

# Linda Vista Adventist Elementary School



A Leading Private School Since 1963

## 2023-2024

### Parent Handbook and Guide for LVAES Events

(805) 647-2220  
principal@lvaes.org  
www.LVAES.org

# Parent Guide General Information

## Parent Resources

We try to put as many resources on our website as possible to make information easy for you to find. Visit [www.lvaes.org](http://www.lvaes.org) and click on the “Campus Life” tab to access the weekly Falcon Flyer, our up-to-date calendar, blank field trip forms, volunteer, forms, and more.

**Parent Portal:** Parents can view grades and attendance via the Parent Portal on RenWeb, which can be accessed via the link on [lvaes.org/campus-life](http://lvaes.org/campus-life). You will need to set up an account using the email address we use to communicate with you and the district code: LV-CA.

**iPad Management:** We use Mosyle as our Mobile Device Management system and content filter. We install apps, set restrictions, and allow/block websites through this software. ScreenGuide allows parents to manage some aspects of their child’s iPad outside of school hours (freeze the device, set hours for use, block/enable certain apps, block/enable certain websites, etc.). Unfortunately, there are limitations to what parents are able to do, and the program doesn’t always work exactly as it should, but it can be a very useful tool. For information on how to set up ScreenGuide, please contact Mr. Fox.

## Volunteering and Driving

Volunteers help us improve our program while keeping costs as low as possible. Your help would be greatly appreciated. We especially need help with landscaping, deep cleaning, and after school sports. All volunteers in any capacity (including hot lunch servers and field trip chaperones) are required to pass a one-time, LVAES-specific LiveScan (LiveScans for your employee or other institutions can’t be accepted). All drivers who carry children other than their own must meet the minimum insurance requirements and have signed the SCC agreement. You can find these forms on our website at [lvaes.org/resources](http://lvaes.org/resources).



Welcome to the Linda Vista community! There’s a lot to learn when joining a new school community, and we hope that this parent guide will make it easier for our new families to know what to expect and for returning students to review important information. Following the parent guide, you’ll find our handbook. If you have any questions not addressed here, please don’t hesitate to ask.

Jonathan Fox, Principal – [principal@lvaes.org](mailto:principal@lvaes.org)



## **Yearbook Photo Help**

One of the most important things to know is that we need your help in gathering photos for our yearbook. As you take photos throughout the year, please take a moment to upload them to the relevant categories at [lvaes.org/yearbook](http://lvaes.org/yearbook). The process is easy!

## **Hot Lunch Help**

We provide vegetarian lunches Monday-Thursday for \$4.00 a meal. The proceeds from these lunches benefit our classrooms, programs, and tuition assistance.. Volunteering to help with a meal is a great way to raise money for your child's classroom. Visit [lvaes.org/lunches](http://lvaes.org/lunches) for more information.

## **Uniforms and Dress Code**

LVAES is a uniform school. To help make costs affordable, we encourage students to donate their used uniforms which we then make available for purchase at a nominal cost. New uniform items can be purchased through Land's End, which offers a lifetime guarantee on their clothing. You can access our Land's End uniform store through the link at [lvaes.org/uniforms](http://lvaes.org/uniforms).

We also allow families to purchase polo shirts, chino pants/shorts, and outerwear outside of Land's End, according to the following guidelines:

- Items must be identical in style and fit to what is available on [LandsEnd.com](http://LandsEnd.com).
- Polo shirts and tops must have the LVAES logo embroidered through Coastal Embroidery in Camarillo (2263 Pickwick Dr.). The cost for embroidery is \$10 per item.

### **Monday-Thursday Uniform**

All students are required to wear the Linda Vista uniform.

**Tops** - LVAES-logo polo shirt. Girls may choose to wear an LVAES-logo dress, plaid skirt, or plaid jumper instead. Dresses, skirts, and jumpers should be about knee-length.

**Bottoms** - Chino pants or shorts in khaki or navy blue. All

pants should fit well, not tight and not baggy. Shorts should be about knee length.

**Outerwear** - Any print-free and logo-free (except for the LVAES logo and sweatshirts purchased by students on their 5th/6th or 7th/8th class trips) jacket or sweatshirt.

**PE Uniforms** – Students in grades 5-8 are required to wear royal blue basketball-style shorts (close to the knee in length and not tight or baggy) and a regular fitting, athletic-style white, gray, or royal blue t-shirt during PE class. PE shirts with our Falcon logo can be purchased from Land's End.

