

**Paradise
Adventist
Elementary**

Student Handbook

2021 – 2022

General Information 5

GETTING TO KNOW US 5
High Quality Education 5
Positive Learning Environment 6
The School Board 7
WHAT ADVENTISTS BELIEVE 7

Elementary Information 13

ACADEMIC INFORMATION 14
Accreditation 14
Our Staff 14
Textbooks and Materials 16
Library 16
Computer/Internet Usage 16
Music 18
Visual Arts 18
Physical Education 18
Grading, Promotion and Retention 18
Cumulative Folders 19
Standardized Testing 19
Field Trips 20
Graduation 20
PARENT/TEACHER TEAMWORK.....20
Bi-Weekly Teacher/Parent Communication **Error! Bookmark not defined.**
Grade Reports and Conferences 20
School Hours 21
Attendance 21
Homework 23
Resolving Concerns 24
Home and School **Error! Bookmark not defined.**
Getting Involved 24
Classroom Volunteers 24
CARING FOR OUR CHILDREN25
Student Supervision Before School..... 25
After School Care..... 25
Student Supervision During Conferences..... 25
Campus Security 26
Medications 26
KEEPING OUR SCHOOL PLEASANT.....27
Code of Conduct..... 27
Bullying Prevention Program 28
Cyber Bullying 28
Helping Students Make Wise Choices 28
Dressing for Learning..... 29
Student Personal Electronics 29
Lost and Found 30
ADMISSIONS.....30
Application..... 30

Age Requirements.....	31
Transferring Students	31
Medical Exams and Immunizations.....	31
FINANCIAL INFORMATION	32
Tuition	33
Fees.....	33
Discounts	34
Needs-based Scholarships	34
Payment Process	35
Financial Policies.....	35
CALENDAR.....	37
ACCEPTANCE AGREEMENT.....	37
Student Pledge.....	37
Parent/Guardian Pledge.....	37

General Information

GETTING TO KNOW US

The Seventh-day Adventist school in Paradise was established in 1908 with the goal to provide high-quality Christian education to children in our community.

HIGH QUALITY EDUCATION

Quality education is something all parents look for, but is sometimes hard to quantify. Here are some indicators we think might help you in evaluating the education your child will receive at Paradise Adventist Elementary.

- ★ All teachers hold bachelors' or masters' degrees and participate in an ongoing in-service program to remain current with educational issues.
- ★ All teachers hold California state teaching credentials and/or North American Division teaching certification for the grade levels and subjects they teach.
- ★ Your child will benefit from the individualized instruction and more personal attention that our low student/teacher ratio allows.
- ★ Our school is accredited by:
 - National Council for Private School Accreditation
 - North American Division of Seventh-day Adventists, Office of Education
- ★ Our Christian curriculum meets or exceeds Common Core standards. It includes class work in all major subject areas: Reading, Language Arts, Math, Science, Social Studies, Bible, Computer Education, Physical Education, Art and Music.
- ★ We use materials recommended by the Pacific Union Conference of Seventh-day Adventists. In areas such as Science and Bible, we use nationally developed Adventist

curricula. (It is important to note that Adventist students test above the national average in all subject areas, including science.)

- ★ Technology, through desktop or laptop computers, are integrated into our curricula at all grade levels based on what is developmentally appropriate.
- ★ Students learn experientially through field trips, outdoor education excursions and community service projects.
- ★ Our curriculum is developed in cooperation with the Education Department of the Northern California Conference of Seventh-day Adventists, the Pacific Union Conference of Seventh-day Adventists and the North American Division of Seventh-day Adventists. As an organization, Adventists have a great deal of experience in education—they operate the second-largest private educational system in the world.

POSITIVE LEARNING ENVIRONMENT

Our parents tell us they appreciate knowing their children are physically and emotionally safe at school—while learning in an environment and community that promotes development spiritually, academically, physically and emotionally.

- ★ Our teachers are not only academically qualified to teach, but also love students and are dedicated to teaching.
- ★ We emphasize educating the whole student—academically, socially, spiritually, physically. We believe that school should support parents in instilling Christian values and ethics.
- ★ Worship and prayer are integrated into the school day and teachers encourage the Christian principles of honesty, fairness, love for God and respect for others.
- ★ You, as parents, will be informed and involved in your child’s education—through access to our online grade book, regularly scheduled parent/teacher conferences, newsletters, notes and phone calls. In addition, parents are welcome to make appointments to visit the classrooms throughout the school year.
- ★ We believe that “In the formation of character, no other influence counts as much as the influence of the home. The teacher’s work should supplement that of parents, but it is not to take its place. In all that concerns the well-being of the child, it should be the effort of parents and teachers to cooperate.” Education, p. 283.

THE SCHOOL BOARD

The Paradise Adventist Elementary school board is responsible for using parent, student and staff input to create coherent and effective policies and to establish a long-term direction for each school.

Come participate. We encourage parents and community members to attend our monthly meetings or talk to any board member and share your ideas.

Elementary School Board

Paradise Adventist Elementary is governed by board which meets monthly. The members of the board are chosen by the Paradise Adventist Church.

Rich Cochrane, Chair - retired ophthalmologist

Devon Horning, Vice-Chair – general contractor

Steve Hamilton - Lead Pastor Paradise Adventist Church

Marna Carli, Worthy Student Coordinator - retired

Albert Miller - Superintendent of schools NCC

Geoff Chinnock, Treasurer - Accountant

Margo Fillmore-former university teacher early childhood
education

Carol McHenry - former teacher, special education

Dale Seaton – former teacher, - information technology

Tim Williams – administrative director, Adventist Health Feather River

WHAT ADVENTISTS BELIEVE

Seventh-day Adventists are a Christian church that have their beliefs found in Scripture. **God's greatest desire is for you to see a clear picture of His character. When you see Him clearly, you will find His love irresistible.**

- For many, “seeing God clearly” requires that they see God’s face. However, how he looks is not the issue. Seeing and understanding His character is what’s most important. The more clearly we understand Him, the more we will find

His love irresistible. As we begin to experience His love, our own lives will begin to make more sense.

