Student/Parent Elementary School Handbook

for San Fernando Valley Academy

2022 – 2023

**S***pirituality,*

 **F***amily,*

 **V***alues,*

 **A***cademics.*

# “Where we educate children into HIS image”

Approved by School Board

9/21/2021

San Fernando Valley Academy

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www.sfva.org

Oscar Withmory, Principal/Business Manager Cristina Perdomo, Registrar

Erika Olivares, Administrative Assistant

SCHOOL OFFICE HOURS

Office Hours

Mon. - Thur. 7:30 am – 4:30 pm

Friday 7:30 am – 3:30 pm



#### 2022-2023

San Fernando Valley Academy Elementary

Parent/Student Handbook

##### This is the official Parent/Student Elementary Handbook, hereafter referred to as the “Handbook,” for the 2022-2023 school year.

The policies and guidelines contained herein will be used to govern the responsibilities and activities of all parents and students this school year.

We strive to maintain the consistency of this handbook and the policies within. We also recognize that there may be times when policies will need to be changed during the school year. The school reserves the right to change any policies within this handbook as deemed necessary during the school year. Proper notification will be given to all concerned parties in a timely manner.

All students, new and transferring, during this current school year, will be required to meet graduation guidelines as stated in this Handbook.

All other students will be held accountable for the graduation requirements as stated in the Handbook published for the year during which they enrolled.

Faculty and Staff

#### **Administrative Staff Position Email**

Oscar Withmory, M.A. Ed. Principal, Business Manager owithmory@sfva.org

Erika Olivares Administrative Assistant eolivares@sfva.org

 Cristina Perdomo Registrar/Academic Counselor cperdomo@sfva.org

#### **Teaching Staff Position Email**

Milagros Carhumaca, B.A. Kindergarten mcarhuamaca@sfva.org

Alondra Gutierrez, B.A. 1st. and 2nd. Grade agutierrez@sfva.org

Shelly Morris, M.A. Ed. 3rd. and 4th. Grade smorris@sfva.org Nirsa Oshon, B.S. 5th. and 6th. Grade noshon@sfva.org

Brian Baroi, M.D. 7th and 8th Grade bbaroi@sfva.org

Leopold (Lee) Rugless, B.A. Music lrugless@sfva.org

#### **Auxiliary Personnel**

Sandra Guzman Day Care Director

Fernando Reyes Plant Services

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**MISSION STATEMENT**

*San Fernando Valley Academy is a Seventh-day Adventist college preparatory institution of primary and secondary education whose Christian principles and values are taught to Enhance and Enrich students, providing them with a solid academic foundation and a heart for missionary service with God's love at the center.*

**STUDENT LEARNING OUTCOMES**

**Spirituality** SFVA students will become familiar with Biblical principles by:

1. Increasing their understanding of God and his love for them
2. Developing a relationship with God
3. Identifying and using their spiritual gifts
4. Reaching out to their community in service

**Family** SFVA students will demonstrate an understanding of social awareness by:

1. Recognizing the importance of God in the family
2. Treating others with respect and dignity
3. Understanding the value of cultural diversity
4. Being an active participant in the Seventh-day Adventist church

**Values**  SFVA students will demonstrate familiarity with Christian values by:

1. Recognizing the importance of temperate living
2. Exercising self-control and self-discipline
3. Engaging in daily healthful living
4. Developing a work ethic

**Academics** SFVA students will obtain academic competence for higher learning institutions by:

1. Learning new skills to reach academic goals and objectives
2. Improving communication through reading, writing and the arts
3. Demonstrating an ability to think logically, analytically and critically
4. Developing and integrating technology skills in all coursework

**ACCREDITATION**

San Fernando Valley Academy is accredited with the Western Association of Schools and Colleges (WASC) and with the National Council for Private School Accreditation (NCPSA).9

**SCHOOL HISTORY**

Our roots go back to 1902 when the newly organized Southern California Conference of Seventh-day Adventists opened The Fernando College in San Fernando with 37 students. It was located on 40 acres between what is now Brand Boulevard, the Pacoima Wash, Glenoaks Boulevard and Lucas Street at the then-abandoned Maclay Seminary campus (which had moved on to USC by then) that boasted a complete boarding college and farm. As a combined industrial and church-worker training school, it eventually sent over 75 missionaries to foreign fields. Ellen White, one of the founders of the Seventh-day Adventist church, visited the campus several times.

In 1923, a year after the new La Sierra College opened, the campus was closed. However, the local SDA church in San Fernando continued to operate a two-room elementary school in one of the buildings. Later they moved from the old campus to a site several blocks north to what is now Newton Street. In the 1930’s grades 9 and 10 were added and a bus was operated throughout the valley. The Van Nuys congregation operated another small school during this time.

By the end of WWII, the population growth had shifted to the central part of the San Fernando Valley. Accordingly, in 1946 a new eight-grade campus was built with the combined efforts of the churches of San Fernando, Van Nuys, and North Hollywood. It was located on the northwest corner of Hayvenhurst Avenue and Parthenia Street in what is now North Hills.

**STATEMENT OF PHILOSOPHY**

In the beginning man was created in the image of God and was "endowed with a power akin to that of the Creator-individuality, power to think and to do," Education, p. 17. Man's capacity for free, creative, responsible thinking and acting has been considerably diminished by sin. It is, therefore, the purpose of Christian education to restore this power in each student. A knowledge of God, His plan for redemption, and the kind of person men and women may become as they are restored to His likeness is of first importance throughout the total school experience. Such a transforming restoration involves the development of the whole person, physically, mentally, socially, and spiritually.

San Fernando Valley Academy (SFVA) is dedicated to the fulfillment of one great purpose in cooperation with divine agencies, "to restore in man the image of his maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose of his creation might be realized," E. G. White; Education, p. 15, 16.