### **Friday Uniform**

Along with the uniform chino pants or shorts, students can wear the Falcon field trip shirt or an LVAES jog-a-thon shirt instead of the LVAES-logo tops. Students can choose to pay \$1 to wear jeans (not tight, baggy, or ripped) instead of the chino pants/shorts. This money goes to support the 7th/8th grade class trip.

### **Field Trip Uniform**

Unless otherwise informed, students should wear the Falcon field trip shirt and jeans.

### **Church Visit Uniform**

Church visit attire is formal dress. These items can be purchased from any department store or through Land's End.

**Boys** – White-collared, button-down dress shirt (short or long sleeved), black slacks (not tight or baggy), black dress socks, black belt, black dress shoes, and a blue tie (provided by LVAES).

**Girls** – White-collared, button-down shirt (short or long sleeved), solid black skirt that is knee length and not tight, solid black tights or knee-high solid black socks, and black dress shoes, and a blue tie (provided by LVAES).

## Student-Produced Portfolios

Linda Vista seeks to develop our students' bodies, hearts, minds, and souls. We encourage our students to think about how they are growing in these areas and to celebrate when growth happens. Each year, students create a portfolio (memory book) where they record their growth with artifacts (mementos). This portfolio will make up a portion of their Bible grade. The school provides the book for this, and teachers guide students in producing their portfolio. We encourage parents to help their children think about their growth but to let them create the portfolio.

Here are the areas on which we are focus and some statements that can help our students evaluate their growth:

<b>Body</b> <ul style="list-style-type: none"><li>• I am making health choices that are good for my body, mind, and soul.</li><li>• My body feels healthy and physically fit, and my mind feels clear and alert.</li><li>• I remember that my choices now will help me be strong in the future.</li></ul>	<b>Mind</b> <ul style="list-style-type: none"><li>• I am excited about knowing more about the world around me.</li><li>• I am understanding how things work and why they're important.</li><li>• I am setting my own goals without others telling me what to do.</li><li>• I am growing my skills and learning a lot.</li></ul>
<b>Heart</b> <ul style="list-style-type: none"><li>• I am building good friendships.</li><li>• I am learning to work well with others.</li><li>• I am learning to be brave and to make my own choices.</li><li>• I am learning to be kind and to help those around</li></ul>	<b>Soul</b> <ul style="list-style-type: none"><li>• I am learning how much God loves me.</li><li>• God's love is giving me peace.</li><li>• God's love is growing inside of me.</li><li>• I am sharing the love of God with those around me.</li></ul>

## Student Showcase

In the spring, each of our students will be showcasing their achievements to our parents and community. Each child will be creating a display in their classroom that captures growth in their character, accomplishments, and personal interests. Examples: For character growth, they might include a picture of them serving others or a picture of them playing basketball at a game when they lost but displayed courage. For accomplishments, they might display an experiment they conducted for science class, a picture of something they built in the Builders Club, a poem/story they have written, an honor roll certificate, etc. For personal interests, if they love the beach, they might decorate their display with beach items. Each child will dress professionally and will stand next to their display to answer any questions that guests might have. These displays should be student produced, but teachers will help students think about their growth and guide them in developing their presentation.

## Falcon Houses

Each child will be assigned a "House" for the school year. Houses are teams made up of students across all grades. Houses compete in fun activities throughout the year and form teams for whole-school events, such as Park Day. They also help to tie our student body together.

## Birthdays

Birthdays are an important time of celebration, and we want each child to feel special on their day. Unfortunately, we also have to manage birthday celebrations for many students, which sometimes can result in an overload. To maintain a level playing field and to avoid "Too Much Birthday," we allow parents to send in one moderate-sized treat (i.e. One cookie, brownie, donut, etc.) per classroom student to celebrate their child's special day. No goodie bags, pizza, or other larger treats. Please be sure to coordinate with your child's classroom teacher. Note that this is a new policy for the '23-'24 school year.

### **Treats and Gifts**

We ask that personal treats and gifts are distributed outside of school hours, events, or field trips, unless all children are able to partake in the item and it has been approved by LVAES staff. We understand how fun it is to make our kids smile, but we also know that children are experts on matters of fairness and feel it deeply when they are left out.

## **Events**

### **School Spirit Days**

Spirit days are themed days that are usually held on the first Friday of every month. All students and teachers (parents can participate too!) are encouraged to participate and express their school spirit. Students who participate in spirit days are not required to wear the school uniform, but please remember that the school values and dress code guidelines still apply. Specifically, please avoid anything that involves ghosts, zombies, magic, fantasy, violence, cross gender, etc.