- God most clearly reveals His character in three great events. The first is His creation of man and woman – and His giving them the freedom of choice. He created humans with the ability to choose to love Him or to reject Him. The death of Jesus Christ, God’s only Son, on the cross as our substitute is the second great event. In that act He paid the penalty we deserve for our hateful choices toward God and His ways. Jesus’ death guarantees forgiveness for those choices and allows us to spend eternity with Him. The third event confirms the first two and fills every heart with hope: Christ’s tomb is empty! He is alive, living to fill us with His love.

Scripture is a road map. The Bible is God’s voice, speaking His love personally to you today.

- The Bible speaks God’s directions to us, like a detailed road map that clearly shows the exit ramp directly into heaven. It is also much like an owner’s manual for a life ready to be lived.
- Sometimes His voice speaks through stories, such as those of David and Goliath, Naaman’s little serant girl, Christ on the cross, and fisherman Peter learning how to tend sheep. Some of these stories teach us how to handle the troubles we face each day. Others fill us with hope and peace. Each of them is like a personal letter from God to you.
- Some portions of Scripture are direct instructions and laws from God such as the Ten Commandments. On other pages the Bible gives God’s practical advice and encouragement through parables, promises, and warnings. Amazingly, though many different writers throughout thousands of years wrote the Bible, each page describes the same God in ways we can understand and apply in our lives today. This Book is always His voice talking personally to anyone who is willing to read and hear.

- God loves us even when we choose to reject His love. In those times He allows us to walk away into the life of our own choices. Yet He is still there, always ready to help us navigate the results of our decisions.

God never changes in a universe that always does. Jesus is Creator, Sustainer, Savior, Friend, God’s Son and God Himself.

- Everything in this world is always changing, even our desires, interests, skills, and body shapes. But God? He is constant. He is always the same. Sure, He’s always surprising us and touching our lives in thousands of new and different ways, but His character is unchanging. Jesus? He’s God’s Son, the Creator, our Savior and Friend.



- Colossians says, “in Him all things hold together”. (1:17, NIV) That includes everything in our lives. He keeps us whole when the enemy is trying to make us fall apart.

*“An excellent education
given in a caring
Christian setting.”*

- Seventh-day Adventists believe that Jesus is one of the three persons called the Trinity, who make up our one God. The Bible describes Jesus, God the father, and the Holy Spirit as each being committed to our growth as Christians and to our salvation.

*Gail Stahl
grandparent*



They made this salvation possible when Jesus came to Bethlehem as a human baby. He lived a life perfectly in accord with God’s will and then died innocently for all of our sins. He was placed in a borrowed tomb, but He came back to life three days later. Now He is in heaven preparing for our arrival.

- When everything may be falling apart, when you feel totally alone in the universe, Jesus is right there in the center of it all, offering personal peace and hope. Allow Him into your life. He immediately begins “remodeling” who you are and how you live. Jesus, in fact, is busily transforming His followers into accurate representatives of God’s character.

God loves you and wants to give you the highest quality of life imaginable.

- No, not a second-rate existence somewhere on Earth, but the highest quality of life imaginable, here and in eternity with Him! That is what God wants us to have. The best!
- This is why He encourages church families where we can belong. This is why He's concerned about what we're doing, when we're doing it, and how we relate to Him. God does not want anything to get in the way of our friendship. He especially does not want us to get involved in anything damaging or hurtful. He is like a loving father or a good big brother. He's someone who loves you so much that He's always looking out for you.
- How God feels about death is part of the quality of life He offers. For followers of Christ, death holds no fear. Remember, Jesus defeated death on Calvary and has given us freedom from death. Cemeteries, then, are filled with followers of God who are in the "peaceful pause before the resurrection." Yes, they are dead, but that death holds no power over their future. Jesus is coming to take them (and those of us still living) HOME! Death is almost like a wintery promise of spring.
- There is another great truth about friendship with God. It doesn't end in a cemetery; for God is planning a homecoming better than anything we can dream. A homecoming filled with angels, trumpets, Jesus and resurrections! He has promised to bring His followers, those who have accepted the offer of His life-changing love, from this earth to His home, a place He calls heaven. A place where our friendship can go on growing forever, endlessly, joyfully!

In the heart of God is a place to experience as home. God loves you, and wants to spend time with you personally, one on one, as two close friends.

- Because you and God are friends, you will spend time together as friends do. Each morning you'll share a hello and discuss how you can face the day's events together. Throughout the day you'll talk with Him about how you feel. You'll

laugh with Him at funny things and ache with Him over sadness and hurts. It's pleasant being God's friend and snuggling comfortably into the safety of your relationship. You can always trust Him to treat you well, because He loves you.

- The seventh day (Saturday) is an extra-special part of the relationship. The Bible, from Genesis through Revelation, describes the seventh day as the one day God has set aside for focused fellowship with His people. God has named that day "Sabbath" and asked us to spend it with Him. "Remember the Sabbath day," He says, "to keep it holy." The Sabbath is a whole day to deepen our friendship with the Creator of the universe! A day when we are together, Jesus with us and us with Jesus.
- God made you and has an incredibly special plan for your life. It is a plan that will fill you with hope, love, peace and activity. In fact, when Christ paid the penalty for sin on the cross, that gave Him the right to claim you as His own. As a result, you can experience His love and priceless salvation freely and fully without limit.
- Pictures of everyone fill God's photo album: Nepalese, Brazilians, Nigerians, Yupiks and Germans; people of every nation, culture background, gender, hair color and foot size. In God's eyes all are equally "children of the King"!
- God cleans away all our sins and replaces them with His goodness. We don't have to be "good" for Him to accept us. Nevertheless, When we accept His promise and allow Him to clean out everything the enemy has left in us. Then we begin to experience the transforming power of His love. It's a giant war; one side pulling us toward empty pleasure and destruction, and God urging us to accept His offer of peace and purpose.
- To help us understand how God can transform us into His children, Jesus modeled the process of baptism for us. Baptism symbolizes dying to self and coming alive in Jesus. Seventh-day Adventists practice full immersion baptism because by being fully buried beneath the water we symbolize God's grace fully filling us with His new life for the future. Through baptism we are truly born again in Jesus.