San Fernando Valley Academy places a high esteem on the infinite worth of every individual and seeks to provide a climate in which a positive self-image may be developed. The necessity of providing opportunities for students to secure a preparation that will fit them to live successfully and productively is recognized. Students are encouraged to take an active interest in making the community a better place to live, to appreciate the cultural, scientific and technological advances of the age, and to develop a positive attitude toward the service of others and God. Each student is challenged to develop a personal sense of mission for giving the gospel message to the entire world in preparation for the soon return of Jesus.

“Therefore go and make disciples of all nations, baptizing them in the name of the Father and the Son and the Holy Spirit, and teaching them to obey everything I have commanded you.”

Matthew 28:19-20

# 10“And Jesus grew in wisdom (Mental) and stature (Physical), and in favor with God (Spiritual) and men (Social).” Luke 2:52

**Admission Information**

##### **Who Should Apply**

Seventh-day Adventist schools are established primarily for Adventist families. However, our school welcomes all those who are in harmony with the philosophy and objectives of Christian education and who will cheerfully agree to comply with all the principles.

##### **Statement of Non-Discrimination**

San Fernando Valley Academy does not discriminate on the basis of race, color, ethnic or national origin in the administration of its educational and admissions policies.

##### **Statement of Compliance**

The administration, staff and Board of Trustees assume that when a student applies for admission, registers and presents him/herself for class attendance, that both the student and parent or guardian agree to abide by and uphold all the provisions of this handbook and all other written or verbal presentation of the rules and regulations or changes in rules and regulations made at any time during the school year. It is also expected that each student, parent or guardian will make themselves aware of the content of any item published or given verbally that affects the students, individually and collectively. Failure to become familiar with the rules, regulations or procedures of the school will not relieve any person of the responsibility of functioning within the intent of the rules, regulations and procedures.

**Admission Procedure**

(Forms may be downloaded at www.SFVA.org)

There are three categories of admission forms; Returning students, new students, and I-20 international students. Registration packets can be obtained at the school or online.

New students applying for admission are required to take a placement test before acceptance.

The admissions process will be completed when the above request forms and information has been supplied or submitted to school.

**IEP/Special Education**

Admission of disability students is subject to a screening process by the teachers and administration. Student who are discovered to have a possible learning disability are subject to a probationary period while the IEP is pending. If the parent is unwilling to have the student tested then the student will not be accepted for enrollment.

##### **Probationary Admission Status**

All students transferring from another school with acceptable grades and good conduct references will be admitted on a general probationary status for a period of forty-five (45) days. Probation status may be extended by committee. This period of time will give the various school offices and faculty the necessary opportunity to determine placement, citizenship status, financial status, and other data upon which to grant or deny permanent acceptance. The school administration reserves the right to deny admission to SFVA.

**Physical Examinations**

Physical examinations are required **without exception** for all students entering SFVA for the first time in Kindergarten, first grade, or any level of initial entry in the formal educational process in the State of California. Examinations are also required **before registration** in grades 4 and 7. **Verification of a physical examination will be accepted only on the form provided by SFVA and must be completed by a licensed physician.** A statement with a physician's signature indicating the student is in "good health" cannot be accepted. Evidence of physical examination must be presented before students can be admitted to the classroom. The administration reserves the right to require a complete or specific partial physical examination at any time.

**Immunizations**

California State Law requires each student to have **completed** a series of TB skin test, DTP/DTAP/DT/TD, MMR, Hepatitis B, Varicella, and Polio**.** Students entering California schools for the first time must present, from a physician or agency performing immunization, written evidence that they have been fully immunized against measles (Rubella) or that they have had the disease. This evidence MUST be presented upon registration. **If it is not received at registration, the student will not be admitted until it is received. This policy is mandated and regulated by state law.** If after the child is admitted to school and he or she is discovered to lack one or more immunizations, the parent/guardian will be notified. The school, according with state regulations, allows no more than 10 school days for the child to present a record of the immunization after the parent has been notified. After 10 school days, the child must be excluded from further attending school if he or she has not complied with the requirement.

Immunization shall not be required if the parent or guardian having custody of the child files with the school a letter and/or affidavit stating that such immunization is contrary to his or her beliefs. The possibility of highly infectious conditions may necessitate immediate removal of a student from school until a doctor or health department official sends a written notice that the condition no longer exists.

##### **INTERNATIONAL STUDENTS**

Our international program attracts students from around the world to live in the United States and study at San Fernando Valley Academy. We offer I-20 (F1) Visas, and home-stay accommodations. The small class size provides individual attention to each student. This creates an intimate learning atmosphere, which is the hallmark of our school and has allowed us to create a family-like environment that is highly responsive to the needs of our international students. Our international program also contributes to the learning experience of our domestic students, by providing them with exposure to diverse cultures, languages and ideas.

We accept applications to our International program on a year-round basis. Application materials include the student's academic records along with teacher recommendations (with English translations). A minimum TOEFL score of 60 is required to enter SFVA. Students who have been unable to meet the minimum score or whom the Academic Standards Committee deem need extra help must take an off-campus ELS class or have additional tutoring off campus.

Strong emphasis is given toward integrating international students into regular academic classes as quickly as possible by first allowing them to acclimate into low-content courses first, such as music, art, and sports while at the same time taking increasingly more challenging English-orientated courses. Our graduating international students typically enroll directly into prestigious private and state colleges, as well as foreign universities.

# **FINANCIAL INFORMATION**

# **School Financial Status**

# San Fernando Valley Academy (SFVA) is a Western Association of Schools and Colleges (WASC) and Adventist Accreditation Association (AAA) Certified, Christian Seventh-day Adventist preparatory school whose main objective is to provide Christian education to the members of Seventh-day Adventist Churches and located primarily in the San Fernando Valley and its surrounding communities. SFVA is a non-profit education organization that operates with two types of financial support: First, the school charges tuition and fees to the families of students that are enrolled and attend school. Second, the school receives monies from the constituent Adventist churches that help subsidize the school expenses and, therefore, provide a discounted rate to Adventist families. It is important to recognize another crucial aspect of our financial support. SFVA receives donations that alleviate the needs of the daily operation as well as other costs. Our non-profit status allows us to provide our donors with receipts and letters of donation in order that they may obtain tax deductions.