The classroom with the most participants for a particular Spirit Day get to showcase the Spirit Pride Trophy for the month. Each student that participates gains points for their House.

### **Skating Plus**

Every year Linda Vista hosts a Skating Plus field trip and watermelon feed. Parents transport the children to Skating Plus in Ventura for a private skating session, then return to the school grounds for a feast of fresh watermelon before school dismissal. Students should bring sack lunches or money to purchase food.

### **Beach Days**

We have two beach days on the calendar this year. The first one is for just 5th-8th graders and will give our students a chance to bond while boogie boarding, surfing, and playing in the waves and sand.

Our second beach day is for the entire school and will be held at

Leo Carrillo State Beach. We begin by pairing up younger students with a big brother/big sister and then hiking up a nearby large hill. After a hike, we spend the rest of the morning playing on the beach and tidepooling. Parents are encouraged to attend this event and help drive (Livescan and Driver Verification required).

### **History Museum Night**

Each year, Linda Vista hosts a Museum Night where students bring history to life. Students research historical figures and then bring their character to life in our museum. This includes writing a speech, creating a backdrop and props, and dressing in costume. As visitors explore each room in the museum, the historical characters take turns coming to life and talking about themselves, their lives, and their accomplishments that made them famous. This is an excellent event to which to invite family and friends.

It is important to start prepping as soon as the project is launched, especially if there is a particular person your student would like to represent, as it is a first-come-first-served basis and the most popular figures are chosen quickly. There is an approved list of historical figures from which to choose; however, additional people will be considered for approval by the faculty as necessary. Once chosen and confirmed with Mrs. Pennock, your student should begin brainstorming their speech and planning the backdrop and props they will want. Some costumes and props can be borrowed from LVAES with a deposit.

### **Church Services**

LVAES receives financial support from five of our local churches. In return, we schedule special church services with each of these five churches as an opportunity to show our appreciation for their support, showcase our students' growth, and develop our students' leadership skills. The service usually includes music performances, skits or puppet plays, and a sermon by one of our students.

Our church services are held on Saturdays. It is mandatory for all students to attend at least three of the five scheduled church

services. Students need to be present at the church 30 min before each service begins. The churches fill up quickly, so please come early to make sure you have a seat inside the main sanctuary. We will also have a designated photographer at each service, so please do not crowd the church walkways trying to get the perfect shot. These services are an amazing blessing to all who attend. Be ready to be a proud and blessed parent!

### **Linda Vista Jog-a-Thon**

Our annual Roy Brasher Memorial Jog-a-Thon takes place on a Sunday in the fall and is followed by our annual Fall Fair. It is one of our most important fundraisers of the school year, and all proceeds earned go toward our Tuition Assistance program, making it financially possible for everyone who values a Christian education. Roy Brasher was a long-time supporter of Adventist Education, and continues in his memory. It's a fun activity that encourages students to get active while helping our community. It is also considered a school day, and attendance is required.

For the LVAES jog-a-thon, students fundraise by asking family, friends, and community members to donate based on how far the students walk/jog or by donating a flat rate. We also sell sponsorship banners that allow businesses and individuals to support our school while also advertising. (These are displayed at the front of our school for three months.). Each student is given the goal to raise a total of \$1,000, though any amount helps! We offer incentive prizes at varying levels and a grand prize for the student who raises the most funds. The jog-a-thon begins at 10:00.

### **Jog-a-Thon T-shirt Art Contest**

Every Falcon student will have the opportunity to submit a drawing of this year's jog-a-thon theme. The faculty will then pick one to be featured on this year's jog-a-thon t-shirts. The winner of the art contest receives three free jog-a-thon shirts.

### **Linda Vista Annual Fall Fair**

Immediately following the Jog-a-Thon is the Linda Vista Fall Fair.

It is a time when our community comes together for fellowship, fun, and fair-type games. Come hungry for popcorn, snow cones, cotton candy, desserts, Filipino and Mexican food.

Tickets can be purchased with cash or credit card and can then be used to buy food items or play the games.

The Fall Fair depends entirely on parent volunteers. We will need assistance at our game booths, food booths, setting up and breaking down the event. To make sure it's a successful event, we encourage every family to donate at least an hour of their time. There will be a volunteer sign-up sheet where you can choose the time and activity you'd like to help out. Assignments are on a first come, first serve basis.

