



ELEMENTARY
(TRANSITIONAL KINDERGARTEN AND
KINDERGARTEN TO FIFTH GRADE)
JUNIOR HIGH
(SIXTH TO EIGHTH GRADE)

STUDENT HANDBOOK

2017-2018

A TK-8 SEVENTH-DAY ADVENTIST CHRISTIAN SCHOOL

Serving the Southern California Communities Since 1953

1636 Sinaloa Rd.
Simi Valley, CA 93065
Phone (805) 583-1866 Fax (805) 526-7657

Accredited with:

General Conference of Seventh-day Adventists Board of Regents

SCHOOL HOURS

Monday-Thursday	8:15 a.m. - 3:15 p.m.
Friday	8:15 a.m. - 12:15 p.m.
Minimum Days	8:15 a.m. - 12:15 p.m.

TABLE OF CONTENTS

CALENDAR.....	3
FACULTY AND STAFF.....	4
GENERAL INFORMATION.....	5
Philosophy	5
Mission Statement.	6
Goals and Objectives.	6
SVAS Code of Ethics.	7
Organization and Government.	8
Home and School Association.	8
ADMISSION POLICIES.	10
Application Procedures.	10
Kindergarten and First Grade Admission	11
CURRICULUM INFORMATION.	12
Curriculum Highlights.	12
Parent and Teacher Communications Regarding Academics.....	12
Testing and Report Cards.	12
STUDENT CITIZENSHIP.	13
Attendance Policy	13
Clothing and Appearance.	15
Discipline Policy	17
Scholastic Dishonesty Policy	19
Personal and School Property	19
FINANCIAL POLICIES.	21
Financial Assistance	21
Educational Subsidy	21
Additional Fees.	21
GENERAL POLICIES.	22

CALENDAR

2016-2017

FIRST SEMESTER

AUGUST

- 24 **First Day of School**, Minimum Day, 12:15 pm
- 26 Beach Day - Carpinteria
- 27 SVAS Dedication at the Church –
Education Sabbath

SEPTEMBER

- 05 **NO SCHOOL - Labor Day**
- 5-11 Pathfinders Trip
- 08 School Board Meeting # 1, 5:30 pm
- 12-16 ITBS
- 15 **Back to School Open House Potluck, 6:30 pm**
- 17 Church Performance
- 18 Sunday Work Day at our School
- 19-23 Let's Move Week

OCTOBER

- 06 Habitat
- 13 Parent Meeting # 2, 6:30 pm
- 17 School Photo Day, Uniform Only!
- 18 School Evaluation So Cal. Conference
- 21 End 1st Quarter
- 22 Church Performance
- 28 International Day – Grandparent –
“Do Something Grand
- 31 Alternative Party

NOVEMBER

- 31-4 Student Week of Prayer
- 10 School Board Meeting # 2, 5:30 pm
- 11 6-8 Field Trip – Veterans
- 17 Parent Meeting # 3, 6:30 pm
- 19 Church Performance
- 23 **Minimum Day**
- 23 **Performance Simi Valley Senior Center**
- 24 **Thanksgiving Break Begins**
- 28 School Resumes

DECEMBER

- 03 **Performance at Malibu Church**
- 08 **Pastor's Lunch "Thanksmas", at noon**
- 10 Church Performance – Bell Choir
- ? **Bells Tree Lighting Ceremony**
- 15 Christmas Program/Parent Meeting, 7:00 pm
- 16 End 2nd Quarter - Minimum Day
- 19 **Christmas Vacation Begins.**

SECOND SEMESTER

JANUARY

- 03 School Resumes
- 05 School Board Meeting # 4, 5:30 pm
- 16 **NO SCHOOL – MLK**
- 21 Church Performance - Drama
- 26 Parent Meeting # 5, 6:30 pm
- 31 Visitor Day

FEBRUARY

- 3-5 **6-8 Grade Retreat Camp Cedar Falls**
- 7,14,21 Visitor Day
- 10-14 Spirit Week
- 11 Church Performance
- 16 Valentine's Day Party, school banquet 6:30 pm
- 20 **NO SCHOOL - PRESIDENT'S DAY**

MARCH

- 02 School Board Meeting # 5, 5:30 pm
- 11 Church Performance
- 13 Robotic Championship at LAAA
- 16 Parent Meeting # 7, 6:30 pm
- 17 **End 3rd quarter**
- 22 **Minimum Day, 12:15 pm**
- 23 **Spring Break Begins**

APRIL

- 06 School Resumes – Field Day
- 20 Parent Meeting # 8, 6:30 pm
- 20 Spring Photo Day, Open Dress & Grad.
- 22 Church Performance - Simi Adventist Church
Education Sabbath

MAY

- 04 School Board Meeting # 6, 5:30 pm
- 13 Street Fair
- 16-18 6-8 Grades Field Trip Rock & Water Adventure
- 18 **Teacher Appreciation Day**
- 20 Church Performance
- 25 Academic Fair/Spring Musical, 7:00 pm
- 27 Pathfinder Sabbath
- 29 **NO SCHOOL - Memorial Day**

