



Cypress Adventist School

A Good Place to Grow

Handbook

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Our Mission Is

To educate children to their full individual potential in a warm and caring Christian environment.

Our Commitment

The board and faculty of Cypress Adventist School are committed to the on-going process of identifying and striving for excellence in education.

Cypress Adventist School

Cypress Adventist Elementary School offers grades Pre-K through 8. Cypress Adventist School is operated by the Edmonds, Green Lake and Shoreline Seventh-day Adventist churches and the Washington Conference of Seventh-day Adventists.

The Seventh-day Adventist denomination operates the largest Protestant school system in the world. Cypress Adventist School adheres to state regulations for education and accepts students without regard to race or religious affiliation.

Objectives of Cypress Adventist School

- To develop each student's skill and competency in the basic academic areas of mathematics, reading, writing, language arts, fine arts, social studies and science.
- To acquaint the student with the great themes of the Bible as recorded in sacred history.
- To lead the student to an awareness of the reality of God and His personal interest in the things of everyday life.
- To instill in the student the ideals of integrity, honesty, purity, dependability, neatness and punctuality.
- To foster in each student the ideals of self-respect and of respect for others regardless of race, religion, or social background.
- To develop in the student responsibility for his or her own behavior.
- To encourage creativity and independent thinking.
- To open and maintain the link of communication between the home and the school by enlisting the support of students, parents, teachers, and the community-at-large in the attainment of educational goals.
- To develop an awareness of student responsibility to their community.

Admission

Admission Policies

Cypress Adventist School admits students of any race, religion, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, color, national and ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs or other school administered programs.

School Entrance Age

Enrollees for Pre-Kindergarten must be 4 years of age by August 31, and able to independently toilet themselves.

Enrollees for Kindergarten must be 5 years of age by August 31 and enrollees for first grade must be at least 6 years old by August 31.

Physical Exams

Physical exams are required for all students entering school for the first time.

General Information

School Hours

Cypress Adventist School is open for class work from 8:30am to 3:30pm Monday through Thursday and 8:30am to 1:30 pm on Fridays. Plan to have your student at school on time and pick them up promptly after school. If you need to make an exception, you should make arrangements in advance with your teacher.

School Closing

If you are wondering if school will be in session due to weather conditions, please watch the following:

WATCH - After 6am

KOMO-TV (Channel 4)

KIRO-TV (Channel 7)

(if you do not see a notice, then school is in session)

LISTEN - After 6am

KOMO 1000 Radio

CHECK - Your Email

We send email announcements via Jupiter.

We generally follow the Edmonds School District.

Student Progress Conferences

Conferences are scheduled at the close of the 1st and 2nd grading periods. However, we encourage parents to keep themselves informed about the progress of their child's education by being involved at home and by taking in interest in their child's classroom. Frequent communication between parents and teachers, sharing information about the progress of their child(ren) is vital to achieving successful education.

Visitation

Parents are welcome to visit during school hours. As a courtesy to our students and our teachers, and to avoid potential security problems, we ask that you call in advance to let us know of your visit. Please do not interrupt classes without notice.

Please schedule an appointment if you need a sit-down meeting with your child's teacher.

No student should bring relatives or friends to school without permission from the school principal and written permission from the student's teacher and the visitor's parent or guardian. Arrangements must be made no later than the day before the visit. Student guests must observe all school regulations, including dress policies.

Cell Phones & Electronic Devices

Personal electronics (phones, tablets, etc) should not be in use during school hours (8:30am to 3:30pm) unless given specific permission by the teacher.

Parents should plan to contact the office or teacher to communicate with students during school hours.

All online activities are subject to the Computer Usage Policy and Agreement.

Parent Participation

Parents are an indispensable part of the Cypress team. In addition to encouraging your child(ren) at home and paying tuition, there are many other jobs that need doing for Cypress

to be all that it can be. Please talk with your child's teacher or the principal about how you can become a more active member of the Cypress team.

Some ideas: Driving for field trips, chaperoning outdoor education experiences, assisting in school maintenance and building projects, assisting a teacher with tutoring or classroom projects and activities.

