

VICTOR VALLEY SEVENTH-DAY ADVENTIST SCHOOL



We Will Soar on Eagles Wings ~ Isaiah 40:31

2012 - 2013 Parent/Student HANDBOOK

17137 Crestview Drive
Victorville, CA 92395
760-243-4176
WWW.VVSDA.COM

FACULTY AND STAFF

Joyce Fronda	Teaching Principal, Grades 4-8
Susie Oliva	Teacher, Grades K-3
Luiji Oliva	Music Instructor
Matthew Kauffman	Administrative Assistant
Mirian Morales	After-School Care Provider
Rachel Kendall	Home and School Leader
Linda Harter	Garden of Life Leader

SCHOOL HISTORY

The Victor Valley SDA School located in Victorville, California offers grades K-8, and is one of 22 schools in the Southeastern California Conference of Seventh-day Adventists. Established in 1943 to serve the Seventh-day Adventist students and other Christian students of the High Desert, it was originally located at the Seventh-day Adventist Church site on the corner of A Street and Hesperia Road. Later, the school was moved to Center Street Park where an addition provided for three classrooms.

In 1985, the school was moved to its present 20-acre site in Greentree East between Crestview Drive and Montecito Drive.

MISSION STATEMENT

Our aim is to make of our students disciples of Jesus Christ who live out His character of love and grace, and to educate them to excel scholastically, physically, and spiritually. Our prayer is that our alumni be so filled with the Holy Spirit they will profoundly change the world around them.

STATEMENT OF PHILOSOPHY

Victor Valley Seventh-day Adventist School was established to provide an education founded on the belief in God as the creator and sustainer of the universe, and in His son, Jesus Christ, the Word made flesh. We are dedicated to the harmonious development of the physical, mental, social, and spiritual powers of each individual student.

Our aim is to lead each student into a personal relationship with Christ, and to provide programs and opportunities that will allow the student to reach his or her fullest potential. As the students come to appreciate the Plan of Redemption and the infinite value with which Heaven regards each one, they should be better able to develop a sense of self-worth and confidence, as they prepare for the joy of service in this world and the greater joy of service in the world to come.

APPLICATION

Application for admissions to the school must be made on the form provided for that purpose, obtainable from the school office. Each student must reapply each year to be accepted for a probationary

period of 30 days. All new students will need to schedule an interview with the principal. The student is not enrolled until all application forms have been completed and clearance has been made through the school.

Victor Valley Seventh-day Adventist School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, and scholarships, or other school-administered programs. All students have the rights, privileges, programs and activities generally accorded or made available to the students of the school.

TRANSFER STUDENTS

Before a student will be accepted into Victor Valley Seventh-day Adventist School, an application and all required registration forms must be filled out. A school history and references must also be provided. Students transferring in during the school year must also have an interview with the principal and/or classroom teacher.

All new students will be accepted for a probationary period of up to 30 days. A review of the student's progress will be completed during that period.

During the probationary period, the teacher will determine grade placement by a combined evaluation of previous school records, observation, and testing. Final decision as to grade placement is left to the teaching staff, principal, and/or conference personnel in counsel with the parents.

No student will be admitted with a past due account from a previous school, unless satisfactory payment arrangements have been made with the administration of that school.

GENERAL INFORMATION

SCHOOL HOURS

K-3: 8:00 a.m. to 2:45 p.m.

4-8: 8:00 a.m. to 3:00 p.m.

Fridays/Minimum days: 8:00 a.m. to 12:00 p.m. (all grades)

SCHOOL COLORS:

Blue/White

SCHOOL MASCOT:

Bald Eagle

NEWS NOTES – Weekly on Friday

A weekly communication, *NEWS NOTES*, is provided in paper form, and emailed to remind, and update students and parents regarding school activities or items of note. It is expected that each family will receive and read this communication every week. It is the *parent's* responsibility to ask their students for this communication each Friday.

HOME & SCHOOL

The purpose of the fellowship of the Home & School association is twofold: (1) to provide parent education, and (2) to unite the home and the school in their endeavor to give an all-around Christian education to the children of the church. Parents, adult members of the churches, and patrons of the school are members of this fellowship.

Parent participation is crucial to the success of our school year. This is an opportunity for the Home/Parent and the School/Teacher to openly discuss school activities, make positive suggestions and participate in upcoming events and fundraisers. The school will do its best to accommodate parents' schedules. A notice of upcoming meetings will be posted in our Weekly News Notes.

COMMUNICATIONS FROM TEACHERS

It is very common for the teachers to communicate with the parents by sending information in written form home with the students. It is mandatory that parents check with students **EACH DAY** to see if something was sent home. Not only is it necessary for parents to have this information; it will help students to learn responsibility. VVSDA will also communicate by email, Edulink, texting, Juniper Grades and phone calls.