JUNE

- 01 Kindergarten Graduation 7:00 PM
- 08 8th Grade Graduation, 7:00 pm
- 09 **Last Day of School, End 4th quarter**

FACULTY AND STAFF

Principal / Teacher Grades 6-8	Mr. Stephen Stokes sstokes@simivalleyadventistschool.com	(805) 304-1313
Teacher Grades 3-5	Ms. Leila Dali ldali@simivalleyadventistschool.com	(805) 813-7010
Teacher Grades 1-2	Mrs. Ardis Baker abaker@simivalleyadventistschool.com	(805) 384-8412
Teacher Kindergarten	Mrs. Billie Odell bodell@simivalleyadventistschool.com	(661) 917-5863
Teacher Aide / Extended Care	Ms. Sue Romero sromero@simivalleyadventistschool.com	(661) 317-1822
Music Teacher	Mr. Dave Watkins dwatkins@simivalleyadventistschool.com	(805) 522-5068
Home & School Leader	Mr. Dave Vago dvago@simivalleyadventistschool.com	(805) 304-5596
Bookkeeper / Finance	Mr. Dean Vendouris dvendouris@simivalleyadventistschool.com	(805) 583-1866
Department of Relations	Josie Hirsch jhirsch@simivalleyadventistschool.com	(805) 551-8248
Administrative Assistant / Secretary	Mrs. Simone Buttler sbuttler@simivalleyadventistschool.com	(805) 587-2370
Pastor	Phil White pwhite@simivalleyadventistschool.com	
Associate Superintendent of Education, SCC	Dr. Pamela Forbes pforbes@sccsda.org	(818) 546-8458

GENERAL INFORMATION

PHILOSOPHY

ONE BODY:

The **class sizes are small** and also include more than one grade, which recent studies have shown are **extremely beneficial to the student**. The older students in the classroom learn to help and nurture the younger students. In turn, the younger students are given extra care and attention not only from their teacher, but from their peers. Our school's small size also creates a **wonderful community** of students at all grade levels. The youngest students play with the oldest! Students become a family, and learn to rely on friends of all age groups. Older students learn important **leadership and** mentoring skills. The school operates, at every level, with all students in mind.

ENRICH THE MIND:

Our school is passionately committed to our students' academic excellence. With the low student-teacher ratio, our students have consistently performed well on standardized tests. Student leaves our school well prepared for high school. Through peer-mentoring, students have an opportunity to learn by teaching other students.

SERVE THE COMMUNITY:

We believe that we are working for a higher purpose. Our purpose is to serve God and each other. We strive to instill the principle of service into each of our students. We serve our school, local, and global communities through various projects throughout each year.

WORSHIP ONE LORD:

We believe that there is one God in three persons, the Father, the Son, Jesus, and the Holy Spirit (Ephesians 4:4-6). We worship and spend time with Him every day. We believe that there is not greater authority on this earth than the Holy Scriptures. We believe that our students grow in Christ, they will not only be academically well grounded for high school, but spiritually well-grounded for eternity. This is our highest purpose, goal, and privilege.

SERVANT LEADER:

“And whoever desires to be first among you, let him be your servant -just as the Son of Man did not come to be served, but serve, and to give His life a ransom for many.”
Matthew 20:27-28

MISSION STATEMENT

Simi Valley Adventist School operates as one body that equips students to:

Enrich their minds,
Serve their community
Worship one Lord

We are Educating Tomorrow's Servant Leaders Today

GOALS AND OBJECTIVES

SPIRITUAL GOALS

- To impart a thorough knowledge of the Bible as the Word of God.
- To guide students toward obedience to the Word of God and its principles.
- To promote reverence for God and thoughtful kindness to man.
- To provide an atmosphere in which the students may become personally acquainted with Jesus as the Christ and their Savior.
- To encourage students to develop talents, to be practicing Christians, loyal, patriotic citizens knowingly aware of the needs of their neighbors and willing to serve.

ACADEMIC GOALS

- To provide an atmosphere in which students will be inspired toward academic excellence.
- To encourage students to think critically, independently, and creatively.
- To provide course selections that will allow students to obtain the building blocks necessary to attain spiritual, professional and vocational goals.

SOCIAL GOALS

- To provide opportunities for students to demonstrate acceptance of and respect for the rights of others.
- To provide opportunities for students to understand and without prejudice demonstrate an appreciation for all people and cultures.
- To provide opportunities for students to accept his or her civic responsibility for the environment and maintenance of peace.
- To provide an environment in which each individual receives respect and fair treatment by others.

PHYSICAL GOALS

- To provide an environment in which the student will learn the value of a temperate life.
- To teach the value of lifetime Christian recreation.
- To provide avenues for development of physical fitness.
- To provide opportunities for students to develop a practical skill.