Volunteer Code of Ethics

All volunteers must respect and adhere to the following Code of Ethics

1. Confidential matters must be kept confidential.
2. Information overheard while in the building, especially that which pertains to students, will not be repeated.
3. Do not use school time for personal conferences with your child's teacher or the principal. If a conference is needed, please make a separate appointment.
4. Behave in a professional manner while in school and adhere to school rules.
5. If something is observed that should be brought to the teacher or principal's attention, please do so. Do not take matters into your own hands or address the situation on your own.
6. Call the appropriate person if unavailable to keep your volunteer commitment.

Questions

Let's talk! One of the most effective ways parents can benefit their children, the school and themselves is to talk to the appropriate people on the school staff. If you have questions regarding your child and the school, if you have heard something about the school that disturbs you, or if you have an idea to share, let's talk it over. Call, text, email or send a message via Jupiter to the staff person most directly involved. Most concerns can be solved with good communication.

The Matthew 18 Principle Policy

The purpose of this policy is to clearly outline the procedures to be followed by parents when having a concern.

1. The parent will ask for a conference with the teacher.
2. If the problem is not solved, the parent will ask for a conference with the teacher and the principal.
3. If any additional conference is needed, it may include the board chairperson, pastor or superintendent.
4. If the problem is not solved, the parent will ask the board for a review. The teacher and parent may appear before the board. The superintendent's office will be represented.

Attendance Policies

The scholastic achievement attained by any student is affected by his or her pattern of attendance. Students are required to bring satisfactory explanations from parents or guardians in writing in all cases of absence, late arrival to school or early dismissal. RCW 28A.150.240

Acceptable excuses for non-attendance include: verified illness of the student, medical, dental, or optometric service, quarantine, or bereavement.

Teachers will determine when work missed because of an excused absence is due. The usual expectation is the number of extension days will be equal to the number of missed days.

Teachers will have student work available for parent pickup AFTER SCHOOL.

Tardiness

Be prompt in getting to school.

Please text or call if you will be late.

Absences Grades K-8

Washington State requires certain attendance standards for certified schools.

A pupil who has three or more unexcused absences during a nine-week grading period, for whatever cause, may forfeit that period's grades. Pupils who exceed this limit need to talk with their teacher to determine what steps need to be taken to ensure that a proper grade is achieved and recorded.

Absence from School Premises

Cypress Adventist School operates under a closed campus policy. No student shall be permitted to leave the school premises at any time during the regular school day without a request in writing from the parent or guardian. This applies also to early dismissal of individual students.

Students are not permitted to leave the school premises with anyone other than those known to be the bona fide guardian, parent, or those adults authorized by the parent or legal guardian.

General Dress Principles

As a Christian elementary school with high standards in academics, spirituality and conduct, in accordance with biblical principles, Cypress Adventist School has specific expectations for dress and behavior. We believe that this fosters pride and ownership in our school on the part of students, parents and staff. All students are expected to follow the guidelines listed below.

Specific Student Dress Guidelines

1. Appropriate dress is identified as modest, clean, in good taste, without extremes and in accordance with biblical principles.
2. Shirts and tops should be long enough to cover the midriff when arms are raised above the head.
3. Shorts and skorts should be no shorter than fingertip length when arms are extended at the sides.
4. Tight fitting pants, jeggings and leggings must have tops that are no shorter than fingertip length when arms are extended down at the sides.
5. Dresses and skirts should be knee length when standing unless opaque tights or leggings are worn underneath, then the dresses and skirts must be fingertip length when arms are extended at the sides.
6. Saggy pants with underwear showing are not appropriate.
7. Undergarments should not be visible.
8. Tank tops less than the width of the wearer's three fingers at the shoulders are not appropriate. Please see also rules #2 and #7.
9. Pants and tops with holes and tatters are not appropriate.
10. Appropriate footwear is to be worn at all times. For safety reasons, high heels, open toes or flip flops are not allowed.
11. Hats, hoods, and sunglasses are not allowed for classroom attire.
12. For safety reasons, dangling jewelry should not be worn.
13. Hair should be neat, clean, well-groomed and avoid extremes.
14. Logos, insignias, and pictures on clothing must be appropriate for a Christian environment. If you have a question, ask your child's teacher.
15. Clothing identified with gangs is not allowed at school or school related events.

