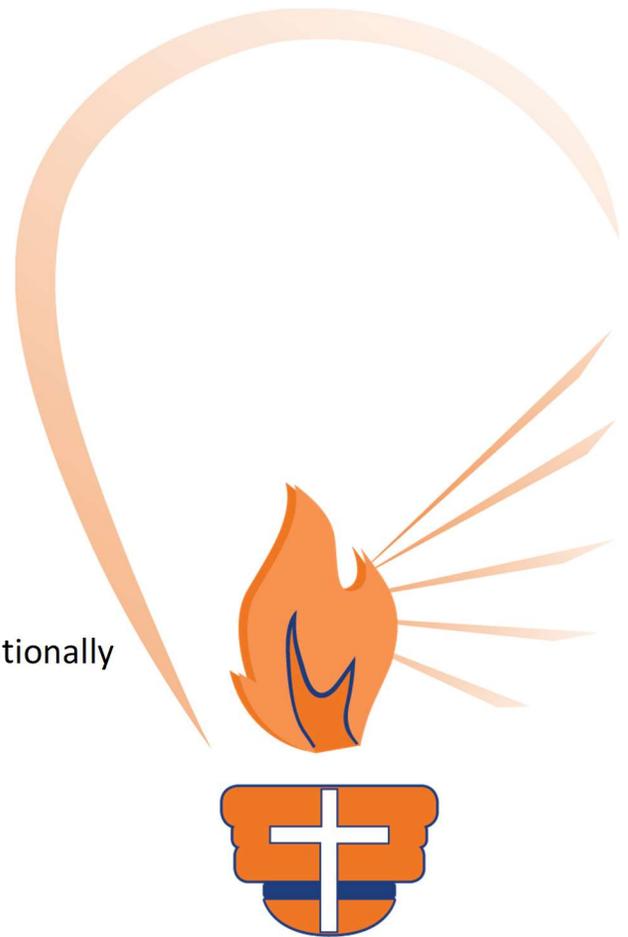
Live Fully, **L**earn Enthusiastically & **L**ove Unconditionally

Interact in Healthy, Happy Relationships

Give Generously

Harness Technology

Transform our (their) community as Changemakers!



CHARACTER EDUCATION:

In partnership with the family, the church, and the community, MACS believes all students have a responsibility for their own learning, for supporting the learning of others, and for contributing to a positive school environment.

While MACS believes that families have the primary responsibility for the character and moral

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

Each year at MACS we choose one CHARACTER trait to focus on school-wide. Our goal is to teach and foster each CHARACTER trait within the classroom, home, and community.

MACS KIDS HAVE CHARACTER

Caring

Honesty

Accountability

Responsibility

Attitude

Citizenship

Trustworthiness

Excellence

Respect

HOME & SCHOOL ORGANIZATION:

Home & School is a parent volunteer organization. This organization is the backbone of our school community and strengthens MACS for parents, students, and teachers. Home & School plans fun activities throughout the year and organizes fundraisers benefiting a variety of school events and activities.

Membership in our Home & School organization is automatic. If you have a child enrolled at MACS or are a staff member, you are a member of the Home & School organization.

For information on how to help, contact the Home & School Director Kylie John.

VOLUNTEERS:

At MACS we are a family made up of our staff, students, guardians, and volunteers. Also, we are blessed to be supported by several of the local Seventh-day Adventist Churches which provide financial assistance as well as volunteers. Your tuition is greatly reduced because of this support and our amazing group of volunteers who are the backbone of our school. We are asking each of our families to help invest in the school by participating for at least 20 hours per family per year. These hours are accumulated throughout the year and others can donate their hours to your family as well.

There are many ways to volunteer including the following:

Driving/Chaperone for Field Trips

- Room Parent (help with class parties/events)
- School Events (Decorating, setting up, clean up, etc.)
- Handyman jobs
- Yard work/Weeding
- Cleaning/Organization
- Supply needed materials and equipment for fundraisers or events
- Many others (keep an eye out for posts on ParentSquare for needs & opportunities)

Volunteers working around students need to complete the online volunteer process.

Volunteer Process/How to Become a MACS Volunteer

Please allow about an hour to go through the entire process.

Sterling Volunteers is the online platform used for all of our Adventist schools and churches.

Please go to the link below to get started.

https://www.ncsrisk.org/adventist/registration/reg_2.cfm?ac=15037690021&theme=0

You will need to:

- 1) Set up an account – choosing a username and password
- 2) Choose your school location – [“McMinnville Adventist Christian School”](#)
- 3) Choose the role – Choose [“School Volunteer”](#)
 - a. **DO NOT** choose “School Employee” or “Educator/Teacher.”
- 4) Provide four non-family references (please use our principal or teacher as one reference, **if you are known to the school more than 6 months**)
- 5) Go through the assigned training.
 - a. If you do not see training, go back and make sure you chose the [“SCHOOL VOLUNTEER”](#) role.
 - b. **DO NOT** choose [“SCHOOL EMPLOYEE”](#) or [“EDUCATOR/TEACHER”](#) Role
- 6) **Approve a criminal background check to be processed** (you will be denied if this is not completed)
- 7) Notify the office via ParentSquare that you have completed your online volunteer application.
- 8) Complete MACS internal “Volunteer Information Form”

Child protection is of the utmost importance to our school organization. It has been proven that requiring training and a criminal background check with references reduces the risk of adverse behavior in a school. Thank you for volunteering your time to serve our school and being willing to do your part in keeping our students as safe as possible.

SCHOOL EVENTS: Great ways to accrue volunteer hours!

Back to School Nite:

Open house, Picnic, Corn Feed, Food Fundraiser, Family-friendly games, booths.

Family Fall Festival:

Family-friendly games, music, and delicious food. Classroom fundraiser and other school projects.

Family volunteers are strongly encouraged to help run the different booths.

Annual Auction Fundraiser & Dinner:

Funds raised for our MACS student aid.

Veteran's Day Assembly:

Special assembly honoring our community & constituent veterans. All veterans are invited to attend (Names and contact information of any veterans you know are appreciated). Poems, stories, music, and other patriotic performances. Patriotic dress.

Thanksgiving Family Feast:

Families are invited to join their students for a delicious vegetarian meal together. Desserts are provided by our families. Tickets can be purchased through the office.

Christmas Open House:

A festive event where families are welcome to tour the school and participate in holiday activities in the classrooms. Hosted by MACS staff. Family and friends are welcome.

Food Fair:

A delicious fundraiser featuring a variety of booths offering various foods. Funds raised go toward financial aid.

Read Across America Day:

We will join the National Celebration of Dr. Seuss' birthday. Students dress up as Dr. Seuss or other favorite book characters. Encouragement of reading, allowing kids quiet places to read on their own or be read to. Guest authors/readers.

Spring Musical:

Preschool-8th grade participants. Uplifting, upbeat entertaining program about the love of Jesus. Bring your family, you don't want to miss this!

Last Day of School Celebration:

A whole school celebration supported by parent volunteers. Fun activities, lunch provided and memories made.

CONDUCT

CODES OF CONDUCT:

As members of a learning community, we hold high standards for faculty, students, and parents. MACS has a code of conduct modeled after the example of a character that Jesus was for us on earth.

We expect the code of conduct and the restorative practices to always be followed. This includes during regular class time, recess, while on field trips and during other extracurricular activities/events.

