

# Elementary Parent & Student Handbook

2013-2014





# LA SIERRA ACADEMY - ELEMENTARY PARENT & STUDENT HANDBOOK

*2013-2014*



Accredited by:  
Western Association of School and Colleges  
&  
Commission on Accreditation  
North American Division of Seventh-day Adventists

4900 Golden Avenue  
Riverside, CA 92505  
[www.lsak12.com](http://www.lsak12.com)

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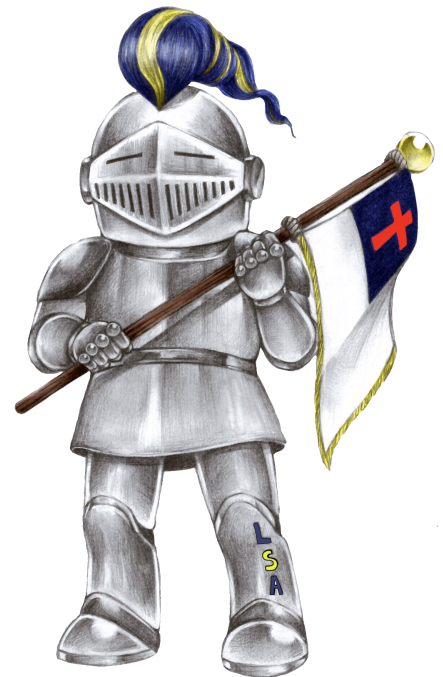
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# A LETTER FROM OUR PRINCIPAL

## WELCOME TO LA SIERRA ACADEMY – ELEMENTARY

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Dear Parents,

Welcome to *La Sierra Academy – Elementary*. We are a school dedicated to Christian education and fostering principles that uplift the name of Jesus. The Bible clearly offers direct instruction in Proverbs 22:6 when it states, "Train up a child in the way he should go; and when he is old, he will not depart from it." This Biblical wisdom challenges us to produce a generation of young people grounded in the love and service of God.

We embrace another year for our students to learn, to be challenged and to achieve their full potential. But more importantly, we relish the opportunity for our students to grow in the love and grace of Jesus Christ. It is our prayer and vision that we will successfully prepare our students to be beacons of excellence; spiritually mature, academically advanced, socially developed, physically healthy, and prepared to live a life devoted to service.

Prayerfully, we petition your prayers that our students will receive the best of what *La Sierra Academy – Elementary* has to offer. It is our desire that what we teach our students will enrich and enhance their lives; allowing others to see the favor and blessings of God upon each and every child.

With grateful hearts, we give thanks to our heavenly Father for His love, His direction and His strength to be workers in His vineyard. As we prayerfully assume the tasks of training your children for the kingdom, we seek an increase of knowledge, wisdom, patience and longsuffering with joy. We give thanks, with jubilation, for the opportunity to be used by God in the service of His children.

Standing on the promises,

A handwritten signature in black ink that reads "Spring Benfield". The signature is written in a cursive style.

Spring Benfield

La Sierra Academy – Elementary Principal

# STATEMENT OF FAITH

## ***WHAT WE BELIEVE***

**We believe** in a personal God.

**We believe** the Bible is the inspired Word of God and that it is inerrant and infallible.

**We believe** that God is sovereign, omnipotent, omniscient, and omnipresent.

**We believe** in the eternal existence of God the Father, God the Son & the Holy Spirit.

**We believe** God is the Creator of all things and that all things were made by Him.

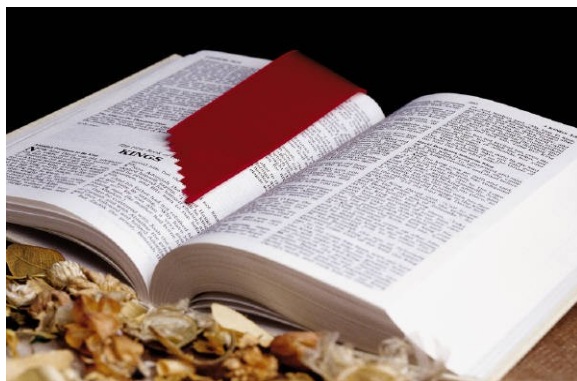
**We believe** that both the Old and New Testament are valid and that the Law of God is our guideline to protect and ensure our health and happiness.

**We believe** that we are saved by faith and through the grace of Jesus Christ.

**We believe** in the example of Jesus Christ and affirm the practice of baptism by immersion and the practice of celebrating the Lord's Supper – Communion.

**We believe** that the seventh day is consecrated and hallowed as God's day of rest—the Sabbath.

**We believe** in the second coming of Jesus Christ and await that glorious day when we will be united with our Savior for all eternity.



# Mission



## OUR MISSION

The mission of La Sierra Academy – Elementary is to educate the whole student within a Christian context; emphasizing spiritual, mental, social and physical development. Our Christian ministry exists to cultivate our students in nurturing their relationship with Jesus Christ, in generating a passion for academic excellence, in fostering positive social skills and in creating a desire for healthy living and physical well-being.

As a Christian K–12 college preparatory school, La Sierra Academy serves students from diverse backgrounds by providing the learning opportunities for the acquisition of skills and tools needed to contribute to society, to prepare for life's work and to flourish spiritually.

## OUR VISION

Our vision is to prepare a generation of young people who are spiritually mature, academically stellar and socially centered citizens who will devote their lives in the service of others.

## OUR FRAMEWORK

The framework of our mission and vision are founded upon Biblical principles. I Corinthians 10:31 states, “...whatever your hand finds to do, do all to the glory of God.” This scriptural passage is the cornerstone for our philosophy of education. It is the guide to ensure that a Christ-centered foundation is established in the learning environment of La Sierra Academy – Elementary.

### I. Glorify God With Our Hearts (Spiritually)

Glorifying God is the desire and practice of individuals following a Christian life. As Christians, there is an explicable need to know God and have a personal relationship with His Son – Jesus Christ. In our academic program, we emphasize the daily incorporation of the study of scriptures, God's divine and inspired Word of Faith, as they relate to each subject. It is our goal to provide our students with an opportunity to have a closer relationship with Jesus; while developing a worldview, grounded in Christian principles.



*“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.” Colossians 3:17*

## **II. Glorify God With Our Minds (Academically)**

Glorifying God with our minds is a testimony of our devotion to our heavenly Father. His ideals for His children are higher than we can fathom. Knowing this, it is the goal of La Sierra Academy – Elementary to prepare our students for every possible academic challenge. Each student is immersed in a curriculum that emphasizes the development of skills in analysis, comprehension, critical thinking, and written expression. Our academic approach stems from a classically based educational model and emphasizes the whole-child. Cumulatively, we present lessons grounded in previously acquired knowledge and understanding. Our students receive a well-rounded education, interwoven with building skills in communication, synthesis and evaluation.

## **III. Glorify God With Our Souls (Socially)**

Glorifying God with our souls and spirits is a joy! We encourage and inspire our students to treat one another with kindness, dignity, and respect. The promotion of harmonious relationships is a responsibility as Christians that prepares us for the heavenly kingdom. Our students are stressed to value one another and embrace the gifts and strengths, with which each of us has been endowed. We foster an environment where our daily conduct honors and glorifies God.

## **IV. Glorify God With Our Strength (Physically)**

I Corinthians 6:20 states that we were bought with a price and that we should glorify God in our body and spirit. Our goal is to inspire our students to live healthy lives and treat their bodies as temples for the Lord. Exercise, wholesome activities and good sportsmanship are promoted; in alignment with a balanced Christian lifestyle. This occurs through a program that builds strength, develops stamina and refines coordination. La Sierra Academy – Elementary seeks to educate our students to glorify God with their whole person.

## **V. Glorify God With Our Service**

Part of our educational mission is to introduce our students to the joy of service. Jesus spent much of His life in the service of others. Following His example, our students are encouraged to practice kindness, mercy and humility towards others. They are required to work well with and for others; ensuring that our communities benefit from their commitment and Christian service. The wisdom of Solomon entreats us to participate in acts of service – *“Whatever your hand finds to do, do it with all your might...”* Eccles. 9:10 When our students participate in acts of service, which benefit their fellowman, they are truly glorifying our Father in heaven.

# SCHOOL ORIENTATION

## HISTORY

La Sierra Academy was founded in the fall of 1922. Initially, the school developed from an academy to a junior college. Later, it grew into a four-year liberal arts college; necessitating that the academy be separated into other academic levels. In 1940, La Sierra College Preparatory School, now known as La Sierra University, was established. In 1955, the academy moved from the college campus to its present location; where it proudly stands at the intersection of Golden Avenue and Pierce Street.

## ACCREDITATION AND MEMBERSHIPS

*La Sierra Academy is accredited by:*

WASC, Western Association of Schools and Colleges

Commission on Accreditation North American Division of Seventh-day Adventist

## REGALIA

School Colors – Blue & Gold

School Mascot – Knight

School Motto – Learning, Serving & Achieving through Christ

School Verse – *"I can do all things through Jesus Christ who gives me strength." Philippians 4:13*

## OPERATING HOURS

**Elementary Office:** Monday through Thursday, 7:45 am – 4:00 pm    Friday, 7:45 am – 1:00 noon

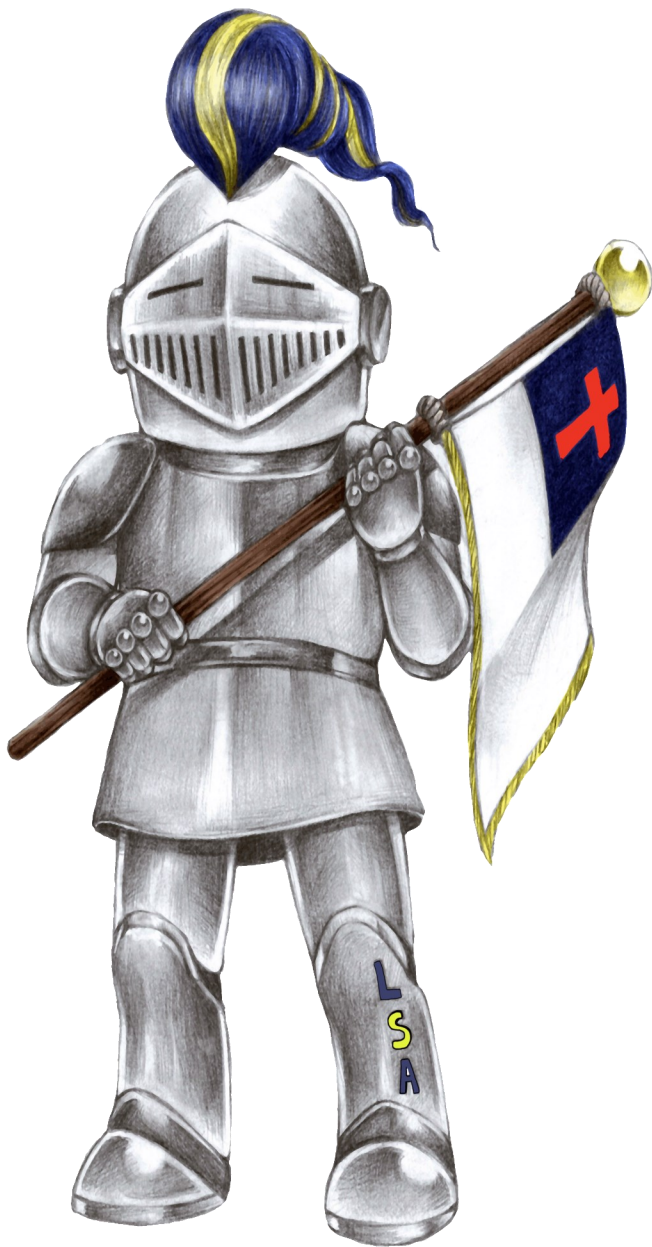
**Kindergarten:** Monday through Thursday, 8:00 am – 2:15 pm    Friday, 8:00 – 12:00 pm

**Grades 1 – 2:** Monday through Thursday, 8:00 am – 2:30 pm    Friday, 8:00 – 12:05 pm

**Grades 3 – 4:** Monday through Thursday, 8:00 am – 2:45 pm    Friday, 8:00 – 12:10 pm

**Grades 5 – 6:** Monday through Thursday, 8:00 am – 3:00 pm    Friday, 8:00 – 12:15 pm

*(La Sierra Academy reserves the right to change the schedules as needed.)*



*“Reaching for Glory”*

“ I can do all things through Jesus  
Christ who gives me strength.”

*Philippians 4:13*

# ATTENDANCE POLICY

## ATTENDANCE POLICY

### LA SIERRA ACADEMY – ELEMENTARY ATTENDANCE EXPECTATIONS

Students at La Sierra Academy – Elementary are expected to attend school consistently and promptly. Timeliness is a habit we strive to instill in our students. This habit fosters responsibility, accountability and academic success. We kindly request, to the best of your ability, that all personal appointments be scheduled during after school hours. Recurring medical appointments should be rotated so the student does not miss the same course instruction.

