

# Peninsula Adventist School Student Handbook



**PENINSULA  
ADVENTIST  
SCHOOL**

**SHARING • LEARNING • CARING**

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## **Philosophy of Seventh-day Adventist Education**

The Seventh-day Adventist Church desires, through all of its education programs, to help prepare the youth for effective citizenship on this earth and for rewarding citizenship in the new earth.

The educational program of the church gives primary emphasis to character building and to the spiritual foundation of the life of its children and youth. Moreover, it strives to make provision for the acquisition and interpretation of knowledge which is appropriate from the secular and religious sources for mental, social, vocational, and physical development.

### **Mission and Purpose**

The primary purpose of Peninsula Adventist School is to provide Christian education for the children of the Seventh-day Adventist Church. All children are accepted with the understanding that they will be expected to uphold the standards and participate in the religious activities of the school. Although our school is owned and operated by the Seventh-day Adventist Church, we accept students from families of all faiths who desire a solid Christian education. It is our purpose to help each of our students develop a strong personal relationship with Jesus. Our Bible classes are taught from the Bible. In fact, our entire curriculum is Bible based. Our teachers are dedicated Christians who will partner with you to train your children to become more Christlike.

### **Non-Discrimination Statement**

PAS 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. PAS makes no discrimination on the basis of race, color, and ethnic background, country of origin, or gender in administration of its educational policies, admissions policies, scholarship or extracurricular programs.

## **Admission**

### **Admission Procedure**

All students who present themselves for admission to the school thereby pledge to observe willingly all its regulations, to uphold the Christian principles upon which the school is operated, and, to the best of their ability, perform all school duties assigned to them. It is also understood that should they break their pledge, they forfeit their right to attend the school. . If they are retained in the school, it is at the discretion of the faculty and of the school board.

An application packet is to be obtained from the school and filled out by new students before they are accepted to attend PAS. A \$50 non-refundable fee is to be submitted with the application. An interview with the teacher and/or principal will be completed and the name of the student taken to the board for a final vote to accept or not accept them.

For returning students, a non-refundable \$50 deposit on the next year's registration fee will be made along with the registration packet for the following year. The name of the student will be taken to the board for final approval to return.

All students registering for school will be accepted on a provisional status. The faculty will make its final evaluation during the first weeks of the school term and recommend to the school board for full acceptance or withdrawal at the first board meeting of the school term.

### **Entrance Age Requirements**

The age requirement for attending PAS is as follows

)	Kindergarten:	5 by September 1
)	First Grade:	6 by September 1

## **Academic Placement**

Appropriate academic placement of the learner is a fundamental principle of education. The following factors are to be considered in grade or level placement:

- ) Chronological age
- ) Emotional, physical, and social development
- ) Scholastic achievement as determined by:
  - o Standardized achievement test scores
  - o Teacher observation of the student's ability to reason and to express ideas logically
  - o Teacher evaluation of academic progress as indicated by cumulative records, report cards, and/or conversations with personnel of the previous school attended
  - o Student's and parents' attitude toward the SDA church and its educational system
  - o A willingness to cooperate with the school
  - o Recommendations submitted and behavior record for the previous 2 years.

A conference involving a parent and the child may be held to determine the extent to which the applicant meets the above criteria.

## **Exceptional Students**

PAS is neither designed nor equipped for special education.

PAS does not admit students experiencing discipline problems in other schools.

## **Home Schooled and Transfer Students**

Peninsula Adventist School accepts students transferring from state registered and approved home school programs. Placement tests may be given and academic credit may be considered upon proof of equal instruction. Grades from home schools may be recorded as passing.

Students transferring from another school, a home school, a non-accredited school, or a correspondence or on-line school not approved by the Pacific Union may receive credit towards graduation for those courses and be placed in the appropriate grade in accordance with our Academic Placement policy.

## **Access to and Transfer of Student Records**

A cumulative record is maintained for each student at PAS. A student's cumulative record is readily available and accessible only to authorized personnel, the student, and the student's parents. The cumulative records are kept in a locked file.

When a student transfers to another school, the cumulative, or a copy thereof, is transferred to the school where the student intends to enroll upon written request of the parents.

## **International Student Admission Requirements**

- ) A nonrefundable registration fee must be submitted with the completed application.
- ) The yearly tuition amount, drawn on a U.S. bank, must be paid in advance before an I-20 will be issued.
- ) A letter from a teacher who speaks English must be submitted to PAS stating that the student has sufficient speaking, reading, and writing of the English Language to be able to function in any of PAS's classes without too much difficulty.
- ) An international student must reside with a guardian, at least 25 years of age, whose name, address, email, and phone number is supplied on the application.
- ) An official copy of the student's transcript of at least 2 years of grades that is translated into English must be given to PAS.
- ) The student will supply an immunization record that is complete and up to date as well as a doctor's physical exam dated within six months of the desired enrollment date.
- ) The student will carry medical insurance and supply proof of their coverage to PAS.
- ) PAS's registration packet must be filled out in full.

