



Chowchilla Adventist School
Handbook
2021-2022

22310 Road 13, Chowchilla, CA 93610

Phone 559-665-1853 Fax 559-665-0612 www.ChowchillaSchool.org

Our Mission Statement

Chowchilla Adventist School is where faith and education grow.

About Our School

The curriculum of Chowchilla Adventist School (CAS) conforms to the requirements established by the North American Division of Seventh-day Adventists Office of Education, the Pacific Union Conference Office of Education, and Central California Conference Board of Education. Because CAS is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc., the grades and credits earned at CAS are accepted in all Seventh-day Adventist and public schools.

Our school is operated locally by a School Board, elected by the Chowchilla Seventh-day Adventist Church. The School Board meets on a monthly basis and is responsible for the fiscal and general operation of the school while the principal is responsible for the day-to-day operation. The Board sets tuition and fees and receives additional fiscal support from the church to meet the financial obligations of the school. Additionally, the Board, in counsel with the principal, teachers, and Central California Conference Office of Education, develops the operating procedures, discipline and behavioral guidelines, and all other rules and regulations.

In October of 2011, the North American Division of the Seventh-day Adventist Church passed Working Policy FB-20[1], which mandates training and background screening for all church volunteers who work with children/youth in all Seventh-day Adventist ministries. Mandated Reporter Training is required for all school staff and any person who volunteers at the school and has direct supervision of students, outside of direct supervision of the teacher, in excess of 10 hours per month. Options include *Sterling Volunteers* and <http://educators.mandatedreporterca.com/default.htm>. Verification of completion is to be submitted to the school principal within their first thirty days of employment or volunteering and annually thereafter.

Our School Exists...

- To show students the love of Jesus Christ.
- To provide opportunity for students to accept Christ as their Savior and transform their lives.
- To point students heavenward, so they aspire to eternity through knowledge and the miracle of grace.
- To encourage the development of Christian values and character so that students may become morally upstanding leaders in society.
- To encourage good character with an emphasis on trustworthiness, respect, personal responsibility, fairness, and caring.
- To promote a high level of academic achievement with emphasis on independent thinking and problem solving.
- To provide curriculum and learning opportunities based on individual needs, in which each student can realize his or her full potential as a whole person.

Statement of Non-Discrimination

Chowchilla Adventist School 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. Our school does not discriminate based on race, color, ethnic background, country of origin, or gender in administration of its educational policies, admissions policies, and all other school-administered programs.

Special Needs Students

Our school may not be equipped to meet the special needs of some students. Admission may not be granted if a student's needs cannot be appropriately accommodated.

Admission Information

Our school welcomes applicants who are in harmony with our objectives and who can endeavor to live according to these standards. It is the school's goal to provide every student with a quality education.

Students are eligible for admission subject to the following requirements:

- Evidence from the student and parents/guardians of a desire to receive an education that reflects Christian objectives and philosophies.
- Evidence of satisfactory behavior, including no suspensions or dismissals, in the last year, in previously attended schools.
- Evidence of satisfactory scholarship in previously attended school. Academic testing may be required to assist in proper placement.
- Evidence of a desire to succeed academically.
- Evidence of parent/guardian's willingness to actively support their child's academic, social, and spiritual progress.
- A commitment from parent(s)/guardian(s) to fulfill all financial obligations to the school.

Age Requirements for Entrance

Per California State Law, a student must be at least six years of age by September 1 of that school year to enter first grade and five years of age to enter kindergarten.

Application Process

Application paperwork can be obtained online, (www.ChowchillaSchool.org) or from the school and is to be submitted to the school office. Students are considered accepted for admittance and eligible to attend after all application paperwork is fully completed and submitted and the school board has approved enrollment.

Paperwork/Requirements include:

- Application signed by both student and parent/guardian
- Copy of Birth Certificate (new students)

- Records Release Form (new students)
- Students Medical Record/Health Exam (new students and 7th graders)
- Consent to Treatment completed by parents/guardians
- Health Information completed by parents/guardians
- Current Immunization Records with all shots up-to-date
- Computer/Internet Acceptable Use and Security Agreement signed
- Photo and Video Release Form signed
- Financial Agreement completed or other financial arrangements made
- Accounts from the prior school year(s) paid in full

Probation Period

All new students are admitted under a mandatory 90-day probationary period. During this time, the staff will monitor and review the student's behavior and academic progress. Students and parents have this time to determine the value of attendance at the school. In most cases, the lifting of the probation takes place without specific notice. The school board reserves the right to dismiss any student whom they feel may not be benefited by attending our school or who is not positively contributing to the school environment.