Faculty/Staff:

- I will treat you and your child with dignity and respect.
- I will enforce the school and classroom rules equitably.
- I will intervene and correct your child's behavior when it is not suitable and/or appropriate in a Christian School.
- I will, on a regular basis, communicate with you about our child's academic progress and when I need your assistance to help your child.
- I will return your calls/emails/texts as soon as possible when you have a question or concern.
- I will foster a positive, Christian, safe, and caring learning environment.
- I will model the Christian character traits of caring, honesty, accountability, responsibility, attitude, citizenship, trustworthiness, excellence, and respect.
- I will set high and achievable expectations for your child.
- I will promote higher-level thinking skills by implementing a rigorous and engaging curriculum.
- I will correct your child's tests, homework, and other assignments in a timely and thorough fashion.
- I will incorporate the school's mission and vision into my lessons and classroom.
- I will protect the confidentiality of your child and your family and discourage any conversations, especially gossip, which is detrimental to our mission as a faith community.
- I will keep confidential any information about your child that should not be released without your permission.

PARENT:

- I will treat everyone associated with MACS (students, staff, parents, volunteers, pastors, etc.) with dignity and respect.
- I will ensure that my child understands the mission and vision for MACS and the student pledge.
- I will promptly bring any concerns I have to my child's teacher's attention.
- I will support my teachers' decisions and withhold judgment on any unusual or confusing information until I have had an opportunity to speak directly with the teacher.
- I will protect the reputation of MACS and the teachers and discourage any conversations/gossip detrimental to our mission as a faith community.
- I will encourage my child to complete their assignments on time and will frequently check to ensure this is happening.
- I will let my children know that I expect them to obey school and classroom rules.
- I will attend as many school events as possible and all scheduled parent-teacher conferences.
- I will expect my child to be honest with their teachers and me and take responsibility for their actions & decisions.
- I will strive to solve school problems/conflicts in a peaceful, confidential, and responsible manner using the school's Resolution Procedure.

STUDENT:

- I will treat everyone associated with MACS (students, staff, parents, volunteers, pastors, etc.) with dignity and respect.
- I will strive to do my best to achieve the academic and other expectations set for me.
- I will strive to complete all assignments on time and to the best of my ability.
- I will take responsibility for my decisions and actions.
- I will obey the school and classroom rules. I will do this promptly and without argument.
- I will accept correction for my behavior when it is inappropriate for a Christian school environment.
- I will communicate with my parents and teachers about my academic progress and ask for assistance when necessary.
- I will avoid any verbal or written communications derogatory of MACS or others, particularly in public places such as social media sites.
- I will be mindful of my social media posts and understand that they reflect upon MACS and my family.
- I will be a good friend to all students and use the C.H.A.R.A.C.T.E.R. traits. (Caring, Honesty, Accountability, Responsibility, Attitude, Citizenship, Trustworthiness, Excellence, Respect).
- I will make every effort to contribute to a positive, safe, and caring learning environment.

RESOLUTION PROCEDURE: Open and timely communication is key to successfully resolving misunderstandings, concerns, and situations. Please follow these steps to address those:

- If you have a concern about a specific classroom problem, talk to the **teacher** first to discuss and resolve the problem.
- If satisfactory results are not obtained, contact the **principal** to request a meeting regarding that situation.
- If further action is required, a complainant may make a written request to the **MACS board chairman**.
- Contact the **principal** directly for concerns that are non-classroom related.

INCLUSIVITY:

As followers of Christ, MACS is committed to fostering an environment of diversity, equity, and inclusion. Our diversity makes us stronger. We desire to nurture an inclusive staff and student body. As followers of Christ, our greatest desire is to love like Jesus by recognizing the value of every person. We strive to treat all humanity with unconditional dignity, respect, and love while celebrating our differences. We pray to live out God's kingdom by doing all within our power to create an environment where every student experiences safety, belonging, inclusion, and love. Therefore, it is unacceptable to tolerate or propagate slurs or jokes that target others. Furthermore, we promote a culture where no one remains silent when others suffer, are victimized, or marginalized. We will not tolerate any form of racism, discrimination, bullying, harassment, hatred, or bigotry.

OREGON CONFERENCE SEXUAL HARASSMENT POLICY:

The Oregon Conference of Seventh-day Adventist Office of Education (The Oregon Conference) prohibits unlawful discrimination and harassment of any kind. This policy defines these terms and provides a complaint procedure for all persons described in subsection (5) (b) of Senate Bill 197 (SB197) who believe they have been victims of prohibited conduct.

This policy includes sexual harassment of students by students or staff members; sexual harassment of staff members by students or other staff members; and sexual harassment of persons described in subsection (5)(b) of SB197 by students or staff members. It may also encompass any conduct that a reasonable person in the individual's circumstances would consider unwelcome, hostile, intimidating, threatening, humiliating, abusive, offensive, or violent behavior that is not necessarily illegal but is still prohibited by this policy.

DISCRIMINATION AND HARASSMENT:

It is the Oregon Conference and MACS policy to provide a learning environment free from discrimination or harassment on the basis of race, color, religion, sex, national origin, marital status, age, or physical or mental disability, or any other characteristic protected by federal or state law. Beyond the legal requirements, it is the expectation for all members of our school community that we follow Biblical counsel and Jesus' example to respect and affirm every person as made in the image of God and loved deeply by Him.

It is our policy that all students, staff members, volunteers, and visitors to the school are entitled to a respectful and productive learning environment free from behavior, action, or language that constitutes harassment or discrimination. The "school" includes when any individual is on school premises, at a school-sponsored off-site event, traveling on behalf of the school, or conducting school business, regardless of location.

SEXUAL HARASSMENT:

Sexual harassment is a form of harassment and includes, but is not limited to 1) unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature, explicit or implicit; 2) unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with performance or creating a hostile, intimidating or offensive environment.

SEXUAL ABUSE OR ASSAULT:

Sexual Abuse or Assault is 1) conduct of a sexual nature directed toward a person younger than the age of consent or a person who is unable to give consent; 2) unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, psychological or emotional manipulation, threat, or intimidation.

CHILD ABUSE:

Oregon law requires all public employees to report possible child abuse to the State Department of Human Services or a law enforcement agency.

Any MACS school employee having reasonable cause to believe that any student with whom he/she comes in contact in an official capacity has suffered abuse, or that any adult with whom he/she comes in contact has abused a student, shall report immediately to the State Department of Human Services or a law enforcement agency. Staff members may not inform parents of such reports.

School staff will cooperate with investigations of possible child abuse being conducted by the DHS, or by a

law enforcement officer, who is questioning a student. MACS will determine if a school official may be present in an interview that occurs at school.

PROHIBITED CONDUCT:

This policy prohibits conduct based on an individual's protected status. The following examples, while not comprehensive, represent prohibited behavior:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding or blocking movement, or any physical interference;
- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting, and derogatory insults;
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling;
- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings, or cartoons that reflect disparagingly upon a class of persons or a particular person;
- Sexual harassment, as described above, including but not limited to unwelcome sexual advances or requests for favors in exchange for conduct of a sexual nature;
- Sharing, requesting, or having possession of inappropriate photos of a sexual nature. (Sexting is the sending of nude or sexually explicit images by cell phone, smartphone, or other electronic devices. Teenagers in Oregon who share nude or sexual images of minors may be prosecuted under the state's child pornography laws.)

DISCIPLINARY ACTION:

The Oregon Conference will not tolerate discriminatory conduct, harassment, or sexual assault. Any individual found to have engaged in such conduct may face disciplinary action, up to and including expulsion.