### SUPERVISION

Supervision is provided for Kindergarten – 6th grade students from 7:30 am – 3:30 pm. When students are not picked-up after school in a timely manner, they are automatically transferred to LSAE Extended Care. They will be escorted by the supervising adults and placed in the Extended Care program. ***There can be no exceptions to this policy.*** Please know, older siblings (minors) are not legally allowed to supervise younger siblings (minors). Adult supervision is provided in the morning from 7:30 am – 8:00 am. Students from early supervision are escorted to the class line-up before school begins. After school, the *LSAE Knightly Time* (Extended Care) program occurs from 3:30 pm to 6:00 pm. It is expected that families will make other arrangements after 6:00 pm. However, if students have not been picked up in a timely manner, an additional fee will be charged to student accounts. Our supervisors are engaged for particular hours and we implore our parents to be considerate of this factor.

### PLANNED ABSENCES

There may be a rare occasion where a planned absence is absolutely necessary. In these special cases, please notify the Elementary Office and the homeroom teacher at least two weeks in advance. This will allow for an *Independent Study Contract/Packet (ISCP)* to be prepared. Without sufficient notice, ISCP's will not be available. If the planned absences include: a student at home to help out, student babysitting, student gone to the beach, shopping, etc., these will not be excused.

### UNPLANNED ABSENCES

Students may be absent for unanticipated reasons. Should any of the reasons listed below apply, please call the Elementary Office Attendance Hotline at (951) 351-1445 ext. 124 and leave a message, between 7:30 and 8:00 am, stating the name of the student, grade level and the reason for the absence. Upon returning to school, a written explanation of the absence must be submitted to the Elementary Office. (This should include the student name; date(s) of absence; reason for absence and parent signatures.)

**Excused Absences** include: *Illness; medical; dental; optometrist visits; deaths in the family; student required to appear in court; religious holiday; or a hardship situation.*

# ATTENDANCE POLICY

## **EXCESSIVE ABSENCES**

When a student exceeds seven or more absences in a quarter, they are in a non-compliance status with California State Law; which allows for 15% absence per semester or 7.5% per quarter. Should this occur, the parents will be notified to attend a meeting, discussing the attendance status of the student. A pattern of excessive absences may jeopardize a student's enrollment status.

## **ABSENCES AND MAKE-UP WORK**

Students with excusable absences have the same number of days absent to complete all missing assignments, quizzes and tests. Should a student exceed this amount of time in completing their assignments, there is no guarantee that the teacher will accommodate them. Please refer to the section on Homework in this Handbook for further explanation on the Make-up Work policy.

## **TARDINESS**

Promptness and preparation are two important disciplines taught at La Sierra Academy – Elementary. Patterns of tardiness or a lack of preparation for class jeopardizes a student's success. It is extremely important that students arrive to class on time. The morning bell for the Kindergarten through 6th grades will ring at 7:50 am. Students will line up on the white top by homeroom classes. When the bell rings at 7:55 am the teachers will escort the students to class and class instruction will promptly begin at 8:00 am. Students arriving after 8:00 am are considered tardy and will need to get a pass from the Elementary Office. Parents will be notified, in writing, when a student has accrued five tardies. Perpetual tardiness will result in a parent conference. Excessive tardiness may result in corrective actions.

## **LEAVING CAMPUS DURING THE SCHOOL DAY**

La Sierra Academy—Elementary is a closed campus. This means our students are restricted from leaving the campus during school hours; unless they are under the supervision of their parents or teachers. A parent or an authorized adult must sign the student out in the Elementary Office. Students will be called out of class only when the parent or authorized adult has come to the office and signed them out. Authorized adults are individuals specifically designated, in writing, by the student's parent.

## **CAMPUS VISITATION**

**All parents and other visitors on campus are considered guests and must stop at the Elementary Office;** sign the guest log, and obtain a *LSAE Visitor Badge* before entering a classroom or any part of the campus during school hours. Parents participating in the campus phonics programs, will receive their *LSAE Phonics Parent Lanyards* in the classroom. Any guest found not wearing a *LSAE Visitor Badge* will be asked to return to the Elementary Office and obtain the proper identification or respectfully be asked to leave the school campus.

# DROP OFF & PICK-UP

## DROP-OFF/PICK-UP

### KINDERGARTEN DROP-OFF

- Students are to arrive after 7:30 am and before 7:55 am.
- Students are dropped-off on the Pierce Street entrance and report to an LSAE Supervisor in the morning. As they are greeted by our LSAE Supervisors, they will be noted in as arriving on campus.
- At 7:55am, the Kindergarten teachers will greet the students on the white top and escort them to their classrooms. If a student arrives after 8:00 am he or she will be considered tardy. (PLEASE NOTE: During the orientation period, parents will be allowed to escort their children to the classroom for the first week of school; however, after this time span has been exhausted, students will be escorted to the class by their homeroom teachers or homeroom teacher assistants.)
- If tardy, the adult dropping off the student must bring them into the Elementary Office. The student will be presented with a tardy slip which they must give to their teacher.
- Parents may not, at anytime, leave cars unattended in the drive-through area.
- The utmost respect and courtesy are warranted in our Drop-Off/Pick-Up zones.
- If it is necessary to accompany a student to their classroom (for projects or food items), parents are asked to park in the designated parking area, sign-in and get a Visitor sticker.

### KINDERGARTEN PICK-UP

- The Kindergarten school day ends at 2:15 pm.
- All Kindergarten students must be picked up by an authorized adult. When picking up your children, the adults must be prepared to show proof of identification. The LSAE Supervisors will have the homeroom class roster to note when students have been transferred to their parent's care as they escort students to the car.
- Please know, only the persons authorized by the student's parents or legal guardians will be allowed to pick-up the child. If a person comes to pick-up a student and they are not on the Authorization Release List, we will not allow the student to be released to that individual; until we are able to acquire and verify authorization by the parent.

# DROP OFF & PICK-UP

## FIRST – SIXTH GRADE DROP-OFF

- Students are to arrive after 7:30 am and before 7:55 am. Supervision will be available from 7:30 – 8:00 am. Students are to be dropped-off on the Pierce Street entrance and report to a LSAE Supervisor in the morning, on the white top area. As they are greeted by our LSAE Supervisors, they will be noted as arriving on campus.
- Parents may not, at anytime, leave cars unattended in the drive-through area.
- The utmost respect and courtesy are warranted in our Drop-Off/Pick-Up zones.
- If it is necessary to accompany a student to their classroom (for projects or food items), parents are asked to park in the designated parking area, sign-in and get a visitor sticker.

## FIRST – SIXTH GRADE PICK-UP

- The La Sierra Academy – Elementary school day ends at 3:00 pm. Your student will be ready for pick-up from 2:30 pm to 3:30 pm. Our La Sierra Academy – Elementary staff will escort students to their driver's car for pick-up.
- Please know, only the persons authorized by the student's parents or legal guardians will be allowed to pick-up the child. If a person comes to pick-up a student and they are not on the Authorization Release List, we will not allow the student to be released to that individual, until we are able to acquire and verify authorization by the parent.
- Parents may not leave cars parked, unattended in the drive-through area at any time. Unattended cars may be tagged for towing if left for an extended amount of time. Also, if it becomes necessary for parents to wait, we ask that they please park in a designated area.
- Students still on campus after 3:30 pm, will be automatically logged into our LSAE Knightly Time (Extended Care) program; which ends at 6:00 pm. Please see the *Knightly Time Extended Care* section in this handbook for further information.

# ADMISSIONS

## ADMISSIONS

La Sierra Academy is a K-12 school operated by the Southeastern California Conference of Seventh-Day Adventists. La Sierra Academy admits student of any race, color, nation, ethnic origin or religion to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

La Sierra Academy does not discriminate on the basis of race, color, national and ethnic origin, or religion, in administration of its educational policies, scholarship and loan programs, and other school administered programs.

No religious test is required of any student upon entering La Sierra Academy, but it is expected that all who apply for admissions will assert, respect, and honor the religious principles on which the school is founded.

New Student Applications are available on line by the end of January and parents will be notified of admission decisions by the last week in February. All applications submitted thereafter are considered on the basis of availability.

## PARENT VISITS

Prospective parents and students are invited to schedule a Campus Visiting Tour. Our personalized tours provide parents the opportunity to view the learning environment, become familiar with our school programs, and meet the teachers of La Sierra Academy – Elementary.

## APPLICATION

An application for admission to La Sierra Academy – Elementary may be obtained from the school office or from our school website. A non-refundable application fee is submitted with the application packet. Applications are considered complete when the following items have been submitted:

- ◆ Student Application
- ◆ Copy of the most recent Report Card
- ◆ Copy of the most recent Standardized Test Scores
- ◆ Copy of the Birth Certificate
- ◆ Permission to Publish Photos On-line Form
- ◆ Permission to Walk to La Sierra University Church
- ◆ Consent to Treat Form
- ◆ Student Immunization Records
- ◆ Proof of TB Skin Test  
(required for all Kindergarten and New students to La Sierra Academy – Elementary/ or the Riverside County area)
- ◆ Evidence of a complete Physical Examination & Dental Examination  
for all Kindergarten and New students to the Riverside County  
(within 12 months of the first day of school)
- ◆ Teacher Recommendation Form



## **TEACHER RECOMMENDATION**

Students applying for first grade through sixth grade must submit a Teacher Recommendation form. This form must be completed by the most current teacher. It may be mailed or submitted in a sealed envelope to the La Sierra Academy – Elementary Office.

## **TRANSCRIPT/RECORDS REQUEST**

We request our new parents of students First Grade through Sixth Grade, complete a *Transcript Request* form; allowing La Sierra Academy – Elementary to request and receive the applicant's official academic records and standardized test records.

## **ENTRANCE ASSESSMENT**

All new students must take an Entrance Assessment at La Sierra Academy – Elementary; where it is proctored by a La Sierra Academy – Elementary staff member. Students are given a grade appropriate assessment to determine academic readiness, strengths and weaknesses. Information gleaned from the entrance assessment will assist La Sierra Academy – Elementary in formulating the appropriate academic program for our students. The entrance assessment may also assist us in determining whether our academic program will meet the needs of the student.

## **ADMISSIONS COMMITTEE**

Each new application to La Sierra Academy – Elementary is carefully reviewed by the LSAE Admissions Committee. Screening and final selections are based on academic performance, behavioral history, assessment results, the willingness of the student's parents to participate actively in the educational process of their child, and the ability of La Sierra Academy – Elementary to meet the educational needs and development of the student. La Sierra Academy – Elementary reserves the right to refuse acceptance, at any stage of the admissions process, provided the decision is in accordance with the non-discrimination policy noted in this handbook. Any questions concerning the outcome of the application should be placed in writing and be addressed to the *LSAE Admissions Committee*.

## **FAMILY INTERVIEW**

After the complete application, transcripts, teacher recommendations and assessments have been processed by the LSAE Admissions Committee, the La Sierra Academy – Elementary Office will contact the parents to schedule a family interview with the school principal. Before the first day of school the principal will request a meeting with the prospective new students and their families.

# ADMISSIONS

## **ADMISSION STANDARDS**

### **AGE STANDARDS FOR ADMISSIONS**

Students applying to La Sierra Academy – Elementary Transitional Kindergarten must be 4.9 years of age by November twenty-second. Students applying to La Sierra – Elementary Kindergarten must be 5 years of age by September thirteenth. Research indicates that students in these age groups are much more successful and prepared to begin school.

### **ACADEMIC STANDARDS FOR ADMISSIONS**

Academic standards for La Sierra Academy – Elementary require that students meet grade level standards as indicated by their most recent standardized tests or the entrance assessment examination administered by the school. Applicants scoring below grade level may or may not be admitted; pending the review of the LSAE Admissions Committee. La Sierra Academy – Elementary is not staffed or equipped to accommodate students significantly performing below grade level. Furthermore, La Sierra Academy – Elementary reserves the right to recommend a different grade placement, than the grade level indicated on the student application.

### **BEHAVIORAL STANDARDS FOR ADMISSIONS**

Prospective students with a history of disruptive conduct or emotional instability may not be admitted to La Sierra Academy – Elementary. If the school determines that we are able to minister to a student with a troubled history, the student may be enrolled on a probationary status for one quarter. Should La Sierra Academy – Elementary determine that the student's behavior, on or off campus, is a detriment to the overall environmental standard of La Sierra Academy – Elementary, the student may be asked, before or after the end of the probationary period, to leave.

### **LEARNING DISABILITIES and SPECIAL NEEDS**

La Sierra Academy – Elementary is not equipped to serve students with learning disabilities or special needs. When students apply to La Sierra Academy – Elementary and they have documented learning disabilities or special needs disabilities; it must be noted on the student application and all pertinent records submitted with the application. (IEP Reports, Test results specifically related to the disability, etc.) Should this pertinent information be omitted during the admissions process, the student may be asked to immediately withdraw. The LSAE Admissions Committee may decide to admit a student with mild learning disabilities or special needs on a probationary status.

If a student has already enrolled at La Sierra Academy – Elementary and is diagnosed with a learning disability, the administration and educational staff will meet with the family to determine if our school can meet the educational needs of the student. Should it be determined that La Sierra Academy – Elementary is not equipped to meet the specific needs of the student, then La Sierra Academy – Elementary reserves

the right to request that the student withdraw.

## **TUITION ASSISTANCE**

For information on tuition assistance, please refer to the *Financial Guidelines* in this Handbook.

## **RE-ENROLLMENT**

Students currently enrolled in La Sierra Academy – Elementary are eligible for re-enrollment. During the month of January, La Sierra Academy – Elementary offers priority status to our current students and mails to student households, Returning Student Applications. Once the Returning Student Application and the non-refundable registration fee have been submitted to the office, a re-acceptance letter will be mailed.