SVAS CODE OF ETHICS

Those who are followers of the Lord Jesus Christ should respect, honor, and uplift one another. Thus, a colleague, employee, volunteer, or student should never be placed in a position of embarrassment or disrespect due to any action or statement that has any explicit or implied sexual, racial, age or ethnic overtones. To do so is a violation of God's law and also the civil laws governing our school.

School staff and students are prohibited from engaging in unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of sexual, racial, ethnic or age-related nature that could create a hostile, intimidating or offensive school environment. Such harassment is intolerable, against the law and will result in appropriate discipline up to and including dismissal.

Examples of conduct that may constitute harassment include, but are not limited to:

- Verbal or visual harassment or abuse (e.g. degrading sexual comments, unwelcome propositions, sexually offensive jokes and materials).
- Requests for sexual favors or activity.
- Inappropriate touching of a sexual or abusive nature (e.g. pinching, patting or repeated brushing against another individual's body).
- A suggestion, threat or action that makes the affected individual uncomfortable.

An individual who experiences harassment should take one of the following steps:

1. Talk to the individual who is harassing you. Explain that you feel uncomfortable and explain why.
2. Speak to your teacher or your principal.
3. The initial complaint should be followed by a written statement prepared by the person being harassed and directed to the person to whom the incident was reported. The written report should be objective and include factual details to support the alleged incident(s).

The matter will be referred to the Code of Ethics Committee, and all situations will be thoroughly investigated in a confidential and objective manner. The investigation will be a genuine attempt to identify and remedy the problem. If, upon completion of the investigation, it is determined that harassment related to sex, race, age or ethnicity has occurred, immediate and appropriate action will be taken against the person doing the harassing. The corrective action will depend upon the severity of the act and may range from a written warning to dismissal.

ORGANIZATION AND GOVERNMENT

BOARD OF DIRECTORS

Simi Valley Adventist School is governed by a Board of Directors whose members are appointed Simi Valley Adventist church, along with the Southern California Conference of Seventh-day Adventists, who give financial support to the school.

The board chairperson and vice chairperson are elected annually by the board. The Principal of the school serves as the secretary to the board. In addition to the church representatives, the following individuals serve as ex officio members.

VOTING: Associate Superintendent of Education
SVAS Principal
SVAC Senior Pastor
SVAC Church Representatives (4)
SVAS Home and School Representative
Officer of SCC
Officer of Education, PUC

MEETINGS

Board meetings are generally held the first Tuesday of each month, August through June, in the school at 5:00 p.m. Meetings are open to all members of the Constituent Churches except when the Board is in executive session. Any constituent member may, in advance, suggest items for the agenda and be present when these are discussed.

HOME AND SCHOOL ASSOCIATION

PURPOSE AND FUNCTION

We realize the importance of cooperation between students, teachers and parents in striving to meet the objectives of Simi Valley Adventist School, therefore, patrons of the school become members of the organization at the time of registration. Active participation in the programs and activities of the organization strengthen the connection between the home and school.

TEACHER APPRECIATION

The Home and School Association thanks the teachers several times during the year, such as on birthdays and on Teacher Appreciation Day in the spring. Parents bring a special treat to the teacher from the students in the class. At the end of the year there is often a special appreciation for the services of teachers who may be leaving.

GRANDPARENT'S DAY

Grandparent's Day is an opportunity for grandparents or substitute grandparents to visit the school and enjoy a meal and performance put on by the students.

ADMISSION POLICIES

The Simi Valley Adventist School is subsidized by the Simi Valley Seventh-day Adventist Church. Our school is open to any student who expresses an earnest desire for Christian education, provided they show respect for the Word of God, maintain a reverent attitude during religious exercises and observe all school rules. Applicants are evaluated on the basis of (1) Christian faith and lifestyle, (2) character, and (3) academics and qualifications.

All students applying for admission to Grades K-8 may be expected to take placement tests before acceptance is granted. A student will not be admitted to school until all five conditions below are met and there has been acceptance by the admissions committee. Simi Valley Adventist School is not staffed to provide Special Education for students with emotional, developmental, or learning disabilities that cannot be handled in a regular classroom setting.

NONDISCRIMINATION POLICY

Simi Valley Adventist School admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school makes no discrimination on the basis of race in administration of education policies, applications for admission, scholarship, or extracurricular programs.

APPLICATION PROCEDURES

Submit the following documents or information to the school office:

1. Student application.
2. Standardized Scholastic test results (STAR, ITBS, SAT9, etc.)
3. Most current grade report.
4. The name, address and phone number of the last school attended.
5. Discuss financial clearance with the Principal. All students must complete registration and obtain financial clearance before being admitted to class.

Please fill out the forms listed below. To obtain these forms, one may stop by the school, call and we will send them to you, or obtain them from our website. The school will need a copy of the most recent grades and results of the most recent standardized test scores. First grades need to be tested. Students entering grades 2-8 will need to take an entrance exam. Once we have received all of the necessary documents, the registration packet will be presented to the admissions committee for acceptance.