PARENT-TEACHER CONFERENCES

Victor Valley Seventh-day Adventist School does not presume to undertake the entire responsibility for the *total* development of children enrolled in the school. Parents are their children's most important and influential teachers. Church, community, peer, and various professionals also play an important part. In order for these combined efforts to have their maximum effectiveness, the school encourages informal conversations and exchanges between parents and school teacher/administrator. Occasionally other professionals may also join in this exchange.

There will be two parent-teacher conferences during the school year, so that the teacher and parents may become acquainted with one another and discuss the child's progress. The first conference will be scheduled after the first quarter grading period and the second conference after the third quarter grading period. Parents are encouraged to contact the teacher whenever questions arise about any aspect of their child's education, including any questions regarding curriculum or classroom activities. Teachers value open communications between the home and school.

PARENT-SCHOOL RELATIONSHIPS

Parents and guardians should encourage the students to uphold church and school standards at all times. Occasionally, questions or problems arise between the student and the school (teacher/administration). If such reports are brought home, please make an appointment to meet the teacher outside of the school day.

A suitable time and place can be chosen for the parent and teacher to discuss any school misunderstandings or difficulties. No problems are to be discussed in the presence of the students, unless the teacher(s) feel it is advisable. Should a parent wish to discuss school problems or misunderstandings with the teacher, please make an appointment through the school office and/or teacher.

PICK UP/DROP OFF PROCEDURE

When picking up or dropping off your child, please stay in line and move up to the sidewalk. Please be courteous to the other parents; if you need to visit, please move your vehicle to a parking area. Do not hold up the line that is moving in the loading/unloading sidewalk area.

Prompt pick up of your student after school is very important. Unless there is an emergency and one of the staff has been notified, any student who is still awaiting a ride fifteen (15) minutes after dismissal will be placed in After-School Care. Parents are encouraged to be at the school about five minutes prior to dismissal.

SPEED LIMIT

Please note that the SPEED LIMIT on Crestview Drive is posted at 25 miles an hour. The posted speed for all cars entering and leaving the campus is 5 miles an hour. It is very important that these be observed. There are two schools in this neighborhood and several crosswalks signify the need for caution. We do wish to be law-abiding citizens who provide a good example. Safety is our primary concern.

PARKING ON CAMPUS

During school hours, and especially when the playing field is in use, parking on the gravel is done at the driver's risk. The school's insurance carrier will no longer replace cracked or broken windshields. Please park with caution on the campus.

VISITORS ON CAMPUS

Parents are welcome to visit classes in session when appointments are made *at least 24 hours in advance* through the school office. As a courtesy to both the teacher and the students, no parents should interrupt a class to converse with the teacher or a student.

Before bringing friends or relatives to school, students must obtain permission in advance from the principal and teacher. Visitors are expected to obey the rules of the school.

All visitors to campus are to sign in at the office. Each visitor must sign in/out and receive a visitor sticker.

The Principal has final discretion regarding visitors.

Closed Campus

Our school is a closed campus. This means that students are not permitted in unauthorized areas or to leave campus from the time they arrive on campus until the time they complete their last scheduled class. Students will not be permitted to return to campus after their last scheduled class unless it is for a school function or with prior approval from the school principal. Leaving the campus without prior approval from the school, for any reason, is a violation of this policy. Any student who leaves the campus at anytime during the day, without prior approval being granted from the school principal may be subject to a disciplinary consequence for violation.

INCLEMENT WEATHER DAYS

Should there be snow, etc. parents will be notified as to the time School will begin. Should school be cancelled (for any reason), you will receive a call from our automated Edulink parent notification system. We follow the Victor Valley School District in matters of inclement weather school closures.

AFTER-SCHOOL CARE

After-school care is from 3:15 p.m. -5:15 p.m. full school days and 12:15 p.m.-3:15 p.m. minimum days.

Charge: \$8.00 an hour per child. Please complete the After-School Care form and return it to the office. The supervisors maintain the records. The school will bill on the monthly tuition statement. **Checks are to be made payable to Victor Valley Seventh-day Adventist School.** Questions may be directed to the school office (760) 243-4176.

FINANCIAL POLICY

Registration

Pre-registration is held in the early spring and is open for all students who are currently enrolled at Victor Valley Seventh-day Adventist School. A Registration Fee and Book Fee (both nonrefundable) must be paid to secure placement for the following year.

In order to pre-register, previous-year tuition accounts must be current.

Once pre-registration is complete, registration is open to the general public.

Tuition

Tuition rates may vary from year to year. Ask for the current Tuition and Fees Schedule available at the school office.

Tuition will be billed on a 10-month plan (*August-May*). The first month's tuition must be paid by August 1. The last month's tuition must be paid by May 1.

Accounts are due on the 1st of each month. Accounts are considered delinquent on the 11th day of the month. A \$15.00 penalty will be assessed. If an account becomes three (3) months delinquent, parents/guardians will be asked to withdraw their child/children from classes until the account is brought up to date. If some unforeseen circumstances should arise, please notify the Principal as soon as possible. We are willing to work with parents to keep accounts current.