When our current students fail to re-enroll by the deadline, as specified with the application packet, they may lose their priority status; subsequent to the volume of new applications. Applications received after the re-enrollment deadline may be treated as a new application.

Please understand that re-enrollment is not automatic. Enrollment at La Sierra Academy – Elementary is a privilege. If it is determined that a current student failed to meet the academic or behavioral guidelines and practices of La Sierra Academy – Elementary, or if the parents did not comply with the policies of the school and guidelines of this Handbook, the privilege to return may be rescinded. Please know, all financial obligations and responsibilities must be met to ensure a student's re-enrollment.

*“Apply your heart to instruction and your ears to words of knowledge.” - Proverbs 23:12*

# SPIRITUAL TRAINING

## Spiritual Training



*“Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.” -11 Timothy 2:15*

### **BIBLICAL EMPHASIS**

Students of La Sierra Academy – Elementary are connected to the Word of God in every aspect of their school day. Our students are taught to live by the Bible and it's principles. They become familiar with God's word through Biblical studies, memory verse mastery, class discussions, Chapel experiences, Campus Prayer Walks and much more. La Sierra Academy – Elementary students discover that Biblical emphasis is integrated in the classroom experience, the playground, in individual groups and during interactions with their teachers. Our students are encouraged and prompted to apply Biblical values in their everyday life events.

### **HOMEROOM DEVOTIONALS & CHAPEL**

Spiritual life on La Sierra Academy – Elementary campus is intentional. In the morning, each homeroom begins the day with Jesus. Teachers share object lessons during homeroom morning devotionals, which assist in strengthening the character of our students and their spiritual walk with God. The ultimate goal of La Sierra Academy – Elementary is to prepare children for a life of eternity with Jesus.

Kindergarten through sixth grade students participate in Friday Chapels. This is a time when our students experience collective school worship. Chapels provide for weekly reflection, singing, praying and hearing the Word of God spoken by pastors, guest speakers and staff. We offer our students this time to turn their eyes, hearts, minds, voices and souls to heaven.

### **PRAISE & WORSHIP**

During the Chapel event on Friday, Kindergarten through sixth grade students participate in a time of unabashed praise and worship. We begin this time in prayer with the Lord, proceed respectfully with the Pledge of Allegiance and then, in honor of our Christian heritage, pledge to the Christian Flag. A time for praise singing allows the voices of our students to uplift and glorify our Father in heaven. Parents are welcome to come join us in this weekly time of spiritual training. Worship is a privilege, demonstrated through our devotion to our Lord and Savior – Jesus Christ.

## BIBLE CURRICULUM

Our Bible curriculum is designed to provide our students the opportunity to accept Jesus Christ as their personal Savior. La Sierra Academy – Elementary is dedicated to our students having a strong foundation in the Word of God. All of our students, from every grade level, memorize Bible scriptures and they are encouraged to apply learned Biblical principles in their everyday life experiences.

Students in each grade level are exposed to a classical curriculum designed for elementary students. The Biblical lessons encompass a study of life applications from Genesis to Revelation. Our Bible curriculum is developed by the North American Division of Seventh-day Adventists; to ensure the Christian tenets of our faith are taught throughout the student's learning experience.

- ◆ **KINDERGARTEN** – *Forever Stories & My Bible Friends* shares with our students stories that emphasize growing in the character and love of Jesus Christ. Students are exposed to Bible heroes and taught a series of lessons that encourage students to live Christ-centered lives.
- ◆ **FIRST GRADE** – *Belonging to His Family* introduces our students to the concept and study of family. It begins with God's family in heaven, connecting Bible stories about families to God's plan for each person.
- ◆ **SECOND GRADE** – *Exploring His Power* provides students the opportunity to study the demonstrations of God's power, love, care and concern for each of us. Historical chronicles of the people in the Old Testament, who experienced evidence of God's power, permeate the lessons.
- ◆ **THIRD GRADE** – *Accepting His Plan* is the study of God's plan to redeem the world. It begins with explaining the problems Lucifer created in heaven to the temptation of Adam and Eve. It then addresses God's plan of salvation and desire to have us live with Him in heaven; which is only possible through His son Jesus.
- ◆ **FOURTH GRADE** – *Following His Way* emphasizes how a person should live as a follower of Christ and how Christians can make wise decisions everyday. Bible stories demonstrate how positive and negative choices can affect the lives of Christians.
- ◆ **FIFTH GRADE** – *Fruit of the Spirit* highlights the ten fruits of the Spirit through the lessons from the Old Testament and New Testament stories. Additional historical and contemporary narratives also connect the principles of Galatians 5: 22 – 23. Students study the character traits and gifts God idealizes for His children.
- ◆ **SIXTH GRADE** – *Christ our Life* offers our students a study of Jesus' love for us and the grace He offers to all. This curriculum focuses on traits modeled by Christ and examines these principles through Biblical, contemporary, historical, and Adventist heritage narratives.

# ACADEMIC TRAINING

## Academic Training

“Commit to the Lord whatever you do, and your plans will succeed.” - Proverbs 16:3



### CURRICULUM

Academic development at La Sierra Academy – Elementary is based on a classical approach to education. Our educational program is designed to cultivate the analytical and critical thinking abilities of students, promoting them to be self-motivated and independent learners. Students are taught to evaluate and synthesize information, in preparation of demonstrating knowledgeable aptitude and capabilities. The elementary years are considered the grammar stage of the educational experience and during this time emphasis is placed on establishing a strong academic foundation. La Sierra Academy – Elementary is dedicated to igniting, in each student, a passion for learning. We offer our students every opportunity to become well-rounded individuals; with the ultimate purpose of their intellectual gifts being committed to God's plan for their lives.

### KINDERGARTEN

Students entering Kindergarten at La Sierra Academy – Elementary experience a classical approach to education; which focuses on the “whole child”. A Christ-centered instruction, combined with a nurturing and loving learning environment, offer our Kindergarten students a positive foundation for their educational experience. They are expected to gain a mastery in their fundamental skills and make significant strides in the development of their knowledge base. La Sierra Academy – Elementary also focuses on helping Kindergarten students adapt and acclimate their attitudes for the transition to more structured educational elementary programs.

- Classical Literacy Based Curriculum
- Small Learning Centers
- Whole Class Direct & Differentiated Instruction
- Bible – *Pacific Press*
- Math – *Pearson/Scott Foresman, enVision Math*
- Phonics – *Explode the Code (Morning Parent Pairing Support)*
- Writing – *A Reason for Writing*
- Library Instruction
- Art Exploration
- Music
- Computer / Technology

# ACADEMIC TRAINING

## LOWER ELEMENTARY LEVEL: GRADES 1-3

The lower elementary level at La Sierra Academy – Elementary continues to establish a foundation for life-long learning. In the early grades, our students are led through learning experiences of discovery, exploration, independent projects and sharing of ideas. Our students are provided opportunities to grow culturally, aesthetically and demonstrate positive self-concepts. They learn and develop the ability to work well in cooperative groups, to logically process and solve problems and they become proficient to stellar readers. Ultimately, La Sierra Academy – Elementary students are trained to become confident and responsible citizens, who live for Jesus.

- Bible – Pacific Press
- Math – *Scott Foresman EnVision Math; Riverside Publishing Go Math*
- English/Grammar – *Houghton Mifflin; Easy Grammar*
- Phonics – *Educators Publishing; Spectrum*
- Science – *By Design*
- Spelling & Vocabulary – *Sadlier Oxford; Concerned Communications*
- Handwriting – *Concerned Communications*
- Music – Choir
- Computer/Technology – *La Sierra Academy – Elementary Curriculum*
- Art – *La Sierra Academy – Elementary Curriculum*
- Physical Education – *La Sierra Academy – Elementary Curriculum*



## UPPER ELEMENTARY LEVEL: GRADES 4 – 6

Students in the upper elementary levels of La Sierra Academy – Elementary expand their learned knowledge base through the application of a more challenging and rigorous curriculum. Opportunities to demonstrate intellectual competencies increase, students are encouraged to exercise more self-discipline and independent capabilities, there is more focus and emphasis on social and moral attitudes and students are prompted to develop their leadership abilities. Preparation for middle school expectations increase; but most importantly, students are inspired to strengthen their relationships with God.



- Bible – *Pacific Press*
- Math – *Scott' Foresman EnVision Math*
- English/ Grammar – *Houghton Mifflin & Sadlier Oxford*
- Spelling & Vocabulary – *Concerned Communications; Zaner-Bloser; Sadlier Oxford*
- Handwriting – *Concerned Communications*
- Social Studies – *Prentice Hall: Pearson*
- Science – *By Design*
- Computer/Technology – *La Sierra Academy – Elementary Curriculum*
- Art – *La Sierra Academy – Elementary Curriculum*
- Physical Education – *La Sierra Academy – Elementary Curriculum*
- Music – Band or Choir (*semester commitment mandated*)

# ACADEMIC TRAINING

## **ASSESSMENT**

### **FORMAL ASSESSMENT**

New students of La Sierra Academy – Elementary are scheduled to take formal assessments at the beginning of the school year. These tests are administered to assist our educational staff in facilitating the best educational program for our students.

### **STANDARDIZED TESTING**

La Sierra Academy – Elementary uses the Iowa Assessment (IA) to formally assess students. The IA is a nationally acknowledged battery of tests, which measure critical thinking skills in varied subjects. During the first quarter, this test is administered to students in Third Grade through Sixth Grade. All formal test dates are posted on the school calendar. La Sierra Academy – Elementary strongly encourages all students be present and on-time for the Iowa Assessment. When students are absent during the assessments, alternate testing dates will be assigned. Also, students, who have provided formal documentation of special needs adjustments, are provided those specified accommodations. The IA test results are shared with our parents during the first Parent/Teacher Conference.

### **AT-RISK STUDENTS**

When students are performing less than satisfactorily and they have academic or behavioral patterns which do not meet the standards of La Sierra Academy – Elementary, they are placed on an “At-Risk” status. A Student Study Team (S.S.T.), composed of teachers, parents, the school counselor and the school administrator meet to discuss action plans and interventions, which will assist the “At-Risk” student in reaching a satisfactory level. An Individualized Educational Plan (I.E.P.) is developed to address the individual needs of the student. “At-Risk” students are closely monitored and communication between the parents and school is frequent. However, should any academic support be needed outside of the school, the parents will assume full financial responsibility.

It is the goal of La Sierra Academy – Elementary to provide our students with a nurturing and successful learning environment. If we are unable to meet the needs of our students, the continued enrollment of the student will be revoked. The administration, will work with the parents, in recommending an alternate educational setting, which may be more favorable in meeting the needs of the student.



## **RETENTION**

Students considered “At-Risk” are candidates for retention. Before students are promoted to the next grade level, they must meet grade level standards, by demonstrating a 75% proficiency or higher. Teacher recommendations are highly considered during this process. Should it be determined that a student at La Sierra Academy – Elementary is not meeting our academic standards, the parents will be contacted early in the process to discuss interventions. Please know, it is not the practice of La Sierra Academy – Elementary to retain students from first grade to sixth grade for academic deficiency; but our school will not continue to promote students who display significant academic weaknesses. We want our students to be secure and confident learners.

## **ASSESSMENT REPORTING PERIODS**

La Sierra Academy – Elementary is committed to maintaining a constant pattern of communication with our parents and students. *RenWeb* is an on-line web based communication tool used to facilitate information regarding academic progress. Parents will receive quarterly Report Cards during the school year. In the fall, La Sierra Academy – Elementary hosts a Parent/Teacher Conference. Another Parent/Teacher Conference is held in the spring for students who are struggling academically. Parents or teachers may request conferences at anytime during the school year.

## **BENCHMARK TESTING**

Benchmark tests assists educators in determining concrete learning outcomes. They bring a level of accountability to schools by assessing the academic growth of students in core subjects against measurable standards. These tests can be created by teachers, the school administration, or they can be issued from established curriculum batteries. The frequency of Benchmark testing at La Sierra Academy – Elementary is scheduled and administered according to grade level needs.

La Sierra Academy – Elementary utilizes Benchmark tests to determine the academic progression of students and if warranted, to modify instruction. Benchmark tests are utilized as educational tools, to support teachers in determining how students absorb and master presented lessons.

