



Kindergarten – Grade 8

**2020-2021
School Bulletin**

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www.lodisdaelem.org

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Lodi Seventh-day Adventist Elementary School

2020-2021 SCHOOL CALENDER

First Day of School – Minimum Day	August 13
Back to School Night	August 19
Labor Day – No school	September 7
Fall Family Fun Day – Sunday (counts as a school day)	September 20
Fall Break	October 5-9
Fall Music Program – Winnie-the-Pooh (Tentative)	October 18
End of First Quarter	October 23
Beginning of Second Quarter	October 26
Parent-Teacher Conferences – Minimum Days	November 4-5
Thanksgiving Holiday	November 23-27
Christmas Program (Tentative)	December 10
Christmas Holiday	December 21 – January 1
School Resumes	January 4
End of Second Quarter	January 8
Beginning of Third Quarter	January 11
Martin Luther King, Jr. Holiday – No School	January 18
President’s Day – No School	February 15
End of Third Quarter	March 19
Spring Break	March 22-26
Teacher In-Service - No School	March 29
Beginning of Fourth Quarter	March 30
Parent-Teacher Conferences – Minimum Day	April 1
School-wide Picnic	April 18
Spring Music Program (Tentative)	May 6
Kindergarten Graduation	May 25
Eighth Grade Graduation	May 27
Last Day of School	May 28

<http://www.lodisdaelem.org>

(Calendar subject to change – Check online Google calendar on our website and watch newsletter for changes)
Updated: 6/1/20

PHILOSOPHY

Lodi Seventh-day Adventist Elementary School is part of the worldwide Seventh-day Adventist educational system. The Seventh-day Adventist school system is the largest Protestant parochial school system in the world.

Our Academy in Lodi started in 1908 and shortly after the elementary school was established on the Academy campus. In 1946, a separate campus for grades K-8 was built on Garfield Street. Then in 1986, the present facility was constructed. The constituent members of the English Oaks, Fairmont, and the Lodi Spanish Adventist Churches have invested over 1.5 million dollars and continue to support this school financially, in order to provide a facility that will encompass all areas of learning.

Lodi SDA Elementary School is a ministry of the constituent churches in the Lodi area. It is jointly operated by these constituent churches and the Northern California Conference of Seventh-day Adventists. The churches provide the financial basis, while the Office of Education of the Northern California Conference supervises the instructional process. The school is accredited by the National Council for Private School Accreditation, the North American Division of Seventh-day Adventists, and by the Pacific Union Conference of Seventh-day Adventists.

Lodi SDA Elementary School is structured on the tradition of Seventh-day Adventist education—the harmonious development of the physical, the mental, and the spiritual powers—to restore in human beings the image of their Creator. This educational tradition is the center of all academic instruction.

Core Values

The following core values indicate the high esteem and respect that is placed on the infinite worth of every student. Our school exists:

- To assist students in developing a closer relationship with Jesus Christ.
- To promote a high level of academic achievement with emphasis on independent thinking, problem solving, cooperation, and self-control.
- To provide an atmosphere of learning in which students can realize their full potential.
- To provide an environment conducive to the development of Christian values and character.
- To encourage students to assume a growing responsibility for unselfish service to the community.
- To celebrate the diversity of students in living and learning.
- To assist students in choosing responsible actions and attitudes.

Mission Statement

Successful students at Lodi Seventh-day Adventist Elementary will develop in wisdom and stature and in favor with God and man. (Luke 2:52)

Wisdom: Mental

- Complex thinkers
- Culturally accomplished scholars
- Effective communicators
- Creative problem solvers

Stature: Physical

- Physical fitness participants
- Positive lifestyle advocates

Favor with God: Spiritual

- In a saving relationship with Jesus Christ
- Mature through discipleship and service activities
- Participants in Christian fellowship
- Leaders through service activities

Favor with Man: Social

- Respectful of diversity
- Loving towards a lonely world
- Compassionate in communication with others
- Responsible in citizenship

ADMISSION

Lodi SDA Elementary School welcomes all students who desire a Christian education. Students and families who support the principles and conduct of Christian education and wish to contribute to the development of this Christian community should apply. The school will not knowingly admit or retain those who are not in harmony with these principles.

Applications for admission are available for new students online through our school website (www.lodisdaelem.org). Current students must re-enroll through RenWeb each year.

The school enrolls students:

- Who are in harmony with the school's goals and philosophy
- Who will abide by the policies and rules set forth in this handbook or in the future supplements to it
- Who have met the specified application, immunization, and medical requirements
- Who will benefit from the school's program
- Who will not interfere with the attainment of the educational goals of the school or the education of other students
- Whose parents/guardian will not display behavior detrimental to the school, teachers, or students
- Whose families keep their financial accounts current

Non-Discrimination Statement

Lodi SDA Elementary School admits students of any race, color, religion, national or ethnic origin with all the rights, privileges, programs and activities generally made available to every student. It does not discriminate on the basis of race, color, religion, national or ethnic origin, or gender in administration of its educational policies, admission policies, scholarships and other school-administered programs.

Kindergarten Entrance

Children may be admitted to kindergarten if their fifth birthday is on or before September 1 of the year of enrollment and they must have passed a readiness assessment evaluation. Students entering kindergarten must show proof of age (birth certificate).

First Grade Entrance

Children may register for first grade if their sixth birthday is on or before September 1. First graders who did not attend kindergarten must also show proof of age (birth certificate).

Admission Procedures- (Two Part Process)

Part A

1. Complete and submit online student application. Providing false or misleading information may be grounds for denial of admission.
2. Interview with the principal/teacher. Bring the student's most recent report card and standardized test results (copies are acceptable).
 - Report card
 - Standardized Test Scores (if applicable)
 - Previous IEP/SST (if applicable)
3. Assessment
4. Admissions Committee evaluation/Acceptance letter
5. Initial Grade Placement - RenWeb online registration information sent to parent

Part B

6. Complete Registration online including all required documentation.
7. Submit all medical, health, and immunization records. Complete all necessary forms.
8. Parent/Student Agreement Form - signed and returned to school
9. Financial Approval
10. Pay registration fee and first month's tuition.
11. Visit your child's classroom and meet the teacher.
12. All new students are admitted on a nine-week probationary basis.

Re-admissions Policy

Our goal at Lodi SDA Elementary School is that each student enrolled will have a positive and successful experience. On occasion, however, we may not be able to meet the needs of a given student for reasons beyond our control. It is our responsibility to carefully consider the practicality of readmission to the school. Consideration of all aspects of the student's experience/performance including academic progress, attendance record, behavior/discipline record, and financial account will be reviewed as each student is considered for readmission.

Acceptance of Transfer Students

Prior to accepting a transfer student from another school, home school or an informal educational setting, the following will be evaluated:

1. Prior school performance as evidenced by cumulative records, reports cards, and conversations with personnel of the previous school attended
2. Age, physical and social-emotional development
3. Willingness to cooperate with the mission and goals of the school
4. Performance on a standardized test and/or readiness test(s)
5. Results of local placement testing by the Admissions Committee before acceptance.