Discounts

Prepaid discounts of 5% are given for the year being paid in full by August 1. Discounts of 2.5% are given if second semester is paid in full by the first Monday in January.

Sibling discounts are applied as follows: The first student pays full tuition. The second student receives a \$50.00 discount per month. Third student receives a \$100.00 discount per month. You may only receive one discount per student, with the exception of the prepaid discount.

Student accounts from prior years must be paid in full before registering for the new school year. Any student who has an outstanding account at any other SDA school will not be enrolled until proof of payment or financial arrangement from that school has been presented.

Other Fees

Ask for the current Tuition and Fees Schedule available at the school office for further details.

You may need to pay other fees such as for school supplies or replacement cost of books damaged.

There is a \$25.00 fee for returned checks.

Tuition/Refund Policy

Tuition charges and refunds for students entering late or exiting early will be charged or credited appropriately on a prorated basis.

Payment Procedure

Payment is to be made directly to the school. If you wish to mail your payment, please send it to: Victor Valley Seventh-day Adventist School 17137 Crestview Drive Victorville, CA 92395.

STUDENT HEALTH

In order for a student to properly learn, he/she must be in good health. If a student is sick, please keep him/her at home to avoid infecting other students and/or staff members.

If a child exhibits the following symptoms, the child will be sent home:

- A. Temperature of 100 degrees or above
- B. Diarrhea
- C. Nausea accompanied by vomiting
- D. Pain that does not subside after a 15 minutes rest
- E. Any combination of cold symptoms (Many childhood diseases begin with cold-like symptoms, such as a runny nose, watering eyes, sore throat.)
- F. Flu symptoms - aching accompanied by fever
- G. Conjunctivitis with tearing or purulent discharge (swelling of eyelids or pinkeye)
- H. Acute earache
- I. Severe toothache
- J. Appears ill, even though symptoms are vague

PHYSICAL EXAMINATION AND IMMUNIZATION REQUIREMENTS

Physical Examination

All students entering School for the first time, as well as all students entering grade 7 must have a physical examination (scoliosis screening also required for 7th graders) and an oral health assessment.

The physical examination form must be turned in to the office no later than the second week after admission.

Hearing and vision tests are performed on the students by the conference office during the year. If a letter is sent home concerning your child's hearing or vision, stating that follow-up in these areas are needed, students will be required to bring a note verifying that the appointment was made and kept. Thirty days is the expected timeline, unless other arrangements are made with the office.

Immunizations

California State Law requires certain immunizations before a child can be admitted into school. Refer to the California Department of Health Services' "Guide to Immunizations Required for School Entry". A copy of this document will be placed in your registration packet. It is also available at the school office.

Proof of immunizations must be presented at the time of registration for the child to be admitted to school.

UNIFORM POLICY

VVSDA has chosen to adopt a uniform policy.

Acceptable Uniform

- **Shirts**

Color: Blue, White or Green. Must be solid in color.

Type: Polo shirts or button down shirts.

- **Pants, shorts, skirts, skorts, jumpers**

Color: Blue, Khaki or Black. Must be solid in color.

Note: Some brands you might want to use are Dickies, Classroom, French Toast, Lee. Target, Walmart and Sears carry uniform-style clothing both in stores and online.

Dress Standards

All students should wear clothing that is in harmony with the basic principles of health, modesty, neatness, and which are appropriate for weather conditions, and activities in which the student is expected

to participate. The interpretation and enforcement of the dress code is entrusted to the faculty and staff by the school board.

Dress Codes

Clothing or accessories with pictures or writing is not appropriate. During the warmer/hot weather, please make sure your child comes dressed in appropriate clothing. Clothing is not to be see-through or revealing. Specifically prohibited are outfits that show bare shoulders, (sleeveless shirts & tank tops) sides, stomachs, or backs. The length of dresses, skirts and shorts must be below the fingertips when the arm is held straight down. Girls are asked to wear shorts under dresses so that they are modest when participating in recess and P.E. activities. Clothing that may be associated with gangs is NOT to be worn.

Shoes

Closed toed shoes must be worn at all times. Tennis or athletic shoes should be worn for P.E.

Hair

Hair must be neat, clean, and well groomed at all times, avoiding extremes in style.

Hats

Hats are to be worn appropriately and removed indoors. Hats may be worn on the playground only, provided there is no gang symbolism in color, style, or logos.

Jewelry

Functional jewelry such as watches and medic-alert bracelets/necklaces are acceptable. Other jewelry would be inappropriate, even though it may have religious or sentimental significance.

Cosmetics

Make-up applied modestly may be worn. Clear or natural clear pink nail polish may be worn.

Special Occasion Dress

Some school activities may occasionally require clothing that varies from the uniform policy. Parents and students will be notified of requirements in advance of the day. The clothing must still be modest and reflect the tone of the VVSDA School uniform policy.