### **Ski Day**

Linda Vista seeks to develop life-long physical fitness in our students. As part of this, we schedule a whole-school ski day in February at Mt. High resort. Parents are responsible for arranging transportation to/from Mt. High and supervision for their child on the slopes. Teachers do not have the ability to supervise your child at this event. This is a regular school day, and we encourage, but do not require, all students to participate in the ski trip. Independent academic work may be available for those who are not able to attend.

### **7th/8th Grade Class Trip**

Each year we plan exciting travel experiences for our 7th/8th graders. These trips have included the Channel Islands, Northern California, Alaska, New England, the Puget Sound. The cost of these trips varies, but we facilitate fundraising to make it as affordable as possible.

# Linda Vista Adventist Elementary School Handbook

“Where children grow closer to God while learning to master the world.”  
Since 1963

## WELCOME

Linda Vista Adventist Elementary School (LVAES), serving grades TK-8, has been providing an exceptional educational experience for students in Ventura County since 1963. We are an educational community renowned for developing well-rounded, Christ-led leaders who stand out for their faith, their pursuit of excellence, their strength of character, and their compassion. We are growing leaders in love and service to God and Man by cultivating the Whole Child, and we place an emphasis on leadership; principle-based character education; pursuit of excellence; and practical, relevant, and possible learning opportunities encompassed by a culture of love and compassion. We derive our values and educational philosophy from the Bible and the writings on education of Ellen White.

## Mission

The Linda Vista Adventist Elementary School family exists to show children Jesus, nurture their love for Him and others, teach them to think, and empower them to serve.

## Vision

Where children grow closer to God while learning to lead the world.

We believe that education is a partnership between the school and the family, and all partnerships must be grounded in common values and goals. In this handbook, you will find our expectations and policies that derive from our values and educational philosophy. Please carefully review this Handbook to ensure that you understand the expectations and policies that we expect all members of our community and visitors to follow.

Principal – Jonathan Fox

## A

### ADMISSIONS

We believe that education is a partnership between the school and the family, and all partnerships must be grounded in common values and goals. We welcome students who wish to come, are in harmony with the philosophy of a Christian education and will respect and support its principles. We ask that all students uphold the philosophy upon which our school is based.

The Linda Vista Adventist Elementary School admission policy is non-discriminatory. LVAES admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. LVAES makes no discrimination based on race, color, ethnic background, country of origin or gender in administration of its educational policies, admissions policies, scholarship or loan programs, and extracurricular programs.

### ADMISSION REQUIREMENTS

1. Meet with the principal
2. Complete and submit the application forms
3. Pay the enrollment fees
4. Submit a letter of recommendation and a written or video essay that helps us get to know you better. What makes you, you? What are your hobbies? What do you like to learn? Etc.
5. Formal review by Admissions Committee.  
**Upon acceptance into the program and before the first day of school:**
6. Submit the following:
  - Physician's examination and vaccination record (Upon entering school for the first time and at 7th grade)
  - Academic records (LVAES will request from previous school)
  - Birth certificate or passport (TK/Kindergarten/1st Grade only)
7. Pay the fees and first month's tuition by the first day of school.

Once approved, all students are admitted for an initial probationary period. This period will give the school office and faculty the

necessary opportunity to determine grade placement and evaluate citizenship status, financial status, academic progress, behavioral trends, and other data upon which to grant or deny permanent acceptance.

### **CALIFORNIA DEPARTMENT OF EDUCATION**

All transitional kindergartners must be five years of age by December 1st of the current year. A student entering kindergarten must be five years of age on or before September 1st of the current year. Same dates apply for first graders entering first grade.

### **ANNOUNCEMENTS**

It is the parents' responsibility to remain informed about school and classroom events that affect their child. Our primary form of communication will be through email to the contact information that is listed in RenWeb. Please verify that your contact information is current. In addition to primary communication through email, we will often post or send secondary notices and reminders using [www.lvaes.org](http://www.lvaes.org), our bulletin board, the Falcon Flyer, paper handouts, or social media. Please stay active and informed in our educational partnership.

### **ATTENDANCE**

Students must attend class regularly to meet the academic and social criteria set for them by the State of California Department of Education and the Pacific Union Conference of Seventh-day Adventists.

When a student is absent, the parent or guardian must call the office by 8:30 a.m. to explain the reason for the absence. The parent must call or accompany the student when returning to school for the absence to be excused.

A student is tardy after 8:15 a.m. When arriving tardy, the student must get a tardy slip from the office before proceeding to class. For tardies to be excused, a signed note should be delivered at the same time the student checks into the office.