## Academics

### Academic Integrity

Cheating is taking dishonest advantage of teachers and/or other students. Cheating includes, but is not limited to the following behaviors:

- ) Glancing during a test or quiz
- ) Non-sanctioned 'team' work on an assignment
- ) Habitual absenteeism on test/assignments days
- ) Failure to cite sources adequately on assignments
- ) Copying a research paper or assignment, changing answers
- ) Possession or use of cheat notes
- ) Stealing a paper, test, or answer key
- ) Carrying a test out of a room
- ) Copying from someone else's paper or test
- ) Excessive 'outside assistance' on an assignment
- ) Allowing another student to copy from one's examination
- ) Communicating in any way with another student during the examination including the use of digital message devices
- ) Taking photographs of a test or quiz
- ) Inventing or altering data for a lab experiment or field project
- ) Submitting another person's work as your own
- ) Not marking incorrect answers when self-grading

The general policy for a student who cheats will be to receive a grade of 0 (zero) on the work and a prompt phone call to the parent or guardian. A student who continually cheats may be asked to repeat the class during the summer and may also be suspended or expelled from school.

### Acceleration and Retention Policies

Acceleration of a student: Criteria for acceleration of a student are based on the following minimal requirements:

On the most recent standardized achievement test battery a student is expected to have a composite score at the 90th percentile or above.

The student must demonstrate satisfactory evidence of academic, emotional, and social readiness for acceleration to the school staff and to the parents

Prior written requests for acceleration of the student in elementary education (i.e. two years in one, or three years in two) must be submitted to the local conference office of education.

Written approval from the local conference office of education must be on file at the school.

The student must maintain an average or above average level of achievement on the accelerated program.

Approval Procedure for Acceleration of a Student: Procedures for the acceleration of a student are as follows:

To initiate this program the faculty and principal must submit a form/letter of application to the local conference office of education. This application must include the written consent of the parent/s.

An implementation plan showing how the student will demonstrate mastery of the subject areas in the grade levels being accelerated shall accompany the application.

The application must be approved by the local conference office of education and made a matter of record before a student is permitted to accelerate.

Retention of Students: Grade level retention is intended to provide an opportunity for a student to master basic skills required for academic success before proceeding to the next grade level, or to provide an extension of time for a student to complete the work of a single grade in two years. The decision to retain a student should be given careful consideration, evaluating a variety of factors. If circumstances should warrant retention, the following process should be followed:

Provide the identified factors in written form to the parent/guardian that indicate the need for retention.

Seek parental/guardian involvement and approval early in the school year.

Implement the procedure for grade level retention using the approved local conference office of education form.

Obtain approval for the retention from the local conference office of education.

Contact the local conference office of education for additional student retention guidelines.

### **Standardized Testing**

PAS administers the Iowa Test of Basic Skills every year in the fall. Some years the test is also given in the spring.

### **Eighth Grade Completion Requirements**

- ) The required subject areas for the completion of the eighth grade are:
- ) Bible/Religion
- ) Computer Education
- ) Fine Arts
- ) Mathematics
- ) Physical Education
- ) Reading/Language Arts (English, handwriting, spelling, composition)
- ) Science and Health
- ) Social Studies.

## **Attendance**

### **Hours of Operation**

Monday through Thursday	8 A.M. to 3:30 P.M.
Friday	8:00 A.M. to 12:00 Noon

### **Absences and Tardies**

Attendance is a legal record, and as such is maintained as part of the student's permanent record. Only legal absences will be recorded as excused. Legal absences include Dr. appointments, illness, and court appointments. Other absences such as family vacations, traffic problems, car problems, etc. will be recorded as unexcused.

State law requires that a student not be absent (excused or unexcused) more than 15% of the days that school is in session. When a student accrues 5 absences (3 tardies equals 1 absence) in a quarter, the school will send a letter of warning to the parents, reminding them that on the 7th absence they will be asked to come before the Campus Life Committee to review their son/daughter's attendance.

### **Leaving Campus Early/Release of Students**

Students are not to leave campus during the school day at any time without a written request, text, or phone call from the parent. Before leaving, a parent or other person designated by the parent must sign them out at the office. Before the student will be released, parent authorization must be received. At normal dismissal time, any person designated on the emergency release card may sign the student out.

## Financial

A financial Agreement form must be filled out yearly for each student enrolled at PAS. PAS expects parents to keep their accounts current. If a student's account is not kept current, the following steps will be taken:

- ) When an account is 2 weeks in the rear, a letter will be sent to the responsible party stating that the student has until a specific date, not more than 2 weeks in the future to bring their account current.
- ) If the account is not brought current in the time allotted, the student will be put on economic suspension.
- ) To get their child back into school, the responsible party must either bring the account current or meet with the school board's financial committee to set up a plan to become current.