BULLYING:

Bullying, hazing, harassment, menacing, intimidation, or any act that injures, degrades, disgraces or renders a student fearful will not be tolerated at MACS.

CYBERBULLYING:

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and/or embarrassing pictures, videos, websites, or fake profiles.

WEAPONS:

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

A dangerous weapon means any weapon, device, instrument, material, or substance, which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury (ORS 161.005). Any student who gives evidence of possession, or use of a weapon on or about the school premises or at any school-sponsored activity/event will be suspended immediately from school and recommended for expulsion for no less than one year.

Replicas of weapons, fireworks, bullets, or pocketknives are also prohibited by policy. Exceptions to this prohibition may be granted only with the principal's prior approval for certain curriculum or school-related activities.

Prohibited weapons, replicas of weapons, fireworks, bullets, and pocketknives are subject to seizure or forfeiture.

THREATS OF VIOLENCE:

Threats of violence involving firearms or weapons made by students to other students or to school employees are taken seriously and will be dealt with in a determined manner.

Parents will be notified and there may be a need for possible police involvement. Appropriate discipline might include suspension, expulsion, or possible reference to law enforcement, depending on the nature and severity of the threats.

PROTECTION AGAINST RETALIATION:

The Oregon Conference prohibits retaliation against any individual for filing a complaint regarding unacceptable conduct. The Oregon Conference will not tolerate retaliation against any student or staff member for raising a good faith concern, for providing information related to a concern, or for otherwise cooperating in an investigation of a reported violation.

REPORTING:

Students who have experienced harassment or threats of any kind should report the behavior as soon as possible. If the behavior was by a fellow student, the classroom teacher or principal should be notified. If the behavior was by an adult, the student should report the incident to the principal or a faculty member.

1. Any student or staff member aware of or experiencing discrimination, harassment, or sexual assault at school or participating in school-related activities should report that information immediately and may make the report verbally or in writing to an immediate supervisor or school administration.
2. The school administrator/principal shall contact his/her superintendent to report any information or incident he/she becomes aware of regarding discrimination, harassment, or sexual assault.

3. If the report is of sexual abuse or assault and involves a student, the staff member shall also immediately fulfill his or her duties as a mandatory reporter by contacting either local law enforcement or the Child Abuse Hotline for their state.
4. The Oregon Conference will work in cooperation with the principal to coordinate efforts to ensure the student/staff is protected and to promote a no-hostile learning environment by:
 - a. providing resources for support measures to the student/staff
 - b. taking any action necessary to remove future impact on the student/staff
 - c. investigating and documenting all complaints
 - d. Communicating with involved students/staff and parents. The individual who initiated the complaint and, if applicable, the student's parents shall be notified:
 - i. When an investigation is initiated
 - ii. of the protected rights of the student reporting
 - iii. when an investigation is concluded and whether a violation of this policy was found to have occurred
 - e. Documenting action(s) taken.
5. Local law enforcement may be involved if required by the facts of the incident.

TIME LIMITATIONS:

Nothing in this policy precludes any person from filing a formal grievance to the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence **no later than five years** after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing."

INAPPROPRIATE SUBSTANCES:

Administration has the right to test for inappropriate substances. Students under the influence of inappropriate substances or found to have prohibited or illegal items or substances will face school disciplinary action, arrest, and/or prosecution.

ASSAULT & FIGHTING:

No student or parent will assault or threaten to harm another person, including staff, or use coercion by threats or force to obtain money or other property or force any person to do any act against the will of that person. Assault and fighting fall under the category of harassment and will be dealt with accordingly.

THEFT & STOLEN PROPERTY:

No student shall steal or attempt to steal school property or private property during the regular school day or any school activity on or off campus. No student shall have stolen property in his/her possession.

CHEATING & PLAGIARISM:

Students who cheat or plagiarize may be referred for disciplinary action and may fail the assignment, test, or project at the teacher's discretion. Parents will be notified.

DISRUPTION & INSUBORDINATION:

Any conduct that substantially disrupts the classroom, school activity, or events is forbidden.

Willful disobedience, open defiance of a teacher, staff member, or adult volunteer, threats of harm to persons or property, harassment, discrimination, or language that creates immediate danger of disruption to the orderly operation of the school are expressly prohibited.

LANGUAGE:

The use of profane and obscene language in any form (e.g., written, verbal, implied, electronic, or gestures) is prohibited.

VANDALISM:

No student shall vandalize or attempt to destroy school property. Students and parents will be held financially responsible for the actual cost of repair or replacement of school property vandalized.

SCHOOL PROCEDURES

ARRIVAL AT SCHOOL:

Keep Students in your vehicle until doors open at 7:45 am.

The front door locks at 8:05 am

Students who arrive after 8:05 am must ring to be admitted and must check in at the office before going to class.

Classes begin at 8:00 am. Students should arrive early enough to be in their classroom and settled by that time.

Students arriving after 8:00 am will be considered tardy.

Drive-thru Drop-off: (Please follow the “**Drop-off/Pick-up**” procedure shown below)

If you are driving through to drop off your student, do NOT park or exit your vehicle. Students should be ready to exit the vehicle as soon as they have reached one of the 4-5 pull-thru spots in front of the building. If the student is not able to get out of the vehicle/seatbelt/car seat without assistance, the parent should park and walk up to drop off student(s)

DISMISSAL: It is important to pick up your student(s) on time. MACS does not employ staff to supervise students who are left after regular pick-up time. Courtesy requires that parents contact the school immediately if they are going to be later than the regular pickup time. Any students not picked up by 3:20 may be subject to additional fines.

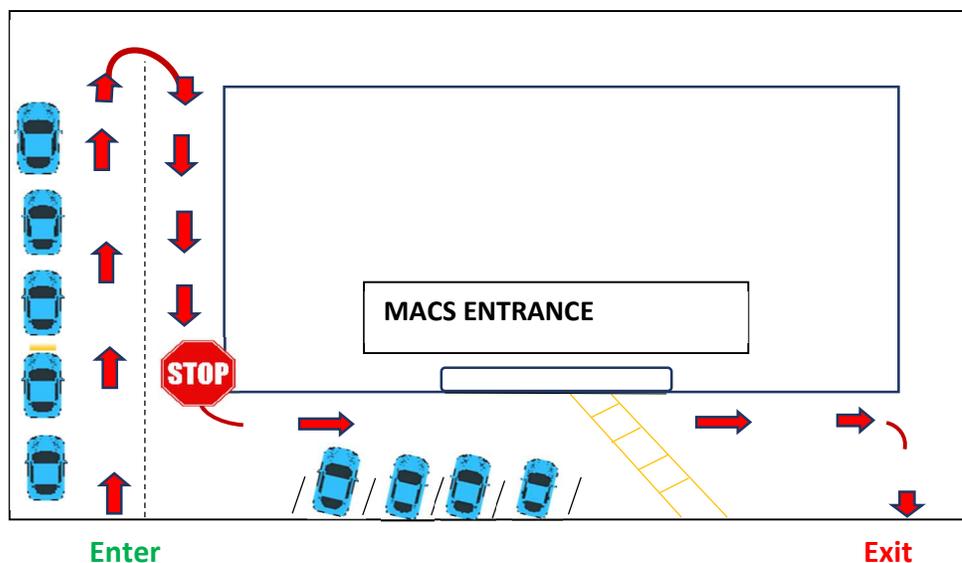
Dismissal Times:

Monday-Thursday is at 3:00 pm. Friday dismissal is at 12:15 pm.