Report cards will indicate the number of absences and tardies that the student has accumulated during each quarter. If a student is absent more than ten school days, he/she may be subject to retention. Illness, unavoidable medical, dental, or legal appointments or a death in the family are the only excused absences. If the student is going to be absent because of a family outing, a written notice must be given to the teacher prior to the absence. Teachers are not required to allow students to make up work missed during a requested or unexcused absence.

P.E. attendance will not be excused unless a note comes from home with reason and what specific exercises should not be done (this will apply to the recesses as well).

### **C**

#### **CELL PHONES**

Cell phones and other personal electronic devices are not to be used on campus unless given direct permission by the teacher or extended supervisor. It is the right of the teacher/supervisor to collect the device and to hold it until a parent comes to pick it up. If you need to communicate with your student, please call the office, and we will be happy to facilitate that.

#### **CLOSED CAMPUS**

LVAES is a closed campus, meaning that once a student comes to school, they are to remain on campus all day. Students leaving the campus during the day without permission face suspension or disciplinary action.

If a student needs to be picked up from school during regular hours, the custodial parent or authorized adult must sign the student out from the front office. If a child is to return to campus during the same school day, the custodian must sign the child back in at the office upon their return.

For safety reasons, the school gates will be closed 30 minutes after school starts and will reopen 30 minutes prior to dismissal. All visitors on campus must make prior arrangements to be on campus after that time and must sign in with the school office upon their arrival.

Parents, board members, and constituent members are welcome to visit but must check in at the office. No student should bring relatives or friends to school without prior permission from the principal. If permission is granted the students are to inform their student guests of school regulations and dress. Guests are expected to follow school guidelines.

### **COMMUNICATION WITH TEACHERS**

Parents who need to confer with the teacher are asked to contact the office for an appointment at a time that is mutually convenient. Conversations with teachers should take place after school or during a pre-scheduled appointment. Classroom visits must be prearranged with the principal and generally are not arranged the same day.

Good communication between the school and the home is essential for a successful educational partnership. When parents have a question, concern, or disagreement, we request that they follow the Biblical principle of first talking with the teacher or person involved. If the situation is not satisfactorily resolved, please invite the principal to join in resolving the difficulty. Sharing your frustrations with others rarely makes a situation better but does often increase tension and hurt and can destroy a community.

It is impossible to create a culture of love and compassion when gossip is present. Please model positive relationships and healthy conflict resolution for our children. “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen” (Ephesians 4:29).

### **CONDUCT GUIDELINES**

“Jesus replied, ‘Love the Lord your God with all your heart and with all your soul and with all you mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’ All the Law and the Prophets hang on these two commandments” (Matthew 22:37-40).

“So, in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets” (Matthew 7:12).

We ask staff, students, families, and visitors to seek to follow these principles in their conduct on our campus and to respect the established rules and authority at LVAES.

1. Listening: Obeying teachers and respecting classmates.
2. Being kind.
3. Being brave, including taking ownership of their own choices.
4. Purity in speech: Speaking kindly to and about each other and avoiding improper words/topics.
5. Asking for help if they’re not sure what to do.
6. Keeping hands to one’s self.
7. Completing assignments to the best of their ability and in a timely manner.
8. Doing their part to keep our school clean and in good condition.
9. Supporting the policies established in this handbook.

### **D**

#### **DISCIPLINE**

In discipline, we look to disciple students, emphasizing understanding, redemption, reparation, and restraint. When it appears that the values and goals of LVAES and the student/family are not in alignment, we may encourage the student to find a better educational partnership. In cases of advanced discipline, the issue will be referred to a Discipline Committee consisting of the principal and at least two faculty or Board members, chosen by the

principal. Cases of expulsion will follow the procedure outlined in the Pacific Union Conference Code of Education, A23-152.

The following actions make a student liable for immediate dismissal from school:

1. Having, using, or giving to others controlled or potentially harmful substances. Example – medicine, drugs (including marijuana products), alcohol, tobacco, e-cigarette products, etc.
2. Having, using or giving to others indecent, sexually explicit, or profane material, including pictures, written, or spoken language or gestures.
3. Having, using or giving to other explosives or weapons (including pocketknives).
4. Destroying or encouraging others to destroy school or personal property, etc. The student and parent will be responsible for the expense of replacement or repair of the damaged property.

### **DRESS CODE**

The LVAES student image and dress policy emphasizes professionalism, simplicity, and modesty and seeks to instill in each student a sense of order and respect for him or herself, other students, and faculty. “No education can be complete that does not teach right principles in regard to dress.” Education p. 246

Students must wear the appropriate uniform attire from Lands End with the LVAES logo. Hats and accessories should not be worn.