FORMS/DOCUMENTS NEEDED

Student Application, Consent to Treatment and Student Release, Medical Records, Records Release, Birth Certificate (we will photo copy for our records), Immunization Records, Copies of Most Recent Grades (grades K-8), Standardized Test Scores (grades 3-8), Model Release and Computer Internet Form, and one Letter of Recommendation (grades 1-8). Students may be asked to take an entrance exam.

Provisional Status

All new students at Simi Valley Adventist School are accepted on a provisional status for the first quarter with their enrollment subject to review.

Age Requirement

Transitional Kindergarten need to be 4 years old turning 5 by December 2. Prospective **Kindergarteners** must be **five years old** by **October 2**. Students entering **1st Grade** must have reached the **age of six** by **October 2**.

Medical Requirement/Physicals

All **new students**, **4th graders** and **7th graders** are required to have a physical before entering school. Forms are included in the registration packet and are made available at the school office.

Immunizations

State law requires **all new students** entering school and **7th Graders** to have a series of three Hepatitis B shots. California schools (private and public) cannot allow any student in class unless the student has at least begun their series of Hepatitis B shots before the first day of school.

Parental Commitments

We expect parents to promote and support the policies and personnel of Simi Valley Adventist School, to speak positively about the school, and to direct any questions or concerns to the appropriate individuals.

Parents are to respect the learning environment of the classroom by observing the following:

1. Make an appointment with the teacher to discuss concerns or to receive assignments for absent students.
2. Leave the classroom before the beginning bell rings and move to a location out of visual contact with the classroom to visit with others.
3. When calling during the school day, leave messages at the front office rather than asking to be connected to the classroom. Please respect your child's learning environment.
4. When helping in the classroom, do not visit with the teacher, other parents or students. Maintain the confidentiality of students and teacher by not discussing with others the behavior or performance of the students.

The following procedure is based on the Biblical model of Matthew 18 for resolving differences:

1. Request a conference with the teacher.
2. If resolution is not attained, a conference with the teacher and principal may be requested.
3. If still unresolved, request another conference which shall include one or more of the following: The Board Chairperson, Pastor, Southern California Conference (SCC) Superintendent of Schools, or his or her designee.
4. If the difficulty remains unresolved, a Board review may be requested. The problem should be submitted in writing. Should the problem involve a school employee, it must be reviewed in executive session with the SCC Superintendent of Schools or his or her designee.

INTERNET USAGE POLICY

Access to the Internet is a wonderful opportunity to interact with the world at large. This opportunity brings with it a number of responsibilities. In order to use the Internet services available at Simi Valley Adventist School, students must read the following information and sign the **Computer/Internet Usage Contract**. Students may only use the Internet to visit sites that are educationally relevant or predetermined by classroom teacher. Inappropriate usage of the Internet may result in disciplinary action as deemed necessary the school administration. Such actions may also result in criminal and/or legal action taken against the violator. Students are to report any appropriate use immediately to classroom teacher.

Inappropriate usage includes, but is not limited to the following:

- ❖ Entering chat or discussion rooms, downloading software, or playing non-educational games.
- ❖ Using the Internet for commercial purposes, advertising, or similar objectives.
- ❖ Utilizing copyrighted materials without permission.
- ❖ Lobbying for political purposes or soliciting votes.
- ❖ Accessing pornographic or obscene materials.
- ❖ Sending or receiving messages that are racist, sexist, inflammatory, hateful, or obscene.
- ❖ Using the network to provide information that others may use inappropriately.
- ❖ Creating or delivering a virus to the school's network.
- ❖ Using the network to send/receive a message with someone else's name on it.
- ❖ Accessing the internet without permission from classroom teacher.
- ❖ Publishing, posting, or sending via the Internet any statement that defames the Seventh-day Adventist Church, Simi Valley Adventist School, school staff, or students from any computer on or off campus may result in student dismissal.
- ❖ Any computer-based activities deemed by the school to be non-educational can be disallowed.
- ❖ Giving out any personal information or personal information of other students to include pictures of any students at Simi Valley Adventist School.
- ❖ Any additional inappropriate actions that may need to be added throughout this year.

Simi Valley Adventist School will provide supervision and guidance during Internet use, however, complete blockage of all unauthorized material is not guaranteed. The Simi Valley Adventist School, Simi Valley Adventist Church, and/or the Southern California Conference of Seventh-day Adventists or their employees are not responsible for students' access of unauthorized material on the Internet. Students shall be held responsible for their own conduct while using the Internet.

CURRICULUM INFORMATION

CURRICULUM HIGHLIGHTS

A publication describing a typical curriculum for Seventh-day Adventist schools is available on request from the school office. The school rotates through a three year curriculum in Bible, Science and Social Studies.