Financial Policies

Chowchilla Adventist School operates as a nonprofit institution and is supported by three sources: tuition payments from parents, subsidies from the Church, and subsidies from the Central California Conference of Seventh-day Adventists. Acceptance to the school is granted and continued to those families demonstrating timely financial responsibility to the school.

Our school makes every effort to keep the school charges as low as is consistent with good business management. The total cost of the establishment and operation of the school is not covered by tuition. Members of the church support the school and invest a large amount of money yearly to equip and maintain our school as a service to the children and families of our community.

Financial Responsibility

Before a student is enrolled, a parent or guardian must accept financial responsibility by signing a financial agreement. It is expected that parents/guardians understand and meet their students' financial obligations. If parents need financial assistance, it is the responsibility of the parents to find financial sponsors. The CAS Board has taken action that the school will not carry long-term unpaid accounts. Arrangements must be made prior to registration or **at the time assistance is needed**, and before the account becomes delinquent.

Students and their parents/guardians are expected to pay all tuition, fees, or fines within 30 days of being assessed unless prior arrangements have been agreed upon and approved by the Finance Committee. If not paid within 30 days, the account is considered delinquent. Once an account is delinquent, the school treasurer will immediately send a notification to the person(s) financially responsible. If the account is not immediately brought current or arrangements are not made and approved by the finance committee, the student will be unenrolled from the school effective the first day of the next calendar month. Re-enrollment may be allowed, with Finance Committee approval once the account balance is brought current.

Registration Fee

A non-refundable reservation fee of \$150 is due by April 30, 2021. A discount of \$150 will be applied to the 10th and final payment.

Tuition

Tuition is based on a yearly fee divided into ten equal payments of \$390, August-May. The first payment is due prior to the first day of school. The other nine payments are due by the 20th of each month. All payments must be submitted by mail or in person unless pre-arrangements have been made and approved by the finance committee. Accounts will be considered delinquent after 30 days. A \$25 fee will be charged for all returned checks.

Discounts

The annual tuition fee is \$3,900.00 per student. Based on this tuition amount, discounts that may be applied (only if registering for the ENTIRE school year) are as follows:

- Registration and tuition paid-in-full -\$150
- Tuition for a second student from the same family -\$150
- Tuition for third and additional students in the same family -\$300
- Kindergarten Scholarship from Pacific Union Conference -\$250

Tuition Assistance

When requesting aid, parents/guardians are encouraged to have a definite plan as to the amount they can reasonably contribute. To apply for tuition assistance the family must demonstrate a financial need. A financial aid assessment is available at <https://online.factsmgt.com/aid> and must be completed for assistance to be considered by the school Finance Committee. A financial plan will be worked out prior to registration. A student's academic records, attendance, general conduct, and general leadership ability are considered. New assessments must be completed each school year.

If tuition assistance is approved, it is contingent upon the student(s) meeting the academic standards of the school by maintaining a minimum of a 2.0 GPA. The student must also model Christian conduct and not behave in a manner that leads to disciplinary actions. Failure to maintain academic and behavioral standards may result in the loss of tuition assistance. If tuition assistance is lost, parents will be expected to begin paying full tuition immediately. Failure to do so will result in the account becoming delinquent and processed as outlined under "Financial Responsibility."

Other Fees

There are other charges that may occur during the school year. These may include but are not limited to field trips and other extracurricular activities.

School Hours

School begins each morning at 8:00 a.m. Students should arrive for school no earlier than 7:45 a.m. Parents/guardians are responsible for students who arrive at the school before the opening of school and at any other time school is not officially in session.

School is dismissed at 3:00 p.m. Monday through Thursday. Friday dismissal is at 12:30 p.m. with no lunch break. Your child must be picked up no later than 15 minutes after dismissal unless other arrangements have been made. Teachers have responsibilities after class time so please respect their time.

Attendance

Students are expected to have regular and prompt attendance at school and all special school events. Please try to schedule medical, dental, and other appointments outside of school hours whenever possible.