If there is an issue with dress, teachers will contact parents.

Student Conduct

Students are expected to conduct themselves at all times as caring, Christian citizens.

Students of Cypress Adventist School are expected to:

1. Follow the "golden rule" - "Do unto others what you want them to do unto you."
Matthew 7:12
2. Bullying in any form is not acceptable. See *Bullying Awareness and Prevention Policy* later in this handbook.
3. Show proper reverence during prayer, Bible class, religious services, online chapel time, and other spiritual experiences.
4. Not engage in harsh, vulgar language or behavior.
5. Show respect to all adults connected with the school by:
 - Addressing each with proper courtesy.
 - Responding and obeying promptly.
 - Following directions.
 - Asking permission or clarification, if in doubt.
6. Show respect for self and all other students at the school.
7. Not use electronic devices during school hours, or at school related events, unless approved by the teacher.
8. Get special permission to bring toys, and/or pets to school.
9. Be responsible for the care and cleanliness of school property.
 - Students are held financially responsible for damaged property, including textbooks (minimum \$10 charge).
 - All textbooks in grades 1-8 are the property of Cypress Adventist School and are assigned to students for their use. The student responsible for the care of his or her books will be charged for any which are lost or willfully damaged.
 - Students will be willing to help with assigned duties in the caring of the school building and grounds.
10. Be responsible for the care and cleanliness of personal belongings at school.
11. No use of tobacco, alcohol, drug related substances.
12. No obscene literature, pictures, technology or speech.
13. No gambling on school premises or during school sponsored activities.
14. No dangerous or lethal weapons, either manufactured or homemade.
15. Observe high moral principles of integrity, courtesy, honor and modesty as set forth in the Bible and affirmed by the Seventh-day Adventist church.
16. Abstain from all public displays of affection (including all romantic touch, kissing or holding hands).

Grounds for Dismissal

Students whose conduct or attitude is unsatisfactory or manifestly out of harmony with the standards of the school, or whose influence is found to be detrimental, may be asked to withdraw or may be dismissed.

Code of Behavior

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

Minor Infractions

- Chewing gum
- Running in the building
- Disruptive talking
- Tardiness
- Littering in the building or on school grounds
- Improper behavior during school-sponsored activities
- Minor dress-code violations
- Minor property damage
- Unexcused absences from school
- Possession of unauthorized items (electronic devices and toys)
- Consumption of food or beverages at times other than the scheduled lunch period unless by permission of teacher

Major Infractions

- Disrespect for Cypress Adventist School's spiritual environment and activities
- Truancy
- Profanity, obscene or suggestive language or gestures
- Willful destruction of property
- Possession of obscene or pornographic material
- Fighting
- Disrespect for staff members or other adults
- Willful defiance of authority
- Major property damage
- Rebellious attitudes
- Sexual misconduct
- Theft or vandalism
- Use or possession of drugs, tobacco or alcoholic beverages
- Leaving school without permission

- Possession of firearms, fireworks, weapons or other dangerous objects
- Violent behavior
- Bullying, including but not limited to, written or verbal threats to teachers, staff, students or faculty
- Disrespect of other students (teasing, name calling, etc)
- Cheating and lying

Discipline

Students and parents are asked to carefully consider these rules and regulations. Submission of an application for admission is an indication that *both student and parent* intend to comply with the rules as stated. Students should expect to be corrected by the teacher or staff members for acts that are not in the best interest of the child, other students, and/or Cypress Adventist School.

Minor Offence Procedures for Discipline

In the case of minor infractions, parents will generally not be contacted directly, unless the teacher's action has proven unsuccessful.

- The parents may be informed by an email, text or phone call. The contact is primarily intended as a means of communicating to the parent information about the behavior or occurrence involving their child.
- Parental response is required by the next school day.
- If there are any questions or concerns, the parent should contact the teacher directly.
- Students returning to school without a parental response to the email, text or phone call will forfeit school privileges as determined by the teacher.