If a student's account is not current, the following privileges will be withheld:

- ) Participation in field trips for which there is an additional charge (an assignment will be given instead).
- ) Participation in graduation services
- ) Participation in any activities, including afterschool) that are sponsored by the school and for which there is an additional fee.

Rates of tuition and fees are available upon request and online

## Student Health

### Immunizations

Immunization requirements of the state of California apply to PAS. Proof is required for entry to PAS and must be presented to the school office when the student initially registers.

### Physical Examinations

Physical examinations are required of all students as follows:

- ) Upon entering school for the first time
- ) At grade 7 (this shall include the scoliosis examination)

A physical examination shall be considered current, except scoliosis examination, if taken not more than twelve months prior to any of the above dates and the report is submitted to the school. A school health record is maintained in the student's health folder and transferred to the new school along with the cumulative record. (See Student Records under Privacy)

### Blood Borne Pathogens

The evidence that the risk of transmitting infectious blood borne disease, including but not limited to human immune-deficiency virus (HIV), acquired immune-deficiency syndrome (AIDS), and Hepatitis B and C, is extremely low in school settings when current guidelines are followed. The presence of a person living with or diagnosed with a blood borne infection poses no significant risk to others in school or school athletic settings.

Our response to someone with an infectious, blood borne disease will remain personal, compassionate, helpful, and redemptive.

PAS has a Blood-Borne Pathogen Exposure Control Plan which can be reviewed upon request.

### Medications

Teachers will not attempt to diagnose a health condition or give any internal medications, including aspirin, Tylenol, or prescription drugs except as indicated in the following statement.



Any student who is required to take medication during the regular school day as prescribed by a physician may be assisted by designated school personnel such as the teacher if the school has on file the following:

- ) A written statement from such physician detailing the time, schedule, amount, and method by which such medications is to be taken and,
- ) A written statement from the parent or guardian of the student indicating the desire that the school assist the student in matters set forth in the physician's statement.

Such medication must be delivered to the school in the original container bearing the pharmacy label. This label is to contain the name and place of business of the seller, the serial number and the date of such prescription, the name of the person for whom such a drug is prescribed, the name of the member of the medical profession who prescribed the drug and must bear directions for use as prescribed by the member of the medical profession.

Authorized students may carry emergency medications such as asthma inhalers, insulin, severe allergic reaction kits, or anticonvulsants. Authorization for students to self-administer medication will include the signed consent of the physician, parent and student. The school office shall maintain a list of all students on medication.

## **Communicating with Families**

### **School Publications**

School publications are to be in harmony with the philosophy and principles of the school. Such publications are to be the product of student leadership and under the direction and counsel of the staff and administration. The factors to be considered are, but are not limited to, the following:

- ) The qualifications of student body officers apply in the selection of the editorial staff of the student publications.
- ) A member of the teaching staff will be assigned to advise and screen all publications.
- ) Authorization for any publication must be obtained through staff, administration and board on the following basis:
  - o The board must initially approve the publication.
  - o Approval of the proposed budget is to be obtained from the principal.
  - o A contract, where applicable, must be approved and signed by the principal.
  - o Editorial plans are to be approved by the principal before any editorial work is undertaken.
  - o The final copy is to be approved by the principal prior to publication.

### **Parent-Teacher Conferences**

PAS will schedule a minimum of two parent-teacher conferences in grades K-8 each school year. Among the purposes of the parent-teacher conferences are the following:

- ) To report the progress of the student's in the various aspects of school experience.
- ) To gain insights from the parents that may assist the school in furthering the progress of the student.

## Christian Conduct and Appearance

### Dress Code

Peninsula Adventist School requires students to wear school uniforms Monday-Thursday. Friday is “Free Dress Day” unless otherwise indicated. Students are expected to maintain modesty in their dress at all time, including Fridays.

- ) All clothing must be modest and neat.
- ) Uniforms and other clothes are to be clean and free of rips and tears.
- ) Shoes and socks are to be worn at all times.
- ) Shoes appropriate for physical education must be worn or brought to school.
- ) Hair should be clean and neatly styled.
- ) Hats are not to be worn in the school buildings.
- ) All pants must be worn at the waist.
- ) The following are not acceptable for students who attend PAS:
  - o Torn or tight clothing.
  - o Jewelry
  - o Noticeable makeup or nail polish. If nail polish is worn, it must be clear.
  - o Music, movie, or media related clothing.
  - o Clothing with inappropriate signs, symbols, or language.
  - o Sandals or flip flops unless indicated otherwise

### Uniforms

Pants: Khaki or dark/navy blue (no cargo pants or jeans)  
Shirts: Polo type in white, navy/dark blue, or forest green (plain, no logos or writing)  
Shorts: Khaki or navy/dark blue (no cargo shorts or jeans; no short shorts)  
Jackets: Forest green PAS jackets or sweatshirts  
Hats: Hats/hoodies may be worn on the school grounds, but not in the buildings.

