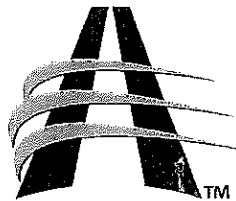


SIMI VALLEY ADVENTIST SCHOOL



Adventist Education

A JOURNEY TO EXCELLENCE

Parent & Student Handbook

SIMI VALLEY ADVENTIST SCHOOL
1636 SINALOA ROAD
SIMI VALLEY CA 93065

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SCHOOL CONTACT INFORMATION

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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.

Statement of 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. Students leave 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 no greater authority on this earth than the Holy Scriptures. We believe that as 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

At Simi Valley Adventist School,

We are Educating Tomorrow's Servant Leaders Today.

ADMISSIONS INFORMATION

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.

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 extra-curricular programs.

To Register

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 web site. The school will need a copy of the most recent grades and results of the most recent standardized test scores. First graders need to be tested. 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 Treat, Medical Records, Records Release, Student Release Form Extended Care, Telephone Directory, 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) Computer Usage, Model Release Form, and Two Letters 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 provisionary status for the first quarter with their enrollment subject to review.

Age Requirement

Prospective **Kindergarteners** must be **five years old by December 2**. Students entering the **1st grade** must have reached the **age of six by December 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 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.

ATTENDANCE INFORMATION

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. Under state law, a pupil who, without a valid **(written) excuse**, and is absent from school for three full days in one school year, or is tardy or absent for more than 30 minutes during the school day on three occasions in one school year, is considered truant.

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

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 is held in the Simi Valley Seventh-day Adventist Church each Friday morning at 8:45 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. Any unauthorized leave from campus may result in suspension from school.

Parents and school board members are welcome to visit the school at any time. It is requested that parents do not spend a lot of time in the classroom as it becomes a distraction to the learning process. 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.

CONDUCT GUIDELINES/DISCIPLINE

*"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.

At Simi Valley Adventist School we ask that all students

Respect:

God
All Teachers and Staff Members
Other Students
School Property
Themselves

Engaging in any of the following activities may result in immediate suspension or expulsion from school:

- Defiance or insubordination by a student toward any teacher or staff member.
- Participation in humiliating or degrading another person, including fighting, or improper conduct involving persons of the opposite sex. *lewd*
- Using narcotics, non-prescribed drugs or over the counter drugs without a note from home, alcoholic beverages, tobacco or weapons in any form; having them in one's possession; or furnishing them to others.
- Engaging in acts of dishonesty, including stealing, cheating lying and deception.
- Willful destruction or defacing of any school property or vandalism of any kind.
- Using profane language, indulging in lewd or suggestive conduct, possessing or displaying obscene literature or pictures.
- Gambling, betting, possession of gambling devices.
- Undermining the ideals and policies of the school by continuous criticism and faultfinding, or constantly violating any school regulation.

Infraction Policy

Infractions are written documentations that students receive after the Teacher has followed his/her classroom discipline policy or if the student breaks any of the above mentioned rules or other policies that are printed in this handbook or that is established by the faculty and or school board at any time during the school year.

Infractions will accumulate over the course of a semester (each semester begins at 0) as follows:

1 st Infraction	Principal/Student Conference
2 nd Infraction	Principal/Student Conference With a Phone Call or Email Home
3 rd Infraction	Principal/Student/Parent/Teacher Conference
4 th Infraction	Suspension
5 th Infraction	Expulsion

The Infraction Policy is set up to provide students and parents with a due process. Students who are expelled may appeal to the school board for readmission back into Simi Valley Adventist School.

Dismissal

Whenever in the judgment of the faculty, a student's attendance at Simi Valley Adventist School is not longer profitable to the student, or should that student's influence become detrimental to others, the student may be asked to withdraw from school even though no overt act has been committed. Regulations adopted and announced by the faculty during the school year are as binding as those printed in this handbook. All dismissals/expulsions are subject to school board approval. Students who are expelled may appeal to the school board for readmission back into Simi Valley Adventist School.

- 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.

DRESS STANDARDS

All students must adhere to the school's prescribed dress code Monday-Thursday. Fridays are FREE DRESS days. 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 strive to be fair and understanding as they deal with students in matter of dress.

The guidelines given below should be used as school wardrobes are planned. Adherence to this code is expected of all students.

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, finger nail polish, or tattoos are not permitted.

Shoes

Shoes are to be worn at all times. For safety reasons, sandals slippers and/or flip-flops without heel straps must not be worn.