# ACADEMIC TRAINING

## Purview of Curriculum

La Sierra Academy – Elementary Curriculum is adopted from Section C14–104, of the Pacific Union Education Code. Our elementary curriculum, as stated in this code, includes the following areas:

- A. **Bible/Religion:** Instruction which has as its basic purpose the revelation of the truth about God and the development of a saving relationship with Christ. This implies the necessity of helping students to recognize and accept individual responsibility for personal choices. Opportunities will be provided for students to acquire Biblical literacy, including knowledge of Bible stories and events, understanding and commitment to memory of selected Bible stories and events, understanding and commitment to memory of selected Bible passages and knowledge of the organization of the Bible. Activities for students to participate in community witnessing/service is an integral part of the instruction.
- B. **Technology Education:** Instruction in computer literacy, keyboarding and basic functions such as: word processing, graphics, or spreadsheets should begin at least by the fourth grade. Self-instruction and age appropriate teaching programs approved by the conference should be used.
- C. **Fine Arts:** A program of fine arts which includes opportunities for the development of aesthetic appreciation, skills of creative expression, and use of creative imagination within the context of Adventist principles.
- D. **Mathematics:** Instruction in values; problem-solving; number systems, operations and arithmetic; measurements; geometric concepts; logic and reasoning; relations and functions; estimation; probability and statistics.
- E. **Physical Education:** A program of activities designed to promote optimal physical development, motor skills, healthy practices, attitudes, and habits of sportsmanlike conduct.
- F. **Reading/Language Arts:** Instruction in reading; the skills of listening, speaking, spelling, handwriting, reference and study; study of the English language; composition; critical evaluation of media forms; study of and appreciation for literature; in its various forms, which provides opportunity to develop discrimination in selection, preference for the beautiful and the true, and acceptance of responsibility for individual choices, within the context of the Adventist philosophy of literature selection.
- G. **Science and Health:** Instruction in natural science and health, which leads students to a knowledge of and respect for God as Designer, Creator, and Sustainer of an orderly universe. Focus of the instruction is on problem-solving and application rather than on mere acquisition of facts of Science and Health.
- H. **Social Studies:** Instruction in social studies which will enable students to develop an awareness of God's hand in the affairs of men; to evaluate and preserve national and Christian heritage while developing an understanding of and an appreciation for cultural diversity; to understand and promote Christian principles of justice; to understand the forces of good and evil as related to men and nations; to develop social, ethnic and cultural values consistent with Seventh-day Adventist beliefs. Career awareness is developed as an integral part of the social studies instruction.

# ACADEMIC TRAINING

## LA SIERRA ACADEMY



### LEARNER EXPECTATIONS

*Learning, Serving & Achieving through Christ*

#### Learning Christians who...

- Demonstrate mastery in core subjects
- Exhibit critical thinking skills
- Meet the UC/State and SDA University entrance requirements
- Maintain a life-long interest in learning
- Develop technological proficiency and integrity
- Incorporate 21st Century Skills into their personal and professional lives

#### Serving Christians who...

- Embrace a commitment to local and global communities
- Exhibit environmental responsibility
- Model ethical principles of personal and professional conduct
- Value diversity and individuality with a global perspective

#### Achieving Christians who...

- Nurture a faith based relationship with God
- Maintain a balance of their mental, physical, social and spiritual health
- Demonstrate responsible work habits and ethics
- Exhibit leadership skills and the ability to work collaboratively
- Develop vocational awareness leading to successful careers

# ACADEMIC TRAINING

## REPORT CARDS & PROGRESS REPORTS

August – September: Initial Assessments

October – K-6 First Quarter Report Cards Issued and Parent/ Teacher Conferences

January – K-6 Second Quarter Report Cards Issued

April – K-6 Third Quarter Report Card and Parent Conferences for Academic Needs

June – K-6 Final Report Card

## PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are held twice a year. These conferences are scheduled for a period of 15 – 25 minutes, by the homeroom teachers. These conferences offer parents an opportunity to discuss the academic growth or the areas of concern related to their child. Attending the October Conference is critical for parents. It is highly recommended that both parents attend the conference. Any additional conferences may be held, as needed, during the school year. Parents may make special arrangements for these additional conferences.

## GRADING SYSTEM

**GRADES K** Report cards are designed to address skill development. Student growth is noted through skills which need attention or that have been met.

### GRADES 1 – 2

	PERCENTILE SCALE
1 – Meets objectives and performs skills or activities independently	90 – 100
2 – Works toward objectives with continuing assistance	80 – 89
3 – Requires considerable assistance when working toward objectives	70 – 79
4 – Needs more time to develop	60 – 69
5 – Work is affected by frequent tardiness/absences	Below 60

### GRADES 3 – 6

A – Excellent  
B – Above Average  
C – Average  
D – Below Average  
F – Failure to Meet  
I – Incomplete

### ACADEMIC PERCENTILE GRADING SCALE

A (100% – 95%)	C+ (79% – 77%)	D- (62% – 60%)
A- (94% – 90%)	C (76% – 73%)	F (59% – below)
B+ (89% – 87%)	C- (72% – 70%)	
B (86% – 83%)	D+ (69% – 67%)	
B- (82% – 80%)	D (66% – 63%)	

## CITIZENSHIP K-6

Training students to become great citizens is part of the education at La Sierra Academy – Elementary. Students, K-6, receive a Citizenship Grade per quarter. This grade is reflective of their campus behavior and helpful attitudes noted by teachers and staff.

## **HOMEWORK**

Homework is a critical part of the learning process. Each teacher or grade level will assign homework to assist students in mastering their studies. Students are required to complete all homework assignments and turn them in on time. Homework is a part of the student's grades and should be faithfully completed. When work is submitted late, students may receive partial or no credit at all.

It is expected that parents will fully cooperate in seeing that their child completes their homework. On occasion, special class projects will require more time than usually specified for homework. Parents and students will be provided adequate notice of extra time for projects. Students will need to plan accordingly to ensure projects are turned in on time. Please know and understand that student homework and projects must reflect the student's efforts. Parents may assist their children by providing tools and guidance, but the finished product should mirror student work.

### **Suggested Nightly Reading**

Kindergarten: 10 minutes

1st Grade: 15 minutes

2nd Grade: 20 minutes

3rd Grade: 30 minutes

4th Grade: 40 minutes

5th Grade: 50 minutes

6th Grade: 60 minutes

### **Homework (In Addition to Nightly Reading)**

Kindergarten: 10 minutes

1st – 3rd Grades: 10–30 minutes

4th – 5th Grades: Grade: 40–50 minutes

6th Grade: 60 – 120 minutes

## **LATE WORK**

When assignments and homework are submitted after the due date, and without approval of the teacher, they are considered late. Late work may not be accepted by the teacher or may be subject to penalties.

In the event of an illness or other emergencies, parents may make arrangements with the teacher regarding late work submission.

## **MAKE-UP WORK and ABSENCES**

Students with excusable absences have the same number of days absent, to complete all missing assignments, quizzes and tests. Should a student exceed this amount of time to complete the assignments, there is no guarantee an instructor will accommodate their missing work.

# ACADEMIC TRAINING

*“You are worthy, our Lord and God, to receive glory and honor and power, for you created all things, and by your will they were created and have their being.”*

*- Revelation 4:11*



## **ACADEMIC AWARDS**

La Sierra Academy – Elementary honors and recognizes students for their diligent work, outstanding academic performance and quests to live a Christ-like life.

We want our students to know that when they are faithful and remember to glorify God first, in their day to day activities, blessings are abundantly poured out. We are thankful and grateful for the talents God extols upon His children.

### **KNIGHTLY CHARACTER AWARD (GRADES 4–6)**

At the end of the school year, students receive the *Knightly Character Award*. This is issued to one boy and one girl per grade level for upholding the school guidelines and for consistently demonstrating a Christ-like character. This is one of the most esteemed honors given to students at La Sierra Academy – Elementary.

### **PEACE BUILDER AWARDS (GRADE K–3)**

The Peace Builder program is dedicated to training students on how they can help make the world a better place. This program emphasizes the following positive habits: *Help Others; Praise People; Give Up Put –Downs; Seek Wise People; Notice Hurts and Right Wrongs*. During our semester awards ceremony, students are acknowledged for their commitment to building peace at home, school and in our community. They are truly a *Peace Builder*.

### **BRAVO AWARD (GRADE K–6)**

The Bravo Award is a teacher's award issued to students in grades K–6 who have demonstrated stellar improvement in one or more of the following categories or areas: academics, emotional growth, effort, maturity development and responsibility. Each teacher, along with support staff, observe and assess our students on a quarterly basis to determine the recipients of the Bravo Award.

# ACADEMIC TRAINING

## **STUDENT OF THE MONTH (GRADES 3-6)**

La Sierra Academy – Elementary gives this award at the end of each semester. Throughout the school year, students displaying an effort to be kind, thoughtful, encouraging and considerate in the classroom and on the playground; are awarded the *Student of the Month* commendation. These awards are given at the discretion of the homeroom teacher, teacher assistants, or the administration. The names of the monthly honored students are celebrated on our school web site.

## **ASLAN ARTISTIC AWARD (GRADES 5-6)**

God imbues His children with many gifts. Artistic talent is a gift celebrated at La Sierra Academy – Elementary. Teachers, support staff and the administration note stellar and uniquely superior art renderings throughout the school year. This award is given, at the end of the school year, to a boy and a girl from each grade level; honoring their exceptional artistic achievement.

## **HONOR ROLL (GRADES 4-6)**

Students are recognized for their outstanding academic achievements at the end of each semester. La Sierra Academy – Elementary bestows Honor Roll awards to student in grades 4-6 who have a cumulative semester grade point average of 3.3 – 3.69.

## **PRINCIPAL'S AWARDS (GRADES 4-6)**

La Sierra Academy – Elementary Principal honors students who have superior academic performance for the semester. These recipients have a cumulative grade point average of 3.7-4.0.

## **PRESIDENTIAL AWARDS (GRADES 4-6)**

Seeking to promote academic excellence in our country, the President of the United States awards students who attain, for the whole school year, a cumulative grade point averages of 3.7 – 4.0 or higher.



## *Social Training*



La Sierra Academy – Elementary clearly understands our responsibility to establish articulate expectations for our students and parents. Our purpose is to develop Godly, just and unbiased discipline for our students. The school administration and the teachers are mindful of their obligation to institute conduct guidelines, which reflect the love of Jesus; balanced with a firmness of purpose. Synthesized in succinct terms, our students are educated to Respect God; Respect People; and Respect Property.

### **SPECIFIC GUIDELINES**

- ◆ **BE FAITHFUL** – “ For we walk by faith, and not by sight.” II Corinthians 5:7
- ◆ **BE RESPECTFUL** – “ In everything, therefore, treat people the same way you want them to treat you, for this is the Law of the Prophets.” Matthew 7:12
- ◆ **BE KIND** – “Be ye kind to one another, tenderhearted, forgiving each other, just as God in Christ has forgiven you.” Ephesians 4:32
- ◆ **BE OBEDIENT** – “Blessed are those who hear the word of God and obey it.” Luke 11:28
- ◆ **BE PATIENT** – “Be completely humble and gentle; be patient, bearing with one another in love.” Ephesians 4:2
- ◆ **BE SELF-CONTROLLED** – “He who is slow to anger is better than the mighty, and he who rules his spirit than he who takes a city.” Proverbs 16:32

### **CLASSROOM RULES**

Each teacher, according to grade level, establishes class room management guidelines. These guidelines are designed to offer principles of Christ-centered behavior in the classroom. Classroom guidelines are posted in each classroom and visible from any direction in the room. These rules are consistently reviewed and creatively taught.



## **SCHOOL GOVERNANCE & RULES**

La Sierra Academy – Elementary seeks to provide an environment that is safe for all of our students. During the formative years, students are daily learning how to get along with others and how to use appropriate ways to express themselves. Our school program and instruction are designed to teach our students how to utilize appropriate behaviors that will respect their instructors, classmates and the Lord. When students exhibit behavior that is inappropriate, disciplinary actions will be implemented. By registering at La Sierra Academy – Elementary, the students and parents agree to comply with the rules and regulations as published in the student handbook. We are very appreciative to our families for their support and partnership in assisting us with the best and safest learning environment for La Sierra Academy – Elementary.

### **RESPECTING AUTHORITY**

Students should always seek to follow the instructions of adult authorities on the school campus; when the instructions are respectfully requested and student safety is at issue. Disrespect of adults may result in immediate disciplinary actions.

### **CLOSED CAMPUS & VISITOR POLICY**

La Sierra Academy operates as a closed campus. The school is legally responsible for the safety and well being of all students during school hours. A student may not leave the school at any time, during the school day without parental and administrative permission. Students may not bring visitors onto the campus, unless administrative clearance has been approved. All guests must make an appointment with the Elementary Office before visiting our school campus.

### **ELECTRONIC DEVICES & TOYS**

Students are not permitted to bring personal items on campus, unless they are specifically used for a class project and the teacher has given permission. No toys (electronic or non-electronic), radios, laser pointers, beepers, iPods, MP3 players, television sets, electronic games or video hand held-games are to be used by students of La Sierra Academy – Elementary during regular school hours; or during academic-related activities. If any staff member spots them, such items may be confiscated and kept by the staff or principal until the parents come to reclaim them.

### **CANDY & GUM**

In an effort to keep our school campus immaculate and beautiful, gum is not allowed on the La Sierra Academy–Elementary campus. Damage from gum incurs expensive and unsightly property damage. Candy is highly discouraged and not advocated as a healthy and beneficial option for our elementary students. If brought to school for school celebrations, please check first with your student's teacher.

# SOCIAL TRAINING

## **CELL PHONES**

Cell phones may be brought to school if the parent deems it necessary. If personal cell phones are on campus, they must remain off during instructional time; unless, a teachers specifies a special class task or assignment to be completed with them.

Should a teacher or staff member see or hear a student using a cell phone without permission in the classroom or inappropriately using the phone; please know the phone may be confiscated and held until the parent can retrieve it. Also, please know, any loss of a cell phone is not the responsibility of the school. Cell phones are brought to school at the risk of the owners.

## **LOST & FOUND**

La Sierra Academy – Elementary provides a Lost and Found location behind the extended care facility. Abandoned clothing items, lunch pails, books and backpacks are placed on the portable black rack, housed behind the extended care. It is the desire of the school that students keep track of all personal items.