Major Offence Procedures for Discipline

In the case of major offence, parents will be notified by verbal communication, followed by an email.

- It will require the parent's response by email and a valid attempt by the parent to contact the teacher, or appropriate staff member prior, to the child being reinstated in school.
- The first email may be used as a warning or may result in a suspension of the child, depending on the severity of the offence, as determined by the staff.
- Any additional major offenses will result in a mandatory suspension for one to three days, as determined by the staff to be in the best interest of the child and the school.

- The second major offence will be submitted to the Discipline Committee for reporting and any appropriate action.

Possible Disciplinary Actions May Include

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

- Time out
- Loss of free play at recess
- Loss of school bus service
- Conferences with parents
- In-school detention
- Work detail
- Non-participation in extracurricular activities
- Suspension
- Expulsion

Bullying Awareness and Prevention Policy

Definition: Bullying is the deliberate attempt to intimidate, embarrass or hurt another person. Bullying may be a pattern of behavior exhibited over time.

- Teachers spend time at the beginning of each school year teaching students to respect other people. Concepts of healthy student interactions are taught through stories and class discussion. Healthy concepts include respecting personal space, and avoiding physical and verbal actions that bring about any kind of uncomfortable feeling in another.
- Teaching moments are revisited when class incidents suggest that more instruction in social behavior is needed.
- In the classroom, and at recess times, student infractions may result in "time out." The recess persons in charge confer with the student's teacher. Teachers or the principal notify parents via emails, text, notes in the folder, phone calls or after school conversations.
- Teachers often keep a log of incidents and discuss infractions with both the student and parents in conferencing; early intervention strategies are discussed and implemented.
- Behavior infractions result in missed recesses or limits set on student options to play with others. Probationary times may be for the day, a week or longer as deemed necessary.
- When incidents develop into a pattern of unacceptable behavior, students are put on a behavioral contract which stipulates specific concerns and expected outcomes.

- Breaching a behavioral contract may result in suspension from school. Further infractions will result in a review by the School Board and may result in termination of school privileges.
- Bullying can be, but is not limited to, verbal, physical, online, written, etc.
- Bullying issues come under the "Major Offenses" section of the Cypress Adventist School Handbook using the discipline process that is stated.

Medical Information

Immunizations

Washington State Law RCW 28A.31.118 requires all students through grade 12 to have an up-to-date immunization form completed and filed in the school office by the first day of school.

The records must be complete and show the date for each immunization given. It is the responsibility of the parents to provide the immunization information. Parents need to keep the school informed of immunizations given during the school year so the record can be entered on the state form in the office.

Student's immunization records must include the month, day and year of all vaccines. WAC 248-100-166

Where applicable, a record of exemption must be on file at the school office.

Physical Exams

Physical exams are required for all students entering school for the first time.

Oral Medication

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

1. A student who is required to take medication prescribed for him or her by a physician during the school day may be assisted by designated school personnel if the school receives:
 - a. The medication is presented at school in the original packaging with the prescribing doctor's name and the doctor's orders regarding dosage and frequency clearly printed on the pharmacy label, the Authorization for Administration of Medication signed by the prescribing doctor and:

- b. A written statement from the parent or guardian of the student indicating his or her desire for the school to assist the student as set forth in the physician's statement.
2. If a child has had any rash or condition that may be disease-related or where the cause is not known, check with your family physician before sending the child to school.
3. If a child has any visible nits or lice, the child must be kept home until the problem is cleared.
4. The school will only administer non-prescription drugs like Tylenol or cough drops, etc with written approval and dosage from the parent, and when delivered in original packaging with instructions clearly readable.
5. If a fever or illness erupts during school, the student will rest in a quiet place until the parent or guardian is notified and student is picked up to go home.

Guidelines for Keeping a Student Home from School

Children are in close contact with one another at school. If parents keep their children home at the first signs of an illness, it will help us prevent the spread of that illness to other children in the classroom. The following are some guidelines to help you decide when to keep your ill child home from school. These are the guidelines and symptoms we look for at school to determine when to send children home from school.