- Eternal life, peace, purpose, forgiveness, transforming grace, hope; everything He promises is ours, because He is offering it and He has shown we can trust Him to do exactly as He promises. Accept His gifts and you immediately become an active part of His family, and He joyfully becomes part of yours.

(Content derived from www.adventist.org/beliefs/)

Elementary Information

Our Mission

To develop well-educated citizens who

do justly,

love mercy

and *walk humbly* with God.

Our School-wide Learning Objectives

It is our purpose to nurture the fullest development of the physical, mental and spiritual faculties of our students.

They will be encouraged and given opportunities to:

know God more,

serve others better,

increase in kindness,

improve academically,

increase in aesthetic fluency,

improve communication skills,

be better stewards of God's creation.

ACADEMIC INFORMATION

Our school has been offering proven academics with strong Christian character development for students in Paradise since 1908.

Our curriculum is accredited and goes well beyond the “three Rs” in educating children for today’s world. Bible, music, art, computers and keyboarding, physical education, outdoor education, special interest projects and leadership training all supplement the traditional subject areas. Our courses of study are based on those outlined by the State of California and General Conference of Seventh-day Adventist education departments. The school board and teachers, with input from parents, focus on continuously reviewing and improving the school’s curriculum and learning environment.

Worship and prayer are integral parts of every morning in each classroom. Bible classes focus on understanding the Bible and general Christian principles. In addition, for one week each semester students meet for daily chapel programs. Each of these activities is designed to help students learn to know God as a friend, to encourage high standards in integrity, morality, and self-control, and to promote good conduct in and out of school.

ACCREDITATION

- ★ National Council for Private School Accreditation
- ★ North American Division of Seventh-day Adventists, Office of Education

OUR STAFF

Our staff have been chosen for their professional qualifications, their love of children and their dedication to teaching.

Heather May (grades K - 2)

- ★ Bachelor of Arts (Liberal Studies), Andrews University, 2005
 - ★ Teaching Certificate, elementary education, NAD of Seventh-day Adventists, current
- Heather has experience teaching English as a second language in South Korea. She has taught subjects from pre-kindergarten through 7th grade in single and multi-grade settings -most recently as a k-2 teacher. Heather loves teaching students Bible songs and looking

about at nature. She loves to read and travel & hike with her husband Lance, and their dog Mulligan.

Kimberly Baumbach — Teacher (grades 3 - 6)

- ★ Bachelor of Science (elementary education & psychology), Atlantic Union College, 2000
- ★ Teaching Certificate, Standard (elementary education), NAD of Seventh-day Adventists, current

Kimberly has experience teaching in a variety of classroom combinations; single grade and multi-grade, in all grades one through eight. Kimberly loves spending time with kids and brings a positive, adventurous energy to the classroom. She enjoys teaching “outside the book” and is constantly looking for new resources to engage students and make school something students look forward to year after year.

Having grown up in New England, Kimberly moved to California with her husband, Chris, in 2004. Kimberly enjoys hiking and backpacking with her family and friends.

David Vixie — Teacher (grades 7 - 8)

- ★ Master of Science (curriculum development and instruction), Walla Walla College, 1983
- ★ Bachelor of Science (elementary education; minors in biology, physical education, and religion), Walla Walla College, 1977
- ★ Teaching Certificate, Professional (elementary education), NAD of Seventh-day Adventists, current
- ★ Teaching at Paradise Adventist Academy since 1986
- ★ Disney Teacher of the Year, Oregon California Trails Association teacher of the year, Veterans of Foreign Wars state and national award recipient

David enjoys his wife, Karen, hiking, backpacking, mule riding, packing and wagon driving, traveling, farming, teaching, photography, videography, gardening, playing the guitar and singing

Brenda Muth, — Registrar

- ★ Bachelor of Arts (education), Pacific Union College, 1974
- ★ Teaching Certificate, Designated Subject/Services (keyboarding and registrar), NAD of Seventh-day Adventists, current
- ★ Teaching and working at Paradise Adventist Academy since 1988

Brenda loves taking pictures, especially of flowers and her grandkids, shopping and playing Words With Friends.

TEXTBOOKS AND MATERIALS

We use materials recommended by the Pacific Union Conference of Seventh-day Adventists.

LIBRARY

Each classroom has access to a central library at our school. With books, periodicals, reference materials and other learning aids, we have excellent resources for sparking the natural curiosity of children.

COMPUTER/INTERNET USAGE

We are pleased to offer our students k-8 access to the school network for internet usage. These students will use the internet in structured educational settings while at school. Our school network and computer systems will be controlled and monitored through firewall, anti-virus, anti-spam software, various technology controls and teacher supervision to allow safe access to the internet. This will enable students to safely explore thousands of libraries and databases around the world enriching their educational experience.

While our intent is to make internet access available to further educational goals and objectives, students may find ways to access other material as well. Any student found accessing inappropriate materials will be in violation of the Computer/Internet Usage Policy and will be disciplined accordingly (See “Helping Students Make Wise Choices” below, pg 29). We believe that the benefits to students of access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

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

The network is provided for students to conduct research, prepare papers, presentations and gain a general technology education. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege not a right and involves responsibility.