The attire on Spirit Days, or other dress up days, is to follow the same guidelines and modest dress codes, with the exception of Crazy Hair Day. On school Spirit Days, you may wear jeans when it goes with the school Spirit Day theme.

The attire on Water Day must be as follows: Modest one-piece suit for girls and boxer-type trunks for boys; no racing trunks.

ATTENDANCE POLICY

Regular attendance is essential to any school. We expect every parent to support VVSDA School by bringing their students on time each and every day. Students who arrive on time are better prepared to master the material provided by the instructor and consistently perform higher than those who come late or are habitually absent. It also teaches your child respect for their teacher and classmates to avoid disrupting them.

Students are expected to attend all classes and to be on time unless properly excused. VVSDA requests that appointments be scheduled after school, if possible. If an appointment must be scheduled during school hours, please schedule it at a time when the student can still attend a portion of the day.

Absences

Excused Absences: The State of California (46010,46010.5, 48205 Ed Code) has determined that excused absences are limited to the following reasons:

1. Personal illness (school requires a doctor's note verifying absence after 4 days).
2. Visitation to a medical office, clinic, doctor or dentist.
3. Funeral of an immediate family member limited to one day in state and three days out of state.
4. Quarantine of the home.
5. Personal court appearance (requires verification).
6. Attendance at SECC approved functions.

What to Do in the Event of an Excused Absence:

For excused absences, a note explaining the reason for the absence must be given to their teacher when the student returns to school.

Truancies & Unexcused Absences

Reasons NOT acceptable for being absent from school and are considered truancies:

1. Oversleeping/alarm clock not working.
2. Repairing car or household items.
3. Going to the beach, lake, river, mountains or desert.
4. Visiting friends, baby-sitting, taking care of other family members.
5. Personal problems.

6. Bus not available/missing bus.
7. College courses taken during school hours.
8. DMV or Driver Training appointments.
9. Any reason not covered in the excused list.

Students who are absent for any of the reasons listed above will receive an unexcused absence.

Consequences:

A maximum of twelve (12) absences per year (both excused and unexcused) are tolerated. Any more than twelve (12) absences per year will be grounds for Administrative Review, which may possibly lead to asking you to withdraw your child from the school.

Pre-Arranged Absences

Pre-arranged absences must be arranged with your child's teacher. If you must pull your child from school for time periods other than the school holidays, please notify your child's teachers at least 3 days in advance.

Medical and Dental appointments are should be scheduled outside of school hours.

Verifying Absences by Note or by Telephone

To report an absence, a parent must send a note or call in to verify their student's absence at (760) 243-4176. Absences not called in will be considered unverified. Students with three (3) or more unverified absences may be referred to the District Attorney's Office.

Absences and Make-Up Work

Excused Absences: Work missed may be made up.

Students are responsible for work missed while absent. The instructor can assist the student in obtaining a list of class assignments that need to be completed in a timely manner. Students who are absent should be proactive in finding out from their instructor(s) what was missed during their absences from school. Generally speaking, there is one day granted for each day of an excused absence in order to turn in the makeup work in a timely fashion. Please discuss make up work options with your instructors.

In the case of planned absences, please note the following:

If you must pull your child from school for time periods other school holidays, please notify your child's teachers at least 3 days in advance to give the teachers time to put work together. If

arrangements are made in advance to collect work to be done while the student is gone then that work is due the first day the student returns to school. Teachers may opt to not give work before the student leaves, but assign it after the student returns.

Unexcused Absences: Work missed may not be allowed to be made up.

If a student is pulled out of school for unexcused absences, after school tutoring to make up missed in-class instructions may not be available and some of these in class assignments may carry a grade of zero. Students that are also out with unexcused absences on days when there is a quarter assessment or semester final may not be able to make up that assessment and their grade will be affected.

We highly encourage parents to make arrangements for family vacations and outings during the scheduled school holidays.

Home Hospital Instruction

If a student will be absent for an extended illness of more than two weeks, the parent must contact the teacher for a homework packet.

Tardiness

Student success is directly related to maintaining good attendance patterns at school. The Principal, Secretary, Administrators, proctors, teachers, students and parents must work together to ensure that students are present and on time to each class every day. When a student arrives late, he or she loses important time and disturbs the classroom. Because students' habits are being formed, we want them to learn the importance of being on time.

Guidelines for Tardiness:

If your student is more than five minutes late, you must do the following in order for the student to enter class :

- Walk your child to the office.
- Sign the child in.
- Have the child pick up a Tardy Slip accompanied with a note from the parent to give to the teacher or Principal.

Consequences for Arriving Late to Class Include:

- 1st Tardy: Warning issued by teacher or attendance office.
- 2nd Tardy: Warning issued by teacher or attendance office.
- 3rd Tardy: Teacher notifies parent and Principal by phone or in writing.
- 4th Tardy: Detention ½ hour before school, lunch or after school.
- 5th Tardy: Detention ½ hour before school, lunch or after school for three days.