The school administration reserves the right to prohibit any clothing, hairstyle cosmetics or jewelry which it deems inappropriate or out of harmony with school standards.

Clothing

Skirts/Dresses: Dress length and cut should always present a modest appearance. No emblems or pictures other than brand names.

Pants/Shorts: Any solid color (cotton twill). All pants/shorts need to stay up with or without a belt. No baggy pants!

Shirts/Blouses: Any solid color. Shirts must have a collar. Must not be tight fitting and should cover the midriff.

Sweaters/Sweatshirts: Any color, no logos. **NO PULLOVER HOODIES.**

School Field Trip Dress

Students should abide by the above mentioned school guidelines unless a written note is sent home stating differently.

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	7:00 a.m. to 8:00 a.m. (8:00-8:30 Free in Gym) 3:30 p.m. to 6:00 p.m.
Friday	7:00 a.m. to 8:00 a.m. (8:00-8:30 Free in Gym) 2:15 p.m. to 5:00 p.m.

Rate: \$4 per hour. After 6:00 p.m. there will be a charge of \$1.00 per minute.

Sabbath Hours (Sabbath begins at sundown Friday):

Please be respectful of the Sabbath hours by picking up students before 5:00 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. **On vacations and holidays Extended Care will be closed.**

It is strongly 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.

If Extended Care fees are not paid in a timely manner your child may not be permitted to utilize this service. This will also be the case for students who are a discipline problem and not abiding by Extended Care rules. It will be the responsibility of the parent/guardian to pick up the child before 3:30 p.m. (Monday-Thursday) and by 2:15 p.m. (Friday).

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.

FINANCIAL INFORMATION

Payment Policy

Tuition is due and payable by the 10th of each month (August through May). After the due date a late charge of \$15 may be added to the billing statement.

If an account becomes 30 days overdue the student may be asked to withdraw until the account is current or appropriate arrangements are made with the principal.

There will be a \$25 charge for any returned checks.

A student's records may not be forwarded to another school if there is a bill owed to this school.

Registration is due before student may begin school.

Yearly tuition is equally divided into 10 installment payments billed August through May.

See school office for updated tuition and registration fees.

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, or other items. Parents will be notified if fees are to be paid.

Lunch

\$3.00 per lunch and **50 ¢** for juice or milk: Hot lunch is provided for each student on any given day, Monday-Friday. Extra food is available for an additional lunch charge. If lunch is not ordered through the school then the student should bring his/her own lunch. Meal tickets may be purchased for \$30 (food for 10 lunches) or \$35 (food and drink for 10 days). Parents will be notified when 3 lunches remain on student's meal ticket. You may purchase more than one meal ticket at a time. You may only purchase meal tickets in \$30 or \$35 increments.

HARASSMENT POLICY

Simi Valley Adventist School is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures so school authorities may take appropriate action. Students who sexually harass others are subject to discipline, up to and including dismissal. Employees who engage in sexual harassment 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 which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes, and gestures.

If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors, or activities, it is prohibited sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

Reporting Procedures

Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to the classroom teacher. The student may also report to the principal. If the harassment comes from an adult, the student should report directly to the principal or another responsible adult.

HOURS

Extended Care Hours:

- 7:00 to 8:00 a.m. (Ext. Care Room; Monday-Friday)
- 8:00 to 8:30 a.m. (Gym) (No Fee)
- 3:30 to 6:00 p.m. (Ext. Care Room; Monday-Thursday)
- 2:15 to 5:00 p.m. (Ext. Care Room; Friday)

School Hours:

- 8:30 a.m. to 3:15 p.m. (Monday-Thursday)
- 8:30 a.m. to 2:00 p.m. (Friday)
- Half Days School Dismisses At Noon.

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.

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 by the school administration. Such actions may also result in criminal and/or legal action taken against the violator. Students are to report any inappropriate 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.

ACADEMICS

Please see school office with questions concerning curriculum and homework.

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

Grade Point Average

To determine the grade point average, take the total number of points earned and divide by the number of subjects attempted.

Principal's List

Students that have achieved a GPA of 3.7-4.0 each quarter

Honor Roll

Students that have achieved a GPA of 3.3-3.69 each quarter

Perfect Attendance

No absences (excused or unexcused) and No tardies (excused or unexcused)

PERSONAL PROPERTY

Electronic Devices/Cell Phones

All radios, CD players, I-pods, 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 back pack. Cell phones are not to be used during school hours. Please do not call 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 supervising adult.