## **STEALING**

As a school, we are seeking to train our students to be honest and trustworthy. In the event any student is discovered taking the property of someone else, they will be subject to serious disciplinary actions; which could include the possibility of suspension or expulsion.

## **CHEATING/PLAGIARISM**

We are instructed, through Biblical principles, that whatever we find to do should be done to glorify our heavenly Father. Keeping these words of wisdom in mind, cheating is not acceptable at La Sierra Academy – Elementary. We require academic integrity from all of our students. Cheating includes: copying (word for word) information; copying another student's work; writing your name on the work of someone else or school-related documents; allowing someone else to complete your work and claiming it as your own; or plagiarism. Students found cheating on any assignment will receive a zero for that assignment and be subject to possible further disciplinary actions. Recurring cheating events will require a conference with the student and their parents. Should the cheating practice continue, disciplinary actions of suspension or expulsion may be enforced.

## **PROFANITY**

Profanity or offensive language is not acceptable or allowed at La Sierra Academy – Elementary. Foul words, written or spoken, will not be permitted. Any student using profanity will be subject to disciplinary action; which could include suspension.

## **FIGHTING**

In the event students choose to participate in fights or physical altercations, they will find themselves subject to disciplinary actions; which may include suspension or expulsion. Fighting is not acceptable or tolerated at La Sierra Academy – Elementary. In Matthew 5:9 Jesus clearly stated, “*Blessed are the peacemakers, for they shall be called the children of God.*” This is the goal of La Sierra Academy, to produce peacemakers for Christ.

## **BULLYING**

Bullying is not tolerated on the La Sierra Academy campus. Bullying includes actions of repeated aggressive behavior, designed to intentionally hurt another person, physically or mentally. Bullying is distinguished as a person trying to gain power over another individual using intimidation or physical strength.

La Sierra Academy – Elementary participates in a bullying prevention program called the *Olweus Bullying Prevention Program*. The Olweus program defines bullying as the following: “Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.” Bullying lowers self-esteem, creates anxiety, depression, illness and often contributes to absenteeism. Should a parent feel their child is being victimized through bullying, they must inform the teacher immediately. The appropriate actions of intervention will be taken to ensure the safety of the student. The school principal will be informed and disciplinary actions, including suspension and up to expulsion may be implemented.

## **VANDALISM / MISUSE OF SCHOOL PROPERTY**

All students of La Sierra Academy are expected to be good stewards of the school facilities. If a student is found vandalizing or misusing any part of the school equipment, grounds or facilities, they will be subject to disciplinary action, up to and including suspension.

## **DEFIANCE / INSUBORDINATION**

If a student is found being insubordinate, willful, defiant, disrespectful or disobedient to any member of the school staff, they will be subject to disciplinary actions.

## **SKIPPING CLASSES**

Attendance is necessary for student success in school. Skipping classes is not allowed at La Sierra Academy – Elementary. Students are to remain on campus during instructional time and leave the campus only when they are picked up by their parents or guardians. Students are to remain in the school zones and not venture outside of the school gates. Should any student skip or miss class without appropriate authorization from the school administration, they will be subject to disciplinary action.

# SOCIAL TRAINING

## **PUBLIC DISPLAY OF AFFECTION**

Students are expected to behave appropriately and with respect for themselves and others. Inappropriate public displays of affection are not allowed at school or on any school event.

## **WEAPONS/ INCENDIARY DEVICES**

Weapons or incendiary devices of any kind are not allowed on the school campus. They are not allowed in the classrooms, on the playground, on field trips or in the parking lots. A weapon indicates a desire to harm someone or threaten student and school safety. Weapons are not necessary to complete school assignments. Any infractions of this school rule will result in suspension or expulsion.

## **POSSESSION OF DRUGS, ALCOHOL & TOBACCO**

Use of drugs, alcohol or tobacco will not be tolerated at La Sierra Academy – Elementary. Should any student be found in possession of drugs, alcohol or tobacco, the parents of the students will be immediately contacted and the student detained until the parents arrival. Please know any infraction of this rule will result in suspension and or possible expulsion.

## **BICYCLES, SKATEBOARDS, ROLLER BLADES, HEELYS & SCOOTERS**

Skateboards, roller blades, heelys and scooters are not allowed on campus at any time. Usage of these items on campus is not safe. Bicycles may be used for transportation to and from school. However, all bicycles must be placed in the bicycle rack behind the extended care. A lock is required for all bikes brought on the school campus. Bicycles must be walked on the school premises. Students found riding their bikes on the school grounds may lose their privilege of having a bike at school. ***Please know, La Sierra Academy is not responsible or liable for any loss of or damage to bicycles.***

## **RUNNING ON CAMPUS**

Student safety is very important to La Sierra Academy – Elementary. Students are required to walk on campus in the school hallways and sidewalks. Students must walk on campus to reach the school cafeteria, band or choir classes, technology classes and chapel. Running to these locations is not acceptable. We want all of our students to safely reach their destinations. Please know, students will receive warnings, but continued practice will necessitate a conference with the school principal and disciplinary actions will be taken.

## SEXUAL HARASSMENT POLICY

La Sierra Academy is committed to providing, for all students, a school environment free from sexual harassment. Incidents of harassment should be reported in accordance with the procedures indicated below, which allow the school authorities to take appropriate action. Students who sexually harass others are subject to discipline up to and including expulsion. Sexual harassment will not be tolerated on our school campus. Involvement in such activities will jeopardize your standing at La Sierra Academy.

**Definition:** *Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature that is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes and gestures. The target of the harassment and the perpetrator do not have to agree about what is happening; sexual harassment is subjective. Harassment can be a one time event or multiple occurrences.*

**Examples include:** *Touching or manipulating body parts; being forced to kiss someone or coerced to do something sexual; making suggestive or sexual gestures, looks, comments or sounds; spreading sexual rumors or making sexual propositions; pulling another's clothes or your own clothes off; drawing pictures or writing notes about someone in a sexual context, etc.*

## REPORTING PROCEDURE

Students who have experienced sexual harassment should report the incident to school authorities as soon as possible. If the harassment is between students, the students should report the incident to the classroom teacher or any available teacher. The students may also report to the principal or the school counselor.

# SOCIAL TRAINING

## DISCIPLINE

It is the objective at La Sierra Academy–Elementary to mold and prepare students for the Kingdom of God. Only through prayerful commitment can our students become all that God intends them to be. We view discipline as a means of assisting our students to learn and understand the reasons for “appropriate” behavior. We do not see discipline as a punishment, instead, we view it as a learning tool which can be used to learn accountability and mold desired behavior. We place emphasis on our students making wise choices and being responsible for the consequences of their actions. La Sierra Academy – Elementary believes in a discipline process that is Biblical, consistent, redeeming and executed in love. In a spirit of trust, we are determined to partner with our families to help our students pursue Godly characters through the blessings of Christian education.

*“The object of discipline is the training of the child for self-government. He should be taught self-reliance and self-control. Therefore, as soon as he is capable of understanding, his reason should be enlisted on the side of obedience. Let all dealing with him be such to show obedience to be just and reasonable.” E.G. White*

Using effective positive reinforcement, we provide our students with an opportunity to see the relationship between their actions and the consequences of those actions. Our students learn to make good choices and to develop self-control. When a student is not in compliance with our behavioral expectations, (i.e. hitting, kicking, biting, using foul language, stealing, etc.) our faculty and staff are trained to intervene and provide the students with appropriate discipline that does not have a negative impact. Some of the forms of discipline we use include: “quiet time”; talking with the student and explaining how their behavior is affecting the other children; redirecting their behavior and contacting parents to get their input and assistance in the discipline process. We do not use corporal punishment. We believe God expects us to train His children using patience and love.

### **La Sierra Academy – Elementary Disciplinary Process**

Before contacting the principal and issuing a Conduct Referral, each teacher works with the child to correct any behavioral issues. Each teacher continues to work with each student on their behavioral issues until they deem it necessary to refer them to the principal. There are five steps in the La Sierra Academy–Elementary Disciplinary Process. Every disciplinary action will be filed in the student’s permanent records.

**STEP ONE** – The student receives a Conduct Referral and meets with the principal. A telephone call is made to the parents and/or an email sent to the parents; notifying them of the referral. Pending the severity of the infraction, a student may receive an official warning. If the behavioral issues continue, then the student will be moved to STEP TWO.

# SOCIAL TRAINING

**STEP TWO** – When a student reaches STEP TWO, a severe infraction has occurred or multiple behavioral issues have been violated. Parents or guardians are contacted and an in-school conference is required with the administration, the teacher, student and parents. A written Behavioral Plan is created to address the behavioral guidelines that will remedy the infraction. This Behavioral Plan is signed by the student, their parents and the administration; noting that all parties are aware of the guidelines of correction. A copy of the Behavioral Plan is given to the parents, the teacher and one copy stays in the student file.

Examples of severe infractions which apply to STEP TWO include, but are not limited to the following:

- ◆ Cheating or plagiarism
- ◆ Fighting, hitting, pushing, intimidating others
- ◆ Using Profanity or Foul Language
- ◆ Bullying – Physical, Emotional, or through the use of Technology
- ◆ Defiance / Insubordination
- ◆ Vandalism or Misuse of School Property
- ◆ Sexual Harassment
- ◆ Stealing

**STEP THREE** – Should a student, who has been placed on a Behavioral Plan, violate the guidelines of that plan or other behavioral infractions occur, that student will be placed into STEP THREE of the disciplinary process. Once again a conference between the teacher, student, parents and administration will be called. The student may be subject to suspension. Suspension may be enacted from two to three days. All suspensions are held off campus.

**STEP FOUR** – If the child's behavior continues to erode and fails to meet the expectations of La Sierra Academy – Elementary, one final meeting with the student, parents and the administration will be arranged. Every possible intervention is made to allow a student an opportunity to correct their behavior. STEP FOUR mandates that a suspension will be enacted and the time period will be determined by the principal.

**STEP FIVE** – At this juncture, the parents and student will be informed the student is no longer able to remain at La Sierra Academy – Elementary. The student is asked to withdraw or expulsion will occur.

Finally, La Sierra Academy – Elementary reserves the right to bypass the sequential disciplinary procedure and institute immediate severe actions; if the school administration deems it necessary. Some behaviors indicated above would reflect poorly on our school; justifying the school administration to enact a more severe disciplinary process. This would allow suspensions or expulsion to immediately occur. Also, should any illegal activity occur, including drug possession or possession/brandishing of a weapon, the local law enforcement may be called. We want the students of La Sierra Academy – Elementary to be model citizens and represent Jesus in everything they do and say.

# SOCIAL TRAINING

## TECHNOLOGY GUIDELINES

Preparing students for 21st Century skills requires significant training in technology. La Sierra Academy – Elementary offers a program that prepares students to master the rudimentary skills of technology. We incorporate technology in our educational program through the use of computers, email, using online services of the internet and teaching students how to properly research on the World Wide Web.

Technology is designed to support our educational curriculum and class activities. For students at La Sierra Academy – Elementary, technology is a privilege and not a right, which we carefully monitor for student safety. Should any student abuse the privilege of using school technology their usage will be revoked.

Our school reserves the right to review the usage of technology on our campus. We also reserve the right to edit, modify or delete notations on the school sites that violate our policies. Any electronic files or messages may be monitored to ensure compliance with the governing technology policies of the school. Students must also remember that their electronic files and computer usage will not be private or confidential. La Sierra Academy – Elementary school technology and electronic files may not be used to transmit, retrieve, share or store anything which the school deems to be discriminatory, derogatory to any person or persons, cyberbullying, harassment, threatening, sexting, malicious, pornographic, illegal, internet gaming, accessing junk e-mails or instant messages are against our technology policies. Finally, we reserve the right to add or modify our guidelines at any time.

Each student must agree to adhere to the following guidelines:

- \* Do not use a computer or other technology to cause injury to your fellow students or teachers.
- \* Do not share your student account and/or password with another person.
- \* Do not damage any computer, related technology equipment, or the school network in any way.
- \* Do not interfere with the operation of the school network by installing illegal software, shared or free software. No downloading viruses or attempting to circumvent virus protection programs.
- \* Do not violate copyright laws.
- \* Do not send and/or receive personal e-mail at school, unless instructed under the tutelage of a teacher
- \* Do not view, send, display offensive, obscene, threatening messages, or pictures.
- \* Do not trespass into another person's folders, work, or files; to tamper with or copy from their labors.
- \* Do not enter any chat rooms.
- \* Do not use technology for any illegal, immoral or unethical endeavor.



# SOCIAL TRAINING

- \* Do not violate the privacy of individuals using online sites, such as YouTube, Facebook, MySpace, Twitter, Xanga or other similar social sites.
- \* Immediately notify an adult, should you encounter (by accident) materials, which violate the rules of appropriate use.

Many schools are experiencing a growing difficulty with sexting. Sexting is the act of sending, sharing or receiving lewd and sexually explicit or suggestive photos, e-mail messages, cell phone images, computer or other digital devices. Should any student be found participating in this practice, using school technology or electronic files, they will be subject to immediate disciplinary action, which may include an extended suspension or expulsion. Parents and students should be aware that state and federal laws may require the reporting of such conduct and practice; resulting in possible criminal prosecution. As Christians, we encourage our students to participate in technological practices that uplift the character and reflect the nature of Jesus Christ.