# **Tuition Schedule**

# Our financial plan is based on three student classifications: Seventh-day Adventist, Community, and Foreign students/I-20. Seventh-day Adventist students are those who, along with their families, are members and attend regularly a Seventh-day Adventist church. Community students are those who themselves and their families are non-members of the Seventh-day Adventist church. I-20 students are those that have a student visa or I-20 non-immigrant student permit, and their source of finance is

# **Monthly Tuition Rates**

# Grade Constituent Non-Constituent

K – 6 $525.00 $670.00

7 – 8 $600.00 $775.00

K – 6 $19,000.00 **International Students** (Yearly-Non-refundable/Non-Transferable)

7 – 8 $21,000.00 **International Students** (Yearly-Non-refundable/Non-Transferable)

**Registration Fees**

**Graduation Fee**

Graduating students are charged a graduation fee to cover the costs of diplomas, gown rentals, invitations, and other graduation expenses. The fee is as follows:

Kindergarten Graduation $80.00

8th Grade Graduation $200.00

**Other Fees:**

STEM $400.00

5th & 6th Grade Outdoor Education $375.00

7th & 8th Grade Outdoor Education $375.00

National Junior Honor Society $60.00

**Varsity Sport Fee**

For middle school, the fee is $150 for the first sport, and $125 for the second each additional one. This is a non-refundable fee and must be paid prior to a student participating in that sport.

# **Monthly Payments**

It is imperative that student accounts be paid on time. The school depends upon receiving prompt tuition payments in order to meet our monthly financial obligations.

**10-Month Payment Plan**

The payment is due the 1st of every month. If the account is not paid by the 10th of the month the account will be considered delinquent.

**Delinquent Accounts**

Any student whose account becomes more than 60 days past due will be asked to withdraw from school until the account is paid or satisfactory arrangements have been made. If arrangements are not made, the account will be turned over to the Finance Committee for determination of status.

**Discounts and Scholarships**

Discounts and scholarships are available to SFVA families as follows only if a family does not participate in the Three-way Program:

1. **Payment in Advance:** A five percent (5%) discount is applied when annual tuition is paid in full. This is in addition to any other scholarships or discount applies.
2. **New Families Promotion:** A family that enrolls a student(s) for the first time or semester is entitled to a 25% promotional discount for up to one year only if a family does not participate in the Three-Way Program.
3. **Matching or Three-Way Program:** Our constituent churches and SFVA offer a limited amount of tuition assistance for families in need. Parents are encouraged to make their financial needs known to their respective church pastors, to considered in the matching or Three-Way Program.

**Emergency Preparedness Kits**

Every new student will be charged a one-time fee of $25 to cover the cost of emergency equipment on campus. The registration, earthquake kits and comprehensive fees are paid in full and are nonrefundable.

**Early Withdrawal**

In the case of early withdrawal, the parent or guardian must sign and date the appropriate section at the bottom of the Financial Application. This will ensure that you will not be billed for any month beyond the withdrawal early.

##### **Issued Books**

Issued textbooks used during the school year are to be returned at the closing of the school year. SFVA will assign books to all students. Damaged or unreturned books will be billed to the student’s account.

##### **Cafeteria/Miscellaneous Charges**

No cafeteria services are offered this year. Parents are advised to send lunches with students. Food delivery services are not permitted due to safety concerns.

##### **Daycare**

Students are required to leave the school campus following the completion of the school day. Parents must make transportation or after-school care arrangements so students are not loitering on campus after 4:30 pm on Mondays through Thursdays and 1:00 pm Fridays. **There is no supervision outside of daycare and the school assume no responsibility for students left after school hours. Ending times are strictly enforced.** Please refer to the daycare contract and/or information below.

A 20 percent discount will apply if arrangements for pre-paid afternoon daycare are made for a month in advance. Payment can be made to the administration office or directly to the daycare director at the beginning of each month.

Minimum days are a short school days in which the students are out at 12:00 pm.

The rate of $8.00 per student per day if a student is left at daycare. Monday through Thursday up to 6:00 pm and Fridays up to 4:30 pm.

If a student is picked up after the operating hours, the rate is **$1.00 per minute per student, up to a maximum amount of $60.00. This after-hours charge shall be paid in cash by the parent or guardian (or person designated) the same day of the service.**

Cellphones and electronic devices may be used at the discretion of the daycare director.

The director may terminate the student’s daycare privileges if the parent or guardian has incurred after-hours services for more than one time in the respective month. (Refer to the daycare program flier.) For protection of a student and at the discretion of the daycare director, the Los Angeles County Child Protective Services Agency may be notified when a student is left before and after hours of operation more than two times of an extended period of time.

If the parent or guardian is in default of payment for more than two days, the parent or guardian agrees to terminate the use of daycare until the account(s) is brought current.

Supervision of students at appropriate extracurricular school activities will be provided by SFVA. However, students are not to remain on campus after school waiting for such activities to begin. Supervision will only be provided during the time of the actual activity. Parents leaving their children on campus unsupervised do so at their own risk.

**Check Charge**

A service charge $35.00 will be billed for any check returned.

**Transcript Fee**

A graduating student may request one official transcript free of charge. A $20.00 fee will be charged to all other requests for transcripts.

##### **ACADEMIC INFORMATION**

##### **Curriculum**

The curriculum in grades K – 8 has been developed in harmony with the policies of the General Conference, the Offices of Education of the North American Division, Pacific Union Conference, Southern California Conference of Seventh-day Adventists, and the regulations of the State of California. The curriculum meets all of the basic requirements for promotion and/or graduation for any accredited elementary and middle school throughout the state of California.

Religion classes are an integral part of the total curriculum, and the study of the Bible is a daily experience.