Academic Placement

Appropriate academic placement of the learner is a fundamental principle of education. The following factors will be considered in grade-level placement for new students:

1. Chronological age
2. Emotional, physical, and social development
3. Scholastic achievement as determined by:
 - a. Standardized achievement test scores
 - b. Teacher observation of the student's ability to reason and express ideas logically
 - c. Teacher evaluation of academic progress

Access to Student Records

In compliance with the Family Educational Rights and Privacy Act (FERPA), federal law protects the privacy of student education records. Only parents/guardians have access to their children's education records. Parents/guardians of currently enrolled or former students and students 18 years or older have the right of access to the cumulative and permanent student records maintained by the school relating to the children in the family or the individual student. Access to the records shall be granted no later than five (5) days following the date of the request. Parents/guardians will be notified of the location of all official student records if they are no longer located on our campus and provide qualified certificated personnel to interpret records where appropriate.

FINANCIAL POLICIES

It is the intent of the school to make Christian education available to as many students as desire it. The total cost of operating the school is not met only through tuition. Investors from the constituent Seventh-day Adventist churches in this area, provide major subsidies for the support of the school. For this reason, constituent tuition is lower than non-constituent tuition. The following financial policies have been adopted by the School Board.

General Policies

1. The family account from the previous year's expenses at LSDAE must be settled before the student is permitted to enter the current school year.
2. A student owing an account at another school will not be accepted until the account is paid or satisfactory arrangements have been made with the former school.
3. Accounts will be considered late if not paid by the 15th of each month. A late fee of \$25.00 will be charged at that time.
4. If the family account is not cleared within 30 days of billing, parents will receive notice that their account must be cleared within 10 days or face an interruption of attendance until the account is brought current or satisfactory arrangements are made.
5. For students who register late or withdraw early, tuition will be prorated for the month in which they enter or leave.
6. The yearly tuition is divided into ten payments beginning in August and continuing through May.
7. A returned check fee of \$35 will be applied to any account that incurs a returned check.
8. The family account (which includes tuition, extended care, fees and fines of all students in the family) must be paid in full before students are allowed to participate in extra-curricular activities that require a payment such as field trips and sports. Students with an outstanding account will not participate in the 8th grade graduation exercise at the end of the year.

Tuition Rates

Tuition Rates for the 2020-2021 school year—ten payments of:

<u>Grade</u>	Monthly	Yearly
Grades K-5	\$625.00	\$6250.00
Grade 6	\$635.00	\$6350.00
Grade 7	\$645.00	\$6450.00
Grade 8	\$655.00	\$6550.00

The first payment is due August 1st and the following nine payments are due on the 15th of each month, September 15 through May 15.

Tuition Discounts

A 5% discount will be given off any student account that is prepaid in full by September 1, 2020.

Seventh-day Adventist Discount (per student)	\$75.00
OR	
Constituent Discount (per student)	\$200.00

Family Discounts

In order to assist parents having more than one child either here or at Lodi Academy, the following monthly discounts are made for each child at Lodi SDA Elementary:

Two students from the same family:	\$15.00 per month per child
Three or more students from the same family:	\$25.00 per month per child

Additional Fees

Graduation Fee	\$30.00 (Due at registration, 8 th grade only)
Home & School Fee	\$15.00 (Due at registration per family/annually)
Registration Fee	\$175.00

****50% Refundable within 30 Days of Payment. After 30 days 100% non-refundable****

Sports Fee	\$50.00 per sport played
Instrumental Rental	\$20.00 (Monthly)
Instrument & Piano Lessons	\$20.00/Lesson (Individual) \$40.00/Monthly (Group)
Extended Care	\$3.25 per hour Late pick-up - \$1.00 per minute after 6:00 pm

Outdoor School Trips Grades 4-8 participate in extended outdoor school trips. Students are encouraged to help their classes fundraise for these trips. If all money needed is not raised by the class, the difference will be collected as a trip fee.

Miscellaneous Classroom Fees – Grades K – 8 Not more than \$50.00 per child.

Damage to Property

Families are financially responsible for damage to school property done by their children. This includes, but is not limited to, paying for lost or damaged books/materials, Chromebook and iPad damage and defacing or destroying school property. Damage to school property will include labor and materials.

Textbooks

Any student whose textbooks are found to have more than normal wear and tear for the school year may be charged full replacement cost for the book.

Force Majeure Clause

Since the beginning of 2020, life has changed in ways we never expected and we have all had to make adjustments. At Lodi SDA Elementary, we are working hard to keep our school as close to our regular programming as possible, but life can be unpredictable. We have been asked to include a legal disclaimer in our handbook letting families know our policy regarding these types of unforeseeable events. Please don't hesitate to contact the office if you have questions or concerns.

The school shall not be liable to the Parents or students for delays or failures in performance of any teaching or educational obligations resulting from unforeseen causes beyond the reasonable control of the school, including without limitation, acts of God; inclement weather; acts of war or public enemy; riot; fire; explosion; accident; sabotage or terrorist act; governmental or court-ordered laws, regulations, requirements, orders or actions; national defense requirements; injunctions or restraining orders; failures beyond the reasonable control of either party (hereinafter "Force Majeure Event"). Termination or expiration of the Parent's obligations or the payment of tuition for any reason, including by reason of a Force Majeure Event, will not affect or negate any obligations of the Parents which arose prior to the effective date of such termination or inability of the school to provide or complete any educational obligations, including without limitation, Parent's obligation to pay tuition payments.

STUDENT HEALTH

Covid-19

The plan to reopen the school after the Covid-19 shelter-in-place has been added to this document as Appendix A. This plan shall be in force as written until such a time as the San Joaquin County Office of Education determines they are necessary. This document will take precedence over what is written below until Covid-10 restrictions are lifted.

Illness and Injury

A sick child should remain at home so that he/she can recuperate and so that any infection will not be spread at school. Please notify the office when your child will remain at home because of illness. Please remember, a child that is too sick to play outside is too sick to come to school. If your child has a communicable disease such as strep or pinkeye, please report it to the school so other families can be notified.

If a child becomes sick or is injured at school, immediate first aid will be provided. If the situation is non-life threatening, the parent may be called and asked to come and pick up the child immediately. If a parent cannot be reached, the person listed on the application form as an emergency contact will be called to take the child home.

If a child is seriously injured at school during the day, the school will call 911. The parents will be notified immediately to meet the child at the hospital. If parents cannot be reached, the school will contact the person(s) specified on the emergency contact form as one who can act for the parents in an emergency.

Health and Immunizations

Students entering school for the first time must provide a written immunization record of receipt of each required vaccine dose (or medical exemption signed by a physician). This record must show the date (month, day, and year) of receipt of each required dose. A health provider's signature or initials must appear beside each designated dose. Newly entering students must show that they have received all currently due required immunizations in order to be admitted to classes.

Students entering Kindergarten must be current with the following immunizations: 5 DTaP, 4 Polio, 2 MMR, 3 Hepatitis B*. If your child has not finished the HEP B series, proof of the remaining appointments is required before your child may start school. A chickenpox vaccine is recommended if students have not had chickenpox. (Please see immunization requirements on our school website under the "Resources" tab.)

Students entering seventh grade must show proof of current immunizations as listed for Kindergarten. It is recommended that your child receive a chickenpox shot if they have not had the disease. Students entering seventh grade must show proof of receiving the Tdap booster per the new California State Law.

*The Northern California Conference in conjunction with the school board vote (May 10, 2016) affirmed the new California law requiring immunizations for private schools along with public schools. This is a requirement of the state of California and the Northern California Conference.

Physical Exam

Physical examinations (completed within the last 12 months) are required for all students entering a school in the Pacific Union for the first time, and for all seventh graders. An annual sports physical is required for all students wishing to participate in our after-school sports program. The physical for the seventh grade must include scoliosis screening. These examinations must be done by a licensed physician and recorded on the form provided by the school. Physical examination reports must be on file in the school office before a student can be admitted to classes.