Drive-thru pick-up: (Please follow the “**Drop-off/Pick-up**” procedure following below)

If you are driving through to pick up your student, Please **Do NOT** Park or exit your vehicle. If the student is not able to get into the vehicle/seatbelt/car seat without assistance, the parent should park and walk up to retrieve the student(s)

Drop-off/Pick-up Procedure DRIVE-THRU ROUTE



Morning DROP-OFF:

- Look for colored flags marking the **Entrance** (green flag) and **Exit** (red flag).
- Pull in on the left driveway, drive straight back past the parked cars, following the signs. You will then make a U-turn at the back of the building and continue in the opposite direction.
- Pull forward (if you arrive early, **STOP at the corner of the building, do not proceed forward until 7:45 am**) & line up in front of the building.
- Keep your student in your car until the doors open @ 7:45 a.m.
- Please look for cross traffic when entering and exiting the driveway.
- Exit left or straight out of the driveway to avoid congestion.

Afternoon PICK-UP:

- Same driving procedure as drop-off (refer to above).
- Pull forward (if you arrive early, **stop at the corner of the building, do not proceed forward until 3:00 pm, or 12:15 pm on Fridays**) & line up in front of the building.
- Driver/Walker, place/hold your family name sign so it is visible to our check-out staff.
- Your student will be called from their classroom out to your vehicle.

It is important to wait until the designated times above before pulling into the front of the building. This area needs to be free for Emergency personnel in case of fire or hazard, for deliveries, and for scheduled preschool arrivals and pick-ups.

EARLY PICK-UP:

If you need to pick up your student from school before dismissal time, please send a ParentSquare message to your child's teacher and the office in advance.

We will strive to have your student ready to go when you arrive.

You will need to park and come into the office to sign out your student.

If the student will be returning to school that same day, you will also need to come into the office to sign your student back in.

VISITORS: All visitors between 8:00 am - 3:00 pm must sign in at the office.

Visitors must pre-arrange all visits, in advance, with the classroom teacher.

Visitors must sign in at the office and get a Visitor Badge.

Visitors must sign out at the office and return the badge at the end of the visit.

Hot Lunch Wednesday is a great time to come visit and eat lunch with your child.

You must Pre-arrange your visit a minimum of 24 hours in advance, with a count of how many hot lunches you will be needing, with your student's classroom teacher.

Upon arrival, visitors must sign in at the office, pay for a hot lunch (\$5 each), and get a Visitor Badge.

Visitors must sign out at the office and return the badge at the end of your student's lunch period.

BIRTHDAY CELEBRATIONS:

Birthdays are always fun to celebrate at school!

Please pre-arrange with your student's classroom teacher one day in advance if you will be bringing/sending birthday treats.

If bringing/sending birthday treats, please ensure that you bring enough for the entire class. You can get a class count when planning with your student's classroom teacher.

Please make sure that all treats are store-bought, not homemade.

ATTENDANCE

Oregon law requires that all children between the ages of seven and eighteen years of age be in attendance at school (with certain exemptions). Efforts will be made by school officials to support the attendance laws of the state. However, compliance with those laws is the mutual responsibility of legal guardians and MACS. Students are expected to be punctual in reporting to classes and to attend regularly. The following guidelines will direct the enforcement of this policy:

TARDINESS & ABSENCES (Planned or Unplanned)

- For tardies or absences, Parent/Guardian should send a “**group**” message on **Parent Square** to include both MACS office **AND** your student's teacher. Please indicate reason for tardy or absence.

NOTE: ParentSquare defaults to “individual message” even when multiple recipients are chosen. You need to intentionally choose “group” message to establish a “group” feed to include both MACS Office and your student's Teacher.

- For planned absences, please notify as soon as possible so that arrangements can be made with their teacher for the student's classwork.

Notifications must be sent via ParentSquare (see above) Each Day the student is absent.

- Students who are late for school are required to report to the office and be signed in by office personnel to obtain a late entry pass.

- Students should not leave early unless they are ill, have a medical appointment or have a family emergency.
- Students who must leave early must be signed out in the office by their parent/guardian. If the student will be returning to school after an appointment must be signed back in at the office by a parent/guardian

ILLNESS:

- We ask that students and staff who are feeling ill remain home. Teachers will work with those students to make sure that they stay caught up on classwork.
- Parents will be contacted to come pick up any student who develops a fever or feels sick.
- Students may return to their class following a scheduled non-sick related appointment (ex. dentist, eye doctor, etc.).

Regular daily attendance is required by State law, as well as by the school. MACS strongly encourages parents to plan vacations and/or other activities during scheduled break times. Because absences can be disruptive to the educational process of the student and cause the student to miss classroom activities that cannot be made up. However, should such an absence be anticipated the parent needs to make arrangements with the office and the student’s teacher as soon as possible. The classroom teacher may provide assignments upon request.

RECORDING:

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

HEALTH SERVICES

HEALTH NEEDS:

To best provide for your child’s health needs, it is important to inform the school about new and changing health problems that can cause learning or safety problems at school. If your child is undergoing special medical experiences and/or life-threatening conditions, it is important that the school staff be made aware and provided with appropriate emergency responses.

IMMUNIZATIONS:

To protect all children, every student must have a current school immunization record or a medical or religious exemption to be included in the student’s records at school. Students not in compliance with State-mandated immunization requirements may not attend school and will be excluded by the third Wednesday in February.

MEDICATIONS AT SCHOOL:

GUIDELINES FOR MEDICATION AT SCHOOL

Students who need to take prescription or other medication during the school day must bring it to the school office in a properly labeled prescription bottle or original container. A medication consent form must be completed by the parent and on file with the school for any medication to be given. Schools have the right at any time to refuse to administer any medication or supplement that does not meet standards of safe administration.

1. Any medication brought to school must come in the original container.
 - Prescription medication must be in the prescription bottle with the correct label that includes the student's name, name and dose of the medicine, direction for taking the medicine, doctor's name, pharmacy's name, and current date. Most pharmacies will give you 2 bottles, one for home and one for school.
 - When medication doses change the current prescription bottle needs to reflect that new dose.
2. Written consent for giving medication from a parent/guardian must accompany any medication brought to school.
 - For long-term medications (those given at school for longer than a week) a parent/guardian must complete the Medication Consent Form and it must be returned to the school office before any medication is given.
 - Short-term medications, like antibiotics given for just a few days at school, must come with a written note from a parent/guardian that includes consent for administration to give the medicine to the student and directions for when and how much is given.

If a student requires emergency medication for potentially life-threatening conditions parents must provide the medication to schools. Emergency medications are kept in the office and/or carried by a student for self-administration. Students who need to carry emergency medication for asthma or severe allergies may do so according to district policy and procedures.

Middle School students may carry and self-administer one day's dose of over-the-counter (OTC) medication for routine medical conditions with parental consent. Medication must be in original packaging or container.

SELF-ADMINISTRATION of MEDICATION only allowed for the following:

The authorization for self-administration of medication will only be valid for the current school year. The parent/guardian must renew the authorization each school year. Back-up rescue medication should be requested from the parent/guardian and, if provided, will be kept at a location in the school to which the student has immediate access during school hours in the event of an asthma/anaphylaxis emergency. The parent/guardian will ensure that backup rescue medication is available to the student after school hours and traveling to/from school-sponsored events. A student's authorization to possess and self-administer medication for asthma, anaphylaxis and/or diabetes may be limited or revoked by the principal after consultation with the student's parents/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.