##### **Grade Reports**

Each school year is divided into four grading periods, or quarters, of approximately nine weeks each. At the end of these grade periods a progress report is sent to the parents. Interim progress reports may be sent to parents at other times when individual teachers feel it is necessary. Teachers expect and welcome parental response to these reports.

##### **Retention**

The curriculum for K – 8 is designed to be progressive from one grade to the next. When it is found that a student has not made sufficient progress to succeed at the next grade or level, the student may be asked to be retained. The procedure will follow what is recommended by the Southern California Conference Office of Education

##### **Primary Eight-Year Course**

In harmony with the recommendations of the Pacific Union Conference Education Code, each student is expected to spend eight full years in elementary school.

##### **Diploma Offered**

##### San Fernando Valley Academy Elementary offers an elementary school diploma received at the completion of the eighth grade. This diploma meets the graduation requirements of the state of California and the Pacific Union Conference of Seventh-day Adventists.

##### **Graduation**

##### Eighth graders, who have completed their coursework, must attend their graduation.

##### **Incompletes**

An incomplete grade may only be given when not completing the work if there are reasons that are beyond the control of the student, including but not limited to extended illness or physical incapacity. An incomplete grade may be given to prevent a failure grade under normal circumstances. A student who has received the incomplete grade, "I", may remove that mark by completing such work as may be assigned by the teacher of that course. The coursework must be completed no later than the four weeks following the end of the quarter or semester in which the incomplete was received. If the student does not complete the work by the provided time, all the pending assignments will be changed to zeros (F) and the student will receive the corresponding final grade.

**Academic Dishonesty**

SFVA places a strong emphasis upon academic honesty and integrity. Plagiarism is a form of academic dishonesty in which a person intentionally or unintentionally claims another person’s words and ideas without giving credit to the original source. Plagiarism includes: Using, borrowing, lending or copying anyone else’s words, ideas, or information in an assignment, without giving proper credit to the original author or turning in work that has been submitted for credit in any other class without prior approval from both teachers. Students who copy other students’ work, cheat on tests, and/or assist other students to cheat will:

1st Offense: Receive credit for the work involved and may, at the teacher’s discretion, be required to attend a conference between the teacher and the student’s parents.

2nd Offense: Receive no credit for the work involved and will be required to appear before the Discipline Committee for discipline.

3rd Offense: Be dropped for the semester from the class in which they were caught.

4th Offense: Be expelled.

**Athletic Handbook**

Refer to the Athletic Handbook for a complete description of SFVA athletic policies.

**Discipline Program**

##### It is the aim of SFVA to provide all of its students with a safe Christian environment in which to worship, study, socialize, and play. The Discipline Program is based on five elements:

1. **Simplicity:** The plan is easily understood and clearly defined.
2. **Consistency:** A standardized program provides a consistent enforcement policy as well as fairness for all students.
3. **Communication:** Once a student is disciplined for a significant violation, at the discretion of the teacher, the student’s parents will be made aware of the behavior.
4. **Parental Involvement:** When a student reaches the fourth step, an Elementary Advisory Committee meeting is scheduled. The staff and the family form a partnership to encourage the student to modify his or her behavior and make future steps clear should the student continue to make poor choices.
5. **Progressive Disciplinary Action:** With each successive violation, the student advances to another level. If all interventions fail—assigned detentions, conferencing, counselling and suspensions—the student will be asked to withdraw.

##### **6-Step Discipline Procedures**

##### **Step 1** Verbal warning and explanation of consequences should student continue unwanted behavior

##### **Step 2** Phone call home and be written up with parental signature

##### **Step 3** Parent/teacher/student conference and detention

##### **Step 4** Vice-principal/teacher/student/parent conference and suspension

##### No participation in extracurricular activities

##### **Step 5** External alternative behavior program suggestions, i.e., counselling and anger management

##### **Step 6** Student is asked to withdraw

##### **Minor Infractions**

A student will begin at Step 3 for minor infractions in any area including on campus and off campus infractions.

Infractions in these areas include, but are not limited to the following: disruptive behavior in the classroom, inappropriate dress, cell phone or other electronic usage not being used for class purposes, skipping classes, swearing and crude language.

##### **Major Infractions**

For violations of a more serious nature, such as open defiance of authority, leaving campus without permission, obscenity, substance abuse, possession of a weapon, violence, attacks on the Christian values of the school, etc., staff members will submit an infraction form, which is sent directly to the Administrative Council.

Major infractions that involve criminal charges may be turned over to the local authorities. All infractions that require a suspension will begin at Step 4 and can begin at a higher Step depending on the severity of the infraction. Below is a list of the major infractions and at which step they could begin disciplinary action.

**1-day suspension:** Leaving campus without permission

Minor insubordination

**2-day suspension:** Gambling

Fire alarm/equipment violations

 (includes $50 fine and equipment replacement)

**3-day suspension:** Vandalism

All forms of bullying

Intimidation

Initiations

Misuse of keys

Harassment

Inappropriate use of internet

Pornography

**1-week suspension:** Theft

Discrimination/Racism Fighting

Major Insubordination

Physical threat/intimidation

**2-week suspension:** Smoking

 Vaping

Alcohol Use

Network hacking

2nd Major Insubordination

2nd Offense of Bullying

**Withdrawal:** Supplier-cigarettes, alcohol, drugs

Drug use and/or possession

Occult involvement

Sexual activity

Weapon possession and/or use

Physically attacking-staff, students, or property

##### **Suspension**

A suspension will be up to a maximum of two weeks on or off campus. If the suspension is on campus, community service for the school may be required. Coursework will be assigned during this time and must be handed in on first day after the suspension ends. Tests missed must be scheduled at the discretion of the teacher.

##### **Withdrawal**

Whenever, in the judgement of the faculty, a student’s connection with the school is no longer beneficial, or his or her influence becomes detrimental to others, s/he may be dismissed whether or not s/he has broken specific rules. A withdrawal will be for the remainder of the semester plus one full semester depending on the offense.