Girls: Dresses, skirts, skorts, or jumpers may be worn if they are khaki or dark/navy blue. Younger girls must wear shorts under dresses, skirts, or jumpers. Leggings may be worn, but shorts are still required. It is strongly suggested that leggings are worn under skorts.

If a student is not in proper uniform attire or does not adhere to the rules above, their parent or guardian will be contacted and they will be placed in isolation in the teacher’s office. When proper attire is provided, they will receive an unexcused tardy for the time they’ve missed and will return to class. If clothes cannot be provided, the student will remain in isolation and receive an unexcused absence for the day (See Attendance Policy for further information)

### Lifestyle Commitment

PAS exists to provide a Christ-centered environment where students and staff are challenged to:

- ) Love and serve their Creator Redeemer
- ) Value themselves and others
- ) Respect diversity
- ) Think critically
- ) Take responsibility for their choices

By attending our school, students choose to adopt a Christian lifestyle. Each student agrees to accept the moral responsibility associated with education in a Christ-centered school, whether on or off campus. Our school knowingly accepts and retains only those students who are willing to make this commitment. It is hoped that adherence to this commitment while at the school will extend beyond the years spent here to become a lifetime commitment to the eternal principles of honor, integrity, and morality.

The work honor is defined as a keen sense of right and wrong and adherence to action or principles considered right. The work integrity is defined as the quality or state of being of sound moral principles;

uprightness, honesty, and sincerity. The word moral is defined a capable of making the distinction between right and wrong in conduct.

Beginning in grade 5, students are required to sign the following pledge:

As a student of this school, I pledge to support the administration's efforts to provide a positive, safe, and orderly environment by promising to read, to become familiar with, and to follow the policies outlined in the Student handbook. I also pledge to choose to be a student who both on and off campus:

- ) Seeks to develop physical, mental, and spiritual energies to serve and honor God
- ) Respects and protects the rights of all people
- ) Practices principles of honesty, integrity and morality
- ) Pledges to make consistent and lasting progress toward achieving my highest academic potential
- ) Refuses to use or support the use of tobacco, alcohol or drugs
- ) Endeavors to influence and assist fellow students in supporting these ideals.

### **Sexual Harassment**

PAS is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures so school authorities may take appropriate action. Students who sexually harass others are subject to discipline, up to and including dismissal. Employees who engage in sexual harassment are subject to discipline, up to and including termination.

Definition: Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature which is offensive. Harassment can be spoken, written, physical, and/or distributed through electronic means. It includes offensive pictures, graffiti, jokes, and gestures. If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors, or activities, it is prohibited sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

**Reporting Procedures:** Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to the classroom teacher or to any responsible adult on campus. The student may also report to the principal. If the harassment comes from an adult, the student should report directly to the principal or another responsible adult. If the sexual harassment is between adults, the adult harassed should report to the principal or the Central California Conference Education Department.

### **Bullying**

All members of the school community are committed to ensuring a physically and emotionally safe environment. We strive to value the rights of all people to learn without fear.

A student shall not intimidate or harass another student through words or actions. Such behavior includes, but is not limited to, direct physical contact, such as hitting or shoving; verbal (or non-verbal digital assaults, such as threatening, teasing or name calling; and social isolation or manipulation. When such conduct is repetitive or appears likely to be repeated, it is considered bullying.

Our school expects student and/or staff to immediately report incidents of bullying to the principal. Staff members are expected to immediately intervene when they see or hear a bullying incident.

Parents will be notified when their student has been involved in acts of bullying. Students who bully may be subject to discipline. Law enforcement will be notified if appropriate.

### **“Hazing” of Students**

No staff member, student, or any other person employed by or in attendance at PAS shall concur with, cooperate, permit, or participate in any act that injures, degrades, or disgraces, or tends to injure, degrade, or disgrace any student attending the school. “Hazing” includes any method of initiation into the school or

a student organization or any pastime or amusement in connection with an activity or organization which causes, or is likely to cause, bodily danger or physical harm.

### **Weapons**

A student will not have in their possession or use a dangerous instrument or weapon on school property, in route to or from school, or at any school function or activity on or off campus. Examples of weapons include guns, either handgun or rifle propelled by air, CO2, cartridge or powder, crossbows, sling shots, throwing weaponry, fighting weaponry, knives of any kind or size, or other portable items that could be used to cause injury. Violation will result in:

- ) Confiscation of the instrument or weapon.
- ) Notification of the parents and police
- ) A hearing
- ) Suspension from school
- ) Possible expulsion from school

### **Alcohol, Tobacco, Drugs**

The following behaviors are prohibited at all times, both on and off campus.