When a student transfers to our school, we will request the health record from the former school of attendance.

Bloodborne Pathogen Policy

Lodi SDA Elementary School has a bloodborne pathogen policy. The faculty and staff are trained annually in order to handle this type of emergency. This policy is available for your review at the school office.

Medications

Students may not have medication in their personal belongings at school. All medications, including over-the-counter medications, must be kept locked away from the student population in the office. Except for first aid, personnel will not hand out prescription or nonprescription medications to a student without specific written authorization from the physician and/or parent.

“Authorization to Dispense Medication” - Please bring all medications to the office along with a completed Authorization to Dispense Medication Form. This form must be filled out and signed annually.

All medication shall be stored and administered in accordance with the prescription or label instructions and kept in a safe place that is inaccessible to children. Each dose of medication given to a child shall be documented showing the child’s name, name of medication, dosage, date and time given, and the name of the person dispensing the medication.

BEFORE-SCHOOL AND EXTENDED CARE

Arrival and Departure

Students should not arrive at school more than 30 minutes before school starts, nor should they remain unattended on the school grounds after school closes.

Extended Care

Extended care is available from 3:45 pm until 6:00 pm, Monday through Thursday. Pre-extended care will be provided, at no additional cost, for grades K-2 from 2:30 pm until 3:30pm, Monday through Thursday. On Friday, Extended Care is available from 12:15 pm until 4:00 pm. Any student on campus after 3:45 pm Monday-Thursday or 12:15 pm on Friday will be placed in Extended Care and charged appropriately. Extended Care is operated by Lodi SDA Elementary School and is staffed by our employees.

Besides supervised play time, students are required to spend time on their homework to prepare for the next day's classes. The school does not provide snacks. Students can bring a snack from home or snacks are available for purchase in extended care.

Once students arrive at school, they are to remain until the school day closes and the students' transportation home is available. Students will not be allowed to leave the school grounds during the school day without written permission from parents. Elementary students are not to visit or wait on the Academy grounds unless accompanied by a parent. Students planning to leave campus with persons other than their parents, or those not on the emergency contact or authorized pick up list, are required to bring written permission from their parents. Verbal communications are not acceptable to release a child to another family.

Financial Charges

The charges for extended care are \$3.25 per student per hour. Late pick-up will add a charge of \$1.00 per minute per student. Our extended care teachers have other responsibilities they need to take care of at 6:00 pm., and when parents are late, it causes them to not be able to fulfill their other responsibilities. Please pick up your child on time!

ATTENDANCE

Regular attendance is required in all classes every day. When a student is going to be absent the parent is expected to call the school office to report the absence and reason for the absence—preferably before 8:15 am.

Absences

According to California State Education Law, days missed due to illness or quarantine, medical appointments, a death in the immediate family, or for other justifiable personal reasons (appearance in court, observance of religious holidays, etc.) are excused.

A “Pre-Arranged Absence” form is available in the office and should be filled out for each day the student will be absent. The form should be completed a **full week** before the child is to be absent to give teachers adequate time to prepare materials. This form must be approved by the principal and teacher(s). There are many learning activities that can not be made up for through an assignment. Thus, excessive absences may lead to lower grades.

Credit for missed work will be given for excused or approved pre-arranged absences.

When a student is absent due to an illness, one school day will be allowed to make up work for each school day absent. If a student is taken out of school early during the school day, he/she must be signed out in the office.

Tardies

The habits of punctuality formed in the elementary school are very important. Tardiness to school interrupts the teacher’s programs and wastes valuable classroom instructional time. Your cooperation in getting your child to school on time is greatly appreciated! If students are tardy to school, a pass must be obtained from the office before they are admitted to class. Students who miss more than ½ of the school day will be considered absent for the day.

School Hours

A student’s school day consists of the time when he/she arrives on campus until the close of his/her last class. Students must obtain permission from the classroom teacher to leave their classroom. Students are not allowed to leave the campus during the school day without permission from their family and the office. School hours are as follows:

Kindergarten – Grade 2 (Monday – Thursday)	8:00 am – 2:30 pm
Grades 3-8 (Monday – Thursday)	8:00 am – 3:30 pm
Grades K – 8 (Friday)	8:00 am – 12:00 pm

Leaving Campus

Once students arrive at school, they are to remain at school until the school day closes and students' transportation is available. Students will not be allowed to leave the school grounds during the school day without written permission from parents. Students must be signed out through the office by the parent or an authorized adult. Elementary students may only visit or wait on the Academy grounds when accompanied by a parent. Students planning to leave campus with persons other than their parents are required to bring written permission from their parents. Phone calls are not an acceptable substitute for a written release allowing students to go home with anyone not on the approved pick-up list.

MUSIC DEPARTMENT

PHILOSOPHY OF MUSIC EDUCATION

We believe music is ministry. We view music class as an opportunity to train our students to be music ministers. This means:

- We deliberately set aside worship time in class to expose students to the beauty and wonder of God's love. We want their music to be an act of worship – a response to their experience with God.
- We purposely teach students unselfishness through the experience of collaboration. Music teaches us that we need each other. We serve each other by doing our best for the good of the whole.
- We teach students that performance is always a gift rather than an opportunity to draw attention to oneself.
- We intentionally plan events for our community and involve community musicians in order to build bridges and foster an evangelistic mindset in our students.

PERFORMANCE EXPECTATIONS

The constituent Seventh-day Adventist churches in Lodi financially support our school. To thank the members of these churches for their support, to promote Christian education to other church members and to give our students an opportunity to express their God-given talents, students perform at these churches throughout the year. Performance dates for this year are available upon request from the music department. Attendance to these performances is mandatory and comprises part of the students' music grade. If a conflict arises with scheduling, parents are requested to inform the music teacher at least ten days before the event. Students who show responsibility by making arrangements in advance, may be able to have the negative impact to their grade reduced. All students performing must be in the specified attire.

K-8 BASIC MUSIC/CHOIR

Music is a required class for all students in K-8. Each music class will meet twice a week for forty (40) minutes each session. The educational goals for the basic music program are scaffolded as students progress through the grades. Kindergarteners begin with exposure to various types of music, singing a basic melody line and the rudiments of music theory, rhythm and music notation. In Grades 1 & 2 recorders are added. In Grades 3 & 4 ukuleles, basic chords and work with harmony begins. As our students become more adept musically, we begin orienting them to composers, sight-singing, ear-training and the fundamentals of band. By Grades 7 & 8 students can sing in harmony and have been placed vocally for choir parts.

BEGINNER BAND

The band program is a well-established component of our curriculum. All students in Grade 5 will choose a band instrument to learn to play if they have not previously begun

learning a band or orchestra instrument. Parents will provide through rental or purchase an instrument for their child's use. If a student is advanced enough on his/her instrument, they may become eligible to join Concert Band only with the approval of the homeroom teacher, music teacher and parent. Beginner Band meets two times a week for forty (40) minutes each session. If a student decides to drop Beginner Band, he/she may do so only with the permission of the music teacher, parent and administration, and only at the end of the first semester.

CONCERT BAND

Concert Band is Lodi SDA Elementary School's performance band. Students must audition in order to be admitted into Concert Band. Auditions will determine not only admittance, but also placement with the band (1st chair, 2nd chair, etc.). Concert Band auditions will take place at the beginning of the school year. In order to maintain membership in this band, consistent practice and performance attendance are essential. Concert Band is a yearly commitment, therefore students cannot drop except within the first ten (10) days following the auditions, or in special circumstances approved by the music teacher and administration. Students may be dropped from band for repeated lack of an instrument, lack of practice, lack of class participation, or not showing up to performances. Students must purchase a uniform once admitted. Concert Band meets two times a week for forty (40) minutes each session.