A student who has been asked to withdraw may appeal in writing to the Academic Committee for permission to write his or her final exams if his or her withdrawal and other absences result in no more than 18 class absences (according to the attendance policy, credit may be lost if 20 percent of any course, approximately 18 class periods, is missed). If permission is granted, a student may also complete assignments missed after his or her withdrawal date. It is the student’s responsibility to contact his or her teachers for assignments missed. All such assignments are due one week before final exams.

##### **Visitation to Campus (after suspension or withdrawal)**

Students who have been suspended or asked to withdraw may be permitted to visit the campus during the current school year at the discretion of the Administrative Council. Approved visits must be pre-arranged with the principal.

##### **Parents/Legal Guardians**

If a student violates any of the guidelines listed above, his or her parents are to be notified before the Administrative Council meets. Students and/or parents have the right to meet with the Administrative Council and to propose suggested action. The Administrative Council will listen and consider their input; however, the Administrative Council is responsible for making the final decision.

##### **Resolution Steps**

##### If a parent or legal guardian has a concern or formal complaint regarding their child or the child’s teacher, the following is how the issue should be addressed with hope that the situation will be resolved by the first step. If it isn’t, then you should continue to the next step.

##### **Step 1** Speak to the teacher directly and immediately during school hours

##### **Step 2** Contact the Elementary Advisory Committee, which consist of the elementary teachers

##### **Step 3** Schedule a meeting with the principal and Elementary Advisory Committee

##### **Step 4** If no resolution is made, the incident will be forwarded to the School Board Chair

##### **Step 5** The final step is to contact the Southern California Conference Education Department

##### **Probation**

Under some circumstances after a suspension or withdrawal, students may be permitted to return to school on a probationary basis. The Administrative Council will develop the conditions. Each student on probation will be assigned a faculty mentor.

##### **Conduct and Disciplinary Procedures**

The faculty and staff of SFVA seek to encourage, by example, the willing acceptance of school standards. When students disregard these standards, the following disciplinary procedures will be followed:

1. The principal, an administrative assistant, or a faculty committee will suspend the student. The student will remain suspended until it is determined if the student should continue at SFVA and, if so, under what conditions.
2. The student, if reinstated, will be put on probation. Probation gives the student opportunity to change his or her behavior
3. When a student’s citizenship status becomes probationary, he or she is ineligible to hold offices, participate in athletic programs, or participate in extracurricular activities. In some cases, probation may occur before suspension
4. The student will be asked to withdraw from SFVA by action of the school board
5. Student behavior that is not in compliance with school guidelines will be initially handled by classroom teachers in an incident report, which notes behavior problems. A copy of this report will be sent to parents

##### **Conduct Expectations for Class Officers and Athletes**

Students who wish to hold class offices or participate in athletic activities must maintain a 70 percent cumulative grade average. A student whose actions result in major disciplinary action will lose his or her right to hold class office and/or an athletic position. Exceptions can be made by the teacher’s discretion. Refer to the Athletic Handbook for policies concerning discipline.

Students must attend school punctually and regularly. Absences because of sickness, funeral attendance, medical appointments, and other prior arrangements will be excused. Students who miss more than 15 percent or more of unexcused absences of a semester’s class time in any course will fail that class according to the Pacific Union Education Code guidelines.

Attendance records become part of a student’s permanent files. Attendance reports are sent home with grade reports. Students make up work missed due to absences.

Students with excessive unexcused absences will be required to perform one hour of approved community service for every unexcused absence above the 15 percent stated. In order for a tardy to be excused, a late student must bring a parent’s or guardian’s note to the office.’

The main entrance gates to the school will close at 8:00 am. Parents dropping off their children after that time will need to come directly to the classroom. The student will be marked tardy after 8:10 am. Please note: Three unexcused tardies equals one unexcused absence.

##### **Elementary Advisory Committee**

##### The Elementary Advisory Committee consists of all elementary faulty members. These members will review the student’s infraction and make recommendations towards an appropriate consequence. The appeal procedure is as follows:

**Discipline given by: Student/Parents appeals to:**

Elementary Advisory Committee Chair of Discipline Advisory Committee

Administration Principal

Teacher and/or staff member Principal

The Vice-Principal or Principal will notify the student of the results of the appeal.

##### **Harassment and Offensive Conduct – All Forms of Bullying**

Students should expect respect and fairness from other students and teachers. Harassment, intimidation, and offensive language, including demeaning jokes, gestures, comments, name-calling, drawings, pictures, and writings, along with deliberate physical or sexual contact, are subject to discipline. Students have the right to a safe school environment. Hazing and initiations are not allowed at SFVA.

##### **Internet and Computer Etiquette**

The school has specific guidelines in the use of our computer network and the use of personal computers while on school premises. Students who choose to disregard these guidelines forfeit the right to use the computer network. The school’s Network Usage Policy is distributed to each student at the beginning of the year and needs to be signed and turned in prior to using the network.

##### **Conduct on or off Campus**

Whenever a student is on campus or participating on a school sponsored activity off campus, he/she is expected to obey all rules of the school. Students also need to be aware that any staff member has the authority to make a request of the student, and that it is to be honored.

##### **Conduct in the Classroom**

Each teacher will have rules and regulations to be followed in their particular class. They will be fair and consistent with school policies. If a disturbance or disruption occurs and the teacher feels it is necessary for the good of the class, the student may be asked to report to the administrative office to wait for counseling with the teacher and/or the principal. Students must follow all directions of the instructor.

##### **Chapel Attendance**

Students must attend chapel, which is an important part of the SFVA spiritual program. Students who choose to sit in any seat not assigned to them will be marked absent.

##### **Attendance Awards**

In order to receive a perfect attendance award, a student must have no more than two tardies and no excused or unexcused absences during the whole year. Students must have an acceptable attendance record in order to participate in off-campus extracurricular activities.

In order to have outstanding attendance, a student must have no unexcused absences or tardiness.