- ) The use, possession, or supplying of illegal drugs or drug paraphernalia of any kind.
- ) The misuse of prescription drugs.

**Drug Testing:** If necessary, the appropriate procedures will be followed. Drug testing will be through a certified lab only. The cost for such testing will be borne by PAS if the test is negative. If the test is positive, the parent is responsible for expenses incurred in collecting and testing.

### **Consequences**

Any student involved in any of the above will be subject to both immediate mandatory consequences and possible additional disciplinary action or actions as deemed appropriate by the principal, and/or the school board.

### **Discipline**

PAS's discipline is designed to be redemptive, remedial, and corrective rather than punitive. Corporal punishment will not be used as a means of discipline.

The principal in cooperation with the faculty is responsible for establishing disciplinary procedures. All members of the school staff share in the responsibility for supervision of student conduct. Minor irregularities are handled by individual staff members. Repeated offenses or major infractions of school rules will be cared for by the administration, the administrative committee or the school board.

**Disciplinary Procedures:** The following progressive discipline steps have been adopted by the board, faculty and administration of PAS. A written record of the steps taken will be kept by the teacher and may be placed in the student's cumulative file if necessary.

- ) Student/teacher conference resulting in a request for the student to stop a particular behavior or attitude.
- ) A time out resulting in a partial or complete loss of morning or afternoon recess (depending on the age of the student) will be administered.
- ) A complete loss of all recesses for the day
- ) ½ day isolation in the teacher's office with a phone call to the parents or a ½ hour after-school detention (see below)
- ) Full day isolation in the teacher's office with a phone call to the parents or a 1 hour after-school detention (see below)
- ) Parent/Teacher conference resulting in the student being put on a behavior contract
- ) 2-day suspension off campus as approved by the principal (see below)
- ) Referral to the school board's discipline committee and suspension until the committee can meet.

### **Possible Disciplinary Measures**

- ) Confiscation
- ) Counseling
- ) Work Assignments
- ) Detention (isolation)
- ) Sent to Principal's Office
- ) Note and phone call to parents
- ) Suspension
- ) Dismissal
- ) Replacement of property
- ) Other

Parents and students have the right to appear before the school board to appeal disciplinary actions.

All policies and regulations announced during the school year have the same authority as those published in this bulletin.

### **Detention of Students**

Students may be detained at school for disciplinary or other reasons, one hour after the close of the regular school day. Parents will be notified of this action prior to the detention.

### **Suspension of Students**

A teacher may temporarily suspend a student from class by isolating them in their office or sending them to the principal's office, but suspension from school is to be done only by the principal. A student may be suspended for repeated offenses when other procedures have not been effective. Written evidence of prior corrective measures and parental notification should be maintained. In the case of a serious overt act or violation of school regulations, the principal may suspend a student from school, even though there has been no prior serious misbehavior. The suspension period will not exceed two weeks, except under extenuating circumstances and with consultation of the board chairperson.

### **Expulsion of Students**

Attendance at a Seventh-day Adventist school is a privilege as opposed to a right. It is conditioned on acceptance and conformance to the rules of the school.

- ) Expulsion is the discontinuance of a student from enrollment in a school by action of the school board for one or more behavioral reasons including but not limited to those listed in sections B and C.
- ) Expulsion Presumed

The following actions presume the student will be expelled:

- ) Intentionally causing serious injury to another not in self-defense.
- ) Possession of a firearm at school or school activities.
- ) Possession of a bomb.
- ) Sale or distribution of a controlled substance.
- ) Robbery (taking property from the person of another by force or fear).
- ) Assault or battery upon any school employee.
- ) Sexual assault or battery.
- ) Brandishing a knife at another person.

Continuing a student who has violated the provisions of this section shall only be done when considering the totality of circumstances including the student's history and amenability to change, the principal or school committee determines that expulsion is inappropriate and does not recommend it.

**Permissive Causes:** The following actions may form the basis for expulsion when the principal or school discipline committee, considering the totality of circumstances including the history of the student,

determines the student is not amenable to improving behavior and the student's continued presence constitutes a threat to the safety and/or welfare of the other students or a substantial disruption of the school environment.

- ) Major or repeated theft at school.
- ) Possession and/or use of controlled substances including alcohol and tobacco, especially continued use after attempt to assist the student has failed.
- ) Severe or repeated harassment, sexual or otherwise, of other students. Harassment can be spoken, written, physical and/or distributed through electronic means.
- ) Persistently advocating atheism and/or ideas that are destructive of Christian principles or the moral teachings of the Seventh-day Adventist Church.
- ) Academic non-performance.
- ) Intentionally causing serious damage to school property or other personal property.
- ) Committing an obscene act or engaging in habitual profanity or vulgarity.
- ) Willfully defying the valid authority of school personnel or willfully violating school policy.
- ) Intentionally threatening or intimidating school personnel or students. The threats or intimidation cause reasonable fear of life or well-being or materially disrupts the school environment.
- ) Acts disrupting the learning environment and school activities.
- ) Sexual misconduct or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of the Seventh-day Adventist Church.