PARENT AND TEACHER COMMUNICATIONS REGARDING ACADEMICS

- Mid-Term Grades - At the midpoint of each 9 week grading period, a progress report will be issued to parents.
- Quarter Grades - Every nine weeks a report card will be issued to the parents/guardians of each student. Parents/guardians are encouraged to discuss their concerns with their child's teacher.
- Parent/Teacher Conferences - Following the first and third quarter grading periods, Parent/Teacher Conferences are scheduled. All parents are encouraged to take advantage of this opportunity to discuss their child's progress with the teacher.

TESTING

A regular program of standardized testing is administered each year for all students in grades 3-8. These tests are used to evaluate a student's academic needs. The Iowa Test of Basic Skills (ITBS) is used to gauge the progress of individual students as well as the progress of the school as a whole. The test results will be presented at the first Parent/Teacher conferences, or as soon as possible after the results are received.

REPORT CARDS

Report cards for students in all grades will be issued after each nine-week period. The following grading system is used at Simi Valley Adventist School:

Grade	GPA
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0
E	Excellent
S	Satisfactory
N	Needs Improvement

STUDENT CITIZENSHIP

ATTENDANCE POLICY

Promptness and regularity are considered to be as important to the school program as organization and good study habits and skills. Regular attendance, dependability, and promptness are characteristics of successful students. Irregular attendance affects students' standing with the school, and the opportunity to hold and maintain class offices. In addition, attendance records are part of a student's permanent file, which may ultimately affect other educational and job opportunities.

Attendance is a legal record and all absences and tardies must be recorded, even if they are legally excusable. No scholastic penalty is given if a verification of an excusable absence is turned in **within the following week after returning to school**. In compliance with the state law, absences for any reason including prearranged absences and illness that exceed 15% of a class during a nine-week period may result in a failing grade, or need for a petition to get a grade. According to California state law, absences are excusable only under the following conditions and when written verification is provided from the parent:

- Illness of the student.
- Death in the immediate family.
- Mandatory court appearance.
- Unavoidable medical or dental appointments.

If a student needs to miss a class or part of a class for any reason, arrangements should be made and recorded in writing with the teacher prior to missing the class. If an unexpected absence/tardy should occur, please notify the school by phone ASAP.

ATTENDANCE RECORDS

Attendance will be taken and reported to the front office within the first fifteen minutes of the day. The office staff will make an attempt to contact parents of absent students, if no notice has been given of the absence.

TRUANCY

California's compulsory education laws require children between six and eighteen years of age to attend school, with a limited number of specified exceptions. A student who leaves the school campus during school hours without permission from parents and the school office is considered truant. It is the student's responsibility to sign out at the office before leaving the school for any reason, including pre-arranged partial day absences.

WRITTEN EXCUSES

To avoid being truant, all student absences and tardies must be verified by the parent or guardian. All written or emailed excuses must include the following:

Name of student being excused
Date(s) absent or tardy
Reason for absence or tardiness
Signature of parent or guardian

LEAVING CAMPUS EARLY

Students with permission to leave school early should stay in their regular class until the driver comes to the office to sign them out.

Withdrawal

When a student withdraws from Simi Valley Adventist School, the following is needed:

Written notification (dated and signed)
All textbooks returned
All current statement charges paid

Please note: Charges continue until the school office receives written notification of withdrawal.

Chapel

Students are expected to attend all chapels with an attitude of reverence and respect. Chapel starts each Friday morning at 10:30 AM.

Closed Campus

Simi Valley Adventist School is a closed campus. **Once students arrive at school they are to remain on campus until dismissed.** Permission from the teacher/principal must be obtained before a student may be released from campus. If in Extended Care, students must be signed out by an authorized adult. This is for the safety of your child.

Parents and school board members are welcome to visit the school at any time. All visitors should call the school before arrival.

Students may walk or ride their bikes to and from school before and after school. Parents need to mark the appropriate box on the Student Release Form for this to happen.

CLOTHING AND APPEARANCE

All students must adhere to the school's prescribed dress code Monday-Friday. All personal dress and appearance of boys and girls should reveal character in the individual. **Careful consideration to simplicity, neatness, appropriateness, modesty, and health are essential to student appearances.** The school administration and staff strives to be fair and understanding as they deal with students in matter of dress.

Students attending Simi Valley Adventist School are expected to adhere to standards of appearance as outlined below.

GROOMING

Hair should be kept neat, clean, and well-groomed. Extreme hairstyles such as shaved heads and unnatural colors are not in harmony with school standards. Boys should keep their hair out of their eyes, above their ears, and NOT longer than their shirt collar.

HATS

Hats are not considered proper indoor attire. Appropriate hats may be worn outside.

Jewelry

Rings, bracelets, necklaces, earrings, pins, etc., are not to be worn. Medical alert insignias or ID information will be allowed – please wear under clothing.

Make-up

Noticeable cosmetics or tattoos are not permitted.