- Fever/elevated temperature
- Nausea, vomiting or diarrhea
- Earache, ear drainage
- Sore throat
- Persistent cough
- Temperature should remain normal for 24 hours before the child returns to school.
- Headache or stomach ache in combination with other symptoms (ie cough or sore throat)
- Communicable skin rash such as scabies, impetigo or ringworm. Child may return to school only after following proper treatment.
- Pinkeye (conjunctivitis) in one or both eyes. The whites of the eyes will appear pink or red, and feel painful and itchy. There may be yellow, green or white matter in or around the eye or lashes.
- An infectious condition, including chicken pox, flu, measles, mumps, rubella, etc.
- Head lice
 - Any student can get head lice; lice have no preference for dirty or clean hair or households. If you know that your child has head lice, please keep him or her home until ALL LIVE LICE AND EGGS (NITS) are removed. Please check your child's hair regularly all during the year. If live lice are found in your child's hair at school, your child will be sent home until lice are treated and

nits are removed. You must bring your child back to school yourself and wait for his or her head to be checked.

PLEASE DON'T SEND A REQUEST TO HAVE YOUR CHILD KEPT IN FROM RECESS. A CHILD WHO IS TOO SICK TO GO OUT TO RECESS IS TOO ILL TO BE IN SCHOOL.

Transportation Policy

Field Trips

1. Children under 13 need to be transported in the back seat.
2. By state law, everyone must be buckled before the vehicle departs and must remain buckled until the vehicle stops at the arrival destination. Child booster seats are required for students to their 8th birthday or 4'9" tall (whichever comes first).
3. No music or electronic devices may be used without driver permission.

School Bus

1. Rules and expectations for bus riders:
2. Students are expected to be ready 10 minutes before scheduled pickup time. The bus will leave within 2 minutes of arrival.
3. Call the bus phone to cancel bus service between 6:00am and 6:15am on the day of service.
4. By state law, everyone must be buckled before the bus departs and must remain buckled until the bus stops at arrival of scheduled destination. Child booster seats are required for students to their 8th birthday or 4'9" tall (whichever comes first).
5. No obscene gestures.
6. Keep your hands to yourself.
7. Keep voices down. No screaming or yelling is allowed.
8. All school rules and consequences apply on the school bus.

Emergency Preparedness

In accordance with the state and our conference guidelines, the school has developed an emergency preparedness plan. In the event of an emergency which would force the closure of the school please note the following:

- All students are required to have an emergency kit at school.
- No student will be dismissed from school unless a parent (or individual designated by a parent) comes for him or her.

- No child will be allowed to leave with another person, even a relative or baby-sitter unless we have written permission to that effect in our files. With this in mind, please keep all emergency numbers and contacts current by notifying the school office of any changes.
- All designated parties who come for students must have them sign out with their teacher.
- We are prepared to care for your children in times of critical situations. If you are not able to reach the school, we will care for your child here. We have a number of people with first-aid certificates and we will be in communication with various local emergency services.
- We do ask for your help in the following areas:
 - Please do not call the school - we must have the lines open for emergency calls.
 - Following an earthquake or other emergency, do not immediately drive to the school - streets and access to our school may be cluttered with debris. The school access route and street entrance areas must remain clear for emergency vehicles.
 - DO turn your radio to KOMO AM 1000. Information and directions will be given over the radio.

Teacher and Student Agreement

We, the teachers of Cypress Adventist School will:

- Respect you
- Provide you with a good place to earn a quality Adventist Christian education.
- Give you as much help as we are able, with academics, athletics and moral values.
- Combine Christian principles with the academic understanding we impart.
- Take you on educational field trips.
- Include your parents in your education (and keep them informed as to how you're doing).
- Will work together to meet the needs of each student.

As you attend Cypress Adventist School, you will:

- Have the best opportunity that we can give you to earn your education.
- Respect all the people around you; in their persons and their property.
- Develop your positive character traits such as integrity, responsibility and courtesy.
- Grow in academic knowledge and personal understanding.
- Share your abilities in peer-enrichment of other students.