**Procedure:** The principal or school discipline committee makes a recommendation of expulsion to the school board. The student and parents/legal guardian shall be notified of the recommendation and of the right to a hearing. The school board/hearing body makes the final determination after completion of a hearing, if requested. The student is suspended from school during this process.

**Hearing:** If requested in writing by the student or the parents or legal guardian of the student, a hearing shall be conducted. The hearing shall be conducted by the school board or a committee authorized by the school board. The body conducting the hearing shall make the final decision. The following procedures shall be used.

- ) The student and parents/legal guardian shall be given notice. The notice shall include:
  - o The fact that expulsion is being recommended.
  - o The factual basis for the expulsion.
  - o Any written documents that shall be used by the school board in deciding the issue.
  - o A copy of this policy.
  - o The time and place of the hearing and the body conducting the hearing.
  - o Deadline for receipt of written request for a hearing.
- ) The hearing is closed. Only members of the board/committee may attend. The parents/legal guardian and student may be present until the conclusion of the evidence. The student may have persons who have relevant evidence speak to the committee. These persons shall be excluded except during testimony.
- ) At the hearing the principal or a school representative shall present the recommendation for expulsion and the evidence supporting the recommendation.
- ) The student and parents/legal guardian may:
  - o Hear the evidence.
  - o Ask questions of any witnesses or the school representative.
  - o Present relevant evidence including witnesses.
  - o Make a summary statement.
  - o The body conducting the hearing shall, at the conclusion of the presentation of evidence and statement on behalf of the student, dismiss the student and parents/legal guardian. No further evidence shall be presented. The body shall deliberate and reach a conclusion. This decision is final.

## General

### Accreditation

Peninsula Adventist School (PAS) is accredited by The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc. (AAA) is the denominational accrediting authority for all educational institutions and programs operated in the name of the Seventh-day Adventist Church. It fosters close cooperation among the educational institutions of the Adventist system and effective working relationships with other educational organizations or institutions, accrediting agencies, and government departments of education.

The AAA provides a process by which the educational community holds PAS accountable for its own objectives. It assures the church and constituency that PAS offers programs of quality, provides professional personnel who meet both church and national standards, and is the basis for reciprocity among Adventist schools. Our regular evaluation process contributes substantially to the improvement of the total school program, clarifies the significance of the school as the church in action, and provides opportunity for involvement of the church community.

### School Board

The school board meets at a regular time and place during the school year and as often as needed during the summer months. PAS board meetings are open meetings, except when sensitive topics are being discussed. In this instance, the board chair may call for an executive session, which is a closed meeting of the board when only the regular and ex officio members are present. The board may, however, invite interested persons to be present to provide needed information. However, such persons will be excused prior to discussion and vote by the school board.

**School Board Membership:** The school board shall be composed of members of the Seventh-day Adventist Church who represent a cross section of the school constituency and who are supportive of Seventh-day Adventist education. This membership includes as voting members the chair, vice-chair, executive secretary (the principal), and pastoral representation from the constituent churches based on the school constitution. In addition, the board includes local conference officers and union office of education personnel as ex officio voting members.

The school board members (other than ex officio members) are elected by the constituent churches in accordance with the school constitution. School employees are ineligible for membership on the board.

School board contact information is available and will be given upon request.

### Mandatory Reporters of Child Abuse/Sexual Harassment

Child abuse is a criminal offense and will be dealt with as such. All employees of PAS are required by law and will report cases of known child abuse, observed child abuse, or suspected child abuse to the local Child Protection Services Division immediately. Such employees are protected from retaliation and civil or criminal liability.

### Custody Disputes

When there is a court document outlining custody arrangements, a copy should be provided to PAS. The school will abide by the specifications of such a document. The school will remain as neutral as possible in any custody dispute. In any legal dispute between parents, school personnel will provide information to the courts, attorneys, parents, or their agents only in response to a lawful summons or subpoena.

### Disaster Plan

PAS maintains an annually reviewed and updated Disaster/School Crisis Preparedness plan. Any person may obtain a copy of this plan by requesting one from an employee of the school. Each classroom maintains a small first aid kit, and a cache of supplies for the whole school which includes water, first aid, sanitation, tools, and food according to the recommendation of the Red Cross. Emergency drills are conducted on a regular basis throughout the school year.

## **Electronics**

Nonverbal, oral or written communication, on and off campus, including video, pictures and graphics on classroom computers, personal computers, smart-phones or other devices, must demonstrate a positive purpose and basic Christian principles of decency. Should the school become aware that a student has been communicating inappropriate content on or off campus or misrepresenting the Christian values of the school in communication the student will be subject to disciplinary action.