6th Tardy: Parent/Student conference with Principal.

Parents should support their child in arriving to school on time and communicate with teachers and administrators regarding tardiness and absences.

Habits of promptness are very important to a student's ability to learn and study.

Truancy

A student is considered truant if he or she is in a place that is not consistent with school regulations, during school hours. The school is required by law to report to authorities when a student has been truant more than 5 days.

Early Release

If you need to pick up your student before the end of the school day, please make arrangements with the teacher and the office at least 24 hours beforehand. You will need to come to the office and sign the student out before taking them off campus.

LUNCHES

Students need to bring their own lunches. Parents are requested to prepare lunches that are in harmony with the principles of healthful living. We discourage the bringing of meat, caffeinated beverages or excessive sweets. A refrigerator is available for student lunches.

- Parents will be called when a student forgets his/her lunch.
- Gum is not to be brought or chewed on campus at any time.
- Birthday or party treats for the entire class should be arranged in advance with the teacher.

Microwave Guidelines

Microwave guidelines for lunches are as follows;

- Grades K-3 do not have access to a microwave.
- Use is limited to students in Grades 4-8 for reheating food only.

The following items may not be microwaved: popcorn, instant noodles, soups, hot chocolate, or whole eggs. A time limit of one minute is allowed per student

The following items may be heated: leftovers, hot sandwiches, leftover pizza, pizza pops, pizza bread, burritos/soft tacos, pancakes and waffles. It is the preference of the staff that sandwiches, fruit or prepared food that can be eaten without additional preparation/attention be sent with the student for lunch.

TELEPHONE

School telephones are for business use only. Students may use the telephone only by permission of the principal, teacher or administrative assistant. All student telephone calls are to be made from the office, and the student must have permission from their teacher. Since the school telephone is a business telephone, it may be used only for an emergency.

No student or teacher is called out of class to answer the phone except in the case of an emergency. Parents desiring to contact a child or teacher may leave their number, requesting a return call at a convenient time.

PERSONAL PROPERTY

Please make sure all personal belongings are marked with your child's name. This would include coats, sweaters, lunchboxes, backpacks, etc.

Each student is expected to respect school property and the property rights of each member of the school.

Students must obtain permission from the teacher or principal before bringing to school such things as pets, play items, toys, special projects, etc. At no time will a student be permitted to bring to school hard balls, knives, firecrackers, firearms, squirt guns, water balloons, matches, or other items of this nature.

The use of radios and audio players on campus and school-sponsored activities is not conducive to academics and social development. They should not be brought on campus or to school-sponsored activities unless specific permission is given.

Personal property brought to school may be confiscated. The item will be returned to the parent. Continual usage may result in permanent loss of the article.

Although respect for personal property is taught, expected, and enforced of all students, the school assumes no responsibility for damage to or loss of books, clothing, musical instruments, cars, bicycles, or other personal property left outside on the school grounds or in the school building either during or after school hours.

Students and parents are financially responsible for damages done directly or indirectly to school property or personal property.

Cell Phone Policy

- **State Law:** State law allows students to have cell phones on campus but schools may regulate their use. (California Education Code # 48901.5.)
- **School Policy:** The VVSDA School cell phone policy allows students to have cell phones, but they are not to be visible during regular class time. Phones are to be turned off during class time and hidden from view. Placing the cell phone in vibrate/silent mode is NOT considered “turned off”. Cell phones may be collected prior to taking standardized exams.

- **Emergency Procedures:** Parents who need to contact students in an emergency are directed to phone the school office. Students who need to make an emergency call during school hours must contact the principal, teacher, or administrative assistant. Students are directed not to use cell phones during an emergency evacuation as it may interfere with the safety and efficiency of the procedure. Cell phone use during a major crisis could add to the overload and knock out cell phone systems quicker than would normally occur.

Electronic Devices

Electronic devices are not permitted on campus except on days specified by Principal or Teacher. The Principal and staff reserve the right to confiscate such items and return them to the parent/student at their discretion.

Consequences/Other Actions

- **First offense:** The first time a phone/electronic device is seen in class, student will be asked to put it away.
- **Second offense (anytime during the year):** The phone/electronic device will be taken by the teacher, the parent will be notified and the phone returned to the parent/student. The school will not be responsible for the theft or damage to cell phones/electronic devices.
- **Third offense:** The phone/electronic device is taken and sent to the office with a referral. The Principal will notify parent and the phone/electronic device may be kept in the office for the remainder of the quarter.
- **Any further incident will result in suspension.**
- At any step, should a student refuse to give the phone to the teacher, the student may be suspended.
- A student under suspension may not attend any school function held on or off campus. During a suspension, a parent or guardian is encouraged to pick up class work, if available, to be completed at home.

LOST AND FOUND

Throughout the year, personal items are left at school. Please check with the school office if your student has lost something. Remember to list the student's name on each item brought to school.