##### **Tardiness**

In order for a first-period tardy to be excused, a late student must bring a note to the office. 10 minutes after school has begun will be considered a tardy. Parents may only excuse first-period tardies. Tardies to other periods can only be excused by a staff member

##### **Excused Absences**

Absences will only be excused in two situations:

1. Emergencies

If a student misses a class due to an emergency, he or she must, upon returning to school, bring a note to the school office explaining the absence. Students who fail to bring such a note to the office on returning to school will not have absences excused.

1. Prearranged Absence(s)

Students must prearrange all non-emergency absences, including those involving school and family trips and medical appointments. Absence forms are available in the office. Students must fill out an absence form at least two days before missing class.

A completed absence form must include a parental or guardian signature along with the student’s name, the date, and the dates of planned absences. Students must obtain approval from the office and from each of their teachers (in writing) in order to excuse absences.

It is the student’s responsibility to complete absence forms and to get these forms into the office on time. Students who return early from prearranged absences must return immediately to class.

Students who become sick during the day must report to the office. It will then be determined whether a student needs to go home or rest for a while at school.

##### **Family Vacations**

Each student is allowed five days per semester to go on non-required school trips or on family vacations. Students will receive unexcused absences for missing more than five days due to non-required trips and will not be permitted to make up missed class work. Students who wish to take personal trips must notify the office and the teacher in writing at least one week prior to the trip.

**Unexcused Absences**

Unexcused absences include all non-emergency and non-prearranged absences. Absences of students who miss classes for disciplinary reasons will not be counted toward the student’s 21 attendance points. Students may not make up work due on a day of an unexcused absence. If a student skips one or more classes during the day, the action will be considered as a disciplinary issue as well as attendance.

If a student’s unexcused absence causes him or her to miss a major test or project, he or she may or may not be able to make up the work at the discretion of the teacher involved.

Students are credited with 21 attendance points at the beginning of each quarter. Students must bring a note of explanation to the school office within 24 hours of returning from a non-prearranged absence for that absence to be excused. Students will lose three attendance points for each class period missed. When a student receives 10 points, parents will be notified.

Absence and tardy records will be posted daily on the school’s main bulletin board. Students are responsible for checking with the office to correct attendance record mistakes.

##### **School Day**

The student's school day begins from the time the student first arrives on campus and ends with the student's last class or other school activity.

##### **Half Days**

Half days will be necessary from time to time to allow teachers to attend school or conference- sponsored in-service meetings, or before major vacation days. Half days will have an earlier dismissal time and will be announced in advance.

##### **Closed Campus Policy**

At no time during the daily session of the school are students allowed to leave the school grounds, even during recess or lunch period, except by previous arrangement from a parent or a legal guardian. If arrangements have been made and the child is to be picked up, the parent or guardian must present himself or herself to the office (**not the classroom**) before the child is released. The child is then signed out and released. If someone other than the parent or guardian is picking up the child, an email, text or signed note from the parent or guardian must be presented to the teacher and office before the child will be released. The school assumes no liability in cases where a student leaves the premises in violation of the above policy.

##### **Parental Visits**

While parents are encouraged to visit the school, in order to minimize classroom interruptions and maintain teaching integrity, no parent may visit a classroom or seek a conference with teachers during school hours unless previous arrangements have been made with the teacher involved and/or the vice-principal. Preferably, conferences with teachers are to be scheduled within one hour after school dismissal. If an item such as a lunch, homework, uniform, etc., was forgotten by a student, the item needs to be dropped off at the office where the student will be informed.

##### **Campus Visitors**

Visitors are welcome on our campus, however, their visit must be pre-arranged, and must not disrupt classes or programs in progress. The following guidelines must be followed.

1. All visitors must report to the administration office when arriving on campus to obtain a visitor's pass
2. Passes are to be returned to the office at the conclusion of the visit or the end of the day
3. Unauthorized visitors may be subject to police inquiry
4. Prearrangements for visitors must be made at least one week in advance. There may be times when school activities would not be conducive to having a visitor, and permission will be denied
5. Students are to inform their guests of school regulations before they come, and visitors must conform to these regulations
6. Students shall not leave campus at any time with visitors unless arrangements are made in advance with parent authorization
7. Food delivery will be dropped off at the office and be picked up by the student during lunch time.

**DRESS CODE**

##### **Uniform Style of School Attire**

SFVA’s elementary student image and dress policy seeks to instill in students respect and pride in their physical appearance and school image. The school’s dress code clearly indicates that appearance matters and is linked to being successful. Students’ clothing should be clean and neat. The dress policy seeks to draw the attention of SFVA elementary students away from current fashion fads and encourages modesty.

Parental and student cooperation is appreciated and expected. Students who remain on campus after class must remain in their uniform until they go home.

##### **Uniform Guidelines**

##### **School Uniform**

1. Girls K – 4: Crusader plaid jumper with white Peter Pan short-sleeve blouse
2. Girls K – 8: Crusader plaid skort/skirt or with black/ navy blue universal twill pants
3. Girls K – 8: Solid-color forest green, navy blue, black or white tights and leggings may be worn ***with*** skirts and skorts
4. Boys K – 8: Black, navy blue or tan (khaki) pants and shorts
5. Boys K – 8: White universal Oxford short or long-sleeve white shirt
6. Girls and Boys K – 8: Forest green, navy blue, black or white polo shirt with embroidered logo

##### **Outerwear**

1. Girls and Boys: Green cardigan sweater with embroidered logo
2. Girls and Boys: Black or green vest with embroidered logo
3. Girls and Boys: Black or green universal jacket with embroidered logo
4. Girls and Boys: Other outerwear of a solid color green, black or white allowed with no pictures, writing or logos

##### **Attire Guidelines for All Students**

**General Guidelines**

1. All clothing with the school logo is to be bought at the school’s designated uniform dealer
2. All pants are to be worn at the natural waist

**Hairstyles**

Natural hairstyles are required. Extreme hairstyles that attract undue attention or produce an artificial appearance are unacceptable. These include, but are not limited to, the following styles:

1. Dyed, bleached or tinted hair must be in a natural hair color
2. Heads that have shaved designs are not acceptable
3. Boys must not wear ponytails, long hair or unusually long sections of hair (rat-tail, floppy bangs, man bun, mohawk, etc.)