Individual users of the school computer network are responsible for their behavior and communication over the network. It is presumed that users will comply with the school standards. The school also has the right and duty to monitor and restrict both the amount of time online and the sites visited. This responsibility extends to any communication to or from the sites. The school has the right to search all electronic media/devices on campus including computers, storage devices and cell phones.

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

- ★ Sending or displaying offensive messages or pictures (including graphic violence).
- ★ Distributing personal information about yourself or any other student or staff online by using chats, blogs, social networking sites or email.
- ★ Arranging a meeting with an online contact without school and parental approval.
- ★ Using obscene language.
- ★ Harassing, insulting, or attacking others.
- ★ Damaging computers, computer systems, or computer networks.
- ★ Violating copyright laws.
- ★ Using another person's password or sharing your password with others.
- ★ Browsing in another person's folders, work, or files.
- ★ Using proxies or any other technology to bypass our school's filtering including using other wireless networks such as mobile hotspots, etc.
- ★ Intentionally wasting resources.
- ★ Using the network for commercial purposes.

"PAE has been such a blessing to my children providing a God centered loving environment for them to learn and grow, and have experiences that would not be possible in a public school"

Student access to the school network and internet may be restricted because of low grades or other disciplinary issues. Violations of the Computer/Internet Usage Policy will result in a loss of access and may also result in other disciplinary or legal action. All actions taken by the school administration, teachers, parents and students will follow the student disciplinary procedures.

MUSIC

An education in music provides an opportunity for cognitive development that no other school subject offers. Music uniquely combines right brain and left-brain activities resulting in total brain development. Success in music requires the integration of individual skills practiced at home and group skills practiced at school. Musicianship developed in elementary school can lead to life-long participation in church and community ensembles. Adventist education has long held as one of its goals the education of the whole person—and music has been an integral part of that since the very beginning.

VISUAL ARTS

Art is an integral part of our curriculum. Each classroom will incorporate art as part of various subject areas.

PHYSICAL EDUCATION

Structured physical education periods are a part of each grade's daily schedule. PE is more than recess or teacher-directed play—we emphasize this opportunity to develop the physical and social skills of each child. Progress is measured in terms of participation, effort, team spirit and sportsmanship. Exceptions for PE participation are granted based on written statements from a physician.

Students in all grades are required to wear athletic shoes during physical education classes. Students may not bring sports equipment to school that is not authorized by their physical education instructors. Our campus includes a gymnasium for PE during the winter.

GRADING, PROMOTION AND RETENTION

Grade reports are sent to parents at the end of each nine-week period. Parents can track student progress through our online grading program FACTS. Grades are awarded based on the following system.

Grades Kindergarten, One and Two:

- I Independently achieves objectives and performs skills
- P Progressing toward achieving objectives and skills
- NT Needs more time to develop

Grades Three to Eight:

- A Superior
- B Above average
- C Average
- D Below average
- F Failure

An “I” or “Incomplete” may be used on occasion when a student has not completed the required work during a grading period. A grade of “I” must be changed to another letter grade before the close of the next grading period.

Students are promoted to the next grade level based on their academic achievement and their teacher’s recommendation.

CUMULATIVE FOLDERS

Our school maintains a cumulative folder on each child’s educational progress in compliance with the requirements for the state and the Northern California Conference of Seventh-day Adventists. Parents can review their child’s cumulative folder in the office, although no part of the file can be removed from that office. We will need to have a written request to allow the file to be reviewed.

STANDARDIZED TESTING

During the school year, each student’s progress is assessed using standardized tests such as the Map testing. The results of these tests will be shared with parents.

The principal and teaching staff study the aggregate scores carefully to identify trends and refine the teaching approach in specific subject area(s). This is a key component in the overall guidance for the school.

We are proud of the fact that our students, on average, consistently score above grade level, and prouder of the fact that they typically make more than one full year’s progress in one year’s time.

FIELD TRIPS

Field trips provide experiential learning that is not ordinarily available in the classroom. Teachers will notify parents or guardians in advance of field trips. We appreciate and encourage parents who can help us with driving and supervision. Students are not allowed to bring personal electronic devices with them while being transported to and from field trips except through special arrangement by the teacher.

The NCC Board of Education has implemented a Volunteer Driver Policy which includes a background information check on all individuals who will drive on field trips.

(Note: Vehicles that carry school children on these trips must have full comprehensive and liability coverage with minimum limits. Drivers for a field trip must file proof of this insurance coverage with our office each year. Please check with the office for more information. California law limits eight children to a vehicle and each must have a seatbelt.) California law also requires a car seat or booster seat until the child is 8 years old or 4' 9" in height.

GRADUATION

Paradise Adventist Elementary, through the Northern California Conference of Seventh-day Adventists, awards diplomas to all students in eighth grade who successfully complete the outlined course of study.

PARENT/TEACHER TEAMWORK

Our goal is to create a productive and pleasant team approach between your home and your child's teacher.

GRADE REPORTS AND CONFERENCES

To encourage a team approach, we believe that parents should receive frequent updates on their child's progress. In addition to encouraging frequent, informal conversations on your child's progress, we offer the following formal evaluations and conferences.

- ★ Written reports (report cards) are issued every nine weeks (four times) during the school year. Report cards indicate citizenship and individual progress, as well as achievement. Grades reflect the attainment of clearly stated social standards and academic goals.
- ★ A parent/teacher conferences is scheduled with all parents individually at the end of the first grading period. These talks will be full and frank discussions of how parents, teachers and students can work together to make learning as meaningful and exciting as possible. A parent/teacher conference may also be scheduled at the request of the teacher or parent. (Note: Please see the section titled *Caring for Our Children*, regarding supervision of your child(ren) during parent/teacher conferences.)
- ★ Please feel free to discuss your child's progress with his or her teacher at any time during the school year.