Although our technology programs are devoted to the education of elementary students, our technology lab is equipped with the most current security protections and web filters. Should any student attempt to disable or circumvent any school security system, they will be subject to immediate disciplinary action. La Sierra Academy – Elementary is not responsible for any information that may be transmitted or received through the usage of the internet. Each student uses technology and electronic files at their own risk.

Should a parent prefer that a student not have internet access, they should know the use of the computers is required to meet curriculum requirements. La Sierra Academy – Elementary believes that the benefits students receive from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. However, parents and guardians are ultimately responsible for setting and conveying the standards their students should follow when using media and information resources. We support and respect each family's right to decide.

La Sierra Academy – Elementary students are required to sign a Technology Practice Agreement before using any computer or technology equipment of the school. This agreement is kept in the student's files and another copy is kept in the office of the school technology teacher. Every student is expected to use technology in an ethical and moral manner.



# SOCIAL TRAINING

## DRESS CODE GUIDELINES (K-6)

As a Christian school, La Sierra Academy – Elementary values good taste, simplicity and modesty. Our students are required to wear school attire that meets a uniform dress code. To accommodate the needs of our parents, we currently recommend the following uniform sources: Land's End, J.C. Penney, Gymboree, Kohl's and of course our main vendor, True Grits.

School uniforms were instituted at La Sierra Academy to advance and improve the school's image in our community. They promote school pride and add to a more serious academic environment. Furthermore, research indicates that school uniforms encourage good discipline and they alleviate peer pressure. School dress codes promote an environment of unity and minimizes distraction. All school clothes should be neat and clean. Our dress code is in effect during the official school hours. We appreciate our parents cooperation in making sure our students comply with the dress code guidelines.

Although our students may choose from a variety of clothing choices, La Sierra Academy – Elementary promotes self-expression through the development of the individual personality, rather than the outward appearance. As a Christian school, we want our students to focus more on their academic and spiritual development than on their outward appearance. 1 Samuel 16:7 states that, “*Man looks at the outward appearance, but God looks at the heart.*” That is our focus, to develop the hearts for Jesus.

When there is any question regarding a student's adherence to the school dress code, the principal reserves the right to have the final word.

**SHIRTS (BOYS & GIRLS)** – Our students must wear uniform polo styled prep shirts. Shirts purchased from *True Grits* with the school logo are preferred, but not mandatory at present. The shirts may be purchased in a variety of solid colors, including: *navy blue, white, golden rod or red.* ( Shirts colored in gray and black are reserved for the secondary level.) All shirts must be appropriate in size and during the cooler weather, the T-shirts worn under the prep shirts, must be in the school dress code colors.

**PANTS/SHORTS (BOYS & GIRLS)** – School pants and shorts may be *navy blue or khaki.* Black and gray are reserved for the secondary level. All school pants must be worn at waist level. Sagging pants or shorts, which expose underclothing is unacceptable. Writing of any kind on pants or shorts is also not acceptable. Pants and shorts do not need to be purchased from True Grits. All shorts must be modest in length standing and seated. No pants or shorts may have tattered or torn edges. All pants and shorts must have a finished hem.

**SKIRTS/SKORTS (GIRLS ONLY)** – Girls may wear solid *navy blue or solid khaki skirts or skorts.* Black and gray are reserved for the secondary level. Plaid skirts are provided through our True Grits vendor. Skirts and skorts must be modest in length. (i.e. two – three inches above the knees when standing) Parents are responsible for monitoring skirt lengths as students experience growth spurts. It is preferred, for modesty, that girls wear bike shorts under their skirts, if they are planning to play on the jungle gym bars.

# SOCIAL TRAINING

**JUMPERS (GIRLS ONLY)** – Girls may wear jumpers to school. Jumpers may be purchased in *solid navy or solid khaki*. Black and gray are secondary colors. A plaid jumper may be purchased through our True Grits vendor. Also, as with our skirts and skorts, the length of the jumpers must be modest. Bike shorts are required under the jumpers if the girls plan on playing on the jungle gym bars.

**SWEATERS/SWEATSHIRTS/FLEECES/JACKETS & COATS (BOYS & GIRLS)** – It is preferred that all outer wear be in the school dress code colors; of *navy blue, white, golden rod and red*. The colors of black and gray are reserved for the secondary level. If parents choose to purchase it from them, True Grits offers outer wear that aligns with our dress code. Logos are discouraged on all outer wear., unless the school logo is applied. We prefer that all outer clothing be in solid colors.

**SHOES (BOYS & GIRLS)** – Students must wear shoes with non-skid soles. To maintain safety on the campus, shoes must be closed toe and worn at all times. This is public facility. Heelys, shoes with rollers under the soles, are not allowed on campus at anytime. Also, elementary students are not to wear clogs, high heels, thongs, jelly shoes, sandals or boots. Shoes are not required to be uniform colors.

**SOCKS/TIGHTS (BOYS & GIRLS)** – When students wear visible socks or tights, they should be in the solid school colors of navy blue, white, red or golden rod. Solid black socks are acceptable as well.

**JEWELRY/TATTOOS (BOYS & GIRLS)** – Girls may wear stud earrings on our school campus. They may wear one pair of earrings at a time. For safety purposes, the girls may not wear any dangling/chandelier style earrings. Boys are not allowed to wear earrings/studs on our school campus. Necklaces, if worn, must be worn behind the shirt and not visible to the eye. No bracelets are to be worn, but students may choose to wear watches. Tattoos, for boys or girls, may not be visible at school or during school-related functions. Students are not allowed to write, paint or draw on their persons. (i.e. using Sharpies to write on their skin)

**MAKE-UP (BOYS & GIRLS)** – As a Christian school, we desire that our students maintain a clean and natural appearance. Our students are young and they are blessed with beautiful skin. Wearing make-up at this age is not needed or accepted on our school campus.

**HAIR (BOYS & GIRLS)** – Student hair should be clean and neatly groomed. Extreme hairstyles (Mohawks, carved or shaped symbols and words, etc.) and unnatural colors ( blue, green, pink, orange, purple, etc.) are not allowed. Each student must have their hair trimmed away from covering the eyes. Safety is the primary concern and hair should not be a distraction to the learning environment.

**HATS/BEANIES** – Hats and beanies are not allowed on our school campus. They are never to be worn indoors; except during extreme cold weather. When the weather is cold, students are only allowed to wear the hats and beanies outside.

# SOCIAL TRAINING

**FIELD TRIP DRESS ATTIRE** – When our students attend field trips, they are representing La Sierra Academy – Elementary. Unless designated otherwise, students wear blue jeans and school spirit shirts. Each grade level has spirit shirts in particular colors, making it easy to identify our students in public. Students may also wear their school uniforms on the school field trips.

**PICTURE DAY** – Picture day is a very special school event. This is the time when students pictures are taken to represent the school in our year books. This is the time when we seek to portray a glimpse of unity through our school annual. For school pictures, we prefer our students wear their school prep shirts. Each student is a representative for La Sierra Academy – Elementary on that day. School pictures are covered in the school tuition fees.

**SPRING PICTURES** – In the spring, our students have an opportunity to take pictures in personal dress choice. This is the time students are able to showcase their personalities through their attire. This service offers students varied backdrops of choice.

**ATTIRE FOR SPIRIT DAYS** – Twice a year, or once per semester, we have school spirit days. During those times we may have special dress up days. The school administration will inform all parents and students in a timely manner, with the specifications for the dress. Students who choose not to participate, will be required to wear the regular dress code guidelines.

**FRIDAY DRESS** – Friday is our casual dress day. Students are encouraged to wear blue jeans and their spirit shirts on Friday. Chapel is held on Friday and the colorful shirts in chapel add to the celebration of the pending weekend. If students are not dressed in the Friday dress attire, they are required to wear the school uniform shirts with blue jeans or their full student uniform.

**TRUE GRITS UNIFORM STORE** – For parents interested in purchasing clothing items from True Grits, our official school vendor, they are located close to our school. Shopping can be completed online and for your personal convenience, 24 hours a day, through [www.truegrits.com](http://www.truegrits.com). Garments may be returned within 90 days of purchase for a FULL REFUND. Garments returned over 90 days from the purchase date will receive EXCHANGES ONLY. There are no refunds or exchanges for washed, worn, altered, personalized and special order garments. Orders may also be made by phone. These orders can be conveniently delivered to your home or office. Shipping charges will apply. The True Grits Store is located at:

**11800 Sterling Avenue #K**

**Riverside, CA 92503**

**(951) 343 – 0411**



## Physical Training

*“In your hands are strength and power, to exalt and give strength to all.”*

*1 Chronicles 29:12*



### PHYSICAL EDUCATION

The physical education program at La Sierra Academy – Elementary is an essential component of the educational experience for our students. Our physical education learning objectives are to:

- ◆ To glorify God through physical development and responsible use of our physical gifts.
- ◆ To cultivate good sportsmanship by learning to respond in a Christ-like manner.
- ◆ To establish healthy lifelong healthy habits.
- ◆ To demonstrate understanding and respect for the rules of the game.
- ◆ To develop strong minds and bodies to become athletes with the hearts of champions.

It is the responsibility of La Sierra Academy – Elementary Physical Education Department to provide our students with instruction that enhances their physical, mental and social/emotional development. Our physical education program is designed to improve cooperative skills and multicultural perspectives. Instructors at our school are qualified physical education specialists, who are cognizant of the appropriate developmental programs for each grade level. They create well-designed lessons to facilitate student learning; while fostering a positive environment where students can produce their best as individuals and in collaborative work with others. Our physical education instructors use regular assessment to monitor and reinforce student learning. While our physical education class is not used to incur punishment, we are mindful of research-based data that states physical education is a deterrent for obesity and an aid in helping to prevent disease. La Sierra Academy – Elementary seeks to educate healthy and physically fit students.

### PRESIDENTIAL PHYSICAL FITNESS AWARD

Our students participate in the President's Challenge. This is a physical education program which urges children to be physically fit and healthy. National guidelines are established by the President's Council on Physical Fitness and Sports. Students must score in the 85th percentile of all five events to be eligible for the Presidential Physical Fitness Award.

# PHYSICAL TRAINING

## HEALTH

Maintaining a healthy learning environment is critical to every school. Students learn best when they are healthy and strong. We request that parents ensure that their students are feeling healthy and free from illness before bringing them to school. Students must be fever free for 24 hours, without medication, before returning to school.

**SCHOOL HEALTH OFFICER** – La Sierra Academy is blessed to have the services of a school nurse three days a week. The office for the Health Officer is located in the elementary school. The officer is on campus and has office hours on Tuesday, Wednesday and Thursday. In addition to tending student injuries and physical mishaps, our health officer works with our teachers to assist them in educating our students about nutrition and personal hygiene.

**STUDENT MEDICAL CONDITIONS** – It is the responsibility of the parents to inform the school if their child has any medical conditions which may warrant more attention. (allergies, chronic illnesses or any physical limitations) It is prudent for parents to meet with the Health Officer to inform them of student medical needs and any special medical instructions.

**MEDICAL ADMINISTRATION** – As a school we will only administer medication prescribed by a physician and accompanied by an Authorization of Medication Administration form signed by the physician and parent. Our school Health Officer will administer medications as prescribed for our students. If the school Health Officer is unavailable other designated school personnel will assist the student. All medications must be clearly labeled with the student's first and last names; the name of the medication, the prescribing physician's name and the specific instructions from the physician. Student medications will be kept in the original containers. Should the information change at any time during the school year, please inform the school office immediately to allow us to update the student's record. Also, all over the counter medicine must be given to the school Health Officer. Self administration of drugs, whether prescription or not is not permitted on the school premises. No student may carry any medication on the school premises – including inhalers; unless written permission has been attained from the parents and extenuating circumstances are in play. Please know, in the event of an emergency or a life threatening circumstance, the school will call 911 to ensure that the student will receive the best care possible.

**CONSENT TO TREAT** – Student treatment must be granted by parent signature. Our application packets include a Consent to Treat form, which parents must complete to allow the school the authority to treat students; in the event of injury or illness. Copies of the Consent to Treat forms are kept with each student's file and with our Health Officer. When students attend field trips, a copy of this form is taken with the teacher in the event of an emergency. Our goal as a school is to ensure that our students are safe and healthy.

# PHYSICAL TRAINING

**MEDICAL EMERGENCY** – Parents are notified immediately in the event of serious injuries or illness. Such events necessitate and require that all emergency contact information be current at all times. Student information placed in our *RenWeb* data based system is accessed by all school personnel as needed. Should any student information change during the school year, we respectfully request that our parents inform the school and have the student's records updated. When emergency contacts cannot be reached, La Sierra Academy – Elementary will be certain to acquire the best care for the student.

**COMMUNICABLE DISEASES** – When students are diagnosed with a communicable disease, please do not send them to school. Please notify the elementary office when your child has been diagnosed with a communicable disease by a licensed medical practitioner. Such illnesses or communicable diseases include, but are not limited to, chicken pox, measles, mumps, scarlet fever, whooping cough, conjunctivitis (pink eye), influenza, ringworms, pinworms, head lice, hepatitis, impetigo, mononucleosis, tuberculosis or Fifth Disease. Our parents will be notified immediately if their child, while on our school campus, has been exposed to a communicable disease. They will be notified by our school Health Officer or the school administration. Furthermore, your student is not to attend school if they have any of the following health issues:

- ◆ Persistent coughing
- ◆ Green mucous or nasal discharge
- ◆ Nausea or vomiting with 24 hours prior to attending school
- ◆ Symptoms of a possible communicable disease
- ◆ Diarrhea within 24 hours prior to the beginning of school hours
- ◆ Fever of 100 degrees Fahrenheit or greater within 24 hours of attending school
- ◆ If an antibiotic has been prescribed and treatment has not begun 24 hours before attending school

## IMMUNIZATION REQUIREMENTS

The state of California requires that all students be immunized before entering a California school, public or private grades Kindergarten through 12th grade. A report of immunization is to be submitted as a part of the registration process. Please know, parents and guardians may file a written statement with the school declaring that such immunization is contrary to his/her beliefs. For actual state immunization laws please see the Health and Safety code, Division 105, Part 2, Chapter 1, Sections 120325–120380; California Code of Regulations, Title 17, Division 1, Chapter 4, Subchapter 8, Sections 6000–6075.