Students’ hair should be clean and well groomed; hairstyles should not be extreme in length or style. Boys’ hair length should be above the collar & ear. Nail polish should be clear or neutral color. Bright nail polish of any color is not permitted.

Makeup and hair color should provide for a natural look. Nail polish should be clear or a neutral color. For this dress code to be effective, it is mandatory that every student be dressed in the prescribed school attire every school day. An effective, enforced,

dress code minimizes the amount of time spent on monitoring dress.

Linda Vista t-shirt should be worn for all field trips and may be worn on Fridays.

Jewelry should not be worn to school or to school events. This includes bracelets, wristbands, necklaces, rings, studs, expensive or elaborate hair accessories, etc.

When a free dress day is declared, students must wear appropriate and modest clothing that follow the standards list above.

Additional guidelines:

- No hats
- All shirts must have sleeves
- No skinny jeans or leggings
- Shorts and dresses should be near the knee.
- No open-toed shoes
- Graphics, logos, and text should support LVAES’ values

### **F**

#### **FIELD TRIPS**

When a field trip is planned, the teacher will send home a permission slip. The permission slip must be completed and signed by the parent/guardian for the student to be allowed to go on a field trip. No other form of permission will be accepted.

Linda Vista blue falcon t-shirts are to be worn for field trips.

Parents driving for field trips are only to transport students to and from the designated location without stopping at home, for food, or errands unless it is written on the permission slip.

Field trips are not included in tuition and must be paid in full prior to the trip.

## FINANCIAL INFORMATION

- The first tuition payment is due on the first day of school and then the first business day of each month thereafter.
- There is a five-day Grace Period. After Grace Period, a \$25 late fee will be assessed unless a written agreement is arranged with and signed by the principal prior to the end of the Grace Period.
- Payment may be made by cash, check, ACH transfer, debit card, or credit card.
- Debit/credit card transactions will be charged a non-refundable fee of 3%.
- Non-sufficient funds (NSF) will be assessed a fee of \$35.
- Accounts must be kept current. Delinquent accounts of more than 25 days after the Grace Period will be referred to the Finance Committee, and students will be asked to stay home until the account is brought current. An exception to this policy may be made if a written agreement is arranged with and signed by the principal prior to the end of the Grace Period and all terms of the contract are fulfilled.
- Accounts must be current for an 8th grade student to receive his/her diploma at graduation.
- Enrollment fees must be paid at enrollment.
- If a student withdraws or is asked to leave school, tuition will be prorated daily.

## FUNDRAISERS

The administration must approve all fundraisers.

## G

### GRADES

LVAES utilizes the RENWEB internet grading system in accordance with North American Division policy. Parents need to register with the office in order to access their child's grades. It is the parents' responsibility to be familiar with their student's progress. Interim reports will be e-mailed every five weeks.

After the first quarter, LVAES schedules a full school-day for parent-student-teacher conferences. Quarter grades are given out at that time.

A student experiencing academic problems may be placed on academic probation. Probation may result when a student's academic performance falls below 70% level. Any student placed on probation must improve his/her grades and academic performance to be released from academic probation. If a student does not bring up their grades to the minimum 70% level, they may be retained and lose privileges to participate in extracurricular activities.

A student might be asked to do some additional work in the deficient subjects during the summer.

### 3rd-8th GRADE GPA is 4.0 Scale

A = 93-100%

A- = 90-92%

B+= 87-89%

B = 83-86%

B- = 80-82%

C+= 77-79%

C = 73-76%

C- = 70-72%

D+= 67-69%

D = 65-66%

D- = 60-64%

F = Below 60%

Honor Roll – 3.5-3.74 GPA per quarter

High Honor Roll – 3.75-3.89 per quarter

Highest Honor Roll – 3.9-4.0 per quarter

### GUM

Gum chewing is not permitted on campus unless with direct permission from and in the presence of a teacher.

## H

### **HARASSMENT**

LVAES is committed to providing a safe place for students, staff, and families. We encourage and expect kindness and compassion for others, and we also scaffold students as they develop strength of character, resilience, and the ability to make a positive impact on the world around them in all circumstances.

LVAES is committed to providing a school environment free of harassment in any form for all students. Incidents of harassment should be reported first to the teacher and then to the principal in accordance with prescribed procedures so that school leadership may take appropriate action and provide guidance. Students who are unwilling or unable to modify their behavior may be asked to leave the school.