ACCIDENT INSURANCE

Student accident insurance is carried for all students enrolled in the school. The insurance provided by the school is mandatory for each student, and is secondary to your family primary insurance. It covers injuries sustained by accidents on the school premises, or on authorized field trips. Accidents should be reported immediately to the school office.

FIELD TRIPS

Occasional outings are planned to enrich the instructional program of the school. The teacher and/or parents provide transportation for field trip destinations. Each driver is required to do the following:

- Show proof of Drivers license and insurance. Please keep this current with the school.
- Fill out the Transportation Information for Volunteer Cars form and provide a copy of liability auto insurance, having at least \$5,000 medical coverage.
- Complete and submit the Volunteer Packet.
- Turn in a parental response form prior to participating in each field trip.

Prior to each outing, the parent will be notified.

A student who may have behavioral or medical problems may be excluded from participation in the field trip, unless a parent of that student accompanies their child on the field trip.

Field trips are a privilege for the students. When monies are involved, it is the responsibility of the parent to see that the monies are turned in by the DUE DATE specified on the communication. If monies are not received by the due date, your student may not be allowed to go on the field trip and would be considered absent from school that day.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Schools may disclose, without consent, directory information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

PHOTO RELEASE/YEARBOOK

Upon enrollment, you had the opportunity to indicate that you did not want photos taken of your student. If you indicated that, please be advised that this does not apply to the school yearbook. If you choose to not have your son/daughter's picture in the yearbook, please submit that request in writing to the Principal so that it will be forwarded to the respective yearbook advisor.

SEXUAL HARASSMENT

Victor Valley Seventh-day Adventist School is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment must be reported in accordance with these procedures, so school authorities may take appropriate actions. Students who sexually harass others are subject to discipline up to and including termination.

Definition: Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature that is offensive. Harassment can be spoken, written, or physical behavior, and may include offensive pictures, graffiti and jokes.

Behavior of a sexual nature will not be tolerated. Submission to conduct that affects academic status, progress, benefits, honors, or activities is prohibited. Violations must be reported to teachers or administrators, which then may be reported to social service agencies or law enforcement officials.

Reporting Procedures: Students who have experienced sexual harassment should report the incident to school authorities as soon as possible. If the harassment is between students, the student should report the incident to the classroom teacher or principal. The student may also report to a pastor or Southeastern California Conference of Seventh-day Adventists representative at (951) 509-2200.

VVSDA INTEGRITY POLICY

VVSDA has adopted a policy of academic integrity. Prohibited activities under this policy include:

- Cheating
- Plagiarism
- Forgery

Cheating

Cheating on an assignment or test robs a student of any inherent value of the assignment or test. In addition, cheating may unfairly affect other students by changing a grading scale or curve. The choice to cheat on an assignment or test may reflect more serious academic issues including fear of failure, an outside of school schedule that prevents the student from completing work, and/or incorrect class placement. Whatever the cause, students who engage in cheating compromise their integrity, dignity, and self-worth.

All assignments should be considered individual unless specifically stated by the instructor as otherwise.

Cheating includes:

- Exchanging assignments with other students, whether you believe the assignment will be copied or not.
- Using any form of assistance during tests or quizzes without the expressed permission of the instructor.
- Giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her own paper, thereby removing the opportunity for another to copy.
- Taking credit for group work when you have not contributed an equal or appropriate share toward the end result.
- Accessing a test or quiz to determine the questions prior to the administration of the test.

Plagiarism

The ability to present thoughts and ideas clearly and coherently in a written form is a cornerstone of academic success. Plagiarism prevents students from developing the skills necessary for academic competence. Additionally, it prevents the instructor from providing appropriate feedback and assessment to assist the student in correcting any deficiencies in his or her writing.

All assignments must be written in the student's own words. Quotations, thoughts and ideas taken from another's writing must be given appropriate credit in the paper.

Plagiarism includes:

- Taking someone else's assignment, or portion of an assignment, and submitting it as your own.
- Submitting material written by someone else, or rephrasing the ideas or thoughts of another, without giving the author's name and/or source.
- Presenting the work of someone else, including tutors, friends, parents, or siblings, as your own.
- Submitting purchased papers, in whole or in part.
- Submitting papers from the Internet as your own, in whole or in part.
- Supporting plagiarism by providing your work to others, whether you believe it will be copied or not.

Forgery

There are many times when a parent or legal guardian must sign school documents. Some documents become part of the official school record and some are returned to individual instructors. It is vital that every document possesses a valid signature. Forgery places a student in the position of having his or her integrity questioned, not just in the specific incident, but also in any situation that requires trust. Any documented incidents of forgery will be dealt with as described below.

Consequences

Any student suspected of or caught doing any of these prohibited activities is subject to one or more of the following consequences:

- Receiving a zero grade on the assignment or test
- Receiving a failing grade for the class
- Suspension from VVSDA
- Expulsion from VVSDA

Any student assisting in any of the above will also be subject to consequences. The instructor and administration will determine the severity of the consequence.