ALBUTEROL:

Students with asthma are authorized, in consultation with the school to possess and self-administer medication for asthma during the school day, during school-sponsored events, or while traveling to and from school-sponsored activities. The student will be authorized to possess and self-administer medication if the following conditions are met

- The parent/guardian must submit a written request for the student to self-administer medication(s) for asthma.
- A healthcare provider must prescribe the medication(s) for use by the student during school hours and instruct the student in the correct and responsible way to use the medication(s) and the school must be provided with a copy of such prescription
- Parent and healthcare provider must agree in writing to allow the student to carry and/or self-administer medication.
- On a yearly basis, the student must demonstrate to the healthcare provider the skills necessary to use the medication(s) and to use the device necessary to administer the medication(s).
- The healthcare provider must formulate a written treatment plan for managing the asthma episodes of the student and for use of medication(s) during school hours. The frequency with which it may be administered, possible side effects, and the circumstances that warrant its use; and the school must be provided with a copy of the treatment plan.
- Student should be educated to seek assistance if they have no relief from their symptoms.

EPINEPHRINE:

Students with anaphylaxis are authorized, in consultation with the administration, to possess and self-administer epinephrine during the school day, during school-sponsored events, or while traveling to and from school-sponsored activities. The student will be authorized to possess and self-administer medication if the following conditions are met:

- The parent/guardian must submit a written request for the student to self-administer medication(s) for anaphylaxis (in the event the student is unable to respond and administer the medication, school personnel will be able to assume the procedure).
- A healthcare provider must prescribe the medication(s) for use by the student during school hours and instruct the student in the correct and responsible way to use the medication(s) and the school must be provided with a copy of such prescriptions(s).
- Parent and healthcare provider must agree in writing to allow the student to carry and/or self-administer medication.
- On a yearly basis, the student must demonstrate to the healthcare provider the skills necessary to use the medication(s) and to use the device necessary to administer the medication(s).
- The healthcare provider must formulate a written anaphylaxis emergency plan for managing the anaphylaxis episodes of the student and for the use of medication(s) during school hours. The frequency with which it may be administered, possible side effects, and the circumstances that warrant its use; and the school must be provided with a copy of the treatment plan.
- Seek help immediately if they are going to or have self-administered epinephrine.

CONTAGIOUS CONDITIONS:

Fever: Students must be fever-free for 24 hours, without fever-reducing medication, before returning to school. With a rash, students must present a doctor's note to return to school.

Vomiting and/or diarrhea: Students should stay home for 24 hours without incident.

Sore throat with a fever greater than 100.0 degrees: Students should stay home until they are fever-free for 24 hours, without fever-reducing medication. If diagnosed with Strep throat, then they should stay home until they have been 24 hours on antibiotics.

Head Lice: Students found with head lice will be sent home for treatment and re-examined upon return. Students will only be readmitted when there is no further evidence of lice or nits.

STUDENT INJURY:

MINOR INJURIES:

Minor injuries that occur at school, depending on the severity, may or may not result in notification of parent/guardian.

MAJOR AND/OR HEAD INJURIES:

Injuries that are more severe and/or injury to the head will result in notification of parent/guardian and/or emergency services if warranted.

Any head injury will be monitored for signs of **concussion** with appropriate response.

Concussion symptoms will result in the parent/guardian being contacted and requested to pick up the student to seek medical care. The staff is trained in concussion awareness and intervention. Informational paperwork is given to parents/guardians at the start of the year.

STUDENT ACCIDENT INSURANCE:

In the case of a student accident during school hours, parents may obtain a Student Accident & Sickness insurance claim form with the claim filing instructions and policy coverage. These are available in the school office.

EMERGENCY INFORMATION:

In case of an emergency, the school needs to be able to contact parents or other emergency contacts. Please ensure that your emergency contacts and their contact information are included in your online registration. Also, make sure that your emergency contacts are available to receive or return calls promptly. Any changes or additions to emergency contacts must be submitted to the office.

CAMPUS SAFETY

CLOSED CAMPUS:

MACS is a closed campus. All exterior exits and fences can only be opened with a key.

Students do not leave the school grounds after they arrive. Permission is needed from the office to leave the school grounds at any time during the day.

When it is necessary for a student to leave school, parents must provide written notification and the student must be signed out through the school office by the adult taking them off campus.

VISITORS ON CAMPUS:

Visitors are required by Board policy to report to the office and secure permission to be on campus. Visitors must wear a “visitors’ badge (available in the school office) which allows staff and students to know the office has approved the visitor’s presence on campus. Visitors are required to check in and out at the school office upon arrival and departure.

ASBESTOS NOTIFICATION:

Federal law requires a public announcement to be given to school patrons regarding any asbestos material in our school. Our school facility has been checked by a certified asbestos person. The report is available upon request.

The asbestos in the school is in a non-friable condition and presents no hazard to anyone at the present time. It is inspected at regular intervals to ascertain any change in the status.

SAFETY DRILLS:

Regular safety drills are part of our campus safety protocol.

- Fire Drills are held monthly
- Earthquake Drills are held annually
- Lockdown/ Lockout drills are held annually (Parents are asked to stay away from the school campus until an “all clear” message and instructions are given).

DOOR ENTRY SYSTEM:

MACS uses a video front door entry system in order to screen any persons wanting to enter the building.

GENERAL ADMISSION

NON-DISCRIMINATION POLICY:

McMinnville Adventist Christian School admits students of any race to all the rights, privileges, programs, and activities made available to students at the school and makes no discrimination based on race, color, ethnic background, country of origin, or gender in the administration of education policies, applications for admission, scholarship programs and extracurricular programs.

QUALIFICATIONS FOR ADMISSION:

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

APPLICATION PROCESS:

Acceptance to MACS is based upon the student's ability to benefit from the school's philosophy and curriculum as well as the school's ability to offer an environment that will support a student's academic needs. The admissions committee meets with each applicant and their guardians as a part of the admissions process.

CURRENT STUDENTS:

- Pay the Re-enrollment fee.
- Clear financial arrangements with the treasurer
- Complete re-enrollment through the TeacherEase account
- Pay tuition according to MACS's "Financial & Student Account Policy."

NEW/TRANSFER STUDENTS:

- Schedule & Tour the facility
- Complete application/student information form
- Pay the application fee.
- Schedule interview and assessment at MACS
- Cleared by the Admissions Committee
- Receive an acceptance letter.
- Make financial arrangements.
- Create an account and complete new enrollment through TeacherEase

AGE OF ADMISSION:

Students seeking admission to the school for the first time must meet all academic, age, immunization, and any other pre-requisites for admission as set forth by Board policy and administrative regulations. The school reserves the right to determine student grade placement based on evaluation and testing.

KINDERGARTEN:

- Five years of age by September 1st or he/she is transferring from a public/private school kindergarten program and would be continuing his/her formal education. A birth Certificate is required.

1st GRADE:

- Six years of age by September 1st or he/she has successfully completed a year of public or private Kindergarten and would be continuing his/her formal education. A birth certificate is required.

WITHDRAWAL:

Parent/guardians wishing to withdraw a student in the midst of the school year must come in and complete a withdrawal form as well as an exit interview with the principal.

Excessive absences will result in a conference with the classroom teacher, student, parents, and principal to determine if continued attendance at our school is in the best interest of the student.