**Glasses**

Glasses other than prescription are not to be worn inside school buildings.

**Insignias**

Colors, writings depicting gangs, professional, non-SFVA clubs or teams or messages inconsistent with Christian principles are not acceptable.

**Footwear**

Closed toe and heel shoes must be worn at all times and laces should be tied. Flip-flops, slippers, and slipper-type wear are not acceptable.

**Jewelry**

Jewelry, in any form, that can be stuck in a body piercing or worn around any appendage must be left at home. They are not to be worn at school or at any school function. If the student decides it is worth the risk, items will be confiscated and they will not be returned to the student until the end of each semester. If the parent or guardian requests the item in writing, it will be given back to the student’s parent or guardian.

**Hats/Caps/Headscarves/Headbands/Bandannas**

These items are not to be worn on campus, except when appropriate for P.E. and school outings. At such times that they can be worn, these items must be free of all forms of logos. SFVA logos excepted.

**P.E. Uniform**

Students in grades 5 – 8 are required to wear the physical education uniform during P.E. classes. Disregard of this requirement will affect the student’s grade. This P.E. uniform can be purchased from the registrar’s office.

**Field Trip/Chapel T-shirt**

A green color t-shirt with the school logo is worn during field trips to identify students and to show school unity.

**Compliance**

Students should comply with the school’s image and dress policy on and off campus at all extracurricular and after-school events (trips, programs, athletic games, vespers, etc.) Students who do not wish to comply with the dress code will be subject to the disciplinary process. Students will receive an infraction notice. They will have to make arrangements immediately to have the appropriate uniform brought to them. The student may be removed from the classroom with an unexcused absence until proper clothing is acquired. The school assumes no responsibility for confiscated items that might be lost, stolen or damaged.

##### **Four Respects**

The school expects students to live in accordance with the ethical standards of the Seventh-day Adventist Church. We maintain four basic behavioral principles for our students.

1. **Respect for God – Students who respect God will:**
	1. Not use God’s name in vain
	2. Be reverent and respectful in places of worship, including the chapel and the church
	3. Actively seek to be of service to others
	4. Show respect to presenters during programs
	5. Respect God’s natural creation
	6. Respect others who speak about their relationships with God
2. **Respect for Self – Students who respect themselves will:**
	1. Live healthfully physically, mentally, socially and spiritually
	2. Be honest in classwork and in life. Refuse to cheat, steal, plagiarize
	3. Not use drugs (including energy enhancers such as caffeine tablets), narcotics, alcohol, tobacco or vape. Prescription drugs may be taken under the care and supervision of the administration
	4. Avoid the occult and its paraphernalia such as Ouija boards
3. **Respect for Others – Students who respect others will:**
	1. Avoid lewd, indecent, and obscene language, conduct, and literature
	2. Not supply others with drugs (including energy enhancers such as caffeine tablets), narcotics, alcohol, tobacco or vape
	3. Avoid sexual contact with people of either sex
	4. Refuse to participate in harassment, initiations, or any other act that injures or degrades a student or faculty member
	5. Avoid possessing or using weapons, including guns, knives, explosives and firecrackers
	6. Avoid insubordination
	7. Treat others’ property as if it were your own
	8. Refuse to help or cover for any student violating school policy
4. **Respect for the School – Students who respect the school will:**
	1. Avoid ideas and attitudes that undermine school philosophies, ideals, objectives, and policies
	2. Avoid wearing or displaying things that promote violence or anti-Christian principles
	3. Treat school property as if it were your own

##### **Non-Academic Extracurricular Trips**

Students must maintain a C average to be eligible to attend non-academic extracurricular trips.

##### **Principal’s List**

##### **Criteria**

1. An average of 90% in all classes
2. No disciplinary actions
3. “A” in attendance

##### **Privileges**

The principal will give a special reward at the end of each semester.

##### **National Junior Honor Society**

The school has a Chapter in the National Junior Honor Society for 6th – 8th graders. The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students. If you and your child have an interest in this organization, please speak with administration. There are requirements and an application process.

**Lockers**

SFVA provides lockers for the 7th and 8th grade in the gymnasium and near their classroom for their convenience and for the safety of their personal items. SFVA does not provide locks for these lockers. The school is not responsible for lost or stolen items.

1. Every student is responsible for the contents of his or her locker. Only the following items may be kept in the student lockers: school books and supplies, lunches, clothes for the day and athletic clothing
2. Lockers are subject to random searches at any time by school officials under any circumstances. SFVA does not recognize any right to privacy, which a student may wish to claim with regard to their locker
3. Lockers will be kept clean, neat and will not be damaged or defaced in any way
4. Any locker that is damaged or defaced is subject to a minimum fine of $100.00 or the replacement value of a locker unit

**Cell Phones**

Cellular phone use is left up to each teacher’s discretion. School telephones are also located in the administration office.

##### **Translator Devices**

Students whose first language is not English may use translators in the classroom if necessary. Cell phones may be used as translators at the teacher’s discretion for ESL students.

##### **Electronic Devices**

Electronic devices are strictly controlled in classrooms for educational purposes, school events, and school trips. Administration reserves the right to limit use of these devices per policy. Electronic devices that are confiscated may only be returned to the parents and the school reserves the right to hold any device until the end of a semester before returning the item.

**GENERAL GUIDELINES**

##### **At the Right Place, at the Right Time**

All students must remain in the unobstructed sight of their teacher or assigned supervisor. Students are not to enter a room without a teacher or supervisor’s permission.

There are scheduled times and specific rules for student use of the lunch area, gymnasium, blacktop and field areas. Students may use these areas when supervision is provided and rules are observed. Before school, students should wait quietly where supervision is provided.