BEHAVIOR PLAN

Each teacher will implement a classroom management plan with their students. We believe that each student is an individual and therefore should be treated as such. Teachers will have the freedom, in their classes, to select and implement a consequence that will best assist each student in becoming a responsible citizen.

Behavioral Goals for Students

In maintaining a safe and orderly educational environment, the following are some guidelines that staff and administration expect of students who attend VVSDA. We have observed that students who get the most out of their time at VVSDA and find it to be an enjoyable and educational experience practice the following skills:

- Respect fellow students and staff.
- Comply with rules and regulations.
- Consider the rights and privileges of others at all times.
- Engage in uplifting conversations.
- Maintain high standards of civility, courtesy, decency, morality and proper language.
- Come on time and prepared for class and work with their peers to create an educational environment.
- Remain in supervised campus area.
- Refrain from inappropriate public displays of affection (no kissing, no extended hugging, no extended holding hands, etc.).
- Refrain from bringing anything relating to drugs, alcohol or weapons on campus.
- Refrain from gum chewing, spitting, defacing, damaging, littering or destroying school property.
- Electronic devices are not permitted on campus except on days specified by Principal or Teacher. The faculty and staff reserve the right to confiscate such items and return them to the parent/student at their discretion.

Teachers will utilize the most appropriate and effective classroom management techniques possible in order to ensure a sound educational environment. They will deal with general campus behavior in the same manner.

Use of Physical Force

A school employee may only physically restrain a student when the student is a danger to him/herself or others.

Serious Offenses

Students in violation of state law or any other serious offenses are subject to immediate suspension and recommendation for expulsion. Some offenses may require school officials to notify local law enforcement agencies. Parents are ultimately responsible for the behavior of their young people. They are expected to cooperate with school authorities in maintaining good standards of discipline. Instructors have a professional responsibility to immediately inform the Principal and/or administration of drugs, violence, weapons violations, or other serious offenses. In addition, instructors are mandated by the State to report any suspected child abuse.

CONDUCT AND DISCIPLINARY PROCEDURES

A church school's purpose is to lead students to Christ, and to prepare them for a successful life of service in this world, and for eternal life in the world to come. There is no reason for a student to attend a church school unless this is sincerely and seriously the desire of the student and his/her parents.

The student is expected to conduct himself in a manner consistent with Christian living at all times. Courtesy, poise, and dignity are desirable qualities to be found in Christian young people.

In order to maintain a safe, orderly and educational environment, VVSDA relies on the support and cooperation of parents to ensure that their children understand and adhere to the guidelines at school **and** school-sponsored activities. It is also the responsibility of parents to bring potential problems to the attention of the school so they may be addressed.

Remember that all guidelines apply on campus and at ALL school-sponsored events!

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:

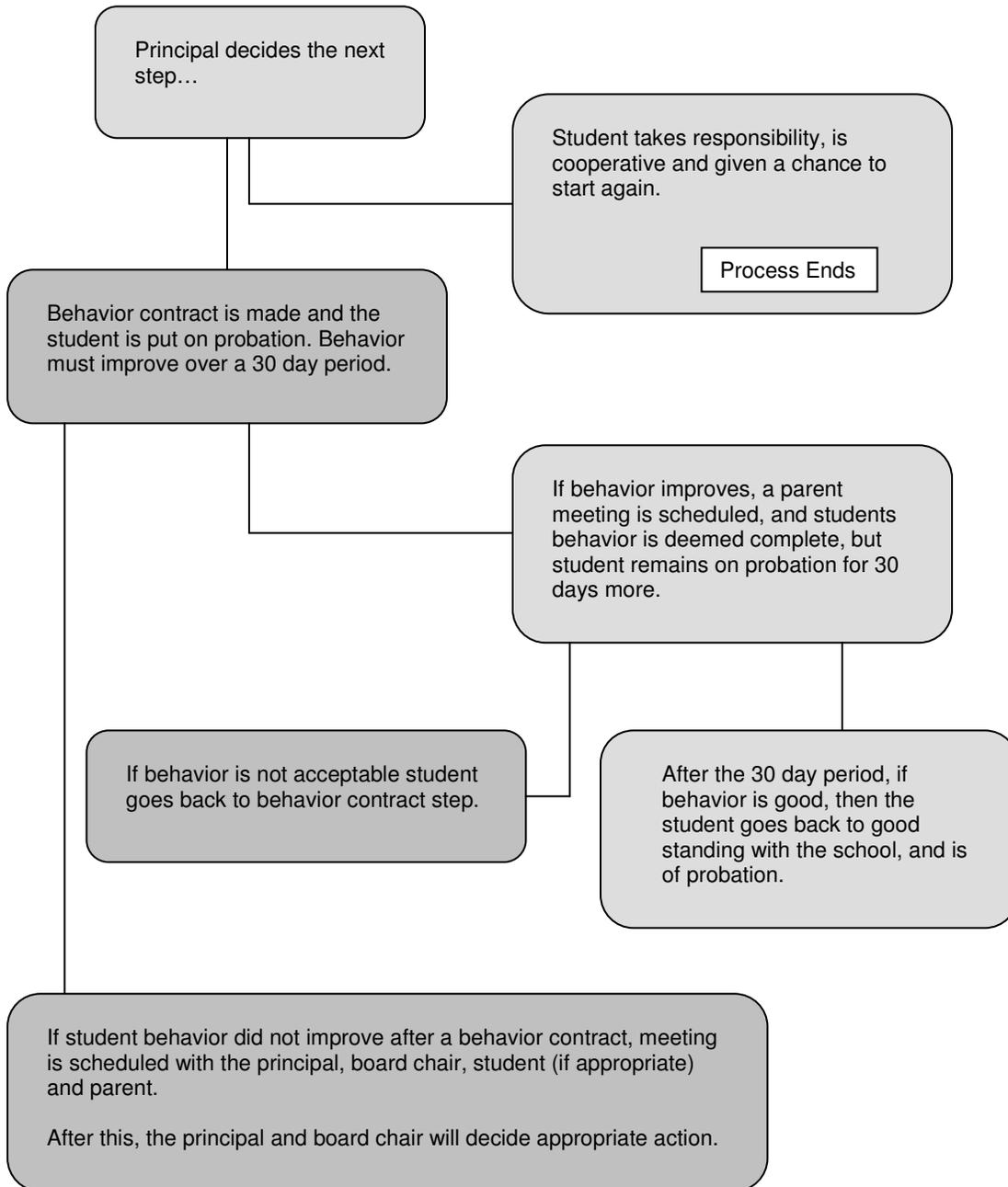
- The behavior of a student is deemed unsatisfactory.
- The influence of a student is detrimental to other students.
- The attitude of a student is out of harmony with the purposes and standards of the school.
- The attitude of the parent(s) of a student is out of harmony with the administrative efforts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