Students may not carry cell phones, apple watches, or any other device during the school day without the express permission of the teacher.

## **School Telephone**

The school telephone is used for school business and may not be used by the students except in emergencies and with permission from their teacher. Parents and others finding it necessary to call the school for either the child or the teacher should do so before or after school or at lunch time. Neither students nor teacher will be called from classes except in emergencies. Arrangements for rides or other school activities should be cared for outside school hours.

## **Field Trips**

All PAS field trips are educational in nature and are approved by the school principal (or the school board if the principal is not available) on the basis of a written request which includes the following:

- ) The purpose of the field trip or activity
- ) Transportation arrangements
- ) Insurance coverage of vehicles and students
- ) Safety requirements
- ) Parental consent
- ) Supervision arrangements

Parental permission may be obtained either by telephone or written note. All vehicles used whether PAS employee-owned or parent owned are required to carry automobile insurance coverage as established by the Central California Conference (CCC).

At times, a teacher will schedule a field trip for their class which may or may not require fees for such as a ticket, transportation, or other that is directly related to the field trip. All drivers for the trip will complete the required background check (Verified Volunteers).

Care for the safety of students for off-campus activities shall include:

- ) Supervision Each off-campus activity and tour is to be planned, organized and conducted so as to ensure the health and safety of students. A reasonable number of adult sponsors is to be provided for an off-campus tour or activity based on the policy adopted by the local conference board of education.
- ) In order for a student to participate in off-campus tours and activities, a consent form must be signed by a parent or guardian.
- ) Transportation for the off-campus activity will follow the transportation policy.

## **Transportation**

All school sponsored activities that includes the operation of vehicles to transport students must have at least one adult authorized by the school administration to ride in and be the driver of each vehicle used for the tour or activity. An additional adult driver is to be designated for longer trips. Private-owned Vehicles – Non-employee Private-owned vehicles of non-employees used for off-campus activities and tours are required to carry required coverage established by the local conference board of education.



## Internet Usage

We are pleased to offer to our students access to the school network for electronic mail and the Internet. Access to the Internet will enable students to explore thousands of libraries and databases while exchanging messages with Internet users around the world.

While our intent is to make Internet access available to further educational goals and objectives, students may, on their own, find ways to access other material as well. We believe that the benefits to students from access to the Internet exceed any disadvantages. However, the school supports and respects each family's right to decide whether or not to apply for the school's Internet access.

Students are responsible for good behavior on school computer networks just as they are in the classroom or school campus. Communications on the network are often public in nature. General school rules for behavior and communication apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and responsible behavior is expected. The school has the right and duty to monitor and restrict both the amount of time online and the site visited. This responsibility extends to any communication to or from sites.

It is not possible to list all activity that is not permitted, but the following are examples of unacceptable behavior that extends to all technology:

- ) Playing games that are not authorized by the teacher such as those containing violent or sexually inappropriate content
- ) Sending or displaying offensive messages or pictures
- ) Distributing personal information about yourself or any other student on sites using chats, blogs, social networking, or email.
- ) Arranging a meeting with an online contact without school or parental approval
- ) Using obscene language
- ) Harassing, insulting, or stalking others
- ) Damaging computers, computer systems, or computer networks
- ) Violating copyright laws
- ) Using another person's password or sharing your password with others
- ) Browsing in another person's folders, work, or files
- ) Using profiles or any other technology to bypass the school's filtering, including using other wireless networks such as mobile hot spots, etc.
- ) Intentionally wasting resources
- ) Using the network for commercial purposes

## Law Enforcement Involvement

In the case of suspicion of possession of weapons, controlled substances, and/or refusal to comply by the student, law enforcement may be called to mediate or investigate the incident. The student may be immediately suspended pending further investigation. Parents will be notified when it has been necessary to involve law enforcement.

## Privacy

Your privacy is important to the school and is understandably an area of concern for every student and parent/guardian. The school values your right to privacy and seeks to preserve and protect it. However, your right to privacy is not unlimited. This policy seeks to explain how your information is collected and used and also to define your privacy rights as a student or parent/guardian at this school.

**Personally, Identifiable Information:** As part of the admissions process, and throughout a student's enrollment, the school will occasionally request personally identifiable information from students and parent/guardians. This will likely include, though not be limited to, the students' and parents/guardians' names, addresses, email addresses, phone numbers, and the student's date of birth and social security number. The school will also generate personally identifiable information about its students in the form of

student records, which may include academic records, health records, and disciplinary records. This information is necessary for the school to provide its services to its students and parents/guardians and will only be utilized by the school or its agent for that purpose. For more information, see the policies on student records.

The school does not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist the school in conducting its business or providing its services to you, so long as those parties agree to keep this information confidential. We may also release your information when we believe rerelease is necessary to comply with the law.