As a school, we require that all of our students be cleared and up-to-date with their immunization requirements before beginning the new school year. We appreciate and thank our families in advance for their cooperation and understanding regarding the health safety of our students.

## Service Training



*"If anyone serves me, he must follow me; and where I am, there will my servant be also.  
If anyone serves me, the Father will honor him." John 12:26*

La Sierra Academy – Elementary is a foundational learning environment, and as such, we educate and train our students to become lifelong citizens of service. Our students learn that they are each responsible for making a positive impact in our communities and the world at large. Students are educated to respond to the needs of others, to develop concern for the inhumane treatment of others and to learn how they can translate the gospel commission from theory to practice. Jesus was the highest example of service and it is His example we use to train our students. We are told in Matthew 28, "...the Son of Man did not come to be served, but to serve..." It is this model we raise as a banner for our students.

Each grade level will adopt a service project, appropriate for their ages. These projects may include writing letters to our military personnel or missionaries; visiting senior citizen homes; creating personal hygiene boxes for disaster victims; reading stories to younger students; preparing gifts for needy students and much more. Our parents are encouraged to participate and be actively involved in the homeroom /classroom service projects.



**SPECIAL SERVICE OPPORTUNITIES** – Our school offers special events throughout the school year where our students and parents may serve and assist. Some of these events include: Grandparent's Day; Scholastic Book Fair; Taste of LSA; Christmas Concert; Spring Concert; LSA Ladies Tea; End of the year school picnic; School Fundraisers; Faculty Birthday Acknowledgements; Teacher Appreciation Day Luncheon and classroom fieldtrips. Parents must complete the *Comprehensive Volunteer, School Volunteer Commitment* and *Transportation Information* forms before participating as a chaperone or working on campus with students. This process protects our students and yours.



## FIELD TRIPS

Students in grades K–6 participate in field trip excursions to enhance their educational learning experience. Teachers provide this curriculum enrichment to make connections for the students and keep them engaged in the learning process. Field trips are official school events. However, before any student can attend a field trip, a *Field Trip Permission Slip* must be completed and signed by the parent or guardian. Permission Slips should be submitted to the homeroom teacher before the actual field trip. This allows the teacher time to check and triple check all prospective attendees and have the emergency contact information ready to go.

Parents must complete the necessary forms for volunteers and chaperones before participating on a field trip. Often, parents are asked to volunteer to assist with transportation, as well as, supervision. The *Background Check* allows our district office to conduct a comprehensive background check. Proof of a valid driver's license and cleared auto insurance is also verified when the *Transportation Information* form is submitted to the elementary office. Should a parent desire to attend an overnight school trip, they must complete a Volunteer Live Scan background check. This check is much more thorough than the general *Background Check*. Siblings of students, not in the age group of the class attending the trip, will need permission from the teacher before going on the field trip. Our field trips are an extension of class curriculum and are not designed as a family trip. Also, friends from other schools are not allowed to attend our school field trips. Field trip attire is outlined under the Dress Code Guidelines in this handbook.

## BIRTHDAYS

Recognizing students for their birthdays is a joy! We delight in having students recognized for their birthdays; in their homerooms and during our school assemblies. Should parents choose to bring a birthday treat, we ask that they consider possible food allergies and have a conversation with the homeroom teacher to determine if birthday treats are acceptable. If parents choose not to bring treats, they may donate a new book to our elementary school library. Our school librarian will showcase the student's name and the book donated in their name on the library bulletin board. Also, the donated book will be labeled with the student donor name.

Many times parents and loved ones want to celebrate the birthdays of their children with classmates. If off campus birthday celebrations are planned, please know that birthday invitations to home parties must be mailed off campus. We highly encourage parents to be inclusive of everyone in the class. This engenders a school environment of family.

# SERVICE TRAINING

## AUXILIARY SCHOOL SERVICES

### LIBRARY SERVICES

La Sierra Academy – Elementary is blessed to have a library for our students. Students visit the library on designated homeroom days once a week. Grades K–6 are provided thirty minutes of library time during each visit. In addition to class library time, each homeroom is able to access Reading Skills Enhancement services from our librarian. This service is invaluable to many students. As a learning center and resource for teachers and students, the library is used to encourage reading and studying. Food and beverages are not permitted in the library.

### CHECKING OUT BOOKS

Students are allowed to check out books and take them home. Grades K–2 may check out one book at a time, unless special arrangements are made with the librarian. Books are checked out for one week and must be returned before any other books are checked out. Books may be checked out twice, but if a student wants to borrow a book for a longer time, special arrangements must be made with the librarian. Students, K–6, will incur book fines of 10 cents per day for late books when they exceed the borrowed time for a book.

### DAMAGED OR LOST BOOKS

When students damage or lose a borrowed book, or a book they use in the library, they are responsible for the replacement of that book. A damaged book may be written inside with ink or markers, have torn pages, be water or liquid stained, have dried food inside the book or other physical alterations. Our school librarian will determine whether a book has been returned in good condition and will notify the student if they will incur damage fees. Should a student lose a library book, they will be charged for the replacement of that book. Students and parents should also know that when a student damages or loses more than three books per school year, they may lose the privilege of checking out books from the library.

### SCHOOL YEARBOOKS/ANNUALS

Every student who attends La Sierra Academy – Elementary receives a school yearbook. This book chronicles the school activities and class events for the school year for grades K–6. Class photographs and candid photographs are included. Students in grades 5–6 serve as photographers and participate by taking pictures and assisting teachers with capturing the highlights of the school year.

### COUNSELING SERVICES

La Sierra Academy is privileged to have a certified School Counselor. They provide our students and families with a varied set of services. These services include: Personal Counseling; Group Counseling; Educational Counseling; Consultation with parents and teachers; Collaboration with community resources and Career and College Counseling. Emphasis is placed on teaching students productive skills in the areas of: anger

# SERVICE TRAINING

management; peer mediation; active listening; goal setting; social skills and skills in organization. Students may see the counselor by appointment or through a special arrangement with the teacher or principal for emergencies. Teachers may request counseling services for students with academic, behavioral or emotional difficulties. School counseling is short term, lasting from one to six sessions.

## **PARENT/TEACHER CONFERENCES**

La Sierra Academy – Elementary schedules two Parent/Teacher Conferences per school year. (one per semester) This is a time when the teachers share the academic growth and development of our students. During the first semester conference, report cards and standardized test results are provided for the parents. Second semester conferences are devoted to students experiencing academic difficulties. However, should a parent need to meet with their student's teacher outside of the scheduled Parent/Teacher Conferences, they only need to contact the teacher and request an appointment. Our teachers are more than happy to assist our parents. Please contact them by their school phone number or their school email.

## **CAFETERIA SERVICE**

La Sierra Academy partners with *Alegre Foods* to provide a healthy cafeteria service for our students. *Alegre Foods* was founded in 2007 and is based in the southern California area. This cafeteria service is devoted to providing a delicious vegetarian fare. Daily hot lunches may be purchased or lunch items may be purchased *a la carte*. Hot lunches include fruits and beverages. Families interested in paying for lunch tickets, may do so at the elementary business office. Each meal is \$4.25. If orders are not made in advance, the cafeteria will charge \$5.00 for an emergency lunch. Parents, when your student is absent on a day that you have paid for a meal, it is your responsibility to report the student's absence to *Alegre Foods* and make arrangements for being credited with the missed meal. Please know, the elementary office is not responsible for cafeteria accounts. Also, students in Grades 5–6 may order their meals in advance or they may choose to purchase them, on a daily basis, from the *a la carte* menu. Each month *Alegre Foods* posts their menus on our school website, [www.lsak12.com](http://www.lsak12.com), showcasing the daily meals. Copies of the monthly lunch menu are also placed on the *RenWeb* site or available in hard copy in the elementary office.

## **LOST & FOUND**

When students bring personal items to school, we ask that the parents clearly mark all personal items of their student. We request that students leave items at home, which have no relationship to school. La Sierra Academy – Elementary provides a Lost and Found location behind the extended care facility. As a service to our students and families, abandoned clothing items, lunch pails, books and backpacks are placed on the portable black rack; which is housed behind the extended care. It is the desire of the school that students keep track of all personal items. However, please know that after a semester, unclaimed items and clothing will be donated to charity.

# PARENT INFORMATION

## Parent Information



### HOME & SCHOOL ASSOCIATION

The mission of the *Home and School Association* is to work in support of the school, church and home. A partnership is created to inform and encourage parents and teachers to fulfill the mission of the school. Parents volunteer their services to work on committees organizing school functions, hosting events and fundraisers, offering special informational growth meetings, serving as room parents, driving for field trips and sharing their talents to enhance the program of the school.

Parents, teachers and administration work together to:

- ◇ Inform parents and stakeholders about activities and events at the school
- ◇ Encourage parents to cooperate with the school in building positive relationships between home and school
- ◇ Provide volunteer services as requested by the school
- ◇ Assist in providing the school with additional equipment and facility enhancements
- ◇ Promote and inspire stronger spiritual and educational values and goals for the school

### PRAY WITH LSA

Every Friday morning, parents join in prayer on behalf of the school. Students and faculty are welcome to join the prayer band. Often the prayer team is provided with prayer requests or they pray for specific staff members and sections of the school. These prayer warriors embrace the scripture from I Thessalonians 5:17, “*Pray without ceasing.*” Our praying parents and staff members insulate and support us with their faithful prayers, that lift to the heavens like sweet incense.

### PARENT/STUDENT HANDBOOK

La Sierra Academy – Elementary offers each family a handbook which includes school guidelines, policies and practices for the school. This handbook is also located on the school website at [www.lsak12.com](http://www.lsak12.com). On occasion updates or amendments will be made to the handbook. It is the responsibility of our students, parents and staff to stay well-informed with the contents of the handbook.

# PARENT INFORMATION

## PARENT CHAPERONES/VOLUNTEERS

Parents of La Sierra Academy – Elementary are required to check in at the elementary office or through the gate check-in process. Chaperone or volunteer lanyards are provided to our parents when they work in the classrooms. When visiting on campus, we require all individuals to wear a visitor sticker. Also, when parents desire to go on school field trips with their student, we require they complete the *Background Check* form and *Driver's License Check*. Volunteers who have frequent or prolonged contact with students (i.e. coaches, parents who assist with students on a regular daily or weekly basis in the classroom or parents who chaperone on overnight trips) must complete the *Volunteer Live Scan* process. Please know there is a nominal fee to complete the Live Scan. Furthermore, volunteers must complete an orientation and sign the *SECC Volunteer Commitment* form.

## COMMUNICATIONS

La Sierra Academy – Elementary communicates with our parents and stakeholders through six sources: The Weekly Banner, The Knightly Herald, RenWeb Messages, Emails, Attendance Hotline and phone calls.

1. **THE WEEKLY BANNER** is a weekly newsletter devoted to communicating and informing parents and students about upcoming weekly events. *The Weekly Banner* is sent home every Friday in anticipation of the following week. *The Weekly Banner* is also accessible on the school website, [www.lsak12.com](http://www.lsak12.com).
2. **THE KNIGHTLY HERALD** is a monthly newsletter produced by the principal for parents and patrons. It includes devotional thoughts, featured articles on education, calendar event updates, health bulletins, important notices, updates to the Parent/Student Handbook and recommended reading sources.
3. **RENWEB MESSAGES** are sent by email and often linked to cell phones. These messages are often updates and reminders of events occurring at the school. As a system, RenWeb identifies it's messages as alerts, but the information is most often general communiques and not alarms. In our mobile world, RenWeb Messages quickly communicate to parents and stakeholders information from the school.
4. **EMAILS** are frequently used to communicate with our families. This tool offers our school an opportunity to communicate with parents through the technology portals of home and work. Calendar updates, lunch menus and time-sensitive bulletins are often sent through email.
5. **ATTENDANCE HOTLINE** is a communication service which allows parents and families to call a number and communicate to the school that their student is ill. Parents are asked to provide us with the first and last names of the student, their homeroom class and the reason for the absence. The number to call is (951) 351-1445 ext. 124.

# PARENT INFORMATION

## TEACHER CLASSROOM NEWSLETTERS

La Sierra Academy – Elementary teachers send weekly classroom newsletters to their homeroom students and parents. These newsletters provide parents with information on what students are studying, special units, student birthdays, holidays and other important information.

## CLASSROOM NEWS BOARDS

Each classroom posts pertinent information for parents and students on news boards. Teachers post volunteer needs, sign-up sheets for field trips or parties, school newsletters, lunch menus, school calendars and much more.