SCHOOL HOURS

Monday-Thursday 8:00 am – 3:00 pm. If you have not picked up your child by 3:15 p.m. they will join the After-School Program. Charges for After School Care will not start until 3:30 p.m.

Friday 8:00 am– 12:00 noon. If you have not picked up your child by 12:15 p.m. they will join After School Care, though charges will not start until 12:30 p.m.

(For details on the After-School Care program please see that section under *Caring For Our Children*, pg 26.)

Morning Drop Off

A teacher will be on site between 7:45 and 8 a.m. to supervise students as they are arriving at school. Please drop students off in front of the classrooms. To start classes on time, we expect all students to be with their teacher by 8:00 a.m.

Because childcare is not available before 7:45 a.m. students should not arrive earlier than that without special permission.

ATTENDANCE

All students should attend class to develop a pattern of punctuality and the responsibility to meet day-to-day appointments, share ideas by way of participation and self-expression, and keep up with daily assignments and lectures. Students that demonstrate consistency and reliability in attendance are more successful academically. The designation of a tardy or

absence being excused or unexcused is relative to the attendance record not the academic record. Each day, in addition to tests, quizzes and writing assignments, teachers provide hands on activities, labs, demonstrations, and discussions that enhance and measure the learning experience of their students in a way that paper and pencil assignments cannot replicate. The teaching-learning process builds on lessons previously taught. For a student to miss even one day will impact their educational experience, as well as the experience of their classmates. Any learning missed has a natural effect on a student's grade. A missed day is a day of instruction that cannot be retrieved.

Parents/guardians and students are expected to demonstrate honor and integrity in all attendance matters. The following policy has been constructed to enhance a student's ability to succeed.

Excused Absences and Tardies

(defined by school laws of the State of California) include absences for

★ Court Appearances

- Applies primarily to mandatory appearances but non-mandatory may also be excused.

★ Illness

- Students must be fever free for 24 hours before returning to school.
- Students that miss more than 10 days due to illness must petition to have the additional absences excused.
- Quarantine , under the direction of a county or city health officer.- Refer to PAE response to Covid-19 plan. <https://mypae.net/wp-content/uploads/2021/02/PAE-Covid-19-Public-Health-Guidance-Plan-January-14-2021.pdf>

★ Medical, Dental , Optometrical or chiropractic appointments

- Should be scheduled outside of class time whenever possible.

★ Death in the immediate family or to attend the funeral of an immediate family member

The designation “unexcused absence” applies to absences for any reason other than those listed above as an excused absence.

Parents should call the office (530-872-1576), or send an email to office@mypae.net on the day of the absence or tardy. The student is required to bring a written excuse from the doctor, or court verifying the tardy or absence along with the parent/guardian signature. Written excuses must be submitted to the front office within five days of the absence or tardy. Any unexcused tardies or absences not excused within five days will remain unexcused. Excuses for illness lasting longer than five consecutive days must be physician certified.

Family Days (Pre-arranged Absences)

When it becomes necessary for a student to miss classes to accompany a parent on an activity, a prearranged absence is a courtesy to the teacher.

. In the event that an absence from class needs to be pre-arranged, parents/guardians should follow these steps:

- ★ Pick up a Pre-arranged Absence Form from the office.
- ★ Complete and sign the Pre-arranged Absence Form.
- ★ Submit the form to the teacher **two weeks in advance**.
- ★ Request missed assignments from teacher(s). It is up to the discretion of the teacher if assignments are to be completed and turned in before or after the pre-arranged absences.

Missed Assignments

Students will be allowed to complete assignments and tests that can be reasonably provided that were missed due to an excused absence or tardy. Work missed in the case of unexcused absence or tardies, classwork, quizzes, tests and participation points can be made up only at the discretion of the teacher. There may be assignments or graded activities that a student will not be able to make up which will have an affect on the student understanding and grade. Be sure to communicate with your student's teacher for their policy on late work due to unexcused absences or tardies.

HOMEWORK

Homework may or may not be given for any grade level. The teachers in each classroom have different homework policies based on appropriate expectations for that grade level.

RESOLVING CONCERNS

Parents and students are the school's most important resource when it comes to providing suggestions for doing things better or solving problems. Talk to your teachers. Your concerns and ideas are valued.

A problem is usually resolved quickly and amicably when the people with the problem work together to find a solution. If an authority must be called in before a problem can be resolved, then, in the school setting, a teacher, head teacher/principal, or the school board can serve as mediator, depending at which level the problem exists. As long as the focus is the problem and it's most useful solution, solving that problem is a healthy, constructive and educational activity for all concerned. Everyone, as well as the school, benefits!

GETTING INVOLVED

Every day parents make a vital contribution to our school program. Every parent has something special to contribute and we have a wide range of alternatives for using your unique talents. Parent and community volunteers help us by:

- ★ Organizing and maintaining our library,
- ★ Assisting in classrooms,
- ★ Driving for field trips,
- ★ Organizing school events (see list of events in the section above),
- ★ Participating in the school board,
- ★ Helping with work bees, and much more.

We look forward to finding out how you can add your talents to making our school even better!

CLASSROOM VOLUNTEERS

Classroom volunteers play a vital role in our school. If you wish to assist in a classroom, talk with the teacher in that room. He or she will orient you to the activities of the classroom, discuss with you ways in which you can contribute, schedule your visits and, if required, provide you with informational material.

Because we are committed to our students' safety, all individuals who will have contact with students are screened with a background check. You will be asked to go to www.ncsrisk.org/adventist. and follow the prompts to obtain volunteer clearance.

“Guidelines for Volunteers” and “Volunteer Agreement” forms must be signed and on file in the school office prior to volunteers taking any volunteer assignments. While it does take a bit of your time, we believe this is an important part of ensuring a safe school environment.

CARING FOR OUR CHILDREN

STUDENT SUPERVISION BEFORE SCHOOL

A teacher will supervise the students before school in the classroom or outside near the classroom entrance from 7:45-8 a.m. on Monday through Friday.