HANDBELLS

Handbells is an elective class available to students in Grades 5-8. Handbells is one of the most advanced groups in the music department, requiring knowledge of music techniques, music notation, rhythm and coordination. Members are selected through an audition with the music teacher. The number of new members admitted into Handbells will vary with the number of students returning to Handbells from the previous year. Handbells is a yearly commitment; therefore students cannot drop except within the first ten (10) days following the audition or in special circumstances approved by the music teacher and administration. Handbells is a unique class in which the members require one another in order to progress with their music. Tardiness to class has a negative impact on the group, as well as on a student's grade. Two unexcused absences in a semester will result in being dropped from class.

MUSIC PERFORMANCE DRESS CODE

The following dress codes are for all music performances unless otherwise specified:

K-8 Choir

Girls: All white blouse, black skirt, black tights and black dress shoes. No jumpers, pants or dresses (except for those in Concert Band/Handbells).

Boys: All white long-sleeve button-down dress shirt, black slacks, black socks and black dress shoes.

Concert Band and Handbells

Concert Band and Handbell Choir will wear the required dress uniform every time they perform. Dress uniforms will be ordered through the school. Each student is required to purchase or rent his/her own dress uniform.

ACADEMICS

Curriculum

The curricula of grades kindergarten through 8th conform to the requirements of the North American Division Office of Education. Grades earned at Lodi SDA Elementary School are accepted in all Seventh-day Adventist schools as well as public schools. Lodi SDA Elementary School is recognized by the state of California as an accredited school. Lodi SDA Elementary School is accredited through the accrediting commission for schools, the Western Association of Schools and Colleges (WASC).

Scholastic Standards

Since the school and its faculty are committed to excellence in education, teachers will focus on challenging students to achieve at higher levels mentally and physically, inspiring them to grow spiritually and socially. Parents play a key role in the success of their child by (1) maintaining open communication with the teacher to work as a team to support their child; (2) supporting the instructional program by expressing interest and support with homework and school projects; and (3) providing a quiet, comfortable place for their child to study.

Academic excellence in a Christian environment is one of our goals toward preparing our students to achieve success in this world and in the world to come. Students will receive academic honors twice a year, at the end of each semester. To be eligible for Honor Roll, students must have a GPA of 3.50 to 3.75. For the Principal's List, GPA must be 3.76 – 4.0. Academic GPA's will be figured on the following classes: Bible, Math, Language Arts, Science, and Social Studies. Students must also maintain an A, B or C grade in citizenship to be eligible for these awards.

Students desiring to hold an organizational office or join the sports program must maintain a C average with no D's or F's currently or from the preceding quarter. A student officer whose grades drop below these requirements will not be eligible to hold office or play sports. To participate in extracurricular events, a student must maintain a C average with no D's or F's.

Academic Integrity

It is expected that the student will live by a code of academic integrity at all times. Integrity is a critical aspect of the educational process, and both students and teachers are expected to adhere to the highest standards of academic integrity. Students are obligated to take an active role in the preservation of the standards of academic integrity and honesty, encouraging others to respect these standards. This includes, but is not limited to, the student being responsible for his/her own work under all circumstances and refraining from cheating and plagiarism. Plagiarism is cheating and will result in a lower grade. It is academically dishonest as well as an ethical offense.

Acceleration and Retention Policies

A major goal of Lodi SDA Elementary School is to assess the level of knowledge of each student and to challenge them to grow academically toward their maximum potential. Through acceleration, we provide a curriculum which challenges our students and makes the maximum use of provided resources. Through retention, we assist students to master essential skills necessary, before progressing to the next academic level.

Acceleration means accomplishing the work of two grades in one year. Appropriate academic placement of the learner is a fundamental principle of education. When considering advance placement for a student, the following procedures will be followed:

1. On a standard achievement test battery, a student is expected to have a composite score, which places him/her at the 90th percentile or above.
2. The student must demonstrate to the school staff and to the parents' satisfactory evidence of academic, emotional, and social readiness for advanced placement.
3. Prior written request for advancement of the student (i.e. two years in one, or three years in two) must be submitted to and approved by the Northern California Conference Office of Education before a student is permitted to begin work on advanced placement. The application must include the written consent of the parents. A copy of the standardized test results must also accompany the application.
4. The student must maintain an above average level of achievement in the accelerated program.

Retention

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:

1. Provide the identified factors in written form to the parent/guardian that indicate the need for retention.
2. Seek parental/guardian involvement and approval early in the school year.
3. Implement the procedure for grade level retention using the approved local conference office of education form.
4. Obtain approval for the retention from the local conference office of education.

Students will be considered for retention when:

Student receives an "F" grade for the year in any of the core subjects: English, Science, Reading, Social Studies, Math or Bible. The failed subject will need to be retaken the following year, if:

- a. the student does not attend summer school, or
- b. the parents do not provide him/her with measurable intervention

When considering the retention of a student, the following procedures will be followed:

1. Written parental/guardian approval not later than April 1.
2. Written approval from the Northern California Conference Office of Education. No student is to be retained for more than one year during the elementary school years.

Promotion

Promotion to Grades 1 through 8 will be based on overall maturity as well as scholastic achievement and attainment of specific competency levels in basic skills of mathematics and language arts.

Eighth Grade Graduation

Students must satisfactorily complete the following required subject areas:

- d. Bible/Religion
- e. Mathematics
- f. Language Arts (English, reading, handwriting, spelling, composition)
- g. Physical Education
- h. Science-Health
- i. Social Studies
- j. Fine Arts
- k. Computer Literacy/Key Boarding

Probationary Status

New students will be accepted for a probationary period of up to nine (9) weeks. Probation may be extended if the faculty feels this is advisable.

During the probationary period, the school will observe the student and review previous school records. The student and parents will have an opportunity to evaluate the school and its programs in relationship to their needs. At the end of the probationary period, the teacher(s) and principal will evaluate the student's social adjustment, behavior, achievement, and rapport with teachers and peers. A report of this evaluation with a recommendation from the teacher(s) and principal will be taken to the Admissions Committee at which time the student will:

- be admitted on a regular basis, or
- have the probationary period extended, or
- be asked to consider another school.

HOMework

Homework is an important aspect of a child's educational experience. Homework assignments can bring the home and school closer together by facilitating parent understanding of the topics taught at school. The objective of homework is to assist and improve learning, and to strengthen skills and understandings gained in the classroom. Homework allows students to reinforce what has been taught in the classroom and further supplement their learning experiences. It also fosters student initiative, independence, study habits and responsibility. Assigned homework will be an application or adaptation of a classroom experience. It will not be assigned for disciplinary purposes.

It is the student's responsibility to complete homework neatly and correctly; homework must be turned in on time.

The homework recommended for elementary students is 10 minutes for each grade level completed. For example, a child in third grade could expect up to 30 minutes each day of assigned homework. In addition to daily reading and math facts practice, homework will consist of routine assignments and review/preparation of specific academic subjects. Major tests, examinations, research papers and required reading may vary the amount of time suggested for students in grades 6-8.