ACADEMIC

CONFERENCE MEETINGS:

- The school year begins with Personalized Learning Conferences (PLC) for all grades. Students and guardians meet with the homeroom teacher to collaborate on a plan of success for the school year.
- At the conclusion of the first and third quarters, Family Conference (student/parent/teacher) days are set aside for students in K-8th grades. **Parents are expected to keep these appointments to receive updated information on the progress of their children.** Conferences outside these days may be arranged, as necessary, with the individual teacher. In the middle school, the conferences are student-led and require the attendance of the student.

ACADEMIC ASSISTANCE:

MACS recognizes the individuality of each student. Our goal is to help each student be successful academically, socially, and spiritually. Whenever possible, the teaching staff in consultation with parents may make necessary modifications and accommodations to the lessons.

When more than minimal modification is needed, a teacher may request and do the following:

- Note any observation of concerns.
- Notify parents of observations and concerns.
- Follow existing IEP modifications and testing recommendations.
- Contact the public school for testing.
- Meet with parents and public-school special needs personnel to develop an action plan for modifications/accommodations.
- Meet and Review action plans and goals with parents at least one time per semester.

Parents should work with the teacher by doing the following:

Notify the school of the existing IEP. If IEP is non-existent give approval for testing of student. If the parent does not agree with testing, they should set up a meeting with the teacher and school board chair with the understanding that only minimal modifications/accommodations can be made at MACS.

When test results are in parents may choose one of the following academic paths:

- Meet with the teacher and go over the action plan that uses the least amount of modification/accommodation.
- Work with the student at home on schoolwork and learning skills.
- Support behavioral and academic goals.
- Sign the “Oregon Conference of Education IEP/Disability Waiver”.
- Transfer to public school.

ACCELERATION:

If consideration is being given to acceleration the following criteria, as established by the North Pacific Union Conference of Seventh-day Adventists, must be followed.

- The student is expected to have a score that places him/her at the ninetieth percentile (or above) in each area of a standardized achievement test and to have satisfactorily met the objectives in the

curriculum guide in the basic areas (reading, mathematics, and language skills) at the grade preceding the one to which the student is to advance. The evaluation is to be made by the teacher in consultation with the Oregon Conference Office of Education.

- The student must demonstrate satisfactory evidence of emotional and social readiness for acceleration.
- A teacher may not initiate a program for student acceleration before submitting a request to the Oregon Office of Education.
- Ordinarily students at the elementary level should be limited to one acceleration experience.

RETENTION:

If consideration is being given to retention, the criteria, as established by the North Pacific Union Conference of Seventh-day Adventists, will be followed with direct consultation between parent, teacher, principal, and Oregon Conference Superintendent.

STUDENT RECORDS:

Our school operates in compliance with the *Family Educational Rights and Privacy Act* (FERPA). It is our goal to maintain confidentiality regarding student information and records. Student information and records will not be disseminated without parental or legal guardian permission. A parent, legal guardian, or eligible student may inspect and review education records upon request. We will comply with a request for access to records by a parent, legal guardian, court order, or eligible student within a reasonable period of time.

Student information may be released to the school's legal counsel in its representation of the school in any legal matters related to the student.

SOCIAL-EMOTIONAL LEARNING:

Student academic success is heavily influenced by their mental and emotional state of mind. In recognition of this, each classroom addresses student emotional learning and health at the appropriate grade and age level with curriculum and activities intended to foster a positive growth mindset, open communication skills, and healthy interpersonal skills with their peers. The school works in conjunction with the home to support a healthy environment. We encourage the use of professional services and personnel.

FINANCIAL INFORMATION

MACS as a non-profit, private school operates financially through tuition, church subsidies, and donated funds from private individuals. For us to continue to provide a quality Christian education program, we must rely on parents/guardians to meet their financial obligations to the school. The school reserves the right to change the rates to meet changing economic conditions.

Contact the school office or school treasurer for current tuition costs. The following information is updated yearly and applies to the current year only.

PAYMENT PLANS:

Families choose from payment plans:

- **10 months** due the 5th of each month.
 - Payment 1 - September 5th & Payment 10 - June 5th
- **12 months** due the 5th of each month.
 - Payment 1 - July 5th & Payment 12- June 5th
- **Payment in FULL** by August 15th = 3% discount

TUITION DISCOUNTS:

- Payment in Full Discount (3% off when a full year’s tuition is paid in full)
- Multiple Student Family Discount (two or more siblings enrolled) Families with 2 or more children enrolled will receive a \$100 yearly discount for each additional child starting with the youngest enrolled at MACS.

ADDITIONAL FEES:

Additional fees are non-refundable and as follows:

NEW STUDENTS:

- Application Fee is due upon submission of MACS Application for Admission.
- Entrance Fee DUE Upon Acceptance

RETURNING STUDENTS:

- Re-Enrollment is due upon submission of Re-Enrollment.
- Entrance Fee DUE August 1st.

ALL STUDENTS:

- Classroom Fees are due August 1st.
- Outdoor School fee is due by August 1st.

TUITION ASSISTANCE:

MACS may be able to provide tuition assistance. Assistance is need-based and available from the resources listed below. All assistance is considered using the Facts Grant & Aid Assessment application process (below).

FACTS GRANT & ASSESSMENT:

NEW STUDENTS:

- Financial Aid Applications are due within 1 week of applying for admissions.

RETURNING STUDENTS:

- Financial Aid Applications are due March 1st.

We encourage early submission as we can only apply the funds to the needs we know. The later the submission, the less assistance we will have available.

FACTS asks for the following info: a copy of last year's 1040 with all schedules and W-2s, as well as any pertinent child support documentation. This information is kept confidential.

(Apply online at: <https://online.factsmgt.com/aid>)

CHURCH STUDENT ASSISTANCE:

Our Church constituents are faithful supporters of our school. At each church's discretion, attendance, grades, and current school payments may be requirements of assistance. Contact your church pastor for details. Churches other than SDA may also offer financial aid opportunities, we encourage you to inquire.

MACS STUDENT ASSISTANCE:

Limited scholarships and financial aid may be available for qualifying students. The amount of Scholarship Funds available is determined by the separate constituent churches and the amount of Financial Aid Funds available is determined by the School Board.

The awarding of funds is determined by the amount of aid available and the family's financial need. The appropriate committee requests that parents apply for student aid through the online **FACTS** system above.

PAYMENT METHODS:

MACS accepts checks and money orders. We strongly discourage cash payments.

Payable to: **McMinnville Adventist Christian School** or **MACS**

Deliver or mail payment to:

McMinnville Adventist Christian School
1349 NW Elm Street
McMinnville, OR 97128

FINANCIAL POLICIES:

- To enroll a student at MACS the parents or guardians must accept financial responsibility for the student.
- Previous accounts with MACS or another school must be settled prior to enrollment of a student or a current payment plan in place.
- Accounts are due on the 5th of each month and considered past due after the 15th of the month.
- Late payments (30 days late) will receive a \$10 late charge and NSF checks will be assessed a \$45 fee.
- If an account is 60 days past due, students will NOT be allowed to return to school until their account is brought current or satisfactory financial arrangements have been made with the finance committee.
- The school reserves the right to withhold refund payment of any student's account or credit balance for two weeks after he/she leaves school This ensures that all charges have been recorded on the account.
- The party responsible for the school bill must contact the treasurer monthly, by.