AFTER SCHOOL CARE

After School Care is available on regularly scheduled school days Monday through Thursday from dismissal until 5:00 p.m, and on Fridays from dismissal until 5:00 p.m. All students who have not been picked up from school by 3:15 p.m. Monday – Thursday or by 12:15 p.m. on Friday will be automatically enrolled in After School Care. Charges will not start until 3:30 p.m. on Mondays – Thursdays and at 12:30 p.m. on Fridays.

Parents/guardians will sign out their student from after care upon picking them up. The cost for after school care is \$6.00 per child per hour with a minimum charge of one full hour.

STUDENT SUPERVISION DURING CONFERENCES

Childcare is not provided during parent/teacher conferences. If you are unable to make childcare arrangements your child/children must accompany you to the conference.

Children may not play unsupervised on the school grounds.

CAMPUS SECURITY

We are intentional and concerned about striking an appropriate balance between having a welcoming, open campus and providing strong security for our students and staff. To that end we have implemented the following policies.

Our campus is closed to visitors unless they come through the front office and wear a visitor badge. This allows our staff to quickly identify visitors and determine their purpose.

Ongoing volunteers who have contact with students are required to participate in a background check. (For details see the section above, pg 25, titled, “*Classroom Volunteers.*”)

MEDICATIONS

If your child requires medicine while at school, you will need to complete our authorization form and supply the medication. This applies to both prescription and over-the-counter medications, and whether we or the student will be administering the medication.

- ★ Parents must complete our authorization form whether the medicine is prescription or over-the-counter. Be aware a physician’s signature is also required on the authorization form.
- ★ You will need to supply the medicine in its original container. Prescription meds must have the child’s name and dosage instructions on the container.
- ★ The school office manager will hold all medications in a locked container and administer all necessary medications. There are some exceptions for students who need emergency medications (i.e. insulin, inhalers, etc.) and who have separate, special authorization to carry those meds with them.
- ★ The school office manager will keep a record of the date and time medications are administered by the school.

If your child requires emergency medication that must be carried with him (i.e. insulin, inhalers, etc.) please talk with the school office manager for the specific authorization form and policy details.

“My son loves this school. It is a smaller school and he feels more open to expressing how he feels with his teacher and fellow classmates.”

KEEPING OUR SCHOOL PLEASANT

Our students are the greatest! This section is included simply to remind them of our guidelines for everyone's health, safety and social education.

CODE OF CONDUCT

- ★ *We will treat others with love, respect, dignity and grace.*
 - ★ *We will obey our teachers and their classroom rules.*
 - ★ *We will respect the property of our classmates, teachers and the school.*
 - ★ *We will be honest with each other and our teachers.*
-
- ★ Children are not to leave the supervised area: the school buildings or the grounds for any reason without teacher permission (and signing out at the office when necessary) except at regular dismissal times.
 - ★ Knives, matches, firecrackers, weapons of any kind or any other disruptive items are not to be brought on campus.
 - ★ Illegal substances, tobacco/nicotine products, alcoholic beverages, vape devices, inhalants, e-cigarettes, JUUL and associated paraphernalia in any form are not to be used, brought or promoted on our campus at any time.
 - ★ Profanity, obscenity, violence or taking the Lord's name in vain is not acceptable.
 - ★ Students are not to bring inappropriate pictures, written materials or music.
 - ★ Bicycles, skateboards, in-line skates and heelers are not to be ridden on the campus. Bikes are to be kept in the rack and should not be left at school overnight. Motorized bikes are not allowed on campus.

BULLYING PREVENTION PROGRAM

We will continue to implement the Olweus Bullying Prevention Program on campus.

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. Our Anti-Bullying Rules:

- ★ We will not bully others.
- ★ We will try to include students who are being left out.
- ★ We will try to help students who are being bullied.
- ★ If we know that somebody is being bullied, we will tell an adult at school and at home.

The Olweus Bullying Prevention Program is a comprehensive program that includes staff and volunteer training, a parent orientation, a school wide kickoff and regular class meetings to foster good student relations.

CYBER BULLYING

A cyber-bully is anyone who repeatedly misuses technology to harass, intimidate, or terrorize another person.

While our school has strict rules for web access, those rules and the school staff who enforce them, are unable to do so once a student leaves campus. Therefore, parents must accept responsibility to protect children from online stalking, bullying and other harassment at home. It is important for parents to be educated about children's use of the computer and cell phone. Parents should encourage their children to tell them about any negative messages they receive.

www.violencepreventionworks.org/public/index.page

HELPING STUDENTS MAKE WISE CHOICES

It is a given that students will find themselves misbehaving at one time or another. We are all human. Each child and each situation is different. Our teachers also have their individual techniques when confronted with misbehavior. The goal is the same, correcting the behavior, making restitution (making things right) and influencing a child's heart for Christ. The following list will help you understand the processes we use to help students learn from their choices. *The consequences listed here may be repeated or skipped based on the specific circumstances and the teacher's discretion.*

- ★ Discussion and warning
- ★ Constructive isolation (e.g. working through a growth process for the future, project at school) or loss of privileges
- ★ Letter of apology
- ★ Teacher/parent conversation
- ★ Principal/teacher/parent conversation
- ★ Suspension and possible expulsion

DRESSING FOR LEARNING

We believe there is a relationship between the way students dress and the way they behave. If they are dressed for learning, they will have an easier time focusing on learning than if they are dressed for play.

For this reason, we encourage students to dress appropriately for school—with modesty, neatness, cleanliness, simplicity, and a natural look. Shirts should be long enough to be tucked in, no spaghetti straps. Clothing must fit properly and conceal undergarments. T-shirt logos must reflect Christian values and attitudes. Shorts should reach mid-thigh. Rips or holes should be mid-thigh or below. Due to changing fads and fashions, there may be changes to the policy during the year.