RATIONALE

These standards have been established to assist the school, parents, and students in establishing an academic and safe learning environment that is free from distractions, that provides for a business-like setting, and that will promote a personal commitment to excellence at SVAS. This commitment to excellence will instill the principles of modesty, professionalism, practicality, and common sense in health and safety.

Academic Attire Specifics

Uniforms are purchased by making arrangement orders with Dave Vago.

Other Clothing and Accessory Requirements:

Color choices for each item listed below are white, black, royal blue, gray, purple, or khaki.

- ❖ **Leggings / Tights / Bike Shorts** – Solid color listed above. Leggings, tights, bike shorts, etc... must be worn beneath a girl's skirts and jumpers.
- ❖ **Shoes** – Closed-toe shoes are to be worn at all times. Athletic style shoes are preferred and required for athletic classes. Shoes are to be worn at all times. Beach footwear, flip-flops, Crocs®, or sandals are not academic attire and may not be worn.
- ❖ **Hats-** Hats, hoods, bandanas, or other head coverings may not be worn on campus during a student's scheduled school hours and prior to 3:15 pm. Permission to wear sweatshirts that have an attached hood may be individually revoked to those who abuse the hood policy.

Other Garments

Jackets, outer sweaters, sweatshirts/jackets, vests, parkas, etc... may be worn without a school-related/approved logo (all other logos are not allowed). While sweatshirts/jackets have specific color requirements, we recommend that **all** outer garments be in the color choices listed above. A school approved shirt / blouse must be worn beneath all outer garments.

Additional Clothing Parameters and Appearance

- ❖ Clothing should be neat, clean, fit appropriately and be in good repair.
- ❖ Gender appropriate clothing must be worn.
- ❖ Official School Tee-shirts may be worn by the organization members if:
 - The entire organization wears them together on a given day
 - The day is approved in advance

DISCIPLINE POLICY

*"He has showed you, O man, what is good...
And what does the Lord require of you? To
act justly and to love mercy and to walk
humbly with your God."
Micah 6:8*

The Principal, in cooperation with the faculty, is responsible for establishing disciplinary procedures. All members of the school staff share in the responsibility for supervision of student conduct. Minor irregularities are handled by individual staff members. Repeated offenses or major infractions of school rules are to be cared for by the administration, the administrative committee, or the school board.

We believe that all students are capable of appropriate behavior. The staff at SVAS would like all students to strive to be their best. We will work toward a safe physical and emotional environment by focusing on encouraging the following behaviors:

- Appropriate language and behavior.
- Respect for the rights of others.
- Obedience to and respect for persons in authority.

CLASSROOM RESPONSIBILITIES

Teachers will develop their own classroom behavior guidelines. Because parents want a secure environment for their child, cooperation between home and school is both needed and expected.

CONSEQUENCES

The Discipline Policy that follows will be used as necessary for failure to follow the classroom or playground behavior guideline.

PARENT NOTIFICATION FORMS

Parent Notification Forms (formerly called Infraction Reports) are used to inform parents and students of significant disciplinary incidents. Any teacher or staff member may issue a Parent Notification. In extreme cases, Students may also be issued referral points for violating school regulations. These points will be issued on a Parent Notification form and sent home to the parents.

The teacher or administrator needs parent support and help. The school expects that parents will take each disciplinary situation seriously and work with the teacher to handle the situation in a timely fashion. The copy of the Parent Notification must be returned to the teacher the next school day with a parent's signature in order for the student to return to class. Students involved in any of the following practices, on or off campus, may jeopardize their privilege of attending Simi Valley Adventist School:

1. Undermining the philosophy and objectives of the school.
2. Showing willful disrespect or disobedience to any member of the faculty or staff, or any parent helping with a school activity.
3. Using narcotics, tobacco, or alcohol, in any form, or having them in one's possession.

4. Possessing a dangerous weapon.
5. Engaging in sexual harassment; threatening to or causing physical injury; conspiracy to, or participating in hazing.
6. Engaging in harassing; threatening to or causing physical injury; conspiracy to, or participation in hazing.
7. Association with gangs or being involved with a gang.
8. Cheating, lying, stealing, or gambling.
9. Demonstrating excessive display of affection.
10. Leaving campus without proper permission.
11. Engaging in vandalism, graffiti or careless use of school property.
12. Using profane language or swear words.

Students are not only expected to adhere to these policies, but also to promote and encourage their peers in following it. Students who know of serious violations of school standards are expected to assist the administration and faculty in maintaining a Christian environment and upholding Biblical principles.

At Simi Valley Adventist School we ask that all students

Respect:

God
All Teachers and Staff Members
Other Students
School Property
Themselves

Students who do not voluntarily withdraw from school when requested to do so, will be subject to expulsion as voted by the Board of Directors. Student who have been expelled or asked to withdraw are not to visit the campus or attend any school activity. They may reapply for admission after successfully completing two quarters at another school. Re-acceptance will be influenced by recommendations from school personnel at that school.