The school may desire to publicize student participation and achievement on its website or in its publications. This may include school utilization of photographs, videos, writings, and voice or performance recordings of a student or parent for educational, promotional, and/or athletic purposes in the school's promotional materials, newsletters, press releases, website, videos, media outreach, and other such publications. Unless students/parents/guardians formally opt out on the Digital Media Release form, they agree to permit such use by the school.

### **Student records**

This school is a private religious school that does not accept federal funds. As such, it is not subject to the provisions of the Federal Educational Rights and Privacy Act (FERPA). However, your records will only be readily available and accessible to authorized personnel, the student, or the parent/guardian

### **School property**

School property includes, but is not limited to, desks, lockers, school computers or electronic devices, classrooms, common areas, school athletic equipment, school vehicles, and other property owned or controlled by the school. Students have no privacy rights or expectation of privacy in the utilization of any school property. The school may search school property at any time for any reason pursuant to the school's search and seizure policy. See the search and seizure policy for more information.

### **Revisions to policies**

The policies in this handbook may be changed from time to time by the school. Changes will be made available either online or in writing and continued enrollment in the school constitutes your acceptance of any changes to the policy.

### **Search**

The school search policy is effective for all students in attendance. This policy is designed to balance the privacy of the individual student while allowing school officials to maintain a safe environment for all students. The school administration has the right and responsibility to conduct (in the presence of an adult witness, when possible) a search of student property, including the student, a student's automobile, clothes, and/or backpack (or similar personal items) when there is reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, or other contraband in violation of a school rule, school policy, or law. A student's personal computer, tablet, smart-phone, or other technology may also be searched when there is reasonable suspicion that the devices contain information relevant to a serious violation of a school rule, school policy, or law. The school will use reasonable efforts to make the search minimally invasive and targeted.

School property may be searched at any time for any reason, School property includes, but is not limited to, desks, lockers, school computers or electronic devices, classrooms, common areas, school athletic equipment, school vehicles, and any other property owned or controlled by the school. Students have no privacy rights or expectation of privacy in the utilization of any school property.

Law enforcement may be contacted, where appropriate, before, during, or after a search. When appropriate, the school may report violations of law to appropriate authorities.

Parents will be notified after any search.

## **Student Officers**

Student officers for all co-curricular activities and class organizations must meet the following qualifications and standards:

- ) Faculty approval – Officers must be selected with the approval of the faculty and must meet specified standards of citizenship, scholarship, reliability, cooperation, and leadership.
- ) Standards – Officers must live in harmony with the distinctive standards of Seventh-day Adventist church and schools.
- ) Leadership preparation – Officers must have leadership preparation under teacher direction for assigned responsibilities.

## **Student Organizations**

**Class organizations:** The purpose of class organizations is to provide for spiritual and social activities, to foster school spirit, and to afford training for leadership. Any student put in a leadership position of a class must qualify according to the qualifications and standards set forth in the Student Officers section of this handbook.

**Clubs and Special Groups:** Clubs and other special groups may be organized as student and staff interests, needs, and abilities may warrant. To obtain authorization for such an organization:

- ) Board, administration, and staff approval must be acquired
- ) Purposes objectives, or goals must be clearly stated, and these purposes must be in harmony with the philosophy and objectives of the school.
- ) Officers must meet the standards and qualifications set forth in the Student Officers section of this handbook.

## **Student Withdrawal**

Following the withdrawal or severance of a student who is required by state law to be enrolled in school, the school principal is to ascertain that the student has entered another school as stipulated by law. If the student fails to do this within the required time period, it is the responsibility of the school principal to notify the attendance officer of the local public school district.

Following the withdrawal or severance of any non-resident student enrolled on a student visa, it is the responsibility of school administration to notify the appropriate immigration officials according to current immigration law.

## **Volunteers**

When involving a non-Seventh-day Adventist member as a volunteer to serve as a teacher aide or for any other special purpose, it is the responsibility of the school administration and/or school board to determine that such an individual represents the stands of the Seventh-day Adventist church. All volunteers must take the Verified Volunteer course which includes a background and a driver check.

## **Guidelines for Parental Concerns**

These guidelines are based on counsel given to Christian believers in Matthew 18. A strict adherence to these Biblical principles will advance the general goodwill and safeguard relationships in our school, church and community. The numbering of items listed represents progressive steps leading up to resolution.

- ) Meet with the teacher/principal alone or as a family before discussing the problem with another individual.
- ) Take the unresolved complaint to the Principal requesting assistance in resolving the problem by meeting with the teacher. Assurance must be given that step one has been followed.
- ) Unresolved complaints will then be referred to the school board by the Principal or Board Chairperson.
- ) If necessary, the Board Chairperson will refer the complaint to the Central California Conference Superintendent of Education for assistance in determining a course of action.
- ) Final appeal will be made to the PAS School Board.