Parents are encouraged to provide instructional assistance to their children at home. Some suggestions that may assist that process are:

- **Provide a study area.** The specific room chosen for study makes little difference. However, the atmosphere in the room is important. The area should afford good lighting, proper seating and sufficient space for materials. Distractions, such as radio, TV or other children, should be avoided.
- **Provide a specific time period.** Your child should have a specific time period each day for homework. You should establish firm rules against using the phone, watching TV or other activities until homework is completed. Breaks may be provided during the homework time period.
- **Think positively.** Homework assists your child's progress in learning. Try to get your child to understand the value of the knowledge being taught; more than just grades are at stake. Don't tell your child that it is not necessary to complete all assigned work, and don't do the work for your child. Praise the things your child does well, and don't dwell on shortcomings.
- **Call the teacher.** If your child is having difficulty with homework, a call to the teacher will often clarify or solve the problem. Try not to complain about the homework. That may cause your child to lose confidence in the teacher or lose interest in school. If it appears that your child has too much homework, check with the teacher.
- **Watch for signs.** If your child is having difficulty completing homework, check his/her study habits. Discuss work that has been completed. Encourage your child to talk about schoolwork and to share ideas. Be watchful for other signs that may indicate learning or other problems, and call the school if you have questions about anything.
- **Supervise homework.** Make sure your child has enough time, understands directions and works carefully. Your supervision and discipline will gradually help your child develop self-discipline. Provide assistance with memory drills by calling out words or questions. Help provide materials and resources, and help with ideas for projects.
- **Help get into the homework habit.** When your child does not bring work home, find out if he/she is completing it at school or failing to complete it. Get your child into the habit of doing homework.

COMMUNICATING WITH FAMILIES

It is our goal to meet the needs of our school families. Communication is an important key in that process. We **want** to hear from you. We welcome your questions, feedback and suggestions. Please know that the principal's door is always open to you! In addition, our teachers are happy to answer your questions at any time. Please feel free to initiate conversations with our staff.

In an effort for the school to communicate with you, we have the following options in place:

Newsletters - The school newsletter comprises the backbone of our communication about upcoming events, student triumph's and other news pertinent to the school. The newsletter gets emailed to parents each Thursday. Please make an effort to read it so you know important upcoming events.

Class News Notes - Individual classroom teachers may send out other communication specific to their class. The system for communication with each teacher will be outlined in the class handbooks given out at "Back to School Night" early in the year.

School-Wide Emails - Occasionally, emails will come to the parents from the office. These emails generally explain in greater detail areas the principal wants to share with families about curriculum, sports or upcoming events.

Facebook Page – The Facebook page for our school is found at [Lodisdasdaelementary](https://www.facebook.com/Lodisdasdaelementary). Please join!

Parent-Teacher Conferences

Special time for conferences is set aside in the fall for families to meet with teachers and discuss the progress of their children. All families are expected to attend these conferences to discuss student progress. Conferences at other times are held by special request by either the teacher or the family.

Reporting to Families

Progress reports are available on RenWeb. Sunday evenings is the time when you will receive an email from RenWeb with your child's latest progress reports. It is important that we work together in your student's educational development. Conferences with the student's teacher can be scheduled at any time if you suspect a problem is developing or if you would like further suggestions on how to assist your student.

DRESS and APPEARANCE

Lodi SDA Elementary School has a dress code policy that includes various school shirt styles with the school logo available through Land's End. Pants, shorts, skirts or skorts in Black, Navy or Khaki/Tan may be chosen from any uniform line from any retailer. There are six school colors available for the branded apparel/shirts: Cobalt, Light Blue, Navy, Maize, Black and White.

Please refer carefully to the style guide on the following page. Most, if not all of your questions regarding the details about individual clothing items should be answered by referring to this guide. Comfort, cost, simplicity and availability were all considered when this style guide was formulated. Changes to these guidelines are at the discretion of the school board. Please see "Dress Code" in Resources and Forms on our school website for Friday free dress day guidelines. Jr.Titan and PE shirts are not considered acceptable school attire during class.

Students should be dressed neatly, modestly, safely, and in a way that is consistent with a Christian lifestyle. The way we dress affects our behavior.

- Dress should be neat, clean, modest, well kept, and appropriate for a Christian learning environment. No tears, rips, fraying either self-created or by design.
- Dress should not draw undue attention to the student nor detract from the learning environment.

- Dress should not draw undue attention to a person’s body and sexuality.
- Dress should not include representations or codes from any culture, product, or group that is not in harmony with the principles established by the school.
- Shoes should be closed toe and flat heeled. Student’s shoes should be appropriate for all school activities. If necessary, an extra pair of shoes should be on hand for PE (5th-8th grades).

Lodi SDA Elementary - Style Guide Summary

Apparel	Color	Sources	Comments
Shirts	Cobalt Maize Light Blue White Black Navy	Land’s End	- Long or short-sleeve polo shirts with LSDAE Logo. Available through Land’s End only. - Additional shirt styles may be available with logo in school colors through Land’s End. - Shirts must be of appropriate size, not too baggy or tight. Tucking of shirts is optional. - Undershirts may be worn but must not be visible.
Pants, Capris	Khaki/Tan Black Navy	Any Uniform Style	- Available from any retail source, as long as they are Uniform Style and Khaki, Black or Navy. - No sweatpants or athletic pants. Pants should be of uniform style cotton twill or poly-cotton blend. Pants should be in good repair with no holes. -No Jeans
Shorts, Skorts, Skirts	Khaki/Tan Black Navy	Any Uniform Style	- Available from any retail source, as long as they are Uniform Style and Khaki, Black or Navy - Skirts are to be uniform style no more than 2 inches above the knee. - Shorts are to be no more than 3 inches above or below the knee. No ragged/distressed shorts - No athletic style shorts except for during physical education class.
Dresses & Jumpers	School Colors	Land’s End	- Long/short-sleeve polo dresses and jumpers with LSDAE Logo. Available through Land’s End only.
Accessories: (Socks, Tights, Leggings, Shoes Hairbands, Backpacks, Belts, Lunchboxes, Handbags, etc.)	Any	Any	-Students must wear closed-toe shoes. Shoes with laces must be laced and tied. -Athletic shoes are required during physical education classes. No wheel shoes permitted. -All shoes and socks and accessories must be in keeping with Christian values. -Belts are not required.
Sweaters & Vests Hoodies & Fleece	Cobalt Maize Light Blue White Navy Black	Land’s End Other Retailers	-Students may wear any sweater, vest or fleece available through Land’s End in the school colors -The School Logo (#1313808K) is available, but not required. -Other sweaters, vests and layer type clothing in solid school colors are acceptable from other retailers as long as there are no designs, stripes or visible logos or writing. -Colors must match school colors.
Official School	Cobalt Black	Land’s End	- Students may wear school sweatshirts from previous years (LSDAE Destined Logo, Jr. Titan & Sweatshirt LSDAE Music) as well as order new school sweatshirts in cobalt or black. New official school sweatshirts are available through Land’s End only and should come with the LSDAE logo.
Outerwear Jackets, Coats	Any	Any	- Jackets, coats, hats and other cold weather or sun protection clothing are not to be worn in class and must be in keeping with positive Christian values.
Physical Education Athletic Uniform Available for grades 7 & 8 through the school authorized vendor and are not to be worn during class. See LSDAE office.			
<ul style="list-style-type: none"> • Exceptions are allowed for school sponsored club and athletic activities, announced Non-Uniform Dress Code Days (“Free Spirit Days”) and individual picture days on which students may wear other clothing that still appropriately represents LSDAE and its philosophy. Comfort, appropriateness for age, cost, simplicity, availability and the role of personal choice were all considered when this style guide was formulated. Changes to these guidelines are at the discretion of the school board. 			