Absences are excusable under the following:

- Death in the immediate family
- Illness -- if a student is sick more than three consecutive days, s/he must have a signed note from the doctor

Absences can be cleared by providing a note signed by the parent/guardian or for medical excuse a doctor's note on the day the student returns to school.

Uncleared absences become unexcused three (3) days after the student returns to school.

If a student must be absent, parents are to notify the school and make arrangements with student's teacher to receive missed work assignments. Parents of students who expect to be absent for three or more days, are to contact their teacher to request make-up work prior to their absence. Students have one (1) day for each day with an excused absence to make up missed work. Work for unexcused absences will be made up at the discretion of the teacher.

Absenteeism and frequent tardiness negatively impact a student's learning process. The time lost in the classroom cannot be made up. Students who are absent more than 30 full days, in any attendance year, may be recommended for dismissal.

Truancy: Students who are classified as habitually or chronically truant may be referred to the School Board and to the District Attorney to take appropriate action.

Standards of Conduct

Christian standards of conduct are upheld at CAS. The high moral principles of respect to God, others, and self are expected. These standards are designed to enhance the school's learning environment and provide a setting where children can reach their fullest potential. The learning environment is improved when students are courteous, obedient, and respectful of each other and school property. It is our desire that teachers be allowed to teach, and students be allowed to learn.

All students are expected to:

- Always exhibit proper conduct and good citizenship.
- Perform at a level consistent with the student's individual ability and grade.
- Respect authority of the staff.
- Cooperate with teachers and other students.
- Complete all assigned work on time.
- Demonstrate academic honesty.
- Be regular and punctual in attendance.

Discipline Procedures

Our school has high expectations that our students will avoid inappropriate and negative behavior as it can lead to disciplinary actions. Behavior violations will be documented. Any time there is a serious misbehavior there will be immediate intervention by the principal and the school board may become involved.

Consequences May Include:

- | | |
|---|---|
| <ul style="list-style-type: none">• Loss of Privilege• Recess Detention• Lunch Detention• Time in another classroom• Parent Contact | <ul style="list-style-type: none">• Conference with Student• Conference with Student and Parent• Student Behavior Contract• Suspension• Expulsion |
|---|---|

No Harassment Policy

Chowchilla Adventist School is committed to providing a school environment free from harassment for all students. Incidents of harassment should be reported in accordance with these procedures so that school authorities may take appropriate action. Students who sexually or otherwise harass others are subject to discipline up to and including expulsion. 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 sexual nature that is offensive. It can be spoken, written, or physical behavior. It includes but is not limited to offensive pictures, graffiti, jokes, and gestures.

Reporting Procedures: Students who experience sexual or other harassment should report the incident to school authorities as soon as possible. If the harassment is between students, the student should report the incident to the classroom teacher. The student may also report to the principal. If the harassment comes from an adult, the student should report to the principal or another responsible adult.

Information and Notification

The school utilizes group texting, email, and/or our website www.ChowchillaSchool.org to help us inform you of what is going on in our school. Parents/Guardians will receive messages regarding upcoming events and other important notices.

School Dress Code and Uniform

Basic uniform:

- Khaki, navy-blue pants, or dark jeans, shorts (knee length)
- Additional for girls - khaki or navy-blue skirts or dresses (knee length)
- Plain polo shirts (no stripes or logos)
- Collar must be showing at all times

The general requirements are:

- All clothing should be neat, clean and in good repair. Students should not come to school with clothes with holes in them.
- Clothing should be modest and must be worn as was traditionally intended. Pants must be worn around the waist. Shirts must be sufficient to conceal undergarments and torso at all times. Since students may spend time sitting on the floor, leggings or shorts may be worn under skirts.
- Hair should be natural in color.
- Pupils must dress safely. For example, shoes or footwear which is secured at the heel at least by means of straps must be worn at all times at school and during school activities.
- Hats, caps, sweater hoods, beanies, and other head coverings may be worn outside only.
- Free-dress Friday clothing should be of good quality and free of inappropriate artwork, phrases, or logos. This includes anything that in the judgment of school staff does not represent the standards of the school. Leggings worn on Free Dress Friday are appropriate as long as upper thigh is covered (ask for clarity if needed).
- No jewelry is to be worn at school.