Jewelry, makeup, nail polish or hair styles that are determined by school administration to be offensive, a distraction to learning, or in some way hazardous (for example; large earrings that can get caught on something while playing) will be asked to be removed. If ears are pierced, wear only one pair of stud earrings.

STUDENT PERSONAL ELECTRONICS

Our elementary school has a strict cell phone usage and media device policy. We recognize some parents provide their child with a cell phone for emergency use before and after school hours (for example, for students who may ride a bike to school). However, while on the school campus all cell phones must be turned off and handed to the child's home room teacher every morning or if approved by the teacher, kept in the student's backpack. Students must get permission from the teacher any time they want to use the device. Parents who want their child to carry a cell phone for emergency use while off campus will need to sign our Student Personal Electronics Exception form.

Personal listening or video devices or electronic devices are not to be brought on campus or on school sponsored activities. Taking a recording/video of others on campus or school sponsored trips without knowledge and permission is strictly prohibited.

Because we aim to create a distraction free learning environment, we've adopted the following policies for misuse of a cell phone and/or media device.

- ★ The first infraction will result in the phone or media device being sent to the office to be picked up by the parent or guardian at the end of the day.
- ★ The second infraction will result in the device being confiscated and may be retrieved on the following Friday by the parent or guardian.
- ★ After the second offense continued electronic device misuse is viewed as insubordination. The device will be confiscated and held indefinitely.

LOST AND FOUND

During the year we maintain a lost and found container in the school office for students and parents to check for and claim missing items. At the end of the year all unclaimed items are donated to a charity of the school's choosing where they can be distributed to those in need. You and your child may find it easier to identify your belongings if all items brought to the school are marked with your child's name. We cannot be responsible for personal play equipment, clothing or other non-school items on our campus.

ADMISSIONS

We look for potential students who are in good standing at their current school and are willing to uphold the standards of our school. We expect that our students will pledge themselves to observe our standards willingly and perform their school-assigned duties to the best of their abilities.

APPLICATION

Paradise Adventist Elementary admits students of any race, color, nationality, ethnic origin, or religious persuasion. Please contact the school for an application and submit the completed forms to the principal or office manager. Applications are reviewed by the admissions committee of the school board and are subject to final approval by the board.

AGE REQUIREMENTS

In accordance with California state law, all children entering kindergarten must be five years old by September 1 of the year they enroll. First grade students must be six years old by September 1 of their first-grade year.

TRANSFERRING STUDENTS

We will need a copy of the last report card and standardized test, indicating the last grade completed, from students transferring from other schools. Students entering our school for the first time may be tested for optimal grade placement and will be interviewed by the principal or teacher. Our goal is to place students where they can attain their highest academic achievement.

MEDICAL EXAMS AND IMMUNIZATIONS

New students and those entering kindergarten and seventh grades must have a physical examination documented in our office. We have forms for your family physician's use.

Immunizations

Under California state law (known as SB277 which first took effect January 1, 2016) exemptions based on personal beliefs are no longer an option for the vaccines that are currently required for entry into childcare or school in California. Most families will not be affected by the law because their children have received all required vaccinations. Personal belief exemptions on file for a child already attending childcare or school will remain valid until the child reaches the next immunization checkpoint at kindergarten (including transitional kindergarten) or seventh grade.

The next phase of implementation became effective July 1, 2020 and remains in affect. These changes include, but are not limited to:

- ★ Requiring **two** (rather than one) doses of chickenpox (Varicella) vaccine before a child can be enrolled in:
 - Kindergarten,
 - Seventh grade, or
 - Any K-8 grade as a new student to that school.

- ★ Requiring **two** MMR doses and **three** Hepatitis B vaccine doses before admission or transfer at any grade level K-8 (age restrictions are removed).
- ★ Medical exemptions for new admissions may be signed only by a California-licensed medical doctor (MD) or doctor of osteopathy (DO).
- ★ Each temporary medical exemption may be issued for no more than 12 months.

For more information about SB 277, please see the Frequently Asked Questions available at: <http://www.shotsforschool.org/laws/sb277faq/>.

For more information about school immunization requirements and resources, please visit the California Department of Public Health’s website at www.shotsforschool.org or contact your local health department or Butte County Office of Education.

FINANCIAL INFORMATION

The *annual cost to educate a child* at our school varies slightly from year to year but typically is more than \$12,000. You will notice our tuition rates are not nearly that expensive.

Seventh-day Adventists work to make Christian education as affordable as possible by:

- ★ The Paradise Adventist Church funds nearly a third of our annual operating expenses.
- ★ The Northern California Conference of Seventh-day Adventists contributes approximately a third through partially funding teachers’ salaries.
- ★ Capital expenditures (facilities and improvements) are funded by donations, not tuition.

We know Christian education improves life for each child through their commitment to Christ, for each family through support for their Christian values, and for our whole community by educating leaders and citizens for tomorrow who will act with integrity, generosity and volunteerism.

The tuition and fees (listed below) include parents’ financial contributions toward instruction, most textbooks, workbooks, instructional materials and most supplies. While this list covers most expenses, there are some additional costs—such as field trips and individual supplies—which can’t be fully predicted before the school year starts.

TUITION

Tuition charges are for one year. These are figured into a 10-month payment plan August through May. Parents and/or guardians are ultimately responsible for the full payment of tuition.

Kindergarten – 8

member of an SDA church that supports an Adventist school - \$4284

not a member of an SDA church that supports an Adventist school - \$5916

FEES

Required fees

The following fees are required although not all fees apply to all students. Please note which grade levels and classes are affected by each fee.

★ **Registration:** The annual registration fee covers books, supplies, standardized testing, insurance and subject-area fees. The registration fee is due when you register your child(ren) and is non-refundable.