- (1) Payment, (2) email, (3) phone call, (4) scheduled personal appointment.
- Special arrangements must be made with the treasurer and Finance Committee to be granted an exception to any of the policies listed in the Financial Information Section.

If the personal financial situation of a family changes and they are unable to make payment on time it is expected that parents will contact the treasurer to work out satisfactory arrangements.

Any questions regarding finances, please contact the school treasurer, Christie Van Steenburg at: info@mac-school.org

A detailed Tuition Contract (via DocuSign) will be emailed to families.

GENERAL REGULATIONS

FUNDRAISING ACTIVITIES:

MACS conducts fundraising activities each year to help support various programs and events within the school. Parents are encouraged to help in support of these activities.

MACS may engage in fundraising activities to raise funds for supplementary supplies, purchases or services not provided for in the annual budget. Fundraising activities may be through the Home & School Organization, school activity organizations, classrooms or other groups wishing to meet the needs of the students.

All such activities must be approved in advance by the school principal.

Non-school fundraising activities will not interfere with the education process and must be approved by the principal.

As much as possible fundraising activities will be conducted by adults and student involvement during class time should be minimal.

Fundraisers that entail food purchases, must be purchased the day of and are NOT eligible to be deducted from the student's regular hot lunch account.

COMMERCIAL ACTIVITIES:

The administration of surveys, questionnaires, and requests for information by non-school-connected organizations are generally disallowed.

Commercial intrusions by announcements, posters, bulletins, and communications from individuals and organizations outside the school must be approved by the principal.

PARENT/GUARDIAN VISITS:

We are pleased when our parents/guardians wish to join our students for lunch. This opportunity is offered only on Wednesdays to coincide with our Hot Lunch once a week. If you wish to participate, please do the following:

- Send a ParentSquare message to both the Teacher and the Office requesting to be put on the list. Sign up by Tuesday (at least 24-hour notice)
- 2- Sign in & Pay in the office (\$5 per meal if you wish to eat Hot Lunch that day)
- 3- Show up 5 minutes before lunchtime and sign out in the office at the end of the lunch period.

This process needs to be completed each time you wish to join your student for lunch.

CUSTODIAL GUARDIANSHIP:

As a school, we do our best to follow legal documentation for custodial requests. We cannot make custody accommodations for your child without appropriate court orders. If there are any custody orders or restrictions regarding your family that impact your student in this school, please inform us and provide copies of legal documentation.

LEAVING SCHOOL EARLY:

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

AFTER SCHOOL ARRANGEMENTS:

MACS dismisses school Monday through Thursday at 3:00 pm and all students must be picked up between the hours of 3:00-3:15 pm.

MACS dismisses school on Fridays at 12:15 pm and all students must be picked up between the hours of 12:15 and 12:30 pm.

Students are in with their designated class until their pick-up ride is announced.

Students may not leave the campus with anyone other than the parent/guardian or previously authorized individual without written permission from the parent/guardian via email or ParentSquare.

PLAYGROUND USAGE:

Students may not use the playground during the school day unless supervised by a staff member.

The school playground is NOT a public playground and cannot be accessed without prior approval by the principal.

INCLEMENT WEATHER:

Our main goal is for the safety of our student body, yet we realize that parents rely upon our supervision of students, so whenever safely possible the school will remain open. Because our students travel from different locations, we leave it up to the discretion of the parents whether they feel safe driving in their area.

In the event of poor weather conditions, we may choose one of the following.

- **Late Start:** 10:00 am (with school open @ 9:30 am for early arrivals)
You will receive a ParentSquare Alert
- **School Closed:**
You will receive a ParentSquare Alert
- **Regular Start:** School open with regular hours. If you do not get a ParentSquare Alert in the morning, then school is open as usual.

If you feel you are not able to drive safely, please contact the school via ParentSquare.

Because not all of our students and staff live in McMinnville, we may NOT follow public school openings and closures.

Early Dismissal: during school hours if the *weather makes a change for the worse, we will contact you via ParentSquare Alert to pick up your child early.*

ParentSquare Alert System: sends a text and/or phone call. You will be notified by 6:45 am to notify you of any changes to the regular school schedule.

GUM & SNACKS:

Gum is not allowed for the lower elementary (K-4th), but is allowed with teacher approval in the upper grades (5th- 8th)

Snack foods may be eaten in the classroom during lunch or snack breaks.

BICYCLES/SCOOTERS:

Bicycles/Scooters may not be ridden on the school grounds during school hours. Bicycles/Scooters ridden to school must be locked and kept in the designated bicycle/scooter parking. Safe bicycle/scooter operation and observation of traffic laws are always required on or off campus. Students must wear a helmet as required by law. The school assumes no responsibility for bicycles/scooters left on the premises.

SKATEBOARDS & ROLLERBLADES:

Skateboards and rollerblades are not permitted on the school grounds.

PERSONAL PROPERTY:

Students are discouraged from bringing and leaving valuable personal property on school premises other than normal school supplies. MACS does not assume liability for personal property loss due to accidents, vandalism, theft, or any other cause. Personal property brought onto school grounds is done so at the owner(s) risk.

Administration may search a person and/or their personal property. Searches may be conducted at any time on campus or when the student is under the supervision of a school-sponsored event. Administration may seize any item that is suspected to not be or is not in accordance with school policy, or state law or has the potential to interfere with the safety of others. Such items may include lockers, backpacks, purses, or any other personal belongings. The administration reserves the right to ask for electronic devices to be unlocked. Any confiscated property may be returned at the discretion of the school administration or

turned over to law enforcement as necessary. The administration may perform random searches. The administration will use the right for individual search and seizure to the best of their ability when there is reasonable suspicion to believe there is evidence of a violation of school policy and/or state law.

LOST & FOUND:

Unclaimed items left around MACS will be placed in the lost and found until the end of the school year. At that time, all unclaimed items will be donated to Goodwill.

LOST & STOLEN BELONGINGS:

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

DRESS CODE:

Student attire has an important influence on the attitude toward learning within any school. Students must adhere to the following school uniform guide.

- Accessories need to be minimal and non-distracting.
- Nails to be trimmed and neat.
- **Coats/Jackets** must be initialed on the inside tag with the student's name.
 - MACS Hoodies may be worn inside the classroom and on field trips, etc.
 - Outdoor Coats may be worn to and from school and outside for recess.
- **Pants/Shorts** must be slack-style (no cargo) in solid color Navy or Khaki.
 - Shorts need to be of modest length
 - No sweatpants
 - No track-style pants
 - No leggings. (leggings may only be worn under a dress/skirt in place of tights)
- **Skirts/Jumpers** must be solid-colored Navy, Khaki, or School Plaid.
 - Skirts, jumpers, and shorts must be of modest length, and shorts/leggings must be worn underneath (bike shorts are always a good choice)
- **Footwear** must be closed-toed.
 - Middle school -athletic shoes required for P.E.
 - No crocks, heels, or graphics. (Logos are ok -Nike swoosh, Adidas bars, etc.) Athletic shoes are always a good choice.
 - Rain boots may be worn to and from school. Students must bring additional shoes for classroom wear.
- **Friday and Field Trip** uniforms are Jeans and the MACS logoed t-shirt.
 - Jeans must be clean, with no holes or worn knees.
 - On Fridays, students may wear the regular uniform in place of the jeans and t-shirts if they choose.