Any time a student violates a criminal statute, on or off campus, he/she may be asked to leave school. Students committing felonies or selected misdemeanors will be referred to law enforcement. Administration may request that a student withdraw from school for any of the following additional reasons:

- The behavior of a student is deemed unsatisfactory.
- The influence of a student is detrimental to other students.
- The attitude of a student is out of harmony with the purposes and standards of the school.
- The attitude of the parent(s) of a student is out of harmony with administrative efforts to modify behavior.

SCHOLASTIC DISHONESTY POLICY

EXAMINATION BEHAVIOR

Any use of external assistance during an examination shall be considered academically dishonest unless expressly permitted by the instructor. The following are considered unacceptable behavior:

- Communicating in any way with another student during the examination.
- Copying material from another student's examination.
- Allowing another student to copy from one's examination.
- Using unauthorized notes, calculators or other devices.

FABRICATION

Any intentional falsification or invention of data or citation in an academic exercise will be considered a violation of academic integrity. The following are examples of academic dishonesty involving fabrication:

- Inventing or altering data for a laboratory experiment or field project.
- Resubmitting returned and corrected academic work under the pretense of grader evaluation error, when the work has been altered from its original form.

PLAGIARISM

Unacknowledged submission of another's professional work as presumably one's own is plagiarism. The following are examples:

- Submitting a paper written by or obtained from another person.
- Using a paper or essay in more than one class without the instructor's express permission.
- Obtaining a copy of the examination in advance without the knowledge and consent of the instructor.
- Changing academic records outside of normal procedures and/or petitions.
- Using another person to complete homework assignments or take-home exams without the knowledge and/or consent of the instructor.
- Copying from another student.
- Cheat sheets or answers written on the desk, person, etc.

Citations for Scholastic Dishonesty may be cumulative for the student's entire enrollment at Simi Valley Adventist School.

PERSONAL AND SCHOOL PROPERTY

Students attending SVAS must protect and care for all property. Students are expected to respect all school, teacher and other staff member's property. Students are also expected to respect the personal property of other students.

ELECTRONIC DEVICES / CELL PHONES

All radios, CD players, iPods, pagers, and other electronic devices (such as electronic games) need to be left at home. If a cell phone is brought to school, it should be left in the student's backpack. Cell phones are not to be used during school hours. Please do not call or text students during school hours as it becomes a distraction to the learning

process. In the event that there is an emergency, please do not call your child. Parents may contact your child's teacher, the school or church office. In the event there is an emergency at the school, please wait to be contacted in an official manner from the school. Every effort will be made to contact you in the quickest way possible. **The school is**

not responsible if valuables are lost, damaged, or stolen. Any unauthorized use of the above mentioned items may result in confiscation of the item.

SKATEBOARDS / SCOOTERS / BICYCLES / TOYS

Because of insurance restrictions skateboard and scooters are not allowed on the campus at any time. Boards confiscated will be returned to the parent(s).

All bicycles on campus must be placed in the racks provided and locked securely. The school is not responsible for any bicycles brought on campus. The school will need a note from the parent(s) indicating they are aware of and give approval to their child riding a bicycle to school.

Toys and sports equipment should not be brought to school without permission from the teacher. **Students are not allowed to buy, sell, or trade any personal items with one another on campus.** The school is not responsible for any lost, stolen, or broken items of any value.

- ❖ The school assumes no responsibility for damage to, or loss of books, clothing and other personal property left by anyone on the school grounds, or in the school building, either during or before/after school hours.
- ❖ Simi Valley Adventist School reserves the right to the search of any student and or their possessions as may be deemed necessary by school administration.

SCHOOL PROPERTY

Each student is to respect school property. Students are expected to pay for damage done to school property or the property of others.

- ❖ Defacing of school property to include text books will be dealt with on an individual basis.
- ❖ No gum chewing in the gym or in the classrooms unless permission is given by a supervising adult.

FINANCIAL POLICIES

Simi Valley Adventist School's Board attempts to keep the school tuition and other charges as low as is consistent with good fiscal management. Tuition payments do not cover the full operating cost for SVAS and is therefore subsidized by the members of the Seventh-day Adventist Church. The SVAS Board reserves the right to adjust charges for tuition and fees at second semester should unstable economic conditions warrant such adjustments. The following financial policies have been adopted by the Board:

- ❖ All outstanding school accounts, at SVAS or other SDA schools, must be settled prior to registration.
- ❖ When a student withdraws from school, a parent or responsible part must file a *Withdrawal from School* form with the administrative office. Tuition is prorated from the date indicated on the *Withdrawal from School* form.
- ❖ One month tuition will be given for each new student a current family refers and enrolls at SVAS (limit one discount per current student per family).
- ❖ SVAS does not accept second party checks.

Financial Assistance

Please contact your local church education representative regarding tuition assistance or the Southern California conference Office of Education for application and/or information on additional scholarship funds.