- Grades K-8 \$300

★ **Local field trips:** Students' learning in all grade levels is enriched through off-campus learning experiences. These arise throughout the year and sometimes require a nominal fee that varies from \$0-20/trip.

*Note: Parents who attend field trips are typically responsible for their costs which are sometimes different than the fees for students.

★ **Outdoor education trips:**

★ **3-6** Possible trips for outdoor education may be planned for grades 3-6 each year. Cost varies from \$150-250 depending on the location and activities.

7-8 grade trips: The eighth-grade curricula include several experiential trips throughout the year. A week-long emigrant wagon trip on the Oregon/California trail in Nevada,

Utah or California is one example, and other trips vary from year to year. These fees are due in advance of each trip.

Grade 7-8 approximately \$450-650 for the year

*Note: Parents who attend are typically responsible for their costs which are sometimes different than the fees for students.

Fees for optional services

- ★ **After school care:** Care is available for elementary school students from dismissal until 5:30 p.m. For details see, After School Care in the *Caring for Our Children* section, pg 25. \$6/hour, or any part of an hour per child.

DISCOUNTS

Two automatic discounts are available to families. Both discounts are allocated in 10 equal installments in tuition billing and are calculated into the customized financial agreement for each family.

- ★ **Adventist church membership:** Because of the annual financial support from Seventh-day Adventist churches, a discount is available to members of any SDA church whose church is supporting an Adventist school.
- ★ **Sibling Discount:** Families who have more than one child enrolled will be awarded a \$250 annual tuition discount for the second child. And the discount will increase by \$250 for each additional child (i.e. a \$500 annual discount for the third child, a \$750 annual discount for the fourth child, etc.).

NEEDS-BASED SCHOLARSHIPS

Our school and our supporting church believe strongly that Adventist Christian education is important for our children, our families and our whole community. We are committed to working with families so that every child who truly wants a Christian education has the opportunity to be here. Worthy Student scholarships are available through the Paradise Seventh-day Adventist Church. Applications for all these programs are coordinated through our school office.

PAYMENT PROCESS

To provide the greatest payment flexibility for parents and to simplify billing for the school, we have chosen to use FACTS Tuition Management, a company specializing in tuition billing. Tuition payments will all go through FACTS and can be made through withdrawals from your bank account or charges to your credit card (a 2.8% fee will be charged by FACTS for credit card payments). You can choose between three payment options when you register with FACTS at <https://online.factsmgt.com/signin/3D5MQ>.

- ★ **Monthly payments:** During sign up with FACTS you can choose to have your tuition payment scheduled on either the 10th, 20th or 28th of each month, for the months of August through May. FACTS charges a \$50 annual fee per family.
- ★ **Two semi-annual payments:** During sign up with FACTS you will identify the bank account or credit card from which you want the funds withdrawn at the beginning of the school year and halfway through. We will cover the \$50 annual FACTS fee.
- ★ **One annual payment:** During sign up with FACTS you will identify the bank account from which you want the funds withdrawn at the beginning of the school year. We will cover the \$50 annual FACTS fee.
- ★ **Credit card payments:** Any of the three types of payment plans can be paid with your credit card. **Please note: FACTS assesses a 2.8% fee for all credit card payments.** This fee does not come to the school.

We have chosen FACTS for tuition processing primarily because it will help keep tuition costs down for all our families by managing tuition collection more efficiently. Additionally, it offers you more flexibility and convenience than the school could provide on its own. For example, parents can go online to view payment information and make changes to payment preferences. In addition, FACTS offers 24/7 telephone support for parents with questions about billing.

Students will not be enrolled in school until FACTS billing enrollment has been completed by parents or guardians at <https://online.factsmgt.com/signin/3D5MQ>.

FINANCIAL POLICIES

- ★ Before a student is enrolled in school, they cannot have an unpaid balance at another Adventist school (such as Chico Oaks Adventist School, Feather River Adventist School or Paradise Adventist Academy) and the parent or guardian must accept financial

responsibility by enrolling with FACTS billing at
<https://online.factsmgt.com/signin/3D5MQ>.

- ★ In rare cases, the school board may approve alternative payment arrangements. In these cases, a request must be made and approval given prior to the student(s) enrollment.
- ★ FACTS charges various fees for late or dishonored payments. **These fees do not come to the school.** They are as follows:
 - Late fee: \$20
 - Fee for failed auto-debit or credit card charges or returned checks: \$30
- ★ If an account becomes more than 45 days past due, we will have to assume the student(s) are being disenrolled until the account is made current (under 30 days past due). Such accounts may be turned over to a collection agency if no arrangements have been made to bring the account current.
- ★ All accounts must be cleared by June 1. While all qualified eighth grade students will be able to participate in graduation ceremonies, diplomas will be withheld until their account is settled.
- ★ If a student attends for a partial year, tuition charges will be prorated on a daily basis. Refunds are not given for vacation periods or absence from school.

CALENDAR

The school calendar is being developed. As it is completed it will be distributed to students and families. Every effort will be made to coordinate calendars with our “sister schools” of Paradise Adventist Academy and Chico Oaks Adventist School.

ACCEPTANCE AGREEMENT

At times it is necessary for the school administration and/or board to revise or adopt new policies during the school year. Regulations thus adopted and announced verbally and in writing will have the same effect as if printed in the school bulletin.

STUDENT PLEDGE

By enrolling at Paradise Adventist Elementary, the student agrees to uphold the Christian principles upon which our school is operated. The student also agrees to abide by the policies published in this handbook as well as those adopted by the school faculty or board of directors and announced during the school year.

PARENT/GUARDIAN PLEDGE

By registering a student at Paradise Adventist Elementary, parents/guardians indicate that they agree to uphold the policies published in this handbook, and that they understand that the school administration has the right to modify policies during the school year if necessary. By registering a student our school, parents/guardians also indicate that they agree to pay their tuition and fees in a timely manner.