Each teacher has a set discipline policy for their classroom that is appropriate for their grade level.

The lower grades class uses a color chart to track discipline success and failures. In the upper grade student names are written in a book. If a student misbehaves a check is placed by their name. (Checks accumulate over the period of one week) Remember for severe misbehaviors, steps can be skipped and suspension or expulsion can result.

Check(s)	Result
1	Warning
2	1 point deducted from citizenship grade
3	1 or more point deducted from citizenship grade (according to severity of offense) and student serves a lunch detention.
4	1 or more point deducted from citizenship grade and the student serves a morning detention. Note sent home.
5	A chore (such as trash duty) is added to the above consequences, and the student / principal have a meeting.
6 (or severe misbehavior)	In school suspension
7 or more	Parent is called / Meeting is scheduled (SEE CHART ON PAGE 22)

DISCIPLINARY FLOW CHART



Possible consequences are:

- In school suspension for more than 1 day.
- Out of school suspension for 1-3 day(s)
- Expulsion

If a parent disagrees with an action or decision made by a teacher, principal or board member:

- They should talk with the staff that they disagree with first.
- If the problem is not resolved, they should schedule a meeting with principal (unless the problem is with the principal, in this case go to the next step).
- If the problem is not resolved, they should schedule a meeting with the principal and school board chair.
- If the problem is not resolved, a meeting is scheduled with the principal, school board chair and a conference representative.
- If the problem is not resolved the conference office will be contacted for further resolution.

PARENT SUPPORT

Parental Ownership

Victor Valley Seventh-day Adventist School (VVSDA) recognizes the parent (guardian) as the central figure in ensuring that their child is prepared and ready to learn every day. This **Parental Ownership** is key to the overall academic progress and developmental success of each child. As such, parents will have the primary responsibility in preparing their child(ren) in being ready to learn by having all required materials, completed assignments, appropriate attitude, motivation and behaviors, needed rest and nourishment to perform at their best at all times.

If at any time the child is not ready to learn, school staff will call upon the parent to aid in resolving these concerns. This will include assisting with addressing behavioral issues, inappropriate dress, missing or incomplete class assignments, etc. When called upon, the parent will respond positively in a responsible, appropriate and timely manner.

Parents are recommended to actively develop Parental Ownership skills in the following ways:

- Attend any training classes (programs), to aid the student in choosing behaviors that will strengthen his/her character development.
- Support the discipline process.
- Familiarize themselves with the school handbook. *A copy is available at the school office.)

Student Ownership

Students will be given the tools to own and solve their problems (i.e. any and all solutions to the presenting problem will be considered as long as they don't cause a problem for anyone else).

Students are required to actively develop student ownership skills in the following ways:

- Actively seek adult support for solutions to their problems.
- Contact their teachers when needed, check their grades on a regular basis, and utilize on campus support services when needed.
- Attend any available training for students.
- Familiarize themselves with this handbook.