Students who walk, take public transportation or bike should leave the campus immediately when school is over. A signed statement from the parent or guardian stating that their child has permission to arrive at school by one of these manners must be maintained on file.

Supervision on campus by a parent, sibling or student is not permitted. While on campus after school, all students are to be in the paid daycare program.

##### **The Right Behavior**

We expect our students to be good citizens. We feel that our parents and faculty want a productive learning atmosphere at school, where the names of God, family and school are honored by appropriate behavior and we firmly believe that inappropriate behavior will not be tolerated.

##### **Please remember**

1. Be respectful and obey those in authority
2. Always observe all classroom rules
3. Show proper respect for God and church
4. At all times be trustworthy and respect school property. Don’t tamper with, damage or misuse school equipment, books or supplies
5. Always be honest. Don’t lie, steal, plagiarize or cheat
6. Be careful to preserve your reputation. Profane and obscene language or gestures should never be used. Be sure your conduct with each other is neither embarrassing nor improper
7. Never possess alcohol, tobacco, drugs, gambling equipment, weapons, firecrackers, obscene pictures or literature or any potentially dangerous materials
8. Be considerate of others. Remember the Golden Rule: Do unto others what you would have them do unto you. (Matthew 7:12) Be careful of the feelings and rights of others

##### **The Right and Wrong Things to Bring to School**

1. Textbooks and teacher-assigned learning materials should always be with the student during the appropriate class
2. All students should bring a lunch. All eating should be done in the assigned areas
3. Gum is not to be on campus
4. Play items are not to be brought to school except by special arrangement
5. Bicycles, skateboards, scooters, roller skates, inline skates, shoes with wheels, etc. may be ridden to and from school. They are to be secured by the student either in their locker or by a chain of the student’s own expense. They are to remain secured until the end of the school day. They may not be ridden on campus
6. Weapons, matches, explosives, firecrackers obscene pictures or literature, illegal substances, knives, firearms, etc., may not be brought to school
7. Cell phones and electronic devices can be brought to school only under special guidelines. Refer to the sections on cell phones and electronic devices.

##### **Student Evaluation**

RenWeb is the online grade portal that students and parents must check frequently. Teachers regularly input grades into this system and up-to-date scores on assignments and progress can be monitored here. Regularly check RenWeb. Report cards are also sent quarterly. Parent/teacher/student conferences are held at the end of the first grading period. Students should attend these conferences. More frequent conferences may be arranged by making an appointment with the teacher.

##### **P.E. Information**

Physical education is offered at all grade levels. Physical education uniforms should not be altered without permission from the instructor.

##### **OTHER GENERAL INFORMATION**

**Child Abuse Reporting**

In accordance with the Southern California Conference Office of Education policy and California state law, school staff members are required to report to proper authorities the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse and exploitation. Suspected cases are to be reported without investigation on the basis of visual evidence, child report or third-party report. Guidelines adopted by the Southern California Conference Office of Education will be followed.

**Accident Insurance**

SFVA carries secondary accident insurance for each student. This is a group plan and must be participated in by all students. Details are available in the school office. In the event of an injury/accident, parents must obtain a notification of injury form from the school office. This insurance is a secondary coverage for accidents at school or school-related activities only. Parents must submit claims to their insurance first, which is primary, then the amount not covered by primary insurance will be covered by the school’s secondary coverage. Proof of family insurance must be provided to the office. If a family does not have insurance, the school does not have a plan to cover your child. The school does not carry primary health insurance for students. The school does not provide health insurance for a student except as a back-up or secondary insurance to supplement the family’s insurance.

**Lost or Stolen Items**

Unfortunately, the loss and/or the theft of items take place on our campus. The school will do everything it can to help individuals find their belongings, however, the school is not responsible for any personal property that is stolen or lost on our campus, including items that are confiscated and become misplaced. Any items found will be taken to a lost and found receptacle. Claiming these items will be the responsibility of the owner and/or parent.

**Medicines, Medications, First Aid**

It is not the policy of the school to administer any over-the-counter medication without the written consent of the student’s parent. The school will administer first aid when necessary. At the discretion of the school, professional emergency care will be notified and the parent will be informed immediately.

Designated school personnel will assist any student who is required to take prescribed medication during school hours if the school receives:

1. A written statement from the physician detailing the method, amount and time schedules the medication is to be taken
2. A written statement from the parent or guardian indicating the desire that the school assist the student in matters set forth in the physician's statement. Schools do not permit self-administration of drugs by students, whether or not prescribed

##### Asthma of EPI-pen students are required to have two inhalers or pens on campus—one on their person and the other in the office. The medication must be delivered to the school in the original container bearing the original pharmacy label. This label must contain the name and place of business of the pharmacist, the prescription number and date, the student's name, directions for use and the doctor's name

1. The school can administer over-the-counter medication (i.e. aspirin, Tums, etc.) only with written permission of the parent (i.e., aspirin, Tums) only with written permission of the parent

**Sick at School**

Students who become sick at school are to notify their teacher and go to the administration office. If the student is too ill to continue school, the parents or guardians will be contacted.

**Parent/Teacher/Student Conferences**

There will be a parent/teacher/student conference scheduled for once a year. All parents are encouraged to participate. Parents and/or teachers may also schedule additional conferences as necessary. Students are always encouraged to meet with their teachers. Individual parent-teacher conferences should be scheduled before 4:00 p.m.

**Worships, Chapels and Assemblies**

Daily morning worships and weekly chapels or assemblies are an important aspect of the school program. The school's attendance policy applies to all worship, chapel, and assembly meetings. Students are encouraged to come to chapel with a spirit of reverence and be prepared for a spiritual blessing.

**The Spirit and Intent of the Mission of SFVA**

The faculty and the school board have the right to review, recommend, discipline and review a student for any action, behavior or dress that is not within the spirit and intent of the mission of San Fernando Valley Academy.

##### San Fernando Valley Academy

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