GROOMING

The appearance of students at LSDAE should reflect the values associated with the school. Our standards of dress help build the overall climate of Lodi SDA Elementary. Modesty, neatness, appropriateness and respect are fundamentals of the LSDAE dress code, no matter what the current standards and tastes of our society. The administration reserves the right to determine the appropriateness of any article of clothing. Hair should be neat, clean and well-groomed. Unnatural hair color is not permitted. Students may not wear hairstyles that attract undue attention.

CONSEQUENCES FOR STUDENT NON-COMPLIANCE

Each student is expected to adhere to the LSDAE Uniform Policy and should be in compliance on the first day of school. New students enrolling during the school year must be in compliance within 10 school days of enrolling.

Consequences for students who do not comply are as follows:

- First Offense: The teacher will give a verbal warning and the student will change clothing. If they cannot change they will be sent to the office.
- Second offense: The school will call the parents and it will be recorded in the behavior section of RenWeb. If the student cannot change, parents will be required to bring in a set of appropriate clothing before he/she will be allowed back to class.

UNIFORM EXCHANGE

LSDAE will provide a Uniform Exchange program giving parents the opportunity to exchange uniforms in good condition for other sizes. This program will be offered each month during school hours. Additional information regarding dates and times of the Uniform Exchange will be available in the school's monthly newsletter. All offerings will be subject to availability.

**Students should label all clothing and other belongings brought to school.
LSDAE is not responsible for personal play equipment, clothing, or other non-school items brought on campus.**

CHRISTIAN CONDUCT

Every student who enters Lodi SDA Elementary School agrees to willingly observe all its expectations. He/she agrees to uphold the Christian principles upon which the school operates. To break this agreement may cause the student to forfeit his/her attendance at the discretion of the Lodi SDA Elementary School Board. Parents are expected to support the school by upholding its standards and regulations.

Behavior

A basic objective of education is the development of character. The character of the student is, in part, determined by the way in which he/she relates to the principles of Christian living and conduct for which the school stands. Effective learning in school requires discipline, which is defined as the absence of disturbances which interfere with the effective functioning of the school community; and also the presence of a friendly atmosphere in which students and school personnel work cooperatively toward mutual goals. We all have fundamental rights: the right to be treated with respect and the manner in which we are spoken, the right to have our bodies respected, the right to safety, and the right to privacy. Every student also has the right to learn and every teacher has the right to teach. Anything or anyone interfering with these rights should be corrected or removed from class and/or school. Lodi SDA Elementary School owes its students, their families, and staff, the maintenance of such standards as they will be a source of guidance and value orientation for the students and a positive witness to the community.

Discipline

Lodi SDA Elementary School is a caring community dedicated to the guidance and education of children. The principles of dignity, respect, and responsibility are the foundational beliefs that motivate all interactions within our community. Discipline will be modeled after these ideals.

Encouraging Positive Behaviors

The faculty and staff will develop and maintain a proactive stance on discipline. Faculty and staff will teach, promote, model, and maintain positive attitudes and healthy habits. They will use praise, creative awards, incentives, and activities to recognize and encourage positive behavior among the student body.

Suspension and/or Dismissal

The following behaviors are not consistent with the goals of a caring community and may result in the suspension or immediate dismissal of a student from our school:

- Intentionally causing serious injury to another not in self-defense.
- Possession of a firearm or explosive at school or school activities.*
- Sale or distribution of a controlled substance.*
- Taking property from another by force or fear.
- Assault, sexual assault or battery.*
- Brandishing a knife at another person.*
- Dishonesty, including theft, willful disregard of school regulations, and/or cheating.
- Possession and/or use of controlled substances including alcohol and tobacco.*

- Sexual harassment of other students at school.
- Persistently advocating atheistic ideas that are destructive of Christian principles or the moral teachings of the Seventh-day Adventist Church.
- Academic non-performance.
- Intentionally causing damage to school property or other personal property.
- Using profane or vulgar language or indulging in lewd or suggestive conduct including suggestive or dirty jokes or racial slurs.
- Disrupting school activities or defying school personnel.
- Intentionally threatening or intimidating school personnel or students.
- Threats or intimidation that cause reasonable fear of life or well-being or disrupts the school environment—sometimes referred to as “bullying”.

**Serious incidents involving violence, gangs, drugs, or weapons will be immediately reported to the Lodi Police Department.*

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have **serious, lasting problems**.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power – such as physical strength, access to embarrassing information, or popularity – to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. (*stopbullying.gov*)

If a student is suspended from class/school, he/she may not be given credit for missed work in order to be readmitted to class/school.

Being Expelled From School

Only the school board can expel a student upon the recommendation of the administration or school committee. Pacific Union Education Code policies and procedures for a hearing guide this process. The student’s parents may observe the discussion and may, at the board’s discretion, speak to the board. The board will consider expelling a child from school:

- If the child or others in the school are not benefiting from the child’s enrollment
- If the policies in this bulletin are disregarded
- If the parents behave in a way that is detrimental to the school, teachers, or students
- If the student is not in harmony with the goals, philosophy, and atmosphere of the school
- If the student’s behavior is in violation of the guidelines listed under “Christian Conduct”
- If the student’s behavior consistently prevents a conducive classroom learning environment

STUDENT SEXUAL HARASSMENT POLICY

Lodi SDA Elementary School 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 termination of employment.

Definition

Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes and gestures. If submission to offensive conduct is made a condition of academic status, progress, benefits, honors or activities, it is sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment. All students in grades 5-8 are asked to sign our sexual harassment policy so that there is no misunderstanding about what is or is not appropriate behavior.

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 will report the incident to the classroom teacher in grades K-8. The student may also report to the principal, or vice-principal. If the harassment comes from an adult, the student shall report directly to the principal or another responsible adult.

Resolving Sexual Harassment Complaints

Any employee of the school, upon receiving a complaint or otherwise learning of alleged sexual harassment, will notify the principal or, if the principal is allegedly involved in the harassment, the Northern California Conference Superintendent of Schools. The school will investigate the matter promptly, thoroughly, and confidentially.

If harassment is found to have taken place, such appropriate corrective action will be taken as is deemed reasonable to end the harassment. After the investigation and response, the alleged victim will be informed what appropriate action has been taken. The school will also make appropriate follow-up inquiries to ensure that harassment has not resumed and that the alleged victim has not suffered retaliation.

PROBLEM SOLVING PROCEDURES

In Matthew 18, Jesus provides us with a model for resolving concerns, misunderstandings, and difficulties. In the event a problem arises between the school and parents, students, or others, the following procedures will be followed:

1. The parent will meet with the teacher to resolve the problem. Please make an appointment directly with the teacher.
2. If no solution seems immediate, the problem will be brought to the principal. The principal will arrange a conference with the parent, the teacher, and the principal. Following the conference, the principal shall respond in writing to the teacher and the parent about what was decided at the meeting.
3. If the problem is not resolved, the parent will ask the principal to schedule another conference, which shall include the parent, principal, teacher, and one or more of the following: school board chair, pastor, NCC Superintendent of Schools or his/her designee. The principal shall follow up in writing to all parties. Following this conference, the NCC Superintendent of Education or his/her designee, may meet with the teacher to work toward a resolution.
4. If the parent is not satisfied with the decision, the parent will contact the school board chair who will seek resolution through the appropriate subcommittee of the board and/or the board.
5. If the school and the family are unable to reach a satisfactory resolution, the family may choose to seek an alternative educational option (e.g., home schooling or another school).