Harassment may be defined in several ways, such as:

1. Physical: unwanted or unwelcome physical touching, pinching, contact, assault, deliberate impeding or blocking of movements or any intimidating interference with normal work or movement. It also includes making reprisals, threats of reprisals or implied threats of reprisals following a report of harassment.
2. Verbal: derogatory comments, ethnic comments, jokes, propositions or degrading words to describe an individual.
3. Visual: leering, displaying of any material to embarrass or intimidate; derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, photographs, and gestures.
4. Sexual: unwelcome sexual advances or requests and other verbal, visual or physical conduct of a sexual nature. Examples of sexual harassment include offensive remarks, questions, teasing, jokes, insults, notes, pictures, graffiti, ogling, gestures or unwanted physical contact. Sexual harassment occurs when the offensive behavior or material creates an intimidating or hostile school environment or when submission to offensive sexual conduct is made a condition of academic status, benefits, honors or activities.

Reporting procedures: students who have experienced harassment should report the incident to school authorities as soon as possible. If the harassment is between students, the student can report the incident to the classroom teacher or to the principal. If the harassment comes from an adult, the student should report directly to the principal.

## I

### **ILLNESS**

Please do not send sick children to school. The classroom teacher will refer any student who exhibits signs/symptoms of infectious/contagious illness to the school office. If necessary, parents will be contacted if there is a need to remove the student from the school environment, obtain a medical evaluation, or receive a written medical clearance prior to the student's return to school.

### **IMMUNIZATION**

LVAES abides by the immunization standards of the state of California. All immunization records must be current with the office before students are admitted.

### **INTERNET USAGE**

- All students must have a signed permission slip from their parent or guardian that authorizes them access to the internet.
- Respect for the equipment of the school and its network is required in order to use the computers.
- Students are to notify the teacher immediately of any disturbing material they may encounter on the web or in e-mail.
- Students are not to give out personal information like telephone number, full name, address, etc. to anyone on the internet.
- Students are never to give anyone their password to any of their accounts or allow another student to use their account to access the Internet or school network.
- Students should not download any programs from the internet unless clearly directed to by a teacher.

- Linda Vista Adventist Elementary School is not responsible for the experiences that may result from usage of school Internet when done so outside of these guidelines. Violations of any of these rules may result in forfeiture of permission to use the internet and the school network and/or appropriate disciplinary action.

## **INJURIES OR ACCIDENTS**

Students having injuries requiring a doctor's attention will not be allowed to participate in recess or physical education until a written release from the doctor is submitted to the school.

All accidents must be reported immediately to the teacher in charge of the activity. For minor injuries, a report noting the injury will be sent home. For more serious injuries or injuries of an uncertain nature, an immediate phone call will be made to the guardian, and they will determine whether the child should or should not be taken to the doctor.

## **L**

### **LEADERSHIP AND PRINCIPLE-BASED CHARACTER EDUCATION**

LVAES emphasizes leadership and principle-based character education as an integral part of cultivating the whole child to develop leaders in love and service to God and Man. We ask that you join with us in this endeavor. A basic framework we use to teach these principles is Stephen Covey's Seven Habits of Highly Effective People. We encourage you to research his work.

### **Music/Drama/Physical Education**

While we aim to align all that we do with our goals and values, our music, drama, and physical education programs are integral components of our larger leadership and character education program. Participation in these programs and attendance at the corresponding events and performances are part and parcel of the education at LVAES and are required.

### **Class Ambassadors**

On a rotating basis, students may be assigned to Ambassador duty. Part of this duty includes arriving at school 15 minutes early to greet students and parents.

### **Class Gardens**

Each classroom will be designated a plot of land that the students will oversee throughout the year. It will be up to the class to organize themselves, to divide the land into private parcels, to develop it, and to attain the resources they need to accomplish their goals. Please remember that this is a student project. Parents are invited to talk with their students and to make recommendations, but parents should not play a part in the execution of goals or labor in the garden and are not expected to contribute financially.

### **Student Portfolios**

Throughout the year, all students will also be setting goals, self-assessing, and developing a portfolio regarding each aspect of the Whole Child. In this project, and with all projects, feel free to scaffold your child, but please be sure that everything is child originated and child produced. We are encouraging growth and pursuit of excellence, not immediate perfection.

Student Showcase: Throughout the year, students will be setting goals, making and executing plans, developing their talents and skills, and growing as individuals. At the end of the year, students will participate in a Student Showcase event in which they will put their accomplishments on display. This event is an integral part of our program, and attendance is required.