Educational Subsidy

If your employer offers educational subsidies for your child, you must apply with your employer and submit the signed authorization to the office. Accounts will be credited after payments are received from your employer. Responsible parties should continue to make full payments on accounts until the office has received the allowance.

Payment Procedure

All payments should be made payable to **Simi Valley Adventist School** and delivered or mailed to:

Simi Valley Adventist School
1636 Sinaloa Road
Simi Valley, CA 93065

Additional Fees

There may be extra fees for field trips, class parties, graduation (7th and 8th graders), after school clubs such as music lessons, basketball, Tae Kwon Do or other items. Parents will be notified if fees are to be paid.

General Policies

ACCIDENTS

Efforts are made to ensure that all certified school personnel are trained in First Aid and CPR. Standard first aid procedures are followed in the case of student injury. If there is a serious injury, professional medical care will be enlisted and parents will be notified immediately. Parents will also be called if the injury does not require emergency care but is serious enough to warrant the immediate care of a physician. In the elementary, injuries not requiring immediate medical attention are documented on a Notice of Injury to Student form which is logged in the school office and sent home with the student. Parents are requested to sign the form and return it the next day.

ACCIDENT INSURANCE

Accident insurance is provided for all students enrolled. Injuries sustained in accidents en route to or from school, on the school premises, on field trips, or on other school- sponsored activities are covered. Reports of accidents should be made promptly to the office.

EMERGENCY PREPAREDNESS PLAN

Simi Valley Adventist School has an emergency preparedness plan to provide a safe and defined response to emergency situations. The complete plan is on file in the school office and individual class rooms. In the event of an emergency, please do not call your child's cell phone. We will make every effort to contact you in a timely manner.

EXTENDED CARE

Time: Monday-Thursday 7:30 a.m. to 8:00 a.m. (8:00-8:15 Free in Gym)
3:30 p.m. to 5:30 p.m.
Friday 7:30 a.m. to 8:00 a.m. (8:00-8:15 Free in Gym)
12:45 p.m. to 4:00 p.m.

Sabbath Hours (Sabbath begins at sundown Friday): Please be respectful of the Sabbath hours by picking up students before 4:00 p.m. In the event of an emergency, please contact the Extended Care Director to arrange private care. Homework, games, activities, and art work will be changed to keep in harmony with the sacredness of the Sabbath hours.

Extended Care is available only when school is in session. **Extended Care will be closed on vacations and holidays.**

It is highly recommended that parents who are unable to pick their children up by the Extended Care time take advantage of our school's Extended Care program. Any students on campus before and after school that are not in Extended Care are the

responsibility of their parents. Students who are not in Extended Care and still on campus are subject to the school's Discipline Policy.

FIELD TRIPS/SPECIAL EVENTS

Students must have written permission from a parent or guardian each time they are taken off campus. No student will be allowed to go on any excursion without this specific permission slip. One permission slip for a series of trips to the same location is acceptable.

Students may only participate in their own grade level field trips of special events. For further clarification, please contact the principal. **Drivers:** All drivers must submit proof of insurance to the office before driving students on a trip.

ILLNESS

It is strongly recommend that parents keep their children home when they are running a fever. The County Health Department recommends that students should be fever free for 24 hours before returning to school. This means if the fever breaks in the evening, they still need to miss school the next day. Also, if a student vomits, it is strongly recommended that they should stay home until they are vomit free for 24 hours.

STUDENT MEDICATIONS

No faculty or staff may dispense medication to any student for any reason. Teachers are not to diagnose a health condition or give any internal medications, including aspirin, except as indicated in the following statement. Any student who is required to take medication during the regular school day, as prescribed by a physician, may be assisted by designated school personnel if the school has on file both:

A written statement from the physician detailing the time schedules, amount, and method by which the medication is to be taken.

A written statement from the parent or guardian of the student requesting that the school assist the student in taking the medication.

PARKING LOT REGULATIONS

A parking lot is an unusually dangerous place. Please use caution when driving on the school property. Keep alert for children crossing the parking lots and roadways. The speed limit on the school property is 5 mph. When unloading or loading students, please use the parking spaces if possible. If a parking space is not available, maintain a single lane of traffic through the parking area. Parking is not permitted in the fire lanes, or in front of the fire hydrants. All vehicles parking in the handicapped parking spaces must display the proper handicapped permit.

TELEPHONE

Students will not be called from class to answer the phone, except in case of emergency. Students who need to use a telephone must get permission from their teacher or office staff.

VISITORS

Students requesting to bring visitors to school must complete the proper form 48 hours in advance. Visitors must sign in at the office upon arrival on campus.

ADDITIONAL POLICIES AND PROCEDURES

This handbook does not intend to contain every rule and procedure. Those rules and procedures for specific classes, or changes made during the year that are announced in worships, assemblies, classes, or posted, carry as much weight as those printed herein.