Although disagreements may occasionally arise, parents are expected, at all times, to behave in a professional and courteous manner toward teachers, administration, staff, and students—including their own. Parents who violate this provision may be asked to withdraw their student from the school or the student may be dismissed by the school. In certain cases, at the school's sole discretion, students may be immediately dismissed by the school. The school can, in consultation with the Superintendent of Education, set limits and restrictions on parents' involvement at the school as a condition of continued enrollment of their student.

SPORTS

Students in the sixth, seventh and eighth grades will be afforded the opportunity to participate in an after school sports program.

The sports included are girls' and boys' flag football, girls' volleyball, girls' and boys' basketball, and soccer. Sports offered may vary by year and volunteer coaches available.

Our sports teams will play other Seventh-day Adventist Schools as well as other Christian schools in the area.

All student participants must maintain grades of "C" or higher in all subjects.

An annual sports physical is required for all students who wish to participate in the after school sports program. This physical must be completed before a student can participate in interscholastic tryouts, practices, or contests.

A fee will be charged for each sport per participant. This fee will cover the cost of uniforms, rentals, referees/umpires, transportation, and more. We promote Christian sportsmanship, as well as working as a team.

Playing time in games will be determined by the coaches. This will generally be based on player's attitude, effort and skill level. Each player is equally important to the team! The coaches will make decisions regarding playing time with the TEAM in mind. It is our goal to develop student athletes as individuals and players to make them, as well as our program, the best that they can be. Each parent should accept the possibility that their student may attend every practice, work diligently and still receive very limited playing time. Playing time may change from game to game, and it may increase or decrease as the season progresses. All decisions regarding playing time are made to benefit the team, NOT the individual.

If you have an issue you would like to discuss about our sports program or coaches, **PLEASE DO NOT INTERRUPT A GAME OR PRACTICE.** Please respect your players and coaches and set up a time to discuss the issue with the Principal and Athletic Director.

GENERAL INFORMATION

School Arrival

For student safety, please deliver and pick up students along the yellow curb of the school parking lot. Students may walk into the parking lot when accompanied by an adult.

Visitors

Parents are welcome to visit classes in session. They are requested to make arrangements through the school office and sign in upon arrival. As a courtesy to both the teacher and the students, no parent should interrupt a class to converse with the teacher or student.

Students who want to bring relatives or friends to school must obtain prior permission from their parents, teachers, and principal. It is the visitor's responsibility to abide by school standards of dress and conduct. Student visitors are to check in with the office as soon as they arrive on campus to obtain a Visitor's Pass.

Volunteers

Anyone wishing to help at school or on a field trip must have a "Volunteer Background Check." This consists of a series of forms to complete, online training, and online background check. In addition, drivers will need to provide a copy of their driver's license and proof of insurance. Volunteer Packets are available in our office and on our school website. Volunteer clearance is valid for three years.

Custody Disputes

In case of a custody dispute, the school will abide by the rulings of the court if there is a copy of the court document on file in the school office. If there is no court ruling, or if there is no copy of the court document on file in the school office, the child must be released to either parent.

Parent/Teacher Team

The Parent/Teacher Team is designed to provide parent education and unite the homes, school, and churches in providing a Christian education to the children. The Parent/Teacher Team often takes on fundraising projects to benefit the students and our school. Students, parents, teachers, pastors and members of the constituent churches are all members of the Parent/Teacher Team. All are cordially invited to attend the functions sponsored by the Parent/Teacher Team and to assist in the programs of the school. Your active support of the Parent/Teacher Team provides significant support for the attainment of the goals of the school.

Transportation

Transportation for most field trips and class outings will be by school vans or private vehicles. Parents willing to transport students on field trips must complete the volunteer background check, provide proof of insurance, and sign the driver's agreement.

Field Trips

Field trips are organized to enrich and enhance classroom instruction and are for students of our school only. Siblings and preschoolers are not allowed to attend. Parents desiring to transport or travel with school sponsored trips must have a background clearance through the Northern California Conference of Seventh-day Adventist.

Kindergarten Program

Kindergarten is a developmentally appropriate program designed for children ages five and six. The program emphasizes an active learning approach. Promotion to the first grade is based on parent-teacher conferences, report cards, and the readiness of the child at the end of the school year, as evaluated by school personnel.

School Relationships

Students should manifest good taste in all social relationships. Mixed association should be in a group setting at all times. Inappropriate displays of affection are not acceptable at school or during school activities.

Food

Quality performance in any endeavor is closely related to good nutrition and eating habits. We encourage eating a good breakfast before coming to school, and bringing a good lunch. We discourage bringing excessive sweets or caffeinated beverages (coffee, sodas, etc.). Eating at times other than those designated by the teacher is not permitted unless required for medical reasons.

Toys, Electronics and Personal Items

Toys and electronics are not to be brought to school. Such items brought without permission will be held by the teacher or administrator and returned only to the parents/guardians.

Cell Phones

Cell phone usage by students is not permitted in classrooms, during school hours, extended care hours, or structured school activities. Use of cell phones on field trips are not permitted. Use of a cell phone will result in the phone being taken from the student and given to the principal. The phone will be returned when the parents arrange to meet with the principal.

Digital Recording Devices

Digital recording devices are not allowed at any time. No one is to record or photograph someone else without permission. Individual posting of someone else's picture or data without permission is against school rules.

Telephone

Student use of the school phone must be approved by the teacher.

Computers, IPADS & Technology Tools

Due to the nature of the Internet and other technology resources, guidelines have been drawn up for its use at Lodi SDA Elementary School. Every student and his/her parent/guardian is required to sign a Computer Lab Use Agreement at registration time.

Restricted Items

The following items, and any others determined by the faculty, are not to be brought to school or on field trips: firearms, knives, fireworks, lighters, matches, and martial arts equipment.

Bicycles, Rollerblades, Skate Shoes and Skateboards

Bicycles are to be parked and locked in the provided racks at all times. Rollerblades, skate shoes and skateboards are not to be used on campus.

Insurance

All students of Lodi SDA Elementary School are covered by school accident insurance, as selected by the Northern California Conference of Seventh-day Adventists. A brochure describing this policy is available from the office. This is a secondary insurance policy only. Any student injured during school hours should immediately report the injury to the teacher or playground supervisor.

Hot Lunches/Milk

Vegetarian hot lunches are available Monday through Thursday and must be pre-purchased by ticket only. Milk is also available for purchase by ticket.

Inappropriate Behavior

Displays of affection such as hand holding, kissing and hugging are not appropriate behavior and are inappropriate for school.

Misplaced Textbooks and Instruments

Textbooks and instruments that are left on school grounds will be taken to the office. It will cost \$1.00 to get them back. This money goes to the "Worthy Student Fund." Lodi SDA Elementary School is not responsible for lost, damaged or stolen items.

Lost and Found

Lost and found items are kept in the lost and found cart which is available to students and parents daily. Items left in the lost and found cart at the end of each quarter will be donated to a charitable organization.

Lockers

Lockers are provided for students in grades 7- 8. Students must keep their lockers locked at all times. Students are responsible for all items in their locker. Students are responsible for providing their own padlock for their locker. Students should not give the combination or keys to anyone else. Students will be held liable for any and all damage to lockers.