PERFORMANCE DRESS

- Black Logoed Polo Shirt with Khaki Pants/Skirt
- Dark shoes or Black dress shoes (preferred)

School Uniform must be worn unless otherwise instructed (i.e., Spirit Dress)
Parents will be contacted via ParentSquare regarding any uniform issues.

UNIFORM CLOSET:

MACS has a uniform closet that is made possible by the donations of gently used items and is available throughout the school year. The uniform closet is available to all parents and students. We ask that you contribute by donating any gently used uniform items as your students grow out of them. Please remember that donated items should be in good condition with no stains, fraying, holes, or discoloration.

DRESS & GROOMING:

- Natural Hair Color worn areas, or stains.
- Makeup must not appear unnatural or draw attention.
- Clothes must be clean, and free of holes,
- Hygiene (showered, hair & teeth brushed, & deodorant as needed)

If a student's appearance disrupts or distracts from the teaching/learning process, or creates a safety hazard, that student will be required to make modifications.

If a school staff member prescribes modification in dress or appearance, the student may not be allowed to attend class until these requirements have been met.

In classrooms where, because of the nature of the class activity, certain grooming or dress may be hazardous to the student and/or other students, that student will be required to make modifications.

Anytime a student is representing the school (activities, events) they are required to meet the dress or grooming requirement of the activity/event, or he/she may be removed from said activity/event.

TECHNOLOGY

Instructional technology is provided at MACS to enhance the educational opportunities for our students. Making technology available enables students and teachers to implement transformative uses of technology and enhances student engagement with the content. It also promotes the development of self-directed and lifelong learners who can keep pace with a rapidly evolving technological landscape. The use of technology systems is limited to educational purposes only. Students and guardians are required to be aware of and support the MACS Technology Use and Device Checkout Policies.

CHROMEBOOKS:

The mission of the 1:1 student Chromebook program is to create a collaborative learning environment for all students where technology is immediately available as a tool for learning.

Receiving Your Chromebook: Chromebooks are checked out at the start of the school year and must be returned at the end of the year to their Homeroom teacher. A Parent/Student "Chromebook Checkout Agreement" will be sent home when the Chromebooks are issued at

the beginning of the school year.

Care of Your Chromebook: Students are responsible for taking care of their assigned Chromebooks. If a Chromebook is broken or not working properly, it should be given to the teacher as soon as possible for proper maintenance. Loaner Chromebooks may be issued to students while their school-issued device is being repaired.

- No food or drink should be next to Chromebooks.
- Writing, drawing, or decorating the Chromebook is not allowed (Exempt: 7-8th graders)
- Heavy objects should never be placed on top of Chromebooks (even inside a backpack)
- Always transport the Chromebook with care.

Using Your Chromebook at School:

- Students should bring their Chromebooks to class ready to use, including a full charge.
- Students should only log in using their school-issued account information.
- Students should not share their account passwords, except when specifically requested by an administrator. Inappropriate media should not be used as Chromebook backgrounds or themes. Using such media may lead to disciplinary action.

Operating System and Security:

- Students may not change or manipulate the installed operating system. The Chromebook operating system, ChromeOS, updates itself automatically.
- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.

Chromebook Insurance:

Chromebook insurance is made available at the beginning of every school year. By NOT purchasing the insurance, YOU AGREE TO PAY THE FULL REPAIR OR RETAIL REPLACEMENT CHARGE for any damage caused when using the device in or out of school.

TECHNOLOGY & INTERNET USE:

McMinnville Adventist Christian School (MACS) supports the importance of technology and the Internet to education. Both student and parent(s) must agree to the Technology and Internet Use Policy as part of the registration process.

Internet: It is a powerful resource for expanding the educational experience of each student. Access to the Internet will enable students to explore thousands of libraries, databases, curriculum materials, and personal information sites while exchanging messages with Internet users throughout the world.

"Unfortunately, it is true that some materials accessible via the internet may contain items that are illegal, defamatory, inaccurate, or offensive. However, we believe that the benefits to students exceed any disadvantages and, therefore, support the school’s decision to provide

internet and other forms of technology to students. Internet access is a privilege that may be revoked if misused."

Technology Usage at School: School technology is for educational purposes only. Access is a privilege-not a right. School staff may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Monitoring and filtering software is in place to supervise on-campus use.

Technology Usage off Campus: Because the use of technology is not limited to the boundaries of school grounds, this Technology and Internet Use Policy also applies to the use of the Internet and/or any electronic device(s) off campus that would negatively impact the school, and/or the school/church family in any way. Supervising software does not extend off-campus use. Filtering software is limited. Parents/Guardians take on the responsibility of monitoring computers when off campus.

Therefore, while utilizing technology on or off campus, students agree to adhere to the following Christian principles:

- I will be responsible and courteous in all communications.
- I will not utilize the Internet in a way that would demean, bully, intimidate, or in any way cause intentional hardship to another individual whether they be a student, faculty member, or otherwise.
- I will only post materials on social media and/or any other electronic media forums that would represent the school's principles and stated values.
- I will not use a personal electronic device (such as a smartphone, iPad, tablet, etc.) at school unless approved by the teacher for school use.
- I will not allow people to use my account(s) and will not share my password(s).
- I will respect the confidentiality of accounts, folders, work, and files of others.
- I will observe copyright laws and will also give each source credit when using pictures, quotes, and/or other material.
- I will not attempt to access or alter unauthorized areas of a computer system and/or network.
- I will not look at or participate in anything illegal.
- I do not expect privacy. My internet/device is monitored and can be inspected at any time.

Any activity not in compliance with these rules may result in a loss of access to school technology.

PERSONAL ELECTRONIC DEVICES:

Personal electronic devices are not to be used by students unless specifically authorized by the student's teacher. This also applies to school-sponsored activities on or off campus. Such devices are brought to school at the owner's risk.

Devices improperly used can be taken by the teacher or staff member and delivered to the

principal. They may be retrieved by the student at the end of the day. The second time a device is taken from the student, it will be delivered to the principal and may be retrieved by the parent.

CELL PHONES:

All cell phones brought to school must be turned off and secured in backpacks, lockers, or with a teacher while students are in attendance on campus unless otherwise directed by a teacher. Students are not permitted to use cell phones during the school day without permission from a teacher. Continued misuse of cell phones may result in the confiscation of phones to the office, and retrieval may be required by the parent.

While on campus, all communications between students and parents must be filtered through the office.

MACS MIDDLE SCHOOL

LOCKERS:

Middle School is provided lockers with safety locking mechanisms attached. It is the responsibility of the student to maintain a clean and hazard-free locker environment. Keeping their locker locked is highly encouraged as each student is responsible for their locker and its content. A student's locker may be searched by staff as needed.

SIXTH GRADE OUTDOOR SCHOOL:

Each year the Oregon Conference provides the 6th graders the opportunity to participate in an Outdoor School experience. Information and details will be provided by the classroom teacher. The funds are collected through partial parent payment and fundraising opportunities.

EIGHT GRADE CLASS TRIP:

Each year MACS plans a class trip for the graduating eighth graders. For the student to be included on the class trip, he/she must have completed all academic & attendance requirements to that point. Only full-time students may be included in the class trip.

EIGHT GRADE GRADUATION:

Each year MACS holds a graduation ceremony for its graduating eighth graders. Students must complete all the academic and attendance requirements to be able to participate in the graduation ceremony.

In instances where a student has a failing grade for the year in a subject, arrangements must be made with the homeroom teacher and the principal to support the student in the successful completion of their eighth-grade requirements for graduation.