

Linda Vista Adventist Elementary

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

Since 1963



School Handbook

5050 Perry Way, Oxnard, CA 93036
Phone: (805) 647-2220
Fax: (805) 647-3971

www.lvaes.org

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 on the basis of 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. Complete the application, pay the non-refundable Application Fee, and provide the following:
 - a. Academic Records
 - b. Letter of Recommendation
 - c. Testimony as to why you would like to enroll at LVAES (essay format, creative video presentation, or method of your choosing)
2. Meet with the principal
3. Formal review by Admissions Committee

Upon acceptance into the program:

4. Make financial arrangements
5. Complete and sign enrollment forms
 - a. Consent to Treatment
 - b. Student Medical Record
 - c. Physician's Examination
 - d. Permission Forms
 - e. Community Conduct Guidelines
6. Obtain financial clearance from former 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.

At the end of every school year (beginning in 2020), each returning student will be required to submit testimony as to why he/she would like to re-enroll at LVAES (essay format, creative video presentation, or method of choice).

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.

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 in order 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).

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, our bulletin board, the Falcon Flyer, paper handouts, or social media. Please stay active and informed in our educational partnership.

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. In all that you do, respect each other's feelings, bodies, property, and established roles. No means no.
2. Do everything to the best of your ability, seeking excellence.
3. Keep your communication uplifting, necessary, and true.
4. Consider the reputation of yourself, your family, and the school.
5. Take ownership of your own actions and the reactions.
6. Seek to be the change you wish to see in the world.

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 others explosives or weapons (including pocket knives).
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. In order 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 in order 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 in order 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 on a daily basis.

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

HARRASSMENT

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 be in charge of throughout the year. It will be up to the class as a whole 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 in regards to 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

In order 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

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 pocket knives, 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-8th Grade - 8:15 a.m. to 3:15 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.