Special Education Clarification

Seventh-day Adventist schools usually do not have the equipment or staff to provide for special education; therefore, we may not be able to accept students who have developmental challenges, which would require the school to provide special staff or resources. Families, who have a student with an active IEP from a public school, should make a copy of that IEP available to the office. Parents may be asked to sign a release of liability form if the IEP requires services that LSDAE is not able to provide.

Unpublished Rules and Regulations

All rules and regulations adopted by the faculty or School Board have the same authority as those published in this handbook.

Dissemination

The school administration shall distribute via pdf email and post on the school website a copy of this policy to all present and future employees of the school. A copy of this policy shall also be available on our school website to all present and future students enrolled in the school and/or to their parents and guardians.

This policy was reviewed June 2020
Lodi Seventh-day Adventist Elementary School
1240 South Central Avenue, Lodi, CA 95240
(209) 368-5341

Appendix A

Lodi SDA Elementary Plan for Reopening

1. Local Conditions to Guide Reopening

The State of California and San Joaquin County have lifted the State Stay-Home orders, thus allowing schools to reopen as long as they follow the written guidelines. Protective equipment including masks, shields, handwashing stations, no-touch thermal scan thermometers and disinfecting supplies have been ordered for the first semester of school.

2. Plan to Address Positive COVID-19 Cases or Community Surges

- a. If in the course of the school year, the State or County mandates that we revert back to distance learning, we will comply.
- b. If a student, staff member or parent tests positive for COVID-19 during the course of the school year we will consult with local public health officials to determine if that classroom might need to be closed temporarily and quarantined as students and staff isolate. In addition, any close contacts, such as siblings and/or parents will also be asked to isolate.
- c. Additional areas beside the classrooms ,visited by COVID-19 positive individuals, will need to have a deep cleaning and disinfecting process before staff and students return to that area.
- d. Education for the affected class will continue via zoom during the quarantine period. Should the teacher of the affected class become ill, a substitute teacher will be hired to keep the zoom class going.

3. Injury and Illness Prevention Plan

- a. Our IIPP has been updated to include the necessary changes to protect our students and staff from COVID-19.
- b. The updated plan will be presented at staff orientation in August 3, 2020.
- c. The updated plan will be presented to our parents at the Parent Orientations. These meetings are scheduled for August 6 and 12, 2020.

4. Campus Access

Our school plant is large, with plenty of outside areas to play. This will be helpful for us being able to maintain social distancing with our students.

- a. We will minimize the numbers of people on our campus by not allowing parent volunteers or guest speakers to interact with our students.
- b. Any staff or students showing signs of illness or with a temperature of 100.4 or above will not be admitted on campus.

- c. Parents will be asked to take their child(ren)'s temperatures before dropping them off at school. Staff should take their own temperatures before coming to school.
- d. As they enter the school property, visual wellness checks, questions concerning any COVID symptoms and temperature checks will be performed on each school staff member. Temperatures will be taken with no-touch thermometers. Staff members will wash or sanitize their hands as they enter the property.
- e. As they enter the school property, visual wellness checks, questions concerning any COVID symptoms and temperature checks will be performed by school staff on every student. Temperatures will be taken with no-touch thermometers.
- f. Before entering the classrooms, students will wash or use hand sanitizer.
- g. Marks on the concrete outside classrooms will indicate 6-foot distancing for lining up to enter class.
- h. 6-foot distancing marks will be placed on the concrete where students gather to return to class.
- i. Student desks will be spaced 6 feet apart from each other. In a situation where that is impossible, we will provide a clear screen divider for added protection.
- j. If a student or staff become symptomatic during the course of the school day, he or she will be given a face mask to wear and placed in the sick room until a parent comes to pick them up. Should multiple students or staff require isolation, they will be spaced 6 feet apart in the hall outside the office. As parents take their child away, we will give them a written sheet with the CDC criteria to discontinue home isolation. These must be followed before the student or staff may return to school.
- k. While current COVID-19 guidelines are in place, use of the facility by people not part of the church and school will be curtailed.
- l. Deliveries will all be funneled through the front office. A clear shield will be hung in front of the window to protect office staff as deliveries are made.

5. Hygiene

- a. During the first week of school, staff will teach students how to wear and use face coverings, how and when to wash/sanitize their hands, how to properly cover coughs and sneezes and the procedure for letting someone know if they are not feeling well.
- b. Each classroom has a sink for hand washing. In addition, a hand sanitizing station, with fragrance free more than 60% alcohol will be set up in every classroom to minimize wait times at handwashing stations.

6. Protective Equipment

- a. Training for staff on the proper use, removal and washing of PPE equipment will be done during the pre-session staff meetings.
- b. All staff should have face coverings and/or shields while interacting closely with students.
- c. Face coverings or shields are available in the office for staff members who forgot to bring their own.
- d. Disposable gloves are available for staff members when needed. Janitorial staff will be required to wear gloves when doing deep cleaning or working with disinfectants.
- e. Students will bring face covering to school on a daily basis. Face covering will be used whenever physical distancing is not possible. They will be required to have face covering on when they enter campus to have their temperatures checked, and when waiting to be picked up at the end of the day. At other times

throughout the day, when the teacher(s) deem it necessary, students may be asked to put their face coverings on.

7. Physical Distancing

- a. Desks and student seating areas will be 6 feet apart. If it is not possible for the desks to be six feet apart, then a clear barrier will be placed between the students. Desks will be arranged so that students are facing forward.
- b. School capacity will be limited so that we can maintain the required six foot social distancing in each classroom.
- c. Small group activities and play spaces will be arranged to maintain as much separation as possible.
- d. Physical barriers are installed in at the office window and the Kid's Cantina windows.

8. Cleaning/Disinfecting

- a. High cleanliness standards will be maintained throughout the year.
- b. Sharing of materials, toys or electronics will be kept to a minimum.
- c. Disinfection of surfaces and materials will be done periodically throughout the day.
- d. Door handles, drinking fountains, sink handles, and restroom surfaces will be disinfected after each class uses them. The Janitor will also disinfect them at lunch and after dismissal.
- e. Ventilation systems have been checked and new filters installed throughout the school.
- f. Each student's belongings will be kept separate from other students and sent home daily.

9. Employee Issues

- a. Pre-session staff training will be done with all employees. Training will include:
 - i. Disinfecting Frequency, tools and chemicals to be used
 - ii. Physical distancing implementation
 - iii. Symptom screening implementation, including temperature checks
 - iv. Use of protective equipment
 - v. Cough and sneeze etiquette/ Hands away from face
 - vi. Frequent handwashing and proper technique
 - vii. Confidentiality around health recording and reporting.
- b. The front office administrator and principal, will be the liaison(s) responsible for responding to COVID-19 concerns.

10. Communication with Students, Parents, Employees, Public Health Officials and the Community

- a. There are two meetings scheduled prior to the start of school in which the stakeholders of the school can meet with administration regarding implementation plans. At this time the proper use of PPE/EPG equipment,

cleanliness and disinfection, transmission prevention, when to keep your child home, and how to report a COVID event will be discussed. The Lodi SDA School Board has already met with administration to develop this plan.

- b. LSDAE Communication Plan is as follows:
 - i. Contact NCC Representative of the exposure. Review legal responsibilities with them at that time.
 - ii. Notify staff and families immediately of a possible COVID-19 Exposure.
 - iii. Advise the one(s) who have contracted COVID-19, not to return to school until they have met the CDC criteria to discontinue home isolation.
 - iv. Consideration the need to close class(es) during a time of quarantine will include:
 - The number of family members in the school who have been exposed.
 - Recommendations from the NCC
 - Current recommendations by the CDC
 - Input from administration and board