### **LUNCH (HOT)**

Hot lunch is available for purchase Monday through Thursday. See weekly Falcon Flyer newsletter for the menu. Hot lunch count will be taken each morning, and your account will be billed directly. Please do not send cash or checks with your child to pay for lunch.

If you do not want your child to order lunch, please notify the office in advance.

## **M**

### **MEDICATION**

For LVAES to administer medication to a student, the medication must be brought to the office in its original prescription container showing the name of the medication and dosage. Students may not keep any type of medication in their possession while at school. The student must come to the office to receive his/her medication.

## **P**

### **Part-Time Students**

LVAES works with homeschool students to enhance and support the opportunities available to them; however, the overall program of LVAES is designed for full-time students. As such, LVAES does not report enrollment, attendance, or academic progress for homeschool students to the State of California. Homeschool families must independently fulfill the State of California's homeschooling requirements or be enrolled primarily at another entity.

To facilitate healthy integration with our program, we ask that students attend in three-hour morning or afternoon blocks, at least once a week.

Homeschool students are required to abide by the LVAES Handbook and Commitments.

Part-time rates are based on 12.5% of full-time tuition per three-hour block.

### **PARKING**

Parking is restricted to designated parking spots. The curb is to be used for loading and unloading students. Double parking is prohibited.

## **PERSONAL ITEMS**

Personal items of value, toys, hobbies, and anything that distracts from the educational and professional environment at LVAES should not be brought to school without direct permission from the child's teacher. Weapons, including pocketknives, may never be brought on campus or to school-sponsored events.

Cell phones and other personal electronic devices are not to be used on campus unless given direct permission by the teacher or extended supervisor. It is the right of the teacher/supervisor to collect the device and to hold it until a parent comes to pick it up. If you need to communicate with your student, please call the office, and we will be happy to facilitate that.

LVAES assumes no responsibility for damage or theft of personal property if a student brings them to school. The school reserves the right to keep confiscated items until parents come in person and retrieve them.

All items in the Lost and Found not picked up by parents will be discarded after the last day of school in June.

## **S**

### **SCHOOL HOURS**

Monday-Thursday - TK-4th Grades - 8:15 a.m. to 3:15 p.m.

5th-8th Grades - 8:15 a.m. to 3:25 p.m.

Friday - TK-8th Grade - 8:15 a.m. to 12:30 p.m.

Students arriving on campus in the morning must go directly to the extended supervision location.

Students waiting after school are to be seated at the lunch tables until they are picked up or until extended supervision begins at 3:30 p.m. on Monday through Thursday and 12:45 p.m. on Friday. Students must let one of the teachers know if they need to leave the area. Parents are to wait in the front of the school for their

child. Parents need to sign out with the extended supervisor when picking up their students.

### **SPIRIT DAYS**

The first Friday of each month is designated as Spirit Day. On this day, the students are asked to wear something specific. To find out what your child is to wear on each Spirit Day, check the school calendar on the website and/or watch for the notice in the important Falcon Flyer. The principles of the school dress code still apply on Spirit Days.

### **SUPERVISION**

All students and visitors on campus are to be in supervised areas.

#### **Extended Supervision (Daycare)**

Students on campus without parental supervision and not enrolled in extra-curricular activities must check into Daycare fifteen minutes after the school day ends and will automatically begin being charged 30 minutes after the school day ends. Parents must sign their student/s out of extended supervision or will be billed until 5:30 (Fridays 3:00). Students staying at the request of the teacher or due to official parent meetings with faculty or staff will not be charged. The cost for extended supervision will be \$2.50 for each 15-minute period or fraction thereof. The charges for extended supervision will be added to the student's account each month and are due in full when the statement is issued.

Without exception, the latest a child may be picked up is 5:30 p.m. Monday through Thursday and 3:00 p.m. on Friday. An overtime charge of \$10 per child for every five minutes or fraction thereof will be charged.

#### **Daycare Schedule**

Before School: Monday through Friday 7:15 a.m. – 7:45 a.m.

After School: Monday through Thursday 3:45 p.m. - 5:30 p.m. & Friday 1:00 p.m. - 3:00 p.m.

## **T**

### **TRANSPORTATION TO/FROM SCHOOL**

Students are permitted to leave only with their parents, regular carpool, or persons listed on the pickup authorization form provided by the parent. People picking up children need to be listed on that child's "authorized person" list. A child will not be released without proper authorization of the person picking up. Photo ID is necessary for those unfamiliar to staff. Parents need to confirm all pickup arrangements with the school office.

Please be respectful of the residential neighborhood in which we are situated. Drive slowly and cautiously, and please be friendly.