If a student arrives and is not in proper uniform, their parent will be contacted. They will be expected to change into proper uniform to remain at school. If they do not remain, this will be an unexcused absence. If school time is utilized to bring the student into compliance with the uniform policy, this will be an unexcused tardy.

General Information

Electronics and Cell Phones: All cell phones and electronic games and accessories can be disruptive to an academic environment. No cell phones or personal electronic devices will be allowed during the school day without direct teacher approval, this includes laptops. If a student must have a cell phone, s/he is to keep the phone off during the school day. If electronics are visible or heard during any time they are not approved for use, they may be confiscated for the remainder of the school

day. An offense will result in a \$5 fine which must be paid for the electronic device to be returned. (These funds will be placed in the school fundraiser account) Parents/guardians are to be aware the school is not liable for phones or any other electronic devices that are brought to school.

Emergency Procedure: Information given to the school on the registration forms will be used in the event of a student's injury or illness. In case of serious injury, the school will attempt to contact a parent/guardian as listed on the Consent to Treatment form. If no one can be reached, and in the judgment of the teacher and/or principal immediate medical attention is necessary, medical aid will be given or summoned. Parents/Guardians will assume financial responsibility for care.

Injuries at School: Students who have accidents while at school should report it immediately to their teacher. Failure to do so may jeopardize a successful insurance claim.

Food and Drinks: In an effort to model healthful life habits, when CAS has a shared lunch program, only vegetarian ingredients will be served. Depending on individual students' confidential allergies, you may be informed of allergens that must be avoided at school. Energy drinks, over-the-counter stimulants, caffeinated beverages, or soda are not beneficial to children and are not allowed for their consumption on campus.

Foggy Day Schedules: Our foggy day schedule is based on the Alview-Dairyland School District. You will find the school delays/closures listed on the local ABC, CBS and PBS television stations. If Alview-Dairyland is listed, we will have a one-hour delay or when the driver feels it is safe to proceed. As we all know, fog is very uneven, so during fog season please check to see if Alview-Dairyland has a school delay. When these days are called, do not bring your student(s) to school at the normal time. It should be remembered that if the fog is heavy enough that students should not be transported, then it is not safe for teachers to drive either.

Grades: The school year is broken into quarters that are typically 9-10 weeks in length. A progress report is sent home after each quarter has ended and grades have been calculated. Parent/Teacher Conferences are scheduled after the first and third quarters. It is important for parents/guardians to make and keep these

appointments. Parents/Guardians are welcome to contact the teacher for additional conferences if desired.

Eighth Grade: A student must have passing grades to receive a diploma and participate in graduation. A certificate of attendance will be given to a student with failing grades.

Internet: Since the network and electronic devices are provided for students to conduct research and communication with others, access is granted to students who agree to act in a considerate and responsible manner and parent/guardian permission is required. Access to the internet is a privilege, not a right. Students are responsible for Christian behavior and communication. The school takes very seriously the responsibility for appropriate use of the network. Inappropriate use will result in a loss of those privileges.

Medication: If your student needs medication during the school day, please have a doctor's note along with instructions of time and dosage. The medication should be in the original container and given to your child's teacher. At no time is a student to have medication, prescription or over the counter medication, in his/her possession at school.

Safety Drills: Safety drills such as fire, earthquake, or lockdown, are held monthly.

Testing: All students are tested three times each school year—fall, winter, and spring. The results of these nationally normed achievement tests, "Measure of Academic Progress," (MAP) will aid the teachers in tracking the progress and needs of the individual student.

Textbooks: Students are responsible for textbooks, electronics, and materials that are assigned/checked-out to them. Parents/guardians will be charged and must pay the replacement cost for school property that is lost, stolen, or has excessive wear and/or damage (water damage, cover/spine damage, writing in the book, broken screen, etc.).

Visitors: All visitors are to sign in and out with a teacher when they come on and leave the campus. The best approach is to contact the teacher to schedule an appointment so the greatest benefit can be gained.

Home School: We may be able to provide opportunities to enrich the home schooler's education through participation in a supplementary class or classes. You can request a hand-out of guidelines and charges from the principal.

Policy Changes:

Deletions, modifications, or additions to the policies in this handbook may occur at any time. All changes will be communicated by traditional mail, email and/or posted on the school website. All policies sent home via mail or email shall have the full effect of policies published in the School Handbook.