## EXTENDED CARE/ KNIGHT TIME

Parents and families are offered the service of extended care, or *Knight Time*, after school. Monday through Thursday, *Knight Time* is available from 3:30 – 6:00 pm. When students remain on campus from 3:30 pm on, they are automatically placed in *Knight Time*. On Friday, the extended care is provided from 1:00 – 6:00 pm. Two rooms are dedicated to this service. One room is organized for play and relaxation, while the other room is prepared for study and quiet concentration. When parents pick-up their student, they may be required (if they are unknown to the attending supervisors) to identify themselves through photo ID. When anyone other than the parents picks up the student, we must have their names and phone numbers on file and authorization from the parents or guardians. Individuals other than parents or legal guardians must show the proper identification. *Knight Time* requires all adults picking up the students to sign the students out. Older siblings must be 18 years of age or older to check out students. We promptly close *Knight Time* at 6:00 pm. Please note that the fee for extended care is \$4.50 per hour and \$20.00 per 15 minutes after 6:00 pm.

## Safety Training

*“The beloved of the Lord dwells in safety. The High God surrounds him all day long...”*

*Deuteronomy 33:12*

Maintaining the safety of our students and faculty is of utmost importance. We take careful measures to secure our campus and learning environment with the implementation of effective safety guidelines. Our students and faculty participate in safety training and safety drills; in an effort to prepare for unforeseen catastrophes.

### **CLOSED CAMPUS & VISITOR POLICY**

La Sierra Academy operates as a closed campus. The school is legally responsible for the safety and well being of all students during school hours. A student may not leave the school at any time, during the school day without parental and administrative permission. Students may not bring visitors onto the campus, unless administrative clearance has been approved. All guests must make an appointment with the Elementary Office before visiting our school campus.

When parents arrive on campus, we require they sign-in and out at the office to receive a visitor sticker or guest lanyard.

This will assure our staff or faculty that you are a stakeholder for La Sierra Academy – Elementary and have reason to be on our school campus.

### **PARKING LOT PROCEDURES**

We ask our parents to be patient and courteous in our parking lots. We realize everyone has schedule to keep, but courtesy must prevail. We have posted speed limits and require that all drivers adhere to the guidelines. Please take special care when our students are walking in the drop-off and pick-up zones. Please do not use the cell phone when driving in the school parking lot. We want every person to be safe and devote their attention to the students. We also ask that parents drop and go. Please allow the traffic to continue flowing, by inching ahead when space allows. We thank you in advance for your cooperation.



# SAFETY PROTOCOL

## PETS ON CAMPUS

La Sierra Academy does not allow pets on campus. We ask that this guideline be respected and followed. Pets may be allowed for educational purposes only and that is only for a short duration of time. When students desire to share their pet during show and tell experiences, they must have a parent accompany the pet, hold the pet, and take the pet home after the sharing moment. Our students are only allowed to look at the pets and they may not touch; in the event someone is bitten or injured in some manner. If a positive control of the pet can not be maintained, we ask that the pet be escorted from the campus immediately.

## PLAYGROUND USAGE

Students are only allowed to play on the school playgrounds if they are supervised by school personnel. Our campus is open to our students at 7:30 am and supervisors will be available on the white top. After school, students participating in the extended care or *Knight Time*, will be supervised until 6:00 pm. La Sierra Academy will not be liable or responsible for injuries sustained after school hours. We ask that our school stakeholders respect these guidelines.

## STATE MANDATED DRILLS

### FIRE DRILLS

Fire Drills are conducted once each month. During this drill, the fire alarm signal is sounded and students walk quietly out of the classrooms or from wherever they may be, to the back field behind the gymnasium. Students are escorted by teachers, adult supervisors or school personnel. Once on the field, students line-up quietly by homeroom class. Each teacher takes count of their charges and reports to the principal the counted number of students. Once all classes have reported to the principal, the all clear sign is given to return to classes as usual. Our students walk back to their classes in quiet single files.

### EARTHQUAKE DRILLS

Earthquake Drills occur once per quarter. Our students are taught to follow an indoor and outdoor procedure. If our students are indoors, they follow these steps:

**Drop:** Students take cover under a nearby desk or table, dropping to their knees and face away from the window or glass.

**Cover:** Students cover their eyes by leaning their faces against their arms.

**Hold:** Students hold onto the table or desk legs and get ready to move with it.

**Leave the Building:** When the "shaking" has stopped and it is determined it is safe to leave the building,



# SAFETY PROTOCOL

the students will continue to the designated field in the back of the gymnasium. Students will walk as safely as possible in the company of their teacher or a school supervisor.

**Roll Call:** Roll call will be taken on the field and students will await any further instructions.

Should students be outside when an earthquake occurs, they will be trained to go to an open area, like the field behind our gymnasium, and wait for instructions from the supervising adults. Our students will also be instructed to stay away from trees, buildings, walls and power lines. Earthquake Drill practice is necessary in the state of California and this drill may be practiced in homeroom classes more than the required frequency.

## LOCKDOWN DRILLS

Lockdown Drills should be practiced at least once per semester. Lockdowns occur when the police notify the school there is danger in the neighborhood or when there is already imminent danger on the school campus. In the event of an actual Lockdown, a siren is rung and our students are trained to report to the nearest secure classroom. Once inside, they are told to stay away from the windows and students are moved to the most interior wall. They are told to drop and huddle. All doors are locked, all windows are closed, all lights are shut off and the rooms go to "black". Students are trained not to say a word during the Lockdown process (They MUST BE QUIET!) and no one leaves the room until the supervising adult receives an all clear notification from the principal. Our district office is notified when we have an actual Lockdown. They are also contacted when the lockdown is over. The La Sierra Academy Administrative team annually reviews the protocols for lockdown procedures and other safety drills.

## DISASTER DRILLS

La Sierra Academy works in partnership and in tangent with our local emergency agencies (Local Police Department, Fire Department, PMT, etc.) to prepare for disasters and catastrophes. Students are evacuated to a designated area and kept with their homeroom teachers or supervisors until they are cleared to be picked up by their parents or specified emergency contacts. Careful attention is made to ensure that students are transferred to the correct parents or guardians. Parents are only allowed to check their students out after we have verified their identification and they have officially signed documents to have their students released. We only release students to the persons listed on file as the Emergency Contact. Should an event of this nature occur, we request that parents be patient and realize the safety of your child is paramount. We will do everything we can to make the transfer as calm, orderly, and helpful as possible.

*God is our refuge and strength, an ever-present help in trouble. " Psalm 46:1*

# FINANCIAL INFORMATION

## *Financial Information*



*“Each of you should use whatever gift you have received to serve others,  
as faithful stewards of God’s grace in its various forms.” I Peter 4:10*

La Sierra Academy is careful to establish financial goals and practices that support our school in reaching objectives for our mission. With prayerful guidance, our financial practices are inspired to uplift and maintain the best learning environment, the best academic and service programs. We work the best with what we have been entrusted, to provide our students with a stellar education, which will help prepare them for the heavenly kingdom.

**APPLICATION FEES** – Application fees are a non-refundable fee used to process applications.

Kindergarten – Sixth Grade    \$75.00

**COMPREHENSIVE FEES** – The Comprehensive Fee is assessed once a year, per student, to partly cover specific services not included in the tuition. This fee is non-refundable after the tenth day of school.

The Comprehensive Fee for Kindergarten – Sixth Grade is \$585.00

The following items are covered in the Comprehensive Fee:

- ◆ Elementary Textbooks
- ◆ Elementary Student Supplies
- ◆ Parent Volunteer Background Check
- ◆ School Pictures (Fall)
- ◆ Accident Insurance
- ◆ Testing and Duplication
- ◆ Yearbook
- ◆ Elementary School Spirit Shirt
- ◆ Disaster Supplies
- ◆ Technology Education
- ◆ Library Access Fees

# FINANCIAL INFORMATION

**TUITION** – The yearly tuition costs represent the total cost of educating each student in the respective grade for the entire year. The monthly installment plan is designed to help parents spread the cost of tuition over ten months and does not intend to quantify an “amount” of education each month. Installments are due on the tenth of each month, starting August 2013. When the tenth falls on a holiday or weekend, tuition is due the following regular business day.

	<b>Year</b>	<b>Semester</b>	<b>Month</b>
KINDERGARTEN	\$4,669.00	\$2,334.50	\$466.90
FIRST – SIXTH GRADE	\$4,825.00	\$2,412.50	\$482.50

## ESTIMATED ELEMENTARY EXPENSES

Kindergarten – First Grade	\$200
Grades 2–4	\$250
Fourth Grade Sacramento Trip	\$280
Grades 5–6	\$400
Fifth Grade Astro Camp	\$285 – 300
Sixth Grade Outdoor Camp	\$265
Extended Care	\$4.50 per hour (\$20 per 15 minutes after 6:00 pm)

**TUITION REFUND** – The first payment of each trimester (August and January) will be prorated for withdrawal within the first TEN DAYS OF THE SEMESTER. Tuition will not be prorated for late registrants who enroll within the first ten school days of each semester. All other installment payments (September–December & February – May) will be fully refunded or charges reversed if the student withdraws before the fifteenth of the month.

**ON-TIME DISCOUNT (\$10/month)** – A discount of \$10 per student will be credited to accounts that are paid in full by the 10th (or next business day) of each month from September to May only.

**PAYTRONIC DISCOUNT (\$5/month)** – LSA will make automatic deductions from your checking, savings account or credit card on the 10th of each month. A \$5.00 monthly discount (in addition to the on-time discount) will be given to each account enrolled in Paytronic. Online registration is required.

# FINANCIAL INFORMATION

**FAMILY DISCOUNT (5% & 10%)** - The following percentage discounts on tuition will be given: 5% for the second child in the family at LSA & 10.00% for third, fourth, or fifth child. To qualify for family discounts, two or more students must appear on a combined family statement. Discounts only apply to students attending LSA.

**PREPAYMENT DISCOUNT (\$25 & \$30)** - Payments made in advance for the entire school year by August 22, 2013, will be discounted \$30 per month for ten months; payments made one semester in advance by August 22, 2013, and January 21, 2014, will be discounted \$25 per month for five months.

**SERVICE CHARGE (\$25 fee)** - Accounts delinquent over thirty (30) days will be assessed a flat \$25.00 service charge per student account after the 25th of the month.

**RETURNED CHECKS (\$35 fee)** - If a check or electronic payment is returned for any reason, a fee of \$35.00 will be charged. Checks returned for insufficient funds will be resubmitted electronically without notifying the drawer. After two incidents of returned items, payments must be made in cash, cashier's check, money order, or credit card.

**FINANCIAL CLEARANCE** - All accounts held by a family, current and past, will be considered for financial clearance: To enroll each semester, receive a graduation diploma, participate in overnight trips & sit for final exams.

**ZERO BALANCE DAY (1st/2nd semesters)** - January 10, 2014 is Zero Balance Day for second semester registration clearance. May 16, 2014 is Zero Balance Day for end of the year clearance. All accounts must be at zero balance by these dates.

**OUTSTANDING BALANCES** - All outstanding school accounts, at LSA or other Seventh-day Adventist schools, must be settled prior to registration. If an account becomes two installments past due (60 days), the students WILL be asked to withdraw from school until the amount is paid in full or satisfactory financial arrangements are made. Cash, credit card or money order will be required to payment on delinquent accounts.

# FACULTY INFORMATION

## Faculty Information



Spring Benfield	La Sierra Academy – Elementary Principal
Carol Orr	La Sierra Academy – Elementary Administrative Assistant
Karina Montiel	La Sierra Academy – Elementary Office Assistant
Jessica Preece, MA	Transitional Kindergarten Teacher
Susie Nashed	Transitional Kindergarten Teacher Assistant
Linda Vaughan, MA	Kindergarten Teacher
Akira Altamirano	Kindergarten Teacher Assistant
Michelle Beach, MA	First Grade Teacher
Pam Van Noty	First Grade Teacher Assistant
Evangeline Schoonover, BA	First Grade Teacher
Ruth Anguiano	First Grade Teacher Assistant
Linda Fattic, MA	Second Grade Teacher
Shirley Ji, MA	Second Grade Teacher
Fenny Parchamento	Second Grade Teacher Assistant
Carolyn Clegg	Third Grade Teacher
Alpha Islas, MA	Third Grade Teacher
Stephanie Sarli, BS	Fourth Grade Teacher
Kathy Spence, MA	Fourth Grade Teacher
Ileana Chand, BA	Fifth Grade Teacher
Maylienne Norton-Peters, MA	Fifth Grade Teacher
Tamara Belleau, MA	Sixth Grade Teacher
Art Bernal, MA	Sixth Grade Teacher
Brent Murray, MA, MPH	La Sierra Academy – Elementary Physical Education Teacher
John Yousry	La Sierra Academy – Elementary Technology Teacher
Daphne Thomas, MA	La Sierra Academy School Counselor
Leslie Patch	La Sierra Academy – Elementary Librarian
Paula Mendoza	La Sierra Academy School Health Officer
Susie Bao	La Sierra Academy – Elementary Extended Care Manager

*“Every human being, created in the image of God, is endowed with a power akin to that of the Creator - individuality, power to think and to do. The men in the whom this power is developed are the men who bear responsibilities, who are leaders in enterprise, and who influence character. It is the work of true education to develop this power, to train the youth to be thinkers, and not mere reflector of other men's thought.”*

*Education pg. 17*

# MY SPECIAL NOTES

# MY SPECIAL NOTES



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